



TO: Tukwila Planning Commission
FROM: Nora Gierloff, AICP, DCD Director
BY: Nancy Eklund, AICP
DATE: June 22, 2023

SUBJECT: 2024-2044 Comprehensive Plan – Draft Community Engagement Plan

ISSUE

This draft of the Public Engagement Plan is being presented to the Planning Commission for their information. It was presented to the City Council Planning and Community Development Committee and will be considered by the Council Committee of the Whole on June 12, 2023.

BACKGROUND

The Growth Management Act requires that communities updating their Comprehensive Plans establish procedures for “early and continuous public participation”. Communities within the Puget Sound area are also required to comply with regional policy guidance from the King County Countywide Planning Policies and Puget Sound Regional Council’s Vision 2050. This guidance addresses the need for broad public outreach, as does the City of Tukwila’s Equity Policy.

REQUEST

If the Planning Commission has any recommendations about how staff can reach out to elements of the community, speak to certain groups, etc., we would welcome that input.

ATTACHED

Tukwila Comprehensive Plan Community Engagement Plan, May 22, 2023

Tukwila Comprehensive Plan Community Engagement Plan

Overview of Comprehensive Plan Update

The City of Tukwila is conducting a major update of its Comprehensive Plan, in compliance with the requirements of Washington State’s Growth Management Act (GMA). The Comprehensive Plan is a guide for how Tukwila will provide the public facilities and services to direct and manage growth. While the State of Washington requires the Plan to be adopted by December 31, 2024, the target completion date for the adoption of Tukwila’s updated Comprehensive Plan is September 2024.

City of Tukwila Planning staff (~1.3 FTE), as well as a consultant team are leading the City’s Comprehensive Plan Update effort. The City received two grants from the Washington Department of Commerce to support this work – one grant focuses on the feasibility of introducing Middle Housing in Tukwila, and the other addresses the overall Periodic Update of the Plan. Staff from other City departments are also providing their input based on their areas of expertise.

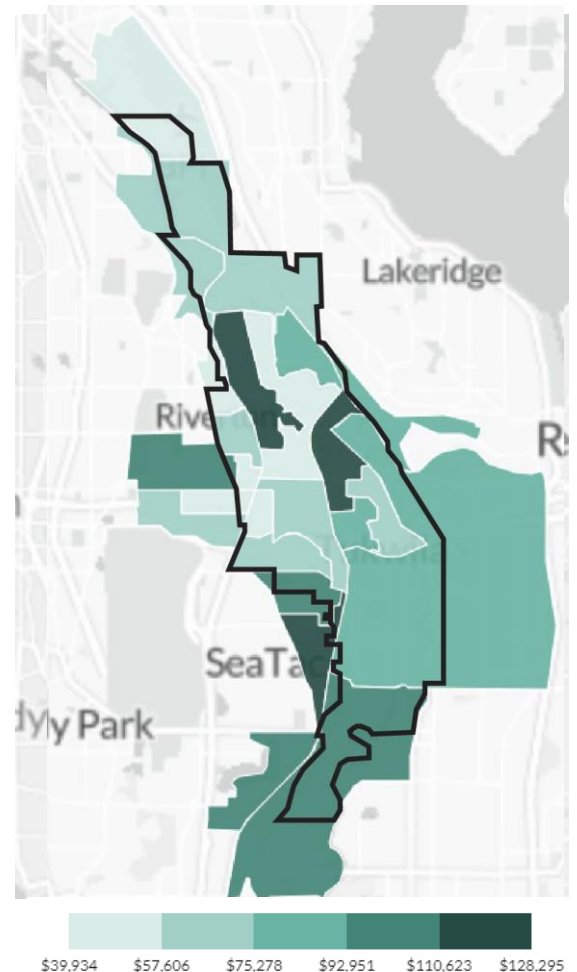
Community Characteristics

Tukwila is a city of 22,620 people and is 9.2 square miles in area. Demographically, Tukwila is 70% people of color, 39% of the population is foreign-born, 45% of the population speaks a language other than English at home, and 57% of households rent their homes.

In addition, the median household income in 2021 for Tukwila was \$71,688. As the image to right indicates, many of the census blocks near the center of the City have median household incomes below \$75,000.

Compared to King County as a whole, Tukwila has:

- a higher share of people of color,
- lower incomes,



Median household income in the past 12 months (2021 inflation-adjusted). ACS 5- year estimates, 2021; Census

- younger residents,
- a higher share of renters, and
- a higher share of people speaking a language other than English at home.

Sources: ACS 5-year estimates, 2020; Census 2020.

Comprehensive Plan Update Goals and Themes

The goals of the Tukwila Comprehensive Plan update include:

- Conducting an equitable and inclusive community engagement process that revisits the 2015 Comprehensive Plan Vision Statement and the priorities expressed in its goals and policies to determine if they continue to resonate with the community's values today.
- Ensuring compliance with the GMA, Puget Sound Regional Council Vision 2050 Multi-planning policies, and King Countywide Planning Policies.

Key themes to be woven into Comprehensive Plan update include:

- Advancing the City's Equity policy (Resolution 1921),
- Ensuring affordable housing options for all,
- Identifying avoidance or mitigation strategies if Plan policies could create a potential for displacement of residents and jobs,
- Promoting community resilience – environmental, economic, and social; and
- Continuing to improve the quality of life for the community as change happens in the future.

The Comprehensive Plan is the primary policy document that guides the City's evolution and growth. Informed by existing conditions, needs analysis, and engagement outcomes, the periodic update identifies the desired type, configuration, and intensity of land uses throughout the City, as well as the capacity of public facilities and services. The 2024 Comprehensive Plan update will address numerous topics that will be significant to the Tukwila community for years to come, including housing, land use, equity, and climate change.

In order to develop a Plan that serves all of Tukwila's unique and diverse community, a significant community engagement effort is planned, with an emphasis on reaching communities who may have historically not participated or been invited into the planning processes.

Requirements of a Public Participation Plan

A number of state, regional, and local laws require robust public participation. These include:

- Washington Administrative Code (WAC) 365-196-600 requires early and continuous public participation in the amendment of comprehensive plans.
- A legal requirement of the state Growth Management Act, RCW 36.70A.140, which states that every jurisdiction “shall establish and broadly disseminate to the public a public participation program identifying procedures for early and continuous public participation (emphasis added) in the development and amendment of comprehensive plan land use plans and development regulations implementing such plans.”
- New legislation codified in RCW 36.70A.040(8) requiring coordination with Tribes.

ENGAGEMENT GOALS

While it is important to ensure that there is wide community input in developing the Plan’s priorities, one of the main goals of this planning process is to ensure that traditionally underrepresented voices are encouraged and able to contribute to the Plan’s development. The community engagement approach described in this document is designed to efficiently inform, consult, involve, collaborate with, and empower these stakeholders, as well as the general public. The methods and activities used to communicate with the public will vary as needed, but all outreach will be guided by the need to truly listen to input with an open mind as community priorities and solutions are developed and considered.

ENGAGEMENT OBJECTIVES

- Learn from local leaders, residents, developers, and other stakeholders about current issues, opportunities, and priorities in Tukwila.
- Empower stakeholders to work with the City in shaping plan outcomes and continue relationships and advocacy beyond plan adoption.
- Elevate the voices of communities most impacted by inaction, vulnerable to potential impacts of plan outcomes, and/or who are historically underrepresented in planning processes.
- Share data and community stories to increase the shared understanding of issues and develop a data- and local knowledge-informed plan.
- Connect middle housing, transportation plan, economic development strategy, utility plan, and parks recreation and open space engagement outcomes and recommendations with Comprehensive Plan engagement and recommendations.

KEY GROUPS TO ENGAGE

Key stakeholders are individuals who have an interest in the future of Tukwila. For the Tukwila 2024-2044 Comprehensive Plan update, this means:

- Everyone who lives in, works in, worships in, shops in, plays in, or visits Tukwila, and
- Everyone who wants to live in, work in, worship in, shop in, play in, or visit Tukwila but isn't here yet!

Beyond this wide description, particular energy will be invested in seeking input, feedback, and engagement among a subset of key stakeholders who have been historically underrepresented in previous planning efforts. These priority populations include:

- Community-based organizations (CBOs)
- Religious organizations
- Immigrant and refugee communities that may face language barriers
- Low-income households
- Seniors and youth
- Housing-challenged populations

In addition to the above key stakeholders, input will also be requested from the Tukwila City Council, Planning Commission, and Tukwila Department Staff. A summary of stakeholders is provided at the end of this document.

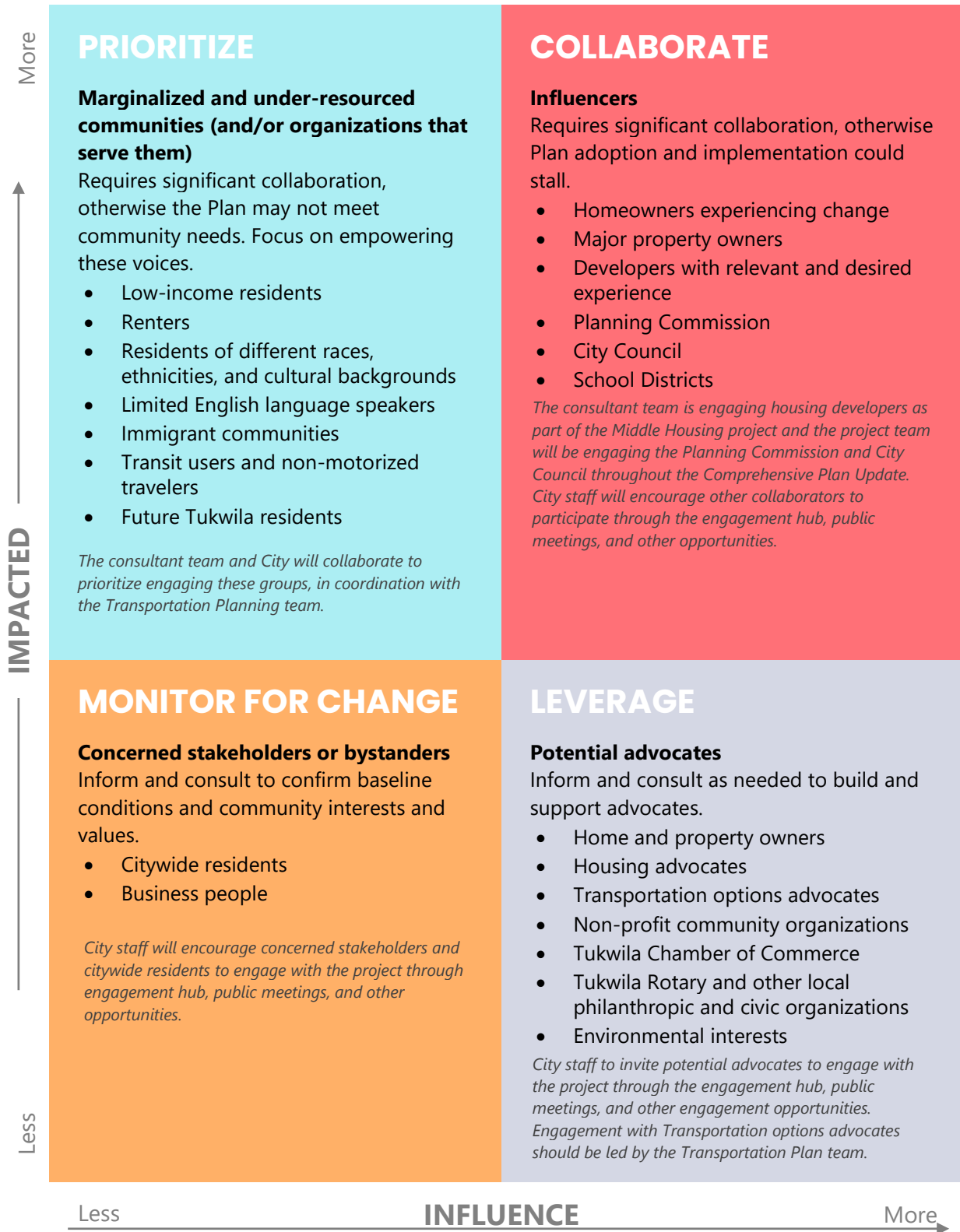
As noted earlier, Tukwila is racially diverse, and has a large number of residents with lower incomes and limited English skills. These factors weigh against being able to respond to surveys or attend the traditional public meetings or hearings where their input on Plan policies can be provided. As a result, these populations can be at risk of experiencing unintended destabilizing impacts generated as a result of policies that did not fully consider perspectives from all community members.

To combat this situation, one of the Department of Commerce grants provided funding for the City to contract with key stakeholders to pay them for their time and expertise, especially when they come from communities that have been systemically underserved. This funding can take the form of stipends for participating in a stakeholder work group, providing food or childcare at events, or supporting translation. Unfortunately, this funding will expire in June 2023.

A critical element of this key stakeholder outreach is that it not be “transactional” (i.e., short-term, with limited outreach effort and limited feedback on results). It is essential that this outreach results in productive, inclusive relationships with these stakeholders in order to ensure understanding of how contributions are valued and incorporated into the Plan. With this understanding, the outreach can become “relational” so that a relationship between the City and community group ensures continuing engagement in civic life and involvement in continuing to strengthen the Tukwila community. The chart that follows (on the next page) illustrates the approach to prioritizing stakeholder engagement based on potential impacts and historical power over political processes.

Complementary to the key stakeholder engagement will be outreach to those members of the Tukwila community who have historically been more aware of, and comfortable with, how government accepts input on plans. In addition, regulatory agencies will also provide input on the Plan to ensure consistency with regional and state policy requirements.

Stakeholder Power Matrix



Source: MAKERS, 2020, adapted from multiple versions, including Kapwa Consulting's emphasizing a social equity lens and the original "power-interest" matrix (Mendelow, 1991).

PREVIOUS OUTREACH EFFORTS TO BE INCORPORATED INTO PLAN (2015 TO PRESENT)

The Plan will also consider and build on engagement efforts completed for parallel Plan-supportive efforts for the middle housing project and those Plan elements that are addressed within the Plan: transportation; utility; storm and surface water; economic development; and parks, trails, and open space.

Many recent planning efforts have been conducted within the Tukwila community that can also provide input on topics relevant to the Plan:

- HealthPoint Health and Wellness Center Study, 2019
- Ryan Hill Neighborhood Study, February 2018 (Draft)
- Transit-Oriented Development Housing Strategies Plan, City of Tukwila, 9/2021
- Tukwila International Blvd Study (CNU) 2017-2018
- Tukwila South Trail Master Plan, 2020
- Tukwila Strategic Plan, 2018
- Tukwila Teen & Senior Intergenerational Center, 2021-2022

Communication Mediums

To raise awareness of the Comprehensive Plan update and opportunities for engagement, notices will be communicated through the following City communication channels:

- City project website and online engagement hub
- City e-updates email list
- City print media through print mailings and newsletters
- City social media (Facebook, Twitter, and/or other sites)
- City connections to local advocacy and business organizations
- Passive pop-up displays/materials exhibited at community gathering sites (e.g., library, etc.)
- In-person outreach at public and community meetings, events, and through direct business outreach
- Coordination with City staff and leadership who have connections to stakeholders whose input is important to the Plan's development

Language translation, document transcreation, or interpreters will be provided, as appropriate.

Engagement Methods/Activities

Staff will be reaching out to various organizations to seek opportunities to coordinate with them to hear their input on Plan significant issues.

CBO PARTNERED COMMUNITY LIAISONS

The consultant team and City staff will identify, recruit, and initiate an engagement process that seeks to identify community liaisons from four or more community-based organizations (CBOs). These CBOs will designate a representative who will engage the prioritized groups throughout the planning process. We recognize the desirability of compensating these CBO representatives and their groups for their time and expertise, however, currently we are only able to provide funding if these arrangements are completed prior to the completion of the Middle Housing grant (June 30, 2023). If additional funding is identified, this compensation may be available, however, input from these CBOs is still desired as it is critical to the development of the overall Comprehensive Plan.

BRIEFINGS AT COMMUNITY AND OTHER MEETINGS

Staff will provide information to these groups (e.g., local civic groups, senior housing, neighborhood committee, parks events, etc.) about the Tukwila 2024-2044 Comprehensive Plan update process and specific issues when invited. Each briefing will likely include talking points for a 10-20 minute presentation, plus use of additional feedback measures, such as a quick poll on a topic, and informational materials that direct attendees to the website/engagement site where they can provide input to surveys, idea walls, etc.

ONLINE ENGAGEMENT HUB

Throughout the Plan's development, the project team will continue to update the online engagement website to serve as a central information hub for the comprehensive planning update. The online website will host engagement tools such as surveys, polls, and idea walls, which can be used to take input from the broader public. The engagement hub will be complemented by the City's website which will provide information on Planning Commission activities, public engagement opportunities and events, and other project schedule information.

CITY- AND PARTNER-HOSTED MEETINGS AND EVENTS

Staff will attend a range of events to provide information and solicit input to surveys (using tablets that can record responses on the spot). The project team will host at least three in-person meetings to gather community feedback at key project milestones. Presentations for

public meetings will be developed to also be used by community liaisons and City staff at other gatherings and community events. Meetings may be virtual or in person, as appropriate.

POP-UP TABLING AT SPECIFIC COMMUNITY LOCATIONS

Beyond community events, Tukwila staff will also host pop-up tabling activities at specific community locations, particularly those that draw priority populations (e.g., grocery stores, farmer's markets, food banks, houses of worship, etc.). Each pop-up tabling opportunity should include visual material corresponding to the focus element, informational materials that direct people to the website, and assorted swag. Translated and transcreated materials will be provided as appropriate.

TARGETED INTERVIEWS

The project team will facilitate at least six video interviews with City Councilmembers, Planning Commissioners, specific topic experts, and community stakeholders to better understand current challenges, opportunities, and priorities in Tukwila. These one-on-one or group interviews will provide a baseline of information and point to areas for further analysis.

PRINTED NOTIFICATIONS AND VISUAL MEDIA OUTREACH

Efforts to engage stakeholders through various printed notification systems will include: traditional mailings to home and business addresses; emailing media; official public notice articles; and press releases and social media announcements. These messages will be released at key moments in the Update process. Where video communication is opportune, project update information will be made available as talking points for elected officials and staff who could be interviewed by local media.

The communications team will coordinate with the City communications team to determine the right cadence for social media activity, to develop copy, polls, and videos to post, and to facilitate community conversations on the City's social media sites.

SURVEYS

The project team is envisioning at least two community-wide surveys: one will coincide with the Housing phase (Q3 2023), and the other will coincide with the land use plan development (Q4 2023). Surveys should include a narrow set of 10-15 substantive questions, key demographic questions, and an analysis strategy. To increase response rates, respondents may be offered an opportunity to enter a drawing if they complete the survey.

CURRICULA / STUDENT OUTREACH

Staff is conducting outreach to Foster High School staff to request input from students. The intent of the outreach is to augment civic education with an introduction to high school students about Planning and community concerns, with the intent of acquiring youth perspectives about local issues.

DOCUMENT REVIEW

City Department staff will review recent plans and engagement efforts focusing on their departments to identify relevant input/feedback that can be folded into the Comprehensive Plan update process. For example, the City is in the process of developing a transportation plan, utility plan, economic development, and storm/surface water plan. These will be reviewed to identify relevant input that can inform the element updates without having to return to the community with engagement questions that have been previously asked and answered.

REGULATORY AND ENVIRONMENTAL REVIEW

As the Plan is developed, staff will share the draft document with King County, Puget Sound Regional Council and Washington Department of Commerce staff for input on its compliance with regulatory requirements. In addition, in early 2024, staff will complete environmental review of the proposed plan under the State Environmental Planning Act, a process that will invite public comment on the Plan's potential environmental impacts.

COUNCIL AND PLANNING COMMISSION REVIEW

The Planning Commission and City Council will review and discuss plan recommendations in open public meetings (these meetings are also recorded and available on TukTV). These events are an opportunity for the public to learn more about the plan and recommendations, submit comments, and engage in public dialogue about the plan. Staff will periodically provide the Planning Commission and Council with updates about the Public Engagement process.

City staff will periodically request input from other City boards and commissions and provide updates on the Plan's progress. Ultimately, the Planning Commission and City Council will hold public hearings on the draft Plan.

OUTREACH MATERIALS

As funding allows, staff will use the following communication approaches:

- **Informational materials** – These might include flyers, mailed postcards, utility invoice inserts, event materials in different languages.

- **Posters** – These will include materials posted at area businesses and community sites for public review (e.g., signs up at local grocery stores, businesses, restaurants, public places such as the Tukwila Library, Community Center, swimming pool, etc.)
- **Swag** – As funding allows, staff will use swag to attract the public to provide their input on the Comprehensive Plan. Planning staff have been working with other departments to redistribute unused swag from their recent engagement activities (e.g., Economic Development and Emergency Management) to keep costs down.
- **Other** – In order to facilitate a wide variety of stakeholders being able to provide input to the Plan, where funding allows, staff will provide needed materials such as food during meeting times, childcare, etc., as appropriate.

Engagement Schedule

Because updating the Comprehensive Plan is a large task, the Planning Division needed to increase its capacity to complete the work. To do that, staff applied for and received two grants from the Washington Department of Commerce, totaling \$276,000 which has enabled the hiring of a consultant team, finalized in April 2023. (\$125,000 is allocated for the overall Comprehensive Plan Update, and the remaining \$151,000 is for the Middle Housing project. \$30,000 of the Middle Housing funds are designated for CBO outreach, however, if the funds are not used by the June 30, 2023, deadline, they will be relinquished back to the State.)

In addition, the City was able to rehire some of the Staff positions lost during the pandemic. Currently, two planners are available to work on the Plan, approximately equivalent to 1.3 FTE. However, that should increase later in 2024 when a new half-time current planning hire is able to take on more development review work and the Recycling program moves over to Public Works. The majority of the community outreach will be conducted by the two long range planners, with support from other Planning staff and the consultant team.

OUTREACH CONDUCTED & UPCOMING EVENTS

In addition to sharing information with the Planning Commission, City Council and its Committees, stakeholders, and the public, staff will target having representatives at the following events, and any other events that we become aware of.

Activity	Time Frame	Description
• Preliminary outreach	June 2022	• Promote upcoming Comp Plan process in Utility bill invoice

Activity	Time Frame	Description
<ul style="list-style-type: none"> • Bark in the Park 	August 2022	<ul style="list-style-type: none"> • Tabled
<ul style="list-style-type: none"> • Farmer’s Market • Tribal Outreach • Equity & Social Justice Commission 	October - December 2022	<ul style="list-style-type: none"> • Tabled • Collaboration Letter • Met with Commission; received input
<ul style="list-style-type: none"> • COPCAB • SeaTac/Tukwila Rotary Mtg • TCC – After School Programming • Tukwila Library • Residential Collection Event 	January - April 2023	<ul style="list-style-type: none"> • Met with COPCAB for input • Presentation to Rotary • Provided flyers, with survey link, etc. • Tabled • Distribute flyers inviting survey response • Tabled
<ul style="list-style-type: none"> • Spring Resources Fair (Foster HS) • Begin outreach to CBOs for contracting with Liaisons 	May – August	<ul style="list-style-type: none"> • Identify, recruit, and contract with 2 – 4 CBOs. Support hiring of community liaisons to lead engagement work in their communities. • Tabling/Survey • Tabling/Survey • Focus group
<ul style="list-style-type: none"> • Riverton Church • Saars • Consultant outreach to Housing developers • Parks Board • Somali Health Board Quarterly Mtg • Allentown Alternatives Meeting • Utility Invoice • Targeted interviews 	June – September	<ul style="list-style-type: none"> • Presentation • Presentation • Provide Flyers with survey link • Provide flyer • Identify, contact, and interview up to 6 City Councilmembers, Planning Commissioners, topic experts, and community stakeholders. • Tabling at a variety of events
<ul style="list-style-type: none"> • Parks Department events/activities 		
Longer-term Activities	Time Frame	Description
<ul style="list-style-type: none"> • Public meetings 	July 2023 – March 2024	<ul style="list-style-type: none"> • Host at least three community meetings to gather feedback at key project milestones.
<ul style="list-style-type: none"> • Council/Commission briefings 	June 2023 – March 2024	<ul style="list-style-type: none"> • Consultant updates to the Planning Commission and Council, up to the level of effort included in the contract.
<ul style="list-style-type: none"> • Engagement hub website 	May 2023 – September 2024	<ul style="list-style-type: none"> • Continue to update City website and engagement hub at project milestones.

Potential Stakeholders

Staff will reach out to the following groups during the phase of the project focusing on public engagement, using either confirmed representatives' names and contact information or contact information readily available on the internet. Where possible, staff will employ outreach methods that are more personal and less "cold call" (e.g., an email), and will make every effort to engage with these groups. However, if no response is received, it will be necessary to assume they are not interested in engaging, or have participated without informing the staff (e.g., responded to an online survey). While this limited outreach is not ideal, staff is constrained by the need to complete other project tasks to stay on schedule.

COMMUNITY GROUPS

- Abu Bakr Islamic Center
- Action Tukwila
- African Community Housing & Development (housing)
- Chinese Information & Service Center (Civic and Social Services)
- Congolese Immigration Network (Youth and Social Services)
- Delta Masonic Hall Association
- East African Community Services (Youth and Social Services)
- El Centro De La Raza
- Eritrean community (Social Services)
- Ethiopian Community In Seattle (Health, Social Services)
- Ethiopian Muslims Association of Seattle (Health, Social Services)
- Filipino Community of Seattle (Youth, Social services)
- Food Pantry
- Global to Local: Food Innovation Network (Spice Bridge)
- Growing Contigo (Business)
- Khmer Community of Seattle-King County
- Lao Community Services
- Mother Africa
- Muslim Housing
- Refugee Federation Service Center Coalition
- Refugee Resettlement Office
- Refugee Woman's Alliance (REWA)
- Somali Community Services Coalition
- Somali Health Board
- Vietnamese Friendship Association/ Kandelia

RELIGIOUS ORGANIZATIONS

- Abu Bakr Mosque and congregation
- Church By the Side of the Road
- McMicken Heights Baptist Church (Pilipino)
- Riverton Park United Methodist Church
- Vietnamese Martyrs Church

DEVELOPERS, BUILDERS, & REALTORS

- Abu Bakr Islamic Center (development)
- Accrete Construction
- Ace Construction Services LLC
- Alliance Residential Company
- Azure Northwest Homes
- Black Home Initiative
- Callidus Development/Sapphire Homes
- DMP Lightbox
- Finem Investment and Development
- Habitat for Humanity Seattle-King County
- Housing Development Consortium
- Inland Group
- KK General Contractor LLC
- Master Builders of King & Snohomish Counties
- Millennial Buildings
- Morales Properties
- SECO Development
- Segale Properties (Tukwila South)
- South King Housing and Homelessness Partners - affiliated developers
- SRO Properties
- The Nexus Studio
- Voyager Development LLC

BUSINESS INTERESTS

- Southcenter Mall Management
- Tukwila Chamber of Commerce
- Tukwila International Blvd Action Committee (TIBAC)

OTHER ORGANIZATIONS/GROUPS

- Environmental interests
 - Federal Emergency Management Agency
 - Forterra
 - King County Flood Plain Management
 - Green Tukwila Forest Stewards
 - Rainier Beach Audubon Society
- Fire District
 - Puget Sound Regional Fire Authority
- King County
 - Various Departments
 - Library
 - Metro
- Medical
 - Cascade Behavioral Hospital
 - Cowlitz Tribal Treatment
 - HealthPoint
- Power Providers
 - Puget Sound Energy
- Seattle
- Recology
- Rotary of SeaTac/Tukwila
- School Districts
 - Highline
 - Kent
 - Renton
 - Seattle
 - Tukwila
- Seniors
 - Tukwila Trailers Women's Hiking (TCC)
 - Duwamish Curve Café Tuesday Senior Lunch (TCC)
 - Tukwila Village (senior housing)
 - Mountain View Apartments
 - Riverton Terrace

- Sewer Districts
 - City of Renton Sewer District
 - City of Seattle Sewer District
 - Valley View Sewer District
- Sound Transit
- Tribal
 - Duwamish Tribe
 - Muckleshoot Tribe
- Tukwila School District
- Utility Districts
- Veterans groups
- Water Districts
 - District #125
 - District #20
 - Highline Water District
 - Renton Water District
 - Seattle Water District
- Youth
 - After School Teen Room (TCC)
 - Foster HS (J. Camacho; A. Gamboa)
 - Tukwila Children's Foundation
- Disabled community

GOVERNMENTAL

- City of Tukwila
 - Departments/Divisions
 - Commissions and Boards
- FEMA
- King County
 - Multiple departments
- Neighboring Cities
 - City of Burien
 - City of Renton
 - City of SeaTac
 - City of Seattle
- Puget Sound Regional Council
- Washington State Departments
 - Commerce
 - Ecology
 - Archaeology and Historic Preservation
 - Fish and Wildlife
 - Transportation (WSDOT)