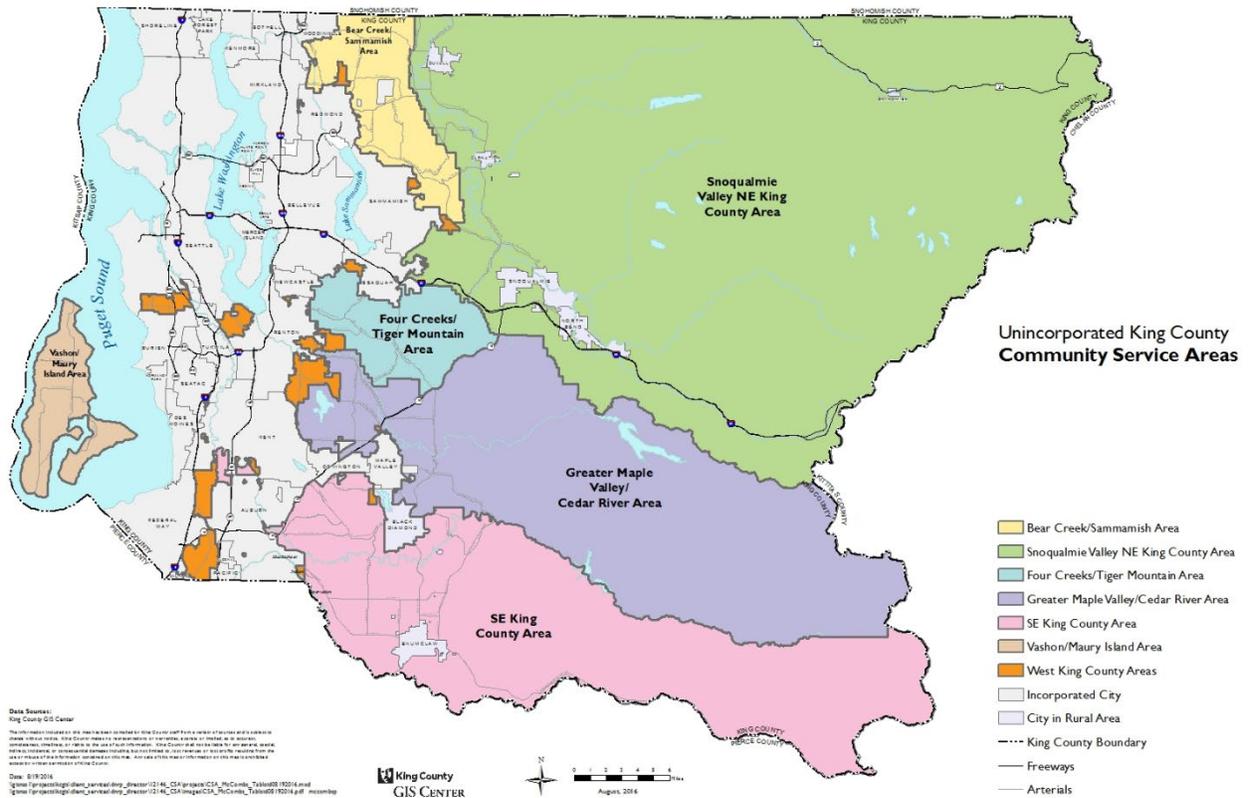


Community Service Area

Subarea planning and community needs list programs

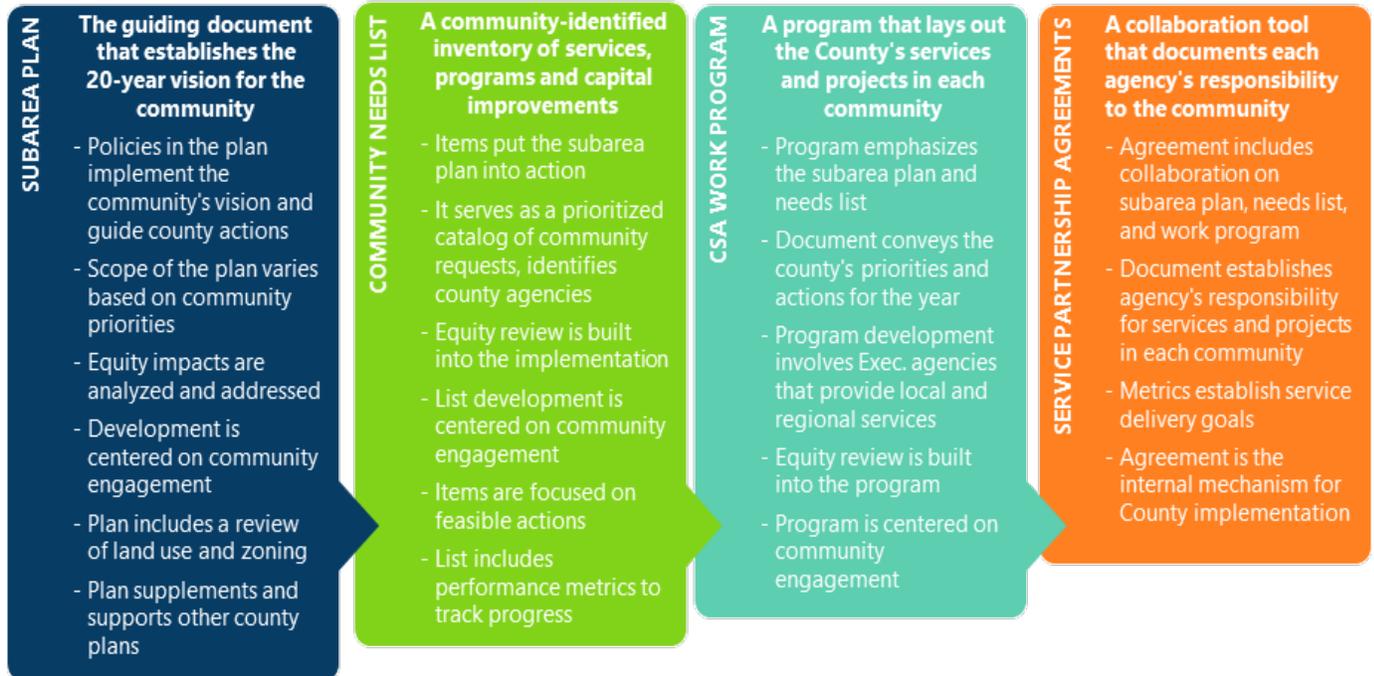
January 2021

In July 2020, the King County Council adopted updates to the King County Comprehensive Plan and the King County Code. The updates revised the scope of the county’s subarea planning program and defined the responsibilities of the Department of Local Services in developing and implementing the community service area subarea plans. These new policies and regulations form the basis of the new community service area (CSA) subarea planning and community needs list programs. These updates to the Comprehensive Plan and the King County Code became effective on Aug. 20, 2020 with Ordinance 19146.



Restructured subarea planning process

The diagram below shows the revised scope of the subarea planning program and its relationship to community needs lists, CSA work programs, and CSA service partnership agreements. Its four-stage structure leads from vision to on-the-ground implementation.



Comprehensive Plan policy direction

Between 2018 and 2020, the scope of the CSA subarea plans was limited to land use and rules and regulations about development in a particular CSA. The updated subarea planning and community needs list programs are centered on the principles of equity and social justice. They will be guided by each community's interests and visions for its own future, and cover all areas of King County's governance in the area.

The following policy was added to the King County Comprehensive Plan¹ to guide the development of subarea plans and community needs lists.

¹ <https://www.kingcounty.gov/depts/executive/performance-strategy-budget/regional-planning/king-county-comprehensive-plan/2020Adopted.aspx>

- CP-100** King County shall implement a Community Service Area subarea planning program. This program includes the following components for the development and implementation of each subarea plan:
- a. A subarea plan shall be adopted for each of the six rural Community Service Areas and five large urban Potential Annexation Areas consistent with the scheduled established in the Comprehensive Plan and King County Code Title 20. Each subarea plan shall be streamlined to be focused on locally-specific policies that address long-range community needs.
 - b. The County shall adopt and update on an ongoing basis, a list of services, programs, facilities, and capital improvements that are identified by the community for each geography, known as a community needs list, to implement the vision and policies in the subarea plan and other County plans and to build on the strengths and assets of the community.
 - c. Implementation of each subarea plan and community needs list shall be monitored on an ongoing basis via established performance metrics.
 - d. Community engagement for development, review, amendment, adoption, and implementation of each subarea plan shall use the Office of Equity and Social Justice’s equity toolkit.
 - e. The King County Council shall have an established role in the Community Service Area subarea planning process, including in the development, review, amendment, adoption, and monitoring the implementation of each subarea plan and community needs list.

The council also changed the subarea planning schedule to account for the new level of community engagement. Each geographic area’s planning process now follows a two-year cycle that begins in July. County staff members work with the community to develop a scope, followed by engagement and planning. The effort culminates with transmittal of an Executive Recommended Plan to the King County Council at the end of December of the following year. The King County Council reviews the plan and does additional community engagement for six months, and adoption is expected at the end of June—two years after the start of work on the plan.

While the development and transmittal of each area’s community needs list is coordinated with subarea planning in the same area, the list itself is transmitted to the King County Council as part of the budget process. This means that it may or may not coincide with transmittal of the subarea plan.

This table shows when the county’s subarea planners will work on each CSA and potential annexation area (PAA):

Planning	Adoption	Geography	Other planning
2018-21 ¹	June 2022	Skyway/West Hill PAA	
2019-21 ²	June 2022	North Highline PAA	
2021-22	June 2023	Snoqualmie Valley/Northeast King County CSA	
2022-23	June 2024	<i>No subarea plan</i>	Eight-Year Comprehensive Plan Update
2023-24	June 2025	Greater Maple Valley/Cedar CSA	
2024-25	June 2026	Fairwood PAA	
2025-26	June 2027	Bear Creek/Sammamish CSA	
2026-27	June 2028	Southeast King County CSA	Potential Midpoint Update
2027-28	June 2029	Four Creeks/Tiger Mountain CSA	
2028-29	June 2030	East Renton PAA	
2029-30	June 2031	Federal Way PAA	
2030-31	June 2032	<i>no subarea plan</i>	Eight-Year Comprehensive Plan Update

1. The Skyway-West Hill Land Use Strategy, Phase 1 of the Skyway-West Hill Subarea Plan, was adopted in 2020. It is only a part of the subarea plan now envisioned, which accounts for its longer plan development period on this table.

2. The plan development schedule for the North Highline CSA Subarea Plan reflects changes made in the 2020 update to the King County Comprehensive Plan.

Subarea plan requirements

Along with the policy direction and updated schedule in the Comprehensive Plan, the council amended [King County Code Section 2.16.055](#) to include requirements for subarea plans and the community needs lists.² The amended section begins by stating that the Department of Local Service is responsible for developing the subarea plans for the six rural CSAs and five urban PAAs, in coordination with the King County Executive’s regional planning function, and for ensuring consistency with the King County Comprehensive Plan and the state’s Growth Management Act. The code then states that the subarea plan shall:

1. Be based on a scope of work established with the community;
2. Establish a long-range vision and policies to implement that long-range vision. The policies shall be consistent with and not redundant to the policy direction in the Comprehensive Plan;
3. Establish performance metrics and monitoring for implementation of the subarea plan;
4. Use the tools and resources developed by the office of equity and social justice to develop the scope of work and to develop, review, amend, adopt and implement the subarea plan, including, but not limited to, community engagement, language access and equity impact review tools. The county shall use, at minimum, the “County engages in dialogue” and “County and community work together” levels of engagement as outlined in the office of equity and social justice's Community Engagement Guide for the scoping, development, review, amendment, adoption and implementation of the subarea plan. The county shall include as an appendix to the subarea plan information detailing the community engagement completed during the development of the subarea plan and how the community engagement meets this requirement;
5. Incorporate the findings of an equity impact analysis and proposals to address equity impacts. During the development of the subarea plan, the public review draft shall include preliminary findings of any equity impacts that will be further refined and submitted as part of the subarea plan proposal;
6. Include a review of policies specific to the subarea in the Comprehensive Plan and previously adopted subarea or community plans, and, where appropriate, transfer policies from those plans to the subarea plan;
7. Review the land use designations and zoning classifications in the subarea geography, including all special district overlays and property-specific development conditions, and transmit map amendments necessary to implement land use and zoning updates and the vision and policies within the subarea plan; and
8. Incorporate by reference the community needs list and its associated performance metrics.

² https://www.kingcounty.gov/council/legislation/kc_code/05_Title_2.aspx

The new section of code also requires coordination and collaboration with the King County Councilmember office or offices who represent the geography where the subarea plan is being developed.

Community needs list requirements

As indicated above, the development of the subarea plan must be integrated with the creation of a community needs list for each community service area subarea. The community needs list is a list of services, programs, facilities, and capital improvements identified by the community for King County to implement. It is the responsibility of the King County Executive to implement the community needs list, and the responsibility of the Department of Local Services, in coordination with the community, to monitor this implementation. The code requires that each community needs list shall:

1. Be consistent with and implement the subarea plan and other county plans;
2. Include potential services, programs, facilities and capital improvements that respond to community-identified needs, including, but not limited to, those that build on the community's strengths and assets;
3. Be developed, reviewed, prioritized, amended, adopted and implemented using tools and resources developed by the office of equity and social justice, including, but not limited to, community engagement, language access and equity impact review tools. The county shall use, at minimum, the "County engages in dialogue" and "County and community work together" levels of engagement as outlined in the office of equity and social justice's Community Engagement Guide for the development, review, amendment, adoption and implementation of the community needs list. The county shall include as an appendix to the community needs list information detailing the community engagement completed during the development of the community needs list and how the community engagement meets these requirements.

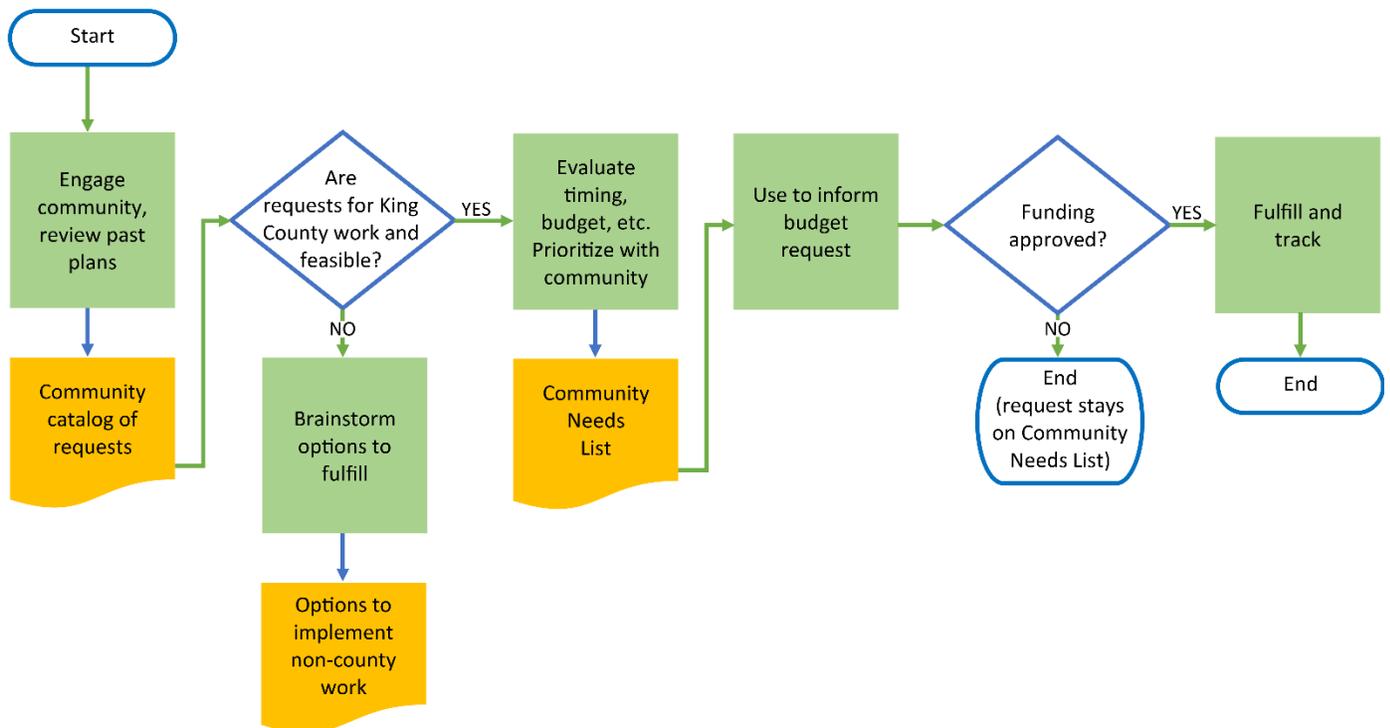
The code then goes on to say that the community needs list shall be established as follows:

1. An initial catalog shall be compiled that identifies all requests from the community for potential services, programs and improvements; and
2. The community service area program shall review the initial catalog and refine this document into a community needs list based on:
 - a. Review by the department whether and to what extent the request meets or strengthens the community vision and policies established in the adopted subarea plan and other county plans;

- b. Review by county agencies regarding consistency with other county plans, feasibility, budget constraints, timing, resources needs and other barriers to implementation; and
 - c. Review by the community through ongoing community engagement to identify, discuss and prioritize community needs;
3. For each item that is included in the community needs list, the following shall be included:
- a. The executive, in consultation with the community and the councilmember office or offices that represent the subarea geography, shall propose a prioritization of low, medium or high priority;
 - b. Which county agencies are responsible for implementation;
 - c. An anticipated timeline for completion that reflects that future resources and budget appropriations may change the timeline. The county shall encourage creativity and flexibility in identifying potential partnerships with and opportunities for others, such as community-based organizations, to meet these needs;

Similar to the subarea plan, the community needs list is to be developed in coordination and collaboration with the office or offices of the councilmember(s) who represent the area for which the community needs list is being developed.

This diagram shows the Community Needs List process flow:



Community needs list schedule

[King County code](#)³ calls for the three subareas that have had or will have their subarea plans adopted on or before June 2022 (Vashon-Maury Island CSA, Skyway-West Hill PAA, and North Highline PAA), to have their initial catalog of requests transmitted along with the Executive's 2021-2022 biennial budget. For the remaining CSAs whose subarea plans are scheduled to be delivered after 2022, community needs lists will be developed and must be transmitted to the council as part of the 2023-2024 biennial budget.

The community needs lists will be used to inform the county's budget development and the service partnership agreements Local Services enters into with other King County agencies. Subarea plan development will include a review of needs for the area being considered.

³ https://www.kingcounty.gov/council/legislation/kc_code/05_Title_2.aspx