



**KING COUNTY**

1200 King County Courthouse  
516 Third Avenue  
Seattle, WA 98104

**Signature Report**

**May 9, 2018**

**Motion 15142**

**Proposed No. 2018-0154.2**

**Sponsors Lambert**

1           A MOTION approving a plan to restructure the Community  
2           Service Area subarea planning program in compliance with  
3           the 2017-2018 Biennial Budget Ordinance, Ordinance  
4           18409, Sections 19 and 88, as amended by Ordinance  
5           18602, Section 5, Proviso P2, and Ordinance 18602,  
6           Section 47, Proviso P3.

7           WHEREAS, a 2017-2018 supplemental budget ordinance, Ordinance 18602,  
8           Section 5, Proviso P2, which amended the 2017-2018 Biennial Budget Ordinance,  
9           Ordinance 18409, Section 19, requires the executive to transmit a plan to restructure the  
10          Community Service Area subarea planning program, and

11          WHEREAS, Ordinance 18602, Section 5, Proviso P2, provides that \$200,000  
12          from the office of performance, strategy and budget general fund shall not be expended  
13          or encumbered and that no funds shall be expended or encumbered on Community  
14          Service Area subarea planning except for responding to Proviso P2 until the plan required  
15          by the proviso is approved, and the motion accompanying the report is passed, and

16          WHEREAS, a 2017-2018 supplemental budget ordinance, Ordinance 18602,  
17          Section 47, Proviso P3, which amended the 2017-2018 Biennial Budget Ordinance,  
18          Ordinance 18409, Section 88, requires the executive to transmit a plan to restructure the  
19          Community Service Area subarea planning program, and

20           WHEREAS, Ordinance 18602, Section 47, Proviso P3, provides that \$200,000  
21 from the department of permitting and environmental review general public services sub-  
22 fund shall not be expended or encumbered and that no funds shall be expended or  
23 encumbered on Community Service Area subarea planning except for responding to  
24 Proviso P3 until the plan required by the proviso is approved, and the motion  
25 accompanying the report is passed, and

26           WHEREAS, the council has reviewed the plan submitted by the executive;

27           NOW, THEREFORE, BE IT MOVED by the Council of King County:

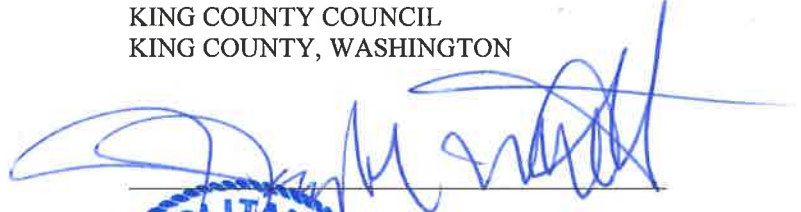
28           The plan to restructure the Community Service Area subarea planning program,  
29 which is Attachment A to this motion, is hereby approved in accordance with the 2017-  
30 2018 Biennial Budget Ordinance, Ordinance 18409, Section 19, as amended by  
31 Ordinance 18602, Section 5, Proviso P2, and with the 2017-2018 Biennial Budget

- 32 Ordinance, Ordinance 18409, Section 88, as amended by Ordinance 18602, Section 47,  
33 Proviso P3.

Motion 15142 was introduced on 4/2/2018 and passed by the Metropolitan King County Council on 5/7/2018, by the following vote:

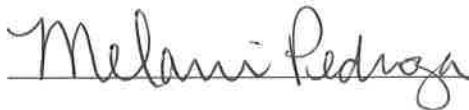
Yes: 9 - Mr. von Reichbauer, Mr. Gossett, Ms. Lambert, Mr. Dunn,  
Mr. McDermott, Mr. Dembowski, Mr. Upthegrove, Ms. Kohl-Welles  
and Ms. Balducci  
No: 0  
Excused: 0

KING COUNTY COUNCIL  
KING COUNTY, WASHINGTON



Joseph McDermott, Chair

ATTEST:



Melani Pedroza, Clerk of the Council



**Attachments:** A. Proposed Community Service Area Subarea Planning Program Restructure Plan, dated April 11, 2018

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**King County**

**Proposed  
Community Service Area  
Subarea Planning Program  
Restructure Plan**

In compliance with the 2017-2018 Biennial Budget Ordinance, Ordinance 18409, Sections 19 and 88, as amended by Ordinance 18602, Section 5, Proviso P2, and Ordinance 18602, Section 47, Proviso P3.

Office of Performance, Strategy and Budget

April 11, 2018

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**TABLE OF CONTENTS**

**A. Overview ..... 3**

**B. Background and Purpose ..... 3**

**C. Proposed Methodology for Subarea Planning Program ..... 4**

    1. Subarea Plan Scope..... 4

    2. Subarea Plan Approach..... 5

    3. Subarea Plan Timing..... 5

    4. Subarea Plan Program Staffing..... 6

    5. Disposition of Vashon-Maury Island Subarea Plan Action Items..... 7

**D. Proposed Comprehensive Plan Update Schedule..... 7**

    1. Comprehensive Plan Eight-Year Update Cycle..... 8

    2. Comprehensive Plan Adoption Schedule ..... 8

    3. Comprehensive Plan Performance Measures Report..... 9

**E. Relationship Between Restructure Plan and Ordinances 18602 and 18427 ..... 9**

    Proviso Section A1: Policy Consistency ..... 9

    Proviso Section A2: Budget Consistency ..... 10

    Proviso Section B: Coordination between DPER and PSB ..... 11

    Proviso Section C: Coordination among Departments on Policies and Actions ..... 11

    Proviso Section D: Modifications to Subarea and Comprehensive Plan Schedule ..... 12

**Conclusion..... 13**

**Attachment A: Full Text of Provisos..... 14**

**Attachment B: Illustrative Approach for Subarea Plans..... 16**

**Attachment C: Illustrative Calendar for Major updates of Comprehensive Plan ..... 17**

68 **A. OVERVIEW**

69 This Proposed Restructure Plan includes changes to the County's long-range planning  
70 activities, in compliance with the 2017-2018 Biennial Budget Ordinance, Ordinance 18409,  
71 Sections 19 and 88, as amended by Ordinance 18602, Section 5, Proviso P2, and Ordinance  
72 18602, Section 47, Proviso P3. The provisos direct the Executive to file a plan, motion and  
73 ordinance to restructure the Community Service Area subarea planning program.

74  
75 This Restructure Plan contains three substantive sections that respond to these provisos:

- 76 • Proposed Methodology for the Subarea Planning Program;
- 77 • Proposed Comprehensive Plan Update Schedule; and
- 78 • Relationship between the Restructure Plan and the Ordinances.

79  
80 The Restructure Plan also follows up on a commitment made as part of the 2016 King  
81 County Comprehensive Plan to review the Comprehensive Plan update cycle and potentially  
82 schedule major updates in odd calendar years, in consideration of the biennial budget cycle.

83  
84 In summary, the Restructure Plan proposes to maintain the subarea planning program, define  
85 the scope and standard work, define the plan development process, retain the program within  
86 the Department of Permitting and Environmental Review but shift it to the new Department  
87 of Local Services if it is approved, increase staffing to 3 full time equivalent positions, and  
88 establish clearer links to other departments and the budget process.

89  
90 At the same time, the Proposed Restructure Plan shifts the Comprehensive Plan to an 8-year  
91 update cycle, aligns it with the Growth Management Act schedule, and shifts a few planning  
92 studies to a later date after the additional staff are hired.

93  
94 These proposed changes, if approved by the County Council, would allow for ongoing,  
95 sustainably managed subarea planning and provide improved planning services to residents  
96 in unincorporated King County.

97  
98 **B. BACKGROUND AND PURPOSE**

99 In accordance with the Washington State Growth Management Act, Revised Code of  
100 Washington Chapter 36.70A, Subarea Plans are optional elements of a jurisdiction's  
101 Comprehensive Plan. Subarea Plans allow a jurisdiction to tailor its comprehensive plan and  
102 implement it in smaller areas in order to recognize their unique characteristics. They also  
103 allow residents to participate in the future planning of their neighborhoods and communities.

104  
105 King County had a robust community planning program in the 1970s and 1980s but with the  
106 adoption of the first Growth Management Act plan in 1994, the program ceased. Since 1994,  
107 portions of the community plans have been incorporated into the Comprehensive Plan.

108

109 Funding for subarea planning was included in the 2015-2016 Biennial Budget. This allowed  
110 the County to reinstate the program which had been dormant for nearly twenty years. The  
111 2016 Comprehensive Plan adopted the broad outlines of the new program, and identified the  
112 Community Service Areas as the geographic framework.

113  
114 Since that time, two planning processes have occurred – Skyway-West Hill and Vashon-  
115 Maury Island. Based on these experiences, the Restructure Plan, along with the related  
116 ordinance, includes proposals to clarify the goals of the program and to better support it over  
117 the long term. The Restructure Plan also includes proposals to better align the  
118 Comprehensive Plan update schedule with the timing of other countywide and regional  
119 planning activities, and broader growth management timelines.

120

### 121 **C. PROPOSED METHODOLOGY FOR SUBAREA PLANNING PROGRAM**

122 The provisos direct a review and evaluation of the subarea planning program, development of  
123 methodology to increase policy and budget consistency, and interdepartmental coordination,  
124 collaboration and consultation.

125

126 To address these directives, the proposed methodology contains the following framework  
127 components:

- 128 1. Subarea Plan Scope;
- 129 2. Subarea Plan Approach;
- 130 3. Subarea Plan Timing;
- 131 4. Subarea Plan Program Staffing; and
- 132 5. Shift Date for One Vashon-Maury Island Subarea Plan Action Item.

133

134 These framework components are further described below.

135

#### 136 **1. Subarea Plan Scope**

137 To establish a clear and manageable scope, the following is proposed:

- 138 • *Develop Stand-Alone Plans:* The County would continue to develop stand-alone  
139 Subarea Plans. This includes plans for six rural Community Service Areas,<sup>1</sup> and five  
140 large unincorporated urban Potential Annexation Areas.<sup>2</sup> For the urban areas, the  
141 County would encourage joint planning with the cities affiliated for annexation.
- 142 • *Focus on Land Use and the Built Environment:* The plans would have a primary focus  
143 on land use issues, including a complete scan of all land use designations and zoning  
144 classifications in each subarea, and review of Special District Overlays and property-

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<sup>1</sup> Bear Creek-Sammamish, Four Creeks-Tiger Mountain, Greater Maple Valley-Cedar River, Southeast King County Area, Snoqualmie Valley-Northeast King County, and Vashon-Maury Island

<sup>2</sup> Skyway-West Hill, North Highline, Fairwood, East Renton Plateau, and East Federal Way

145 specific development conditions. The program would utilize existing functional plans  
 146 (Transportation Needs Report, Regional Trails Report) to frame the discussion of  
 147 other built environment topics.

148 • Establish Standard Work: In addition to the land use issues noted above, the standard  
 149 content of subarea plans would include context-setting information such as  
 150 demographics and growth-related trends, a review of existing and planned County  
 151 programmatic work and capital projects for each subarea, and development of an  
 152 implementation matrix identifying community priorities within the context of the  
 153 County budget.

154 • Narrow Policy Development: As subarea planning is a way to implement the  
 155 comprehensive plan in smaller areas, subarea plans would generally rely on the broad  
 156 policies in the Comprehensive Plan. The amount of new policy development would  
 157 be limited, in order to meet the proposed timelines and to ensure a base level of  
 158 consistency across subareas. If policy issues arise that transcend CSA boundaries,  
 159 they will be considered in future updates to the Comprehensive Plan.

160

## 161 **2. Subarea Plan Approach**

162 To help manage the plan development process, the following is proposed:

163 • Clarify Planning Process: The Subarea Plan development process would be similar to  
 164 the Comprehensive Plan Update process. This approach includes: internal scoping  
 165 with County departments, Councilmembers, and Council staff, external scoping with  
 166 the community, development of a Public Review Draft Plan, a public comment  
 167 period, development of an Executive Recommended Plan, and Council review and  
 168 action.

169 To clarify the dates mentioned in this section, an illustrative planning approach is  
 170 shown in *Attachment B*.

171 • Define Role for IDT: The role of the interdepartmental team<sup>3</sup> is to serve as reviewers  
 172 and subject matter experts and to ensure that actions and any policies included in  
 173 Subarea Plans have documented support within their respective departments.

174

## 175 **3. Subarea Plan Timing**

176 To help clarify the timing for development of a plan, the following is proposed:

177 • Retain Two Year Process: Plans would be developed and adopted within a two-year  
 178 timeframe, with Executive plan development occurring between July 1 and June 30,  
 179 and Council review and adoption between July 1 and June 30 of the following year.

---

<sup>3</sup> The Subarea Planning Program interdepartmental team consists of staff representatives from various county departments, including: Permitting and Environmental Review, Community and Human Services, Public Health, Natural Resources and Parks, Transportation, as well as the Office of the Prosecuting Attorney, and the Office of Performance Strategy and Budget



180 Subarea plan adoption would occur as part of an annual amendment of the  
 181 Comprehensive Plan (see next section on Comprehensive Plan schedule changes).

- 182 • *Update Program Calendar:* The proposed program calendar is shown below. The  
 183 overall program calendar has been extended due to direction to revisit the Skyway-  
 184 West Hill Plan, a shift in the schedule for joint planning with Seattle on North  
 185 Highline, the cessation of planning during the development of this proviso response,  
 186 and the proposal to add the five major unincorporated urban potential annexation  
 187 areas (PAAs).

188 The proposed calendar is designed so that Subarea Plans would not be adopted the  
 189 same year that the major Comprehensive Plan update is adopted. Last, while the  
 190 calendar would be extended, the order of plans included in the 2016 Comprehensive  
 191 Plan would remain unchanged.

192  
 193 Note: Under this proposal, the planning year would start in July with Executive plan  
 194 development, and Council adoption would occur in the summer two years later.  
 195

Planning Year	Adoption Year	Subarea Geography	Other Planning
2018	2020	Skyway West Hill PAA	
2019	2021	North Highline PAA	
2020	2022	Snoqualmie Valley/NE King County CSA	
2021	2023	No Plan	8-Year Comp. Plan Update
2022	2024	Greater Maple Valley/Cedar River CSA	
2023	2025	Fairwood PAA	
2024	2026	Bear Creek/ Sammamish CSA	
2025	2027	Southeast King County CSA	
2026	2028	Four Creeks/Tiger Mountain CSA	
2027	2029	East Renton PAA	
2028	2030	Federal Way PAA	
2029	2031	No Plan	8-Year Comp. Plan Update

196  
 197 **4. Subarea Plan Program Staffing**

198 To maintain an adequate level of service, the following is proposed:

- 199 • *Increase Staffing to Three Full Time Positions:* Staffing for the first two subarea  
 200 planning processes was insufficient to manage the scope and schedule. The  
 201 Executive proposes to retain the existing position and add two additional planners –  
 202 one senior and one junior – for a total of three full time staff. This level of staffing  
 203 would allow for program continuity, allow for rotating the lead in subsequent  
 204 planning processes, and more staff support for internal and external coordination,  
 205 collaboration, and plan implementation monitoring. It also allows for staff coverage  
 206 in case of illness, parental leave, or family medical leave. The two additional

207 positions would be considered as part of the 2019-2020 Biennial Budget. If  
 208 approved, the hiring process would start quickly, and the positions would likely be  
 209 filled in the spring of 2019.

- 210 • Retain Function in DPER: The proposal is to retain the subarea planning program  
 211 within the Department of Permitting and Environmental Review (DPER). However,  
 212 the Executive anticipates transmitting a separate proposal in 2018 to establish a new  
 213 Department of Local Services, including DPER, resulting in subarea planning being a  
 214 function of the new proposed department. More information related to this  
 215 reorganization would be provided at that time.
- 216 • Standard Implementation and Monitoring. The proposal is to include basic  
 217 implementation and monitoring, including performance measures. It is expected that  
 218 establishing best practices around monitoring would reduce or eliminate the need for  
 219 workplan items as part of plan adoption.

220

## 221 **5. Disposition of Vashon-Maury Island Subarea Plan Action Items**

222 The Vashon-Maury Island Subarea Plan contains three workplan action items. The schedule  
 223 for two of them – *Action 2: Sewer Local Service Area Report* and *Action 3: Affordable*  
 224 *Housing Incentives Report* – is not proposed to be changed, and the Executive will transmit  
 225 these as scheduled. Additionally, the Special District Overlay Evaluation contained in  
 226 Ordinance 18602, Proviso P2 (B), is also proposed to be transmitted as scheduled.

227

228 However, in order to meet the Subarea Plan Timing noted above, and begin work on the  
 229 Skyway-West Hill Subarea Plan, it is proposed that the date for *Workplan Action 1: P-Suffix*  
 230 *Conditions* would shift from December 31, 2018 to June 30, 2022. Workplan Action 1  
 231 involves the review of the property-specific development conditions and special district  
 232 overlays on Vashon-Maury Island. The year 2022 is when subarea planning is proposed to  
 233 not occur as the County focuses on the major Comprehensive Plan update, and capacity  
 234 would therefore exist for a study of this magnitude.

235

236 This proposed schedule change would create sufficient capacity in 2018 to allow the  
 237 Skyway-West Hill Subarea Plan process to start and be ready for transmittal to the County  
 238 Council by June 30, 2019, as discussed above.

239

## 240 **D. PROPOSED COMPREHENSIVE PLAN UPDATE SCHEDULE**

241 The provisos direct a review of the subarea planning program schedule in relationship to the  
 242 Comprehensive Plan update schedule. The 2016 Comprehensive Plan also included direction  
 243 to review the Comprehensive Plan update schedule in relationship to the Biennial Budget  
 244 adoption schedule.

245

246 To address these directives, and following is an evaluation of the range of local, countywide  
 247 and state planning schedules, amendments to the Comprehensive Plan update schedule are  
 248 proposed that contain the following framework components:

- 249 1. Comprehensive Plan Eight-Year Update Cycle;
- 250 2. Comprehensive Plan Adoption Schedule; and
- 251 3. Comprehensive Plan Performance Measures Report.

252

### 253 **1. Comprehensive Plan Eight-Year Update Cycle**

254 To help manage the scope and timing of the Comprehensive Plan update cycle, the following  
 255 is proposed:

- 256 • Shift to an Eight-Year Update Cycle: The Comprehensive Plan has provided a robust  
 257 structure for addressing state planning requirements, and recent four-year updates  
 258 have focused on updating the plan to address emerging policy issues (e.g., affordable  
 259 housing, equity in the built environment, climate change). Given the maturity of the  
 260 plan, and the renewed interest in local planning, the proposal is to shift to an eight-  
 261 year cycle for updating the Comprehensive Plan, consistent with the schedule in the  
 262 Growth Management Act. This shift increases capacity to focus on local area  
 263 planning, service delivery, and plan implementation.
- 264 • Rely on Existing Suite of Annual Land Use Processes: The existing land use processes  
 265 are not proposed to be altered. These include: Annual Cycle Amendments, the  
 266 Docket Process, the Four to One Program,<sup>4</sup> Zone Reclassifications, Site Specific Land  
 267 Use Map Amendments, and Area Land Use and Zoning Studies by Motion. These  
 268 processes provide access for the public to receive planning services on an annual<sup>5</sup>  
 269 basis, and would be available to address issues that arise between plan updates.

270

271 The proposed calendar changes mean that a major update of the Comprehensive Plan would  
 272 not be adopted the same year that the Biennial Budget is adopted.

273

### 274 **2. Comprehensive Plan Adoption Schedule**

275 To help align the Comprehensive Plan update cycle, the following is proposed:

- 276 • Shift Transmittal from March 1 to June 30: With the proposed shift to an Eight-Year  
 277 Update Cycle, it is proposed that the next major update be adopted by June 30, 2023,  
 278 corresponding to the state deadline. With this shift, transmittal of the Scope of Work  
 279 to Council would shift to June 30. A year later, an Executive Recommended Plan  
 280 would be transmitted to Council on June 30. The Council would have a year to adopt  
 281 the plan. This shift would align the Comprehensive Plan schedule with timelines for

<sup>4</sup> In response to a workplan action item in the 2016 Comprehensive Plan, the Four to One program is being reviewed with changes potentially proposed in 2018-19

<sup>5</sup> State law allows the County to update its Comprehensive Plan more frequently than once a year under certain circumstances, as defined at Revised Code of Washington, Chapter 36.70A.130

282 updating countywide planning policies, multicounty planning policies, VISION 2040  
283 and its regional growth strategy, countywide and jurisdictional growth targets, and  
284 more. The shift also creates better alignment with the planning activities of the  
285 incorporated cities and towns within King County.

286 • Shift Docket Deadlines: With the Comprehensive Plan calendar changes, the Docket  
287 deadline for submittals would shift from June 30 to December 31, and the deadline  
288 for a Docket Report transmittal would shift from December 1 to April 30. Given the  
289 current June 30 deadline, these changes are proposed to take effect in 2019. This  
290 means the 2018 Docket process and timelines would not change, but the 2019 Docket  
291 would, and the timeline would grant residents additional time to submit their Docket  
292 requests.

293  
294 These changes would mean that no Subarea Plans would be adopted during the year the  
295 Council adopts the major update to the Comprehensive Plan.  
296

### 297 **3. Comprehensive Plan Performance Measures Report**

298 To help ensure that the Scope of Work for the next major Comprehensive Plan update is  
299 informed by the Performance Measures framework, it is proposed that the 2018 report be  
300 shifted to March 1, 2021, prior to Scoping transmittal in June 30, 2021.  
301

302 To clarify the dates mentioned in this section, an illustrative calendar is shown in *Attachment*  
303 *C*.  
304

### 305 **E. RELATIONSHIP BETWEEN RESTRUCTURE PLAN AND ORDINANCES 18602** 306 **AND 18427**

307 The prior two sections describe the Restructure Plan for the subarea planning program as well  
308 as proposed changes to the Comprehensive Plan update schedule. This section addresses  
309 how these relate to and implement the substantive requirements in both ordinances. The full  
310 text of the provisos is shown in Attachment A.  
311

#### 312 **Proviso Section A1: Policy Consistency**

313 The aforementioned Subarea Plan Methodology and changes to the Comprehensive Plan  
314 Update schedule address methods to ensure that the subarea plans that are transmitted to the  
315 council would be consistent with current state law, the countywide planning policies and the  
316 Comprehensive Plan as follows:

- 317 • Subarea Plan Scope: By explicitly defining the scope, relying on the Comprehensive  
318 Plan policies and only tailoring subarea plan policies as needed, the policy  
319 consistency is greatly improved.
- 320 • Subarea Plan Approach: By defining the role of the interdepartmental team as  
321 reviewers, not writers of the Subarea Plan, capacity is created in the team for

322 consistency review. This is particularly true for the staff in the Office of Performance,  
323 Strategy and Budget (PSB).

- 324 • Clarify Planning Process: By defining a planning approach that includes internal  
325 scoping with County departments, development of a Public Review Draft Plan, and  
326 development of an Executive Recommended Plan, multiple milestones are created  
327 that allow for coordination around policy consistency.
- 328 • Subarea Plan Program Staffing: By establishing and maintaining adequate staffing  
329 levels, capacity and accountability is created to improve policy consistency.

330

331 This approach would result in improved policy consistency between subarea plans and other  
332 planning provisions and statutes.

333

### 334 **Proviso Section A2: Budget Consistency**

335 The aforementioned Subarea Plan Methodology and changes to the Comprehensive Plan  
336 Update schedule address methods to ensure that the subarea plans that are transmitted to the  
337 council would be consistent with adopted county budget direction and appropriations and, if  
338 it would not be consistent, methods to both provide clarity where the plan would require  
339 additional appropriation to accomplish and to prioritize actions within the individual  
340 Community Service Area subarea plans, across all the Community Service Area subarea  
341 plans, and with other county budget priorities, as follows:

- 342 • Subarea Plan Scope: By establishing standard work, including sharing with each  
343 community the County's funded, planned, and unfunded projects in capital plans and  
344 functional plans, each community can weigh in with their priorities, which could then  
345 be considered as part of the biennial budget development process. This ensures that  
346 subarea planning process is supporting – not replicating – the budget process.
- 347 • Subarea Plan Approach: By creating a defined role for the interdepartmental team  
348 including documenting leadership support for proposed policies and actions within  
349 their respective departments, the Subarea Planning process would support budget  
350 consistency.
- 351 • Clarify Planning Process: By defining a planning approach that includes internal  
352 scoping with County departments, development of a Public Review Draft Plan, and  
353 development of an Executive Recommended Plan, multiple milestones are created  
354 that allow for coordination around budget consistency.
- 355 • Subarea Plan Program Staffing: By establishing and maintaining adequate staffing  
356 levels, capacity and accountability is created to improve budget consistency.

357

358 This approach would result in improved budget consistency and clarity between subarea  
359 plans and County budget processes.

360

361 **Proviso Section B: Coordination between DPER and PSB**

362 The aforementioned Subarea Plan Methodology and changes to the Comprehensive Plan  
363 Update schedule address an evaluation of existing of and recommendation for future  
364 coordination and collaboration between the DPER and PSB, as required by King County  
365 Code 2.16.025 and 2.16.055 and Motion 14341 as follows:

- 366 • Subarea Plan Scope: By establishing standard work and relying on Comprehensive  
367 Plan policies, the likelihood for policy consistency is greatly increased. This  
368 significantly simplifies the coordination needs between DPER and PSB.
- 369 • Subarea Plan Program Staffing: By establishing and maintaining adequate staffing  
370 levels, capacity and accountability is created to support coordination between these  
371 departments.
- 372 • Comprehensive Plan Adopted on Eight-Year Cycle: By not developing a Subarea  
373 Plan in the same year as a major Comprehensive Plan update, capacity is created for  
374 staff to address Subarea Plan policy issues in the context of the Comprehensive Plan.  
375 This is part of the feedback loop between the Comprehensive Plan and Subarea Plans.

376  
377 No changes to the King County Code are recommended to improve this coordination and  
378 collaboration, and therefore no ordinance implementing changes shall be transmitted.  
379 However, in addition to the bullets noted above, DPER and PSB are implementing the  
380 following strategies to increase communication and collaboration:

- 381 • Creating an integrated work program;
- 382 • Developing standard work processes and templates;
- 383 • Weekly joint team meetings at DPER;
- 384 • Weekly meetings between the acting DPER Director and Regional Planning Director;
- 385 • Using digital platforms for communication, scheduling, planning, and document  
386 sharing; and
- 387 • Establishing work space at PSB for DPER staff when they are downtown.

388  
389 This approach would result in improved coordination and collaboration between DPER and  
390 PSB.

391

392 **Proviso Section C: Coordination among Departments on Policies and Actions**

393 The aforementioned Subarea Plan Methodology and changes to the Comprehensive Plan  
394 Update schedule address methods to ensure that other departments are consulted in the  
395 Community Service Area subarea planning process and concur with the recommended

396 policies and implementing actions proposed in the executive-recommended subarea plans, as  
397 follows:

- 398 • Subarea Plan Scope: By establishing standard work and relying on Comprehensive  
399 Plan policies, the potential for policy consistency is greatly increased. By creating  
400 awareness in each community of currently funded and planned but unfunded projects,  
401 and by identifying community priorities for future funding, greater budget alignment  
402 is created.
- 403 • Subarea Plan Approach: By creating a defined role for the interdepartmental team to  
404 document leadership support for policies and actions within their respective  
405 departments, the potential for policy and action consistency is improved.
- 406 • Clarify Planning Process: By defining a planning approach that includes internal  
407 scoping with County departments, development of a Public Review Draft Plan, and  
408 development of an Executive Recommended Plan, multiple milestones are created  
409 that allow for coordination and collaboration.
- 410 • Subarea Plan Program Staffing: By establishing and maintaining adequate service  
411 levels, capacity and accountability is created to support coordination among  
412 departments.
- 413 • Comprehensive Plan Adopted on Eight-Year Cycle: By not developing a Subarea  
414 Plan in the same year that the major update is being developed, capacity is created for  
415 subarea planning staff to address policy issues in the context of the Comprehensive  
416 Plan. This is part of the feedback loop between the Comprehensive Plan and Subarea  
417 Plans.

418  
419 This approach would result in improved consultation between DPER and other County  
420 departments, and result in documented leadership support for actions and policies in subarea  
421 plans.  
422

#### 423 **Proviso Section D: Modifications to Subarea and Comprehensive Plan** 424 **Schedule**

425 The aforementioned Subarea Plan Methodology and changes to the Comprehensive Plan  
426 Update schedule address an evaluation of the current proposed Community Service Area  
427 subarea planning schedule in Chapter 11 of the 2016 King County Comprehensive Plan,  
428 including whether one year is sufficient time to complete all necessary aspects the  
429 Community Service Area subarea plans, such as: community engagement and outreach;  
430 coordination, collaboration and consultation between King County departments; and refining  
431 recommendations to ensure compliance with the law. The evaluation also included  
432 consideration of modifying the Community Service Area subarea planning schedule to  
433 eliminate a Community Service Area subarea plan being transmitted as part of, or with, a

434 major update to the King County Comprehensive Plan. It also responds to directive in the  
435 2016 Comprehensive Plan, as follows:

436 Subarea Plan Scope-Approach-Staffing: By establishing standard work and  
437 establishing and maintaining adequate staffing, it becomes feasible to develop and  
438 approve Subarea Plans on a two-year schedule. The *Clarified Planning Process*  
439 noted above would be similar to the Comprehensive Plan Update process. This  
440 approach includes: internal scoping with County departments, Councilmembers, and  
441 Council staff, external scoping with the community, development of a Public Review  
442 Draft Plan, a public comment period, and development of an Executive  
443 Recommended Plan.

444 The Executive has been able to accomplish these within a one-year time frame for the  
445 Comprehensive Plan, and would use this approach within a one-year timeframe for  
446 subarea plans. Subsequent to this, the Council would conduct its own year-long  
447 review and adoption process.

448 • Comprehensive Plan Eight-Year Update Cycle: By shifting to an Eight-Year cycle  
449 that occurs in a year that has no Subarea Plan, capacity is created and it becomes  
450 feasible to develop and approve Subarea Plans on a two-year schedule.

451

452 This approach would result in improved alignment in schedules of subarea plans, major  
453 updates to the Comprehensive Plan, and review and adoption of the Biennial Budget. It  
454 would also result in improved alignment between the County's long-range planning and other  
455 state, regional and countywide planning activities.

456

457 Note that changes to the schedule or scope of the Community Service Area subarea planning  
458 program are recommended, and an ordinance that implements those changes is transmitted  
459 with this Proposed Restructure Plan.

460

## 461 **CONCLUSION**

462 The Restructure Plan proposes a number of changes to the Subarea Plan Methodology and  
463 the Comprehensive Plan Update Schedule that respond to the direction in Ordinance 18602,  
464 Section 5, proviso P2, and Ordinance 18602, Section 47, Proviso P3. If approved by the  
465 County Council, the Restructure Plan would allow for ongoing, sustainably managed subarea  
466 planning and provide improved planning services to residents in unincorporated King  
467 County.

468



469 **ATTACHMENT A: FULL TEXT OF PROVISOS**

470 The provisos are found at Ordinance 18602, Section 5, Proviso P2, and Ordinance 18602,  
471 Section 47, Proviso P3.

472

473 PROVIDED THAT:

474 Of this appropriation, \$200,000 shall not be expended or encumbered, and no  
475 funds shall be expended or encumbered on Community Service Area subarea planning except  
476 for responding to this proviso, until the executive transmits a plan to restructure the  
477 Community Service Area subarea planning program, a motion that should approve the plan,  
478 and an ordinance that implements changes recommended by the plan to the King County  
479 Comprehensive Plan and the King County Code and references the subject matter, the  
480 proviso's ordinance, ordinance section and proviso number in both the title and body of the  
481 motion and a motion approving the plan is passed by the council.

482 The plan shall include, but not be limited to:

483 A. Methods to ensure that the subarea plans that are transmitted to the council  
484 will be consistent with:

485 1. Current state law, the Countywide Planning Policies and the King County  
486 Comprehensive Plan; and

487 2. Adopted county budget direction and appropriations, or if it will not be  
488 consistent, methods to both provide clarity where the plan would require additional  
489 appropriation to accomplish and to prioritize actions within the individual Community  
490 Service Area subarea plans, across all the Community Service Area subarea plans, and with  
491 other county budget priorities;

492 B. An evaluation of existing and recommendation for future coordination and  
493 collaboration between the department of permitting and environmental review and the office  
494 of performance, strategy and budget occurs, as required by K.C.C. 2.16.025 and 2.16.055 and  
495 Motion 14341. If changes to the King County Code are recommended to improve this  
496 coordination and collaboration, an ordinance implementing those changes shall be  
497 transmitted by the executive;

498 C. Methods to ensure that other departments are consulted in the Community  
499 Service Area subarea planning process and concur with the recommended policies and  
500 implementing actions proposed in the executive-recommended subarea plans; and

501 D. An evaluation of the current proposed Community Service Area subarea  
502 planning schedule in Chapter 11 of the 2016 King County Comprehensive Plan, including  
503 whether one year is sufficient time to complete all necessary aspects the Community Service  
504 Area subarea plans, such as: communing engagement and outreach; coordination,  
505 collaboration and consultation between King County departments; and refining  
506 recommendations to ensure compliance with the law. The evaluation shall also include  
507 consideration of modifying the Community Service Area subarea planning schedule to  
508 eliminate a Community Service Area subarea plan being transmitted as part of, or with, a  
509 major update to the King County Comprehensive Plan. If changes to the schedule or scope  
510 of the Community Service Area subarea planning program is recommended, an ordinance  
511 that implements those changes shall be transmitted by the executive.

512 The executive should file the plan, motion and ordinance required by this  
513 proviso by March 1, 2018, in the form of a paper original and an electronic copy with the

514 clerk of the council, who shall retain the original and provide an electronic copy to all  
515 councilmembers, the council chief of staff, the policy staff director and the lead staff for the  
516 transportation, economy and environment committee, or its successor.  
517  
518

519 **ATTACHMENT B: ILLUSTRATIVE PLANNING APPROACH FOR SUBAREA**  
 520 **PLANS**

521 The following provides a high-level illustration of how subarea plans would be developed by  
 522 both the Executive and Council. It displays a linear sequence, however, many of the phases  
 523 and tasks could overlap and both branches might vary from what is illustrated below.

Months	Phase	Tasks
Apr – June, calendar yr. 1	Pre-plan internal scoping	<ul style="list-style-type: none"> <li>Public: Public notification that process is beginning</li> <li>Collaboration: departments, Council</li> <li>Technical: Background research, website development, data development, land use research</li> </ul>
<b>Executive plan development process</b>		
July – Sep	Public scoping, Initiate plan development	<ul style="list-style-type: none"> <li>Public: Convene stakeholders, meet with interested and relevant property-owners, <b>Public Forum #1</b>: land use and key issues identification</li> <li>Collaboration: departments, Council</li> <li>Technical: Research issues, develop data</li> </ul>
Oct – Dec	Develop draft plan	<ul style="list-style-type: none"> <li>Public: Meet with stakeholders, property-owners</li> <li>Collaboration: departments, Council</li> <li>Technical: Research, formulate options, begin to develop internal draft plan</li> </ul>
Jan – Mar, calendar yr. 2	Refine and release draft	<ul style="list-style-type: none"> <li>Public: Meet with stakeholders, property-owners, <b>Public Forum #2</b>: issue refinement</li> <li>Collaboration: departments, Council</li> <li>Technical: finalize draft, Release Public Review Draft Subarea Plan</li> </ul>
Apr – Jun	Finalize and transmit draft plan	<ul style="list-style-type: none"> <li>Public: <b>Public Forum #3</b>: review and input on Public Review Draft</li> <li>Collaboration: stakeholders, departments, Council</li> <li>Technical: revise draft, transmit Executive Recommended Plan</li> </ul>
<b>Council review and adoption process</b> ( <i>illustration of potential Council approach</i> )		
July – Sep	Initial review	<ul style="list-style-type: none"> <li>Internal review, initial Councilmember review</li> </ul>
Oct – Dec	Budget process	<ul style="list-style-type: none"> <li>During budget process, review of draft plan would likely be paused</li> </ul>
Jan – Apr calendar yr. 3	Committee review, develop draft	<ul style="list-style-type: none"> <li>Council committee refinement of plan, engagement with public, release committee amendments, committee action</li> </ul>
May – Jun	Finalize and adopt plan	<ul style="list-style-type: none"> <li>Public input, public comment period, public hearing, SEPA review, full Council review and adoption</li> </ul>

524  
525

526 **ATTACHMENT C: ILLUSTRATIVE CALENDAR FOR MAJOR UPDATES OF**  
 527 **COMPREHENSIVE PLAN**

528 The following table provides an illustration of the major Comprehensive Plan update process,  
 529 with a focus on the proposed 2023 update. Note that some dates, such as the release of the  
 530 Public Review Draft, are not statutory and may be adjusted, while still meeting the  
 531 transmittal deadlines.

Month	Milestone	Comment
Dec		12/31 Docket deadline
Jan 2021		
Feb		
<b>Executive plan development process</b>		
Mar	3/1 King County Comprehensive Plan 2021 Performance Measures Report transmitted	
Apr		4/30 Docket report transmittal
May		
Jun	6/30 – <b>Scope of Work</b> for 2023 Update transmitted	
July		
Aug	9/1 – <b>Scope of Work</b> adopted by Council	
Sep		
Oct		
Nov		
Dec		12/31 Docket deadline*
Jan 2022		
Feb	2/1 – <b>Public Review Draft released, Public Comment Period</b>	
Mar		
Apr		4/30 Docket report transmittal*
May		
Jun	6/30 – <b>Executive Recommended Plan</b> transmitted	
<b>Council review and adoption process</b>		
Jul		
Aug		
Sep		
Oct		
Nov		
Dec		12/31 Docket deadline*
Jan 2023		
Feb		
Mar		
Apr		4/30 Docket report transmittal*
May		
Jun	6/30 – <b>2023 Update adopted</b>	

532

533 \* Docket submittal during the major update may be addressed during the update process, or  
 534 addressed in the following appropriate update cycle.

535

Office of Performance, Strategy and Budget

April 11, 2018



**King County**