



City of DuPont
Old Fort Lake Subarea Plan Update
Public Participation Plan

January 6, 2023
Updates dated 3/10 noted in red

City of DuPont
Department of Community Development
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Project website: <https://wa-dupont2.civicplus.com/696/Old-Fort-Lake-Subarea-Plan-Update>

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I. INTRODUCTION

City of DuPont is updating the Old Fort Lake Subarea Plan (the Subarea Plan or Plan), originally adopted in 2018. The Subarea Plan is an element of the City of DuPont Comprehensive Plan, a Washington State Growth Management Act (GMA) planning document. The Vision, Land Use and desired Community Character for the Subarea Plan will be updated, new Design Standards prepared, and a State Environmental Policy Act (SEPA) Planned Action Environmental Impact Statement (EIS) completed. The updated Plan will include the following chapters:

- Introduction and Objectives
- Overview and Community Context
- Vision and Guiding Principles
- Land Use
- Open Space and Recreation
- Cultural Resources
- Community Character

- Utilities
- Transportation

Early and continuous public participation in the Plan development will ensure meaningful community input into the plan. The purpose of this document is to identify the City of DuPont’s public participation objectives, approach, audiences, schedule, and opportunities for public participation for the Subarea Plan in alignment with the City’s *Public Participation Plan for Updates Amendments or Revisions to the City’s Comprehensive Plan or Development Regulations*. This document may be updated over time to reflect the needs of the Plan and Code update project and experiences in early outreach to ensure public participation is effective.

II. OBJECTIVES

The Objectives of the Subarea Plan Update meet the public participation goals described in the City’s *Public Participation Plan for Updates Amendments or Revisions to the City’s Comprehensive Plan or Development Regulations* and the Growth Management Act as described in RCW 36.70A.140:

Each county and city that is required or chooses to plan under RCW 36.70A.040 shall establish and broadly disseminate to the public a public participation program identifying procedures providing for early and continuous public participation in the development and amendment of comprehensive land use plans and development regulations implementing such plans. The procedures shall provide for broad dissemination of proposals and alternatives, opportunity for written comments, public meetings after effective notice, provision for open discussion, communication programs, information services, and consideration of and response to public comments [...]

The Public Participation Goals include:

- To provide the public with timely information, an understanding of the process, and opportunities to review and comment on proposed revisions.
- Ensure that information about the process is provided early in the process and at regular intervals thereafter to maximize public awareness and participation in the process.
- Balance the interests of our community with interests of property owners, the region, and the State.
- Identify issues early and evaluate options for resolution during the planning process.
- Encourage the public to informally review and comment on revisions throughout the planning process.
- Seek to conduct public outreach and participation in an equitable and inclusive manner.
- Incorporate public comment into the review process prior to significant milestones or decision making.
- Provide forums for formal public input prior to decision making.

- Consult and consider recommendations from neighboring jurisdictions, federal and state agencies and Native American tribes.

III. APPROACH

The City has hired a team of consultants lead by AHBL, Inc. to assist with the Subarea Plan Update, prepare Design Standards and the Planned Action EIS. The Work Plan is summarized as follows:

- The 2018 OFL SAP will be used to initiate the Plan Update.
- The Subarea Plan Update will be on a separate but somewhat concurrent track with the citywide Comprehensive Plan Periodic Update.
- A select group of interested stakeholders will provide guidance in desired land uses, densities, community character and public outreach. Stakeholders to be interviewed will include representatives from key interest groups, business owners, public, and the landowners.
- The Nisqually Tribe will be informed and consulted with throughout the process.
- The process will be informed by a Housing Capacity Analyses that determines the necessary housing density to be applied to the OFL Subarea.
- It is assumed that property cleanup from contamination will be possible over time, and it will be possible to modify prior use limitations.
- The Subarea Plan will be prepared in accordance with the Growth Management Act requirements, including recent updates.
- A variety of public outreach techniques and formats will be used to involve a wider and more inclusive audience of interested parties.
- The City's Planning Commission and City Council will be briefed periodically throughout the update process. Public hearings will be held during the adoption phase.
- The Planned Action EIS will be completed on separate and concurrent track as the Subarea Plan.
- Illustrations will be prepared that depict desired land uses, densities and community character.
- Goals and policies will be prepared for the following chapters: Land Use, Open Space and Recreation, Cultural Resources, Community Character, Utilities, and Transportation.

IV. AUDIENCES

There are several audiences – individuals and agencies – that will participate in the Plan Update, and each will be engaged in the process in different ways:

- General Public: City residents, property owners, and business owners.
- Elected and Appointed Officials: City Councilmembers, Planning Commissioners
- Non-City Service Providers: Pierce County Public Utilities, Steilacoom School District.
- Non-governmental Organizations: Northwest Landing COA and HOA, DuPont Historic Commission.

- City Governmental Departments: Community Development Department., Parks Department, Fire Department, Police Department.
- State, Regional, and Other Local Governments: the Department of Commerce, Department of Ecology, Department of Natural Resources, Joint Base Lewis McChord, the Nisqually Tribe.

V. ROLE OF DECISION MAKERS

City Council: The City Council is the final decision maker for the Subarea Plan update and Design Standards. Council members will be notified of public workshops and are invited to participate early on in the planning process. All public workshops will be noticed appropriately so that all Council members are able to fully participate in these events in the event of a quorum. The Council will receive periodic briefings on the update and will review the Planning Commission recommendations on the periodic update to the Comprehensive Plan. Council will hold a public hearing on the final draft Subarea Plan update prior to taking final action.

Planning Commission: The Planning Commission will provide policy recommendations for the Plan Update and input into the desired Community Character and Design Standards. The Planning Commission will ensure that the public is involved throughout the process. The Planning Commission will review the draft update on a chapter-by-chapter basis, providing opportunities for public comments while providing feedback and recommendations to the administration. All public workshops will be noticed appropriately so that all Planning Commission members are able to fully participate in these events in the event of a quorum. The Planning Commission shall forward its final recommendation to the City Council.

Administration: The Administration will oversee consultant work on the periodic update. They will facilitate public meetings and present draft materials to the Planning Commission and City Council for review. They will revise documents as needed and provide all materials to Planning Commissioners and City Council members in a timely manner.

VI. ROLE OF THE STAKEHOLDER COMMITTEE

Key The Stakeholder ^{will} ~~Committee will be formed to~~ guide the plan preparation process. They will be consulted to derive desired land uses, densities and community character and the public participation process. The ~~Committee~~ ^{stakeholders} will be comprised of representatives from the Historical Museum, City Parks & Recreation Dept., Planning Commission, Landowners (Albatross LLC and The Home Course), Northwest Landing Owners Association, Steilacoom School District, Joint Base Lewis McChord (JBLM) and/or South Sound Military Communities Partnership (SSMCP), South Sound Housing Affordability Partners (SSHA3P), the general public and a small business owner.

~~The stakeholders will be interviewed.~~
~~It is anticipated that there will be a total of four stakeholder meetings. Initially two meetings will be held to describe the process, schedule and general information on the existing conditions of the property and the existing OFL Subarea Plan.~~ The stakeholder group will provide feedback on Vision and

goals for the OFL Subarea as well as desired land uses and densities. ~~This guidance will then be presented for comment by the public at a public meeting. A third meeting will be held to ascertain desired community character. This meeting will present images to determine preferences and will also be used as guidance for a public meeting.~~ **Their guidance will be compiled with the public responses to better inform the subarea plan.**

VII. ROLE OF THE PUBLIC

The Old Fort Lake Subarea Plan will be primarily written for and with guidance from the public. It contains their preferences, ideas, and policy objectives. During the update it is important to retain the public's interest by making citizen participation as accessible as possible. This will be accomplished through advertising, outreach, stakeholder involvement, and public events.

Goal 11 of the GMA requires citizen participation and coordination: "Encourage the involvement of citizens in the planning process and ensure coordination between communities and jurisdictions to reconcile conflicts." The Washington State Department of Commerce lists benefits of including citizens in the process:

- Enhances the quality of planning by incorporating a wide variety of information and perspectives.
- Allows communities to make decisions based on shared values.
- Engage citizens in the ownership of local land use challenges and solutions.
- Educates and empowers citizens.
- Supports swift and efficient project implementation.
- Ensures that good plans remain relevant over time.
- Fosters a sense of community, and trust in government.

This Public Participation Program is intended to supplement existing City regulations and procedures for the processing and adoption of policy materials and development regulations.

VIII. METHODS AND TOOLS

Techniques for stakeholder ~~engagement~~ **interviews** will include ~~meetings that will be available either in person or virtual~~ **telephone calls or emails depending on preferences** to ensure easy and regular participation. The meetings will include advance ~~agendas, minutes of prior meetings, copies of visuals such as existing conditions maps, draft land use maps and density allocations.~~ **outreach** ~~Each stakeholder meeting will be followed up with meeting~~ **questions,** ~~minutes.~~ **public** ~~City staff will engage with the Nisqually Tribe separately to inform them of the process and encourage their feedback and participation.~~ **interview** **summarized.**

Techniques for public participation vary in scale, technology, structure, and timing. The primary means of public participation will be the traditional public meeting at several key points during the update process. Meetings will likely be held in a hybrid virtual/in-person format to ensure that all members of the public are encouraged to participate. All meetings offering virtual engagement components will be recorded to provide citizens with an opportunity to follow this process at their convenience.

The following tools will be employed to achieve widespread and ongoing public involvement:

- Public open houses and meetings designed for public input
 - Background presentations, workshops, roundtables, etc.
 - Encouragement of participation by attendees
 - Employ a variety of activities and ways to get feedback at public meetings to more effectively understand issues and preferences:
 - Visual preference survey – including instant polling survey techniques
 - Effective notice:
 - Reach out to business owners, community organizations – who then can further broaden outreach to their communities
 - The date, time, and location of events will be noticed early enough and widely enough for all interested citizens to be notified
 - Legal notices will be published in the City’s official newspaper of record
 - Regular press releases will be published ahead of public meetings, and city staff will be available for interested reporters and media outlets
 - Postings in public spaces, social media updates, utility bills and email subscription lists
- Stakeholder ~~Meetings~~ **Interviews**
 - ~~Small scale focused meetings designed to solicit ideas, feedback and guidance on the Plan Update and the details for presentation at public meetings.~~
 - Presentations and meetings with the Nisqually Tribe and Cowlitz Tribe per their preferences.
- Opportunities for open discussion
 - Public meetings, workshops and surveys
 - Additional public comment periods at Planning Commission, Council, and stakeholder meetings
- Written comments
 - Formal comment periods
 - Online surveys
 - Comment forms available at public meetings and online
 - Attend community events or meetings such as an informational booth at the farmer’s market.
- Adoption Phase Public hearings
 - The Planning Commission will conduct public hearings on the draft Plan and Design Standards and on the final draft Plan and Design Standards prior to making a recommendation to the City Council. Written and oral testimony will be accepted at public hearings.
 - The City Council will conduct a public hearing on the final draft Plan and Design Standards prior to adoption. Written and oral testimony will be accepted at this public hearing.
- SEPA
 - The city's environmental process will include opportunities for the public to provide comments on the proposed plan and its possible adverse impacts.

- Project Website
 - o Maintain a project website with all historical and current subarea information, including draft plans for public comment
 - o Simple survey hosted on project website – basic questions and option to join email list
 - o Will be updated at the project progresses
 - o Provide city contact information and how to subscribe to email notifications.
- An Interested Parties List:
 - o The city will build and maintain an interested party's notification list and provided notice to interested parties when opportunities to participate in public meetings or to provide testimony exist.
- Use images to help communicate – but include descriptions of images in text for those who rely on text-reader apps.

IX. SCHEDULE AND OPPORTUNITIES FOR PUBLIC PARTICIPATION

See the Plan website for the latest schedule updates: <https://www.dupontwa.gov/696/Old-Fort-Lake-Subarea-Plan-Update>



Schedule and Opportunities for Public Participation
Old Fort Lake Subarea Plan Update

Tasks		2023												2024				
#	Task/Deliverable	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May
1	Housing Needs Analysis	[Green bar spanning Jan-Dec 2023]																
2	Public Outreach - Attendance and Prep	[Green bar spanning Jan-Dec 2023]																
a	Prepare Public Participation	[Green bar spanning Jan-Dec 2023]																
b	Four stakeholder meetings	[Green bar spanning Feb-May 2023]																
c	Two public workshops/open houses	[Green bar spanning March-June 2023]																
d	PC & Council briefings #1 - Desired Uses	[Green bar spanning April-May 2023]																
e	One public virtual CC preference meeting	[Green bar spanning May 2023]																
f	Comm Character Summary	[Green bar spanning June 2023]																
g	PC & Council briefing #2 - Community character	[Green bar spanning July 2023]																
4	Subarea Plan Development	[Purple bar spanning June-Dec 2023]																
5	Prepare Design Standards and Zoning Code Revisions	[Green bar spanning July-Dec 2023]																
6	Adoption Phase Public Meetings & Workshops	[Pink bar spanning Nov-Dec 2023]																
7	SEPA	[Orange bar spanning Jan-Dec 2023]																
a	EIS Scoping Public Meeting	[Orange bar spanning April 2023]																
b	45 Day Comment Period	[Orange bar spanning Oct-Nov 2023]																
c	Final EIS for Publication	[Orange bar spanning Dec 2023]																

X. CONCLUSION

A public meeting will be held to discuss the draft Public Participation Program with the Planning Commission on January 9, 2023. A subsequent public hearing on this Program will be held with City Council on January 10, 2023. This program may be updated administratively as conditions change or additional resources to support outreach activities become available. A current copy of the program shall be available for viewing at the front counter of the Department of Community Development and on the city's website.