

[DRAFT] PUBLIC PARTICIPATION PLAN

FOR

CITY OF FIRCREST MIDDLE HOUSING CODE PROJECT

City of Fircrest
115 Ramsdell Street
Fircrest, WA 98466

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1. Overview

1.1 Overview

In 2022, the Washington State Legislature passed [House Bill \(HB\) 1220](#), amending the Growth Management Act (GMA) housing element requirements in RCW 36.70A.070(2). Instead of solely providing enough capacity to support the population target, jurisdictions are now required to include comprehensive plan policies focused on “...development of housing, including single-family residences, and... duplexes, triplexes, and townhomes.” These housing types are often referred to as “Middle Housing.” Land capacity to accommodate growth must account for a variety of housing types for people making different incomes, influencing housing targets allocated to the City.

The **Project Charter** for the Fircrest Middle Housing Code Update project provides additional information on the project background and purpose.

1.2 Purpose of Plan

Participation and input from jurisdictions, community stakeholders, and the public bolsters the success of implementing the goals of HB1110 in compliance with the goals of the City of Fircrest. The City of Fircrest Middle Housing Code Public Participation Plan includes a diversity of engagement methods, aimed at offering several avenues for feedback with limited barriers, with methods including:

- A total of two (2) Planning Commission, City Council, or combined meetings
- Two (2) Public Outreach Events tabling and handing out outreach materials to the public (July, September 2024).
- One (1) Public Surveys – Accessible on the City’s website

	2024						2025					
	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Project Kickoff Meeting												
Ongoing Meetings												
Draft Public Participation Plan												
Community Outreach Event #1												
Project Website Set Up/Engagement												
Planning Commission/Council Study Session #1												
Community Survey												
Summary Report of Findings												



Summary of HB 1110 Implementation Options												
Draft Housing and Land Use Policy Amendments for Review												
Response to Public Comments												
Final Housing and Land Use Policy Amendments												
Draft Code Amendments for Review												
Community Outreach Event #2 (Fall Open House)												
Planning Commission/Council Study Sess. #2												
Response to Public Comments												
Final Code Amendments												
Planning Commission Meeting												
City Council Hearing												

2 Planning Commission and City Council Meetings

2.1 Planning Commission and City Council Study Session 1

Kimley-Horn will assist in facilitating a joint Planning Commission/City Council study session on June 17th 2024. The meeting will be public, unless an exception is brought forth by City Council. For this study session Kimley-Horn will prepare:

- A PowerPoint presentation on the background of HB1110 and discuss Planning Commission and City Councilmembers vision and goals of the Middle Housing Code Project
- Maps identifying areas where HB1110 will apply in the City of Fircrest as well as information outlining critical areas and ¼ mile and ½ mile distances to major transit stops.

It is expected that City Staff will attend the study session, however Kimley-Horn will lead the presentation and preparation of presentation materials. The purpose of the meeting is to discuss with the City Planning Commission and City Council the vision and goals of the Project, and to update City stakeholders on the progress and initial findings of the analysis.

2.2 Planning Commission and City Council Study Session 2

Kimley-Horn will attend a second joint study session with the City of Fircrest Planning Commission and City Council at a tentative date in October 2024. The purpose of the second study session is to share the findings of information gathered from stakeholder feedback with the Planning Commission and City Council on the Draft Code Amendments, and to update the Planning Commission and City Council on the processes of analysis used to determine the draft findings.



For this study session Kimley-Horn will prepare:

- A PowerPoint presentation describing draft code amendment recommendations, as well as the findings from the Community Survey, Public Outreach and Project analysis.
- Graphic boards or maps outlining changes to City land use.

Kimley-Horn will lead the presentation and preparation of materials for the second study session, with input of City Staff. Feedback from the study sessions with the City of Fircrest Planning Commission and/or City Council are valuable to the Project, providing important stakeholder feedback on the alignment of City goals and the Project code material.

3 Public Outreach

3.1 Summer Outreach Event Tabling

As part of the public engagement process Kimley-Horn intends to table for public outreach at one summer event hosted by the City of Fircrest. The Consultant team, based on conversations with City Staff on City events, has chosen the popular “Fircrest Fun Days,” however alternate events may be considered based on Staff feedback. The point of in-person tabling at public events is not only to receive feedback on Project materials, but to provide information to the public on the purpose, vision and goals of the Project, answer questions the public may have about the Project as well as spread overall awareness of the Project. As a popular summer event, this outreach event presents an opportunity to reach a group of the population that may otherwise not be aware of the Project and get their involvement in feedback. For Fircrest Fun Days, or an alternative City of Fircrest Parks and Recreation event, the Consultant team will prepare:

- Educational material including project boards and brochures on the purpose, vision and goals of the Middle Housing Code Project.
- A QR-code that will lead to the Public Survey website.
- Select Project FAQs.

Kimley-Horn will partner with City staff for Fircrest Fun Days outreach, or alternative City of Fircrest Parks and Recreation event, allowing for a greater efficiency of City staff resources.

3.2 Fall Public Open House Event

As a follow-up to the summer outreach tabling, the Kimley-Horn intends to host a public open house in October, following the completion of the Draft Housing and Land Use Policy Code Amendments. The idea of the Open House is to allow community members an opportunity to share their feedback on the Project in a more formal and concentrated setting than the summer outreach tabling. The timing of this outreach event, after the completion of the draft code amendments, allow the public the opportunity to comment on completed draft materials. For the Fall Public Open House, the Consultant team will prepare:

- PowerPoint presentation explaining the proposed draft changes in the City's Zoning Code related to HB1110 implementation.
- Boards explaining the Draft Housing and Land Use Policy Amendments, Summary of HB1110 Implementation and maps of feasible developable land in the Community.

Kimley-Horn will lead the presentation and preparation of materials for the Open House, with input of City Staff. City Staff will assist the Consultant team in the advertisement of the Open House, stakeholder invites, and finding a suitable location.

4 Survey Materials

Following the Project kickoff, the Consultant team will work with City Staff during the months of May and June to coordinate a public survey tool for digital alternative feedback. Utilizing the City's website, the Consultant team will develop a virtual survey allowing community members flexibility in how and when they provide feedback on the project. The survey materials be posted in June prior to the summer public outreach events. Survey materials will be developed in conjunction with City staff and will be distributed through QR-codes during outreach events, and on the City of Fircrest's website.

Other project website materials will include a list of frequently asked questions (FAQs), digitized educational material as well as uploaded draft materials for public review. All website materials will exist on the City of Fircrest's website, managed by City Staff with materials provided by Kimley-Horn, unless otherwise stated.