

AGENDA

**DES MOINES CITY COUNCIL
REGULAR MEETING
City Council Chambers
21630 11th Avenue S, Des Moines, Washington
Thursday, July 13, 2023 - 6:00 PM**

City Council meeting can be viewed live on the City's website, Comcast Channel 21/321 or on the City's [YouTube](#) channel.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

CORRESPONDENCE

COMMENTS FROM THE PUBLIC

CITY MANAGER REPORT

- Item 1. SOUTH KING FIRE & RESCUE - BRAD CHANEY

- Item 2. SOUTH KING COUNTY COMMUNITY IMPACT FUND UPDATE - ILAYS ADEN

- Item 3. DES MOINES COMPREHENSIVE PLAN AND DEVELOPMENT REGULATIONS PERIODIC REVIEW AND UPDATE
[Comprehensive Plan and Development Regulations Periodic Review and Update](#)

CONSENT CALENDAR

- Item 1. APPROVAL OF VOUCHERS
Motion is to approve the payment vouchers through June 30, 2023 and payroll transfers through July 05, 2023 in the attached list and further described as follows:

EFT Vendor Payments	#8543-8613	\$ 492,877.18
Wires	#2253-2267	\$3,477,774.71
Accounts Payable Checks	#165018-165051	\$ 151,763.06
Accounts Payable Voided Checks	#8475, #8480 #164813	\$ (32,694.21)
Payroll Checks	#19687-19691	\$ 1,822.72
Direct Deposit	#5777-5946	\$ 474,805.21

Payroll Checks	#19692-19710	\$ 9,475.45
Direct Deposit	#5947-6119	\$ 491,049.31

Total Checks and Wires for A/P & Payroll: \$5,066,873.43

[Approval of Vouchers](#)

- Item 2. APPROVAL OF MINUTES
Motion is to approve the May 11, 2023 City Council Regular Meeting Minutes.

[Approval of Minutes](#)

NEW BUSINESS

INTRODUCTION OF ITEMS FOR FUTURE CONSIDERATION – 10
Minutes

BOARD & COMMITTEE REPORTS/ COUNCILMEMBER COMMENTS

(4 minutes per Councilmember) - 30 minutes

PRESIDING OFFICER'S REPORT

EXECUTIVE SESSION

NEXT MEETING DATE

August 03, 2023 City Council Regular Meeting

ADJOURNMENT

AGENDA ITEM

BUSINESS OF THE CITY COUNCIL City of Des Moines, WA

SUBJECT: Des Moines Comprehensive Plan and
Development Regulations Periodic Review and
Update

ATTACHMENTS:

1. Draft Public Participation Plan

FOR AGENDA OF: July 13, 2023


DEPT. OF ORIGIN: Community Development

DATE SUBMITTED: July 3, 2023

CLEARANCES:

- City Clerk _____
- Community Development */s/ LT*
- Courts _____
- Emergency Management _____
- Finance _____
- Human Resources _____
- Legal */s/ TG*
- Marina _____
- Police _____
- Parks, Recreation & Senior Services _____
- Public Works _____

APPROVED BY CITY MANAGER

FOR SUBMITTAL: 

Purpose and Recommendation

The purpose of this Agenda Item is to brief the City Council on the status of the Growth Management Act (GMA) periodic review and update of the Des Moines Comprehensive Plan and development regulations and provide a brief overview of legislation influencing this work and the draft Public Participation Plan. No Council action is required.

Background

The Des Moines Comprehensive Plan serves as a roadmap that expresses our community's goals and aspirations for how we want to grow and prosper into the future. The City is required to complete a periodic review and update to the Comprehensive Plan and development regulations in accordance with the Washington State Growth Management Act (GMA) governed by RCW 36.70A. The next periodic review and update needs to be complete by December 31, 2024.

The bulk of the City's effort will be tied to the public participation, regulatory review and update tasks. To facilitate this work, the Department of Commerce is providing the City of Des Moines a \$125,000

non-competitive grant to help fund the 2024 update, including staff time and consultant support. The grant is split between two funding cycles – State Fiscal Year (SFY) 2023 and SFY 2024.

The SFY 2023 portion of the grant ended on June 30, 2023. Work completed during this period related to the following:

- Draft Public Participation Plan
- Completed Commerce Checklist
- Gap Analysis Memo
- Refined Work Program (data needs)
- Draft Market Assessment for Business Park/Moratorium Area (in process)
- Draft Comprehensive Plan Edits (in process)

The Draft Public Participation Plan (Attachment 1) outlines the timeline, process, and outcomes for public participation in the City of Des Moines’s Comprehensive Plan periodic update process. The Plan is intended to support public participation in the periodic review and update process by providing a framework for when and how the public will be engaged. The PPP was developed with the intent of achieving the following desired outcomes:

- Meet the public participation goals of the GMA;
- Offer engaging opportunities to the Des Moines community to participate in planning and comment on the future of the City;
- Provide clear information to the public on the basic concepts of the GMA, local planning process, and how their own participation can affect local plans and regulations;
- Inform the public on how and when to get involved and understand how their input is used;
- Inform the public as to the requirements set forth in the King County Countywide Planning Policies, the PSRC Vision 2050 Plan, and so forth as well as recent legislative changes and requirements for GMA compliance set forth by the State;
- Ask questions of the community in order to gain new insights about Des Moines and inform choices about the Comprehensive Plan polices, regulations, and implementation strategies;
- Seek broad participation of interested groups and individuals to capture differing viewpoints;
- Utilize a transparent process which clearly documents all public input and makes it available for any and all to review; and
- Hold accessible, convenient participation events and public meetings, and create participation opportunities for those who cannot attend;
- Pursue accessibility for all community members and interested parties within the public participation process;
- Ensure that elected officials, appointed officials, and City staff understand and consider community and stakeholder input; and
- Use a variety of participation methods (such as meetings, media, social media, mailers, etc.) to offer all residents a variety of ways to participate.

In addition to the public participation plan, we created the [Imagine Des Moines 2044](https://imagedesmoines2044.com/) project website (<https://imagedesmoines2044.com/>), set up a project e-mail compplan@desmoineswa.gov for people to sign up for notices/updates, wrote several City Currents newsletter articles and provided briefings to the City Council and the Council Economic Development Committee.

Discussion

No Council action is required; however, input on the Public Participation Plan is welcome.

Alternatives

N/A

Financial Impact

Washington State Department of Commerce is providing the City of Des Moines a \$125,000 non-competitive grant to help fund the 2024 update.

Recommendation

N/A

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DRAFT CITY OF DES MOINES 2024 COMPREHENSIVE PLAN UPDATE

Public Participation Plan



June 30, 2022

Prepared for:
City of Des Moines

Prepared by:
AHBL, Inc.
1200 6th Avenue
Suite 1620
Seattle, Washington 98101
www.ahbl.com



DRAFT

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1.0 INTRODUCTION

This Public Participation Plan (PPP) outlines the timeline, process, and outcomes for public participation in the City of Des Moines's Comprehensive Plan periodic update process. This periodic update is required by the Washington State Growth Management Act (GMA).

The GMA requires early and continuous public participation in the Comprehensive Plan and Municipal Code Update in RCW 36.70A.140, which includes the creation of a public participation plan (PPP). This PPP sets out how the GMA public participation requirements will be implemented and provides a full picture of how the City will conduct public engagement activities so that the public is well-informed of opportunities for involvement throughout the Comprehensive Plan update process.

The periodic update will include a review of both the City's Comprehensive Plan and Municipal Code to ensure consistency with the most current requirements under state law. Because these documents are so far-reaching in scope, this plan will strive to create a variety of opportunities to reach as many audiences in the community as possible. There will be multiple opportunities and methods to both learn about the update and provide input.

1.1 Objectives

The PPP is intended to support public participation in the Comprehensive Plan Periodic Update process by providing a framework for when and how the public will be engaged. The PPP was developed with the intent of achieving the following desired outcomes:

- Meet the public participation goals of the GMA;
- Offer engaging opportunities to the Des Moines community to participate in planning and comment on the future of the City;
- Provide clear information to the public on the basic concepts of the GMA, local planning process, and how their own participation can affect local plans and regulations;
- Inform the public on how and when to get involved and understand how their input is used;
- Inform the public as to the requirements set forth in the King County Countywide Planning Policies, the PSRC Vision 2050 Plan, and so forth as well as recent legislative changes and requirements for GMA compliance set forth by the State;
- Ask questions of the community in order to gain new insights about Des Moines and inform choices about the Comprehensive Plan polices, regulations, and implementation strategies;
- Seek broad participation of interested groups and individuals to capture differing viewpoints;
- Utilize a transparent process which clearly documents all public input and makes it available for any and all to review; and
- Hold accessible, convenient participation events and public meetings, and create participation opportunities for those who cannot attend;
- Pursue accessibility for all community members and interested parties within the public participation process;
- Ensure that elected officials, appointed officials, and City staff understand and consider community and stakeholder input; and
- Use a variety of participation methods (such as meetings, media, social media, mailers, etc.) to offer all residents a variety of ways to participate.

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2.0 AUDIENCES

Affected parties may include individual residents, those who work in Des Moines, community groups, private investors and developers, as well as public sector groups like government councils and districts for services such as schools and utilities. Understanding who the stakeholders in the periodic update process are, will help the City to understand and respond to the needs of the community. Each group or individual will have their own needs and preferences when it comes to the public participation process.

2.1 The Public

The City will be updating its website regularly as it relates to the Periodic Update process. City staff will also be posting on the City’s social media platforms to promote the Comprehensive Plan update, online engagement and in-person events and workshops where the general public can learn more about the update and how to be involved.

Individuals

Individual stakeholders in the update process generally consist of those who live, work, or have a financial interest in the City of Des Moines. Other interested individuals may include people who visit the city regularly such as those who live within the Highline School District, and those who live in neighboring areas outside the city. Surveys, comment forms, and public meetings or workshops are appropriate tools for reaching individuals.

- Residents
- Property Owners
- Employees
- Business Owners
- Developers

Community Organizations

Community organizations are valuable partners in the public participation process, as they often have deeply rooted connections in the community. Often, they serve groups with specific needs, such as youths and seniors. Many community members may be more comfortable engaging through a group they are already familiar with. Partnering with these organizations is an excellent way to reach people who may otherwise not participate in the Periodic Update process. One of the best ways to utilize these organizations is for City staff and elected officials to attend events held by an organization and collect input. Examples of community organizations include:

- Faith-Based Organizations
- Student Groups (e.g. Highline College; Mount Rainier high School; PTSAs)
- Senior Organizations/Stakeholders (e.g., Judson Park and Wesley Homes)
- Philanthropic Groups
- Veteran Organizations
- BiPOC and LGBTQI Groups

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2.2 Governmental and Quasigovernmental Groups

In general, anybody providing services to Des Moines residents, or entities involved in decision-making should be included in the Periodic Update process, including governmental and quasigovernmental organizations which may include:

- City Council
- City Council Economic Development Committee (and other Committees as warranted)
- Human Services Advisory Committee
- Senior Services Advisory Committee
- Citizen Advisory Board
- Other City Boards and Commissions
- Highline College
- Highline School District
- Utility Districts Serving Des Moines

3.0 METHODS AND TOOLS

The public participation process should be approached with the understanding that no one method will reach every stakeholder or interested party. With this in mind, the City will employ as many methods as possible in order to create the most equitable and accessible public participation process. Stakeholders will be offered a variety of opportunities to provide both written and verbal comments that will be announced through a range of outlets, including:

- Project Website
- Social Media
- Bulletin Boards (e.g., libraries)
- Notices/Mailers
- Local Publications
- Email Listserv

3.1 In-Person Public Workshops

Public workshops will be held throughout the Periodic Update process. The City will host the first public workshop to introduce the Update process and seek initial feedback from the community on their priorities. An anticipated schedule of Update tasks will also be provided to facilitate public involvement throughout the process. The public will be encouraged to provide high-level feedback that can be used to guide the Update process at the initial workshop, with more detailed and content-specific feedback to be provided in subsequent workshops. The City may use common workshop tools such as comment forms, presentations, facilitated discussions, and interactive activities. Workshops will typically be held on a weekday evening, with the option to attend in-person or virtually. Recordings of the workshops and any materials presented at them will be available for the public to view on the City's website.

3.2 In-Person Community Conversations

Information booths will be present at different community events throughout the update process to provide an opportunity to engage with the public in discussions about the Comprehensive Plan update in a relaxed and informal manner. Depending on the event/audience, different activities and materials may be used to both inform and gather input from the community. The following community events have been identified as potential places to host an information booth:

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- Waterfront Farmer's Market
- City Festivals/Events
- Public Library Events
- National Night Out

3.3 Online Engagement

In conjunction with in-person public engagement efforts, an opportunity to provide feedback online will be developed and advertised to solicit public input on the Periodic Update. The online engagement will include questions and activities that will facilitate feedback on the same topics/areas as the in-person events. Offering an opportunity for the public to provide their input online, at their own convenience, will help capture a broader audience. In addition, the online engagement will be developed to web accessibility standards that support equal access and opportunity for all participants.

4.0 PROCESS

The Comprehensive Plan Periodic Update process and initial outreach began in 2023 and will continue through 2024. The City will work closely with consultants to implement the public participation plan and check-in with City Council and/or designated Advisory Committee regularly throughout the Plan Update process.

4.1 Adoption Public Comment Period and Hearing

The procedural requirements for adopting amendments or updates to the City's Comprehensive Plan is described in the Des Moines Municipal Code Chapter 18.25. Adoption of the Plan will be processed as a Type VI land use action in which a legislative decision will be made by City Council after the legally required opportunity for public comment. The Des Moines City Council is the legislative body with the final local decision-making authority for the local adoption of the Comprehensive Plan. As established in state law, the City Council will review the draft Comprehensive Plan, solicit public input, make changes as desired, and locally adopt the final Comprehensive Plan. At least one public hearing will be held before City Council to review the draft Plan and provide comments.

4.2 Public Participation Schedule

Public participation will follow a general schedule, subject to change, as shown below:

Summer 2023	Fall 2023	Winter 2023	Spring 2024	Summer 2024	Fall 2024	Winter 2024
Prepare PP + Present to CC	CC Briefed Throughout				CC Hearings	CC Adoption
Public Workshop #1 Project Introduction		Public Workshop #2 Focus TBD	Public Workshop #3 Focus TBD			
Ongoing Online Public Engagement						
Community Conversations Events TBD	Community Conversations Events TBD					

**CITY OF DES MOINES
Voucher Certification Approval**

July 13, 2023

Auditing Officer Certification

Voucher transfers audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing, which has been made available to the City Council.

As of July 13, 2023 the Des Moines City Council, by unanimous vote, does approve for payment those vouchers through June 30, 2023 and payroll transfers through July 5, 2023 included in the attached list and further described as follows:

The vouchers below have been reviewed and certified by individual departments and the City of Des Moines Auditing Officer:



 Jeff Friend, Finance Director

		# From	# To	Amounts
Claims Vouchers:				
EFT's		8543	8613	492,877.18
Wires		2253	2267	3,477,774.71
Accounts Payable Checks		165018	165051	151,763.06
Accounts Payable Voided Checks		#8475 #8480 #164813		(32,694.21)
Total Vouchers paid				4,089,720.74
Payroll Vouchers				
Payroll Checks	6/20/2023	19687	19691	1,822.72
Direct Deposit		5777	5946	474,805.21
Payroll Checks	7/5/2023	19692	19710	9,475.45
Direct Deposit		5947	6119	491,049.31
Total Paychecks & Direct Deposits				977,152.69
Total checks and wires for A/P & Payroll				5,066,873.43

MINUTES

**DES MOINES CITY COUNCIL
REGULAR MEETING
City Council Chambers
21630 11th Avenue S, Des Moines, Washington
Thursday, May 11, 2023 - 6:00 PM**

CALL TO ORDER

Mayor Matt Mahoney called the meeting to order at 6:00 p.m.

PLEDGE OF ALLEGIANCE

The flag salute was led by Councilmember Vic Pennington.

ROLL CALL

Council Present:

Mayor Matt Mahoney; Deputy Mayor Traci Buxton; Councilmember Gene Achziger; Councilmember JC Harris; Councilmember Jeremy Nutting; and Councilmember Vic Pennington

Council Absent:

Councilmember Harry Steinmetz

Direction/Action

Motion made by Councilmember Jeremy Nutting to excuse Councilmember Harry Steinmetz; seconded by Councilmember Vic Pennington.

Motion passed 6-0.

Staff Present:

City Manager Michael Matthias; City Attorney Tim George; Assistant City Attorney Matt Hutchins; Chief Administrative Officer Bonnie Wilkins; Harbormaster Scott Wilkins; Police Chief Ken Thomas; Finance Director Jeff Friend; Civil Engineer II Tyler Beekley; Civil Engineer I Khai Le; Director of Emergency Management and Workplace Safety Shannon Kirchberg; Management Analyst Rochelle Sems; Recreation Manager Kyle Ehlers; and City Clerk Taria Keane

CORRESPONDENCE

There was no correspondence.

COMMENTS FROM THE PUBLIC

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There was no comments from the public.

CITY MANAGER REPORT

SR3 - SEALIFE RESPONSE, REHABILITATION, AND RESEARCH

- SR3's Executive Director and Veterinary Nurse Casey McLean gave Council PowerPoint Presentation to Council.

~~SOUTH KING COUNTY COMMUNITY IMPACT FUND UPDATE -~~
Moved to the June 8th City Council Meeting.

STORE FRONT RESTORATION PROJECT PROPOSAL

- Management Analysis Rochelle Sims gave Council a PowerPoint Presentation on the City of Des Moines Downtown Restoration Project Proposal

Direction/Action

Motion made by Councilmember Jeremy Nutting to direct the City Manager to allocate \$25,000 of unspent ARPA funds to implement the Downtown Storefront Restoration Project; seconded by Councilmember Vic Pennington.

Amended Motion made by Councilmember JC Harris to include the entire City of Des Moines; seconded by Councilmember Gene Achziger. Amended Motion failed 2-4.

For: Councilmember Gene Achziger and Councilmember JC Harris.

Against: Mayor Matt Mahoney; Deputy Mayor Traci Buxton; Councilmember Jeremy Nutting and Councilmember Vic Pennington.

The main motion passed 6-0.

G2300 CLASS UPDATE

- Director of Emergency Management and Workplace Safety Shannon Kirchberg gave Council a PowerPoint update on the G2300 Class.

LEGISLATIVE UPDATE

- Legislative Advocate Anthony Hemstad gave Council a PowerPoint Legislative Priorities Update.

CONSENT CALENDAR

- Item 1: APPROVAL OF VOUCHERS
Motion is to approve for payment vouchers through April 28, 2023 and payroll transfers through May 05, 2023 in the attached list and further described as follows:
- | | | |
|-------------------------|----------------|--------------|
| EFT Vendor Payments | #8286-8308 | \$150,876.47 |
| Wires | #2201-2204 | \$223,223.71 |
| Accounts Payable Checks | #164879-164899 | \$178,437.41 |
| Payroll Checks | #19672-19675 | \$ 3,528.39 |
| Direct Deposit | #5266-5433 | \$444,531.35 |
- Total Checks and Wires for A/P and Payroll: \$1,000,597.33
- Item 2: PUGET SOUND ENERGY EASEMENT - PARCEL 082204-9034 (FIELD HOUSE)
Motion is to approve the Puget Sound Energy Easement on Tax Parcel No. 082204-9034, and further authorize the City Manager to sign said easement substantially in the form as submitted.
- Item 3: DES MOINES CREEK ESTUARY PROJECT, ENGINEERING SERVICES TASK ASSIGNMENT
Motion is to approve the 2022-2023 On-Call General Civil Engineering Task Assignment 2022-10 with Parametrix Inc., to provide preliminary engineering and permitting services for the Des Moines Creek Estuary Project in the amount of \$249,754.28, and further authorize the City Manager to sign said Task Assignment substantially in the form as submitted.
- Item 4: SOUTH 216TH/MARINE VIEW DRIVE PIPE UPGRADE PROJECT, ENGINEERING SERVICES TASK ASSIGNMENT
Motion is to approve the 2022-2023 On-Call General Civil Engineering Task Assignment 2023-01 with Perteet, to provide design services for the South 216th Place/Marine View Drive Pipe Upgrade Project in the amount of \$121,525.00, and further authorize the City Manager to sign said Task Assignment substantially in the form as submitted.
- Item 5: DRAFT ORDINANCE 23-025, OBSTRUCTING A FIRE LANE
Motion 1 is to suspend Rule 26(a) in order to enact Draft Ordinance No. 23-025 on first reading.

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Motion 2 is to enact Draft Ordinance No. 23-025 increasing the penalty for obstructing a designated fire lane and updating references in DMMC 10.08.010.

Item 6: 24TH AVE S IMPROVEMENTS PROJECT - INTERLOCAL AGREEMENT WITH HIGHLINE WATER DISTRICT

Motion is to approve the Interlocal Agreement with Highline Water District for the 24th Ave S Improvements project, and further authorize the City Manager to sign said Interlocal Agreement substantially in the form at submitted.

Direction/Action

Motion made by Councilmember Jeremy Nutting to approve the Consent Calendar; seconded by Councilmember Vic Pennington.

Councilmember JC Harris pulled Consent Calendar Item #3.

The remainder of the Consent Calendar passed 6-0.

Council discussed Consent Calendar Item #3.

Motion made by Councilmember Jeremy Nutting to approve the Consent Calendar Item #3 as presented; seconded by Councilmember Vic Pennington.

Amended Motion 1 made by Councilmember JC Harris to request that when the design alternative were at 10% they are brought back to Council.

Amended Motion 1 died for a lack of second.

Amended Motion 2 made by Councilmember JC Harris to that Sea Level Rise review be included in the engineering assessment; seconded by Councilmember Gene Achziger.

Amended Motion failed 2-4.

For: Councilmember Gene Achziger and Councilmember JC Harris.

Against: Mayor Matt Mahoney; Deputy Mayor Traci Buxton; Councilmember Jeremy Nutting and Councilmember Vic Pennington.

The Main Motion passed 6-0.

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NEW BUSINESS

Item 1: INTRODUCTION OF ITEMS FOR FUTURE CONSIDERATION – 10
Minutes

Councilmember JC Harris proposed to have the Sound Code remanded to the Economic Development Committee. Council supported.

Councilmember Gene Achziger proposed to have discussions about Sea Level Rise for any projects moving forward remanded to the Environment Committee. Council supported.

BOARD & COMMITTEE REPORTS/ COUNCILMEMBER COMMENTS

(4 minutes per Councilmember) - 30 minutes

COUNCILMEMBER VIC PENNINGTON

- Environment Committee Meeting

COUNCILMEMBER GENE ACHZIGER

- No Report

COUNCILMEMBER JEREMY NUTTING

- Environment Committee Meeting

COUNCILMEMBER JC HARRIS

- Tree Cover in the City
- Building Sound Code

DEPUTY MAYOR TRACI BUXTON

- Wesley Homes Interview
- Quiet Skies Puget Sound Meeting
- Deputy Mayor's from around the County Meeting

PRESIDING OFFICER'S REPORT

- Dollars for Scholars
- Marina Ribbon Cutting
- Blake Decision

NEXT MEETING DATE

Regular Meeting Minutes
May 11, 2023

June 01, 2023 City Council Regular Meeting

ADJOURNMENT

Direction/Action

Motion made by Councilmember Vic Pennington to adjourn; seconded
by Councilmember Jeremy Nutting.

Motion passed 6-0.

The meeting adjourned at 8:04 p.m.