

**STAFF MEMO**

**TO:** Everett Planning Commission  
**FROM:** Rebecca McCrary, Long Range Planning Manager  
**DATE:** February 10, 2022  
**MEETING DATE:** February 15, 2021  
**SUBJECT:** 2024-2044 Comprehensive Plan Periodic Update Project Scoping Phase I

**INTRODUCTION**

Planning Commission was briefed on the Comprehensive Plan Periodic Update project in April and December 2021 prior to project launch. Phase I of the project will officially begin with the issuance of the Determination of Significance and Scoping Notice for the Environmental Impact Statement. Staff have drafted the notice that includes information about the project, process, purpose of scoping, and potential growth alternatives and are seeking feedback from Commissioners on the scoping process and potential alternatives.

**THE PERIODIC UPDATE PROJECT INFORMATION**

Several pre-scoping project activities have been completed for the Periodic Update Project, including:

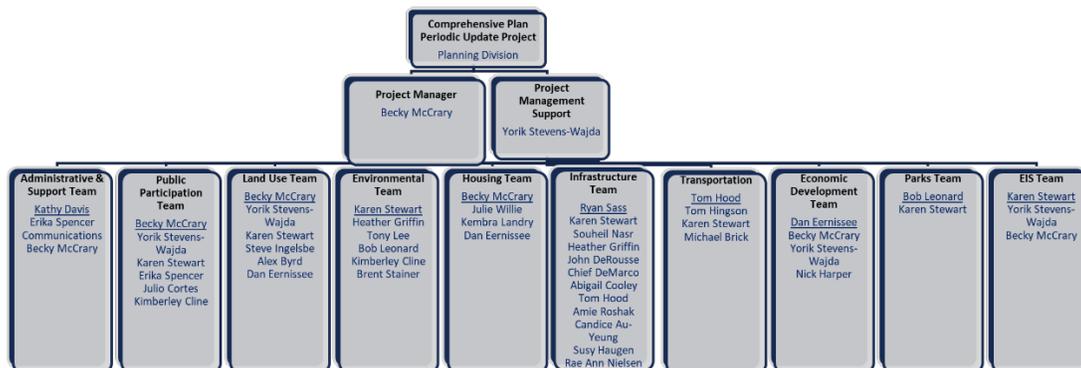
Project Branding

Through a collaborative effort, Planning and the Communications Team developed a brand in an effort to make the project distinguishable from other projects and engaging for the community over the next two and a half years. Materials related to this project will use common colors, logo, and formats.



Internal Interdepartmental Team

The internal kick-off of the project included formation of interdepartmental team. Nearly every department of the city will play a role in this update process. Team members were selected as subject matter experts that will follow the project through completion. Some team members will likely bring specific topics to the Planning Commission for information and discussion.

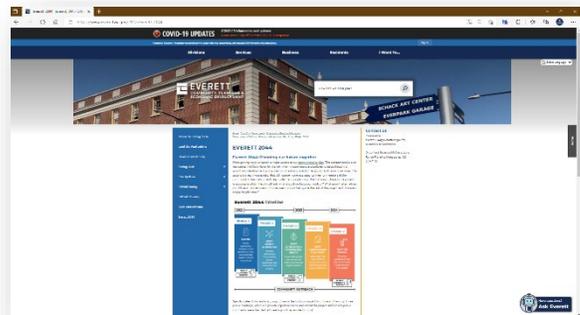


## Project Schedule

A project schedule has been drafted to show major steps and milestones in the project. Adjustments will likely be made as the Periodic Update Project moves forward.

## Project Webpage

A project webpage ([everettwa.gov/2044](http://everettwa.gov/2044)) has been created and is currently live. This is a dynamic webpage that will be updated throughout the process, which is why there is limited content available now. The webpage is expected to be interactive and will help provide information about the city and the project as well as several ways for the community to communicate to the city about the project such as online comment forms. A specific email has also been established for the project.



## SCOPING PROCESS

A scoping notice is required for this project (Exhibit 1). The official title of the notice is Determination of Significance and Request for Comments on Scope of Environmental Impact Statement (EIS). This is an opportunity for the community and stakeholders to provide early comments on potential growth alternatives, mitigation measures, probable significant adverse impacts, and other approvals that may be required. The notice establishes the comment period, ways in which to submit comments, and scheduled public participation events related to the scoping process. The notice is required to be published in the newspaper, city website, and sent to known parties of interest. Additional outreach will include posting at physical locations such as the Everett Municipal Building, city libraries, Permit Service Center. The city has multiple notification lists that will also receive the notice.

## Public Participation Events

Staff proposes the Planning Commission hold a Public Hearing to hear Scoping comments at the March 1, 2022, meeting as the first public participation event for the project. Two public open houses are planned (online pending improvement in the pandemic):

- Thursday, March 3 at 12:00 pm
- Thursday, March 10 at 6:00 pm

Staff are also available to present to organizations and groups, and all materials for the events will be posted on the project webpage.



### Collecting Comments

The purpose of the scoping process is to get early feedback, ideas, and concerns about the project. Comments will be collected and analyzed for the consideration. Planning Commissioners will be presented with the comments received during the comment period as part of Phase I. The comments will be used to draft the alternatives that will move forward in the environmental analysis process.

### Next Steps

The next steps in the process are to issue the scoping notice, conduct the public participation events, then read and summarize public comments for the planning commission.

## **SCOPING NOTICE POTENTIAL ALTERNATIVES**

Alternatives are different ways of achieving the project’s purpose and need, and are the basis for environmental analysis, which is the process of studying each alternative and forecasting impacts to different elements of the environment such as water quality, noise, or historic resources. Analyzing different alternatives, and especially the differences between them, allows decision-makers and the public to compare the effects of different options and ultimately to select a preferred alternative.

The scoping notice includes three growth alternatives; a No Action Alternative as required under the State Environmental Policy Act; an Action Alternative that concentrates growth in high capacity transit areas and centers; and an Action Alternative that disperses growth more widely than the other action alternative. These are labeled “potential alternatives” and are illustrative examples for the community to consider and respond to. The potential alternatives were developed to provide the range of extents of land use patterns that should be studied for impacts and feasibility.

## **REQUEST OF THE PLANNING COMMISSION**

Staff is seeking input from commissioners on the scoping notice, draft potential alternatives, and public participation strategy.

## **EXHIBITS**

1. 2024-2044 Comprehensive Plan Periodic Update Draft Determination of Significance and Request for Comments on Scope of Environmental Impact Statement (EIS)

