



# City of Royal City- 2027 Periodic Update Work Plan

The City of Royal City is updating its Comprehensive plan and Development regulations in accordance with the Growth Management Act [Chapter 36.70A RCW](#).

## Administrative Work Planning

Text Key: (Scheduled completion Dates) (Deliverable Documents per Scope of Work)



### Work Plan (Oct 2025) (D1)

The process to create this workplan began by reviewing the Dept. of Commerce checklists to estimate most significant gaps in the existing City documents and schedule out the completion of the 12 deliverables in the City's contract with the Dept. of Commerce (#26-63114-028 and TBD in 2027), based on the estimated workload required to bring existing documents into compliance with current legislation, projected growth, and community needs. The accompanying infographic at the end of this document summarize the City's planned process to complete the 2027 periodic update, providing a path that will be followed with deliverables checked once completed.



### Public Participation Plan (Nov 2025) (D2)

The Public Participation Plan will be coordinated concurrently with the public engagement facilitated for the new Climate Resiliency Element. In small rural communities, getting participants to stay engaged and volunteer time is challenging enough on its own, so consolidating gatherings for efficiency is important to not cause burnout and maintain engagement.

Communicating with diverse sectors of the community to find out how they will be able to participate most efficiently will be asked and planning will work around what is most convenient for the public, whether that is responding to emails, filling out surveys, attending online meetings, being interviewed in person, or other means suggested by the community will be explored.

Determining the goals of the public and finding out their bandwidth to participate will help identify the key moments to engage, educate, receive unique knowledge, and get feedback. Ample notice and advertisements to reach interested parties will focus on these meetings.

The public participation plan will also investigate the best opportunities to engage with underserved and underrepresented community members, and the tribes with roots in the region.



(Share with Commerce and Public)- (Winter 2026)

The workplan an public participation plan will be shared with the community and posted publicly for input and informational purposes to encourage early and consistent participation as the 2027 periodic update progresses.

- Survey asking how public want to interact be informed
- Announce at Council Meeting
- Post on City Website
- Post at City Hall
- Email List



# Administrative Research and Data Gathering (Yr 1)



## Critical Area Ordinance Checklist (Jan 2026) (D3)

The Dept. of Commerce CAO Checklist will be reviewed against the City’s existing CAO to identify any existing gaps caused by State adopted legislation. Specifically, reviewing the priority habitats and species and endangered species listings to be current with WDFW data and examine non-regulatory measures to protect critical areas. A memo will summarize the findings and itemize tasks to incorporate changes into the Draft CAO in Yr 2. Agencies and people engaged in development and environmental protection will be solicited for feedback on improvements needed in the CAO.



## Comp Plan Checklist (Feb 2026) (D4)

The Dept. of Commerce Fully Planning Checklist will be reviewed against the City’s existing Comprehensive Plan to identify any existing gaps caused by State adopted legislation. Some of the predominant areas to be addressed include updating the land use and housing element through close coordination with Grant County, adopt new ADU legislation, review LOS and Capital Facilities needed to maintain those LOSs, coordinate updates with the Quad County Regional Transportation Plan, and incorporate the new Climate Planning element. A memo will summarize the findings and itemize tasks to incorporate changes into the Draft Comprehensive Plan in Yr 2. The community will be solicited for feedback on areas of needed improvement in the Comprehensive Plan.



## Development Regulation Checklist (March 2026) (D4)

The Dept. of Commerce Fully Planning Checklist will be reviewed against the City’s existing Development Regulations to identify any existing gaps caused by State adopted legislation. Specifically, expanding the allowed housing types in City zoning per new legislation, add a subdivision section for Unit Lot Subdivisions, add a Concurrency and Transportation Demand Management requirement, and add opportunities for tribe participation in development. A memo will summarize the findings and itemize tasks to incorporate changes into the Draft

Development Regulations in Yr 2. The community engaged with development will be solicited for feedback on areas of needed improvement in the development regulations.



### Collect Current Population Data (coordinate with County) (Winter 2026) (D5)

The City will coordinate with Grant County on expected population growth through 2047 and the growth allocated specifically to the City. Demographic and Population analysis will see how growth has changed from the last periodic update and be adjusted as needed. The City has seen a decrease in population since the prior Periodic Update and understanding why and what that means for the future will be important to assess.



### Perform Land Capacity Analysis (coordinate with County) (Spring 2026) (D6)

The City will coordinate with Grant County on land Capacity Analysis, to assure the City can accommodate the allocated growth expected over the next 20 years. Zoning maps and Density limits may be modified as necessary to meet this projected demand.



### (Public seminar to educate on findings and receive feedback) (Spring 2026)

The information gathered from the first year will culminate into a public presentation to share the data uncovered and get initial feedback on how that will impact the community over the next 20 years.

- Announce at Council Meeting
- Post on City Website
- Post at City Hall
- Email List

# Responding to Data and Drafting Documents (Yr 2)



## Draft CAO and review

(Public workshop) (Summer 2026) (D8)

A draft of revised CAO will be written with changes highlighted for public review. Community input will be solicited as determined most effective in the Public Participation Plan.



## Draft Development Regulations and review

(Public Workshop) (Summer 2026) (D9)

A draft of revised Development Regulations will be written with changes highlighted for public review. Community input will be solicited as determined most effective in the Public Participation Plan.



## Draft Comp Plan Part 1 & review

(Public Workshop) (Fall 2026) (D10)

A draft of the following revised Comp Plan Elements will be written with changes highlighted for public review. Community input will be solicited as determined most effective in the Public Participation Plan.

- Land Use Element
- Economic Development Element
- Parks and Recreation Element (Update Parks Plan and submit to RCO)



## Draft Comp Plan Part 2 & review

(Public Workshop) (Fall 2026) (D11)

A draft of the following revised Comp Plan Elements will be written with changes highlighted for public review. Community input will be solicited as determined most effective in the Public Participation Plan.

- Capital Facilities Element
- Utilities Element
- Transportation Element



## Draft Comp Plan Part 3 & review

(Public Workshop) (Winter 2026) (D12)

A draft of the following revised Comp Plan Elements will be written with changes highlighted for public review. The Climate Planning element, being developed concurrently with the 2027 Periodic Update will be scheduled to be ready by this time for integration into the City's Draft Comprehensive Plan. Community input will be solicited as determined most effective in the Public Participation Plan.

- Housing Element
- Climate Planning and Resiliency Element



# Adoption

After draft documents have been completed, public input recorded in a matrix, and revisions integrated into the drafts, the 2027 periodic update will be ready for starting the adoption process which includes the following steps:



## Initial City Council Recommendation

with Intent to Adopt (March 2<sup>nd</sup>, 2027)

The City Planning Agency will make a final recommendation to the City Council and request direction to submit an intent to adopt the 2027 Periodic Update to the Dept. of Commerce for the 60-day review period. Direction from the City Council to have the City Attorney draft an adopting ordinance will also be requested. During the comment period, a Public Participation Report will be compiled, summarizing the extent of how much public participation was gathered through the update process.

- Submit Public Participation Report (D7)
- 60 Day Dept. of Commerce Review
- Corrections and responses made as applicable. (Jan-March, 2027)



## SEPA Review and Public Notice (Jan-March, 2027)

Concurrent with the 60-Day Commerce Review, a SEPA checklist will be filled out about the new non-project action and the lead agency will decide on the significance of environmental impact from the proposed changes. Once determined, a public notice per the City’s Municipal Code shall be given and a comment period provided before a public hearing with the City Planning Agency. Testimony will be recorded and corrections made as applicable.

Public Hearing with the Planning Agency (March, 2027)



## City Council Recommendation

and Schedule Public Hearing (April 6<sup>th</sup>, 2027)

The City Planning Agency will provide a recommendation to the City Council and request they hold a public hearing to hear input on the 2027 Periodic Update, from the community directly, at their next regularly scheduled meeting. Testimony will be recorded and corrections made as applicable.

Public Hearing with the City Council (May 4<sup>th</sup>, 2027)

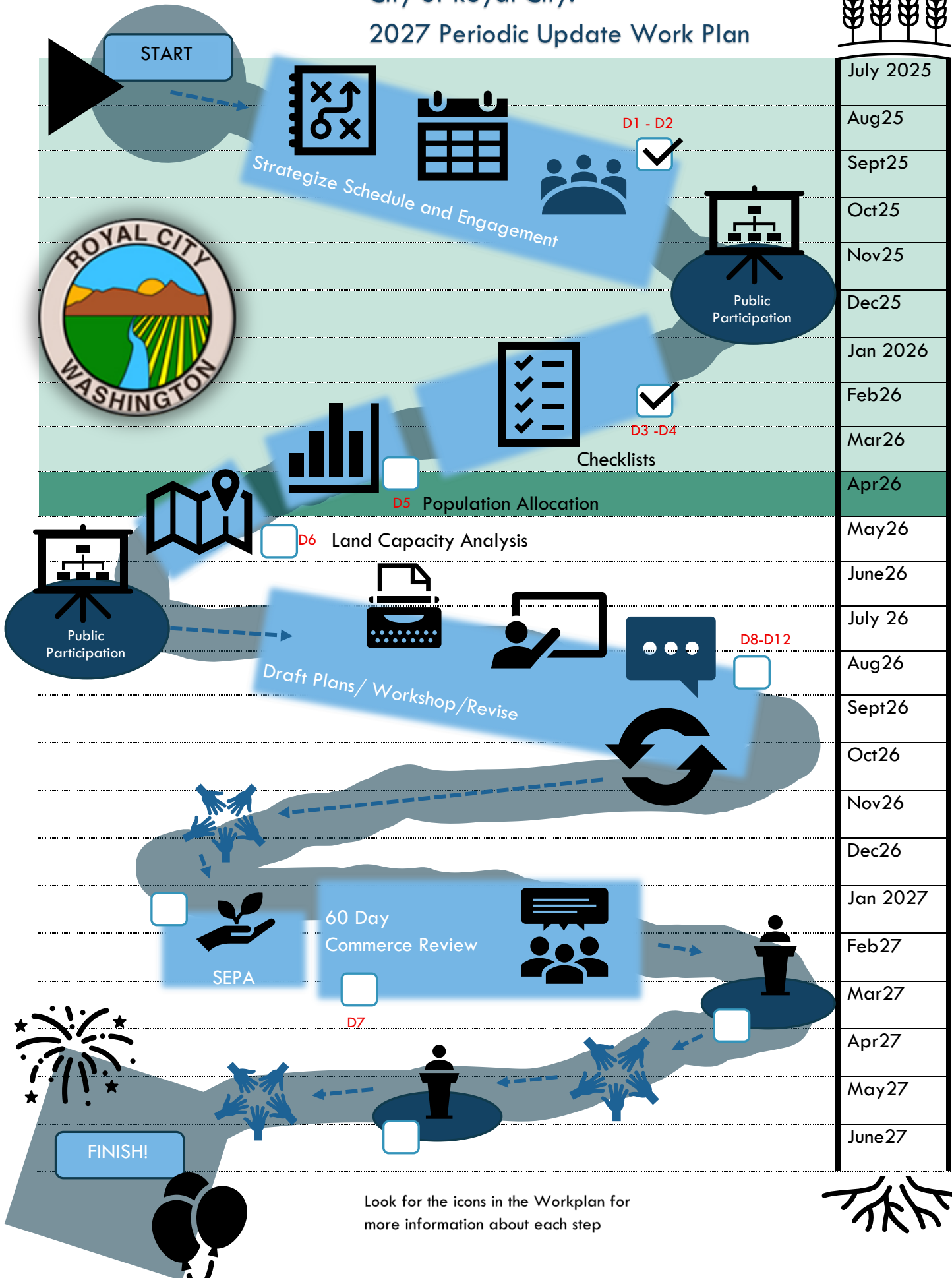
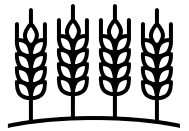


## Ordinance Written for City Adoption- (June 1<sup>st</sup>, 2027)

The City Planning Agency will report on final adjustments made through the Commerce review period, as applicable, and make recommendation for final adoption of the 2027 Periodic Update. If Approved by City Council, the planning agency will give the Dept. of Commerce Notice of Adoption within 10 days of the effective date.



# City of Royal City: 2027 Periodic Update Work Plan



July 2025
Aug25
Sept25
Oct25
Nov25
Dec25
Jan 2026
Feb26
Mar26
Apr26
May26
June26
July 26
Aug26
Sept26
Oct26
Nov26
Dec26
Jan 2027
Feb27
Mar27
Apr27
May27
June27

Look for the icons in the Workplan for more information about each step

