

**PEND OREILLE COUNTY
NEWPORT, WASHINGTON**

RESOLUTION NO. 2021- 06

PUBLIC PARTICIPATION PLAN (PPP)

WHEREAS, Chapter 36.70A RCW, the Growth Management Act, encourages the involvement of citizens in the planning process and coordination between communities and jurisdictions to reconcile conflicts, and

WHEREAS, Pend Oreille County is currently going through an update of its Comprehensive Plan and Development Regulations, and

WHEREAS, Pend Oreille County desires to have public participation and input into the updates of the Comprehensive Plan and Development Regulations, and

WHEREAS, Pend Oreille County desires to adopt a plan to provide guidelines and procedures to maximize opportunity for citizen involvement and comment to the Comprehensive Plan and Development Regulations update.

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the Pend Oreille County Board of Commissioners that the Public Participation Plan, which is attached hereto and incorporated herein, be established and adopted.

ADOPTED this 25th day of January, 2021.

**BOARD OF COUNTY COMMISSIONERS
PEND OREILLE COUNTY, WASHINGTON**



Mike Manus, Chairman



Brian Smiley, Vice-Chairman



John Gentle, Member

ATTEST:



Crystal Zieske, Clerk of the Board

R-2021-06



June 2020
Pend Oreille County Comprehensive Plan Update

Public Participation Plan



Prepared for Pend Oreille County
ADOPTED BY PEND OREILLE COUNTY COMMISSIONERS
VIA RESOLUTION ON 1-25-2021

June 2020
Pend Oreille County

Public Participation Plan

Prepared for
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1 Introduction and Overview

The Pend Oreille County Public Participation Plan (PPP) includes guidelines and procedures for early and continuous public participation related to the Growth Management Act (GMA; Revised Code of Washington RCW 36.70A) and Pend Oreille County's (County) planning processes in the development and subsequent updates and amendments of the County's Comprehensive Plan and Development Regulations. These guidelines and procedures are intended to engage the policy makers from the local jurisdictions and key stakeholders. Common communication strategies are characterized, along with specific strategies for each jurisdiction, as applicable.

This PPP is intended to guide and form the basis for public participation. The County will comply with the PPP. As the planning process develops, it should be expected that deviations from the PPP may be warranted and the GMA recognizes such deviation may occur per RCW 36.70A.140 provided the spirit and procedures of the PPP are observed.

2 Public Participation Goals and Objectives

The County recognizes the importance of early and continuous public participation in order to adequately reflect the County's citizens' input. The goal of the PPP is to make all citizens of the County aware of the progress of the planning process and to offer them opportunities to comment or make suggestions. To achieve this goal, the County has adopted the following plan to encourage public participation throughout the remainder of the planning process. Taken individually, the activities are not expected to reach and inform each and every citizen of the County. Collectively, however, the plan activities are designed to effectively and efficiently provide broad-based dissemination of information and maximize opportunity for citizen involvement and comment.

The following activities will ensure public input is incorporated into the decision-making process:

- Providing procedures for broad dissemination of proposals and alternatives
- Establishing a strategy to educate the public and stakeholders about the Comprehensive Plan and Development Regulation update and amendment processes and requirements
- Ensuring available comprehensive planning information is current and accessible to the public over a variety of mediums, including County maintained websites
- Clearly identifying procedures and strategies for public comment and participation, and providing adequate time for review of comprehensive planning materials and amendments prior to decision-making
- Encouraging and maintaining open lines of communication between the County, the public, and stakeholders through meetings, open houses, and workshops

3 Public Meetings, Workshops, and Open Houses

The following are key meetings, workshops, and open houses that will be hosted by the County, whether before the Board of County Commissioners or the Planning Commission in order to encourage outreach and public involvement throughout the GMA planning processes:

- **Visioning Workshops/Open Houses.** The Planning Commission will host one or more public workshops/open houses to inform the citizens of the growth management planning process, update them on progress to date, and validate or revise previously developed goals and values. Following the workshop(s), the County may draft an updated County vision statement if necessary, which will be used to guide the development of the plan, especially its goals and policies.
- **Planning Commission Workshops.** Upon completion of preliminary drafts of updated or amended Comprehensive Plan elements, Development Regulations and land use alternatives, the Planning Commission will conduct a series of public workshops to present both Comprehensive Plan Elements, Development Regulations and the Land Use Alternatives that will be evaluated. Members of the public are able to attend, ask questions and participate in these public meetings.
- **Public Officials Workshops/Public Meetings.** The County will conduct one or more workshops with public officials, including the Pend Oreille County Board of County Commissioners, City officials, special district officials, and others, to present technical information regarding the Comprehensive Plan and Development Regulations. These meetings could be conducted in conjunction with the Planning Commission workshops identified above, or at a separate time and place. The meetings will be designed to give officials an opportunity to ask questions and gain a better understanding of the implications of growth management for their jurisdiction or special district, and to discuss the issues with other public officials in the same position. Time and place of these meetings will be determined as the plan development proceeds. The County will make final arrangements for accommodations for the workshops.
- **Meetings with City and Town Representatives.** The County will meet with representatives of the city and towns to discuss their urban growth area boundaries, review population projections, county-wide planning policies, and discuss general GMA concerns.
- **Coordination with State Agencies.** Coordination will be conducted with affected agencies, including the Washington Department of Commerce, Department of Natural Resources, Department of Ecology, Department of Fish and Wildlife, Department of Transportation, and other interested state and local agencies to keep them informed of plan development progress and to solicit their comments early on in the process. Copies of the environmental review documentation will also be provided to affected agencies for review and comment, as part of the plan review and adoption process.

- **Public Hearing and Formal Comment Periods.** Once the final drafts of the Comprehensive Plan and Development Regulations documents is completed, a formal public review will be conducted under the State Environmental Policy Act (RCW 43.21C) including one or more public hearings and one or more public comment periods as may be required by statute. All comments received during the public hearing and public comment period will be compiled and the updated Comprehensive Plan and Development Regulations will be developed.
- **Develop and maintain an interested parties list.** Identify interest groups such as and share information with those groups that request to be on an interested party list maintained by the County.

3.1 Legal Notifications

Pend Oreille County planning staff will place legal notices of hearings and comment periods in the County's official paper, currently The Newport Miner. Hearing notices should be published as required by state law and County policy.

Legal notifications notifying dates and times of open houses and public hearings and comment periods will be distributed to the public via email, United States Postal Service and other public postings. Notices will also be provided on the County website.

4 Public Involvement and Outreach Strategies

Described below are key strategies developed to encourage outreach and public involvement throughout the GMA planning processes. Implementation of these strategies is expected to generate meaningful public participation.

4.1 Website

Pend Oreille County's website (pendoreilleco.org) will include a page regarding growth management and comprehensive planning. This page will provide a public forum for obtaining comprehensive planning information, including but not limited to the following:

- Status updates
- Meeting notices and agendas
- Comprehensive Plan draft documents and maps
- Contact lists
- An email address for submitting public comments
- Email distribution list registration

4.2 Mailing List

As public participation proceeds interested citizens will have opportunities to place their name on a mailing list to receive additional information regarding the planning process via direct mail. The County will compile and maintain this mailing list. Names will originate from individual requests to be included. This list will be used for newsletter circulation, special mailings, and notices, as appropriate.

4.3 Email Communications

An email distribution list will be maintained for individuals and groups who wish to receive periodic project announcements, public notices of upcoming public meetings, and other comprehensive planning related information. Those interested in being included on the email distribution list should contact the Pend Oreille County Planning Department.

4.4 Libraries and City Halls

A hardcopy of draft comprehensive planning work products will be available at the County Planning Department and local jurisdiction city/town halls or other suitable locations. The comprehensive planning website will be updated with documents as they become available, along with hardcopy locations.

4.5 Other Public Outreach Approaches

Other outreach approaches may be employed to maximize public participation and input in the decision-making process. These could include public outreach at the Pend Oreille County Fair or other public venues such as displays at the County Courthouse. The County will also periodically evaluate the effectiveness of outreach approaches and adjust these as necessary, and within budget constraints, to continue providing appropriate opportunities for public input to the comprehensive planning process.

4.6 Planning Document Dissemination

Documents such as reports, plans, or environmental reviews that contain or describe proposed plans, policies, maps, or regulations will be made available for public review. Such documents will be made available typically at least 5 business days prior to any public meeting or hearing scheduled for their discussion or a decision.

Documents will be disseminated as follows:

- Digital versions will be posted on the Pend Oreille County website.
- Digital copies will be delivered to the local regional library for circulation.
- Digital copies will be delivered to City/Town officials and planning staff.
- Hard copies will be made available for review at the Pend Oreille County Planning Department.
- Hard copies will be made available for the cost of reproduction through the Pend Oreille County Planning Department.

Meeting and hearing notices will state the availability and location of documents.

5 Public Involvement Implementation and Documentation

5.1 Implementation

Public involvement plans for each individual planning effort under GMA will be attached as addendums to this PPP and will minimally include the following information:

- A chronology of public meetings
- Type of meeting (e.g., workshop, open house, public hearing)
- Date, time, and location

5.2 Documentation

All public outreach efforts and the results of those efforts will be documented in the administrative record maintained by the County. Documentation will include invitation letters and responses, meeting and hearing notices, meeting materials, meeting notes with attendance and comments received, draft and final work products, and other information as applicable.