



August 2017
Grant County Comprehensive Plan and Development Regulation Updates



Public Participation Plan

Prepared for Grant County



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Prepared for
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ADDENDUM

Addendum A Public Participation Plan Addendum: 2018 Comprehensive Plan Update

1 Introduction and Overview

The Grant 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 Grant County's planning processes in the development and subsequent updates and amendments of the County's Comprehensive Plan. 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. Grant County will comply with the PPP as appropriate to a situation. As the planning process develops, it should be expected that deviations from the PPP may be warranted. The GMA recognizes such deviation may occur per RCW 36.70A.140.

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 Grant County aware of the progress of the planning process and to offer them opportunities to comment or make suggestions. To achieve this goal, Grant 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 Grant 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 update and amendment processes and requirements
- Ensuring available comprehensive planning information is current and accessible to the public
- 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 and the County 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 will draft an updated County vision statement, 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 and land use alternatives, the Planning Commission will conduct a series of public workshops to present both Comprehensive Plan Elements and the Land Use Alternatives that will be evaluated.
- **Public Officials Workshops/Public Meetings.** The County will conduct one or more workshops with public officials, including the Grant County Planning Commission, the Board of County Commissioners, City officials, special district officials, and others, to present technical information regarding the Comprehensive Plan. 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 Representatives.** The County will meet with representatives of each of the cities to discuss their urban growth area boundary and 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, Bureau of Reclamation, 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 final draft plan and integrated Environmental Impact Statement, or Environmental Impact Statement addendum, as applicable, will be provided to affected agencies for review and comment.
- **Public Hearing and Formal Comment Periods.** Once the Final Draft Comprehensive Plan is completed, a formal public review will be conducted under the State Environmental Policy Act (RCW 43.21C) including a public hearing and public comment period. All comments received

during the public hearing and public comment period will be compiled and an updated Comprehensive Plan will be developed.

3.1 Legal Notifications

Grant County planning staff will place legal notices of hearings and comment periods in the County's official paper, currently the Columbia Basin Herald. 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 including notices with Grant Public Utility District utility bills, newspaper, flyers, 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

Grant County's website (www.grantcounty-wa.com) 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 meeting and hearing sign-in sheets, written correspondence, recognized community groups, as well as 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 Administrative Assistant at the Grant County Planning Department or visit the website.

4.4 Utility Insert Flyers

The County, in coordination with the Grant County Public Utility District, may periodically distribute informative flyers inserted in utility bills. These flyers will contain background information, meeting notices, and other announcements regarding the comprehensive planning updates.

4.5 Libraries and City Halls

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

4.6 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 Grant 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.

4.7 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 well in advance of opportunities for public discussion or testimony. Such documents will be made available typically at least 5 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 Grant County website.
- Digital copies will be delivered to local the regional library for circulation.
- Digital copies will be delivered to City officials and planning staff.
- Hard copies will be made available for review at the Grant County Planning Department.
- Hard copies will be made available for the cost of reproduction through the Grant 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.

Addendum A

Public Participation Plan Addendum:
2018 Comprehensive Plan Update

Public Participation Plan Addendum: 2018 Comprehensive Plan Update

The following are proposed public participation activities for the County's 2018 Comprehensive Plan Update, consistent with the County's Public Participation Plan.

Proposed Public Meetings and Workshops Dates

Date	Meeting	Time and Location
September 13 and 14, 2017	Visioning Workshops with the Planning Commission	Time: 7pm Location: Commissioner's hearing Room 35 C Street NW, Ephrata, WA
November 1, 2017	Cities Coordination Meeting	TBD
November 2017 to February 2018	Planning Commission Workshops	Time: 7 pm Location: Commissioner's Hearing Room 35 C Street NW, Ephrata, WA Tentative Dates: <ul style="list-style-type: none"> • Wednesday, 11/1/2017 • Wednesday, 12/6/2017 • Wednesday, 1/17/2018 •
April/May 2018	Planning Commission Public Hearing and Recommendation	Time: 7 pm Location: Commissioner's Hearing Room 35 C Street NW, Ephrata, WA
Late May/June 2018	Board of County Commissioners Review and Final Adoption	Time: TBD Location: Commissioner's Hearing Room 35 C Street NW, Ephrata, WA

Notices

Legal notices for newspaper publications will be provided by the County staff to meet the minimum requirements of RCW 36.70.