

**BOARD OF COUNTY COMMISSIONERS  
COUNTY OF KITTITAS  
STATE OF WASHINGTON**

**RESOLUTION**

NO. 2015-109

**Approval of a Public Participation Plan to be used for Kittitas County's 2017 Growth Management Act Periodic Update, pursuant to RCW 36.70A.130 and RCW 36.70A.140**

- WHEREAS:** On December 2, 2014, the Kittitas County Board of Commissioners adopted a revised Kittitas County Comprehensive Plan and development regulations (Ord. 2014-015); and,
- WHEREAS:** Washington State law requires counties to take action to review and, if needed, revise their comprehensive plans and development regulations to ensure the plan and regulations comply with requirements of the Growth Management Act (GMA), pursuant to RCW 36.70A.130(4)(c); and
- WHEREAS:** Washington State law requires counties to establish public participation plans (PPP) identifying procedures and providing for early and continuous public participation in the development and amendment of comprehensive plans pursuant to RCW 36.70A.140; and
- WHEREAS:** The Kittitas County Board of Commissioners discussed the draft PPP at its regular study sessions with Community Development Services (CDS) on May 11, 2015 and June 8, 2015, and directed CDS staff to prepare revisions and forward the final PPP to the Board of County Commissioners for consideration at their July 21, 2015 regular agenda session; and,
- WHEREAS:** After consideration of the final PPP, the Kittitas County Board of Commissioners has determined that the PPP will enhance the quality of and support for the updated Comprehensive Plan and development regulations through meaningful public and agency participation.
- NOW THEREFORE, BE IT RESOLVED** that the Board of County Commissioners does hereby **APPROVE** the attached Kittitas County Public Participation Plan (PPP) for the Comprehensive Plan Update, as provided in Exhibit 1.

Dated this 21st day of July, 2015, at Ellensburg, Washington.

**BOARD OF COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON**

  
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Gary Berndt, Chair

  
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Obie O'Brien, Commissioner

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Paul Jewell, Commissioner



Approved as to Form:

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Neil A. Caulkins  
Deputy Prosecuting Attorney



## **Exhibit 1**

### **Public Participation Program Kittitas County Comprehensive Plan Update July 2015**

#### **A. Introduction**

Kittitas County has initiated a multi-year project to accomplish its required periodic update of its Comprehensive Plan. Kittitas County is updating its Comprehensive Plan in accordance with the Washington State Growth Management Act (GMA), governed by the Revised Code of Washington (RCW) 36.70A. The Comprehensive Plan is the County's official statement concerning its vision for future growth and development over the next 20 years. The Plan comprises several individual elements, some of which are required and others optional.

Kittitas County amends its Comprehensive Plan on an annual basis as permitted by State law. In addition to these regular amendments, the GMA requires counties and cities to periodically conduct a thorough review of their plans and regulations to bring them in line with any relevant changes in the GMA and to accommodate updated growth targets. Kittitas County's periodic update is required to be adopted by June 30, 2017.

Successful development of an updated Comprehensive Plan is dependent upon the early and continuous participation of the public. The RCW requires that jurisdictions developing or amending Comprehensive Plans establish and broadly disseminate to the public a public participation program that identifies procedures whereby the public can have opportunity for written comments, open discussion and response to comments, and public meetings after effective notice<sup>1</sup>.

Kittitas County has identified the following specific objectives, interested participants, timeline and process for public participation activities. A description and discussion of these elements is provided below.

#### **B. Objectives**

This public participation program is designed to meet the following objectives:

- Support the County in conducting positive community relations while meeting the legal requirements of public participation;
- Provide a roadmap outlining the process and schedule for the update;

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<sup>1</sup> See RCW 36.70A.140.

- Inform the public and interested/affected stakeholders about revisions to the Comprehensive Plan;
- Broadly disseminate informational materials, proposals, and alternatives;
- Provide opportunity for written and oral testimony;
- Establish public meetings with effective means of public notice;
- Provide easy, convenient, and diverse ways for the public to participate at any point in the update process;
- Establish a clear means to consider public comments and an effective mechanism to document responses for the public's review and decision makers' consideration;
- Develop multiple citizen participation approaches to promote and encourage forums for open public discussion within participating jurisdictions;
- Make all reasonable efforts to invite, inform, fully involve and encourage participation of all interested persons and private entities, tribal nations, and agencies of the federal, state and local government having interests and responsibilities relating to the Comprehensive Plan; and
- Provide a clear process for addressing various topics so stakeholders can easily determine how best to be involved in the issues they care about most.

### **C. Interested Parties and Key Stakeholders**

Kittitas County has identified categories of key stakeholders whose participation in the development of Comprehensive Plan update is desired. It is important to note that even with the best intentions of the County to initially identify key stakeholders, that there are inevitably other parties, groups, organizations, members of the public, etc., who are inadvertently not represented on the initial list but whose participation is important. Kittitas County intends to bring these other individuals and parties into the process through a diversified and aggressive citizen participation program. Categories of desired participants and key stakeholders can be summarized as follows:

- Individuals, organizations, advisory committees, etc., identified on existing mailing lists maintained by the County;
- Planning Commissioners and Board of County Commissioners (BOCC) members;
- Property owners, residents and visitors within the incorporated and unincorporated portions of Kittitas County, surrounding communities, and the State of Washington;
- Use and interest groups, corporations and businesses, and nonprofit organizations locally and statewide; and
- Federal, state and local agencies and tribal nations.

See **Appendix A** for the current list of interested parties and stakeholders, and the potential public participation outreach approach. This list is a key component of this public participation program. This list will be converted to a mailing list that will be updated by Kittitas County Community Development Services throughout the process. Where possible, the list will be sorted by the identified stakeholder categories.

## D. Public Participation Process

See **Appendix B** for the anticipated timing of the public participation process. This timeline will be updated throughout the process, as necessary. A description of the steps in the process is provided below.

1. Issues to be considered – The County will identify, in a scope of work, the issues and topic areas that need to be considered as part of the Comprehensive Plan update process, including statutorily required and optional items. The scope of work will be adopted by the BOCC after public review and input.
2. Comprehensive Plan Update Website – The County intends to broadly disseminate this public participation program and solicit comments during the Comprehensive Plan update process via a website dedicated to the update. Project web pages will be developed on the Kittitas County website to provide a forum for the public to obtain information regarding the Comprehensive Plan update and provide comments and input related to the project. The web pages will contain details and resources related to the development of the Comprehensive Plan update, meeting summaries, regulatory mandates (RCW and WAC), and this public participation program. The web page will be kept current and be maintained throughout the duration of the project.
3. Public Visioning Process – The County will conduct a visioning process specific to the Comprehensive Plan update. The visioning process will ensure that the Plan guides the County toward a common goal. The County will engage a broad segment of the community and region to participate in exercises aimed at developing a vision statement.
4. Conference of Governments (COG) – The County and its cities will review and, if necessary, revise the existing Countywide Planning Policies (CPPs), including the development of population projections and allocations and any amendments to the Urban Growth Areas (UGAs). The COG will review the draft CPPs, population projections and allocations, and any amendments to the UGAs for use by the County and its cities in the development of their updated Comprehensive Plans.
5. Initial Public Outreach – To begin the planning process, Kittitas County will lead and utilize a mixture of public outreach techniques including: poster board displays at County offices; postcard mailings to individuals, agencies, etc. listed on the initial mailing list identified in Appendix A; emailing to existing email groups from the Kittitas County email notification subscription service; providing a press release to local radio stations and newspapers. The initial outreach goals include:
  - Inform groups and individuals of the regional process and intent to update the Comprehensive Plan.
  - Invite key participants and update the list of interested parties and key stakeholders.
  - Draw people to the website for information and methods to stay engaged throughout the Comprehensive Plan update process.
  - Encourage and invite the public to upcoming public forums.

6. Advisory Committees –The County will develop advisory committees to address specific issues or topics related to the Comprehensive Plan update. The formation of advisory committees will provide an additional forum for coordination and input. Input from these entities will be of value for the review and development of revised goals, policies, and regulations.
7. Citizen Amendment Request Process – The Comprehensive Plan update process will provide the opportunity for all individuals, property owners, neighborhood organizations, or others to submit an application for changes to the Comprehensive Plan, land use map, zoning map, or development regulations pertaining to a specific property or properties. These requests are referred to as Citizen-initiated Amendment Requests (CARs) and will be evaluated by County staff, Planning Commission, and BOCC.
  - CARs will be required to be submitted to the County early in the update process. Complete CAR applications will be reviewed and processed based upon the County’s ability and level of resources necessary to review the proposals.
  - Unless a proposed amendment fulfills a particular duty under the GMA, the County has broad discretion to take one of the following actions:
    - Include the CAR(s) for consideration in the Comprehensive Plan update process; or
    - Defer the CAR(s) to a future amendment docket; or
    - Exclude the CAR(s) from inclusion in the Comprehensive Plan update process.
8. Preliminary Recommended Revisions to the Comprehensive Plan – Following public outreach and initial review and audit of the existing Plan, the County will prepare preliminary recommended revisions to applicable sections of the Kittitas County Code (Title 17 and others) and Comprehensive Plan text, as necessary.
9. Public Workshops on Issues – General open house events and public workshops on specific issues that may arise during the course of the Comprehensive Plan update may be scheduled following release of preliminary recommended revisions and prior to issuance of the draft Comprehensive Plan, draft regulations, and environmental documents.
10. Prepare Draft Comprehensive Plan & SEPA – The County and its consultants will prepare draft recommended revisions to the Comprehensive Plan and Title 17. SEPA environmental documents will also be prepared assessing the environmental impact of the new Comprehensive Plan. This draft will be available for public review and comment (*see Step 11. below*).
11. Notice for Draft Comprehensive Plan & SEPA – Legal ads in the local newspapers; mailed notice to interested parties and participants on the mailing list maintained for the Comprehensive Plan update process; a press release to local newspapers and radio stations; and posting on the Kittitas County website shall be employed to notify the public of the opportunity to comment on the draft regulations and environmental documents (*see Step 12. below*).

12. 60 Day/SEPA Comment and Open Houses – Upon completion of a draft Comprehensive Plan and SEPA environmental documents, the County will issue notification and a request for comment on the draft Comprehensive Plan and environmental documents. This combined comment period satisfies, in part, notice/comment period requirements established by the Growth Management Act and the State Environmental Policy Act. Kittitas County will catalog comments on the environmental documents and draft Comprehensive Plan. Comments received, along with a summary response and recommendations, shall be forwarded to the Planning Commissions and BOCC for review and consideration. Open houses will be held to give the public an opportunity to review draft recommendations and ask questions about the draft Comprehensive Plan or environmental documents. Draft recommendations shall be available on the Kittitas County website for broad dissemination.
13. Planning Commission/BOCC Workshops– A series of workshops will be held with the County Planning Commission and BOCC. The purpose of the workshops will be to provide an overview of draft recommendations and the Growth Management Act requirements and process.
14. Notice for Planning Commission Hearing– Legal ads in the local newspapers, mailed notices to interested parties and participants on the mailing list maintained for the Comprehensive Plan update process, press releases to local newspapers and radio stations, and posting on the Kittitas County website shall be employed to notify the public of a series of workshops with the Planning Commission and BOCC and subsequent Planning Commission hearings.
15. Planning Commission Hearing – The Planning Commission shall hold, at a minimum, one public hearing to consider adoption of the Comprehensive Plan update. The public hearing will provide an additional opportunity for the public to submit oral and written testimony.
16. Notice for BOCC Hearings – Legal ads in the local newspapers; placement on the participating jurisdictions’ public meeting agendas; mailed notice to interested parties and participants on the mailing list maintained for the Comprehensive Plan update process; a press release to local newspapers and radio stations; and posting on the Kittitas County website shall be employed to notify the public of the BOCC public hearings.
17. BOCC Adoption of the updated Comprehensive Plan – The BOCC shall hold, at a minimum, one public hearing to consider adoption of the Comprehensive Plan update.
18. 60-Day Appeal Period/Notice of Adoption – Adoption of the Comprehensive Plan by the BOCC will trigger a requirement that the County publish a notice of adoption. Notification will be published in local newspaper legal ads and a notice to key participants will also be provided. This notification will start a 60-day appeal period consistent with the requirements of the Growth Management Act.

## Appendix A: Interested Parties and Stakeholder Audience - Outreach Type

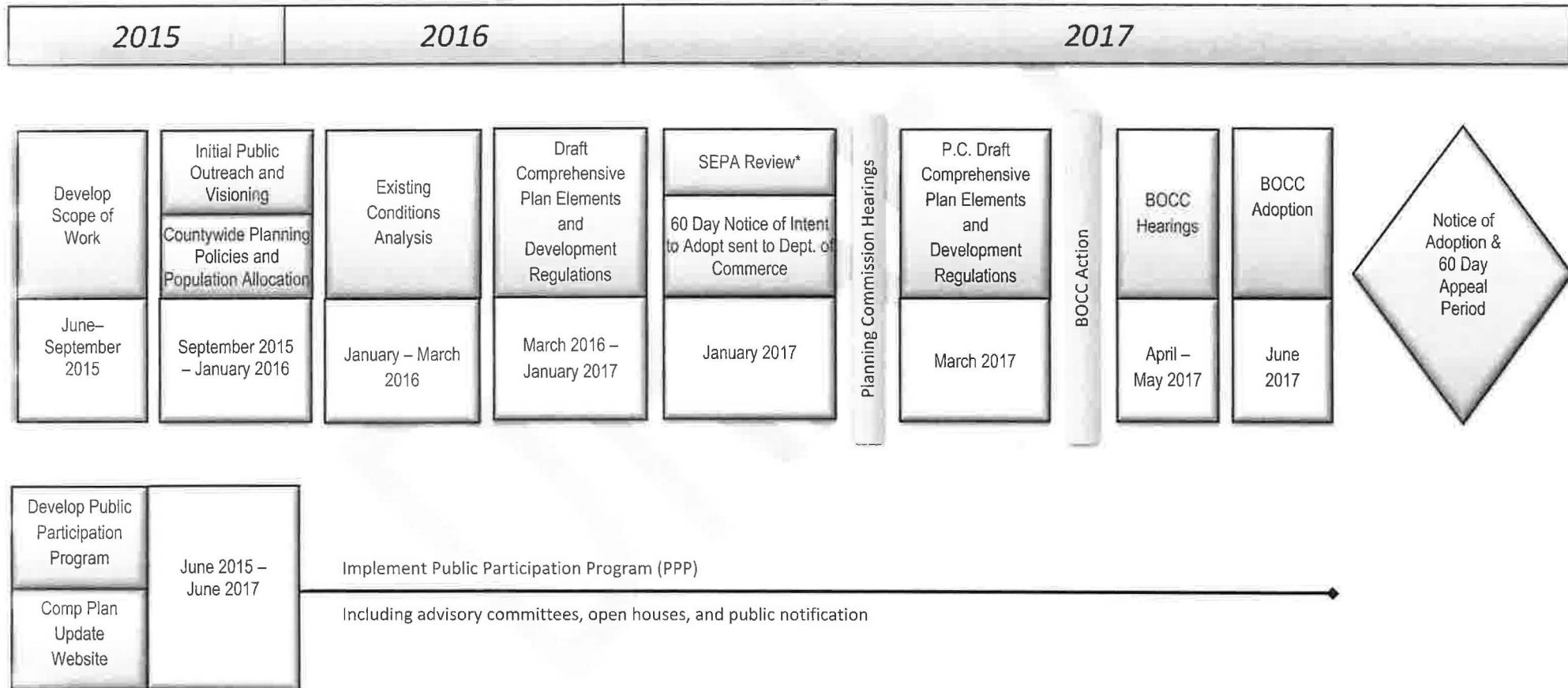
Key Stakeholder	Example	Outreach Examples
Boards/Councils and Commissions	<ul style="list-style-type: none"> <li>• Board of County Commissioners</li> <li>• Planning Commission</li> </ul>	<ul style="list-style-type: none"> <li>• Staff Briefings</li> <li>• Work Sessions (open to the public)</li> <li>• Commissioner briefings (open to public)</li> <li>• Public Meetings</li> <li>• Public Hearings</li> </ul>
Advisory Committees	<ul style="list-style-type: none"> <li>• Technical Advisory Committee</li> <li>• Citizen Advisory Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Work Sessions (open to the public)</li> <li>• Committee Meetings (open to the public)</li> </ul>
General Public	<ul style="list-style-type: none"> <li>• Property owners</li> <li>• Other interested parties</li> </ul>	<ul style="list-style-type: none"> <li>• Orientation Meetings</li> <li>• Focus Groups</li> <li>• Public Hearings</li> <li>• Website</li> <li>• Email Updates</li> <li>• County-Wide Mailing</li> <li>• Targeted Mailings</li> <li>• Utility Billings</li> <li>• Newspaper Notices</li> <li>• Posters and Bulletin Board Postings</li> <li>• County/City Gatherings/Festivals</li> </ul>
Specific Interest Groups	<ul style="list-style-type: none"> <li>• Builders</li> <li>• Water Providers</li> <li>• Kittitas County Farm Bureau</li> <li>• Washington Association of Wine Grape Growers</li> <li>• Orchardists</li> <li>• Futurewise</li> <li>• Cattlemen's Association</li> <li>• Central Washington Homebuilders</li> <li>• Kittitas County Conservation Coalition</li> <li>• Ridge</li> </ul>	<ul style="list-style-type: none"> <li>• Attending organization or interest group meetings</li> <li>• Meetings for specific topics</li> <li>• Targeted Mailings</li> </ul>



	<ul style="list-style-type: none"> <li>• Forterra</li> <li>• Kittitas Audubon</li> <li>• South Central Washington Resource Conservation &amp; Development Council</li> <li>• Kittitas County Field &amp; Stream</li> <li>• Kittitas Conservation Trust</li> <li>• Kittitas County Association of Realtors</li> </ul>	
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## Appendix B

### Kittitas County Periodic Comprehensive Plan Update Overall Schedule



\* Depending upon threshold determination, further environmental review may be required. Additional environmental review may impact schedule

Appendix B  
July 21, 2015

