

City of Colville

2020 Comprehensive Plan Update

Public Participation Program

January 2020 Draft

INTRODUCTION

The City of Colville is undertaking an update of the Colville Comprehensive Plan as required by the Washington Growth Management Act (GMA). The GMA requires communities to develop a Public Participation Program that provides information on how the public can contribute to plan alternatives.

To develop the 2020 update for the Comprehensive Plan, the City allocated City funds, and applied successfully for a Community Development Block Grant (CDBG) grant and a grant from the Washington Department of Archaeology and Historic Preservation.

This plan describes how the City and its consultants will engage the public in the Comprehensive Plan update. This public engagement plan may be refined, as needed.

IN-PERSON MEETINGS

The project includes four in-person meetings of two-day duration each. The consultant team will plan, prepare and execute these meetings in coordination with the City. The City may undertake additional stakeholder and public engagement activities.

In addition to the four in-person meetings described above, the project includes six hours of in-person training in historic preservation and three stakeholder meetings focused on the update of the Capital Facilities and Utilities Element. These additional meetings may occur concurrently with the four scoped in-person meetings; the Capital Facilities and Utilities meetings may be conducted by phone.

Materials

The consultant team is responsible for preparing meeting materials. The City may support the consultant team efforts toward materials preparation. The consultant team is responsible for printing necessary materials (unless determined otherwise in advance)

The consultant team will provide electronic copies for the City to distribute or post on City-hosted web pages.

Notification Methods

The City is responsible for notifying the public and other participants of relevant meetings and events. CAI is available to support the City through review of draft outreach materials. Some or all of the following methods may be used for notification:

- City website
- Email
- Public Access TV
- Public or commercial radio
- Postings to community boards
- Utility notices and other City communications

Schedule

The following schedule presents engagement activities, participants and an anticipated timeline for the four in-person meetings.

	Task	Participants	Anticipated Timeline
Meeting 1: Orientation and Kickoff: Visioning	<ul style="list-style-type: none"> • Kickoff meeting • City tour • Four (4) orientation interviews • Public workshop: <i>priorities for update process and visioning discussion</i> • Initial meetings with Council/Planning Commission: <i>priorities for update process and visioning discussion</i> 	Public City Staff City Planning Commission / City Council Identified stakeholders (for interviews) Consultants: CAI, BDS	January 28- 29, 2020

	Task	Participants	Anticipated Timeline
Meeting 2: Roundtables and Policy Development	<ul style="list-style-type: none"> • Public workshop: <i>goal and policy roundtables</i> • Focus groups: <i>thematic stakeholder groups to inform element updates (4-6 groups anticipated, facilitated by consultants, organized collaboratively between CAI and Client)</i> • Historic Preservation instruction (J. Todd Scott: six hours over two days) • Required Capital Facilities and Utilities meeting no. 1 (Welch Comer) • Meeting with Council/Planning Commission: <i>project updates and goal/policy development</i> 	Public City Staff City Planning Commission / City Council Identified stakeholders (for focus groups) Consultants: CAI, BDS, Welch Comer, Todd Scott	February 2020 (<i>tent. 2/19-20</i>)
Meeting 3: Goals and Policies Review	<ul style="list-style-type: none"> • Public workshop: <i>review and revise goals and policies</i> • Meeting with Council/Planning Commission: <i>project updates and goal/policy development</i> 	Public City Staff City Planning Commission / City Council Consultants: CAI, BDS	March/April 2020
Meeting 4: Pre- Adoption or Adoption Support	<ul style="list-style-type: none"> • Presentation of recommended draft to City Council 	City Staff City Planning Commission / City Council Consultants: CAI	May 2020

The remaining Capital Facilities and Utilities Element update meetings (2 and 3) are anticipated by teleconference.

OTHER INPUT

Prior Engagement

Since the 2011 Plan was adopted, several community planning efforts have been conducted, all relying on extensive public input. These plans will provide an essential foundation for this 2020 Comprehensive Plan Update.

Below is a list of local plans and reports, including relevant documents from Stevens County and interlocal agreements that will provide input into the plan (or be adopted by reference):

- Annexation Resolution (Res 2-88) and MOU (2002)
- City of Colville Comprehensive Plan, 2011
- Downtown Vitalization Plan, May 2018
- Land Use Economic Analysis, 2019
- Pedestrian, Bicycles, & Trails Plan (2019)
- Stevens County Land Capacity Analysis report, updated July 18, 202
- Stevens County Comprehensive Plan, updated 2014
- Stormwater Plan
- Strategic Plan, Vision 2020
- Wastewater Facilities Plan, 2001
- Wastewater System Plan
- Water System Plan
- Water System Plan, 2017 Amendment to 2015 Plan, 2017
- Other City planning documents

Informal Comments

The consultant team will document public and stakeholder comments provided in formal settings. Comments outside of formal engagement activities should be addressed to City staff, and forwarded to the consultants to include in project documents.

COMPREHENSIVE PLAN ADOPTION

The community and Planning Commission will contribute to the City of Colville 2020 Comprehensive Plan Update. In May 2020, the Planning Commission will consider a final draft of the Plan and recommend to the City Council that they Approve, Approve with changes, or Deny the draft Plan. Public comment will be taken as a part of the hearing. The meetings will focus on the goals, policies, and implementation recommendations needed to implement the community vision.

Upon receipt of the Planning Commission's recommendation, the City Council will hold a public hearing on the proposed Final Comprehensive Plan. The Council will consider any comments received on the Recommended Draft Comprehensive Plan prior to adopting, by ordinance, a Final Comprehensive Plan.