



Lewis County Comprehensive Plan Periodic Update DRAFT Two-Year Work Plan

OVERVIEW

Per the Growth Management Act, Lewis County is required to conduct periodic update of the Comprehensive Plan every ten (10) years. Periodic updates begins on July 1, 2023 and must be completed by June 30, 2025. Periodic update includes the vision, goals and policies contained in the Comprehensive Plan, as well as the zoning designations and development regulations that implement the goals and policies.

WORK PLAN

Lewis County will be updating the Comprehensive Plan to plan for accommodating the next 20 years of population growth. The 2045 population allocations are adopted by Ordinance 1346. Part of accommodating population is providing sufficient housing for people at all income brackets. The 2045 housing allocations are also adopted by Ordinance 1346. In addition to planning for population growth and housing, each jurisdiction is required to update the Comprehensive Plan and development regulations to address changes in state rules and regulations since the last periodic update, which occurred in 2017 in Lewis County.

Lewis County will be reviewing all mandatory comprehensive plan elements for appropriate updates. The mandatory elements are:

- Economic Development
- Land Use
- Housing
- Transportation
- Utilities and Capital Facilities
- Critical Areas

In addition, the Onalaska Subarea Plan will be updated and the new Packwood Subarea Plan will be adopted as part of the Comprehensive Plan.

The Lewis County Code development regulations that will be updated to implement the Comprehensive Plan include, but are not limited to Title 16 – Subdivisions, Title 17 – Land Use and Development Regulations and Chapter 17.38 – Critical Areas.

SCHEDULE

Task 1: Population and Housing Allocations

Consultant: No

Deliverable: Ordinance to Amended Comprehensive Plan

Schedule: January – June 2023

The Planned Growth Committee will forward recommended population and housing allocations to the Planning Commission and Board of County Commissioners for adoption. The population and housing allocations will be based on the Office of Financial Management's population estimates and the Department of Commerce's Housing for All Planning Tool (HAPT). The allocations are inputs to the periodic update.

Task 2: Scoping

Consultant: Yes

Deliverable: Resolution to Approve Scope of Work; Periodic Update Checklist (first half)

Schedule: June – October 2023

The consultant will compile a list of changes to state law that must be addressed and how each relates to the current comprehensive plan goals and policies, as well as existing development regulations. Staff will work with the Board of County Commissioners and Planning Commission to develop a list of topics that may be voluntarily addressed during periodic update. The draft scope of work will be vetted through public engagement, see Task 4.

Mandatory updates based on changes to state rules and regulations:

- HB 1220 substantially amends housing-related provisions of the GMA, RCW 36.70A.070(2).
- HB 1717 adds new requirements to RCW 36.70A.040 regarding tribal participation in planning efforts with local and regional jurisdictions.
- HB 1799 adds a new section to the GMA, RCW 36.70A.142, requiring some local governments to begin providing separated organic material collection services within their jurisdictions in order to increase volumes of organic materials collected and delivered to composting and other organic material management facilities.
- SB 5275 amends RCW 36.70A.070(5)(d) enhancing opportunity in limited areas of more intense rural development (LAMIRDs).
- SB 5593 adds new elements to RCW 36.70A.130(3) regarding changes to planning and/or modifying urban growth areas (UGAs).
- SB 5368 encourage new rural economic development.

Task 3: Public Engagement Plan

Consultant: Yes

Deliverable: Public Engagement Plan

Schedule: Plan due October 15, 2023; On-going

Develop a Public Engagement Plan that meets the requirements of the Lewis County guidelines. The plan will identify methods and a schedule for public engagement activities and events, including how the results of engagement will be used to inform periodic update.

Public engagement will be ongoing throughout the process. The first engagement will be for the scope of work to ensure that the public can provide input into the topics that will be addressed during periodic update. All tasks will include engagement early when formulating the work and at the end for review of the draft deliverables. All results of public engagement will be documented in a results report and made available to the public. Please see the Public Engagement Strategy for additional details.

Task 4: Existing Conditions, Including Capital Facilities

Consultant: Yes

Deliverable: Existing Conditions Report

Schedule: October 2023 – April 2024

Existing conditions related to the comprehensive plan elements will be updated to reflect changes in the amount, condition or level of service since the 2017 periodic update. Topics are:

- population
- employment
- businesses and wages
- retail sales
- agricultural products
- timber products
- tourism
- land use
- housing stock
- housing costs
- roads conditions
- roads level of service
- bridge conditions
- pits, quarries and stock piles inventory
- transit inventory
- pedestrian facilities inventory
- bicycle facilities inventory
- airport inventory
- rail inventory
- county facilities inventory
- parks and recreation inventory
- solid waste management facilities inventory
- water systems
- wastewater systems
- utility inventory
- fire districts
- school districts
- law enforcement

Producing the existing conditions report will include coordination across the county departments including but not limited to Facilities, Public Works, Solid Waste Utility, and Environmental Services.

Task 5: Draft Comprehensive Plan Goals and Policies

Consultant: Yes

Deliverable: Draft Comprehensive Plan

Schedule: January – June 2024

Based on the scope developed in Task 2, the consultant and staff we propose updates the comprehensive plan goals and policies. These will be vetted through technical experts, including appropriate local and state agencies, and the public. Proposed updates will include mandatory changes to comply with state rules as well as voluntary updates.

It is anticipated that significant public engagement will happen during Task 5. This will be an opportunity for the public to shape the goals and policies, particularly as it relates to unincorporated town centers, such as Doty, Dryad, Adna, Ethel, Salkum, Mineral, Glemona and Randle. (Note – Onalaska and Packwood are addressed separately.)

Task 6: Packwood Subarea Plan

Consultant: No

Deliverable: Draft Subarea Plan

Schedule: January 2022 – December 2023

The Packwood Subarea Plan began in advance of the periodic update and will be completed with Task 11 and Task 12. Changes to state rules and regulations are incorporated into the plan. public engagement has occurred through a Community Advisory Committee and other tools including online surveys, community meetings and business interviews.

Task 7: Onalaska Subarea Plan Update

Consultant: No

Deliverable: Draft Updated Subarea Plan

Schedule: July 2023 – June 2024

Onalaska Subarea Plan was adopted in 2017 and implemented through application of an Urban Growth Area. The plan will be reviewed related to changes to state rules and regulations and based on public engagement. Public engagement will primarily be conducted through a Community Advisory Committee and other tools including online surveys, community meetings and business interviews. The draft plan will be implemented through updated zoning designations and development regulations, see Task 11 and Task 12.

Task 8: Urban Growth Areas

Consultant: No

Deliverable: Draft UGA Maps

Schedule: January 2024 – June 2024

Based on the Task 1 adopted population and housing allocations, Lewis County and all cities in the county will proposed amendments to their Urban Growth Areas to accommodate growth. Coordination on the amendment will take place through the Planned Growth Committee (PGC). The PGC is made up of the mayor of each city, or their designee, and the Chair of the Board of County Commissioners. The PGC makes recommendations to the Lewis County Planning Commission, who in turn makes a recommendation to the Board of County Commissioners. The final Urban Growth Area boundaries will be adopted with the amended Comprehensive Plan in Task 10. (Note – SEPA Review will be done for each UGA boundary amendment separate from Task 9.)

Task 9: SEPA Review, Goals, Policies and Future Land Use Designations Map

Consultant: Yes

Deliverable: SEPA Checklist

Schedule: May 2024

SEPA review of the Comprehensive Plan will include identification and evaluation of probable environmental impacts, and development of mitigation measures that will reduce adverse impacts. The SEPA review will include all elements of the Comprehensive Plan including the goals and policies, as well as the Future Land Use Designations map. This SEPA review will not include UGA amendments, which will be reviewed individually, nor will it include amendments to development regulations, which will occur during Task 13. The consultant will prepare the checklist.

Task 10: Final Comprehensive Plan

Consultant: Yes

Deliverable: Ordinance to Amend Comprehensive Plan

Schedule: February – June 30, 2024

Tasks 5 – 9 will cumulate in a Final Comprehensive Plan, including the Future Land Use Designations map. The final will be vetted through technical experts and public engagement. The Final Comprehensive Plan goals, policies and Future Land Use Designations Map will be heard by the Planning Commission before adoption by the Board of County Commissioners.

Task 11: Gap Analysis

Consultant: Yes

Deliverable: Periodic Update Checklist (second half)

Schedule: May – July 2024

Based on the changes to the Comprehensive Plan goals, policies and future land use designations map, as well as the mandated updates, identify gaps in the Lewis County Code zoning designations and development regulations and recommend approaches to address the gaps.

Task 12: Zoning Designations & Development Regulations

Consultant: No

Deliverable: Ordinance to Amend Lewis County Code

Schedule: July 2024 – March 2025

Based on the outcome of Task 10 and 11, staff will update the development regulations of at least Lewis County Code Title 16, Subdivisions, and Title 17, Land Use and Development Regulations (except Chapter 17.38, which is address in Task 14) to implement the Comprehensive Plan.

This task will begin with scoping to determine which regulations must be updated and options that may be considered to implement the Comprehensive Plan. The scope will be vetted through technical experts and public engagement. Based on the scope, staff will prepare the code amendments and forward to the Planning Commission. Prior to Planning Commission, SEPA review will take place. The Planning Commission will make a recommendation to the Board of County Commissioners.

Task 13: SEPA Review, Zoning Designations and Development Regulations

Consultant: No

Deliverable: SEPA Checklist

Schedule: April – May 2025

SEPA review of the zoning designations and development regulations will include identification and evaluation of probable environmental impacts, and development of mitigation measures that will reduce adverse impacts. This will occur prior to adoption by the Board of County Commissioners.

Task 14: Critical Areas Ordinance Update

Consultant: Yes

Deliverable: Ordinance to Amend Chapter 17.38 and Supporting Documents

Schedule: July 2024 – May 2025

Updates to the Critical Areas Ordinance will take place concurrently with Task 12 and 13 updates to development regulations. The consultant will follow the Department of Commerce Critical Areas Checklist to determine what updates are required. This will include a review of Best Available Science. This will include SEPA review. The consultant is responsible for completing the SEPA checklist for the Critical Areas Ordinance update.

PUBLIC ENGAGEMENT STRATEGY

The first step in the public engagement strategy will be to develop a Public Engagement Plan (see attached Packwood Subarea Plan, Public Participation Plan as an example). This will be drafted by the consultant in cooperation with the Lewis County Community Development. The Plan will include the following elements:

1. Description of the overall Project, Initiative, or Plan:

The plan should begin with an executive summary of the project, initiative or plan. Consider this an “elevator speech.” The summary should be clear enough to copy and use in other formats, such as handouts, email blasts, social media posts, etc. Language and format should be accessible and inclusive, avoid jargon and spell out all acronyms.

2. Describe the Interests and Impacts

To determine the level of interest, it is helpful to conduct a stakeholder analysis. In general, determine who the main stakeholders are and if they are organized (e.g., official groups that hold regular meetings). Organized stakeholders will be in a better position to express their perspective. There also may be stakeholders who need to be involved, but have traditionally not been at the table. If this is true, strategize what special tools, such as focus groups or other specialized outreach, could be used to bring these groups into the conversation.

Brainstorm the positive and negative impacts, the direct and indirect impacts, and the short- and long-term impacts of the plan. It is important to also consider which group of stakeholders will experience which types of impacts. In complex planning efforts there will be multiple different types of impacts on multiple different types of groups. Also, different types of impacts will necessitate different public engagement tactics and strategies. For example, a change to a policy will have a wide-reaching, but not direct impact. Whereas, a change to a development regulation may only impact a few properties, but the impact is direct. A good public

engagement plan will recognize the need for a multi-pronged approach based on a project's different impacts.

3. Describe the Engagement Needed

Determine what is needed from stakeholders to ensure that the plan is successful. Below are some things to keep in mind while describing engagement needed:

- a. Include diverse perspectives and engage community champions in the process.
- b. Be transparent throughout all phases of the planning process.
- c. Promote civil/civic conversation to seek common ground whenever possible.
- d. Reinforce face-to-face communication by having events that promote interaction outside of structured meetings.
- e. Provide multiple and meaningful ways to engage including—but not limited to—interactive meeting formats, web-based educational materials, and focused group discussions.
- f. Strengthen community understanding of planning terms and processes.

4. What is the promise to the public?

The Public Engagement Plan will be very clear about the level of community engagement being promised to stakeholders. Members of the public get rightly frustrated when an engagement plan promises a specific level of involvement, but then delivers something different. It is important to be transparent and authentic with stakeholders.

Here is a break-down of the different types of promises typically made to the public. This is based on work done by the International Association for Public Participation.

- a. Promise to inform: Staff will keep the community well informed from start to finish.
- b. Promise to consult: Staff will keep the community well informed. In addition, staff will listen and acknowledge your input and concerns. Furthermore, staff will let the community know if and how your input influenced our decisions.
- c. Promise to involve: Staff promises to consult with specific stakeholders and make sure that their needs and concerns are directly reflected in the plans, approaches and/or alternatives that are developed. Furthermore, staff will let stakeholders know how their input influenced the bureau's decisions.
- d. Promise to partner: Staff promises to gather the advice and innovative ideas from the community and incorporate them into the project, initiative or plan's decisions to the maximum extent possible.
- e. Promise to empower: Staff promises to implement what you, the community, decide. The community becomes a full advisory committee that makes a formal decision about what if anything will be forwarded to the Planning Commission and BOCC.

An engagement plan may include different promises depending on the way the public chooses to be involved in the planning process. For example, under Task 3, Existing Conditions, there may be a Technical Advisory Group with a promise to involve, as well as community meetings with a promise to consult. Another example, under Task 5, Draft Comprehensive Plan, there may be focus groups with a promise to partner, community meetings with a promise to consult and emails with a promise to inform. It is imperative that each engagement approach includes a clear expectations with participants about the accountability of staff and the consultant.

5. Engagement Plan

Develop the Public Engagement Plan. The overarching goal of the plan should be making sure all interested and impacted stakeholders understand how and when they can engage with the project and how their engagement will be reflected in the end products. Match the plan with key decisions and other milestones. Identify how the public will be engaged at each stage with different interest groups and people. Identify the tools that will be used. Be sure to provide adequate time for public input and to update stakeholders on how their feedback influenced the project.

6. Decision Making

Be clear about who is making key decisions and how those decisions impact the project. Be clear about when a stakeholder group is empowered to make decisions and when the decisions are made by someone else. This will help everyone set their expectations about their involvement

Commerce Grant Budget

This budget is subject to negotiation with the selected consultant.

		Year 1	Staff		Consultant		Year 2	Staff		Consultant	
Task 1	Pop/Housing Allocations	\$0	100%	\$0	0%	\$0	\$0		\$0		\$0
Task 2	Scoping	\$10,000	50%	\$5,000	50%	\$5,000	\$0		\$0		\$0
Task 3	Public Engagement	\$50,000	10%	\$5,000	90%	\$45,000	\$0		\$0		\$0
Task 4	Existing Conditions	\$35,000	20%	\$7,000	80%	\$28,000	\$25,000	50%	\$12,500	50%	\$12,500
Task 5	Draft Comprehensive Plan	\$25,000	10%	\$2,500	90%	\$22,500	\$0		\$0		\$0
Task 6	Packwood Subarea Plan	\$0	100%	\$0	0%	\$0	\$0		\$0		\$0
Task 7	Onalaska Subarea Plan	\$0	100%	\$0	0%	\$0	\$0		\$0		\$0
Task 8	Urban Growth Areas	\$0	100%	\$0	0%	\$0	\$0		\$0		\$0
Task 9	SEPA Review	\$10,000	10%	\$1,000	90%	\$9,000	\$0		\$0		\$0
Task 10	Final Comprehensive Plan	\$25,000	10%	\$2,500	90%	\$22,500	\$0		\$0		\$0
Task 11	Gap Analysis	\$5,000	5%	\$250	95%	\$4,750	\$20,000	5%	\$1,000	95%	\$19,000
Task 12	Zoning & Development Regulations	\$15,000	95%	\$14,250	5%	\$750	\$15,000	95%	\$14,250	5%	\$750
Task 13	SEPA Review	\$0					\$20,000	100%	\$20,000	0%	\$0
Task 14	Critical Areas	\$0					\$95,000	5%	\$4,750	95%	\$90,250
	Total	\$175,000		\$37,500		\$137,500	\$175,000		\$52,500		\$122,500

Note - Staff time not reimbursed by the grant is not included in the budget.