



Scope of Work - Urban Growth Area (UGA) Boundary Clean-Up

1. Project Purpose and Background

Lewis County will conduct an internal review and clean-up of Urban Growth Area (UGA) boundaries to improve mapping accuracy, consistency with adopted Comprehensive Plan policies, and alignment with parcel data. This effort is intended to correct technical boundary issues, including instances where UGA boundaries split individual parcels resulting in portions of a parcel located both inside and outside the UGA. The review is limited to non-expansionary, technical corrections and is not intended to expand UGA boundaries or incorporate areas not currently included within an adopted UGA. All corrections are intended to result in no net increase in land area within the UGAs and to maintain the original intent and extent of adopted UGA boundaries.

2. Project Objectives

- Correct technical and mapping inconsistencies in UGA boundaries
- Align UGA boundaries with parcel lines
- Ensure consistency between mapped UGAs, Comprehensive Plan policies, and zoning maps
- Clearly document and justify all UGA boundary adjustments
- Engage advisory bodies, the public, and decision-makers throughout the process

3. Project Initiation and Data Review

- Present Draft Scope of Work to Planned Growth Committee¹, include other relevant departments as needed
- Compile and review existing data, including:

¹ The Planned Growth Committee (PGC) is comprised of the mayor of each city, or their designee, and the Chair of the Board of County Commissioners. The PGC meets monthly and votes to recommend UGA amendments for consideration by the Lewis County Planning Commission.

- Comprehensive Plan maps and policies
- Existing UGA GIS layers
- Create data set documenting affected parcels
 - Misalignments with parcel boundaries or rights-of-way (half or whole right of way)
 - Inconsistencies between mapped boundaries and conflicts with zoning or annexation records (if applicable)

4. Public Engagement

- Early Public engagement:
 - Create a project webpage with purpose, schedule, explanatory materials, staff reports and presentations throughout the process
 - Send a letter to potentially impacted property owners with link to webpage
 - Prepare in-person kick off open house/workshop that explains the overall project and invites questions. In person activity such as a short survey or comment box. Determine if individual cities need a separate open house or workshop.
- Prepare materials explaining and update webpage:
 - Before and proposed after maps of effected properties with written explanation.
- Hold open house events in each affected city to present the draft amendments.
- PGC final vote on recommendation to Lewis County Planning Commission

5. Boundary Clean-Up and Refinement

- Prepare proposed UGA boundary adjustments and adjust boundaries to follow parcel lines
- Confirm proposed changes are consistent with GMA requirements and County policy
- Distinguish between technical/clerical corrections and policy-level changes as needed

- Present to PGC for review

6. State Environmental Policy Act (SEPA) and Dept. of Commerce Review

- SEPA Review
 - SEPA review for the UGA Boundary Clean-Up, consistent with Chapter 43.21C RCW and WAC 197-11
 - Prepare SEPA checklist and relevant documentation.
 - Provide SEPA determination notice, comment period, and response to comments
- Commerce Review
 - Submit staff report with proposed amendments.
 - Prepare responses to comments as needed.

7. Planning Commission Recommendation

- Prepare staff reports, findings, and draft recommendation language
- Present the project at a Planning Commission workshop(s) and hold public hearing.
- Prepare a letter of transmittal with recommendation to the Board of County Commissioners

8. Board of County Commissioners Review and Action

- Prepare BOCC agenda materials, staff reports, and draft ordinances and resolutions
- Present the UGA boundary clean-up at one or more BOCC work sessions and respond to BOCC questions and provide technical clarification.
- Incorporate BOCC direction and finalize materials for public hearing and adoption

9. Notice of Adoption

- Issue Notice of Adoption to legal newspaper of record and parties to the record.
- Issue Notice of Adoption to Dept. of Commerce