



CLALLAM COUNTY

COMPREHENSIVE PLAN 2025 PERIODIC UPDATE

PUBLIC ENGAGEMENT PLAN

AUGUST 2024

UPDATED DECEMBER 2024



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Introduction and Purpose

Clallam County is undertaking a periodic review of its Comprehensive Plan as required by the Washington State Growth Management Act (GMA) under Chapter 36.70A RCW. The GMA is composed of a series of statutes, first adopted in 1990, requiring fast growing cities and counties to develop a comprehensive plan to manage population growth while protecting rural and resource lands.

GMA requires each Comprehensive Plan to be reviewed and revised if needed on a 10-year schedule established by the Legislature. The review ensures that the County's Comprehensive Plan stays current with changes in laws and rules, remains consistent with other plans and regulations, and is responsive to changed circumstances, new information, and improved data. Additionally, in 2023 the State legislature approved House Bill (HB) 1181, which requires counties and cities to include a new Climate Element in their Comprehensive Plans with an emphasis on climate resiliency, greenhouse gas (GHG) emission reduction, hazard mitigation and environmental justice. The County is undertaking this task in conjunction with the 2025 periodic update of its Comprehensive Plan, which plans for growth out to the year 2045.

The purpose of this Public Engagement Plan is to describe how the County will encourage early and continuous public input throughout the periodic review and update process. This includes the steps that the County will take to provide a variety of methods and opportunities for public engagement and public comment. Staff will work with the community to understand values and concerns as well as what they hope for in the future.

Community feedback will help guide the formation of draft goals and policies and potential map amendments that will be considered by the Planning Commission and ultimately the Board of County Commissioners for adoption. This plan is a working document and will be adjusted as needed to provide for the deepest and broadest public participation that is feasible over the course of the periodic review and update process.

1.0 Public Participation Goals

- Provide interested parties with timely information, an understanding of the process, and multiple opportunities to review and comment on proposed amendments to the Plan.
- Build trust between community members and County staff.
- Strive for understanding and respect, not agreement.
- Ensure that historically underrepresented groups are encouraged to participate in the planning process.
- Implement a resident engagement strategy that supports environmental justice and the goals of the Growth Management Act, including HB 1181.

- Actively solicit information from residents, tribes, property owners, business owners, and other stakeholders about their concerns, questions, and priorities for the periodic review process.
- Ensure that all stakeholders have an equitable opportunity to participate collaboratively in Clallam County’s planning process’ core steps and policy creation and implementation efforts.
- Encourage interested parties to informally review and comment on proposed changes to the Comprehensive Plan throughout the process and provide those comments to the Planning Commission and Board of County Commissioners.
- Provide forums for formal public input at project milestones prior to decision-making by local officials.
- Consult and consider recommendations from Tribal entities and public agencies.

2.0 Ensuring Equitable Engagement

While the County hopes to hear from a broad range of community members and stakeholders, certain groups will require additional engagement efforts or unique approaches. The intention is to have a range of engaged community members who broadly represent the interests and needs of all the diverse communities in Clallam County. These include but are not limited to the following communities: Hispanic, BIPOC, LGBTQ, low-income households, renters, low-income seniors on fixed incomes, students and youth, tribal members and others. The following approaches may be utilized to focus on these community members with the goal of including a more representative percentage of them in the engagement process:

- Utilizing a variety of opportunities for engagement both in person (at a variety of locations) and remotely accessible;
- Offering an array of opportunities and methods for providing feedback and engaging with other community members;
- Utilizing targeted awareness campaigns such as posting flyers or tabling in areas frequented by these groups;
- Providing information in Spanish;
- Focusing website posts toward groups that traditionally have not participated in planning processes;
- Offering presentation or discussions to organizations focusing on serving or working with these groups.

3.0 Public Participation Opportunities

Clallam County is committed to providing multiple opportunities for public participation throughout the process and will use a variety of communication tools to inform the public and encourage their participation, including the following:

3.1 Web Presence

The County's website will include a periodic review webpage where interested parties can access status updates, draft documents, official notices, minutes, and other project information. It can be found at: <https://www.clallamcountywa.gov/1842/Comprehensive-Plan-Update>

The webpage will be the primary repository of all information related to the periodic review process, including draft documents, official notices, and other project information. The page will include contacts for more information and an email link for questions and comments. Email blasts will be used as the primary marketing strategy to direct community members to project and event information, sign up for updates, or to engage with the project.

3.2 Noticing

Public notification will comply with County and State requirements and will be provided through a variety of platforms including legal notices in local newspapers, press releases, County website (periodic review web page), meeting flyers, and an email distribution list which will be maintained by the County's Community Development Department. The email list will be created specifically for the Comprehensive Plan Update and will be used to notify interested parties regarding periodic review progress and participation opportunities, including open houses, surveys, Planning Commission meetings, and others. Interested parties can be added to the list by contacting Tim Havel, Chief Deputy Director of the Department of Community Development at Tim.Havel@clallamcountywa.org

3.3 Open House Events

The County will initiate the periodic review with a community open house. Although the format of the open house has yet to be determined, the Open House will provide an opportunity to introduce the project to the community and allow community members to safely share their concerns and priorities. Participants will have an opportunity to fill out a survey (see 3.4 below) during the Open House. A second Open House will occur following the release of the Draft Periodic Update and new Climate Element. Public comments received during the Open Houses will be posted on the periodic review webpage.

3.4 Community Survey

A draft survey will be prepared by the consulting team for review and distribution by the County. The survey will focus on Comprehensive Plan elements, such as housing, climate

change, transportation and land use, and potentially a 20-year vision for Clallam County – requesting community input to confirm a collective vision, community values, and planning priorities. A link to the survey will be shared by email, website and other methods.

3.5 Planning Commission and Board of County Commissioner Workshops

Workshops will be held with the Planning Commission and the Board of County Commissioners early in the process to provide an overview of the project, discuss state requirements and address questions and concerns. Additional workshops may occur following the release of the draft Plan amendments.

3.6 Tribal Engagement

Native American Tribal entities will be invited by the County to participate and inform the Comprehensive Plan Periodic Update and development of the Climate Element. to help inform goal and policy revisions. The County will coordinate with each tribe wishing to participate to discuss how they want to engage in the process. If tribes decline to participate due to capacity constraints or other issues, the County will share updates and continue to invite input in other ways.

3.7 Community Events

County representatives will attend up to four (4) community events to share information about the project, distribute written materials and obtain one-on-one feedback. Where appropriate, written materials may be translated in Spanish.

3.8 Public Comment Periods and Hearings

The Planning Commission will be the primary forum for detailed review and recommendations to the Board of Commissioners. The Planning Commission will conduct a public comment period and at least one public hearing to solicit input on the periodic review. County staff will coordinate with the Department of Commerce on public notification of comment periods and hearings.

Public notice of all hearings will state who is holding the comment period and/or hearing, the date and time, and the location of any public hearing. Notices will be published per official policy and comply with all other legal requirements such as the Americans with Disabilities Act. Notices will be posted on the County’s website, published in local newspapers (Peninsula Daily News, Sequim Gazette, others) and distributed via email and social media. County staff will provide copies of public notices to the Department of Commerce.

3.9 News media

The local news media and legal newspapers will be kept up to date on the periodic review process and receive copies of all official notices and press releases.

3.10 Ongoing Comment

All documents under consideration will be available on the periodic review webpage and available for review at the County's Community Development Department (DCD). Interested parties will be encouraged to provide comments by letter or email. All comments will be compiled and provided to the Planning Commission and Board of County Commissioners (BOCC). The consultant team will develop and maintain a comment matrix spreadsheet throughout the project.

4.0 Stakeholders

The County will provide targeted outreach to interested parties and stakeholders to provide information on the periodic review process and encourage participation, these may include but are not limited to the following:

- Tribal entities
- Advisory boards and commissions
- Chambers of Commerce
- Conservation Districts
- Housing organizations
- Economic Development Councils
- Local government agencies
- State agencies
- Service providers
- School districts
- Port Districts
- Community groups
- Others identified by the County

5.0 General Timeline

The following is a general timeline including anticipated public participation opportunities. A detailed timeline will be posted on the periodic review webpage.

Date	Activity	Description
Aug	<ul style="list-style-type: none"> Draft Public Engagement Plan (PEP) Project webpage 	Review Draft PEP Initiate project webpage
Sept	<ul style="list-style-type: none"> Initiate Tribal Engagement New project web page 	Initiate informal conversations with Tribes Finalize project webpage
Oct	<ul style="list-style-type: none"> Planning Commission Workshop 	Workshop: Project overview, requirements.
Nov	<ul style="list-style-type: none"> Board of County Commissioners 	Review/adopt County, City housing allocations
Dec	<ul style="list-style-type: none"> Public Engagement Plan Press release Community online survey Tribal outreach Web page updates Email distribution list 	Finalize PEP – Send to Commerce Issue press release announcing project, survey Survey launch Issue formal invitation letter to Tribes Update website as needed Establish Comp Plan email distribution list
2025		
Jan	<ul style="list-style-type: none"> Community online survey Web page updates Planning Commission Tribal outreach 	Close survey (end of month) Updates as needed Planning Commission Update/Discussion Finalize list of Tribes requesting consultation
Feb	<ul style="list-style-type: none"> Community open house events Web page updates Tribal outreach 	Open House – Format TBD Project updates as needed Ongoing tribal consultation as needed
March	<ul style="list-style-type: none"> Web Page Planning Commission Tribal outreach 	Project updates as needed Planning Commission Update/Discussion
April	<ul style="list-style-type: none"> Draft Periodic Update Release Web page updates Press Release SEPA 	Release of Draft Periodic Update Issue Press Release Coordinate with Dept. of Commerce Prepare SEPA Checklist
May	<ul style="list-style-type: none"> BOCC/PC Workshop Open House Public comment period Environmental review (SEPA) Tribal and community outreach 	Potential combined workshop Open House: Present and evaluate new draft plan goals and policies. Issue SEPA Determination, public review Presentations with community groups, others
June	<ul style="list-style-type: none"> SEPA Comment Period 	
July	<ul style="list-style-type: none"> Planning Commission 	Public Hearing
Aug	<ul style="list-style-type: none"> BOCC Adoption 	

