



The City of Winlock Comprehensive Plan Update:

Public Participation Plan

I. Introduction

The city of Winlock is undertaking an update of their 20-year Comprehensive Plan as required by the State legislation HB 1241 (2022). Every county and city in the state is required to conduct a periodic update of its comprehensive plan and development regulations (RCW 36.70A.130(1)). Counties and cities must be up to date with the requirements of the GMA, including the periodic update requirements, to be eligible for grants and loans from certain state infrastructure programs.

The update will address urban growth areas, land use, housing, economic development, capital facilities, utilities, transportation critical areas, and Climate Change / Resiliency. The Comprehensive Plan provides guiding policies and strategies on the community's vision for each of these elements. The Update process also includes refining local regulations to implement the Community's Comprehensive Plan and ensure consistency with state mandates. Winlock's housing action plan was completed in 2023 due to state legislative changes and available grant funding. The results will be incorporated within the Housing Element of the Comprehensive Plan Update

A Public Participation Plan is required to describe how the city of Winlock will encourage early and continuous community participation of its stakeholders throughout the process while meeting established state timelines and grant funding requirements.

This Public Participation Plan describes the steps that the city of Winlock will take to provide opportunities for public engagement and public comment, as well as the city of Winlock's contact information. This plan is in addition to any other minimum requirements for public participation required by the city of Winlock. This plan is a working document and will be adjusted as needed to provide for the greatest and broadest public participation.

II. Public Participation Goals

- a. Provide interested parties with timely information, an understanding of the process, and multiple opportunities to review and comment on proposed amendments.
- b. Actively solicit information from citizens, property owners, specialty districts and stakeholders about their concerns, questions, and priorities for the Comprehensive Plan update.
- c. Encourage interested parties to informally review and comment on proposed changes throughout the process and provide those comments to decision-makers.
- d. Provide forums for formal public input at project milestones prior to decision-making by local officials.
- e. Consult and consider recommendations from neighboring jurisdictions, federal and state agencies, and Native American tribes.

III. Public Participation Opportunities

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

a. Website

The city of Winlock’s website will include a webpage where interested parties can access status updates, draft documents, official notices, minutes, and other project information. The webpage will be the primary repository of all public information related to the Comprehensive Plan Update process. The page will include who to contact for more information and an email link for questions and comments.

b. Survey

A community survey may be conducted to solicit specific feedback from interested parties and results will be posted on the Comprehensive Plan Update webpage.

c. Open House

The city of Winlock will initiate the Comprehensive Plan Update with a community open house. Public comments received during the Open House will be posted on the Comprehensive Plan Update webpage.

d. Notice Mailing List

An email list of interested parties will be created, advertised, and maintained by the city of Winlock. The list will be used to notify interested parties regarding progress and participation opportunities. Interested parties will be added to the list by contacting the Community Development Department.

e. Comment

Interested parties will be encouraged to provide comments to the city of Winlock by letter or email. All comments will be forwarded to the Winlock City Council, Planning Commission, and Stakeholder Committee. The Comprehensive Plan Update webpage will be the central repository for information under consideration. Documents will be available for review at the city of Winlock Planning Department, and copies will be provided at the established copying cost.

f. Planning Commission

The Planning Commission will be the primary forum for detailed review and recommendations to the Winlock City Council. Interested parties are encouraged to attend and provide comments during the Planning Commission deliberations and/or Winlock workshops and public hearings. Official notices will be published as established in the city of Winlock policy.

g. News media

The local paper and Facebook groups will be kept up to date on the Comprehensive Plan Update process and receive copies of all official notices.

IV. List of stakeholders

The city of Winlock will engage community stakeholders to solicit their input on proposed revisions to Winlock’s Comprehensive Plan.

V. Public Participation Timeline

The following is a general timeline including anticipated public participation opportunities. The city of Winlock will coordinate with Lewis County and the Department of Commerce throughout the process. A detailed timeline will be posted on the Comprehensive Plan Update webpage.

City Council/Planning Commission Check In – April 2024
Stakeholder Meeting – May 2024
Planning Commission – May 2024
City Council Initial Draft Materials – June 2024
Stakeholder Meeting September 2024
Planning Commission Update – September 2024
City Council Update – October 2024
Stakeholder Meeting – January 2025
Planning Commission Hearing – February 2025
City Council Hearing for Draft – March 2025
Public hearing for Ordinance adoption – June 2025

VI. Public Comment Periods and Hearings

The Planning Commission will conduct a public comment period and at least one public hearing to solicit input on the Comprehensive Plan Update. The city of Winlock will hold one public hearing before final adoption.

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. A notice will be sent to the email list (IV, above) and the Department of Commerce.