



Public Participation Plan

City of Chewelah

Emerging Issues Outreach Grant & HB 1923 Subarea Plan

Introduction

This document provides an outline of the Public Participation Plan for two planning processes. While both projects are separate in funding and intent there is a lot of commonality and overlap between the two planning projects.

From the public side, by combining the implementation of the engagement activities, for both projects, into one process will increase the ability to;

- clearly communicate with the public about the entirety of both projects
- have more robust conversations and public feedback
- reduce the number of meetings and burnout

The project will have a tremendous impact on the community as we work to improve many areas, physically across the city as well as shaping future visioning, goals, and policies.

The City of Chewelah is the recipient of two Department of Commerce grants. The first grant is the HB 1923 Building Residential Capacity Grant, the city received \$50,000 to complete a subarea plan with an emphasis on studying residential capacity and housing needs within the subarea and a zoning text amendment to permit duplex development on every corner lot within the residential zones.

The second grant was awarded to the city as part of the New Approaches pilot program. The New Approaches program selected three communities in Washington to work through a planning process with the city, local leadership and the community to identify the top two greatest needs. Grant funding, in the amount of \$45,000, was awarded to the city to implement the identified need(s). The scope of this project includes the review and update of the City of Chewelah Downtown Revitalization Plan, City Parking Study, A Creek Runs Through It Plan, and a Utilization Assessment of the Civic Center.

The subsequent sections include;

- **Timeline** – this section provides an overview of the timeline for each portion of the project. It also includes the month when public events (workshops and hearings) are planned and deliverables for each component of the project.
- **Public Engagement Plan** – this section breaks down each public event and provides more details regarding the event itself, like, what the task is, the date, the engagement type (workshops vs. hearings), the format or platform used, and the meeting objective. Lastly, the status of the project will be updated each step of the way to keep the project on schedule and for any items needing further follow up.
- **Public Engagement Format** – this section distinguishes between the in-person and virtual format options, when they'll be utilized and on what platforms.

This planning process will continue to engage those individuals and groups previously part of the New Approaches process and those involved in the recently updated Comprehensive Plan. Those interested in continuing their participation will be added to a email list to receive regular email updates throughout the process which will also include notification of public meeting, workshops, and hearings. Furthermore, the city will host a project page on the cities website where project information will be made available.

Project Timeline

Task	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
Comprehensive Plan Periodic Update											
Public Rollout Meeting				10/27							
City Council Workshop					CCW						
Initiate 60-day Intent to Adopt											
City Council Hearing, Adopt								CCH			
Emerging Issues Grant											
Downtown Revitalization Plan											
1	Public Participation Plan		D								
2	Vision statement, goals, objectives				D						
3	Review/update of prev. Downtown Revitalization Plan – Existing Conditions			W		D					
4	Review of Downtown Revitalization Plan – Inventory and opportunity site assessment				CCW		D				
Review/update of other existing plans											
5	Review/update of City Parking Study						D				
6	Review/update “A Trail Runs Through It” plan			W		W	D				
7	Civic Center Utilization Assessment							D			
8	Finalize update of Downtown Revitalization Plan						CCW	CCH			D
HB 1923 Grant											
Zoning Text Amendment (ZTA)											
1	Inventory area of impact & Draft new zoning language		D								
2	Public Workshop & City Council Hearing			W/HE	CCH						
Subarea Plan											

3	Inventory Existing Conditions – Conditions Assessment		D									
4	Vision statement - Vision			W	CCW							
5	Scenarios – Development scenarios											
6	Draft subarea plan and implementation strategies					W		CCW				
7	Adopt Subarea Plan								CCH	D		
Engagement – City Hosted Webpage												

CCW = City Council Workshop CCH = City Council Hearing HE = Hearing Examiner D = Deliverable
W= Workshop (general public)

Public Engagement Plan

	2020				2021		
Task	Vision statement for Downtown and Subarea Plan and zone text amendment	ZTA	Downtown Plan inventory and opportunity site assessment. Subarea vision and scenarios	ZTA	Review/update of city parking study, trail plan, and civic center utilization assessment. Draft Subarea Plan and implementation strategies	Final draft Downtown Revitalization Plan & Subarea Plan and implementation strategies	Final draft Downtown Revitalization Plan & Subarea Plan and implementation strategies
Engagement Type	Public Workshop	Hearing Examiner Hearing	City Council Workshop	City Council Hearing	Public Workshop	City Council Workshop	City Council Hearing
Format	Virtual (Zoom access) and in person meeting option, social distancing will be met for in	Public hearing	Public meeting workshop	City Council public hearing	Virtual (Zoom access) and in person meeting option, social distancing will be met for in person meeting	Virtual (Zoom access), teleconferencing, and in person meeting option, social distancing will be met for in person meeting	Virtual (Zoom access), teleconferencing, and in person meeting option, social distancing will be met for in person meeting

	person meeting						
Meeting Objective	Vision, priorities to inform concepts. Public feedback, concept formation/refinement	Recommendation to City Council	Council feedback, public comment	Approve/adopt ZTA	Public feedback and refinement of update documents	Comment and feedback on final draft, refinement of plan	Downtown Revitalization Plan, Subarea Plan and Implementation Strategies adopted
Status							

Public Engagement Formats

The public engagement plan combines the engagement component of the New Approaches, Emerging Issues Grant (Downtown Revitalization Plan update) and the HB 1923 Grant (Subarea Plan and zoning text amendment) into one cohesive engagement process. Both planning projects are on the same timeline for completion, having a combined engagement plan will keep both projects moving along on time and on budget. The narrative below provides a look into the details for each engagement type and the tools utilized to achieve each task. The approach provides a balance of in-person and virtual engagement options, when possible and not limited by public health concerns the public engagement type will opt for in-person meetings with a virtual component. It is anticipated that many of the engagement workshops, hearings, and meetings will be limited to the virtual options alone.

Virtual & In- Person Workshops:

Virtual workshops will be conducted via the Zoom platform and will utilize additional online platforms (YouTube) and social media (Facebook) to broadcast meetings/workshops live. Using Zoom will allow for greater outreach in the community while also meeting public health requirements for social distancing. The Zoom platform will be the preferred method for participation and will include an agenda that reserves specified time throughout the meeting for open dialogue, Q&A and create break out groups to share, distribute and comment on project information. Utilizing Zoom will provide for a level of public engagement that is comparable to in-person meetings. We will push the broadcast to air on additional platform and present materials in real time.

The workshop in September will focus on informing the public on the overall planning process and each area of study, defining the vision, and creating a collaborative community conversation regarding the revitalization of downtown Chewelah and increased housing variety and accessibility throughout the subarea location to meeting the needs of the community.

In-person workshops will be conducted in Chewelah at a suitable venue identified by the planner and city staff. The meeting objectives and information shared during the in-person format will mirror what is proposed in the virtual workshop option. When feasible the in-person workshop will additionally provide online participation via YouTube, Zoom, and Facebook. When the two can be performed in tandem the in-person meeting will serve as the primary faucet for collecting ideas, sharing information, working in small groups to define the vision, goals, and objectives of the plans while the virtual component will serve as an opportunity for the public to attend the meeting to be informed, to provide comments on the project and when applicable participate via live polling.

All of the virtual content will be made available online for future viewing.

Hearings – City Council/Hearing Examiner:

Hearings and city council workshops will be conducted in the format determined by the Hearings Examiner and City Council. In-person hearings/workshops are preferred. The Hearing Examiner office can provide virtual hearings via WebEx where participants can access the hearing from a computer or by phone. City Council hearings and workshops may be conducted via teleconferencing call. Workshops and hearing will be determined at a later date and as prescribed by public health orders.