

Public Participation Plan

City of Woodland Comp Plan Update

Introduction

The Washington State Growth Management Act requires that Comprehensive Plans be periodically reviewed to ensure that they continue to meet the needs of the community and comply with state and local regulations. This ensures that communities are prepared to meet future challenges. Those challenges differ from community to community, but the comp plan should generally ensure the community will be resilient to those challenges and prepared for growth.

A Public Participation Plan is required to describe how the City of Woodland will encourage early and continuous public participation throughout the periodic update process.

This Public Participation Plan describes the steps that the City of Woodland will take to provide opportunities for public engagement and public comment, as well as the City of Woodland contact information and web addresses. This plan is in addition to any other minimum requirements for public participation required by the City of Woodland Code Section WMC 19.06.

This plan is a working document and will be adjusted as needed to provide for the greatest and broadest public participation.

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 code amendments.
- Actively solicit information from citizens, property owners and stakeholders about their concerns, questions, and priorities for housing.
- Encourage interested parties to informally review and comment on proposed changes to code throughout the process and provide those comments to decision makers.
- Provide forums for formal public input at project milestones prior to decision-making by local officials.
- Consult and consider recommendations from neighboring jurisdictions, federal and state agencies, and Native American tribes.

2.0 Public Participation Opportunities

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

2.1 Website

The City of Woodland website will include a “City of Woodland 2023 Comp Plan Update” project page. This page can be located on the City Projects page at: <https://www.ci.woodland.wa.us/projects>

This project page will be regularly updated and is the 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 information related to the process. The page will include contact information including an email link for questions and comments.

2.2 Survey

Survey tools will be used at meetings to solicit specific feedback from interested parties and results will be posted on the 2023 Comp Plan project page.

2.3 Open House

The City of Woodland will initiate the Periodic Review with a community open house. Public comments received during the Open House will be posted on the Periodic Review webpage. Additional open houses may be scheduled in response to demand and to encourage additional participation opportunities.

2.4 Notice mailing list

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

2.5 Comment

Interested parties will be encouraged to provide comments to the City of Woodland in person or by letter and email. All comments will be forwarded to the Woodland City Council and Planning Commission. The Housing webpage will be the central repository for information under consideration. Documents will be available for review at the City of Woodland Community Development Department, and copies will be provided at the established copying cost.

PLEASE NOTE: All comments received during this process will become part of the public record and will be subject to posting on the project page. Do not submit any private or confidential information that you would not want posted for the public to see and read. Thank you.

2.6 Planning Commission

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

2.7 News Media

The local news media will be kept up to date on the Periodic Review process and receive copies of all official notices.

3.0 List of stakeholders

The City of Woodland will engage the following stakeholders:

- The Chamber of Commerce
- City Departments
- Cowlitz County
- City residents
- Port of Woodland

School District

Cowlitz County Dike Improvement District #2

Woodland School District

4.0 Public Participation Timeline

The following is a general timeline including anticipated public participation opportunities. The City of Woodland will coordinate with the Department of Commerce throughout the process. An ongoing timeline will be posted on the City of Woodland “City Projects” webpage. The project page will be “City of Woodland 2023 Comp Plan”.

Public Participation Plan introduction to the City Council. (January 3, 2023)

Project introduction and Public Participation Plan introduction to the PC. (March 16, 2023)

Project introduction to the City Council. (March 16, 2023 workshop)

Mailings to utility customers (April or May 2023)

Open house(s) (April & July 2023)

Second mailing to utility payers (June-July 2023)

Newspaper Articles (quarterly 2023 if possible)

Conference calls (Live public engagement) (March thru December 2023)

PC workshop (Monthly updates through 2023)

PC hearing (October/November 2023)

City Council workshops (quarterly updates 2023)

Notification to Commerce (October/November 2023)

City Council hearing (November/December 2023)

5.0 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 Periodic Review. The Woodland City Council will hold at least one public hearing before final adoption.

The City of Woodland 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.