

**CITY OF GRANITE FALLS  
Granite Falls, Washington**

**RESOLUTION NO. 2022-01**

**A RESOLUTION ADOPTING A PUBLIC PARTICIPATION PLAN FOR THE 2024  
COMPREHENSIVE PLAN AMENDMENT CYCLE.**

**WHEREAS**, the City exercises comprehensive land use planning pursuant to Washington's Growth Management Act (RCW 36.70A), and under that authority the City intends to amend the *Granite Falls 2015-2035 Comprehensive Plan*; and

**WHEREAS**, RCW 36.70A.035 requires reasonable public participation efforts be conducted whenever comprehensive plans or development regulations are amended; and

**WHEREAS**, the City Council finds that the proposed Public Participation Plan is reasonably calculated to provide notice to property owners and other affected and interested individuals, tribes, government agencies, businesses, school districts, and organizations of the proposed amendments to comprehensive plans and development regulations, and

**WHEREAS**, the City Council finds that the proposed Public Participation Plan is intended to broadly disseminate information about the procedures employed to amend the comprehensive plans and development regulations and provides for early and continuous opportunities for the public to participate in the update process, consistent with RCW 36.70A.130(2)(a) and RCW 36.70A.140, and

**WHEREAS**, the City Council finds that the proposed Public Participation Plan is consistent with the intent and the procedures for amending the Granite Falls Comprehensive Plan as described in the Granite Falls Municipal Code section 19.04C.035 and 19.04C.040,

**NOW THEREFORE BE IT RESOLVED BY THE GRANITE FALLS CITY COUNCIL**, that the public participation plan attached hereto and incorporated herein as Exhibit A, shall guide public participation efforts during completion of the 2024 Comprehensive Plan amendment cycle.


**IT IS SO RESOLVED** this 16<sup>th</sup> day of March, 2022, by the Granite Falls City Council and Mayor.

CITY OF GRANITE FALLS




Matthew Hartman, Mayor

ATTEST:

  
\_\_\_\_\_  
Darla Reese, MMC, City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Thom Graafstra, City Attorney

**EXHIBIT A**

# CITY OF GRANITE FALLS

## 2024 COMPREHENSIVE PLAN UPDATE

### PUBLIC PARTICIPATION PLAN

#### **PURPOSE AND MISSION:**

Public participation is an essential part of the City of Granite Falls' planning process. This Public Participation Plan provides the framework for public input on the review, amendment, and ultimate update of the city's comprehensive plan.

In designing this Public Participation Plan, the City of Granite Falls attempts to involve the broadest cross-section of the community, particularly encouraging both groups and individuals to get involved in planning. Early, continuous, effective public participation will result in a comprehensive plan that assures the community's desired future, while meeting the mandates of the Washington State's Growth Management Act.

#### **ROLES AND RESPONSIBILITIES**

The City of Granite Falls is responsible for the periodic update of the Comprehensive Plan in compliance with the state rules and guidelines. This responsibility includes activities inviting public comment and coordinating with adjacent jurisdictions, affected tribes, and state agencies.

The primary contact for the City of Granite Falls Periodic Comprehensive Plan update is:

Ryan C. Larsen, City Consultant  
Granite Falls City Hall  
215 S. Granite Avenue  
PO Box 1440  
Granite Falls, WA 98252

#### **REQUIREMENTS OF THE ACT**

The Growth Management Act requires that the City of Granite Falls establish procedures providing for early and continuous public participation in the development and amendment of comprehensive land use plans and development regulations. The procedures described below for the City of Granite Falls Update Process will achieve the following:

##### **✓ Early and continuous participation**

From the onset of the process, city staff will ensure expansive and effective public involvement by using methods that include web-site updates, information bulletins, and distribution lists for all interested parties to receive notices, meeting advertisements, and updates. The public will be well advised of the opportunities for involvement and particularly encouraged to participate in the drafting and review of the proposed updates to the Comprehensive Plan.

✓ **Communication and information programs**

City staff will encourage participation at all levels, through outreach and educational efforts, including regular updates at Planning Commission and City Council meetings.

A bulletin-type publication will be posted, and updated regularly, at various locations throughout the City. This bulletin is designed to describe the Comprehensive Plan and the update process, outline opportunities for public involvement, and provide contact information, including the website, e-mail, and facsimile address for public inquiry and comment. Detailed information and progress reports will be available for local organizations and media outlets. A summary of the Public Outreach Program is highlighted below:

*Public Outreach Program*

As a way for community members to be involved, the City will also set-up a public outreach program to ensure that the broader population is also informed. Some key elements of this Plan may include:

- ✦ Website: Adding a page and/or links to the City's website where community members can access documents and maps, view the schedule, check for meeting notices, obtain contact information and submit comments. This will create one central location where the latest information can be obtained.
- ✦ Social Media: The City does not have the resources to manage social media platforms, however the city will work others who do to assist in disseminate information about the 2024 Comprehensive Plan Update. The city will send notices and other information to the following groups and individual who utilize Facebook and other Social Media outlets to disseminate information.

**Granite Falls WA. Discussion Board:** email admin Sophia Perez at: [Sperez923@gmail.com](mailto:Sperez923@gmail.com)

**Change the Narrative: Granite Falls:** email admin Michael Adams at: [Ctnqfalls@hotmail.com](mailto:Ctnqfalls@hotmail.com)

**School Board Community Liaison:** email Karley Kinkaid at: [kkincaid@gfalls.wednet.edu](mailto:kkincaid@gfalls.wednet.edu)

**Social Media:** email Lisa Schmidt at: [stinzlisa@gmail.com](mailto:stinzlisa@gmail.com)

- ✦ Open House: Hosting an open house at a convenient location will allow for the broad dissemination of information (i.e. maps, proposals, etc.) and opportunity for comment. In addition, City personnel will be on hand to answer questions from community members and address any concerns.
- ✦ Public Meetings: Providing opportunities through Planning Commission and City Council that allows for public input and participation.
- ✦ Public Hearings: Organizing a public hearing for the draft proposal will provide the community with the forum to include their comments into the public record.
- ✦ Mailings: Maintaining a list of interested parties will provide the City with another avenue to keep the public informed throughout the update process. Notices of comment periods, public hearings or open houses

could be sent to parties on the mailing list. Look at utilizing the utility billing for notices of hearings, meetings, and surveys.

- ✚ Publications: Provide for communications of the periodic update within the Everett Herald.
- ✚ Comments: Setting up various avenues for submitting comments to allow people to voice suggestions easily and conveniently.
- ✚ Public Notice: Notice of open houses/community conversations and public hearings will be placed on the City's website, posted at City Hall and local library, U.S. Post Office and published in the local newspaper at least once.
- ✚ The City may enlist the services of an outside consultant throughout the process to provide technical assistance, meeting facilitation, writing, and other services if necessary.

✓ **Public meetings with adequate notice**

All public meetings concerning the Comprehensive Plan will be posted on the city website. Formal public notices will be posted in consistent locations including City Hall, local Library, and Post Office. Interested parties will be further notified through a notice distribution list, providing process updates and meeting details.

➤ Provisions for open discussion

Open discussion will result from a fair and open process, with various opportunities for public input. Public workshops will be advertised and made accessible to the broadest audience possible. Discussion will be ensured and encouraged by designated time for facilitated discussion, public hearings prior to adoption of amendments, and well-noticed public comment periods.

➤ Opportunity for written comments

Written comments will be accepted and encouraged in various forms, including email messages and facsimiles. Notice of public comment periods will encourage written comments and provide contact information. Comments should be addressed to the City of Granite Falls, ATTN: Ryan C. Larsen at: (Mail Address) Granite Falls City Hall, 215 S. Granite Avenue, PO Box 1440, Granite Falls, WA 98252 (E-mail Address [darla.reese@ci.granite-falls.wa.us](mailto:darla.reese@ci.granite-falls.wa.us) )

➤ Public comment record

All comments on draft proposals and alternatives will be accepted and brought to the attention of the Planning Commission and/or City Council for their consideration. Written comments will be kept on file for public review. The City will also strive to make all public comments available on the City website. Comments to the website may be posted in bulk rather than individually.

➤ Broad dissemination of proposals and alternatives

Draft proposals and alternatives will be disseminated within the community. Locations for the review of draft proposals and alternatives include:

1. City Hall. 215 S. Granite Avenue
2. Public Library. 815 E. Galena Street

## **PROGRAM POLICIES AND PROCEDURES:**

Throughout the Comprehensive Plan update process, the City of Granite Falls will ask for citizen involvement and maintain to the general principles outlined in the existing "Public Participation Plan". Efforts will continue to make the process open and accessible to all concerned parties and to make related materials and presentations easily understood by the citizens of Granite Falls.

### STAGES of the COMPREHENSIVE PLAN UPDATE PROCESS:

#### **Visioning Stage: Review of the Comprehensive Vision and Goals**

Public participation efforts begin with a visioning process in which the public is invited to participate to broadly define the desired community future and provide input on the scope of the periodic update at a Planning Commission meeting. Likewise, the existing Comprehensive Plan's vision, goals, policies, and implementation strategies are the starting point for the update. Within the discussion on the community's vision and implementation strategies, Snohomish County-wide planning policies and Washington State mandates will be raised for discussion.

#### **Drafting Stage: Periodic Comprehensive Plan Draft**

The Comprehensive Plan Periodic Update will ultimately be proposed to the City Council, recommended by the Planning Commission to be necessary to implement the community's vision. Public participation will be invited in the actual drafting of the update during Planning Commission meetings and other forms of community engagement such as an open house format meeting. Draft updates will then go through a formal comment review period which includes distribution throughout the community and to various interested parties and jurisdictions.

#### **Adopting Stage: Updates for the Periodic Comprehensive Plan Revision**

The Periodic Comprehensive Plan Update will be conducted through public, noticed hearings at which community members and interested parties will be encouraged to participate. Public Hearings will be held at both the Planning Commission and City Council levels, complete with notices and written comment periods. At hearings, all persons desiring to speak should be allowed to do so, consistent with time constraints.

### ROLES in the COMPREHENSIVE UPDATE PROCESS:

As outlined above, the Planning Commission will be an active member in the update process for the Comprehensive Plan. Following the City Council's final adoption of comprehensive plan updates, the Commission will monitor implementation and

compliance. Public participation and comprehensive planning are iterative and continuous. The City provides a mechanism for annual updates to the Comprehensive Plan, which allows for the continued monitoring and development of the plan.

Members of the Planning, Engineering, Parks and Recreation, Utilities, Finance, Police, and other City Departments will provide technical assistance throughout the process.

## **Timeline**

The City is aware that developing and maintaining a schedule will contribute to the successful adoption of the completion of the periodic update. By laying out this tentative schedule at the start of the process, the public is aware of key dates where input is especially critical. The following timeline highlights key public involvement opportunities:

# **2024 COMPREHENSIVE PLAN UPDATE PROPOSED SCHEDULE**

## **2021-2022**

- Discuss with Council the steps included in the 2024 Comprehensive Plan Update.
  - Proposed schedule
  - Development regulation amendments for the 2024 update
    - When should these be processed, if they are warranted?
      - Staff recommends waiting for the 2024 update to be completed
  - Should future amendment request to the Comprehensive Plan or Development Regulation be processed during the periodic update?
    - May want to consider carrying-over any requests starting in 2022
- Conduct project kick-off meeting with staff/consultant team (January 2022)

## **2022**

- Conduct Comprehensive Plan consistency review (January – May 2022)
- Refine the public participation plan (February 2022).
- Conduct Planning Commission meetings (at least 2) to brainstorm preliminary plan concepts and alternatives (April – June 2022)
- Conduct Planning Commission and City Council meetings to communicate findings from the Planning Commission meetings and make recommendations for plan concepts and alternatives (July – September 2022).
- Prepare a SEPA checklist (July- November 2022).
- Conduct community outreach activity to define the preferred plan (November 2022)
- Draft Comprehensive Plan Elements (August – December 2022)



- Identify changes to the Growth Management Act (GMA) or other state laws that require comprehensive plan and possible development regulation updates.
- Identify any other changes through other plans and studies including, SMP update, other comp plans, the FEMA Biological Opinion, etc.
- Work with city staff, Planning Commission and City Council regarding proposed amendments.
- Determine need for comprehensive plan map changes.
- Apply for Grant funding if available for the 2022/2023 update.
- State may or may not allocate monies for cities and county to complete updates

## **2023**

- Complete draft Comprehensive Plan (January – April 2023).
  - Conduct "check-in" meetings with the Planning Commission and/or City Council before completing the full draft.
  - Begin drafting comprehensive plan policies and/or map changes
  - Distribute draft proposals for public review and comments.
- Hold public meetings on proposed amendments (March – December 2023).
- Prepare amendments for docketing by last day in September.
- SEPA review and public comment and 60-day notice to Department of Commerce.
- Planning Commission study sessions and public hearings on proposed comp plan amendments.
- Planning Commission Recommendation forwarded to City Council on proposed comp. plan amendments.

## **2024**

- City Council study sessions.
- City Council public hearing if recommended by Council.
- City Council deliberation and adoption of the 2024 Comprehensive Plan Updates.
- Complete by June 30, 2024.

**[Statutory Authority: RCW 36.70A. -020(11), -.140,-.035,-.070,-.130(2),-.390]**