



**\*\*DRAFT\*\***

## **2016 COMPREHENSIVE PLAN AND DEVELOPMENT REGULATIONS UPDATE PUBLIC PARTICIPATION PLAN**

---

### INTRODUCTION

Effective public participation is at the heart of a public action such as the update of the Mason County Comprehensive Plan. In 2016, Mason County will review and update its comprehensive plan and implementing development regulations. This *Public Participation Plan* is intended to inform the public and to guide the public process so that the process is a success.

This *Public Participation Plan* provides for:

- ↳ the broad and effective dissemination of notice;
- ↳ notice of the procedures and schedules for this update;
- ↳ opportunities for early and continuous public participation;
- ↳ timely information to the public; and
- ↳ opportunities to review and comment on decisions before they are made.

This plan is intended to supplement, rather than replace, the adopted Mason County public participation requirements for plan and regulation amendments.

### THE WORK PROGRAM

Regular review of the County's comprehensive plan and development regulations is necessary for a variety of reasons:

- ↳ to evaluate the success of the plan;
- ↳ to improve its implementation;
- ↳ to keep the plan current with local needs;
- ↳ to keep the plan looking approximately 20 years into the future; and
- ↳ to incorporate new information, changes in law, correction of errors, and clarification of intent.

The review in 2016 is mandated by the Washington State Growth Management Act (GMA). This state law requires each jurisdiction review its comprehensive plan and regulations to ensure continued compliance with the GMA. This review and any amendments to the comprehensive plan and regulations must be completed by June 30, 2016.

Suggestions for amendments not required for compliance to the GMA are welcome during the review process. However, review by the County of such suggestions will be dependent on the ability to fit the review into a crowded work schedule. Review of the suggestions may be deferred until 2017 or later, depending on the nature of the suggestion and the priorities set by



**\*\*DRAFT\*\***

the Board of Commissioners (Board). Such suggestions will be compiled into a list, recommendations made by the Planning Advisory Commission and the Department of Community Development, and a determination made by the Board on which suggestions to review and at what time.

The Scope of Work (“Scope”) this year includes a revision to extend the time horizon of the plan to 2036, twenty years ahead. The GMA requires at least a 20 year planning horizon, and the current plan only addressed to the year 2025. The Scope this year also will include joint planning efforts with the City of Shelton.

**SCHEDULE**

The schedule for the 2016 GMA Evaluation and Update Project consists of four basic phases:

1. Establish the Public Participation Plan and Scope of Work (March and April 2015)
2. Preliminary GMA Compliance Review (May 2015 through January 2016)
3. Final GMA Compliance Review (January through February 2016)
4. Amendments and updates (if needed) (February through May 2016)

	STAFF	PLANNING ADVISORY COMMISSION	BOARD OF COUNTY COMMISSIONERS	WA DEPARTMENT OF COMMERCE
<b>2015</b>				
<b>January</b>				
<b>February</b>	Draft Public Participation Plan (PPP)	Public Hearing (PH)		
<b>March</b>	Draft PPP	PH Scope & PPP		Scope of Work, PPP
<b>April</b>			Scope & PPP	Target Priority Elements
<b>May</b>	Draft Updates to Target Elements	Workshops on Target Updates		Grant Amendment for Extensions
<b>June</b>	Draft Updates to Target Elements	PH		Drafts of Target Elements
<b>July</b>	Draft Updates to Dev Regs	PH	Grant Approval	2 <sup>nd</sup> Grant Cycle
<b>August</b>	Draft Updates on Remainder Elements	PH		



**\*\*DRAFT\*\***

September		PH		
October	Community Open House	Workshop		
November	Community Open House	PH		
December	Draft Revisions			
<b>2016</b>				
January		Joint Workshop	Joint Workshop	
February	Draft Revisions		PH	
March			PH	
April				Final Updates for 60 Day Review
May				
June				Final Update

**3.1 Phase I - Establish a Public Participation Plan**

The Phase I is represented by the development and adoption of this *Public Participation Plan*. The *Public Participation Plan* was adopted as policy by the Board of Mason County Commissioners (Board) on \_\_\_\_\_. Prior to this action, notice was provided of the intent to establish this plan, the Mason County Planning Advisory Commission (PAC) held a workshop on the plan, and the Board held a public hearing.

Mason County will publish a notice on the adopted *Public Participation Plan*. As provided in RCW 36.70A.140, errors in exact compliance with this plan shall not render the comprehensive land use plan or development regulations invalid if the spirit of the program and procedures is observed.

**3.2 Phase II - Preliminary GMA Compliance Review**

The Mason County Department of Community Development (DCD) will collect and analyze data on growth trends, forecasts, and other information in support of the update. DCD will also conduct a preliminary evaluation of the County’s comprehensive plan and development regulations for update requirements based on changes to state law and the extension of the comprehensive plan to 2036.

DCD will hold two regional community open houses to present Phase II results and gather general public comments on the County’s comprehensive plan and development regulations. The DCD will present its preliminary findings and comments received at the open houses to a joint workshop meeting of the PAC and the Board of Commissioners.



**\*\*DRAFT\*\***

### *3.3 Phase III – Final GMA Compliance Review and Compliance Resolution*

The PAC will work together with the DCD to review the comprehensive plan and development regulations for GMA compliance. The evaluation process will identify needed update areas to comply with the GMA, and may identify other recommended “areas of update” to address local or regional needs. During this phase, specific amendments may be proposed. The results of the evaluation will be compiled in a Draft *Comprehensive Plan Update Report and Scope of Work*.

The PAC will conduct at least one public hearing outside of Shelton to gather and consider public input on the Draft *Report* and on any proposed specific amendments. The PAC will forward their recommendations and findings to the Board of Mason County Commissioners (BOCC) for further action. The BOCC will hold at least one public hearing on the results of the GMA review and analysis. The results will be presented in the form of a “GMA Compliance Resolution.” The GMA Compliance Resolution will address the following minimum findings:

- Review of comprehensive plan and development regulations in accordance with RCW 36.70A.130.
- Summary of public participation and comment on the review.
- Identify needed revisions of the plan and regulations.
- Documentation of assumptions, facts, analysis and conclusions reached regarding which comprehensive plan provisions and development regulations are currently in compliance with the GMA and do not need revision.
- Scope of Work for identified revisions, if needed, to comply with the GMA, or finding that Mason County has completed its 2016 update requirement under RCW 36.70A.130.

Mason County will publish a notice on the adopted GMA Compliance Resolution. The date the notice is published will initiate a 60-day appeal period pursuant to RCW 36.70A.290 (2) on the scope of the County GMA compliance review and analysis.

### *3.4 Phase IV – Amendment*

Proposed revisions to the comprehensive plan and/or development regulations will be prepared if needed based on the Scope established under Phase III. Work on such revisions would likely commence in May 2015. Additional public meetings and hearings will be scheduled before the Planning Commission, as needed, to make recommendations to the BOCC regarding specific updates. Any revisions must be adopted by ordinance of the BOCC, following public notice and at least one public hearing.

Mason County will publish a notice on adoption of any updates to the comprehensive plan or development regulations. The date the notice is published will initiate a 60-day appeal period on those actions pursuant to RCW 36.70A.290 (2).



**\*\*DRAFT\*\***

## PUBLIC INVOLVEMENT OPPORTUNITIES

Opportunities for public involvement will be provided throughout the update process to encourage early and continuous public participation. The following steps will be taken to provide information to the public and to encourage citizen involvement:

### *4.1 Public Meetings*

#### 4.1.1 GMA COMPLIANCE REVIEW MEETINGS

As part of Phase III, there will be at least four meetings of the Mason County Planning Advisory Commission from June through September 2015 to evaluate the comprehensive plan and development regulations for compliance with the GMA. Regular-meetings are normally held on the third Monday of each month at the Mason County Courthouse, 411 N. 5<sup>th</sup> Street, in the Commission Chambers, starting at 6:00 p.m. These will include at least two hearing dates with one of the hearings to be held outside of Shelton. One of the meetings will be a joint workshop between the Planning Advisory Commission and the Board County Commissioners to review preliminary evaluation findings in October. This meeting will be open to the public, but is not designed to accept public comment. Other PAC meetings are also open to the public, and a general public comment period will be provided during those meetings.

#### 4.1.2 COMMUNITY OPEN HOUSES

The Mason County Department of Community Development will hold two community open houses in October and/or November of 2015 in Shelton and North Mason County as part of Phase II. The open houses will feature a presentation covering four basic subject areas:

1. GMA requirements for review and update of comprehensive plans and development regulations.
2. Mason County growth trends, forecasts, and accommodations.
3. Preliminary GMA compliance evaluation results.
4. Public participation program for the 2016 GMA Update Review.

#### 4.1.3 PUBLIC HEARING ON GMA COMPLIANCE RESOLUTION AND AMENDMENTS

The Board of Mason County Commissioners will conduct at least one public hearing to gather and consider public input on the PAC recommendation and the GMA Compliance Resolution to complete Phase III. The hearing(s) are anticipated to be scheduled in February and March 2016 and may continue into April. Public notice of the hearing will state explicitly that the hearing will be the final opportunity for public comment on what plan provisions and regulations are needed to be revised for GMA compliance.

#### 4.1.4 ADDITIONAL PUBLIC HEARINGS ON AMENDMENTS (IF NEEDED)

Proposed revisions to the comprehensive plan and/or development regulations will be prepared if needed based on the Scope established under the GMA Compliance Resolution. It is anticipated that additional public hearings will be held as necessary by the PAC in September and November 2015. One or more public hearings will be held as necessary by the Board of County Commissioners beginning in February.



**\*\*DRAFT\*\***

#### *4.2 Written Comments*

Written comments are welcome throughout the GMA Evaluation and Update process. Written comments may be submitted at public hearings to the PAC or Board of Commissioners.

All written comments submitted by mail or fax should be sent to:

**Mason County  
Department of Community Development  
426 W. Cedar  
Shelton, WA 98584  
Fax: (360) 427-7798**

Written comment may also be emailed. Emails can be made at the county website by going to the "EMAIL US" page and sending your comments to the Department: "Planning Dept". E-mails may also be addressed to: [BarbaraA@co.mason.wa.us](mailto:BarbaraA@co.mason.wa.us) and must contain the subject heading: "2016 Plan Update"

### **PUBLIC NOTICES AND INFORMATION DISSEMINATION**

Mason County will use a variety of methods to inform the public about upcoming public meetings, availability of relevant planning documents and reports, and important milestones related to the GMA Evaluation and Update Project.

#### *5.1 Internet*

Mason County will keep current information for the project on the county web site ([www.co.mason.wa.us](http://www.co.mason.wa.us)) where interested community members may go to for status updates, reports, meeting notices and agendas, and other project information. The web site will also include links to the Mason County comprehensive plan and development regulations. Emails can be made at the county website by going to the "EMAIL US" page and sending your comments to the Department: "Planning Dept".

#### *5.2 Mailing List*

Mason County will maintain a list of interested persons and organizations to receive notices of scheduled public meetings. Notice will be provided either by mail or email. Individuals and organizations interested in being on the mailing list should contact the Mason County Department of Community Development, at (360) 427-9670 ext. 236.

#### *5.3. News Releases*

Mason County will issue news releases announcing public meetings, hearings, and comment periods to the following: KMAS, KRXV, Shelton-Mason County Journal, The Olympian, Shelton



**\*\*DRAFT\*\***

Chamber Of Commerce, North Mason Chamber Of Commerce, City Of Shelton, Economic Development Council, and The Sun.

#### *5.4. Hearings- Decisions*

Public notice of all public hearings and any decisions regarding the review and update of the comprehensive plan development regulations will be published under "Legals" in the Shelton-Mason County Journal classified section. Public notification of all hearings will be provided at least 10 days before the date of the hearing. The notice shall include the date, time, location and purpose of the hearing. Mason County may pay for other public notices in addition to this legal notification. Public notification on County adoption of this Public Participation Plan, the GMA Compliance Resolution, and any specific revisions to the comprehensive plan or development regulations shall be published in the Shelton-Mason County Journal following adoption (normally within 10 days). The date of publication of such notices shall initiate a 60-day appeal period pursuant to RCW 36.70A.290 (2).

#### *5.5. Local Information Repositories*

Copies of the public participation plan, comprehensive plan, development regulations, staff reports, decision documents, and other project information will be made available locally for public review at the Belfair, Hoodspport, and Shelton Timberland Library System Branches.

#### *5.6. Additional Public Involvement Methods*

In addition to the public participation procedures described above, Mason County may utilize the following means to increase public involvement and to disseminate information: additional meetings focus sheets, interviews with local media, mailings, presentations at local community groups, service clubs, stakeholder groups, or professional organizations.

### PROJECT FILES

An official project file will be available for public inspection during regular business hours (Monday through Friday 8:00 to 4:30 p.m., except holidays) at the Mason County Department of Community Development. All public meetings, except for the Open Houses, will be audio recorded. Minutes and/or meeting summaries of all public meetings related to the GMA Evaluation and Update will be prepared and made available upon request.

### UPDATES

The *Public Participation Plan* may be revised after a public hearing of the Board of Commissioners. Meeting dates may be changed and activities not anticipated in the *Public Participation Plan* may be added without a revision of the plan.