
2025 Centralia Comprehensive Plan Update

Public Participation Plan

Approved by Resolution 11/14/2023

PURPOSE

The Centralia Public Participation Plan (PPP) guides community engagement and involvement for the City's 2025 Comprehensive Plan update process. The PPP identifies tools, techniques, and anticipated timing for major events. The PPP highlights ways that specific outreach activities will seek out and consider the viewpoints of a wide cross-section of Centralia's residents, with a targeted focus on reaching populations that are traditionally under-represented in planning processes (e.g., people of color, lower-income residents, working adults, youth, older adults, and non-English speaking residents). The PPP also includes recommendations for non-profit organizations, agencies, and faith-based groups that the City may want to include in the project's engagement, outreach, and potential messaging. Specifically, the PPP provides:

- The overall approach to inclusive participation, including goals and strategies for outreach;
- Identify key audiences that the City will target to ensure an inclusive representation of the community;
- Content translation of written and online materials (promotional posters, flyers, mailers, etc.) and interpretation for meetings and conversations; and
- Identify ways to gather information from community-based organizations.

INTRODUCTION

The Washington State Growth Management Act (GMA) RCW 36.70A.130(5), requires all cities and towns in Lewis County to perform a "periodic review" of their local Comprehensive Plans and update them as necessary by June 2025. The GMA sets forth that Lewis County and the cities that reside here are required to review and revise, their comprehensive plans to ensure the plan complies with GMA requirements that have changed since the last update.

In addition to the periodic review, GMA also requires the City to update development regulations for consistency with the updated Comprehensive Plan, and new state statutes. This process will occur in parallel with the Comprehensive Plan update and will utilize the public participation strategies, methods, and procedures listed below.

WHAT IS THE GROWTH MANAGEMENT ACT?

The Growth Management Act (GMA) was adopted in 1990 and fundamentally changed the way planning is carried out in the State of Washington. The main focus of the GMA is that spontaneous and unstructured growth and new development negatively affect our natural resources and increase the costs for public services and facilities. By managing growth and development, the negative effects can be minimized, and the benefits can be maximized.

The GMA requires state and local governments to manage Washington's growth by identifying and protecting critical areas and natural resource lands, designating urban growth areas, preparing comprehensive plans, and implementing them through capital investments and development regulations. This approach to growth management is unique among states. The GMA establishes state

goals, sets deadlines, offers direction on how to prepare local comprehensive plans, and sets forth requirements for early and continuous public participation.

WHAT IS A COMPREHENSIVE PLAN?

The Comprehensive Plan describes the 20-year vision for the City of Centralia and how that vision will be accomplished. The Plan develops goals, policies, and implementation strategies that guide the community-driven vision. The Plan includes elements that discuss land use, housing, economic development, environment, historic preservation, transportation, public facilities, utilities, capital facilities, parks, recreation, and open space. Centralia's first Comprehensive Plan was adopted in 1960 and has been updated regularly. The City's first GMA comprehensive Plan was adopted in 1998 and periodic updates have occurred since, with the last update taking place in 2017.

WHY IS THE CITY UPDATING THE COMPREHENSIVE PLAN?

The GMA requires that cities and counties update their Comprehensive Plans on a periodic schedule. This is an opportunity to revise population, land use, and employment growth forecasts with updated data, review existing goals and policies to ensure the community supports those ideas and ensure that they reflect the priorities and values of the community, and conform to all federal, state, and local requirements. The next update of the Comprehensive Plan is due June 30, 2025. The 2025 update will plan for the next 20 years of land use, population, and employment growth through the year 2045.

WHAT IS THE PUBLIC PARTICIPATION PLAN AND HOW CAN THE PUBLIC PARTICIPATE?

One of the cornerstones of the GMA is public participation. In RCW 36.70A.140 it states:

“Each county and city that is required or chooses to plan under RCW 36.70A.040 shall establish and broadly disseminate to the public a public participation program identifying procedures providing for early and continuous public participation in the development and amendment of comprehensive land use plans and development regulations implementing such plans. The procedures shall provide for broad dissemination of proposals and alternatives, opportunity for written comments, public meetings after effective notice, provision for open discussion, communication programs, information services, and consideration of and response to public comments.”

The City, through an Interlocal Agreement, is a party to the Lewis County Countywide Planning Policies (CPPs) which apply to all jurisdictions in the County. The GMA and the CPPs provide guidance related to public participation in updating local comprehensive plans.

METHODS OF PUBLIC ENGAGEMENT

The following methods may be used as part of the public outreach program to ensure that a broad population is informed and has the opportunity to participate:

- Periodic Update Webpage – Centralia has created and will maintain a webpage specific to the 2025 Comprehensive Plan update. This page will act as the main repository for all public documents and information, public notices, advertising, emails, etc., and will direct individuals to this webpage.
- Email list – The City will create an email list that interested parties can sign up for. Contact CentraliaCP2025@cityofcentralia.com to be placed on the “2025 Comprehensive Plan Update” email list. This email list will be used to inform interested parties of:
 - Public engagement events (open houses, surveys, workshops, etc.).
 - Planning Commission meetings and the topics that will be discussed.

- Available new documents for review and/or comment.
- Major changes in the schedule or scope; and
- Notice of Public Hearings or Meetings.
- Media Releases - The City will issue press releases as appropriate to inform the public about the update process, including the availability of documents and/or meeting and hearing dates and topics. Press releases will be distributed to the Chronicle and on the City media websites.
- Social Media - Social media tools will be used to provide updates on the update process and may also be used to solicit feedback from the general public. Social media will be used primarily to drive the community back to content on the 2025 update website and to inform the public of upcoming engagement events and opportunities.
- Tribal Outreach – The City as part of the PPP and to meet the requirements of HB 1717 will include outreach efforts to the Chehalis, Cowlitz, Quinault, Yakama, and Nisqually tribes.
 - Public engagement events (open houses, surveys, workshops, etc.).
 - Planning Commission workshops, public meetings, and hearings.
 - City Council workshops and adoption meetings.
- Written Comments - Residents and interested citizens are encouraged to provide comments to the city by letter or email. All comments will be forwarded to the Planning Commission and City Council. Written comments can be submitted by the following methods:
 - City of Centralia
c/o Community Development Department
118 W. Maple Street, P.O. Box 0609
Centralia, WA 98531
Or Centraliacomdev@cityofcentralia.com

OUTREACH METHODS

- Open Houses - These may include background and educational presentations, roundtable discussions, activities, and encouragement of attendee participation.
- Survey(s) - Web-based surveys will be utilized to solicit input from a range of key parties. This is one way to reach populations that do not have the time or energy to attend in-person or virtual meetings. Advertisements of the online surveys may occur through a press release(s), social media advertisement(s), broad-based email marketing announcement(s), and direct mailer(s) through utility bills.
- Community Events - Staff will conduct outreach activities at community events and activities that are already happening in the community. Approaches may include tables at the farmers market or other large community events
- Neighborhood Meetings – While the Comprehensive Plan is intended to apply to the entire City, not all areas of the City are the same. To reflect this, the public participation efforts may be split up into different neighborhoods to ensure the uniqueness of each neighborhood is represented in the end product.
- Pop-up events – This is an impromptu or planned event “in the field” to allow people to participate in their neighborhood and may be used to focus on a specific issue, to obtain input from a specific group, or just to get out in the sun and talk to people (e.g. Southwest Washington Fair, library, college, stores, minority-owned businesses).
- Community Group Presentations - City staff will reach out to a variety of community groups to provide background information on the update, solicit input, or give presentations. This includes not-for-profit organizations (Rotary Clubs, Kiddin Around, etc.), agencies (School Board,

Twin City Transit, Centralia High School, and other school groups, etc.), Faith-based groups, businesses, economic groups, and others.

- One to all of the following methods will be used during presentations to groups: open houses, neighborhood meetings, pop-up events, and public meetings.
- Focus Groups/Listening Sessions: To ensure populations that are traditionally underrepresented in planning processes have a voice in Centralia's Comprehensive Plan update, City staff will organize special opportunities for select populations. This especially includes members of the Hispanic community, which make up 18% of Centralia's population.
- Spanish Translation: A recent study showed that 11% of Centralia's population speaks Spanish with 5% that speak English less than well. Efforts will be made to include non-English Spanish speaking community members in the update (e.g., use of a translator for focus groups, translate key outreach materials into Spanish)
- Workshops – The Parks Board, Planning Commission, and City Council will hold meetings to discuss the general direction and focus on the Plan.
- Public Meetings - In addition to the Planning Commission's meetings and hearings, general public meetings may be held at key project milestones for the public to provide feedback and suggestions. Staff will also pursue outreach efforts with different community groups and interested parties as needed.
- Public Hearings - Public hearings will be conducted by the Planning Commission and the City Council. This will include opportunities for verbal and written comments.
- Planning Commission – The Planning Commission will be involved throughout the update process. All meetings will be open to the public and will be a hybrid meeting with a virtual attendance option. The amount of public input at the Planning Commission may depend on the content and scope of the review at that meeting.
- City Council – The City Council will receive quarterly briefings throughout the 2025 update process. The content of these briefings will focus on big items that are currently being worked on, provide the Council with an overview of any State and regional policy guidance, as well the results of any surveys and/or data and analysis that is underway or completed.

2025 Centralia Comprehensive Plan Update

Work Plan Schedule

November 7, 2023

PUBLIC PARTICIPATION SCHEDULE		
ITEM	DATE	Exact Mtg Dates
Development of a WORK PLAN – adjustment will be ongoing throughout process	Oct. 2023	Completed
Apply for Dept. of Commerce GRANT (\$125,000) for Comp Plan – use for Transportation Plan	Sept 2023	Completed Sept 15, 2023
Apply for Dept. of Commerce GRANT (\$150,000) for Comp Plan – use for Climate Resiliency Plan	Oct 2023	Completed Oct 26, 2023
Development of the PUBLIC PARTICIPATION PLAN (PPP) - ongoing	Sept./Oct. 2023	Completed
Planning Commission (PC) Kickoff Workshop on the 2025 Comprehensive Plan update	Nov. 2023	Nov 9, 2023 by PC
Approval of the PPP by the City Council (CC) – adopt by Resolution <ul style="list-style-type: none"> • CP kick off with the City Council 	Nov. 2023	Nov 14, 2023 By CC
Conduct GAP ANALYSIS on Existing Comp Plan and Development Regulations <ul style="list-style-type: none"> • Must use Dept. of Commerce Checklist - EP 	Nov – Dec 2024	
Joint CC and PC Workshop – VISION, Goals, and Policies	Nov 2024	Nov 21, 2023 @ 6 pm, 2 nd mtg if needed Dec 5 th with CC & PC
Joint CC and PC Workshop – Land Use Map	Jan. 2024	Jan 16, 2024 with CC & PC
Critical Areas/Shoreline Element	Jan. – May 2024	
Land Use Element <ul style="list-style-type: none"> • Land Use Map • Land Use Buildable Analysis • Neighborhood Planning...Logan District only <ul style="list-style-type: none"> • Public meeting (open house, discuss/draft goals & policies , and land uses) • Discuss – land uses, transportation (trails, sidewalks, roads, buses, bike paths, parking, etc.), housing & infill development, neighborhood businesses, public safety, environment (flooding, climate issues), and parks & open space. • DRAFT 1 page mini-plan – 2 sided document 	Jan. – May 2024	
Housing Element <ul style="list-style-type: none"> • Merge/combine with CHAAP 	Jan. – May 2024	
Economic Development Element <ul style="list-style-type: none"> • City-wide, Downtown, Port of Centralia 	May – June 2024	
Essential Public Facilities <ul style="list-style-type: none"> • Police, Riverside Fire, Centralia School District, College 	June 2024	
Utility Element <ul style="list-style-type: none"> • Electric, Water, Wastewater, Stormwater 	Jan – Aug. 2024	
Parks and Recreation Plan/Element <ul style="list-style-type: none"> • PC Public Hearing – <u>February 8th</u> or March 14, 2024 • Council adoption – March 12th or March 26, 2024 	Oct. 2023- March 2024	March 14 th , March 26, 2024
Transportation Plan/Element <ul style="list-style-type: none"> • Contract w/Jacobs (CH2MHILL): CC 10/24/2023 (\$172,936) 	Jan. 2023– Feb. 2025	
Capital Facility Plan Element – All capital projects must be listed <ul style="list-style-type: none"> • Electric, Water, Wastewater, Stormwater, Transportation, Parks 	Aug. – Sept. 2024	

Concurrency & Transportation	Sept. – Oct. 2024	
Climate Resilience Plan/Element		
<ul style="list-style-type: none"> • RFQ, RFP for consultant • CC – approve contract with consultant • Dev. PPP for Climate Plan • Draft Climate Plan/Element as per HB 1181 • Adoption will be part of CP in May/June 2025 	Jan. 2024 – Feb. 2025	
PC WORKSHOPS on the 2025 Comprehensive Plan update	Dec. 2023 – Dec. 2024	2x Month – 2 nd & 4 th Thurs. FY 2024-2025
VISION, GOALS, & POLICIES: 1 st meet with City Council to obtain their guidance and direction; Refine through public engagement, different boards and commissions, and the Council.	Nov. 2023 - April 2024	
PUBLIC PARTICIPATION EVENTS		
City Council – PPP: workshops, public meetings, adoption	Nov 2023 – June 2025	
Planning Commission – PPP: workshops, public meetings, public hearings	Nov 2023- May 2025	
Open Houses - PPP	Summer/Fall 2024	
Conduct Survey - PPP		
- Develop in Nov/Dec 2023 by EP	Feb-June 2024	
Community Events - PPP (e.g. SW Fair, CDA Events)	June-Aug. 2024	
Neighborhood Meetings – PPP	May-Aug. 2024	
Pop-up events - PPP (e.g. library, college, stores)	June-Aug. 2024	
Community Group Presentations - PPP (e.g. Centralia Downtown Association, Rotary Club, schools, etc.)	Fall 2024	
FINALIZATION OF PLAN		
JAN-APRIL 2025		
Planning Commission public meetings/workshops on the DRAFT Elements of 2025 Comprehensive Plan	Jan-Feb. 2025	Jan 9 or 23 or Feb 13, 2025
Joint Planning Commission and City Council Workshops on the DRAFT Elements of the 2025 CP	Jan-Feb. 2025	Jan 9 or 23 or Feb 13, 2025
SUBMIT DRAFT PLAN TO COMMERCE: 60-day review	April – May 2025	
SEPA CONDUCTED on the 2025 Comprehensive Plan update	Feb. - April 2025	Send out in Feb 2025
Planning Commission holds a PUBLIC HEARING on the 2025 Comprehensive Plan update	March-May 2025	April 10, 2025 & May 8, 2025
Planning Commission gives a recommendation to the City Council on the 2025 Comprehensive Plan update	April - May 2025	May 8, 2025
City Council adopts an ORDINANCE adopting the 2025 Comprehensive Plan updates (2 meetings)	May - June 2025	May 27, 2025 & June 10, 2025
City Council adopts amendments to the Development Regulations	June 2025	
City Council adopts Critical Areas ORDINANCE and Shoreline Master Plan updates	June 2025	
Submit NOTICE OF ADOPTION to Commerce and publish updates to Development Regulations		
City Council approves a RESOLUTION that the City has MET ALL REQUIREMENTS of the periodic update	June 2025	
Notes:		
<ul style="list-style-type: none"> - All dates and activities are subject to change. - Updated dates and activities can be found on the City's 2025 CP update webpage at cityofcentralia.com. 		