

RESOLUTION NO. 515  
A RESOLUTION OF THE CITY OF FORKS, WASHINGTON  
**ADOPTING A PUBLIC PARTICIPATION PLAN FOR THE 2025  
COMPREHENSIVE PLAN UPDATE.**

**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 Forks Comprehensive Plan and Forks Capital Facilities Plan by June 2025; 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 of the proposed amendments to comprehensive plans and development regulations to property owners and other affected and interested individuals, government agencies, businesses, the Quillayute Valley School District, and other organizations, 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 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 Forks Comprehensive Plan and Forks Capital Facilities Plan as described in the Forks Municipal Code. NOW THEREFORE,

**THE CITY COUNCIL OF THE CITY OF FORKS, WASHINGTON**, hereby resolves as follows:

The public participation plan attached hereto and incorporated herein as Exhibit A, shall guide public participation efforts during completion of the 2025 Comprehensive Plan amendment cycle.

**ADOPTED** this 11<sup>th</sup> day of December, 2023, by the City Council of the City of Forks Washington and signed on the same day.




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Tim Fletcher  
Mayor

Attest:



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Caryn Depew  
City Clerk/Treasurer

Approved as to Form:



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William R. Fleck  
City Attorney/Planner

# Public Participation Plan

## Forks Periodic Comprehensive Plan Update



### Introduction and background

The City of Forks Comprehensive Plan is a long-range planning document containing goals and policies, which are intended to be a guide concerning future land use, extensions of community services and facilities, parks and open space, designation of environmentally sensitive areas, and desirable urban design elements for the City.

The City of Forks is required by the State's Growth Management Act to undertake periodic updates to its adopted Comprehensive Plan. Periodic review and update of the City's comprehensive plan and development regulations is necessary to reflect current laws, local needs, new data, correct errors, and/or clarify intent. As the City of Forks changes, the City's Comprehensive Plan needs to reflect the vision of the community.

In addition to being required by law, the City of Forks recognizes that an effective participation process is vital in updating and implementing its comprehensive plan. The Forks Public Participation Plan (PPP) is a document that guides the city on how to reach out to the public and outlines methods and resources used to do so. Forks is committed to providing opportunities to engage the public in the planning, development, and implementation phases of the comprehensive planning process.

The PPP aids the City of Forks by providing a framework for information distribution, public notice, and input on key comprehensive planning decisions. It is important to Forks to ensure local governments and agencies, state and federal partners, and the public are aware of the City's planning activities. This plan provides an outline of those activities.

The Washington State Growth Management Act (GMA) Revised Code of Washington (RCW) 36.70A, sets forth several state planning goals. Included in the statewide goals is RCW 36.70A.020 (11), which states in part, "Citizen Participation and coordination. Encourage the involvement of citizens in the planning process...". Citizen participation is further addressed in RCW 36.70A.035 Public Participation - Notice Provisions and 36.70A.140 Comprehensive Plans - Ensure Public Participation.

RCW 36.70A.140 of the GMA requires each City planning under the GMA to "establish and broadly disseminate to the public a public participation program". This section of the GMA further requires the city provide for "early and continuous public participation in the development" of the City's comprehensive plan or any amendments.

The development of the public participation program is the responsibility of the City of Forks if the program meets the requirements noted above. The Washington Administrative Code (WAC) 365-196-600(3) provides recommendations for meeting the public participation requirements of the GMA.

### Intended outcomes

The public participation effort is intended to achieve specific desired outcomes, which include:

1. A public involvement process that provides clear information to the public on the purpose of the

Comprehensive Plan update and how the update process works.

2. Public meetings and events designed to provide opportunities for all interested parties to be heard, and for people to listen and learn from each other.
3. Broad participation of all interested groups and individuals regardless of point of view.
4. A transparent process which clearly documents all public input and makes it available for all to review.
5. Improve the decision-making process to include the interests and needs of stakeholders

### **Early and continuous public involvement**

The City of Forks is committed to encouraging early and continuous public involvement in the update of the Comprehensive Plan. Methods to encourage public involvement include: a dedicated webpage on the City's website, consistent and regular notification to interested parties throughout the process, Planning Commission Meetings which are both advertised and open to the public, Open Houses (hosted by the Planning Commission) to solicit public comments, and a Public Hearing before the Planning Commission.

The City of Forks website will have a page designed to provide information on the Comprehensive Plan update, post the proposed amendments as they are presented to the Planning Commission, and provide information on how the public can comment on the proposed amendments. The website will also provide information as to how the public can sign up and receive notifications when proposed amendments are available for review, as well as notification of upcoming Planning Commission and Council meetings where the proposed amendments will be discussed.

The Planning Commission will serve as the primary working group and advisory body for the Plan update. It will review and provide input on the proposed amendments in a series of workshops before holding a Public Hearing on the proposed updates. The Planning Commission meetings are typically held on the **third Wednesday** of the month. These meetings are open to the public and provide an opportunity for public comment. The meeting agendas are advertised in the Forks Forum. Written comments received will also be provided to the Planning Commission for consideration.

A general open house will be conducted following the initial Planning Commission sessions and prior to the issuance of a State Environmental Policy Act (SEPA) Threshold Determination for the proposed amendments. The invitation to the Open House will be distributed through all public notification avenues available to the City including notice of the open house being published in the Forks Forum, posted at City Hall, posted on the City's website, and email notification to established email lists.

A Public Hearing will be conducted by the Planning Commission to solicit public comments prior to forwarding its adopted recommendation to the City Council.

### **Participation methods**

Several recommendations for meeting the GMA public participation requirements are included in WAC 365-196-600(3.a), which emphasizes the importance of involving the broadest cross-section of the community into the planning process. Moreover, the WAC encourages jurisdictions to involve groups not previously involved in planning to become involved in the comprehensive plan process. The following are the events proposed for the City of Forks citizen participation process.

**1. Visioning process** - will occur early in the comprehensive planning process and provide citizens an opportunity to establish a framework and context upon which the comprehensive plan will be based. It is anticipated that the Planning Commission meetings will provide the forum for the initial community

visioning process.

**2. Communications programs and informational services** - as staff and budgetary resources allow, will include the following citizen participation techniques in the City's citizen participation strategy:

- a. **Interest groups** - including (i.e., Chamber of Commerce, West End Business and Professionals Association, neighborhoods, etc.) and arrange to meet and discuss relevant comprehensive plan issues. Materials will also be shared with the Quileute and Hoh Tribes.
- b. **Community workshops/open houses** - including workshops hosted by the Planning Commission to encourage community participation in the development of the comprehensive plan.
- c. **Press releases and public service announcements** - including information to local newspapers, radio station, and the City's website.

**3. Public meetings** - including a series of public meetings hosted by the Planning Commission on the preliminary draft comprehensive plan to ensure that the city will meet the requirement for "early and continuous" public participation in the comprehensive planning process.

**4. Public hearings** - to provide public notice that meets the requirements of RCW 36.70A.020, .035, and .140. The WAC also recommends that the City Council conduct a public hearing prior to final adoption of the comprehensive plan.

**5. Written comment** - with continuous opportunities for citizens to provide written comment. Written comments may be in the form of letters and other correspondence to the city regarding the plan.

**6. Tracking events and actions** - with a log of all public participation meetings, events, and actions that the city engages in to provide documentation on the City's effort to meet the requirements of the GMA.

### **Broad and effective noticing**

The public participation requirements of the Revised Code of Washington (RCW) and the Washington Administrative Code (WAC) include notice procedures that are reasonably calculated to provide notice to property owners and other affected and interested individuals of proposed amendments to the Comprehensive Plan and development regulation. Examples of notice provisions include:

1. Posting notice at City Hall and the Forks City Library.
2. Publishing a notice in the Forks Forum, the City's designated newspaper of general circulation.
3. Notifying public or private groups with known interest in a certain proposal or in the type of proposal being considered.
4. Publication of notice of the meeting/open house in the Forks Forum.
5. Sending notice to agency mailing lists, including general lists or lists for specific proposals or subject areas.

In addition to the noticing techniques listed above, the city will maintain a dedicated page on the City's website on the comprehensive plan update, which may include meeting agendas, minutes, staff reports, etc.