

**BOARD OF COUNTY COMMISSIONERS
COUNTY OF KITTITAS
STATE OF WASHINGTON**

RESOLUTION NO. 2025- 070

**Approval of a Public Participation Plan to be used for Kittitas County's 2026 Growth Management Act
Periodic Update, pursuant to RCW 36.70A.130 and RCW 36.70A.140**

- Whereas,** Kittitas County opted into the Growth Management Act (GMA), RCW 36.70A, voluntarily on December 27, 1990, through Resolution 90-138; and
- Whereas,** The Kittitas County GMA Comprehensive Plan was originally adopted on July 26, 1996, by the Kittitas County Board of County Commissioners; and
- Whereas,** RCW 36.70A.130(1)(e) requires that any amendment of or revision to a comprehensive land use plan shall conform to Chapter 36.70A RCW, and that any amendment of or revision to development regulations be consistent with and implement the comprehensive plan; and
- Whereas,** Washington State law requires counties to establish public participation plans (PPP) identifying procedures and providing for early and continuous public participation in the development and amendment of the comprehensive plans pursuant to RCW 36.70A.140; and
- Whereas,** The Kittitas County Board of Commissioners discussed the draft PPP at its regular study session with Community Development Services (CDS) on January 27th, 2025; and
- Whereas,** A Joint Meeting with The Kittitas County Board of Commissioners and the Kittitas County Planning Commission occurred on March 11th, 2025, for review of the public participation plan; and
- Whereas,** After consideration of the final Public Participation Plan (PPP), the Kittitas County Board of Commissioners has determined that the PPP will enhance the quality of and provide support for the updated Comprehensive Plan and development regulations through meaningful public and agency participation; and

NOW THEREFORE, BE IT RESOLVED that the Board of County Commissioners of Kittitas County, Washington, in the best interest of the public health, safety, and welfare, does hereby APPROVE the attached Kittitas County 2026 Comprehensive Plan Periodic Update Public Participation Plan, as provided in Exhibit 1.

DATED this 24th day of March 2025, at Ellensburg, Washington.



☐ Clerk of the Board- Julie Kjorsvik

☒ Deputy Clerk of the Board- Mandy Buchholz

Mandy Buchholz

**BOARD OF COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON**

Laura Osiadacz, Chairman

ABSENT

Cory Wright, Vice-Chairman

Brett Wachsmith, Commissioner

Exhibit 1

KITTITAS COUNTY 2025 PERIODIC COMPREHENSIVE PLAN UPDATE



PROJECT CHARTER

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Charter Purpose

A project charter is a communication and project management document to help ensure project objectives and timelines are met. This project charter has been developed for the 2026 Kittitas County Periodic Comprehensive Plan Update and outlines the:

- ✓ Background and framework for the project
- ✓ High-level project approach, outcomes, and deliverables
- ✓ Project schedule and key milestones
- ✓ Project team members along with their project roles and responsibilities
- ✓ Key to project success, and
- ✓ Potential risks and strategies to address those risks

Having a project charter is especially vital for a project that involves:

- ✓ Multiple departments, working groups, and agencies
- ✓ Multi-layer recommendation and approval process

Project Background and Framework

The Washington State Growth Management Act (GMA) requires cities and counties to update Comprehensive Plans and implementing development regulations every 10 years ([RCW 36.70A.130](#)). Comprehensive Plans are 20-year policy documents that guide and plan for growth (population and employment), housing, transportation, capital facilities and utilities, parks, recreation and open space, rural areas, and protection of natural resource lands ([RCW 36.70A.070](#)). Kittitas County is required to complete the periodic comprehensive plan update by June 30, 2026.

Approach, Outcomes, and Deliverables

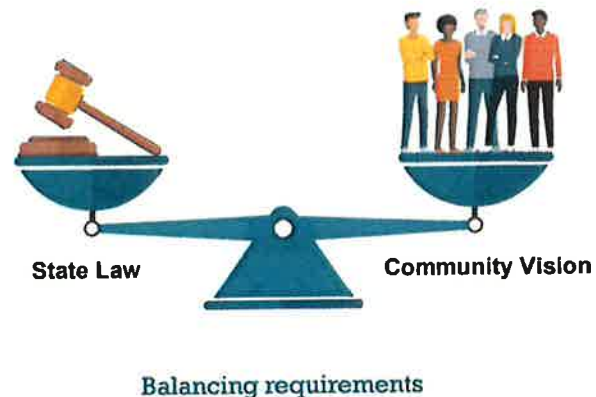
Defining the project approach, outcomes, and deliverables, ensures that all Kittitas County departments and the consultant team are on the same page throughout the project. How the project is viewed, what must be accomplished, the steps and the schedule to get the project completed on time are all important factors that will help define project success.

Project Approach

Every ten years “a county or city shall take legislative action to review, and if needed, revise its comprehensive land use plan and development regulations to ensure the plan and regulations comply with the requirements” of the GMA ([RCW 36.70A.130](#)). Plan Updates are an opportunity to revise, not re-write, the existing Plan to ensure consistency with state laws/case law since the last update, Best Available Science (BAS) for incorporation into critical areas regulations and changes in local conditions.

This project will focus on compliance with applicable state laws and empower the community to include the community vision into the comprehensive plan. The Growth Management Act (GMA) was created as a bottoms-up planning process meaning the policies that will guide the next twenty years cannot exist without a robust public process. To foster a transparent and inviting planning process the following will guide the project approach:

*Kittitas County 2026 Periodic Update Project Charter
Version 3.1 (Final)*



- Using multiple methods including in-person and virtual engagement.
- Acknowledging local conditions as they relate to state requirements and emergent issues.
- Providing education on the limitations in state law and the freedoms in local visioning and goal setting.

Project Outcomes

Desired project outcomes will be further refined during the project check-ins and work sessions between the county and the consultant team throughout the update process while incorporating community feedback generated through the public engagement process. A Public Participation Program (PPP) will be created for this project. As the project moves forward, public participation will shape the final outcomes of the planning process. High level outcomes set at this point will help direct the project team and ensure the project approach, schedule, and individual and group responsibilities are aligned.

The desired project outcomes which will drive this project include meeting state requirements while also ensuring the updated policies reflect local conditions and the vision of the region. They include:

State and Regional Outcomes

1. Meet Growth Management Act (GMA) requirements for the Plan update as outlined in [RCW 36.70A.130](#), [WAC 365-196](#) and the [Department of Commerce Periodic Update Checklist for Fully-Planning Counties](#); and
2. Consistency with the [Kittitas Countywide Planning Policies](#); and
3. Update the Kittitas County Critical Areas Ordinance (CAO) consistent with updated Best Available Science (BAS); and
4. Update development regulations to ensure consistency with updated policies.

Local Outcomes

1. Create a Plan based on diverse public engagement from all areas and backgrounds of Kittitas County.
2. Create a Plan that recognizes the distinct characteristics of Kittitas County that are unique from other communities in the State of Washington. The Comprehensive Plan should reflect the County vision for the future and provide policies and implementing regulations to guide future growth consistent with that vision.
3. Build a thorough record and develop strong reasoning for changes to the existing plan. Create an implementation plan for each comprehensive plan element to ensure that the goals and policies expressed in the Plan are implemented prior to the next Periodic Comprehensive Plan update. Project Deliverables

The following high-level deliverables have been identified in the project scope of work and are required as part of the GMA Periodic Update Grant and 2023-2025 Climate Planning Grant administered through the Department of Commerce.

Deliverables:

- Public Participation Program Public Participation Results
- Plan Audit Document and Updated Commerce Checklist
- Land Capacity Analysis
- Housing Affordability and Availability Needs Assessment
- Transportation Analysis and Demand Model Updates
- Comprehensive Plan

- Climate Resiliency Element (new)
- Capital Facilities Plan update
- SEPA Environmental Review
- Development Regulations update (changes needs to implement new and revised policies) and meet community goals
- Best Available Science (BAS) Review and Gap Analysis
- Critical Areas Ordinance update
- Easton subarea plan

Other deliverables will be distributed throughout the process including attending public meetings and hearings, providing drafts deliverables for review, and creating meeting agendas, meeting notes, and engagement activity reports. Analysis reports including the policy gap analysis, commerce checklist, land capacity analysis, and housing needs assessment will be given to Kittitas County in draft for review and included in the final deliverables.

Project Team Workplan Objectives

Project Team

The project team is made up of the consultant team from Kimley-Horn, consultants listed in Table 1 on page 7-8, and staff from Kittitas County. Clay White, Project Manager is the primary project contact for the consultant team and is responsible for ensuring that tasks assigned to the consultant team are produced on time, schedule, and meet quality standards. Chad Bala, County Project Manager is the primary contact for the County team and is responsible for communication with other County departments who are participating in the project. The consultant team will be executing a substantial portion of the tasks associated with this project. However, there are several tasks where there are shared responsibilities between the consultant team and Kittitas County. The project scope of work defines project roles, and the project schedule provides a high-level overview of when those deliverables will be due. (see appendix A).

The following are high level principles the project team shares to ensure the project can be completed by the June 30, 2026, deadline.

- Meet regularly to discuss the status of project tasks and timelines.
- Meet timelines for established project deliverables.
- Commitment to provide quality work product.
- Where established schedules or commitments cannot be made for tasks, provide early communication to the consultant Project Manager, Clay White and County Project Manager Chad Bala.

Project Organization and Communication

Successful projects are built on clearly defined roles, efficient execution of tasks, and strong communication. The contacts for the County and consulting team members, as well as their roles and responsibilities, are listed in the tables below. It is important to identify the way work will be completed by the project team, checked for quality assurance, and shared with others.

The following will be used for coordination between the County and consulting team to ensure coordination between deliverables:

Project Team Meetings (Bi-weekly Check-Ins) – Bi-weekly check-in meetings have been scheduled to mitigate the risk of lack of communication between the consultant team and the County. These meetings will be with the consultant team project manager and County staff. The

project manager may involve other consultant team members during the bi-weekly check-ins, when necessary, but it is not anticipated they will be needed at every meeting.

Bi-weekly work sessions have been scheduled for an hour every other week to collaborate on topics and issues related to the project. It is not expected that the entire team attend every meeting. Consultant team members need only attend a bi-weekly work session when issues arise related to an immediate task for the project that they are responsible for. The team will communicate on anticipated agenda items ahead of time for these meetings.

Internal Review Schedule – The consultant team will strive to produce drafts with enough time for County review. The allotted review time will be proportional to the size and detail of the draft being delivered. When larger documents and reports are ready for review, the project team will provide multiple weeks of review to accommodate county staff time.

Draft Document Sharing – The consultant team and Kittitas County will have a SharePoint website for file sharing and reviews. Data related to the project may be stored here, as well as any work related to the project tasks. The consultant team will organize the folders by tasks. Deliverables need not be added to the project SharePoint until the task lead has determined the deliverable is fully assembled and meets the expectations outlined in the scope of work.

Individual Coordination – At times, individual consultant team members or task leads may coordinate with county staff on their own to complete work related to their tasks. It is anticipated that this coordination be limited to small requests or quick questions that will allow the team member to complete a task under the deadline. Larger coordination that may take longer is encouraged to be completed in consultation with the project manager and reserved for bi-weekly work sessions to efficiently utilize staff time.

Task Tracker – The task tracker will be used to consistently monitor the status of tasks for the project. The task tracker identifies all current tasks being worked and their status. Status being whether the tasks are on-track to be completed within the allotted deadline. If the task is not on schedule the task tracker will identify immediate actions needed to get the task back on schedule. The tasks tracker will be sent to the county primary contact on a bi-weekly basis or other schedule determined between the project manager and the primary contact.

Document Sharing and Reviews

As encouraged by the state, comprehensive plan elements are meant to be consistent with one another and support the same community vision. It will be necessary for the project team to share documents and coordinate on elements to produce quality deliverables that meet state standards. The consultant team will create a SharePoint site, a secure place to store, organize, and access information across organizations through a web browser. The project team will be allowed access to the SharePoint site. The project team will use the site as a repository for draft versions and final versions of the deliverables. The project manager or designee will implement the following standards to mitigate the risk of losing information or important documents.

Document Creating, Sharing, and Review Standards

It is unlikely the project team will be creating “new” documents in the project SharePoint. Each task lead will work with their staff within their organization on their deliverables. Once the draft deliverable has been fully assembled, meets the expectations outlined in the scope of work, and is approved by the task lead, the task lead can place a copy of the document in the appropriate task folder or the “to county”

folder on the SharePoint following the correct naming standards. Once it is placed on the SharePoint the task lead should communicate to the project manager the needed reviews to keep the deliverable moving forward.

Document Naming & Versioning

The minimum requirement for document naming is to identify the deliverable and then assign a unique identifier to know which version of the document is being produced. Most of the documents will also include the name Kittitas County because of the nature of consultants working with multiple jurisdictions during this process.

Document Naming and Versioning Standards

Document Name with Date:	KittitasCounty_{DeliverableName}_{month}{day}{year}
Document with First Draft Version:	KittitasCounty_{DeliverableName}_V1.0
Document Final/Second Draft Version:	KittitasCounty_{DeliverableName}_V2.0
Public Version:	KittitasCounty_{DeliverableName}_V3.0
Amendments to Public Version:	KittitasCounty_{DeliverableName}_V3.1

SharePoint Folders

The project SharePoint will be organized in the following folders for the entire project.

From County – Any materials provided by the County will be stored in this folder. This includes adopted plans, policies, data, and other documents that County made prior to or during the project’s initiation.

To County – This is the repository for draft deliverables that need review by the County. These draft deliverables will also be tracked with the task tracker in the project management folder.

Meetings – All meeting agendas, minutes, notes, and materials will be in this folder.

Project Management – This folder contains the updated project schedule, project tasks, project contacts, task tracker, and scope of work to keep team members informed on the project.

Project Tasks – This folder is used for the consultants to share preliminary draft versions and work collaboratively before deliverables are reviewed by the County.

Project Final Deliverables – The repository for the final version of all deliverables.

Documents

New

Upload

Edit in grid view

Name

From County

Kimley-Horn Internal

Meetings

Project Final Deliverables

Project Management

Project Tasks (Consultants Only)

To County

County staff will have access to SharePoint files for the duration of the project. At the project's close, final deliverables, analyses, and data will be packaged up and delivered to the County.

Reviews

The consultant team will need to coordinate on reviewing each other's work and reaching out to county staff for reviews when necessary. Table 1 is meant to direct the consultant team towards who needs to be reviewing the work as it becomes ready for review.

Roles and Responsibilities

Setting roles and responsibilities is a key component for project success including adherence to the project schedule. The following tables outline the key project personnel, contact information, and high-level roles and responsibilities.

Table 1. Kittitas County Staff

Department	Name	Contact Information	High-Level Roles and Responsibilities
Planning and Development Services	Chad Bala, Community Development Services Director	chad.bala@co.kittitas.wa.us	SharePoint Access Reviews all materials
	Jeremy Johnston, Long Range Planner	jeremy.johnston@co.kittitas.wa.us	SharePoint Access Reviews all materials
	Jamey Ayling, Planning Manager	jamey.ayling@co.kittitas.wa.us	Review land use/ CAO related materials
	Bradley Gasawski, Planner I	bradley.gasawski@co.kittitas.wa.us	Review land use related materials
	Jeremy Larson, Building Official	jeremy.larson@co.kittitas.wa.us	Coordinate with when needed
	Steph Mifflin, Assistant Building Official	steph.mifflin@co.kittitas.wa.us	Coordinate with when needed
	Shannon Johnson, Community Development Services Chief Administrator	shannon.johnson@co.kittitas.wa.us	SharePoint Access Review and coordinate for public participation and communication
Public Works	Josh Fredrickson, Public Works Director	josh.fredrickson@co.kittitas.wa.us	Transportation and Capital Facilities

Public Health	Jesse Cox, Environmental Health Manager	jesse.cox@co.kittitas.wa.us	Will consult with for applicable elements and policies.
	Clay Parrott, Environmental Health Specialist	clay.parrott@co.kittitas.wa.us	Will consult with for applicable elements and policies.
GIS/IT	Lacey Crichton, Assistant GIS Technician	lacey.crichton@co.kittitas.wa.us	Will consult with for data requests.
	Zane Kinney, Assistant IT Director	zane.kinney@co.kittitas.wa.us	Will consult with for data requests.
Department of Emergency Management	Darren Higashiyama	darren.higashiyama@co.kittitas.wa.us	Will consult with for applicable elements and policies.
Facilities Management	Patti Stacey	patti.stacey@co.kittitas.wa.us	Will consult with for capital facilities planning and applicable comp plan elements.
Legal	Stephanie Hartung, Prosecuting Attorney	stephanie.hartung@co.kittitas.wa.us	Will consult with as needed.

Table 2. Consultant Team

Company	Name	Contact Information	High-Level Roles and Responsibilities
Kimley-Horn	Clay White (Project Manager)	Clay.White@kimley-horn.com	Project Administration/Background Reports/Comprehensive Plan/SEPA/Climate and Resiliency
	Erin O'Kelley	Erin.OKelley@kimley-horn.com	
	Heidi Rous	Heidi.rous@kimley-horn.com	
	Joel Farias	Joel.Farias@Kimley-Horn.com	
	Sam Matterazzo	Sam.Matterazzo@kimley-horn.com	
Facet	Dan Nickel	DNickel@facetnw.com	Critical Areas Ordinance update and assistance with Comprehensive Plan tasks
	Matt Covert	Mcovert@facetnw.com	

Project Tasks and Leads

The following is a general outline of project tasks with associated actions, timeframes, and deliverables. While it is important to keep to the schedule, the project team will remain flexible and maintain

communication regarding schedule changes and related mitigation. These project tasks listed below will be used for the project tracker. As each project task begins, it will be added to the project tracker and the status of the task will be reviewed during the bi-weekly check-ins and bi-weekly work sessions. A complete project schedule is provided in Appendix A.

Table 3. Tasks and Leads

Tasks and Actions	Phase to Complete Task	Consultant Team Lead(s)	County Team Leads
Task 1 Project Kickoff, Charter, and Project Coordination			
Bi-Weekly Meetings	Ongoing	Kimley-Horn	Chad Bala
Kickoff Meeting	Ongoing	Kimley-Horn	Chad Bala
Bi-Weekly Work	Ongoing	Kimley-Horn	Chad Bala
Project Charter Draft & Final	Kickoff	Kimley-Horn	Chad Bala
Task 2 Public Engagement Plan			
Draft Engagement Plan	Kickoff	Kimley-Horn	Jeremy Johnston
Review of plan and comments	Kickoff	Kimley-Horn	Jeremy Johnston
Final Engagement Plan	Kickoff	Kimley-Horn	Chad Bala
Task 3: Project website, Community Outreach, Public Meetings/Hearings			
Project Website	Ongoing	Kimley-Horn	Jeremy Johnston
Public Participation Program	Ongoing	Kimley-Horn	Jeremy Johnston
Public Participation Final Report	Final Plan Drafting	Kimley-Horn	Chad Bala
Task 4 Best Available Science (BAS) review and gap analysis			
Memo on CAO updates	Data Collection	Facet	Jamey Ayling
Task 5 Plan Audit and Commerce Checklist			
Updates to checklist for full planning counties	Data Collection	Kimley-Horn	Jeremy Johnston
Countywide Planning Policy gap analysis	Data Collection	Kimley-Horn	Jeremy Johnston
Plan Audit	Data Collection	Kimley-Horn	Chad Bala
Task 6 Land Capacity Analysis (LCA)			
LCA Draft and Final	Data Collection	Kimley-Horn	Jeremy Johnston
Task 7 Housing Affordability and Availability Needs Assessment (HNA)			
HNA Draft and Final	Data Collection	Kimley-Horn	Jeremy Johnston
Task 8 Draft Comprehensive Plan			

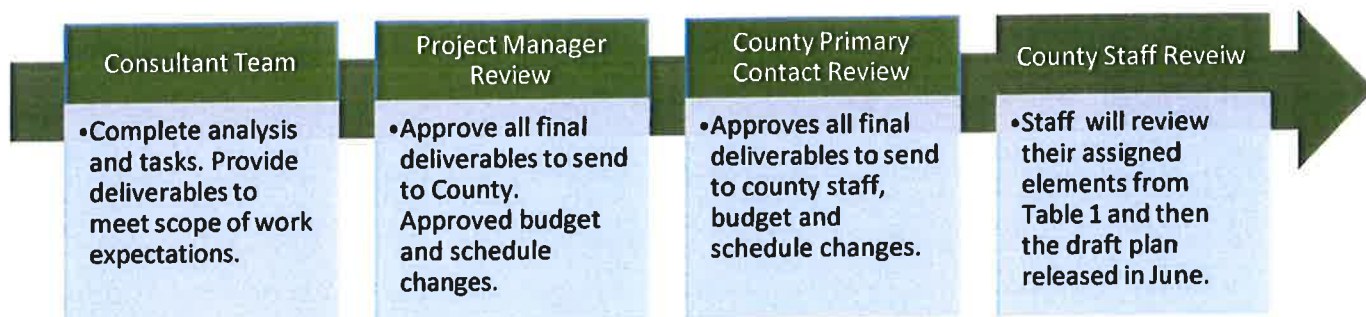
Draft Comprehensive plan	Plan Drafting	Kimley-Horn	Jeremy Johnston
Task 9 Draft Easton Sub-area plan			
Draft Easton Sub-area plan	Plan Drafting	Kimley-Horn	Jeremy Johnston
Task 10 Capital Facilities Plan			
Draft capital facilities plan	Plan Drafting	Kimley-Horn	Jeremy Johnston
Task 11 SEPA			
Draft SEPA Document	Final Plan Drafting	Kimley-Horn	Jeremy Johnston
Final SEPA Document	Final Plan Drafting	Kimley-Horn	Jeremy Johnston
Task 12 Final Comprehensive Plan			
Final Draft	Final Plan Drafting	Kimley-Horn	Chad Bala
Task 13 Final Easton Sub-Area Plan			
Final sub-area plan	Final Plan Drafting	Kimley-Horn	Chad Bala
Task 14 Development Regulations			
First Draft and Final	Final Plan Drafting	Kimley-Horn	Jeremy Johnston
Task 15: Climate Element project Kickoff, Charter, and coordination			
Project Charter	Kickoff	Kimley-Horn	Jeremy Johnston
Coordination and Meetings	Ongoing	Kimley-Horn	Chad Bala
Project Schedule	Kickoff	Kimley-Horn	Jeremy Johnston
Task 16: Climate Element Public Engagement Plan			
First Draft and Final	Kickoff	Kimley-Horn	Jeremy Johnston
Task 17: Climate Element Engagement			
See public participation plan. (see public participation plan in the appendix)	Ongoing	Kimley-Horn	Jeremy Johnston
Task 18: Climate Impacts Assessment			
First Draft and Final	Data Collection	Kimley-Horn	Chad Bala
Task 19: Audit Plans and Policies			
First Draft and Final	Data Collection	Kimley-Horn	Chad Bala
Task 20: Assess Vulnerabilities and Risks			
First Draft and Final	Data Collection	Kimley-Horn	Chad Bala
Task 21: Draft Climate Element with Resiliency Sub-Element			
First Draft	Plan Drafting	Kimley-Horn	Chad Bala
Task 22: Final Climate Element with Resiliency Sub-Element			
Final Draft	Final Plan Drafting	Kimley-Horn	Chad Bala

Project Coordination/Decision Making Process

The consultant team will work on their own tasks and coordinate with county staff for data collection. Complete draft deliverables, (deliverables that meet the scope of work expectations) will be sent to the project manager for review. After the reviews by the project manager, drafts will be forward to the County primary and the county teams leads as described in Table 3. Then after review, may be forward to other county staff for review. The below flow chart demonstrates the general process.

A project task tracker will be developed and updated bi-weekly by the project leads so that the project manager is continually updated on the status of each deliverable.

All draft deliverables must be reviewed and approved by the project manager, or the designee assigned by the project manager before being finalized. Draft stamps should remain on all documents until reviewed. However, it is anticipated that individual meetings will be set up by the deliverable lead and include those working on the deliverable and the project manager to ensure work is reviewed and approved.



Expectations and Keys to Success

At the project kick-off meeting the consultant team asked county staff “what is project success?” and this is what was shared:

1. Utilize existing internal committees, like the natural resources committee, to foster meaningful conversations and collect feedback.
2. Maintain inclusive participation from a diversity of voices throughout the whole project (locationally, culturally, lingually, demographically, employment sectors, etc.)
3. Reach people at events they’re already attending, not just stand-alone project outreach meetings.
4. Develop a strong record of the reasoning for changes that support future decisions.
5. Coordinate with Commerce early and often to support the final product.
6. Create an implementation plan that measures the success of the plan.

In addition to the County’s vision for success, there are other factors that will be necessary to ensure project success:

7. Build trust between the consultant group and county staff.
8. Foster meetings that promote open dialogue and sharing of ideas.
9. Come prepared to meetings so that we can accomplish meeting goals.
10. Provide clear, concise, and consistent project messaging.
11. Do not linger on issues previously decided unless new details or issues emerge.
12. Provide documents and analysis that are easy to understand and provide options for decision makers.

Project Opportunities

Action-Oriented Comprehensive Plan

At the kickoff meeting, the County discussed taking the current goals and policies to a more detailed level that can assist the staff with accomplishing steps over the next ten-year period until the next periodic update.

Consistency Across Countywide Plans

At the kickoff meeting, the County mentioned that Comprehensive Plan could be better integrated and consistent with the County's other adopted plans. The Consultant will take this into consideration during the policy gap analyses and the plan audit which will be completed during the data collection phase of the project.

Explore Opportunities in Land Use and Economic Growth

The county would like to use the periodic update as an opportunity to understand how land use can bolster new economic development opportunities for the County. Economic opportunities may be new sales tax or other government funding sources, or new job opportunities to retain Kittitas County residents. A commissioner attending the kickoff meeting mentioned that providing a co-benefit of land use changes with economic development may be a better overall message to present to the Community. One example of aligning land use and economic development that was mentioned was businesses are having a hard time finding the correct zoning outside of the UGAs that would allow for certain small businesses.

Early Coordination and Engagement

Front load coordination, engagement, and problem solving at the beginning of the project to improve the public hearings process at the end.

City Coordination

At the kickoff meeting, the County mentioned that this a great time to collaborate with the cities and try to come to collaborative and creative solutions on a regional scale to accommodate growth. The County and cities are on a good working basis and have recently been promoting open communication.

Project Risks and Mitigation

Implementation of State Law changes/state guidance

The goal is to implement state requirements while doing so in a way which aligns with the community vision as Kittitas County plans out to 2046. This requires balance and a strong record. The consultant team will mitigate any risks by consistently reviewing deliverables against state laws and expectations of the state. The consultant works closely with state departments and will continue to consult with them throughout the process to provide a product that will meet state standards.

Build a Defensible Comprehensive Plan and Development Regulations

It is the consultant team's priority that this plan will build a strong record of reasoning for changes to policies based on best available science, accurate analysis, and public participation. The reasoning for comprehensive plan changes will be thoroughly recorded in analyses performed by the consultant team and will be included in the final deliverable and eventually in the public record.

Promoting Public Participation

The county has recently seen a decline in participation from the community regarding the County's planning initiatives, like the Shoreline Master Program. The consultant team will take a longer time strategizing with the County and designing the public participation plan to use the best possible strategies that will garner participation. The strategy will be a curated set of strategies best suited for the current demographics in Kittitas County. Public participation tactics will also align with the project schedule and the goals for engagement activities.

Coordinating with Agencies

The consultant team will promote open communication and transparency between the County and regional and state agencies to promote consistency in land use administration.

Balancing Open Space Preservation with Economic and Population Growth

The county would like to preserve existing natural resources, open space, and recreation lands, while also promoting economic growth. Kittitas County residents need more opportunities for living wage jobs and more opportunities for affordable housing without impeding on critical areas or other vital natural lands.

Addressing Urban Growth Areas

Some cities are considering changes to their urban growth boundaries. To keep the project on track, it will be critical to address these changes early in the process. It is vitally important that any proposed UGA changes are supported by the record and that applicants turn in information to support proposed changes.

Planning for Publicly Owned Lands

The county has a lot of public lands that often undergo property owner changes and other use changes outside of the County's control. The project team should understand how this might impact land use policies in the comprehensive plan and the County's future growth and opportunities.

Appendix A – Project Schedule

Inserted on the next page.

Appendix B – Project Public Participation Program

Inserted on the next page.

Version 3.3 (Final)

Kittitas County 2026 Comprehensive Plan Periodic Update with Climate Element and Resiliency Sub-Element

PC = Planning Commission Update

BOCC = Board of County Commissioners

H = Hearings Process

OH = Open House(s)

		2025												2026											
H = Hearings Process OH = Open House(s)																									
PHASE	TASKS	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN				
Kickoff	Task 1 Project Kickoff, Charter, and Project Coordination					PC1/B OCC																			
	Task 15: Climate Element Project Kickoff, Charter, and Coordination																								
Community Engagement	Task 2 Public Engagement Plan																								
	Task 16: Climate Element Public Engagement Plan																								
	Task 3: Project website, Community Outreach, Public Meetings/Hearings							OH			OH						H	H	H	H	H				
	Task 17: Climate Element Project Website, Community Outreach, Public Meetings/Hearings							OH			OH							H	H	H	H	H			
Data Collection, Existing Conditions Analysis	Task 4 Best Available Science (BAS) Review and Gap Analysis																								
	Task 5 Plan Audit and Commerce Checklist																								
	Task 6 Land Capacity Analysis (LCA)																								
	Task 7 Housing Affordability and Availability Needs Assessment																								
	Task 18: Climate Impacts Assessment																								
	Task 20: Climate Assess Vulnerabilities and Risks																								
	Task 19: Climate Audit Plans and Policies																								
	Task 10 Capital Facilities Plan																								
Plan Drafting	Task 8 Draft Comprehensive Plan (present a couple of draft policies/elements at a time to Planning Commission)								PC2/B OCC			PC3/B OCC		PC4/B OCC											
	Task 9 Draft Easton Sub-area plan																								
	Task 21: Climate Draft Element with Resiliency Sub-Element																								
Final Plan Drafting	Task 12: Final Comprehensive Plan																								
	Task 13: Final Easton Sub-Area Plan																								
	Task 22: Climate Final Element with Resiliency Sub-Element																								
	Task 14: Development Regulations																								
	Task 11: SEPA																								



KITTITAS COUNTY 2026 COMPREHENSIVE PLAN PERIODIC UPDATE

March 20, 2025

PUBLIC PARTICIPATION PROGRAM (PPP)

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Project Background

The Washington State Growth Management Act (GMA) requires cities and counties to update Comprehensive Plans and implementing development regulations every 10 years ([RCW 36.70A.130](#)). Comprehensive Plans are 20-year policy documents that guide and plan for growth (population and employment), housing, transportation, capital facilities and utilities, parks, recreation and open space, rural areas, and protection of natural resource lands ([RCW 36.70A.070](#)). Kittitas County will be updating their comprehensive plan by June 30, 2026.

This Public Participation Plan (PPP) outlines how the community will be engaged during the project and given specific opportunities for providing feedback on the plan. Throughout the engagement process, the County and consultant staff will seek to understand the vision, goals and priorities of the community. This feedback from the public will provide staff information necessary to shape policy and standards that reflect the character and values of Kittitas County.

The Public Participation Program (PPP) is required by state law (RCW 36.70A.140), which states:

“Comprehensive plans – Ensure public participation. 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 PPP outlines how the community will be engaged during the project and given specific opportunities for providing feedback on the plan. Throughout the engagement process, the County and consultant staff will seek to understand the vision, goals, and priorities of the community. This feedback from the public will provide staff information necessary to shape policy and standards that reflect the character and values of Kittitas County. Feedback will be collected, reviewed and incorporated into the engagement summaries which will in turn be used for plan updates prior to its presentation before County decision makers for plan adoption. This plan will be used by County staff and consultants to guide engagement during the comprehensive plan update process.

2026 Periodic Update

In 2023, the Growth Management Act was revised to require a “Climate Change and Resiliency Element” be added which will be a new chapter to the Kittitas County Comprehensive Plan. This chapter is often interchangeably called the “Climate Element”. As Kittitas County continues to grow and change, the County's Comprehensive Plan is intended to change to reflect the current needs and vision of the County and into the future. It is important to note that community engagement will be broadly applicable to all elements of the Comprehensive Plan. Specific activities will be added to gather feedback on the climate element, as it represents a new area of focus that has not previously been the subject of public input.

Public Engagement Goals



ENCOURAGING CONTINUOUS & INCLUSIVE PARTICIPATION

Aim to involve a diverse cross-section of the community, ensuring all voices, especially those of underrepresented groups, are heard.

Utilize multiple engagement methods (e.g., *public meetings, online platforms, surveys, workshops*) to reach different demographics.



BUILD TRUST AND TRANSPARENCY

Maintain open and honest communication about goals, processes, and outcomes.



EDUCATE AND INFORM THE COMMUNITY

Ensure that community members understand the issues, plans, and the context around various initiatives.

Offer clear and accessible information through multiple channels to ensure broad understanding.



ADDRESS COMMUNITY NEEDS AND PRIORITIES

Identify and prioritize the actual needs and desires of the community, rather than imposing external agendas.

Conduct thorough assessments and use data-driven approaches to understand community issues.



STRENGTHEN COMMUNITY RELATIONSHIPS

Foster relationships among community members, local organizations, and stakeholders.

Encourage partnerships and collaborations that can enhance community resilience.

Stakeholders

Kittitas County has identified categories of key stakeholders whose participation in the development of the Comprehensive Plan update is desired. It is important to note that even with the best intentions of the County to initially identify key stakeholders, that there are inevitably other parties, groups, organizations, members of the public, etc., who are inadvertently not represented on the initial list but whose participation is important. Kittitas County intends to bring these other individuals and parties into the process through a diversified and aggressive citizen participation program.

- Property Owners and Residents
- Builders
- Water Providers
- Kittitas County Farm Bureau
- Orchardists
- Futurewise
- Cattlemen's Association
- Central Washington Homebuilders
- Forterra
- Kittitas Audubon
- South Central Washington Resource Conservation & Development Council
- Kittitas County Field & Stream
- Kittitas Conservation Trust
- Kittitas County Association of Realtors
- Yakama Nation
- Towns and CDPs in Kittitas County
- School Districts in County & CWU
- Kittitas County Conservation District
- Kittitas County Park and Recreation District No. 1
- Northwest Power and Conservation Council
- Kittitas County Chamber of Commerce
- Kittitas County Habitat for Humanity
- City of Roslyn
- City of Cle Elum
- City of Kittitas
- City of Ellensburg

Public Participation Strategies

This public participation plan utilizes various strategies to best engage the public, stakeholders, elected officials and targeting harder to reach populations and those that traditionally do not participate. This project focuses on the following strategies.

- **Project Website:** Utilizing a project dedicated site to post events, documents, schedule and ongoing project updates for the duration of the project. Materials will be translated as appropriate.
- **E-Newsletters:** Leveraging existing listservs and the project website for additional interested persons, E-Newsletters will act as a means of correspondence at key points in the project.
- **Social media:** Collaboration with the County, local jurisdictions, community groups, and more, social media will be used as a means for disseminating information and events.
- **Pop-Up Events:** Staff and the project team will make an effort to use existing community events for advertising the project, collecting emails from interested residents, or distributing any engagement opportunities available at the time.
- **Joint Engagement Partnerships:** Work collaboratively with partners to distribute resources, leverage existing networks and events. This effort specifically targets collaboration with the school districts.

- **Youth/ School Age Engagement:** County mentioned in the call – some ideas for consideration:
 - **Coloring competition:** Host a coloring contest for elementary and middle school students, organized by age groups. The coloring sheet will include details about the Comprehensive Plan update, QR codes, and other resources for parents to get involved. Prizes could be a gift card, parks and recreation pass, or other Kittitas County related experiences.
 - **Photography Contest:** Host a photography contest targeted at high school students. Organize the contest by age groups and have participants submit photos to a designated project email or utilize the hashtag #Kittitas 2046 to submit via Facebook or Instagram. Photos can be utilized in the comprehensive plan and winners displayed in a public space, such as the County Building, Courthouse, or Library.
- **Online Surveys:** The project will have two public surveys tied with in-person engagement events to provide various ways to participate.
 - **Survey 1: Kittitas 2046:** This survey seeks public input to identify key focus areas for the Comprehensive Plan and Climate Element, through visioning and broad policy questions. It includes 10 high-level questions to guide the plan's direction based on community feedback, leading to a second survey focused on the priorities identified in the first.
 - **Survey 2: Community Priorities Survey:** The second survey will refine community priorities gathered from the first survey, focusing on specifics to guide implementation and actions. To encourage broad participation, it will also feature 10 questions or fewer.
- **Stakeholder Interviews (Virtual or In-Person):** We will conduct stakeholder interviews to engage key groups, business owners, stakeholders, and community leaders. While we will reach out to various groups across Kittitas County, special focus will be given to Vantage and Snoqualmie Pass, as these communities will not have in-person Roadshow events. We will identify relevant groups and arrange either virtual calls or small in-person meetings. The goal is to gather feedback that will shape the vision and policies for Kittitas 2046.
- **"Roadshow" Series:** These in-person community open house events are pop-up engagement opportunities in specific communities, spread countywide, to best engage local populations meeting them where they are. There are two key points in the project to participate during these roadshow events.
 1. *Roadshow 1: Crafting Kittitas' Future:* Paired with survey 1, this roadshow event will focus on engaging the public in high level policy, visioning, and thoughts on the future of Kittitas County. We will utilize the existing conditions data to convey where Kittitas is today and could be tomorrow. We will utilize maps, activity boards, and more to gather information and feedback to inform the plan's policies.
 2. *Roadshow 2: What we've heard and what's next?* Following the first roadshow and survey results we will refine policies and goals to align with public feedback. Roadshow 2, focuses on community priorities, confirming, denying, or altering through activities, discussions, and mapping exercises.

The following communities will have community focused pop-up events, open houses, or stakeholder interviews at two key points in the project:

- Cle Elum and Ronald (Open House)

- Ellensburg and Thorp (Open House(s))
 - Vantage (Stakeholder Engagement)
 - Snoqualmie (Stakeholder Engagement)
 - Easton (subarea plan)
- **Planning Commission virtual updates:** at key points in the project, we will provide updates to the Planning Commission for discussion and participation. The following key points in the project have been identified:
 - *March 2025:* Kick off with Planning Commission.
 - *July 2025:* Existing conditions and initial engagement results.
 - *September 2025:* Draft Comprehensive Plan
 - *October 2025:* Draft Climate Element
 - *November 2025:* Draft Easton Subarea Plan
- **Planning Commission Public Workshops:** In addition to the adoption process, this engagement plan seeks to hold public workshops with the Board of County Commissioners at key points in the project.
 - Comprehensive Plan/ Easton Subarea Plan
 - *Workshop 1:* Existing Conditions Data
 - *Workshop 2:* Draft Policies (present 1-2 elements over a few months to provide additional time to the Planning Commission for review)
 - *Workshop 3:* Comprehensive Plan Rollout
 - *Workshop 4:* Easton-Subarea Plan Rollout
 - Climate Element:
 - *Workshop 1:* Draft Climate Policies
 - *Workshop 2:* Climate Element Draft Rollout
- **Board of County Commissioners Public Workshops:** In addition to the adoption process, this engagement plan seeks to hold public workshops with the Board of County Commissioners at key points in the project.
 - Comprehensive Plan/ Easton Subarea Plan
 - *Workshop 1:* Existing Conditions Data
 - *Workshop 2:* Draft Policies
 - *Workshop 3:* Comprehensive Plan Rollout
 - *Workshop 4:* Easton-Subarea Plan Rollout
 - Climate Element:
 - *Workshop 1:* Draft Climate Policies
 - *Workshop 2:* Climate Element Draft Rollout
- **Adoption Process & Public Comment Periods:**
 - 60-Day Review Period
 - Agency & Public Review Comment Period
 - Planning Commission Public Hearing(s)
 - Board of County Commissioner Adoption
- **Project Branding:** The project team will brand outreach materials to look consistent with existing County branding, fonts and general design. For social media and web branding we will utilize “Kittitas 2046.”

Comprehensive Plan Public Participation Process and Schedule

The public participation process will be broken down by phases that correspond to the project steps to produce the revised comprehensive plan.

The Comprehensive Plan Project schedule is broken down by phases that correspond to what the consultant team is working on. The five phases of the project are data collection, review, and analysis, plan drafting, final plan drafting, development regulations, and SEPA. It is important to note that some phases do overlap.

Ongoing engagement will include the project website for informing the public, social media and news outlets for advertising, updates to the Planning Commission and Board of County Commissioners, coordination with agencies.

- 1. Data Collection, Review, Analysis**
 - a. Roadshow 1: Vision + Survey 1 to collect early feedback
 - b. Stakeholder Engagement
 - c. Climate related early engagement
 - d. Engage youth
 - e. Planning Commission updates
- 2. Plan Drafting**
 - a. Roadshow 2: Draft Plan
 - b. Survey 2 to collect feedback
 - c. Showcase winners of whatever competition or efforts we do
 - d. Planning Commission Public Workshops: review draft elements
 - i. Rollout drafts a few elements at a time
 - e. Board of County Commissioners Public Workshops
- 3. Final Plan Drafting**
 - a. Final plan workshops with County
 - b. Hearings process
- 4. Development Regulations**
 - a. Public workshops with County
 - b. Hearings process
- 5. SEPA**
 - a. Adoption procedures

Easton Subarea Plan Public Participation

The Easton subarea plan will follow a unique timeline to accommodate the community's needs with some overlap with the Comprehensive Plan to ensure consistency in vision and policy. The consultant team anticipated the following engagements events for the Easton Subarea Plan.

Engagements Steps/Events

- 1. Data Collection, Review, Analysis**
 - a. Visioning Open House – Assess current and future uses, infrastructure needs, design preferences for the area.

2. Plan Drafting

- a. Present What We Heard and Options for the Future – Present possible solutions to what we heard and decide best course of action.**
- b. Present Draft Policies – Present draft policies based on course of action.**

3. Final Plan Drafting

- a. Present Final Document – Release final document for comments.**

The visioning open house is intended to capture first-hand experiences from residents about strengths and weaknesses of the area, and opportunities or priorities for the future. The consultant team will return during the plan drafting phase to present what we heard and then another time to present draft policies. During the final plan drafting phase, the consultant will provide the full document, intended to be adopted with the final draft Comprehensive Plan. These events may occur in an open house format, formal presentation format, or virtual format depending on the needs of the residents.

Climate Related Public Participation

Climate related engagement will be completed concurrently with the Comprehensive Plan Engagement timeline and will be structured to best support the required analysis set forth in the GMA and further defined in the guidance provided by the Washington Department of Commerce.



Climate Related Engagement Steps/Events

1. Data Collection, Review, Analysis
 - a. Roadshow 1: Vision - Assess first experience about assets, hazards, and impacts from the community.
 - b. Engage with Remote/Disadvantaged Communities – Stakeholder Interviews
2. Plan Drafting
 - a. Prioritize Climate Related Actions
 - b. Draft proposed policies for climate resilience and mitigation of potential climate related hazards.
3. Final Plan Drafting
 - a. Final policy recommendations drafted.

Guiding Questions for Climate-Related Engagement

During the data collection phase of engagement the consultant team will seek to answer the following questions:

- What is the community's recent experience with climate related hazards?
- What climate events are residents most concerned about and why?
- Where are residents experiencing impacts from climate related events?
- What are the most important assets to residents?
- What are early opinions from the community around climate-related policies? How can this be used to promote policies that will receive community buy-in?
- In what ways does the community want to see fair and equitable planning practices to help support disadvantaged communities? This may be working with local organizations, providing incentives, providing financial support.

Media Relations

At times, Kittitas County may use or consult with media platforms and media outlets to inform residents about topics related to the Comprehensive Plan. Some media platforms and outlets include:

- Kittitas County News (<https://www.co.kittitas.wa.us/news>)
- Northern Kittitas County Tribune
- Facebook
- Ellensburg Daily Record

Agency Coordination

The county will coordinate with regional and state agencies throughout the comprehensive plan process. Coordination with agencies ensures consistency between Kittitas County and statewide planning efforts as well as promoting compliance with the Growth Management Act.

Key agencies that Kittitas County will coordinate with include:

- WA Department of Commerce
- WA Department. of Ecology
- WA Department of Fish and Wildlife
- WA Department of Natural Resources
- WA Department of Transportation
- WA State Parks and Recreation

Barriers

Anticipated Barriers to Engagement

Transportation Barrier – For groups with barriers to transportation, engagement will be scheduled at a specific location accessible to the groups we are trying to engage with. Our team can leverage existing services through HopeSource Transportation and Central Transit’s ADA Paratransit Service as a resource for those who have transportation limitations.

Disability Barrier – The County will choose the most accessible in-person locations available to reduce barriers for attending in-person. Online opportunities will also be provided through the survey and most stakeholder meetings will include an online option, if possible.

Computer Literacy Barrier – In-person opportunities to meet with the County will be provided during stakeholder meetings. In-person engagement will be designed without participants accessing a computer to mitigate potential computer literacy barriers.

Digital Access Barrier - In-person opportunities to meet with the County will be provided during stakeholder meetings. In-person engagement will be designed without participants accessing a computer to mitigate potential barriers to digital access.

Language Barrier – For stakeholder groups that require additional language or community services, the County will coordinate public meetings ahead to allow for participation.

Childcare Barrier – By providing diverse opportunities to engage such as different time options, online opportunities, meeting people in their communities or online, provide family-friendly engagement opportunities. Additionally, this public engagement plan seeks to provide activities for children and/or childcare where appropriate at community events so that parents have an opportunity to participate.

Appendix 2A – Engagement Schedule

Inserted on the next page.

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Kittitas County 2026 Comprehensive Plan Update with Climate Element and Resiliency Sub-Element

PC = Planning Commission

BOCC = Board of County Commissioners

H = Hearings

OH = Open House (Roadshow)

TASKS	2025												2026					
	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR
Public Engagement Plan																		
Comprehensive Plan Engagement Plan																		
Climate Element Public Engagement Plan																		
Comprehensive Plan Engagement Efforts																		
Project website (ongoing updates)																		
Pop-Up Events (ongoing)																		
Stakeholder Interviews																		
Climate Stakeholder Interviews																		
Survey 1: Crafting Kittitas' Future (Vleion/Policy Survey)																		
Climate Survey Questions																		
Roadshow 1: Crafting Kittitas' Future + Climate Engagement							OH											
Cle Elum							OH											
Ellensburg							OH											
*Easton (part of subarea plan)					OH													
Survey 2: Community Priorities Survey																		
Climate Survey Questions																		
Roadshow 2: What we've heard & what is next for Kittitas + Climate Engagement																		
Cle Elum											OH							
Ellensburg											OH							
*Easton (part of subarea plan)											OH							
Planning Commission Public Meetings (in-person or virtual)					PC1				PC2		PC3		PC4					
Community Engagement Final Report Comprehensive Plan																		
Board of County Commissioner Public Meetings (in-person or virtual)					BOCC1				BOCC2		BOCC3		BOCC4					
Adoption & Public Hearing Process																		
60-day Commerce Review/ SEPA																		
Planning Commission																H		
Board of County Commissioners																	H	

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*Easton (part of subarea plan)

Project Team will try to utilize community events as best as possible to reach community members. See below

Notable community events:

Ellensburg:

Bite of the 'Burg on September 23, 2025, Ellensburg - from 2 p.m to 5 p.m
Ellensburg Rodeo - Aug 29-Sept 1

Snoqualmie:

Egg Hunt/ Downtown Is Hopping - April 19, 2025
Blg Truck Day - June 28, 2025 10-12 noon

Cle Elum/ Roslyn:

Boo-Elum (October 31) Cle Elum
Roslyn Mountain Ale Festival - October 2025 TBD

Appendix 2B – Anticipated Materials List

Materials for In-Person Events

It is anticipated that the following materials will be provided at most in-person events. This is not exhaustive list and may be subject to change based on the size of the event, the venue, time of year etc.

Open House Materials

- Sign-in Sheet
- Informational Posters
- One-Sheet Handout
- Translated materials will be provided, when needed.
- Tables
- Chairs for those with disabilities.
- Translated materials (created as needed for some public audiences)

Formal Presentation Materials

- PowerPoint
- Memos