



# Community Development Department

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## MEMORANDUM

To: Planning Commission  
From: Nicole Wiebe, Community Liaison  
Emily Arteche, Community Development Director

Date: February 6, 2023

Subject: Comprehensive Plan Update – Draft Public Involvement Plan, PIP Outline

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### Introduction

The Growth Management Act, at RCW 36.70A.040, requires cities to establish and broadly disseminate 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 public involvement plan needs to 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 Public Involvement Plan (PIP) is integral to the Comprehensive Plan update because public input shapes the plan. The current draft PIP identifies the audiences (who), community outreach methods (what and where), and communication channels and tools (how). The PIP is one part of four phases in a Comprehensive Plan: 1. Launch of the Comprehensive Plan, 2. Community Engagement and Outreach, 3. Review and Update, and 4. Adoption. The PIP is intended to continue through each phase of Comprehensive Plan. It will be updated and revised as the process moves forward.

### Next Steps

Discussion of the below PIP outline. After receiving feedback, staff will launch the PIP to the “engagement and outreach” phase and beginning with face-to-face meetings with audiences.

#### *2044 Comprehensive Plan PIP, Outline:*

- Comprehensive Plan: An official City Council statement of goals and policies for managing growth while protecting residents’ health and quality of life.
- PIP: A plan for public input to shape the plan. The goal is to reach a broad and diverse audience, identify community values, via a process that encourages awareness, understanding and involvement. The PIP may be updated and refined as the process moves forward, to reflect the needs of the audience and to ensure effective engagement.

- Snoqualmie Comprehensive Plan Elements: Land Use, Housing, Transportation, Capital Facilities/Utilities, Community Character, Economic Development, Environmental and Sustainability and Parks.
- Comprehensive Plan Phases:
  - ✓ Launch COMP Plan (January 2023)
  - ✓ Community Engagement and Outreach
  - ✓ Review and Update
  - ✓ Adoption (approximately October – December 2024)
- AUDIENCES
  - ✓ The Snoqualmie Tribe and other Tribes
  - ✓ Residents
  - ✓ Students/Youth
  - ✓ Business Owners
  - ✓ Property Owners and Developers
  - ✓ Elected and Appointed Officers: Council, Committees and Commissions
  - ✓ Community Organizations and Stakeholders
  - ✓ Historic Downtown Merchants Association
  - ✓ Service Clubs, ex. Kiwanis and Rotary
  - ✓ Snoqualmie Valley Hospital
  - ✓ Snoqualmie Valley Transportation
  - ✓ Snoqualmie Valley YMCA
  - ✓ SnoValley Chamber of Commerce.
- Community Outreach Methods
  - ✓ Community Conversations may include: open houses, town halls, focus groups, and visioning workshops
  - ✓ Place-based outreach including: pop-up or table-top conversations in parks, library, businesses, or at community events,
  - ✓ Presentations and feedback opportunities at community-based organization meetings,
  - ✓ Presentations to commissions and committees,
  - ✓ Public Comment encouraged and accepted via webpage and at all public meetings and events,
  - ✓ Public Hearings.
- Communication Channels and Tools
  - ✓ City webpage launched January 2023, information will be updated throughout the process,
  - ✓ Social Media Applications: (Facebook, Twitter, Instagram and Next Door) throughout process,
  - ✓ Digital newsletters, City and Snoqualmie Ridge Owners Association,
  - ✓ Press releases to local paper and community blog,
  - ✓ Print materials – may include: Quarterly newsletters, utility inserts, and postcard mailings,
  - ✓ Project materials displays in City buildings and part of presentations and pop-ups,
  - ✓ Community Survey,
  - ✓ Interested Parties List,
  - ✓ Official Notices.