



**To** City of Tenino Planning Commission  
**From:** SCJ Alliance  
**Date:** November 8, 2023  
**Project:** Tenino 2025 Comprehensive Plan Update  
**Subject** Public Participation Plan

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## Background

The City of Tenino is updating its Comprehensive Plan in accordance with RCW 35A.63.061. The Comprehensive Plan updated for cities in our region is due by July 2025. The Comprehensive Plan is the long-range policy document that guides the City's growth and development over the next 20 years. Under the GMA, cities and counties in Washington must periodically review and, if needed, update their comprehensive plans to ensure consistency with state law and other regional planning documents.

Public outreach is a key component of this periodic update effort. Among other things, GMA requires early and continuous public participation in the Comprehensive Plan update (RCW 36.70A.140). This Public Participation Plan (PPP) is intended to guide public outreach efforts throughout the process to ensure early and continuous involvement in decision making. Efforts to encourage participation will continue over the course of the Comprehensive Plan update.

This document outlines the public participation opportunities for Tenino's Comprehensive Plan update, including engagement methods, timeline, and implementation strategies. This is a working document and may be updated over time to reflect the needs of the community.

## Objective

- The objectives for this Public Participation Plan are:
- Inform residents of the Comprehensive Plan update, the planning process, and outcomes.
- Give participants more ownership in the outcome of planning processes through collaborative events that engage in conversation and the exchange of ideas and information, leading to buy-in, a sense of ownership, and higher quality planning documents.
- Be inclusive of a range of perspectives, engaging residents in unique ways to reach a broader audience and understand their goals, needs, and desires.
- Provide access to engagement opportunities, events, and participation for all residents of Tenino, including disadvantaged groups and individuals and those who have historically been left out of community planning processes.
- Build support for the Comprehensive Plan and work with the Tenino community, elected officials, and other agencies toward success in implementing its goals, policies, and actions.

## Roles and Responsibilities

### City of Tenino

The City of Tenino is responsible for the update of the Comprehensive Plan in compliance with RCW 35A.63.061. This responsibility includes actively inviting public comment and coordinating with state, regional, and county planning policies as outlined in state law. The city is using its on-call planning consultant, SCJ Alliance, to work alongside City staff in facilitating the Comprehensive Plan update process.

### Planning Commission

The Planning Commission will take the lead as the advisory body for this project. Planning Commission meetings are regularly scheduled and open to the public, and the City Council will receive briefings on the committee's work.

### City Council

Once the Comprehensive Plan update is complete, the Tenino City Council is responsible for adoption of the plan.

## Public Participation

### Audiences

There are several audiences – individuals and agencies – that will participate in the Tenino Comprehensive Plan update, and each will engage in the process in different ways:

- **General Public:** Tenino residents, property owners, and business owners.
- **Elected and Appointed Officials:** City Councilmembers, Planning Commissioners
- **Non-City Service Providers:** South Thurston Fire & EMS, Thurston County Rural Transit, Thurston County PUD, etc.
- **Non-Governmental Organizations:** Tenino Chamber of Commerce, Thurston Economic Development Council, and others as interested.
- **State, Regional, Tribal, and Other Local Governments:** Thurston Regional Planning Council, Thurston County, Nisqually Tribe, Confederated Tribes of the Chehalis Reservation and Cowlitz Tribe.

### Communication Channels

It is important that information be made available so any interested person can review the materials and participate. Throughout the Comprehensive Plan update process, the city will maintain several channels for notifying the public and other participants of relevant meetings and events. Regular opportunities for education and notification include:

- City website
- Email
- City social media
- Tenino City Hall

- Places of worship
- Other channels/events TBD

Public meetings held by the Planning Commission and City Council will be noticed according to the standard procedures for those bodies, as well as on the City’s website. All outreach efforts and comments received will be documented by the City and available for public review upon request.

**Inclusivity and Potential Barriers to Participation**

The channels by which we communicate and the events we hold should incorporate an inclusive engagement approach. The table below identifies the engagement options for this plan, including the potential barriers of each as well as how the method achieves inclusivity.

Engagement Method	Potential Barrier(s)	Potential Inclusivity Methods
<p><b>Project Website</b> A central location for status updates, draft documents, meeting schedules and related information, official notices, and feedback/ comment portal.</p>	<ul style="list-style-type: none"> <li>• Getting visitors to the website</li> <li>• Reaching non-English speaking residents</li> <li>• Uploading materials in a timely manner</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure ease of access through virtual outreach on social media and email correspondence directing public to website</li> <li>• Provide materials in a variety of languages as needed.</li> <li>• Make materials available in advance for distribution to the public</li> </ul>
<p><b>Social Media</b> Sharing of public events, surveys, and other opportunities to participate.</p>	<ul style="list-style-type: none"> <li>• Posting and noticing in a timely manner</li> <li>• Creating postings that appeal to a wide audience.</li> <li>• Reaching non-English speaking residents</li> </ul>	<ul style="list-style-type: none"> <li>• Provide materials in a variety of languages as needed.</li> <li>• Provide links to surveys and other web-based platforms.</li> </ul>
<p><b>Public Meetings, Civic Events, and Presentations</b></p>	<ul style="list-style-type: none"> <li>• Identifying appropriate events for community</li> <li>• Engaging non-English speaking residents</li> <li>• Childcare availability</li> <li>• Potential for low participation</li> <li>• High level of coordination/ communication required</li> </ul>	<ul style="list-style-type: none"> <li>• Work with City departments to identify appropriate events to reach a diverse audience.</li> <li>• Designate 1–2 point people for coordination/ communication to ensure clarity and efficiency.</li> <li>• Provide options for non-English-speaking participants and ensure ADA accessibility.</li> <li>• Incentivize participation with food and/or childcare.</li> <li>• Include opportunities for both virtual and in-person participation; host “hybrid” public meetings – in-person meetings with a virtual participation option.</li> </ul>

<p><b>Printed Materials</b> Printed materials describing the update process, including:</p> <ul style="list-style-type: none"> <li>• Mailers</li> <li>• Others TBD</li> </ul>	<ul style="list-style-type: none"> <li>• Reaching non-English speaking residents</li> <li>• Potential for low participation</li> </ul>	<ul style="list-style-type: none"> <li>• Provide materials in a variety of languages as needed.</li> <li>• Identify a variety of outlets with relevant contact information for notification and distribution of materials (newspapers, neighborhoods, churches, and other community-oriented organizations/groups).</li> <li>• Include website link and QR code for access.</li> </ul>
<p><b>Planning Commission and City Council Meetings/Hearings</b></p>	<ul style="list-style-type: none"> <li>• Engaging non-English speaking residents</li> <li>• Childcare availability</li> <li>• Potential for low participation</li> <li>• May be intimidating</li> </ul>	<ul style="list-style-type: none"> <li>• Provide ample time for the public to speak and/or provide written comments and questions.</li> <li>• Provide options for non-English-speaking participants and ensure ADA accessibility.</li> <li>• Incentivize participation with food and/or childcare.</li> <li>• Include opportunities for both virtual and in-person participation.</li> </ul>
<p><b>Community Advisory Board</b> Interdisciplinary team of local stakeholders who can contribute nuanced input and community expertise to policy development</p>	<ul style="list-style-type: none"> <li>• Board members must have availability to commit to regular meeting attendance</li> <li>• Lack of access to transportation, childcare, etc. may prevent stakeholders from being able to participate as board members</li> </ul>	<ul style="list-style-type: none"> <li>• Allow virtual attendance to enable members to contribute without arranging for transportation, childcare, etc.</li> <li>• Schedule meetings at times which enable the greatest number of stakeholders to attend, be it weekends, evenings, or during the day.</li> </ul>

## Public Engagement Activities

This section delves deeper into each of the engagement methods planned as part of the Comp Plan Update engagement strategy, describing the tool or activity as well as the anticipated timeframe for implementation.

### Project Website

Timeframe: Duration of project

The project website will be a central location for all interested parties to access the latest information related to the Comprehensive Plan update. The website will be linked through the City’s website and will allow all interested parties to:

- Review background information concerning the Comprehensive Plan update; access and review the project status and timeline.
- Review draft and final documents, Comprehensive Plan deliverables, and community workshop materials.
- Provide comments and feedback via a comment portal throughout the update process.
- Have the option to attend in-person public open houses virtually, via a link on the project website; and
- See the Planning Commission and City Council’s schedules related specifically to the update process.

### **Roles and Responsibilities**

- **City Staff (lead):** Publishing, distribution, and translation (as needed) of materials.
- **SCJ Alliance (support):** Production of materials as needed.

### **Social Media**

Timeframe: Duration of project

Social media will be utilized to broadcast public events, surveys, and other engagement activities for the public to participate in. To avoid any gaps in communication, the community will be provided with consistent, clear social media posts that will continue the conversation, provide education, and build awareness throughout the comprehensive plan update process.

To run a successful social media campaign, materials must be published on time and updated regularly. There should also be regularly scheduled postings leading up to events, and each post should include a clickable image that redirects people to the website or event link. Comments posted on social media posts should be compiled and delivered to City Staff and consultants regularly. Social media postings will correspond with the event dates listed under Public Outreach Events, Community Survey, and Planning Commission and City Council Meetings listed below.

### **Roles and Responsibilities**

- **City Staff (lead):** Publishing and production of materials.
- **SCJ Alliance (support):** Assisting the City in the production of social media content (e.g. text, images, and information)

### **Public Outreach Events**

Timeframe: (exact dates TBD)

The Comprehensive Plan update process will include two large, city-wide public open houses to inform residents about the update process and collect feedback on the plan. The Planning Department will coordinate with other City departments as necessary to plan the open houses.

### **Roles and Responsibilities**

- **City Staff (lead):** Coordinate and help lead outreach events; publish materials on the project website and social media page(s); assist with running the events.
- **SCJ Alliance (support):** Design and production of materials; collect and monitor public feedback; attend/lead outreach events.

### **Community Survey**

Timeframe: (exact dates TBD)

At least one online community survey will be developed to explore community preferences and planning alternatives. An opportunity to complete the survey in a paper format will also be provided for community members who are not likely to participate online. This survey will collect topical information from the public on various elements of the Comprehensive Plan.

### **Roles and Responsibilities:**

- **SCJ Alliance (lead):** Develop survey questions; digitize in Alchemer online survey platform; monitor and analyze results.
- **City Staff (support):** Distribute surveys via City outlets; data entry for hard copy surveys.

### **Community Advisory Board**

Timeframe: (exact dates TBD)

Monthly or bi-monthly meetings of an advisory board consisting of local stakeholders representing diverse communities and with backgrounds and perspectives relevant to municipal policy development. The community advisory board will serve as a panel of experts on Tenino, providing expertise that city staff and the consultant team may lack. Board meetings will be an opportunity for staff and consultants to workshop policies with board members in a more comprehensive and individualized fashion than that of a larger-scale, one-off community engagement event.

### **Roles and Responsibilities:**

- **SCJ Alliance (lead):** Assemble Community Advisory Board, develop meeting agendas, lead meetings and group discussion.
- **City Staff (support):** Facilitate board meetings by enabling access to city property (e.g., city hall), provide meeting support.

## **Comprehensive Plan Rollout and Adoption**

### **Planning Commission and City Council**

Meetings Timeframe: (exact dates TBD)

While the Planning Commission and City Council will continue to hold regular meetings throughout the update timeframe, there will be several meetings specifically associated with the adoption of Tenino's Comprehensive Plan update. These include:

**Draft Plan Presentation** (date TBD): City staff and consultant (SCJ Alliance) will present a summary of engagement efforts and the draft Comprehensive Plan to the Planning Commission.

**Final Plan Presentation** (date TBD): A combined Planning Commission/City Council workshop will be held to roll out the final draft of Tenino’s updated Comprehensive Plan. City staff and consultant (SCJ Alliance) will provide an overview of the planning process, public feedback, and final draft of the plan. Final feedback will also be collected from the two public bodies and substantive comments will be incorporated into the final draft.

**Planning Commission recommendation** (date TBD): Planning Commission is required to review amendments to the Comprehensive Plan and provide a recommendation to the City Council for consideration and potential adoption.

**Comprehensive Plan Adoption** (date TBD): City Council will hold a hearing to adopt the updated Comprehensive Plan.

**Roles and Responsibilities:**

- **City Staff** (lead): Coordinate, schedule, and lead workshops and hearings.
- **SCJ Alliance** (support): Technical resources as needed; production of materials as needed.

## Conclusion

The update of Tenino Comprehensive Plan is a collaborative effort in which the city will engage the public, businesses, governmental agencies, tribes, and other interested groups. As detailed in this Public Participation Plan, the City’s website, public postings, community events, public meetings, and workshops will be used to reach out to interested parties and get them involved in the process. Throughout this effort, the city will strive to involve “a broad cross-section of the community” (WAC 365- 196-600) in order that the resulting Comprehensive Plan update may truly reflect the vision and goals of the community.