

Community and Tribal Engagement Plan

2027 PERIODIC UPDATE OF THE COMPREHENSIVE PLAN

OCTOBER 2025



Photo Credit: Lukas Robertson

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Prepared by:



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1. Introduction

The City of Ilwaco is undertaking a periodic review of its Comprehensive Plan as required by the Washington State Growth Management Act (GMA) under Chapter 36.70A RCW. The GMA is composed of a series of statutes, first adopted in 1990, requiring fast growing cities and counties to develop a comprehensive plan to manage population growth while protecting rural and resource lands.

GMA requires each Comprehensive Plan to be reviewed and revised, if needed on a 10-year schedule established by the Legislature. The review ensures the City's Comprehensive Plan stays current with changes in laws and rules, remains consistent with other plans and regulations, and is responsive to changed circumstances, new information and improved data. Additionally, in 2023 the State legislature approved House Bill (HB) 1181, which requires local municipalities to include a new Climate Element in their Comprehensive Plans with an emphasis on climate resiliency, hazard mitigation, greenhouse gas (GHG) emission reduction and advancing environmental justice. The city is undertaking this task in conjunction with the 2027 periodic update of the Comprehensive Plan.

The purpose of this Community and Tribal Engagement Plan is to describe how the city will encourage early and continuous public input throughout the periodic review and update process. This includes the steps that the city will take to provide a variety of methods and opportunities for public engagement and public comment. The city is committed to obtaining meaningful feedback from its diverse neighborhoods and communities. To achieve this, City staff (with assistance from the consultant team) are prepared to go where people are at.

This plan is a working document and will be adjusted as needed to provide for the greatest and broadest public participation over the course of the periodic review process.

A separate Community and Tribal Engagement Plan is being prepared for the new Climate Element.

2. Goals and Objectives of the Community and Tribal Engagement Plan

2.1 Goals

- Provide interested parties with timely information, an understanding of the process, and multiple opportunities to review and comment on proposed amendments to the Plan.

- Implement a resident engagement strategy that supports environmental justice and the goals of the Growth Management Act, including HB 1181.
- Actively solicit information from citizens, tribes, property owners, business owners and other stakeholders about their concerns, questions, and priorities for the periodic review process.
- Encourage interested parties to informally review and comment on proposed changes to the Comprehensive Plan throughout the process and provide those comments to the Planning Commission and City Council.
- Provide forums for formal public input at project milestones prior to decision-making by local officials.
- Consult and consider recommendations from Tribal entities and public agencies.

2.2 Objectives

- To conduct early and continuous outreach throughout the project and to provide opportunities for the public and tribal entities to participate in the development of draft amendments to City ordinances and plans.
- Coordinate efforts with the development of the Climate Element and the Integrated Stormwater Planning and Outreach Project

Team Roles and Responsibilities

Name	Organization	Role
Mike Cassinelli	City of Ilwaco	Mayor
Holly Beller	City of Ilwaco	City Administrator, City Grant Manager
Harvey Doty	Gray and Osborne	On-Call City Engineer
Alexandra Plumb	Facet	Consulting Team Member Project Manager/Climate Lead
Dan Nickel	Facet	Consulting Team Member QA/QC
Donna Keeler	Facet	Consulting Team Member Engagement Lead
Matt Covert	Facet	Consulting Team Member Housing and Land Use Lead
Dawn Spilsbury	Facet	Consulting Team Member GIS Lead and Engagement Support
Alex Capron	Facet	Consulting Team Member Parks Lead
Rachel Henden	Facet	Consulting Team Member Comprehensive Plan Support
Kyle Cotchett	Facet	Consulting Team Member Comprehensive Plan Support

2.3 Engagement Responsibility Matrix

Engagement Group	Project Phase and Responsibility	
	Comprehensive Plan Revisions	Ilwaco Municipal Code
Planning Commission	Provide recommendations on revisions to City Council	Provide recommendations on revisions to City Council
City Council	Final decision on Comprehensive Plan revisions	Final decision on revisions to Ilwaco Municipal Code
Public	Provide input on revisions through public comment opportunities	Provide input on revisions through public comment opportunities
Tribes	Provide opportunities early in the project for tribes to voluntarily choose to participate and coordinate in the planning process, including providing input on revisions.	Provide input on revisions through consultation, coordination and cooperation.

3. Engagement and Outreach Strategies

The City of Ilwaco is committed to providing multiple opportunities for public participation throughout the process and will use a variety of communication tools to inform the public and encourage their participation, including the following:

3.1 Open House Events

The city will initiate their periodic review with a community open house during the outset of this project in hybrid format . Public comments received during the Open House will be posted on the periodic review webpage. A second open house will be held following the release of the draft plan.

3.2 Joint Planning Commission and City Council Workshops

Two (2) joint workshops with the Planning Commission and the City Council are proposed at the beginning of the project and following the release of the draft Plan amendments. The purpose of the workshops will be to share information on state requirements for the inclusion of climate elements in the Comprehensive Plan and to solicit feedback and guidance.

3.3 Public Comment Periods and Hearings

The Planning Commission will be the primary forum for detailed review and recommendations to the City Council. The Planning Commission will conduct a public comment period and at least one public hearing to solicit input on the periodic review before forwarding their recommendations and findings to the City Council.

City staff will coordinate with the Department of Commerce on public notification of comment periods and hearings related to the Periodic Update of the Comprehensive Plan, which includes development of the Climate Element and Resilience Sub Element.

Public notice of all hearings will state who is holding the comment period and/or hearing, the date and time, and the location of any public hearing. Notices will be published per official policy and comply with all other legal requirements such as the Americans with Disabilities Act (ADA). A notice will be posted on the website, published in the Chinook Observer, sent to the email list and the Department of Commerce.

3.4 News media

The local news media (Chinook Observer and other media sources) will be kept up-to-date on the periodic review process and receive copies of all official notices and press releases.

3.5 Ongoing Comment

All documents under consideration will be available on the periodic review webpage and available for review at City Hall. Interested parties will be encouraged to provide comments by letter or email. All comments will be compiled and provided to the Planning Commission and City Council.

3.6 Collaboration with Tribal Entities

The Mayor of Ilwaco will send letters to affected Tribes inviting them to participate and inform them of the Comprehensive Plan Periodic Update and development of the Climate Element. If tribes decline to participate due to capacity constraints or other issues, the City will share updates and continue to invite input in other ways. Tribal engagement will include:

Confederated Tribes of the Chehalis Reservation	The Cowlitz Indian Tribe
Confederated Tribes of Warm Spring Reservation of Oregon	Quinalt Indian Nation
Chinook Indian Nation	Shoalwater Bay Indian Tribe

3.7 Survey(s) and FAQ

A visioning survey will be prepared and distributed to residents, businesses, and other interested parties to inform the update to the community vision. Other surveys may be distributed as needed. A Frequently Asked Questions (FAQ) document will be developed and updated as needed to provide responses to common questions and inform the project as it progresses.

3.8 Website and StoryMap

The City's website will include a periodic review webpage and StoryMap where interested parties can access status updates, draft documents, official notices, minutes, and other project information. The StoryMap will tell the story of the City of Ilwaco Comprehensive Plan update, by combining interactive maps with multimedia content, such as text, maps and images. The webpage will be the primary repository of all information related to the periodic review process including draft documents, official notices, a Frequently Asked Questions (FAQ) section, and other project information. The page will include who to contact for more information and an email link for questions and comments.

3.9 Email Distribution List, Social Media, Mailers

The City will develop and maintain an email distribution list to notify interested parties of upcoming meetings and events, including opportunities to provide input on the release of draft documents. Notices will also be posted on the City's Facebook page and included in utility mailers.

3.10 Targeted Outreach

Focused conversations with specific stakeholders or parties of interest will also help refine the understanding of the project's needs and provide subject matter expertise on elements identified by the project team. It is anticipated that individual meetings will be held with various stakeholders, as needed or requested by community groups or organizations. Additional outreach will be facilitated with the Tribes, depending on their preferred level of involvement.

3.11 Documentation

Meeting notes will serve as documentation for participants, discussion and concerns that will inform language and plan amendments. Meeting notes will be captured and disseminated to city staff, where applicable, for review to ensure conversations are correctly represented. Presentation materials will be retained and will be available on a dedicated webpage.

4. Outreach Deliverables

To facilitate a transparent and well-documented process, the following Comprehensive Plan Update community and Tribal outreach deliverables¹ will be collected, submitted to the Department of Commerce, and made available to the public on the dedicated webpage, a subset of the City of Ilwaco Planning website:

- Community and Tribal Engagement Plan
- Published calendar of planned outreach meetings and events (published on the StoryMap)
- Visioning survey and results
- Meeting materials, including attendance lists, meeting notes, presentation materials
- Outreach materials, including an FAQ, handouts, flyers as needed
- Summary of outreach efforts

5. Revisiting the Engagement Plan

Throughout the project duration, this Engagement Plan will be revisited to consider the effectiveness of outreach, thoroughness of stakeholder participation, and whether change in communication approach or planned events is warranted.

6. Timeline

The following is a general timeline including anticipated public participation opportunities. A detailed timeline will be posted on the periodic review webpage.

Date	Activity	Description
2025		
August	<ul style="list-style-type: none">• New project webpage• StoryMap• Initiate Tribal engagement• Email distribution list	<p>Set up project webpage</p> <p>Create a StoryMap</p> <p>Establish email distribution list</p> <p>Issue formal invitation to Tribal Entities (DAHP list + others identified by the City)</p>

¹ Refer to the Work Plan for a list of deliverables for the Periodic Update of the Comprehensive Plan.

September	<ul style="list-style-type: none"> • Update webpage • Vision Survey • Email, social media updates 	<p>Issue press release in the Chinook Observer</p> <p>Distribute/publish flyer or other outreach materials.</p> <p>Review and finalize community vision survey questions</p> <p>Survey launch – Distribute via email, website, social media, paper handouts, other</p>
October	<ul style="list-style-type: none"> • Project Work Plan • Community and Tribal Engagement Plan • Community Open House • PC/CC Workshop • Tribal outreach • Survey launch • Press Release • FAQ 	<p>Review and finalize Project Work Plan</p> <p>Review and finalize Community and Tribal Engagement Plan</p> <p>Review draft FAQ</p> <p>Workshop- Overview/discussion of Comprehensive Plan elements, required updates, and vision statement</p> <p>Open House – City Hall (hybrid)</p> <p>Finalize list of Tribes requesting consultation</p> <p>Close survey (end of month)</p>
November	<ul style="list-style-type: none"> • Survey Report • Webpage • Planning Commission • Tribal outreach as appropriate • Email, social media updates 	<p>Project updates as needed, PC input</p> <p>Prepare visioning survey report</p> <p>Publish visioning survey results</p>
December	<ul style="list-style-type: none"> • Web page updates • Potential press release • Planning Commission • Tribal outreach as appropriate 	<p>Issue press release in Chinook Observer</p> <p>Project updates as needed, PC Input</p> <p>Tribal consultation and coordination</p>

2026		
January	<ul style="list-style-type: none"> • Utility billing • Web page • Planning Commission • Tribal outreach as appropriate • Email, social media updates 	Finalize vision statement Project updates as needed, PC Input
February	<ul style="list-style-type: none"> • Web page • Planning Commission 	Project updates as needed, PC Input
March	<ul style="list-style-type: none"> • Utility billing • Web page updates • Planning Commission • Tribal outreach as appropriate • Email, social media updates 	Project updates as needed, PC Input
April	<ul style="list-style-type: none"> • Web page • Planning Commission • Tribal outreach 	Project updates as needed, PC Input
May	<ul style="list-style-type: none"> • Utility Billing • Web Page • Planning Commission • Tribal outreach as appropriate • Email, social media updates 	Project updates as needed, PC Input
June	<ul style="list-style-type: none"> • Web page • Planning Commission • Tribal outreach as appropriate 	Project updates as needed, PC Input
July	<ul style="list-style-type: none"> • Utility billing • Webpage updates • Planning Commission 	Project updates as needed, PC Input

	<ul style="list-style-type: none"> • Tribal outreach as appropriate • Email, social media updates 	
August	<ul style="list-style-type: none"> • Webpage • Planning Commission • Tribal outreach as appropriate 	Project updates as needed, PC Input
September	<ul style="list-style-type: none"> • Utility billing • Webpage updates • Planning Commission • Tribal outreach as appropriate • Email, social media updates 	Project updates as needed, PC Input
October	<ul style="list-style-type: none"> • Web page • Planning Commission • Tribal outreach 	Project updates as needed, PC Input
November	<ul style="list-style-type: none"> • Utility billing • Webpage updates • Planning Commission • Tribal outreach as appropriate • Email, social media updates 	Project updates as needed, PC Input
December	<ul style="list-style-type: none"> • Web page • Planning Commission • Tribal outreach as appropriate 	Project updates as needed, PC Input
2027		
January	<ul style="list-style-type: none"> • Draft Periodic Update Release • Commerce Review • Web page updates • Press Release • Tribal outreach as appropriate • Email, social media updates 	<p>Release of Draft Periodic Update and Draft Climate Element and Resilience Sub-Element</p> <p>Initiate 60-day review by Commerce</p> <p>Issue press release</p> <p>Coordinate with Dept. of Commerce re. state review, hearing dates</p>

		Initiate SEPA Checklist
February	<ul style="list-style-type: none"> • CC/PC Workshop • Open House • Public comment period on draft revisions • Environmental review (SEPA) • Tribal outreach as appropriate 	<p>Open House - present and evaluate new draft plan goals and policies.</p> <p>Issue SEPA Determination, public review</p>
March	<ul style="list-style-type: none"> • Planning Commission public hearing • Tribal outreach as appropriate • Email, social media updates 	<p>One hearing is anticipated.</p> <p><i>The City Council has the option to hold a separate Public Hearing if desired.</i></p>
April	<ul style="list-style-type: none"> • Plan Adoption 	Final Ordinance to City Council for adoption
May		
June	<ul style="list-style-type: none"> • Final Adopted Plan 	Due to Commerce by June 30, 2027

7. Revisiting the Outreach Plan

Throughout the project duration, this Outreach Plan will be revisited to consider the effectiveness of outreach, thoroughness of stakeholder participation, and whether change in communication approach or planned events is warranted.