

Community and Tribal Engagement Plan



CLIMATE ELEMENT

OCTOBER 2025

Prepared for:



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1. Introduction

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.

In 2023, the State legislature approved HB 1181, which requires local municipalities to include a new Climate Element in their Comprehensive Plans with an emphasis on climate resiliency, greenhouse gas (GHG) emission reduction, hazard mitigation, and advancing environmental justice. However, the City of Ilwaco ("the City") is not required to develop a GHG emissions reduction sub-element under the requirements of HB 1181 but must encourage efficient multimodal transportation systems that will reduce greenhouse gas emissions and per capita vehicle miles traveled in alignment with the goals of the GMA. The City of Ilwaco is undertaking this task in conjunction with the 2027 periodic update of its Comprehensive Plan. Addressing this topic will require a thoughtful and well-planned approach to tribal and public outreach and should encourage diverse participation across the community. This Engagement Strategy is in addition to the plan for the 2027 Periodic Update of the City's Comprehensive Plan.

The purpose of this Engagement Strategy is to describe how the City will encourage early and continuous public input and engage tribal entities and a diversity of community members in equitable and meaningful ways. It is important to integrate tribal representatives and community members into the planning process early to give them a voice in shaping and implementing policies. Pursuant to the goals of the GMA, this effort will encourage the involvement of citizens in the planning process, including the participation of vulnerable populations and overburdened communities, and will ensure coordination between communities and jurisdictions to reconcile conflicts. This process will ensure environmental justice is considered to avoid worsening environmental health disparities.

2. Goals and Objectives of the Public Participation Plan

2.1 Goals

- Provide interested parties with timely information, an understanding of the process, and multiple opportunities to review and comment on the development of amendments and stormwater designs.
- Inform the public about the project scope, goals, schedule, opportunities to provide input, and anticipated outcomes.
- Recruit interested parties to ensure diverse and continuous participation throughout the project.

2.2 Objectives

- Provide interested parties with timely information, an understanding of the process, and multiple opportunities to review and comment on the development of the Climate Element and updates to other goals and policies throughout the Plan to mitigate impacts from a changing climate.
- Actively engage tribal entities by inviting them to consult and provide feedback.
- Identify and recruit disadvantaged / at-risk community members.
- Ensure environmental justice and equity is considered to avoid worsening environmental health disparities.
- Provide an array of options to participate in the process to facilitate involvement.
- Actively solicit information from citizens, property owners, business owners and other stakeholders about their concerns, questions, and priorities for the development of the Climate Element and Resilience sub-element.
- Encourage interested parties to informally review and comment on proposed Climate Element goals and policies 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 public agencies.
- To provide opportunities for the public to participate in the development of draft amendments to City ordinances and plans.

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
Dan Nickel	Facet	Consulting Team Member QA/QC
Donna Keeler	Facet	Consulting Team Member Engagement Lead
Dawn Spilsbury	Facet	Consulting Team Member GIS Lead
Rachel Henden	Facet	Consulting Team Member Climate Element Support
Kyle Cotchett	Facet	Consulting Team Member Climate Element Support

3. Climate Policy Advisory Team (CPAT)

A Climate Policy Advisory team (CPAT) will be formed to provide guidance and recommendations to staff, the Planning Commission and the City Council on climate-related policies to the city. Members will consist of experts, community representatives, and stakeholders who will help shape the new Climate Element. This includes creating and refining goals and policies aimed at mitigating climate change and building climate resilience. Expected members include the following:

Organization	Representative	Email Address
City of Ilwaco	Holly Beller	treasurer@ilwaco-wa.gov
City of Ilwaco Public Works	Scott Corsi	publicworks@ilwaco-wa.gov
City of Ilwaco Wastewater Treatment	Jim Fero	Jim.fero@ilwaco-wa.gov
City of Ilwaco Water	Shane Grant	Shane.grant@ilwaco-wa.gov
City of Ilwaco Parks and Recreation	Nickolas Haldeman	nickolas.haldeman@gmail.com
City of Ilwaco Fire Chief	Jeff Archer	firechief@ilwaco-wa.gov
Shoalwater Bay Tribe	Quintin Swanson	qswanson@shoalwaterbay-nsn.gov

Chinook Indian Nation	Jen Lagergren/ Donovan Wargo	office@chinooknation.org/ dwargo7312@gmail.com
Pacific Conservation District	Jackson Blalock	jblalock@pacificcd.org
WDFW	Lauren Bauernschmidt	Lauren.Bauernschmidt@dfw.wa.gov
Port of Ilwaco	Tina Hayes	thayes@portofilwaco.org
Port of Peninsula	Jay Personius	jay@portofpeninsula.org
Port of Willapa Harbor	Jim Sayce	portofwh@willapabay.org
Pacific County EDC	Susan Yirku	director@pacificcountyedc.org
WSDOT	Chelsea Martin	martinCh@wsdot.wa.gov
Ecology (Shorelines)	Zach Meyers	zmey461@ecy.wa.gov
Washington State Parks	David Cass	david.cass@parks.wa.gov
Olympic Region Clean Air Agency (ORCAA)	Mike Shults	mike.shults@orca.org

4. Engagement and Outreach Strategies

The City is committed to providing multiple opportunities for the public and stakeholders to increase their awareness about the process and climate resilience. The City will take advantage of various modes of communication to inform the public, which may include, but not limited to social media and/or other web presence and email distribution lists. Meetings will be held virtually or in-person with a virtual option (hybrid). Engagement strategies include:

4.1 Open House and Workshops

The City will initiate the periodic review and Climate Element with a community open house during the outset of this project. Public comments received during the Open House will be posted on the periodic review webpage. Two (2) workshops with the Planning Commission and the City Council are proposed as the beginning of the project and following the release of the draft Plan amendments.

4.2 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 comprehensive plans and to solicit feedback and guidance.

4.3 Public Comment Periods and Hearings

The Planning Commission and the Climate Resilience Policy Advisory Team (CPAT) (see Section 3.0 above) 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. The City Council has the option to hold a public hearing before final adoption, but it is not required if they decide to adopt the Planning Commission’s recommendations and findings. 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.

4.4 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.

4.5 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.

4.6 Collaboration with Tribal Entities

The Mayor of Ilwaco will send letters to affected Tribes inviting them to participate and inform 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	Quinault Indian Nation
Chinook Indian Nation	Shoalwater Bay Indian Tribe

4.7 Climate Survey(s)

A Community Climate Survey will be prepared and distributed to residents or individuals that may be impacted by climate-related hazards that may be experienced in the City. The survey will focus on gathering feedback on climate priorities and potential solutions or actions. The email distribution list, social media, and utility mailers will be used to encourage participation, as needed.

4.8 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 like text, maps, and images. All documents related to the Climate Element will be included on this page for ease of reference. The webpage will be the primary repository of all information related to the periodic review process and development of the Climate Element, including draft documents, official notices, and other project information. The page will include who to contact for more information and an email link for questions and comments.

4.9 Workshops and Meetings

To achieve the objectives outlined in Section 1.2, Up to two (2) stakeholder workshops will be held to collectively gather existing information and provide specific feedback to aid in the subsequent draft code and plan amendments. The workshops will be held to seek feedback from the broader group and to review the proposed draft amendments developed by the project team and CPAT.

4.10 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 the CPAT for review to ensure conversations are correctly represented. Presentation materials will be retained and will be available on a dedicated webpage.

5. Deliverables

To facilitate a transparent and well-documented process, the following deliverables 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's website:

- Work Plan (Combined with Periodic Update of the Comprehensive Plan)
- Community and Tribal Engagement Plan
- Completed Commerce Climate Workbook

- Published calendar of planned outreach events (included on project StoryMap)
- Meeting materials, including attendance lists, meeting notes, presentation materials
- Outreach materials, including handouts, flyers as needed
- Summary of outreach events and feedback describing how and when overburdened communities and/or vulnerable populations, including tribes, were encouraged to participate in the development of the new or amended climate policies and goals in accordance with RCW 36.70A.020.
- Draft and Final Climate Element and Resilience Sub Element

6. Revisiting the Engagement Plan

Throughout the project duration, this Community and Tribal 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.

7. 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 	Set up project webpage Create a StoryMap Establish email distribution list Issue formal invitation to Tribal Entities (DAHP consultation list plus locally identified tribal partners).
September	<ul style="list-style-type: none"> • Community Climate Survey • Press Release • Update webpage • Survey launch • Identify CPAT members 	Develop, review, finalize and launch community climate survey. Distribute via email, website, social media, paper handouts, other Issue press release in the Chinook Observer

	<ul style="list-style-type: none"> Email, social media updates 	Distribute/publish flyer and/or other outreach materials.
October	<ul style="list-style-type: none"> Project Work Plan (Combined with Comprehensive Plan) PC/CC Workshop Community and Tribal Engagement Plan Community Open House Tribal outreach Community Climate Survey 	Review and finalize Project Work Plan Review and finalize Community and Tribal Engagement Plan Open House (hybrid) Finalize list of Tribes requesting consultation Close survey (end of month) Finalize Climate Advisory Policy Team (CPAT) participant list Workshop- Overview/discussion of Comprehensive Plan elements, required updates, and vision statement.
November	<ul style="list-style-type: none"> Webpage Climate Workbook Tribal outreach Email, social media updates Prepare survey report CPAT Meeting 	Project updates as needed Draft survey report Complete Section 3, Task 1.1-1.4 Utility billing – Project intro and links to webpage CPAT meeting (community assets, survey results, climate vision statement) Publish community climate survey results
December	<ul style="list-style-type: none"> Web page updates Climate Workbook Planning Commission Tribal outreach Climate Vision Statement 	CPAT Climate Vision survey Draft Climate Vision Statement PC Workshop
2026		

January	<ul style="list-style-type: none"> • Utility billing • Web page • Climate Workbook • Tribal outreach • Email, social media updates 	Project updates as needed Complete Section 3 Task 2.1
February	<ul style="list-style-type: none"> • Web page • Planning Commission • Climate Workbook 	Project updates as needed Complete Section 3 Task 2.2
March	<ul style="list-style-type: none"> • Utility billing • Web page updates • Tribal outreach • CPAT Meeting • Climate Workbook • Email, social media updates 	Project updates as needed CPAT Meeting (preliminary asset hazard pairing, finalize Climate Vision Statement)
April	<ul style="list-style-type: none"> • Web page • Planning Commission • Tribal outreach • Climate Workbook 	Project updates as needed Complete Section 3.1-3.3
May	<ul style="list-style-type: none"> • Utility Billing • Web Page • Planning Commission • Tribal outreach • Email, social media updates 	Project updates as needed Complete Section 3.3-3.5
June	<ul style="list-style-type: none"> • Web page updates • Press Release • Tribal outreach • CPAT Meeting 	Draft technical memorandum CPAT Meeting

July	<ul style="list-style-type: none"> • Climate Workbook • Utility Billing • Web Page • Planning Commission • Tribal outreach • Email, social media updates 	Draft goals and policies
August	<ul style="list-style-type: none"> • Climate Workbook • CPAT Meeting 	CPAT Meeting Section 3, Task 4.1-4.3
September	<ul style="list-style-type: none"> • Climate Workbook 	Section 3, Task 5
October	<ul style="list-style-type: none"> • Climate Workbook 	Draft goals and policies
November	<ul style="list-style-type: none"> • Planning Commission • Utility Billing • Web Page • Planning Commission • Tribal outreach • Email, social media updates 	Draft Climate Element
December	<ul style="list-style-type: none"> • Integration into the Draft Comprehensive Plan Periodic Update • Review related goals and policies in other Elements 	Revised draft Climate Element
2027		
January	<ul style="list-style-type: none"> • Draft periodic update release • Commerce review • Utility Billing • Web Page • Planning Commission • Tribal outreach • Email, social media updates 	Release draft Climate Element and Draft Periodic Update Initiate 60-day Commerce Review Initiate SEPA Checklist

	<ul style="list-style-type: none"> • SEPA 	
February	<ul style="list-style-type: none"> • CC/PC Workshop Open House • Public comment period • 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 Hearing • Web page updates • Press Release • Tribal outreach • Email, social media updates 	<p>Release of Draft Periodic Update and Draft Climate Element and Resilience Sub-Element</p> <p>Issue press release</p> <p>Coordinate with Dept. of Commerce re. state review, hearing dates</p> <p>Initiate SEPA Checklist</p> <p>Memorandum summarizing public engagement</p>
April	<ul style="list-style-type: none"> • Plan adoption 	Final ordinance to City Council for adoption
May	<ul style="list-style-type: none"> • 	
June	<ul style="list-style-type: none"> • Final adopted Climate Element 	Due on June 30, 2027