



# 2027 COMPREHENSIVE PLAN UPDATE AND CLIMATE ELEMENT WORK PLAN October 2025



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*Prepared for:* City of Ilwaco

*Facet Reference:* 2507.0406.00

*Prepared by:*



# **2027 COMPREHENSIVE PLAN UPDATE & CLIMATE ELEMENT**

## **WORK PLAN**

### **Purpose**

A work plan is a communication and project management document to help ensure project objectives and timelines are met. This project charter has been developed for the City of Ilwaco's 2027 Comprehensive Plan Update and Climate Element and outlines the following:

- ❖ Background and framework for the project
- ❖ High-level project approach, outcomes, and deliverables
- ❖ Project schedule and key milestones
- ❖ Roles and responsibilities
- ❖ Keys to project success
- ❖ Potential project risks and strategies to address those risks

### **Project Background and Framework**

Jurisdictions fully planning under the Washington State Growth Management Act (GMA), including Pacific County and all the cities within the county, are required to update their Comprehensive Plans and related development regulations every 10 years ([RCW 36.70A.130](#)). For the current cycle, the City of Ilwaco's next periodic update is due by June 30, 2027.

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; and protection of natural resource lands ([RCW 36.70A.070](#)). The planning window for this update is 2027-2047. The 2020 Comprehensive Plan, City GIS data, building permit data and other available data resources will serve as building blocks to update the City's Land Capacity Analysis report which will provide foundational information for growth planning.

In addition to meeting GMA requirements, Ilwaco has regional planning requirements through the Countywide Planning Policies (CPPs). The 2027 Comprehensive Plan will reflect population projections, housing allocations and other details agreed upon by Pacific County and its jurisdictions through the amended CPPs.

### **Approach, Outcomes, and Deliverables**

Defining the project approach along with outcomes and deliverables ensures the City and the consulting team are on the same page throughout the project about the overall project goals. How the project is viewed, what must be accomplished, and the steps and timeframes to get the project completed on time are all important factors that will help define project success.

### **Project Approach**

The GMA is designed as a bottom-up planning process that will incorporate the City's vision for the next twenty (20) years and the local circumstances that make the City of Ilwaco unique. In addition to developing a transparent process with early and ongoing involvement from the community, the GMA requires that *"each comprehensive land use plan and development regulations shall be subject to continuing review and evaluation by the county or city that adopted them"* (RCW 36.70A.130(1)(a)). Plan updates are not intended to be a wholesale re-write of the existing Plan. It is an update to extend the planning horizon and recognize changes

to:

- ❖ State laws / case law since the last update
- ❖ Updates to the Countywide Planning Policies
- ❖ Updates to countywide data
- ❖ Plan requirements for integration of new climate elements
- ❖ Community engagement and early tribal consultation

The Plan update is also focused on achieving consistency with the Countywide Planning Policies (CPPs), which are being updated again to implement recent changes to the GMA. The CPPs also contain preliminary population and employment targets as well as housing allocations by jurisdiction and income bracket that will be used for the Comprehensive Plan update. A gap analysis will be completed to review all these requirements. Identified gaps between the existing 2020 Comprehensive Plan and updates to state laws as well as countywide policy documents since 2020 will help inform the approach for this project.

There are several bills that passed the legislature after the CPP update. Therefore, there may be topics the City must take up that are not reflected within the updated CPPs.

The following represents some of the state law changes that occurred during the 2021-2022 and 2023-2024 Legislative Sessions. Each of these are identified within the Department of Commerce periodic update checklist, which is discussed below.

#### **HB 1220**

Substantially amends housing-related provisions of the GMA, RCW 36.70A.070(2). Please refer to the following Commerce housing webpages for further information about the new requirements: Updating GMA Housing Elements and Planning for Housing.

#### **HB 1241**

Changes the periodic update cycle described in RCW 36.70A.130. Jurisdictions required to complete their updates in 2026-2027 are required to submit prior to June 30th of their respective year. Additionally, jurisdictions that meet the new criteria will be required to submit an implementation progress report five years after the review and revision of their comprehensive plan.

#### **HB 1717**

Adds new requirements to RCW 36.70A.040 regarding tribal participation in planning efforts with local and regional jurisdictions.

#### **SB 5593**

Adds new elements to RCW 36.70A.130(3) regarding changes to planning and/or modifying urban growth areas (UGAs).

#### HB 1181

Requires a new Climate element and resilience sub element for Comprehensive Plans. This law also requires changes to other elements aimed at climate resilience, greenhouse gas emissions reduction, hazard mitigation, and advancing environmental justice.

#### ESHB 1998

Requires a fully planning community to allow co-living housing on any lot located within an Urban Growth Area (UGA) that allows at least six multifamily residential units.

#### SSB 5834

Allows a fully planning county to revise a UGA if it determines that patterns of development have created pressure in areas that exceed the available and developable lands within that UGA, with conditions.

#### ESHB 2321

Clarified middle housing legislation from the previous session (HB 1110).

#### SHB 2296

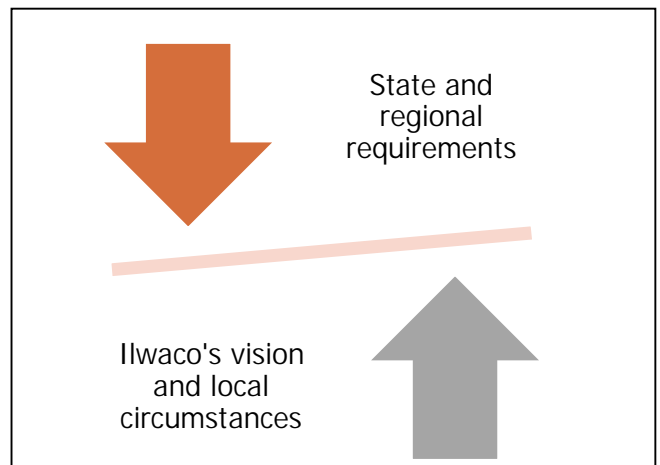
Extended the deadline for 2025 deadline jurisdictions to December 31, 2025.

#### HB 1042

Limits the restrictions that cities can place on adaptive re-use of commercial buildings in commercial or mixed use zones for housing units.

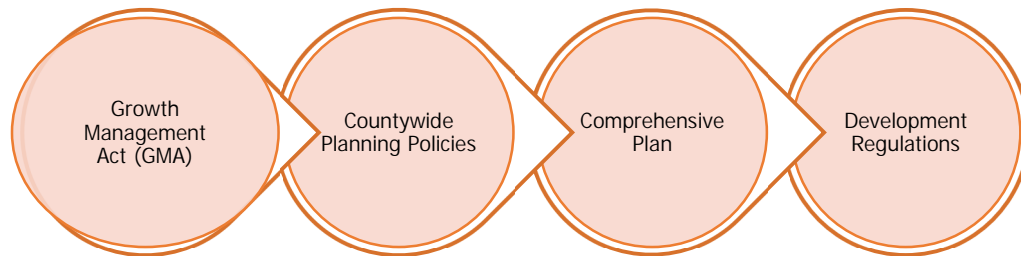
Outside of state, regional, and countywide plans and policies which will guide the comprehensive plan update, it is important to emphasize that the GMA was created as a bottom-up planning process. Requirements are balanced by the vision of the community and local circumstances. Planning in Washington State is not a one size fits all process. Therefore, in addition to the requirements discussed above, the following will guide the approach to this project:

- ❖ Public outreach using multiple methods including virtual and in-person engagement
- ❖ Close coordination with local Tribes
- ❖ Acknowledging local circumstances and how they relate to state requirements and emergent issues
- ❖ Thorough consideration of policy, program, and regulatory approaches to planning for and accommodating allocated housing unit growth in light of recent case law in a way that reflects the realities of growth and development in Ilwaco



## **Project Outcomes**

Desired project outcomes will be further refined as we engage with Tribes, the public, elected officials, special districts, and county, federal, state, and local agencies. Separate Community and Tribal Engagement Plans (Engagement Plans or public participation plans) have been created for the Periodic Update and Climate Element. As the project moves forward, the results of this engagement will shape the final outcomes of this planning process. High-level outcomes are set at this point to help direct the project team and to ensure the work program, timelines, and individual and group responsibilities are aligned.



This project is important for the overall future of the city. The outcomes of this project direct how the City will grow out to 2047. The Comprehensive Plan sets the policies for how growth (population and employment), housing, economic development, transportation, the environment, capital facilities and utilities, and parks/recreation/open space facilities will occur. The policies are then implemented into development regulations or other plans or programs.

The desired project outcomes include meeting state and regional requirements while ensuring that the updated plan reflects local circumstances and aligns with the community's vision. These outcomes include:

### State and regional outcomes:

1. Meet 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 Cities and Counties](#);
2. Ensure consistency with the Pacific County Countywide Planning Policies (CPPs); and
3. Update development regulations to ensure consistency with updated policies.

### Local outcomes:

4. Create a user-friendly easy to navigate, yet comprehensive document.
5. A robust public engagement program that uses multiple methods for participation.
6. Policies that are easy to navigate.
7. Policies that meet state and regional requirements through the lens of local circumstances and emergent issues (e.g., housing affordability, sea level rise, etc.).
8. Adopted growth targets which reflect planned growth during the planning period.
9. Goals and plans that are aspirational yet rooted in fiscal responsibility.
10. Protection of the environment and taking reasonable steps to address climate change.
11. Housing for all community income levels.
12. Develop strategies or action items that guide City initiatives, programs, and development regulations.
13. Create a vision that guides and leverages public and private investment.

### **Project Team Workplan Objectives/High Level Schedule**

A detailed project schedule is provided in Appendix A of this Work Plan and is intended to provide additional direction and specificity for upcoming project tasks. However, we want to remain flexible and to adjust as the project moves forward. The following are high-level work plan objectives to which the project team will work to adhere. The goal is to accept that there may be changes to the schedule but outline upfront how we will work through them together so they can be mitigated. The following is agreed to:

1. The project team will work together to ensure the project is completed no later than June 30, 2027.
2. Modifications to the project scope, especially those that could impact the project schedule, may only be approved by the Project Manager.
3. Individuals leading tasks will review the work plan and agree to the project schedule. Schedule changes should be made upfront for issues that we should be able to anticipate now.
4. Personnel changes for task assignments will be communicated to the Project Manager.
5. Discussion and decisions on important project tasks and deliverables will be made at designated project meetings. Those responsible for project tasks agree that prioritizing project meetings is important and that if attendance does not occur, decisions on agenda items will be made in their absence.
6. Project risks and mitigation for those risks have been identified. When unanticipated issues arise that could impact the project schedule, they will be brought forward to the Project Manager immediately.

### **Project Organization/Internal Communication**

Successful projects are often built on a strong communication plan. The primary contacts for the City and Facet are identified in Tables 1 and 2. These individuals will be primarily responsible for communication and coordination on behalf of the city and consultant team. It is important to identify the way work will be completed by the team, checked for quality assurance, and shared with others.

The following methods will be utilized for coordination between the city departments and the consulting team to ensure coordination between deliverables.

- **Project update meeting** – Update meetings will be held every two weeks, beginning on September 26, 2025 (unless deemed unnecessary). It will include designees from the City and consulting team. Other members of the project team will join depending on the meeting topic. These will be held by video conference (Teams).
- **Individual coordination** – City and consultant team members will meet individually on tasks as needed to coordinate on deliverable development. The primary contacts for each deliverable are identified in Tables 1 and 2 and within the project schedule in Appendix A.

It is also important that coordination takes place as documents are reviewed by the City.

- **Draft document sharing** – Documents between the consulting firms and City will be sent via email. Shared files, using SharePoint, may also be used so groups can work jointly on deliverables.

**SharePoint Site** – A secure, online location for storing, organizing and sharing files and information on the project will be set up. The SharePoint site can also serve as a central hub for document management, collaboration and communication.

## **Project Schedule**

The following is a general outline of project actions, timeframes, and deliverables. A complete project schedule is in Appendix A. The full consultant scope of work for the Comprehensive Plan Update and Climate Element is contained within Appendix B.

<b>Actions</b>	<b>General Timeframe</b>	<b>Deliverables</b>
Project Initiation & Coordination	August – September, 2025	<ul style="list-style-type: none"> <li>✓ Project Kick-off Meeting</li> <li>✓ Project Work Plan Development</li> <li>✓ Project Schedule</li> <li>✓ SharePoint Site</li> <li>✓ Establish twice monthly team meetings</li> <li>✓ Draft Community and Tribal Engagement Plans for Comprehensive Plan and Climate Element</li> <li>✓ New project webpage and StoryMap</li> <li>✓ Initiate tribal engagement</li> <li>✓ Set up email distribution list</li> <li>✓ Community visioning survey</li> <li>✓ Climate impacts survey</li> </ul>
Information Gathering / Document Review	August 2025 – May 2026	<ul style="list-style-type: none"> <li>✓ Review of existing documentation</li> <li>✓ Draft Commerce Checklist</li> <li>✓ Draft Commerce CAO Checklist</li> <li>✓ Draft WDFW RMZ Checklist</li> <li>✓ Land Capacity Analysis (update)</li> <li>✓ Housing needs assessment</li> <li>✓ Community Visioning Survey Report</li> <li>✓ Climate Impacts Report (Resilience sub-element)</li> <li>✓ Climate Impacts Survey Report</li> <li>✓ Vulnerability and Risks (Resilience Sub-Element) Summary Report</li> </ul>
Outreach and Meetings	Ongoing	<ul style="list-style-type: none"> <li>✓ Draft/Final Community and Tribal Engagement Plan (updated as needed)</li> <li>✓ Formation of CPAT (Climate Element)</li> <li>✓ Tribal Outreach</li> <li>✓ Website</li> <li>✓ Outreach materials</li> <li>✓ Public meetings</li> <li>✓ Legislative meeting</li> </ul>
Plan and Policy Review and Development	October 2025 – March 2026	<ul style="list-style-type: none"> <li>✓ Gap Analysis – General policy and development regulations review including compliance with new legislation</li> <li>✓ Chapter 1 - Introduction and vision statement</li> </ul>

Actions	General Timeframe	Deliverables
Amendments to Comprehensive Plan Elements	January 2026 - December 2026	<ul style="list-style-type: none"> <li>✓ Draft and final element updates</li> <li>✓ Draft and final land use maps</li> <li>✓ Draft and final Climate Element and Resilience Sub-Element</li> <li>✓ Commerce submittal - 60-day review period</li> </ul>
SEPA Environmental Review and Scoping	December 2026 – March 2027	<ul style="list-style-type: none"> <li>✓ Completed SEPA Checklist</li> <li>✓ SEPA (Mitigated) DNS</li> </ul>
Adoption Meetings	March – June 2027	<ul style="list-style-type: none"> <li>✓ Commerce deadline: June 30, 2027</li> </ul>

### **Roles and Responsibilities**

Clear expectations about project roles and responsibilities are a key component for project success. This is especially important for a large project team where each step in the project is dependent on other tasks being completed. There are also tasks being done by the City or worked on jointly between the City and consultant team.

The following tables outline key project personnel, contact information, and high-level roles and responsibilities. The responsibilities listed relate to the project schedule.

The project schedule in Appendix A establishes due dates for each task. The schedule also provides key information so project team members can easily understand who is responsible for the task. Project team members may access the tables below for contact information. This will help ensure coordination is strong. This is especially important where the City and consultant team are working together on key tasks, such as the Climate Element integration with existing elements.

**Table 1. Consultant Team**

Name	Group	Contact Information	High Level Roles & Responsibilities
Dan Nickel	Facet	Vice President & Principal in Charge 425-822-5242 <a href="mailto:dnickel@facetnw.com">dnickel@facetnw.com</a>	<ul style="list-style-type: none"> <li>• Manage consultant team &amp; tasks</li> </ul>
Alexandra Plumb	Facet	Project Manager <b>Primary Contact</b> 425-345-5981 <a href="mailto:aplumb@facetnw.com">aplumb@facetnw.com</a>	<ul style="list-style-type: none"> <li>• Project Management</li> <li>• Climate</li> <li>• Natural Environment</li> <li>• Critical Areas</li> </ul>
Matt Covert	Facet	Senior Planner 425-400-8487 <a href="mailto:acapron@facetnw.com">acapron@facetnw.com</a>	<ul style="list-style-type: none"> <li>• Land Use</li> <li>• Housing</li> </ul>
Donna Keeler	Facet	Senior Planner 360-969-4173	<ul style="list-style-type: none"> <li>• Engagement</li> <li>• Capital Facilities, Utilities</li> </ul>



Name	Group	Contact Information	High Level Roles & Responsibilities
		<a href="mailto:dkeeler@facetnw.com">dkeeler@facetnw.com</a>	<ul style="list-style-type: none"> <li>• Economic Development</li> </ul>
Rachel Henden	Facet	Environmental Planner 206-523-0024 <a href="mailto:rhenden@facetnw.com">rhenden@facetnw.com</a>	<ul style="list-style-type: none"> <li>• SEPA</li> <li>• Climate support</li> <li>• Outreach support</li> </ul>
Dawn Spilsbury	Facet	GIS Analyst, Engagement Specialist 360-800-6754 <a href="mailto:dspilsbury@facetnw.com">dspilsbury@facetnw.com</a>	<ul style="list-style-type: none"> <li>• Engagement, GIS</li> </ul>
Alex Capron	Facet	Senior Planner 425-822-5242 <a href="mailto:acapron@facetnw.com">acapron@facetnw.com</a>	<ul style="list-style-type: none"> <li>• Parks Element</li> </ul>

Table 2. City of Ilwaco Staff

Name	Department	Contact Information	High Level Roles & Responsibilities
Holly Beller	City Administrator	(360) 642-3145 <a href="mailto:treasurer@ilwaco-wa.gov">treasurer@ilwaco-wa.gov</a>	<ul style="list-style-type: none"> <li>• Project Manager (City and consultant team)</li> <li>• Final review for draft and final documents presented to the public and elected officials</li> <li>• Public Engagement</li> </ul>
Mike Cassinelli	Mayor	(360) 642-3145 <a href="mailto:mayor@ilwaco-wa.gov">mayor@ilwaco-wa.gov</a>	<ul style="list-style-type: none"> <li>• Project oversight</li> <li>• Project support</li> </ul>
Harvey Doty	On-Call City Engineer	206.312.6495 <a href="mailto:hdoty@g-o.com">hdoty@g-o.com</a>	<ul style="list-style-type: none"> <li>• Transportation support</li> <li>• Capital Facilities support</li> <li>• Utilities support</li> </ul>

### **Project Coordination/Decision Making Process**

It is anticipated that the leads for individual deliverables will lead and be responsible for coordination on their tasks. This includes coordination between departments and between the City and consultant team.

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.

Full project team meetings will be scheduled bi-weekly. These meetings will be used for:

- ❖ Reviewing the project schedule
- ❖ Receiving updates as necessary on project tasks
- ❖ Reviewing project deliverables, where appropriate

❖ Discussing upcoming deliverable and project tasks

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. The bi-weekly project team meetings will be an appropriate venue to review draft documents and deliverables, especially where there are multiple groups involved. However, it is anticipated that individual meetings will be set up by the deliverable lead and include those working on the deliverables and the Project Manager to ensure work is reviewed and approved.



<b>DECISION HIERARCHY</b>	
Project Manager (or advanced to the Planning Commission and Council if appropriate)	<ul style="list-style-type: none"> <li>• Scope, schedule or budget changes</li> <li>• Housing Needs Assessment</li> <li>• Land Capacity assumptions</li> <li>• Final public meeting content (virtual or in-person)</li> <li>• Significant Level of Service revisions</li> </ul>
Consultant Staff	<ul style="list-style-type: none"> <li>• Goals and policy content for their specific elements/chapters</li> <li>• Code amendment content for their specific element/chapters</li> <li>• Website materials for their specific element/chapter</li> </ul>
City Staff	<ul style="list-style-type: none"> <li>• Direction to Project Manager</li> <li>• Approval of scope, schedule or budget changes</li> <li>• Review of all deliverables before finalization</li> </ul>

## **Expectations and Keys to Success**

In addition to being on the same page regarding the workflow process, there are other factors that will be necessary to ensure project success:

1. Build trust between the consultant group and City staff;
2. Foster meetings that promote open dialogue and sharing of ideas;
3. Come prepared to meetings so that we can accomplish meeting goals;
4. Provide clear, concise, and consistent project messaging;
5. Do not linger on issues previously decided unless new details or issues emerge; and
6. Provide documents and analysis that are easy to understand and provide options for decision makers.

## **Project Risks and Mitigation**

The identification of project risks upfront provides recognition of issues that could delay a project from meeting goals and timelines. It also allows the development of mitigation to help ensure potential barriers do not lead to project delays.

The potential risks that have been identified for this project include adhering to the project schedule, implementation of State Law changes / state guidance, and any communication challenges that may arise. The potential risks and approaches to address them are outlined below in further detail.

### **Adhering to Project Schedule and Communication**

One challenge that comes from a large-scale project such as a Comprehensive Plan update, is the ability to lose track of when tasks and deliverables are due. Changes to one deliverable timeline can have a cascading impact on the total project schedule. To mitigate this, we have developed a detailed project schedule and identified project leads for deliverables. In addition, the charter outlines communication processes, regular check-in meetings, how draft documents will get approved, and the use of a regular update document to help ensure deliverables are prepared within the schedule which has been developed.

### **Implementation of State Law Changes / State Guidance**

As previously discussed in the Project Background and Framework sections, many changes in State Legislation are to be implemented in this update. The project team will review current Commerce guidance to develop materials and update the Plan to ensure each of these bills is addressed within the project timeframe.

## Appendix A.1: Comprehensive Plan Project Schedule

		2025					2026												2027					
Engagement Task or Action		AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
1	Periodic Update Work Plan																							
.1	Project Work Plan																							
2	Develop a Public Participation Plan																							
.1	Public Participation Plan (PPP)																							
3	Critical Areas Analysis																							
.1	Department of Commerce Critical Areas Checklist																							
4	Comprehensive Plan and Development Regulations Analysis																							
.1	Periodic Update Checklist for Fully Planning Jurisdictions																							
5	Housing Needs Assessment and Gap Technical Analysis																							
.1	Draft Housing Needs Assessment and Gap Technical Analysis																							
6	Land Use Study																							
.1	Land Capacity Analysis																							
7	Public Outreach Summary																							
.1	Public Engagement Summary Report																							
8	Draft Critical Areas Ordinance Amendment																							

		2025					2026											2027						
Engagement Task or Action		AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
.1	Draft Critical Areas Ordinance																							
9	Draft Development Regulations Amendment																							
.1	Draft Development Regulations Ordinance																							
10	Draft Land Use, Community Vision, and Public Facilities & Services Elements																							
.1	Land Use																							
.2	Community Vision																							
.3	Public Facilities and Services																							
11	Draft Transportation, Capital Facilities Plan, and Utilities Elements																							
.1	Transportation																							
.2	Capital Facilities Plan																							
.3	Utilities																							
12	Draft Housing Element																							
.1	Draft Comprehensive Plan Housing Element																							
	Planning Commission and City Council																							
.1	Planning Commission Meetings																							
.2	Joint City Council and Planning																							

		2025					2026											2027						
Engagement Task or Action		AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
	Commission Workshops																							
.3	Adoption Hearing and Meetings																							

## Appendix A.2: Climate Element Project Schedule

		2025					2026												2027					
Engagement Task or Action		AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
1	Initialize Project																							
.1	Climate Policy Advisory Team (CPAT) formation																							
.2	Draft and Final Community and Tribal Engagement Plan																							
.3	Climate Vision Statement																							
2	Explore Climate Impacts																							
.1	Climate Workbook Section 3, Task 1.1-1.4																							
3	Audit Plans and Policies																							
.1	Climate Workbook Section 3, Task 2.1-2.2																							
4	Assess Vulnerability and Risk																							
.1	Climate Workbook Section 3, Task 3.1-3.5																							
.2	Technical Memorandum																							
5	Pursue Pathways																							
.1	Draft Climate Element and Resiliency Sub-element																							
.2	Climate Workbook Section 3, Task 4.1-4.3 and 5																							
6	Integrate Goals and Policies																							
.1	Final memorandum																							

		2025					2026										2027							
Engagement Task or Action		AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
.2	Documentation of engagement efforts																							



# Appendix B: Scope of Work

## Comprehensive Plan

### Scope: Fiscal Year 1

#### **Task 1: Periodic Update Work Plan**

At the outset of the project, the project team will facilitate a kickoff meeting and develop a project work plan. The work plan is a structured, written approach to guide the periodic update process. This work plan will include a review of requirements under the Growth Management Act (GMA) and changes in state law; define scope, schedule, and responsibilities; and outline community outreach, public engagement, and technical steps.

#### **Deliverable 1:**

- Periodic Update Work Plan

#### **Task 2: Develop a Public Participation Plan**

Facet will develop a public participation plan that identifies stakeholders and audiences, outlines public engagement strategies (e.g., workshops, surveys, online platforms), and establishes communication methods and outreach schedules. This engagement plan is intended to be referenced frequently to ensure consistent and effective communication and outreach methods. Strategies for communication will be updated as needed, while at the completion of the project a public engagement summary will be prepared to assess and demonstrate how the project met the goals of the public participation plan, see Task 7.

#### **Deliverable 2:**

- Public Participation Plan (PPP)

#### **Task 3: Critical Areas Analysis**

This task will include an evaluation of the existing regulations in Ilwaco Municipal Code (IMC) 15.18, Critical Areas, to determine compliance of critical areas regulations with current regulations and best practices utilizing the Department of Commerce Critical Areas Checklist. Facet will review existing regulations, identify gaps and best available science, and prepare clear, usable code updates that reflect the Comprehensive Plan and meet GMA requirements.

#### **Deliverable 3:**

- Department of Commerce Critical Areas Checklist

#### *Assumptions:*

- *Adoption of amendments to the development regulations and critical areas regulations will occur outside of this scope.*

#### **Task 4: Complete Comprehensive Plan and Development Regulations Analysis**

This task will include an assessment of the current comprehensive plan and development regulations for consistency with state requirements utilizing the Periodic Update Checklist for Fully-Planning Jurisdictions. This checklist will conduct a gap analysis for compliance, identify areas where amendments

are needed, and guide, document, and verify compliance with GMA requirements throughout the project. Facet will review each element and revise implementation methods to ensure they support a plan that can be referenced and used long after adoption.

**Deliverable 4:**

- Periodic Update Checklist for Fully-Planning Jurisdictions

**Task 5: Prepare Materials for Housing Needs Assessment and Gap Technical Analysis**

This task will develop a foundational understanding of current and projected housing needs through the compilation of demographic, economic, and housing market data. This will identify housing gaps, affordability issues, and population forecasts.

**Deliverable 5:**

- Draft Housing Needs Assessment and Gap Technical Analysis

**Task 6: Land Use Study**

This task will analyze land capacity to support growth targets and inform land use planning decisions by establishing an inventory of existing land uses, zoning, and critical areas. This will also identify vacant, underutilized, or redevelopable parcels and provide an estimated capacity for residential, commercial, and industrial growth.

**Deliverable 6:**

- Land Capacity Analysis
- 

**Scope: Fiscal Year 2**

**Task 7: Public Outreach Summary**

The project team will provide documentation of the public engagement efforts carried out during the planning process including data from public meetings, workshops, and online engagement tools used, and summary of the feedback received from surveys, comment forms, and community outreach.

**Deliverable 7:**

- Public Engagement Summary Report

**Task 8: Draft Critical Areas Ordinance Amendment**

Facet will provide draft amendments to Ilwaco Municipal Code (IMC) 15.18, Critical Areas, to reflect current best practices, data, and regulatory requirements identified in the Commerce Critical Areas Checklist.

**Deliverable 8:**

- Draft Critical Areas Ordinance

## **Task 9: Draft Development Regulations Amendment**

The project team will prepare draft amendments to the development regulations contained within Ilwaco Municipal Code Chapter 15, Unified Development Ordinance, to align with comprehensive plan updates and state requirements and address gaps identified in Periodic Update Checklist.

### **Deliverable 9:**

- Draft Development Regulations Ordinance

## **Task 10: Draft Comprehensive Plan Elements – Land Use, Community Vision, and Public Facilities & Services**

The project team will review and update the comprehensive plan elements to ensure internal consistency among plan elements and compliance with GMA requirements, updated Countywide Planning Policies, and recent legislative changes. Where mapping updates are required, Facet will provide revised GIS layers in a format that can be used and maintained by City staff. The development of each element will include interagency and public coordination, as needed, to ensure all element updates are accurate, aligned, and implementable. This is expected to include coordinating with Pacific County, City Public Works staff, PUD No. 1 staff, Parks staff, and the City's on-call engineer. The Facet team will focus on past changes, future trends, and the community's desired outcomes to ensure that the Plan accurately reflects the unique conditions of Ilwaco and provide planning direction for the City's downtown core. The Plan will be reviewed for internal consistency with other adopted plans and external consistency with countywide and regional goals and will eliminate unnecessary redundancies.

### **A. Land Use Element**

The Land Use Element will be updated to reflect current and future land capacity and zoning updates based on the housing needs assessment and land capacity analysis conducted in Task 5.0 and 6.0. We anticipate potential updates to the Future Land Use Map based on the data from the Pacific County Coordinating Low Income Housing Program (CLIHP) grant. To inform where available land may exist, we will conduct a Land Capacity Analysis using the data from the CLIHP grant to reduce the level of effort. We will review the updated State law, updated Countywide Planning Policies, and population projections to identify areas where changes may be needed. Changes to the Comprehensive Plan map may also be needed based on accounting for growth targets and housing allocations, including potential discussions with Pacific County. Leading with an understanding that the land use element drives many other pieces of the comprehensive plan, changes to the element may be necessary so that the plan text and the map are consistent with each other.

### **B. Community Vision**

The Community Vision Statement will be updated based on FY1 engagement results. The project team will update the Plan's introduction to reflect the City's current profile, planning framework, and community vision. Revisions to the Plan's introduction vision statement will be coordinated with the city staff, the Planning Commission and City Council.

### **C. Public Facilities and Services Element**

The Public Facilities and Services Element will be revised based on infrastructure assessments and population growth targets. Relying on information from the City's Public Works staff, Facet will review, update, and revise the Public Facilities and Services Element as necessary. As new growth

is allocated through housing targets and land use map changes, we will support City staff in identifying the capital infrastructure needed to support that growth and identify all capital facilities planned within the planning period, including their general location, capacity, and a six-year financing plan for improvements.

**Deliverable 10:**

- Draft Comprehensive Plan Elements
  - Land Use
  - Community Vision
  - Public Facilities and Services

**Task 11: Draft Comprehensive Plan Elements – Transportation, Capital Facilities Plan, and Utilities**

The consultant team will work with City staff, utility providers, and the City’s on-call engineer to provide updated infrastructure planning to accommodate projected growth and address service needs.

**A. Transportation Element**

Relying on input from the City’s on-call engineer, Facet will support updating the element to be consistent with the Transportation Improvement Program and update the technical assumptions in conjunction with Public Works staff. This may include reviewing and updating the transportation goals and policies. This effort assumes the city’s transportation impact study from 2020 will be suitable for the needs of this update and does not include transportation modeling.

**B. Capital Facilities Plan**

By assessing the current infrastructure needs and identifying potential funding sources, the project team will update Ilwaco’s six-year capital facilities financing plan. The team will work with Public Works staff and City Engineer to update the Capital Facilities Plan to identify funding needs, timelines, and priorities for public investments.

**C. Utilities Element**

The Utilities Element will be updated in coordination with service providers, such as Pacific PUD. Facet will review current utility plans for consistency with the updated Comprehensive Plan, paying particular attention to future growth projections and infrastructure needs. The project team will coordinate with Pacific County PUD staff to verify that the Utilities Element aligns with potential growth and infrastructure needs. Where gaps or inconsistencies are identified, Facet will recommend updates to support reliable service delivery and infrastructure planning and ensure consistency with other Elements.

*Assumptions:*

- *Data regarding Capital Improvement Plans and Transportation Improvement Plans will be provided by City staff*

**Deliverable 11:**

- Draft Comprehensive Plan Elements
  - Transportation
  - Capital Facilities Plan
  - Utilities

## **Task 12: Draft Comprehensive Plan – Housing Element**

The project team will update the Housing Element based on the housing needs analysis and land capacity analysis conducted in FY1 and include housing goals, policies, and implementation strategies consistent with the updated Countywide Planning Policies (CPPs), state mandates including HB 1220, and Department of Commerce guidance. This includes incorporating strategies to support affordable and workforce housing, with a focus on adding infill housing options that maintain the character of single-family neighborhoods. Facet will coordinate closely with Pacific County to integrate regional data and ensure the element meets GMA requirements. The project team will help guide discussions with the County and Commerce, where necessary, to determine changes in the existing draft housing allocations.

### **Deliverable 12:**

- Draft Comprehensive Plan Housing Element

## **Climate Element**

### **Task 1: Establish Climate Planning Framework**

#### **i. Project Kick-Off**

Facet will hold a kickoff meeting with the City to review project goals and deliverables, agree on roles and responsibilities, and develop a detailed project work plan and schedule. This kick-off will coincide with one of the team's previously scheduled meetings regarding the Comprehensive Plan Update. Regular meetings with the City are included in the scope of this task (12 regular meetings).

#### **ii. Form Climate Policy Advisory Team**

The formation of a Climate Policy Advisory Team (CPAT) is essential to the success of developing and implementing the engagement strategy and ensuring local input is integrated. Crucial to the success of the CPAT is to ensure that a) the group is a reasonable size, and b) that the group represents a cross-section of the Ilwaco community. Our approach anticipates at least three (3) CPAT meetings throughout the course of the project.

#### **iii. Community and Tribal Engagement Plan**

Facet will work closely with the City to develop a community engagement plan that supports environmental justice and the goals of HB 1181, including engagement for the Comprehensive Plan. This will be done in close consultation with the CPAT, the Planning Commission, and the City Council, including identifying and recruiting overburdened community organizations and members - people who experience the first and worst consequences of climate change. Tribal engagement will occur separately from public engagement from formal government-to-government (G2G) consultation to informal coordination.

#### **iv. Develop a Climate vision statement.**

The Consultant Team will coordinate with the CPAT to draft a statement about the social, economic, and environmental places, traditions, and values that matter most to community members. This includes why and how community members want to sustain them in the face of a changing climate.

### **Deliverable 1:**

- Climate Policy Advisory Team (CPAT) formation
- Draft and Final Community and Tribal Engagement Plan

- Climate Vision Statement

*Assumptions:*

- *Regularly scheduled meetings and CPAT meetings will be held virtually.*

## **Task 2: Climate Resilience Assessment**

### **i. Review Existing Documentation and Resources**

We will begin our work by reviewing previously prepared reports, studies, and City planning efforts. This includes, but is not limited to, the Pacific County Sea Level Rise Vulnerability and Risk Assessment (2023), Sea Level Rise Vulnerability and Risk Assessment for Ilwaco (2025), Pacific County’s Hazard Mitigation Plan and Comprehensive Emergency Management Plan (CEMP).

### **ii. Identify Assets and Hazards with Preliminary Mitigation Prioritization**

Development of a Resilience Sub-Element will integrate community input combined with the City’s vision and best available science to develop a list of measures the City can use to address a changing climate. These measures will be cross referenced to Pacific County’s Multi-Jurisdictional Hazard Mitigation Plan, Comprehensive Emergency Management Plan (CEMP), Sea Level Rise (SLR) Vulnerability and Risk Assessment, and other plans. This work will include identifying community assets which are vulnerable to climate change along with the various hazards associated with a changing climate per the best available science. The findings of short-, medium-, and long-term risks will be summarized in a Climate Mitigation Challenges and Opportunities Analysis memorandum.

### **iii. Community engagement and CPAT, PC, Council meetings**

Our outreach approach will include a concerted focus on at-risk stakeholders across the community to ensure that concerns over climate change are clearly understood, vulnerabilities are acknowledged and assessed and proposed mitigation solutions are vetted with respect to community, business, and government requirements. This will involve follow-up discussions and interviews with CPAT members and others as identified in Task 1 as well as presentations of the results of this work to the CPAT, PC, and City Council, as needed. We will review the existing Comprehensive Plan elements for related policies to ensure the rest of the Comprehensive Plan update is complementary to the Climate Element.

## **Deliverable 2:**

- Climate Workbook Section 3 Task 1.1-1.4

*Assumptions:*

- *Regularly scheduled meetings and CPAT meetings will be held virtually. Up to five (5) total in-person meetings including Planning Commission, City Council or Public Information Meetings are included in this scope.*

## **Task 3: Audit Plans and Policies for Resilience Opportunities**

### **i. Review plans and prepare gap analysis**

Our approach would be to conduct a gap analysis examining the existing comprehensive plan and policies for compliance with HB 1181 and combine that with data gleaned from current projects the City is pursuing to identify gaps where additional information may be required. We will focus

on gaps and opportunities related to Ilwaco’s existing comprehensive plan and the Pacific County Comprehensive Emergency Management Plan and Hazard Mitigation Plan, among others.

ii. **Utilize Commerce workbook to conduct resiliency planning**

We will use the Commerce climate resiliency planning workbook throughout the project to ensure the City’s efforts are complying with State requirements. We will draft initial findings during this stage under Section 3 Task 2.1-2.2 of the Climate Workbook.

iii. **Community engagement and CPAT, PC, Council meetings**

Similar to the prior tasks, our work on this task will include working with the CPAT, PC, and Council, as needed.

**Deliverable 3:**

- Completed step in Climate Workbook (Referenced as Section 3 Task 2.1-2.2)

**Task 4: Assessment of Sensitivity, Vulnerability, and Composite Risk**

i. **Assess Sensitivity and Adaptive Capacity**

We will complete Section 3, Tasks 3.1-3.3 of the Commerce Climate Workbook to assess sensitivity and adaptive capacity of assets identified in Task 2.2 of this section to characterize vulnerability. Assets with medium vulnerability will be assessed for composite risk rankings.

ii. **Characterize Vulnerability and Composite Risk**

We will complete Section 3, Tasks 3.4-3.5 of the Commerce Climate Workbook to characterize the composite risk ranking to establish whether action should be taken in this update to address the climate-related hazard.

iii. **Determine Course of Action.**

We will prepare a memorandum summarizing the outcome of Section 3, Tasks 3.1-3.5 of the Climate Workbook to establish the best course of action (e.g., take action or accept risk). This memorandum will be used as a discussion tool for the CPAT, PC and City Council.

**Deliverable 4:**

- Section 3, Tasks 3.1-3.5 of the Climate Workbook
- Technical Memorandum

**Task 5: Pursue Pathways (Expected Pathway 2)**

i. **Draft Goals and Policies.**

To comply with the requirements of HB 1181, the City is required to include at least one climate resilience goal and supportive policy for each climate-exacerbated hazard that is relevant to your jurisdiction. The total number and nature of your resilience measures will be based on the science-based assessment of climate impacts, environmental justice considerations, and local planning context and needs.

ii. **Identify Co-Benefits**

We will identify the co-benefits of each goal and policy included in the Climate Policy Explorer and will document these in the Commerce Climate workbook for ease of reference.

iii. **Community engagement and CPAT, PC, Council meetings**

In line with taking the other comprehensive plan elements through the public process, we will prepare draft goals and policies in a format that allows the Planning Commission, City Council

and the mayor to understand the reasons behind goals and policies being included and how public input shaped them.

**Deliverable 5:**

- Draft Climate Element and Resiliency Sub-Element
- Completed step in Climate Workbook (Referenced as Section 3 Task 4.1-4.3 and 5)

**Task 6: Integrate Goals and Policies**

i. **Draft Climate Element and Resiliency Sub-Element**

We will ensure that the Climate Element and Resiliency Sub-Element are fully integrated into the overall Comprehensive Plan.

ii. **Local Adoption meetings**

We expect that the Climate Element will be incorporated into the Comprehensive Plan, and our participation in workshops and hearings before the PC and City Council will be in conjunction with the review of the other Elements in this scope.

**Deliverable 6:**

- Memorandum documenting completion of this step
- Documentation of engagement efforts including survey results, meeting notes, agendas, and attendance and summary of engagement with overburdened communities and vulnerable populations, including tribes, per RCW 36.70A.020.