

**RESOLUTION NO. 24-264
CITY OF LIBERTY LAKE
SPOKANE COUNTY, WASHINGTON**

**A RESOLUTION OF THE CITY OF LIBERTY LAKE ADOPTING THE PUBLIC
ENGAGEMENT PLAN FOR THE 2026 PERIODIC COMPREHENSIVE PLAN
UPDATE.**

WHEREAS, the Growth Management Act ("GMA") was established in the State of Washington in 1990 to provide a framework for land use planning and development regulation; and

WHEREAS, Spokane County and the cities within it were mandated to plan under the GMA in 1993; and

WHEREAS, the City of Liberty Lake has adopted its own comprehensive land use plan pursuant to RCW 36.70A; and

WHEREAS, pursuant to RCW 36.70A.140, the City of Liberty Lake is mandated to complete a Periodic Update of its Comprehensive Plan by June 30, 2026; and

WHEREAS, RCW 36.70A.140 further required that each county and city that is mandated to plan under the GMA "shall establish and broadly disseminate to the public a public participation program identifying procedures providing to early and continuous public participation" in the development of said Plans;

WHEREAS, this Public Engagement Plan for the City's 2026 Periodic Comprehensive Plan was developed jointly by the City of Liberty Lake Planning Commission, and the City of Liberty Lake Community Engagement Commission; and

WHEREAS, the City of Liberty Lake Planning Commission did recommend approval of said plan on September 11, 2024;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Liberty Lake that the Public Engagement Plan for the 2026 Comprehensive Plan update is hereby adopted; and

Approved by the City Council this 17th day of September, 2024.

Cristella Kaminskas
Mayor Cristella Kaminskas

ATTEST:

Kelsey Hardy
Kelsey Hardy, City Clerk

APPROVED AS TO FORM:

SPB
Sean P. Boutz, City Attorney



LIBERTY LAKE — 2046

CITY OF LIBERTY LAKE

PUBLIC ENGAGEMENT PLAN

FOR THE 2026 COMPREHENSIVE PLAN

VERSION 09/12/2024

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Why is a Public Engagement Plan needed?

The Growth Management Act (GMA) was passed by the Washington State Legislature in 1990 and established that certain counties and cities need to have comprehensive plans. These plans are required to be updated on a periodic basis. Per RCW 36.70A.135(5)(c), the City of Liberty Lake is required to complete a periodic update to the City's comprehensive by June 30, 2026. The last update to the comprehensive plan was completed in 2015.

Additionally, RCW 36.70A.140 includes a statement that cities shall establish and broadly disseminate to the public a public participation program identifying procedures providing for early and continuous public participation in the development and amendment of comprehensive land use plans. RCW 36.70A.020(11) also encourages the participation of vulnerable and overburdened populations.

Engagement with the public early in the planning process can help to ensure the desires of the community are met in the new comprehensive plan. Outreach will also help the public to better understand the requirements put upon the city by state departments as well as what is outlined in the GMA. Consequently, by being involved in the process, the public may have more buy-in to the final plan and the development/growth that results from it.

Goals of the Public Engagement Plan

Stakeholder Engagement

- Provide opportunities for external stakeholders to engage with city staff and provide input for the Liberty Lake comprehensive plan update.
- Provide opportunities for the residents of Liberty Lake to converse with city staff and elected officials in order to provide input for the Liberty Lake comprehensive plan update.

Education and Awareness

- Inform the public and the internal stakeholders of the required elements, language, mandates, and constraints put upon the City for the comprehensive plan update.
- Use outreach opportunities to inform the citizens of Liberty Lake about the benefits of creating a detailed and informative comprehensive plan.

Community Empowerment

- Through public input, provide the community with the opportunity to share ideas and examples of what Liberty Lake could and/or should become within the next 20 years.
- Provide the residents of Liberty Lake with the information and resources necessary to feel they can confidently participate in comprehensive planning workshops and discussions.
- Provide publicly available progress reports for the comprehensive plan update in order to ensure transparency and accountability.

Inclusivity

- Encourage the participation of community groups that may not typically participate in the planning process.
- Use a variety of outreach methods to reach as much of the public as possible, preferably reaching 100% of the Liberty Lake community.
- Utilize innovative engagement tools and technologies to assist the public in providing feedback in a variety of methods.
- Provide multilingual options for outreach materials whenever possible.

Buy-In

- Public meetings are well attended (equal or greater attendance compared to previous planning efforts).
- Feedback provided by stakeholders generally aligns with the vision and goals outlined in the draft comprehensive plan.

Target Audiences

The audience for each element of the comprehensive plan may differ, based on interest and how certain elements affect stakeholders differently. For each element of the comprehensive plan, targeted stakeholders are listed to ensure they are able to provide feedback and input for the plan. Additionally, a wide breadth of stakeholders will be sought out to participate in the overall plan update. Stakeholders of varying ages, income levels, and professions will be engaged by staff throughout various outreach events.

Internal Stakeholders (Part of the City Government)

- Mayor and City Council
- Planning Commission
- City Staff
- Community Engagement Commission
- Parks and Arts Commission
- Liberty Lake Police Department

External Stakeholders

- Liberty Lake Residents (including vulnerable populations)
- Business Owners
- Outside Residents (people living near Liberty Lake who utilize city amenities)
- Spokane Valley Fire District
- Central Valley School District
- Spokane Valley Fire District
- Spokane Transit Authority (STA)
- Spokane County
- Washington State DOT (WSDOT)
- Utility Districts
- City of Spokane Valley (coordination along western boundary of Liberty Lake)
- Spokane Regional Transportation Council (SRTC)
- Spokane Regional Clean Air Agency
- Greater Spokane Valley Chamber
- Greater Spokane Incorporated
- Visit Spokane
- Developers

Potential Stakeholders by Comprehensive Plan Element

Plan Element	Stakeholder											
	Mayor	City Council	Planning Comm.	City Staff	Community Engagement Comm.	Parks and Arts Comm.	Liberty Lake Police Dept.	Liberty Lake Residents	Vulnerable Populations	Business Owners	Outside Residents	SVFD
Land Use	X	X	X	X	X		X	X	X	X	X	X
Housing	X	X	X	X	X		X	X	X			X
Capital Facilities	X	X	X	X			X	X	X			X
Utilities	X	X	X	X				X	X	X	X	X
Transportation	X	X	X	X			X	X	X	X	X	X
Economic Development	X	X	X	X				X	X	X		
Parks and Recreation	X	X	X	X	X	X		X	X	X	X	
Climate Change & Resiliency	X	X	X	X	X		X	X	X	X	X	X
Essential Public Facilities	X	X	X	X			X	X	X	X	X	X
Cultural & Historical	X	X	X	X	X	X		X	X			
Urban Design and Community Character	X	X	X	X	X	X		X	X	X	X	
Plan Element	Stakeholder											
	Central Valley School District	STA	Spokane County	WSDOT	Utility Districts	Spokane Valley	SRTC	Spokane Regional Clean Air	Greater Spokane Valley Chamber	Greater Spokane Inc.	Visit Spokane	Developers
Land Use	X	X			X	X	X	X	X	X	X	X
Housing		X	X		X		X					X
Capital Facilities	X											X
Utilities	X		X		X	X		X				X
Transportation	X	X	X	X		X	X	X				X
Economic Development		X							X	X	X	X
Parks and Recreation												X
Climate Change & Resiliency		X	X		X	X	X	X				X
Essential Public Facilities	X		X		X	X						X
Cultural & Historical												
Urban Design and Community Character	X											X

Vulnerable and Overburdened Populations

Per RCW 70A.02.010 defines “vulnerable populations” as “population groups that are more likely to be at higher risk for poor health outcomes in response to environmental harms”. For the City of Liberty Lake 2026-2046 comprehensive planning effort, income (economic capability), age, disability, and geographic location within the city will all be considered as factors when seeking and providing outreach to vulnerable and overburdened populations.

There are situations where certain populations will meet more than one of these factors. For example, people tend to have greater health concerns as they age which can lead to certain disabilities. Additionally, there are areas within the city where income levels are typically lower than other areas. Therefore, it makes sense to target certain locations within the city for additional outreach, rather than income levels alone.

Staff will make specific efforts to obtain input from these groups. It is noted this will not take any effort away from providing outreach and obtaining input from all stakeholders, rather these specific groups will be targeted for outreach efforts in addition to those done for all the other stakeholders.

Outreach Strategies

The following are various outreach strategies that will help with obtaining public input for the comprehensive plan update. City staff will be the primary outreach and engagement provider. Due to the large amount of engagement necessary for this update, staff will also rely on volunteers from the Planning Commission (PC) and the Community Engagement Commission (CEC) to perform engagement in place of staff for a number of events. This will be determined throughout the course of the comprehensive plan update.

Website Link to Engagement Platform

Planning staff will work with the City’s communications staff to create a page on the City’s Engagement Platform with a link to the City’s website. This page will be dedicated solely to the comprehensive plan update. There will be a link to provide comments via email to the planning team. Staff will list outreach events, planning updates, frequently asked questions, surveys, and engagement tools. Visitors to the webpage will also be given an opportunity to be added to an interested parties distribution list, which will provide them with notifications regarding the comprehensive plan update.

Plan Elements Best Suited For: All Elements

Interested Parties List

This is an email list maintained by city staff that will be utilized to keep stakeholders and interested parties up to date and to notify them of any meetings regarding the comprehensive plan update. At public meetings, a QR code poster will be placed which will allow attendees to go directly to the city's comprehensive plan update website page. This web page will also contain a link for applicants to submit a form to be added to the interested parties list.

Plan Elements Best Suited For: Not a specific element, but used to advertise outreach efforts and updates throughout the planning process.

Social Media

The City of Liberty Lake currently operates a Facebook page. City staff will utilize this page to notify the public of upcoming outreach efforts, planning progress and milestones being made for the comp plan update. Planning staff will work with the City's communications staff to upload notifications and surveys to the City's Facebook page. Engagement materials will also encourage residents to go onto the City's Facebook page and send a friend request to the city in order to receive notifications regarding the comprehensive plan update.

Plan Elements Best Suited For: Not a specific element, but used to advertise meetings, the website, engagement opportunities, and the overall planning effort.

Kick-Off Meeting

A meeting will be held at the start of the update process to inform the community of the update. This will be an interactive event where city staff will engage the audience to inform them of the requirements of the city and to answer any questions they may have. Staff will utilize story maps and other visual effects to assist the public in visualizing how comprehensive plans and development regulations shape cities over time.

Plan Elements Best Suited For: Land Use, Housing, Capital Facilities, Climate Change & Resiliency

Story Maps

Story maps will be used to visually display land use information and other data in varying graphic and mapped formats. Specifically, these maps will be utilized to provide a visual presentation of surveys, as well as metrics that are associated with different land use, transportation, and resiliency strategies and scenarios. It will allow staff to present a more thorough and complex abstract of land use, zoning, housing, and other policy options within the city. One way to do this is to make a story map that begins with a current map of the city and then introducing different land use, zoning, and housing changes to show how those scenarios may affect the future growth of the city through its full build-out.

Plan Elements Best Suited For: Land Use, Housing, Transportation, Climate Change & Resiliency

Apartment Complexes and Assisted Living Communities

Staff will inquire amongst local property managers if they host a “community night” for their residents. Staff will attend a community night to engage with the residents there regarding various elements.

Plan Elements Best Suited For: Housing, Land Use, Transportation, Parks & Recreation, Climate Change & Resiliency

Homeowner Associations (HOAs)

Staff will inquire amongst local HOA managers if they would allow city staff to attend one of their HOA meetings to discuss the comprehensive plan update.

Plan Elements Best Suited For: Housing, Land Use, Transportation, Parks & Recreation, Climate Change & Resiliency

Meetings in the Park

City staff will setup a booth at a local park during a busy weekend. Staff or Community Engagement volunteers will also go around with a clipboard and ask park attendees survey questions. Possible parks include Pavilion Park, Rocky Hill Park, and Orchard Park.

Plan Elements Best Suited For: Housing, Transportation, Parks and Recreation

School Visits

Staff will attend a school assembly, or other school event, such as career day to notify young people of the comprehensive planning effort in hopes they will educate their parents.

Plan Elements Best Suited For: Parks and Recreation, Land Use, Climate Change & Resiliency

Churches

Staff will contact church leaders within the area and ask to attend one or more of the church’s gatherings to discuss the comprehensive plan update with those in attendance.

Plan Elements Best Suited For: Housing, Land Use, Transportation, Parks & Recreation, Climate Change & Resiliency.

Veterans Groups

Staff will seek out establishments where it is known veterans groups in the area attend. Staff will sit down and meet face to face with the veterans to seek their input.

Plan Elements Best Suited For: Housing, Land Use, Transportation, Parks & Recreation, Climate Change & Resiliency.

Grocery Stores and Other Local Businesses

Staff will work with the local grocery stores and other local businesses to place flyers and posters may on bulletin boards located within the store entrances. This will be a good opportunity for staff to notify residents of upcoming meetings.

Plan Elements Best Suited For: Not a specific element, but used to advertise meetings, the website, engagement opportunities, and the overall planning effort.

The HUB

When there are community events at the HUB building, staff will attend and do a clipboard questionnaire. Additionally, staff will work with HUB management to place posters and flyers in community spaces.

Plan Elements Best Suited For: Housing, Transportation, Parks and Recreation and used to advertise meetings, the website, engagement opportunities, and the overall planning effort.

Community Events

A booth will be set up at the following events as an “Ask the Planner” booth and pamphlets could be distributed that discuss the comprehensive plan update. Additionally, a slideshow will be shown as a film preview during the “Movies in the Park” event.

Farmers Market

Movies in the Park

July 4th Concert

Barefoot in the Park

School Career Fairs

Plan Elements Best Suited For: Land Use, Housing, Transportation, Capital Facilities, Parks and Recreation, Essential Public Facilities, Climate Change & Resiliency

Local Paper

Articles will be published in “The Splash” paper to keep the public up to date on the status of the plan. Additional outreach activities will also be advertised in the newspaper.

Plan Elements Best Suited For: All Elements

Posters & City Reader Board

The city reader board will be utilized to promote comprehensive plan related meetings and events, as well as the webpage. Posters will be placed in City Hall and at other government facilities, such as the post office and library, as well as at booths set up at community events and

in the parks. QR codes will be incorporated into the posters to direct viewers to the comprehensive plan engagement page.

Plan Elements Best Suited For: Not a specific element, but used to advertise meetings, the website, and the overall planning effort, and connect people to engagement tools on the webpage.

Branding

Branding will be used to give the update effort a specific identity. This media will incorporate a specific logo and slogan that is distinct from the regular city logo. This will allow the public to easily identify which events and media are specifically associated with the comprehensive plan update.

Translation Services

Throughout the engagement process, there will be participants that require translation services. This will be needed for participants that speak English as a Second Language (ESL), are Limited English Proficient (LEP), or utilize American Sign Language (ASL). To notify those that require translation services, a note will be placed on the comprehensive plan update webpage in multiple languages, which asks them to email planning staff if translation services are needed. Additionally, a Google Translate option is available for website users to translate the website in real-time to the language of their choosing. Google Translate or Chat GPT can also be used to translate emails, posters, and documents, if necessary. If it appears a document is too complex, US Language Services will translate documents within 24 hours. For ESL and other language translation services that are required in real-time, services such as ASAP Translations and All Language Services can be utilized.

Tribal Engagement

City staff will seek input from the regional tribes. Tribes will be notified of the update and invited to participate in the planning process. The level of participation will be left up to the individual tribes and the amount of time they wish to devote to this plan update.

Regional Tribes

- Spokane
- Kalispel
- Coeur d'Alene

Timeline

Outreach Activity	2024		2025				2026	
	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
Website								
Social Media								
Kick-Off Meeting								
Story Maps								
Apartment Meetings								
School Visits								
Community Events								
Local Paper								
Posters								
Interested Parties List								
Tribal Engagement								

Desired Outcomes

By implementing the strategies outlined in this plan, the City of Liberty Lake aims to enhance public participation, foster community empowerment and develop a comprehensive plan that reflects the diverse needs and aspirations of its residents and stakeholders. Enhanced public participation will be measured a success by receiving input from a greater number of individuals than was received during the last comprehensive plan update. Staff will track this by keeping a tally of participants for each outreach event. Community empowerment will be considered a success if residents agree the planning process was transparent. Staff may gauge this at the end of the planning process by submitting a community survey to allow citizens to provide feedback regarding the planning effort.