Stevens County,
2027 Comprehensive Plan Periodic Update Draft Work Plan

Purpose

A Work Plan is a communication and project management tool to ensure project objectives and timelines are met. This work plan has been developed for the Stevens County, 2027 Periodic Comprehensive Plan Update and outlines the:

- 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

Under the Washington Growth Management Act (GMA), Stevens County, is required to review and update its Comprehensive Plans and related development regulations every ten years. For the current periodic update cycle, each jurisdiction must complete its next major update by June 30, 2027.

Comprehensive Plans are 20-year policy documents that guide and plan for growth in population and employment, housing, transportation, capital facilities and utilities, parks, recreation and open space, rural areas, and the protection of natural resource lands (RCW 36.70A.070). As part of the periodic update process, amendments to the Comprehensive Plan and development regulations are necessary to comply with new statutory requirements and to respond to changing conditions and community needs.

The updated Comprehensive Plan will incorporate new requirements related to housing, climate change, and other topics adopted by the Legislature since the last update. The Plan will also address diversity, equity, and inclusion throughout relevant elements and policies. Consistent with the Growth Management Act's bottom-up planning approach, the update process will incorporate the jurisdictions' visions for the next 20 years while reflecting local circumstances, priorities, and community values.

Approach, Outcomes, and Deliverables

Defining the project approach along with outcomes and deliverables ensures Stevens County, and the consulting team hired to assist the jurisdiction are on the project and 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.

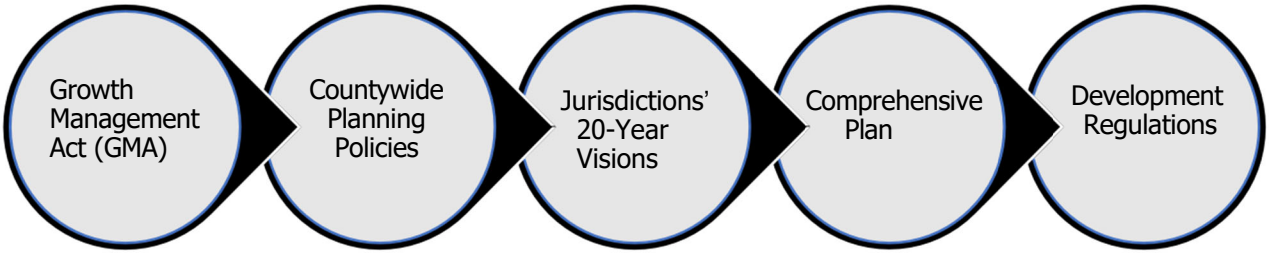
Project Approach

The GMA requires that "[e]ach 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 Plans. It is an update to extend the planning horizon and address changes since the last update.

These updates will incorporate changes in state law and relevant case law, as well as updated Best Available Science (BAS) for use in critical area regulations and reflect ongoing efforts by the jurisdictions to address housing needs and anticipated population growth through a housing needs assessment and housing study. The update will also incorporate a new Climate Resilience Element that will be developed alongside the Comprehensive Plan update. However, development of the Climate Resilience Element is a separate process and has its own distinct set of deliverables. The Climate Resilience Element Scope with summary timeline is included as Attachment 2.

The update will also focus on achieving consistency with the Countywide Planning Policies (CWPPs). The CWPPs will be updated as part of the 2027 periodic update process to address changes to the Growth Management Act, in a coordinated effort among Stevens County and its cities.

To support this work, the jurisdictions will develop coordinated preliminary population projections that will inform the plan updates. A gap analysis will also be completed to evaluate existing comprehensive plans and development regulations against updated state requirements and revised CWPPs. The results of the gap analysis will identify areas requiring updates and help guide the scope and approach for the Comprehensive Plan update process.



Outside of state, regional, and jurisdictional plans and policies that guide the update process, the GMA is designed to be a bottom-up planning framework. While the plans must meet statutory requirements, they will ultimately reflect the vision, priorities, and unique local circumstances of Stevens County. Therefore, in addition to the above, the jurisdictions will engage in the following:

- Targeted engagement strategies to reach vulnerable and historically underrepresented populations
- Public outreach using multiple methods including virtual and in-person engagement
- Coordination with regional tribes

Changes to GMA

The following represents some of the state law changes which occurred during the 2021-2022 and 2022-2023 Legislative Sessions that are pertinent to the 2027 Periodic Updates. Each of these is identified within the Department of Commerce periodic update checklist, which is discussed below.



HB 1220 substantially amends housing-related provisions of the GMA, which requires jurisdictions to 1) plan for housing by income band, 2) provide housing capacity for emergency housing, emergency shelters, permanent supportive housing, and 3) implement policies and regulations to address and begin to undo racially disparate impacts, displacement, and exclusion in housing caused by local policies, plans and actions.



HB 1717 – adds new requirements to RCW 36.70A.040 regarding tribal participation in planning efforts with location and regional jurisdictions.



HB 1110 adds new requirements for making provisions for housing densities and development types for communities meeting certain population thresholds.



RCW 36.70A.070, as amended by HB 1181 adds a new requirement for climate planning under the GMA. Counties and cities are now required to address climate change mitigation and resilience within their comprehensive plans

Project Outcomes

Desired project outcomes will be refined through engagement with Tribes, communities throughout Stevens County, including the cities, elected officials, local organizations, and federal, state, and local agencies. Separate Public Participation Plans will guide outreach and engagement throughout the Comprehensive plan updates and Climate Resiliency Element development efforts. As these processes progress, the project team will continue to refine and confirm outcomes based on community input and coordination with partner jurisdictions.

This project will result in updated Comprehensive Plan with a new Climate Resiliency element that guides how Stevens County will grow and develop and identify and manage climate risks through 2047. The Climate Resiliency Element will evaluate local climate risks, such as wildfire, flooding, drought, and extreme heat, and identify strategies to improve community resilience. This work will be coordinated with other Comprehensive Plan elements to ensure that the updated plan supports long-term climate resilience.

The primary outcomes of the project include: updated Comprehensive Plan elements and policies consistent with current statutory requirements; improved coordination between the County and its cities on land use, housing, infrastructure, economic development and climate resiliency planning; incorporation of updated technical data, mapping, and supporting analysis; identification of implementation actions needed to carry out plan policies; and development regulations and related programs that implement the updated policy framework. The updated plans will also align with current GMA requirements and other applicable state laws adopted since the last periodic update. Collectively, these outcomes will provide a clear, legally compliant, and locally supported policy foundation to guide growth, development, infrastructure investments, and resource protection in Stevens County through 2047.

State and regional outcomes:

1. Meet GMA requirements for the Plan updates as outlined in RCW 36.70A.130, WAC 365-196 and the Department of Commerce Periodic Update Checklist for Fully- Planning jurisdictions; and
2. Consistency with the Stevens County Countywide Planning Policies; and
3. Update the County's Critical Areas Ordinance (CAO) consistent with updated Best Available Science (BAS); and
4. Updated development regulations to ensure consistency with updated policies
5. Climate resiliency element that addresses key risks and hazards

Local outcomes:

1. Additional graphics and user-friendly features as needed
2. A robust public engagement program that uses multiple virtual and in-person methods
3. Policies that are easy to navigate
4. Policies that meet state and regional requirements through the lens of local circumstances and emergent issues (e.g. housing availability and affordability)
5. Adopted growth targets which reflect planned growth during the planning period
6. Goals and plans that are aspirational yet rooted in fiscal responsibility
7. Protection of the environment and taking reasonable steps to address climate change
8. Housing for all community income levels
9. Develop strategies or action items that guide jurisdictional initiatives, programs, and development regulations
10. Update (if determined applicable by the County) a vision that guides and leverages public and private investment

Project Team Workplan Objectives/High Level Schedule

A summary project schedule is provided as part of this Work Plan. The following are high-level work plan objectives the project team will work to adhere to as the project moves forward. However, we want to remain flexible to adjust as needed. The project team should accept that there may be changes to the schedule but outline upfront how we will work through them together so they can be mitigated to accommodate broad participation. The following is agreed to:

1. The project team will work together to ensure the project is to be completed no later than June 30, 2027.
2. Modifications to the project scope, especially those which could impact the project schedule, may only be approved by the County Project Manager.
3. Those leading tasks will review the project 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 County 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 County Project Manager immediately.

Project Organization/Internal Communication

Successful projects are often built on a strong communication plan. The primary contacts for the County and consultant team are identified in the tables on pages 11 and 12. These individuals will be primarily responsible for communication and coordination on behalf of the County, 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 County and consulting team to ensure coordination between deliverables.

- **Project update meetings** - Update meeting will be held every two weeks (unless deemed unnecessary). It will include designees from the County and consultant team. Other members of the project team will join depending on the meeting topic. These will be held by video conference.
- **Internal Review Team meetings** - The Project Manager, relevant consultant team members, and deliverable leads from the County will meet monthly. These meetings may be part of the project update meetings or separate. The meetings will focus on:
    - Reviewing the project schedule
    - Receiving updates as necessary on project tasks
    - Reviewing project deliverables, where appropriate
    - Discussing upcoming deliverable and project tasks

- **Individual coordination** - County 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 the tables on pages 11 and 12.
- **Draft document sharing-** Documents between the consultant team and the County will be sent via email and links in SharePoint. Shared files allow teams to work jointly on deliverables.
- **Project Task Tracker** – A short task tracker will be developed and updated bi-weekly by the project leads, so that the Project Managers are continually updated on the status of each deliverable. This will provide status updates on current tasks.

Project Schedule

A summary project schedule is provided below. A more detailed scope of work is attached to this work plan as Attachment 1. The Climate Element development steps will be integrated into this overall Project Schedule. See the end of Attachment 2 for the Climate Element summary timeline.

First Year Work (Jan 2026 – June 2026)		
Date	**Task (Lead)**	**Schedule / Notes**
Jan 29, 2026	***Project Kickoff***	***Consultant + County kickoff meeting***
Feb 12, 2026	***Project Kickoff Continued***	***Consultant + County kickoff meeting – Focus Housing/LU and Climate***
General Grant Deliverables		
Feb – Mar 2026	Periodic Update Work Plan (AC Geo Lead)	• Draft to County: **Mar 2, 2026** • County Review Complete: **Mar 16, 2026** • Consultant Final Draft: **Mar 23, 2026** • Submit to Commerce: **Apr 15, 2026**
Feb – Mar 2026	Public Participation Plan Addendum (WBC Lead)	• Draft to County: **Feb 25, 2026** • County Review Complete: **Mar 6, 2026** • Consultant Final Draft: **Mar 13, 2026** • Submit to Commerce: **Apr 15, 2026**
Feb – Mar 2026	Periodic Update Checklist (AC Geo Lead)	• Draft to County: **Feb 25, 2026** • County Review Complete: **Mar 11, 2026** • Consultant Final Draft: **Mar 18, 2026** • Submit to Commerce: **Apr 15, 2026**
Feb – Mar 2026	Critical Areas Checklist (WBC Lead)	• Draft to County: **Feb 25, 2026** • County Review Complete: **Mar 13, 2026** • Consultant Final Draft: **Mar 20, 2026** • Submit to Commerce: **Apr 15, 2026**
Grant Deliverable – Countywide Planning Policies (CWPP)		
Feb 10, 2026	Consultant Team Draft CWPP (WBC Lead Lead)	Ben drafted CWPP -> sent out to Cities and Towns ahead of Pop and Housing Allocation meeting. Erik sent to CWPP Work Group CWPP Intro included in **Feb 26, 2026** meeting
Early April 2026	***CWPP Work Group to review draft CWPP***	Erik to schedule after the Pop and Housing Allocation meeting • Consultant Team Update CWPP per Housing Allocation: **Apr 24, 2026** • County host CWPP Work Group meeting in May • Updates to Final Draft CWPP Complete: **May 22, 2026**
Late May/Early June	***CWPP Work Group***	• Final review and planning for County/city/town adoption
Grant Deliverable – Population and Housing Allocation Process		
Feb 26, 2026	***Housing Allocation Meeting #1 (BERK Lead)*** • Overview of GMA requirements relevant to allocation process, including demonstration of adequate buildable land capacity • Summary of affordability levels served by new market housing production	GMA housing requirements + projection coordination • BERK prep agenda and slide deck by **Feb 19, 2026** • Consultant Team check in prior to meeting **Feb 23, 2026** • City to provide comments by end of **Mar 27, 2026** • Agenda to include CWPP

	• Summary of County analysis to date showing capacity by affordability level for UGAs and LAMIRDs • Preliminary allocation by jurisdiction	
Feb – Apr 2026	Population and Housing Allocation Process, including: • Affordability Price Points • Market Housing Cost Analysis • Evaluation of Land Capacity Analysis • Preliminary Housing Needs Assessment	
Early Apr 2026	***Housing Allocation Meeting #2***	Review allocation alternatives + select preferred • Final City comments by **Apr 17, 2026**
Apr-Jun 2026	Population and Housing Allocation Technical Report	• Draft Update to County based Housing Allocation Meetings and BERK Analysis: **May 1, 2026** • County Review: **May 15, 2026** • Final draft: **May 29, 2026**
June 12, 2026	Submit to Commerce	
Land Use Study		
Feb – Jun 2026	Land Use Study (AC Geo Lead) • land capacity analysis and identify potential land use designation changes • Running alongside Population and Housing Allocation	• Draft to County: **Mar 6, 2026** • County Review Complete: **Mar 20, 2026** • Consultant Final Draft: **May 1, 2026** • Submit to Commerce: **June 12, 2026**
Mar – Early Apr 2026	Draft CAO – Internal Working Draft (WBC Lead)	Draft to County: **Apr 24, 2026**
Early May	CAO Meeting with WDFW (WBC Lead)	To discuss draft update and key topics (buffers and mitigation) Reach out early April 2026 to arrange meeting with WDFW Agenda to group by **May 1**
Jun – Sep 2026	Draft CAO Updates (WBC Lead) Last updated Dec 2022 • Light touch on updates per EJ	• Draft Update to County based on WDFW and Ecology meeting: May 20**, 2026** • County Review Complete: **June 8, 2026** • Submit working draft to Commerce: June 12**, 2026** **(note –additional revisions are expected to CAO in July to Dec timeframe)**
May – Jun 2026	Draft Plan Map Folio (AC Geo Lead) • Base map and context maps • Critical areas and resource land maps • Land use capacity maps and alternatives • Infrastructure, utilities and facilities maps	• Draft to County: **May 20, 2026** • County Review Complete: **June 3, 2026** • Consultant Final Draft: **June 9, 2026** • Submit to Commerce: **June 12, 2026**
Public Engagement - Through June 2026		
End Feb/Mar 2026	Website • Consultant Development • County Review • Public Launch	Website Launch for Comp Plan and Climate Periodic Updates throughout process
Sep 2026 – Oct 2026	Public Engagement + Stakeholder Meetings • Visioning meetings to be scheduled throughout County in Fall 2026	PPP implementation, workshops, and outreach

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Planning Commission Workshop/BOCC – Through June 2026		
Late Apr/Early May 2026	***Planning Commission Workshop*** • Comp Plan and CRE Intro • Draft CAO Intro • Draft CWPP • Review Population and Housing Allocations and Land Capacity Analysis	• Agenda and draft docs to PC by April 27
Mid June 2026	***BOCC Hearing on CWPP (and Cities/Towns Approvals)***	

Second Year Work (July 2026 – June 2027)		
Draft Comp Plan Elements		
Jul 2026 – Sep 2026	Land Use	• Draft to County for Review: **Aug 7, 2026** • Comments from County: **Aug 21, 2026** • Consultant Team Final Draft for Planning Commission: **Aug 25, 2026**
Jul 2026 – Sep 2026	Resource Lands	• Draft to County for Review: **Aug 14, 2026** • Comments from County: **Aug 24, 2026** • Consultant Team Final Draft for Planning Commission: **Aug 27, 2026**
Jul 2026 – Nov 2026	Natural Resources	• Draft to County for Review: **Aug 14, 2026** • Comments from County: **Aug 24, 2026** • Consultant Team Final Draft for Planning Commission: **Aug 27, 2026** • Revised draft for No PC (if needed): **Oct 23, 2026**
Jul 2026 – Nov 2026	Housing Element: • Housing Needs Assessment • RDI Exclusion and Displacement Risk • Draft Housing Goals and Policies • Implementation Code and Adequate Provisions	• Housing Data Update: **Sep 4, 2026** • Housing Needs: **Sep 11, 2026** • Draft to County: **Sep 25, 2026** • County Review: **Oct 16, 2026** • Consultant Draft for Planning Commission: **Oct 23, 2026**
Aug 2026 – Nov 2026	Economic Development	• Draft to County for Review: **Sep 25, 2026** • Comments from County: **Oct 16, 2026** • Consultant Team Final Draft for Planning Commission: **Oct 23, 2026**
Aug 2026 – Nov 2026	Parks and Recreation	• Draft to County for Review: **Sep 25, 2026** • Comments from County: **Oct 16, 2026** • Consultant Team Final Draft for Planning Commission: **Oct 23, 2026**
Aug 2026 – Jan 2027	Transportation Element: • Update Roads Inventory • Multimodal LOS standards • Level of Service forecasts • Draft Transportation Goals and Policies	• Existing Conditions Update: **Sep 25, 2026** • LOS: **Oct 2. 2026** • Draft to County: **Nov 6, 2026** • County Review: **Dec 4, 2026** • Consultant Draft for Planning Commission: **Dec 18, 2026**
Oct 2026 – Jan 2027	Utilities	• Draft to County for Review: **Nov 13, 2026** • Comments from County: **Dec 11, 2026** • Consultant Team Final Draft for Planning Commission: **Dec 18, 2026**
Oct 2026 – Jan 2027	Capital Facilities Plan	• Draft to County for Review: **Nov 20, 2026** • Comments from County: **Dec 18, 2026**

		• Consultant Team Final Draft for Planning Commission: **Dec 21, 2026**
Nov 2026 – Jan 2027	Development Regulations	• Draft to County for Review: **Nov 20, 2026** • Comments from County: **Dec 18, 2026** • Consultant Team Final Draft for Planning Commission: **Dec 21, 2026**
Public Engagement - Through June 2027		
July 2026 – May 2027	Website	Continued periodic updates throughout process
Sep 2026 – Oct 2026	Public Engagement + Stakeholder Meetings • Visioning meetings to be scheduled throughout County in Fall 2026	PPP implementation, workshops, and outreach
Before 15 April 2027	Public Meetings • On draft plan and development regulations	PPP implementation, workshops, and outreach
May 2027	Public Participation Report	• Draft to County • County Review • Consultant Final Draft • Submit to Commerce
Planning Commission Workshops – Through June 2027		
Sep 2026	***Planning Commission Workshop*** • Land Use • Natural Resources (intro) • Resource Lands	Agenda and draft docs to PC by last week in Aug.
Nov 2026	***Planning Commission Workshop*** • Housing Element • Economic Development • Parks and Recreation • Natural Resources	Agenda and draft docs to PC by last week in Oct.
Jan 2027	***Planning Commission Workshop*** • Utilities • Capital Facilities Plan • Transportation • Development Regulations (intro)	Agenda and draft docs to PC by last week in Dec
Feb 2027	***Planning Commission Workshop*** • Development Regulations • Updates to all other previously shared documents • Plan for adoption	Agenda to and draft docs to PC by last week in Jan
Mar 2027	***Planning Commission Workshop*** • Placeholder, as needed	Agenda to and draft docs to PC by last week in Feb
Adoption Process		
Fall 2026	CWPP Adoption Process	BOCC Adoption + Cities adoption process
Mar 15, 2027	Issue Draft Comprehensive Plan + Code Updates	Public review draft released/60-day Commerce review initiated
Mar 15 – Apr 15 2027	SEPA/Environmental Review EIS Addendum	Public meetings also held during this time
Mar – May 2027	Commerce 60-Day Review	Formal Commerce review period
Late May/Early June 2027	***Planning Commission Public Hearing***	PC recommendation issued
Late June 2027	***BOCC Public Hearing + Adoption***	Final adoption actions
Jun 30, 2027	Adoption Deadline	Commerce grant deadline

Roles and Responsibilities

Clear expectations about project roles and responsibilities is 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.

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 Attachment 1 goes further into 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 can then come back to the tables below for contact information. This will help ensure coordination is strong.

County Team

Name	Department	Contact Information	High Level Roles & Responsibilities
Erik Johansen	Land Services	Land Services Director ejohansen@stevenscountywa.gov	Overall Project Manager
MJ Braley	Land Services	Natural Resource Manager mjbraley@stevenscountywa.gov	Natural Resource support

Consultant Team

Name	Group	Contact Information	High Level Roles & Responsibilities
Ben Floyd	White Bluffs Consulting	Consultant Team Project Manager ben@whitebluffsconsulting.com	Project coordination, meeting facilitator, prepare plan elements
Lara Floyd	White Bluffs Consulting	Project Coordinator lara@whitebluffsconsulting.com	Communications Specialist, Public Outreach
Adam Cares	AC Geo	Technical Lead adam@acgeospatial.com	Technical Deliverable Lead

Cara Cares	AC Geo	Assistant Project Manager cara@acgeospatial.com	Supports project coordination, preparation of grant deliverables
Lisa Grueter	BERK Consulting	Principal lisag@berkconsulting.com	Climate Element Lead
Kevin Ramsey	BERK Consulting	Principal kevinr@berkconsulting.com	Housing Element Lead
Marty Snell	WSP	Senior Land Use Planner Marty.snell@wsp.com	Transportation and Capital Facilities Lead

Project Coordination/Decision Making Process

It is anticipated that the leads for individual deliverables will be responsible for coordination on their tasks. This includes coordination between the Land Services Department and Public Works Departments and between the County and consultant team. While each jurisdiction will work independently with the consultant team on components specific to its own comprehensive plan and development regulations, several elements of the Periodic Update will require integrated, cross-jurisdictional coordination. These include shared statutory requirements, regional land use and housing analyses, Countywide Planning Policies, and aligned public engagement strategies. The consultant team will facilitate periodic coordination meetings, maintain consistent communication across all jurisdictions, and ensure that maintaining consistent policies and approaches where practical and beneficial.

A project task tracker will be developed and updated monthly by the project leads so that the Project Manager is continually update on the statue of each deliverable. Internal Review Team (IRT) meetings will be scheduled monthly. These meetings will be utilized for:

- Reviewing the project schedule
- Receiving updates as necessary on project tasks
- Reviewing project deliverables, where appropriate
- Discussing upcoming deliverable and projects 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 IRT 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 deliverable and the Project Manager to ensure work is reviewed and approved.

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 County 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.
6. Provide documents and analysis that are easy to understand and provide options for decision maker

ATTACHMENT 1
SCOPE OF WORK TO UPDATE COMPREHENSIVE PLAN
NOVEMBER 2025 THROUGH JUNE 2026 PERIOD

Introduction

Stevens County is updating its Comprehensive Plan. The plan update is due to be completed by no later than June, 30 2027 consistent with the Washington State Department of Commerce (Commerce) grant. There are several new State requirements that have recently been put in place that the County will comply with during the update process.

The work in this work plan has been divided into two one-year contracts that cover one state biennium budget cycle, with tasks covering work between January 7, 2026 and June 30, 2026 and then a second set of tasks for work between July 1, 2026 to June 13, 2027.

Task 1. Develop Periodic Update Work Plan

The Consultant team will lead the development of a Comprehensive Plan Periodic Update work plan, addressing how the County, the Consultant and Commerce will work together, in coordination with stakeholders and the public. This work plan will outline the:

- 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

Deliverables: *Draft and final periodic update work plan*

Task 2 Develop a Public Participation Plan

The Consultant team will lead the development of an updated Public Participation Plan (PPP) for the Comprehensive Plan update, addressing how tribal participation will occur and identifying opportunities for public input, key stakeholders/interested parties email list to receive communications (e.g., tribes, agencies and others), website location and expected content, and major steps and timelines to guide the plan update process. The County will review and comment on the draft PPP before it is finalized and approved by the County for use to support the planning effort.

Deliverables: *Draft and final PPP*

Task 3. Complete Critical Areas Analysis

The Consultant team will also prepare an annotated draft Critical Areas (CA) checklist with status, assignments, and follow up items to guide the CA update process.

Deliverable(s): *Draft CA checklist*

Task 4. Complete Comprehensive Plan Analysis and Development Regulations

The Consultant team will also prepare an annotated draft Comprehensive Plan Periodic Update checklist with status, assignments, and follow up items to guide the update process. The Consultant team will also prepare draft updates to the County Wide Planning Policies (CWPP) to address the latest GMA requirements.

Deliverable(s): *Draft Periodic Update Checklist for Fully-planning and Draft CWPP*

Task 5. Population and Housing Allocations

Task 5.1 Housing Needs Allocation Process

The Consultant team will take the lead on this work and develop the updated population projection and allocation in coordination with the County and cities, starting with the medium OFM projection.

Deliverable(s): *Comments on County population projection and allocation*

Task 5.2 Housing Needs Allocation Process

The Consultant team will support a process by which Stevens County and its incorporated jurisdictions will select a preferred allocation of countywide housing needs by affordability level, consistent with new GMA requirements. This work will include designing and participating two virtual meetings with representatives from all jurisdictions and preparing a draft and final technical report.

Meeting 1: Intro to GMA requirements and countywide population projections

- Prepare a presentation explaining the new GMA requirements for Comprehensive Plan housing elements, with an emphasis on the requirement to plan for and accommodate all housing needs.
- Summarize Commerce guidance for how to comply with this requirement and briefly demonstrate the Housing for All Planning Tool (HAPT) published by Commerce for supporting the housing needs allocation process.
- Support decision on selected population projection.

- Share analysis of Stevens County population growth trends compared to OFM projections.
- Describe importance of population projection to housing needs.
- Share analysis of ADU and manufactured homes permitting trends to determine the upper bound of 80-120% AMI allocation for rural Stevens County.
- Present typical options for allocating shares between jurisdictions.
- Discuss pros/cons of each option given local context and data limitations.
- Get feedback on options to consider in preliminary allocation analysis.

Meeting 2: Review and discuss revised allocations results

- Conduct analysis and develop two allocation alternatives.
- Share the draft technical report to support jurisdiction review.
- Present findings and support discussion to select and approve an allocation alternative.

Prepare draft and final technical report

Prepare a draft and final technical report describing the allocation process, selected allocation by jurisdiction, and recommendations for documenting these allocations in countywide planning policies.

Deliverables: *Population allocation and Housing allocation*

Task 6. Land Use Study

The Consultant team will work with County staff and the Planning Commission to develop a land use study that addresses land capacity analysis, potential land use designation, critical area code updates and policy changes, as informed by earlier tasks. This will also include preparing an associated map folio.

Deliverables: *The team will provide the following deliverables:*

- *Draft and final Land Capacity Analysis*
- *Draft priority land use, critical area and policy updates*
- *Draft Plan Map Folio*

Task 7. Public Engagement Activities

The Consultant team will conduct outreach consistent with the County PPP and prepare a draft and final Public Participation Report towards the end of the update process. The Consultant team will support the County in holding a public meetings/Planning Commission/stakeholder workshops (6-8 virtual meetings are planned), including preparing draft and final presentations and summaries. The County will review and comment on draft presentations.

The County will establish and maintain a Comprehensive Plan website which will include a project library

of draft and final documents, public meeting notices and announcements, opportunity for input via a dedicated email address, and an interested parties sign-up link. Other engagement activities may include, but are not limited to, the following: orientation interviews, website postings, questionnaires, interdepartmental and interagency coordination meetings, etc.

Work on this task may continue into the July 2026 to June 2027 project period, and additional scope and budget will be added to this task as part of a future contract amendment.

Deliverable(s): M*eeting presentations and supporting materials, draft and final Engagement report.*

ATTACHMENT 2
SCOPE OF WORK CLIMATE ELEMENT
SEPTEMBER 2025 THROUGH JUNE 2027 PERIOD

Introduction

Stevens County has been awarded funds by the Department of Commerce to develop a Climate Resiliency Element. This will be included in their respective 2027 Periodic Comprehensive Plan updates, as required by Washington State legislation (HB 1181) which added a climate goal and element to the Growth Management Act (GMA). While this work is distinct from their Comprehensive Plan Periodic Updates, the Climate Resiliency Element will be incorporated and completed alongside the periodic update, which is due by June 30, 2027, and subject to SEPA review and public hearings. The contract term for this project ends on June 30, 2027.

Task 1. Project Kick-Off and Coordination

In collaboration with the County, AC Geo will support the design and facilitate a project kick-off meeting. This meeting will introduce core project team members and roles and responsibilities, review the project schedule and deliverables, clarify key project questions, and develop a communication plan, including set times for ongoing coordination, including monthly check in meetings, with potentially additional meetings at critical project stages.
AC Geo will work with the County project management team as part of the kick-off and engagement plan development to support the recommend the membership and schedule for a Climate Policy Advisory Team.

Task 2. Public Engagement Plan

In collaboration with the County, the AC Geo will support develop a Public Engagement Plan that meets the county's guidelines. The engagement plan may include communication activities and media avenues (e.g., website development and updates, social media, etc.) for engagement activities that the Consultant team will lead and those County staff would support. The engagement strategy will also include key project messages to align the consultant team and County staff.
Engagement may be linked as part of the periodic update, but may also be more specific to include people and communities who may be impacted by changes to the climate.
Components of Task 1 include:

- Engage with key stakeholders to form a Climate Policy Advisory Team
- Develop public and tribal engagement strategies.
- Submit a Public Engagement Plan detailing community involvement strategies, especially for overburdened and vulnerable populations, including Tribes
- Develop a Vision Statement with stakeholders and the community.

Task 3. Project Website, Outreach Materials, Public Open Houses, and Public Meetings

AC Geo will support the implement the Public Engagement Plan developed in Task 2. This will include the development a project website and content, including outreach materials for community engagement events and summaries of input gathered from open houses and meetings.
AC Geo will support the development of the summary of community characteristics, efforts to outreach to populations that are considered overburdened or vulnerable to climate hazards and impacts. The Consultant will summarize tribal engagement efforts and findings.

Task 4. Explore Climate Resiliency, Opportunities and Needs

AC Geo will support the generation of a list of 1) key climate hazards and impacts, 2) physical, social, and environmental assets, pulling from the relevant plans, and 3) vulnerable communities and health disparities leveraging ongoing work by local, regional, and state governments. This initial identification of hazards, assets, and vulnerable communities will be vetted by the CPAT and County staff, key stakeholders, and Tribal representatives.
AC Geo will support the identification of community assets, explore hazards and changes, pair assets and hazards, identify priority hazards, with the following components:

- Identify Community Assets (4.1)
- Explore Hazards and Changes in the Climate (4.2)
- Pair Assets and Hazards and Describe Exposure and Consequences and prepare spatial information (4.3)
- Identify Priority Climate Hazards (4.4)

Task 5. Audit Existing Plans and Policies

AC Geo will support in the application of Commerce's Climate resilience guidance and audit plans for HB 1181 consistency, such as Comprehensive Plans, Shoreline Master Programs, and others. The consultant team will develop a screening review framework with criteria that provides a resilience and environmental justice assessment per RCW 36.70A.070. Results will be shared with the CPAT and County. Steps include:

- Review existing plans to identify resilience gaps, opportunities, and barriers
- Determine next steps and document findings

Task 6. Assess Vulnerability and Risk

Building from results of Tasks 4 and 5, AC Geo will support the work with the County to determine which sectors (e.g., health, emergency services, stormwater, etc.) to dive deeper into the vulnerability assessment. We anticipate using the vulnerability assessment framework outlined in the Climate Resilience Guidebook. We will work with the County to agree upon definitions for high, medium, and low climate exposure, sensitivity, and adaptive capacity. This ensures the project team has a shared understanding of climate impacts most relevant

to Stevens County and can be used to prioritize specific climate hazards to be covered in the resilience goals and policies.

We anticipate the vulnerability and risk assessment would address:

- Assess sensitivity (6.1)
- Assess adaptive capacity (6.2)
- Characterize vulnerability: (6.3)
    - Physical vulnerability of areas within Stevens County more or less exposed to extreme precipitation and flooding, extreme heat events, drought, and air pollution/wildfire smoke due to climate change.
    - Social and economic climate vulnerability/ sensitivity and adaptive capacity.
    - Characterize vulnerability of critical systems in Stevens County. This could include physical infrastructure, health and community systems, natural systems, economic development, and growth and the built environment.
- Characterize risk, including preparing spatial information. (6.4)
    - Characterize risk to critical systems in Stevens County. This could include physical infrastructure, health and community systems, natural systems, economic development, and growth and the built environment.
- Analysis of all 11 sectors that the Department of Commerce has defined in their guidance documentation to support later goal development in compliance with HB 1181.
- Meet with partners, stakeholders and decisions makes to identify courses of action and strategies based on findings and use direction to prioritize work in Tasks 4 and 5. (6.5)
- Crosswalk courses of action to other local programs with actionable steps

Task 7. Pursue Pathways

AC Geo will support the development of a process and prepare goals and policies that would be integrated into each chapter of the Comprehensive Plan for the County. The draft goals and policies will be reviewed by the CPAT and County. Task 7 components include:

- Develop draft climate goals and policies (that provide overarching guidance for the Comprehensive Plan) (7.1)
- Identify co-benefits (to support an integrated, resilience-focused approach) (7.2)
- Coordinate with related elements-land use, transportation, parks, capital facilities, and utilities-for interdisciplinary hazard and risk assessment
- Build on local jurisdictions' existing climate resilience and hazard mitigation planning efforts.
- Develop more detailed strategies to address priority risks within budget constraints

Task 8. Integrate Goals and Policies

AC Geo will support the revision of the draft goals and policies based on input and findings from Task 5 for County. This includes:

- Review and finalize resilience goals and policies (8.1)
- Consult with partners, stakeholders and decision makers (8.2)

Table 1
Climate Resiliency Element Development Timeline

Tasks	Public Outreach Efforts for Stevens County
Project Launch	May 2026 • Launch CPAT • Discuss climate hazards
Early Analysis and Public Outreach	June – October 2026 • CPAT meetings 2 and 3 • Climate Impacts memo • Climate Vulnerability Assessment findings • Specific concerns on climate hazards • Strategies for resiliency • Two quarterly PC workshops on Comprehensive Plan which will include updates on the Climate Element
Draft Approach and Public Review	November - February 2027 • CPAT meetings 4 and 5 • Draft policies and strategies review and revisions
Ready for Comprehensive Plan Inclusion	End of Q1 2027 • Final draft recommendation • Updates on early actions