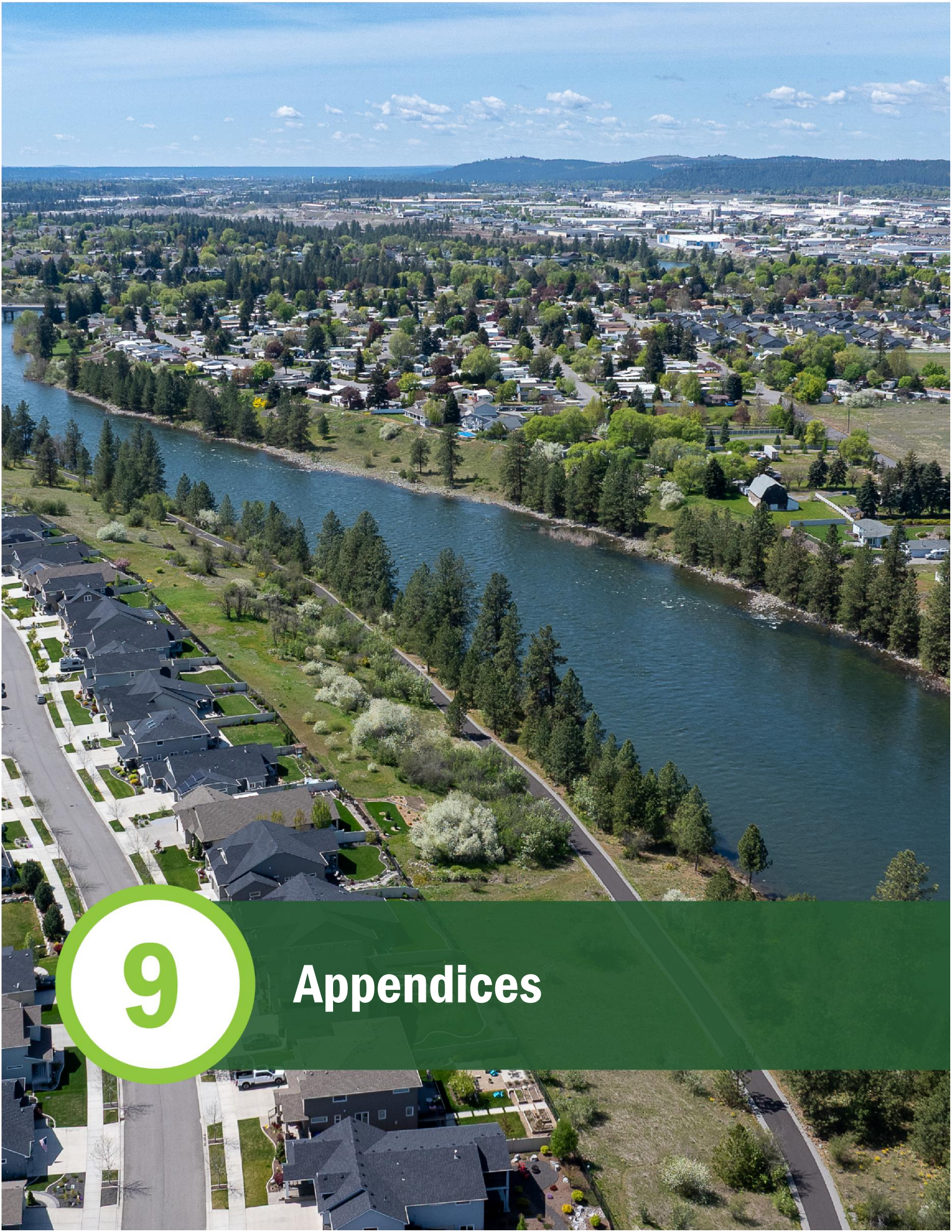


9 Appendices



Appendix A: Public Participation Plan

Public Participation Plan Objectives

Background

The City of Liberty Lake is updating its Parks and Recreation Master Plan. The Master Plan is a long-range policy document that guides the City's decisions for park system enhancements related to park facilities, programming, activities, access, and more. Public outreach is a key component of this update effort and will be used as a guide throughout the process, ensuring meaningful and ongoing engagement in decision-making. Efforts to encourage broad participation will continue over the course of the Parks and Recreation Master Plan update.

This document outlines the public participation opportunities for Liberty Lake's Parks and Recreation Master Plan update, including engagement methods, timeline, and implementation strategies. It is a working document that may be updated over time as needed to reflect the evolving needs of the community.

The objectives for this Public Participation Plan are to:

- **Inform residents** of the Parks and Recreation Master Plan, the process, and outcomes. Utilize outreach methods to inform residents and property owners of the variety of participation opportunities.
- **Exchange information** by conducting collaborative events that engage the community in conversation and the exchange of ideas and information. By exchanging information, we can give participants more ownership in the outcome of planning processes, leading to buy-in, a sense of pride, and higher-quality planning documents.
- **Be inclusive** of a range of perspectives, engaging residents in unique ways to reach a broader audience and understand their goals, needs, and desires.
- **Provide access** to engagement opportunities, events, and participation for all residents, including disadvantaged groups and those who historically have not been heard from throughout community planning processes.
- **Be transparent** and openly reflect a variety of viewpoints within the community and share the City's process for the development and implementation of the PROST Plan.

Roles and Responsibilities

City of Liberty Lake

The City of Liberty Lake is responsible for the update of the Parks and Recreation Master Plan. This responsibility includes actively inviting public comment and coordinating with other city, state, regional, and county planning policies. The City has hired a consultant, SCJ Alliance, to work alongside City staff in facilitating the Parks and Recreation Master Plan update process.

Parks and Arts Commission

Liberty Lake's Parks and Arts Commission, a volunteer advisory body, will be regularly updated and integral to the development and implementation of this plan. SCJ will provide regular updates to the Commission with opportunities for the Commission to review amendments to the Parks and Recreation Master Plan and provide a recommendation to the City Council for consideration and adoption.

Community Engagement Commission

Liberty Lake's Community Engagement Commission, a volunteer advisory body, will be regularly updated and integral to the development and implementation of this plan. SCJ will provide regular updates to the Commission with an intentional effort to coordinate on community engagement attendance and outreach methods.

City Council

City Council will seek out their constituents' goals for Liberty Lake and connect people to the Parks and Recreation Master Plan through outreach in public spaces. The Liberty Lake City Council will carefully consider recommendations provided by the Planning Commission as part of the decision-making process. Once the Master Plan is complete, the City Council serves as the final decision-making body responsible for adopting the plan.

Outreach

Key Audiences

The City of Liberty Lake is committed to engaging a diverse range of audiences to ensure the Parks and Recreation Master Plan reflects the values, priorities, and needs of the entire community. Key audiences include:

- **Liberty Lake Residents:** Individuals and families living in the city, with specific efforts to include renters, homeowners, and residents of all neighborhoods and income levels.
- **Community Leaders, Small Businesses, and Advocates:** Representatives from local nonprofits, advocacy organizations, civic organizations, and the small business community who can provide unique perspectives, support economic insights, and mobilize community involvement.

- **Elected Officials, Boards and Commissions, and City Staff:** Members of the Liberty Lake City Council, Parks and Art Commission, Community Engagement Commission, and city departments responsible for implementing the plan and aligning it with ongoing municipal priorities.
- **State and Regional Organizations and Agencies:** Spokane County, neighboring municipalities, Washington State Parks, and Washington Department of Commerce.
- **Key Stakeholders:** Residents and business people that will provide input on public participation and assist in identifying key themes, core values, and community-driven solutions.
- **Students:** Youth who are receiving an education in Liberty Lake, specifically grades K-12, who have a unique perspective on parks within the City and how they can continue to develop in the future.

Communication Channels

It is important that information be made available so any interested person can review the materials and participate. Throughout the planning process, the City and SCJ will coordinate to maintain several channels for notifying the public and other participants of relevant meetings and events. Regular opportunities for education and notification include:

- Project website (Hosted by Liberty Lake);
- Social media posts (SCJ/City coordination);
- Mailers and other City communications;
- Local newspapers;
- Email;
- Public Engagement Commission;
- Parks & Arts Commission;
- Presentations to city staff, commissions and councils; and
- Liberty Lake Municipal Library.

Engagement Topics

Our goal is to design engagement strategies to maximize the involvement of the largest number of residents, ensuring that the plan is built upon input from a wide range of opinions among people who live, work, and recreate in Liberty Lake. The Parks and Recreation Master Plan will be most successful if all sectors of the community have a say in the future of the parks system. This input will be targeted toward hearing about the following topics, plus others that may come up through the process:

- Current park, trail, and open space inventory and uses;
- Public art displays and opportunities;
- Bicycle network and connectivity;
- Trail network and connectivity;
- Facility use and needs;
- Desired system improvements;
- Recreation programs and special events; and
- Expectations and preferences from various user groups.

Engagement Methods

The specific methods for engagement include workshops, surveys, pop-ups, and stakeholder interviews. These are each detailed here:

City Staff Stakeholder Interviews

April 2025

SCJ Staff will interview identified City staff to build a foundational understanding of the Liberty Lake community and its parks and recreation system. This will allow SCJ to enter the planning process with internal knowledge that can be built upon through the rest of the engagement methods.

Kick-off Workshop

Thursday, May 22, 2025, from 4:00-6:00 pm at the Trailhead Event Center

We will conduct a kick-off workshop to initiate the public conversation about the Parks and Recreation Master Plan. This meeting will orient participants to the larger parks and recreation context and vision and describe how they can influence the process. There will be engagement boards for community members to provide feedback and help cast a vision for this planning process.

Results from this workshop will establish a foundational understanding of the community's strengths and issues within the parks system and will create connections for the remainder of the project. Efforts will be made to include vulnerable and overburdened populations with specific outreach to faith communities, veterans' groups, HOAs, schools, people with disabilities, and assisted living communities.

Needs Assessment Survey

Open from May 22-June 25, 2025

SCJ will develop and implement a digital needs assessment survey in both English and Spanish to be administered digitally, with paper copies also made available. We'll launch the survey at the Kick-off Workshop. The online survey and public workshop will be used to identify a qualitative snapshot of how the community currently utilizes the City's parks, recreation, open spaces, athletic facilities, and programs, what they believe is missing, and explore the public's needs for desired park improvements. Paper versions will be made available for pickup at City Hall and other identified community spaces. The results will be analyzed and compared with City demographics to ensure we capture an inclusive and equitable population set.

Community Stakeholder Interviews

May-June 2025

SCJ Staff will interview community members who have been identified in order to hear more about their experience of the parks and recreation system in Liberty Lake. These interviews provide a good opportunity to talk more in depth with people from certain groups who may not be heard from as often – such as those with lower incomes, racial minorities, youth, people with disabilities, and more. Conversations will also be prioritized with people who lead community groups that have to do with parks and recreation, who can provide further insight on use and desired amenities.

Social Pinpoint Mapping Workshop and Survey

Early July 2025

The next workshop and online community input tool will focus on mapping. Participants both in-person and online will be able to contribute community insights, pinpoint concerns, share comments, upload images, and participate in discussions with other community members about the areas, issues, and ideas important to them. Social Pinpoint can be used on any cell phone or computer and can be distributed out through the identified communication channels for increased visibility and participation. Our second public workshop will focus on engaging people in these topics and getting specific locations in mind for needed improvements.

Community Priorities Survey and Pop-ups

August-September 2025

The final coordinated effort for engagement in this part of the plan will involve SCJ creating an interactive Community Priorities Survey. This will be after a clear set of possible park improvement projects or policy enhancements have been developed and a rough draft of a Capital Improvements Program (CIP) has been reviewed. The survey will be live and available online, and we will have an in-person engagement opportunity that mirrors the online survey. We will have pop-up engagement sessions in popular locations (such as community events, outside of the grocery store, etc.) in order to go to where people are instead of making them come to us to provide feedback. People will be able to share what they would most likely see. This will allow SCJ and the City to confirm and defend community-wide project priorities as they are implemented.

Deliverables

Summaries of engagement events will be compiled by SCJ and made available to the City throughout the engagement process. Deliverables that can be expected are:

- Stakeholder Interview Summary;
  - *Completed by end of June 2025*
- Kick-off Workshop Summary;
  - *Completed by early June 2025*
- Needs Assessment Survey Summary;
  - *Completed by early July 2025*
- Social Pinpoint Mapping Workshop and Survey Summary; and
  - *Completed by end of July 2025*
- CIP Engagement Summary.
  - *Completed by September 2025*

In the Parks and Recreation Master Plan, all detailed engagement summaries will be included as appendices and key takeaways will be provided in the text of the plan.

Timeline

More specific dates are detailed above along with each engagement method, and this document will continue to be updated as each method of engagement approaches. This highlights the overall timeline for engagement for the first phase of this project.

		2025									
		Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
Public Outreach & Engagement											
1.0	Public Participation Plan: Phase 1										
2.0	Needs Assessment Survey & Community Workshops: Phase 1										
3.0	Stakeholder Interviews										
4.0	Community Priorities Survey: Phase 1										
5.0	Community Engagement Pop-Ups										