



SCOPE OF WORK AND PUBLIC PARTICIPATION PLAN SHORELINE MASTER PROGRAM PERIODIC REVIEW

Planning and Economic Development
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INTRODUCTION

The City of Poulsbo is undertaking a periodic review of its Shoreline Master Program (SMP), as required by the Washington State Shoreline Management Act (SMA), RCW 90.58.080(4). The SMA requires each SMP be reviewed and revised, if needed, on an eight-year schedule established by the Legislature. The review ensures the SMP stays current with changes in laws and rules, remains consistent with other Poulsbo plans and regulations, and is responsive to changed circumstances, new information and improved data. A Public Participation Plan is required to describe how the Poulsbo will encourage early and continuous public participation throughout the process of reviewing the SMP. This Public Participation Plan describes the steps that Poulsbo will take to provide opportunities for public engagement and public comment, as well as contact information and web addresses. This plan is in addition to any other minimum requirements for public participation required by Poulsbo Municipal Code 19.40.050. This plan is a working document and will be adjusted as needed to provide for the greatest and broadest public participation.

Shoreline Management

The SMPs are local land use policies and regulations that guide the use of Washington shorelines. SMPs apply to both public and private uses. They protect natural resources for future generations, provide for public access to public waters and shores, and plan for water-dependent uses.

The Shoreline Management Act (SMA) was passed by the Washington Legislature in 1971 and adopted by voters in 1972 "to prevent the inherent harm in an uncoordinated and piecemeal development of the state's shorelines." The Act requires all counties and most towns and cities with shorelines to develop and implement Shoreline Master Programs.

There are three basic SMA policy areas: shoreline use, environmental protection, and public access.

- Shoreline Use | to control pollution and prevent damage to the natural environment.
- Environmental Protection | to protect shoreline natural resources including the land, vegetation, wildlife, and aquatic habitats against adverse environmental effects. All allowed uses are required to offset these impacts as much as possible and preserve the natural character and aesthetics of the shoreline.
- Public Access | SMPs include a public access element, including provisions for public access to publicly owned areas. The SMA also implements the common law Public Trust Doctrine. This doctrine conveys that the waters of the state are a public resource for the purposes of navigation, conducting commerce, fishing, recreation, and similar uses. The Public Trust Doctrine is not invalidated by private ownership of the underlying land.

Shoreline Master Program Periodic Review

The City of Poulsbo Shoreline Master Program (SMP) was originally approved and adopted in 1976 and comprehensively updated in 2012. Periodic reviews of SMPs are required by the State to be conducted every 8 years. Poulsbo's deadline for a periodic review of the SMP is June of 2020.

The periodic review is distinct from the comprehensive updates required by RCW 90.58.080(2). The purpose and scope of the periodic review as established by the act is to:

- assure that the SMP complies with applicable law and guidelines in effect at the time of the review;
- assure consistency of the SMP with the local government's comprehensive plan and development regulations;
- incorporate amendments that reflect changed circumstances, new information, or improved data.

PUBLIC PARTICIPATION PLAN

Public Participation Goals

1. Provide interested parties with timely information, an understanding of the process, and multiple opportunities to review and comment on proposed amendments to the SMP.
2. Actively solicit information from citizens, property owners, businesses and other stakeholders about their concerns, questions and priorities for the Periodic Review process.

3. Encourage interested parties to informally review and comment on proposed changes to the SMP throughout the process and provide those comments to decision makers.
4. Provide forums for formal public input at project milestones prior to decision-making by local officials.
5. Consult and consider recommendations from neighboring jurisdictions, federal and state agencies, and the Suquamish Tribe.

Roles and Responsibilities

The SMA establishes a balance of authority and partnership between local and state government. While the City of Poulsbo is the primary regulator for its shorelines, Washington State Department of Ecology (Ecology) provides support, technical assistance and conducts final review for approval and adoption into the state program to meet federal requirements for a Coastal Zone Management Program. The City of Poulsbo is responsible for the updating its SMP in compliance with Washington State rules and guidelines. This responsibility includes inviting public comment and coordinating with adjacent jurisdictions, affected tribes, and state agencies. The primary contact for the City of Poulsbo Shoreline Master Program update is:

Nikole Coleman, Associate Planner
Planning and Economic Development Department
200 NE Moe Street | Poulsbo, WA 98370
360.394.9730 | ncoleman@cityofpoulsbo.com

The Washington State Department of Ecology is responsible for providing technical assistance to the City and must approve the City's updated SMP. The primary contact person at the state DOE for Everett's update is:

Misty Blair, Shoreline Planner
Northwest Regional Office
3190 160th Ave. SE | Bellevue, WA 98008
425.649.4309 | mbla461@ECY.WA.GOV

Stakeholders

As the Shoreline Master Program is reviewed, key stakeholders will be involved in the process. These include individuals and organizations who may be affected by, or have ideas about, improving the shoreline environment. An invitation to participate in public meetings as part of the SMP process will be extended to the following stakeholders:

- Shoreline property owners
- Poulsbo residents
- Planning Commission and City Council members
- Department of Ecology
- Department of Fish and Wildlife
- Department of Natural Resources
- Suquamish Tribe

Public Participation Opportunities

Poulsbo is committed to providing multiple opportunities for public participation throughout the process using a variety of communication tools and public participation strategies. The following strategies will serve as a toolbox that the City will employ to facilitate public participation during the SMP update process.

* Please note that this will be a joint approval process with Ecology, including the following:

Website

Poulsbo's website will include a Periodic Review webpage where interested parties can access status updates, draft documents, official notices, minutes and other project information. The webpage will be the primary repository of all information related to the Periodic Review process. The page will include who to contact for more information and an email link for questions and comments.

Notice Mailing List

An e-notice mailing list of interested persons and organizations has been established. Those on the e-notice list will receive periodic notices regarding the SMP Update progress. Individuals interested in being on the mailing list should

contact the PED Department at (360) 394-9748 or at plan&econ@cityofpoulsbo.com and request being placed on the Development Regulations updates e-notice mailing list.

Open House

Poulsbo will hold an open house prior to one or more of the Planning Commission meetings in Spring of 2020. Public comments received during the Open House will be posted on the Periodic Review webpage. The Open House will be held at Council Chambers located at 200 NW Moe Street, Poulsbo, WA 98370.

Planning Commission

The Planning Commission will be the primary forum for detailed review and recommendations to the Poulsbo City Council. Interested parties are encouraged to attend and provide comments during the Planning Commission workshops and public hearings. Official notices will be published as established in the PMC Title 19.

Information Availability

The proposed ordinance is available for public review. The primary repository of all information related to the update is the City's website— www.cityofpoulsbo.com – at the Planning and Economic Development main page – where draft documents, meeting dates, updates on process, and official notices (notice of application, environmental review, public hearing notices, etc.), will be posted. An e-mail link for questions or comments will also be provided at the website.

Documents are also available for review at Poulsbo City Hall 200 NE Moe Street, Poulsbo. Copies will be provided at a reasonable cost. Official notices will be published in the North Kitsap Herald and posted in the Poulsbo Post Office, Poulsbo Library, and Poulsbo City Hall notice boards. The local news media will be kept up to date on the update process and receive copies of all official notices.

Public Hearings

The Planning Commission and City Council will conduct at least one public hearing each to gather and consider public testimony on the SMP Update. The hearing(s) are anticipated for **Spring 2020 (PC) and Summer 2020 (CC)**. Public notice of all hearings will state explicitly the date/time, review body and location of the public hearing. The public notices will be published in the North Kitsap Herald, posted at the City's public notice locations, sent to the E-notice mailing list and others who request such notice.

Staff will coordinate with Ecology on public notification of comment periods and hearings to take advantage of optional SMP amendment process that allows for a combined state-local comment period (WAC 173-26-104).

Public Participation Timeline

The following is a *general* timeline including anticipated public participation opportunities. Poulsbo will coordinate with Ecology throughout the process. A detailed timeline will be posted and maintained on the webpage.

- Fall 2019 | Launch webpage and education materials
- Winter 2020 | Initial Release of draft document and disseminate public participation plan to public
- Winter 2020 | Open House prior to Planning Commission meeting
- Winter 2020 | Planning Commission review
- Spring 2020 | Planning Commission Public Hearing
- Summer 2020 | City Council review and Public Hearing

