



# PUBLIC PARTICIPATION PLAN AND PROJECT TIMELINE 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 2021.

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 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, Senior 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 Ecology is:

Maria Sandercock, Shoreline Planner  
Northwest Regional Office  
425-649-7106 | maria.sandercock@ecy.wa.gov

## Stakeholders

As the SMP 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 includes a Periodic Review webpage where interested parties can access status updates, draft documents, official notices, and other project information. The webpage will be the primary repository of all information related to the Periodic Review process. The page includes who to contact for more information and an email link for questions and comments. The webpage can be found here: <https://cityofpoulsbo.com/planning-economic-development/shorelineupdate/>.

### *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](mailto:plan&econ@cityofpoulsbo.com) and request being placed on the Development Regulations updates e-notice mailing list.

### *Shoreline Property Owner Mailing*

Each property owner located within the Shoreline Jurisdiction (200 feet of ordinary high-water mark) will receive a postcard notice by mail coinciding with the public release of the draft document.

### *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.

### *City Council*

It is anticipated that City Council will consider the Planning Commission's recommendation in late spring 2021. Official notices will be published as established in the PMC Title 19.

## Providing Public Comment

Interested citizens are encouraged to provide comments to the City by letter, email, or the online comment form. All comments will be forwarded to the Planning Commission and the City Council. The City plans to hold a 30-day joint public comment period with Ecology prior to formal adoption. This will allow interested members of the public to comment on draft amendment documents for the SMP updates.

Mail: Planning Department, 200 NE Moe Street, Poulsbo WA 98370

Email: [plan&econ@cityofpoulsbo.com](mailto:plan&econ@cityofpoulsbo.com)

Online Comment Form: <https://cityofpoulsbo.com/planning-economic-development/shorelineupdate/>

## 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 — <https://cityofpoulsbo.com/planning-economic-development/shorelineupdate/> - 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.

Copies of documents can also be made available for a reasonable cost. Official notices will be published in the Seattle Times and posted at the Poulsbo Post Office and Poulsbo City Hall notice boards.

## 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 hearings are anticipated for **Winter 2021 (PC) and Spring 2021 (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 Seattle Times, 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).

## PROJECT 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.

- Draft Code Amendments | Summer/Fall 2020
- Fall 2020/Winter 2021 | Development Public Participation Plan
- Fall 2020/Winter 2021 | Launch webpage and education materials
- Winter 2021 | Initial Release of draft document and disseminate public participation plan to public
- Winter 2021 | Planning Commission review and hearing
- Spring 2021 | City Council review and Public Hearing
- End of June 2021 | Submittal to Ecology for Approval