

DRAFT



September 2022
Pend Oreille County Coalition Shoreline Master Program Periodic Review



Public Participation Plan

Prepared for Pend Oreille County, City of Newport, and Towns of Cusick, Lone, Metaline,
and Metaline Falls

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ABBREVIATIONS

Pend Oreille County Coalition	Pend Oreille County, City of Newport, and Towns of Cusick, Lone, Metaline, and Metaline Falls
Commerce County	Washington State Department of Commerce Pend Oreille County
Ecology	Washington State Department of Ecology
PPP	Public Participation Plan
RCW	Revised Code of Washington
SMA	Shoreline Management Act
SMP	Shoreline Master Program
WAC	Washington Administrative Code

1 Introduction and Overview

The Pend Oreille County Coalition is undertaking a periodic review of its Shoreline Master Program (SMP) in order to ensure the SMP remains current and up to date. This periodic review is required by the Washington State Shoreline Management Act (SMA) pursuant to Revised Code of Washington (RCW) 90.58.080(4). The Coalition includes Pend Oreille County, the City of Newport, and the Towns of Cusick, Lone, Metaline, and Metaline Falls.

This Public Participation Plan (PPP) includes guidelines and procedures for early and continuous public participation during the SMP periodic review. The PPP also describes opportunities for comment throughout the SMP periodic update process and provides stakeholder information and communication tools. This plan is a working document and will be adjusted as needed to provide for the broadest feasible public participation. Adjustments to the PPP may also be made in response to changing COVID-19 requirements related to public gatherings.

1.1 Shoreline Management Act Background

The SMA applies to all shorelands and “Shorelines of the State” on waterbodies meeting size and flow requirements as defined by the SMA (RCW 90.58.030). The SMA has the following three primary purposes:

1. To protect the shoreline environment
2. To accommodate water-dependent and other appropriate uses in shorelands
3. To maintain and enhance public access to shorelines

The Washington State Department of Ecology (Ecology) is responsible for overseeing the SMP periodic updates consistent with the SMA and the applicable Washington Administrative Code (WAC) administrative guidelines. Ecology must also formally approve locally approved SMP amendments. The Coalition members are responsible for ensuring the SMP complies with local requirements and is consistent with local plans and policies, as well as state law.

1.2 Periodic Review Process

The SMA requires each SMP to be reviewed and revised on an 8-year schedule established by the Washington State Legislature. The review allows SMPs to be updated consistent with changes in other plans and regulations and to be responsive to changed circumstances, new information, and improved data.

2 Public Participation Goals and Objectives

The Coalition recognizes the importance of early and continuous public participation in order to adequately reflect public and stakeholder input. The goal of the PPP is to make citizens aware of the planning process and to provide opportunities to comment or make suggestions.

The following activities related to public input are incorporated into the decision-making process:

- Clearly identify procedures and strategies for public comment and participation and provide adequate time for review of SMP materials prior to decision making.
- Establish a strategy to educate the public and stakeholders about the SMP periodic review process and requirements.
- Encourage and maintain open lines of communication among the Coalition members, the public, and stakeholders through meetings, open houses, and workshops through in-person meetings or virtual platforms (subject to change based on state and local COVID-19 requirements).
- Encourage interested parties to informally review and comment on proposed changes to the SMP throughout the process and provide those comments to decision-makers.
- Consult with and consider recommendations from neighboring jurisdictions, federal and state agencies, and Native American tribes.
- Ensure available information is current and accessible to the public at the Coalition's SMP periodic review website.¹

Taken individually, the activities described in this PPP are not expected to reach and inform each and every citizen within member jurisdictions of the Coalition. Collectively, however, the PPP activities are designed to effectively and efficiently provide broad-based dissemination of information and maximize opportunity for citizen involvement and comment.

¹ <https://pendoreilleco.org/2022-shoreline-master-program-update/>

3 Open Houses, Workshops, and Public Hearings

Each Coalition member will determine the primary forum for detailed review and recommendations to their own City/Town Councils and Board of County Commissioners. For example, this might include planning committee/commission, shoreline commission, and/or council meetings depending on the member jurisdiction. Interested parties are encouraged to attend and provide comments during local deliberations, workshops, and public hearings. Table 1 provides an overview of the proposed public participation process including when open houses, workshops, and public hearings will be hosted by Coalition members to encourage public involvement throughout the SMP periodic review process.

Coalition members will place legal notices of hearings and comment periods in local newspapers of general circulation. Hearing notices will be published as required by state law and jurisdiction codes. Legal notifications of dates and times of open houses, public hearings, and comment periods will be distributed to the public via email and other public postings. Notices will also be provided on member jurisdictions web pages and the SMP periodic review website.

**Table 1
Public Participation Estimated Timeline**

Tasks	Public Outreach Efforts for Pend Oreille County Coalition
Present SMP Periodic Review Overview to Coalition Members	September–October 2022 <ul style="list-style-type: none"> • Present an overview of upcoming SMP review process at meetings of City Councils and County Commissioners
Develop Public Participation Plan	September–October 2022 <ul style="list-style-type: none"> • Develop draft PPP and identify target audiences • Create SMP website and web-based comments link and repository • Develop and maintain an interested parties email list service and direct mail distribution lists (ongoing until adoption)
Develop SMP Periodic Review Materials	September–October 2022 <ul style="list-style-type: none"> • Develop Periodic Review Checklist • Complete Growth Management Act Consistency Review • Prepare Draft SMP Amendments and State Environmental Policy Act Checklist or Prepare Findings of Adequacy
Obtain Feedback About Proposed SMP revisions	November 2022–February 2023 <ul style="list-style-type: none"> • Hold initial public workshops with City Councils and Planning Commissioners to discuss proposed SMP revisions (November) • Hold additional workshops with City Councils and Planning Commissioners to discuss proposed SMP revisions (as needed) (February)
Prepare SEPA and Public Notices	January–April 2023 <ul style="list-style-type: none"> • Prepare updated SMP Amendments, SMP Checklist, and Draft Summary Memorandum (January) • Prepare SEPA Checklist (February) • Notify Washington State Department of Commerce (Commerce) of intent to adopt updates to SMP (60-day review) (February) • Issue Public Notice of Public Hearing date (30-day comment period) (February) • Hold Open Houses/Public Workshops and Planning Commission/Committee/Council Workshops (April)
Conduct Local and State Public Hearing Process, Respond to Comments	April–May 2023 <ul style="list-style-type: none"> • Hold State/Local Joint Public Hearings following the close of the Commerce 60-day review period (Planning Commission hearings to recommend adoption) • Prepare state/local comment/response matrix and memorandum (May) • Prepare final SMP Amendments, SMP Checklist, and Summary Memorandum; package for initial Ecology review (May)
SMP Amendment Adoption	June 2023 <ul style="list-style-type: none"> • Hold Commission/Council Hearings to locally adopt SMP amendments • Commission/Council decisions to adopt SMP amendments • Submit locally adopted SMP amendment for final Ecology review and approval
Revise User Guide	May–June 2023 <ul style="list-style-type: none"> • Draft User Guide Revisions (May) • Final User Guide (June)

4 Public Involvement and Outreach Strategies

This section describes key strategies developed to encourage outreach and public involvement throughout the SMP periodic review process. Implementation of these strategies is expected to generate meaningful public participation.

4.1 Website

The Coalition's SMP periodic review website² will provide a public forum for obtaining planning information, including but not limited to the following:

- Status updates
- Meeting notices and agendas
- SMP periodic review draft documents
- Contact lists
- An email address for submitting public comments
- Email distribution list registration

4.2 Communications

An email distribution list of interested parties will be maintained for individuals and groups who wish to receive periodic project announcements, public notices of upcoming meetings, and other SMP-related information. As public participation proceeds, interested citizens will have opportunities to subscribe to the email list via the project website. Names included on the interested parties list will also originate from meeting and hearing sign-in sheets, written correspondence, and recognized community groups, as well as individual requests to be included. Additionally, the Coalition will conduct the following activities:

- Issue news releases announcing the open house and hearing times, dates, and locations to the local media.
- Public notice of all public hearings and adoptions under "legals" in the classified section of the local newspaper at least 15 days in advance of hearings.
- All public meetings and hearings audio recorded.
- All persons desiring to speak or submit written comments will be allowed to do so at all meetings and hearings and during designated comment periods.
- One- or two-page information sheets may be used to facilitate the dissemination of public information.

² <https://pendoreilleco.org/2022-shoreline-master-program-update/>

4.3 Work Products

The SMP periodic review website will be updated with documents as they become available.

4.4 Documentation

All public outreach efforts and the results of those efforts will be documented in the administrative record maintained by the Coalition. Documentation will include meeting and hearing notices, meeting materials, meeting notes with attendance and comments received, draft and final work products, comment/response matrices, and other information as applicable.³

³ <https://ecology.wa.gov/Water-Shorelines/Shoreline-coastal-management/Shoreline-coastal-planning/Shoreline-planners-toolbox>

5 Public Comment Periods and Hearings

Each Coalition member jurisdiction will conduct a public comment period and at least one public hearing to solicit input on the SMP periodic review. The Coalition will coordinate with Ecology on public notification for associated comment periods and hearings to take advantage of Ecology's optional SMP amendment process that allows for a combined state-local comment period (WAC 173-26-104).

Public notices for all hearings will state who is holding the comment period and/or hearing, the date and time, and the location of any public hearing. Notices will be published per official policy and comply with all other legal requirements such as the Americans with Disabilities Act. A notice will be sent to the email list and Ecology.

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