

**Public Participation Program
Kittitas County
Regional Shoreline Master Program Update
December 30, 2011**

A. Introduction

Kittitas County and the Cities of Ellensburg, Cle Elum, and the Town of South Cle Elum are participating in a multi-year process to develop a regional Shoreline Master Program (SMP)¹. Successful development of a regional SMP, resulting in adoption of an independent SMP for each jurisdiction, is dependent upon the early and continuous participation of the public. The Revised Code of Washington (RCW) and the Washington Administrative Code (WAC) require that jurisdictions developing or amending SMPs establish and broadly disseminate to the public a public participation program that identifies procedures whereby an amendment or update of a shoreline master program will be considered by the participating jurisdictions².

Kittitas County and the Cities of Ellensburg, Cle Elum, and the Town of South Cle Elum have identified the following specific objectives, interested participants, and a timeline and process for public participation activities. A description and discussion of these elements is provided below.

B. Objectives

This public participation program is designed to meet the following objectives:

- Broadly disseminate information materials, proposals and alternatives;
- Provide opportunity for written and oral testimony;
- Establish public meetings with effective means of public notice;
- Establish a clear means to consider public comments and an effective mechanism to document responses for the public's review and decision makers' consideration;
- Develop multiple citizen participation approaches to promote and encourage forums for open public discussion within participating jurisdictions;
- Make all reasonable efforts to invite, inform, fully involve and encourage participation of all interested persons and private entities, tribal nations, and agencies of the federal, state and local government having interests and responsibilities relating to the shorelines of the state and the local master program; and
- Provide a clear process for addressing various topics so stakeholders can easily determine how best to be involved in the issues they care about most.

¹ In conjunction with the regional SMP update process, Kittitas County has initiated an update to its Critical Areas Ordinance (CAO). Kittitas County is required by State law to update its 1994 CAO (Title 17A) and its 1975 Shoreline Master Program (SMP). The CAO update and SMP update will use many of the same resources and information; therefore the County desires to undertake the update processes at the same time.

² See RCW 90.58.130 and RCW 36.70A.140, and WAC 173-26-090, 173-26-100, and WAC 173-26-201(3)(b).

C. Interested Parties and Key Stakeholders

Kittitas County and the Cities of Ellensburg, Cle Elum, and the Town of South Cle Elum have identified categories of key stakeholders whose participation in the development of a regional SMP is desired. It is important to note that even with the best intentions of each participating jurisdiction to initially identify key stakeholders, that there are inevitably other parties, groups, organizations, members of the public, etc., who are inadvertently not represented on the initial list but whose participation is important. Kittitas County, in coordination with the participating Cities/Town, intends to strive to bring these other individuals and parties into the process through a diversified and aggressive citizen participation program. Categories of desired participants and key stakeholders can be summarized as follows:

- Individuals, organizations, advisory committees, etc., identified on existing mailing lists maintained by each jurisdiction;
- Planning commissioners and elected officials from each participating jurisdiction;
- Property owners, residents and visitors within the incorporated and unincorporated portions of Kittitas County, surrounding communities, and the State of Washington;
- Use and interest groups, corporations and businesses, and nonprofit organizations locally and statewide; and
- Federal, state and local agencies and tribal nations.

See **Appendix A** for the current list of interested parties and stakeholders, and the potential public participation outreach approach. This list is a key component of this public participation program. This list will be converted to a mailing list that will be updated by Kittitas County Community Development Services throughout the process. Where possible, the list will be sorted by the identified categories and participating jurisdiction.

D. Public Participation Process

See **Appendix B** for the anticipated timing of the public participation process. This timeline will be updated throughout the process, as necessary. A description of the steps in the process is provided below.

1. Regional Shoreline Master Program Website – The participants intend to broadly disseminate this public participation program via a website dedicated to the regional shoreline planning process. Project web pages will be developed on the Kittitas County website to provide a forum for the public to obtain information regarding the SMP update and provide comments and input related to the project. The websites of the Cities/Town will contain a limited web page describing the regional SMP process and containing the interlocal agreement for the regional process, with a link to the Kittitas County website. The web pages will contain details and resources related to the development of the SMP update, an events calendar, meeting summaries, regulatory mandates (RCW and WAC), the 1975 version of the Kittitas County Shoreline

Management Program, links to specific pages on the WDOE website, the SMP grant agreement scope of work and this public participation program. The web page will be kept current and be maintained throughout the duration of the project.

2. Initial Public Outreach – To begin the shoreline planning process, Kittitas County, in coordination with the Cities/Town, will lead and utilize a mixture of public outreach techniques including: poster board displays at government offices of the participating jurisdictions; mailing out a postcard to individuals, agencies, etc. listed on the initial mailing list identified in Appendix A; emailing to existing email groups from the Kittitas County email notification subscription service; providing a press release to local radio stations and newspapers. The initial outreach goals include:
 - Inform groups and individuals of the regional process and intent to develop a regional SMP, with an independent SMP for each jurisdiction.
 - Gain key participants and update the list of interested parties and key stakeholders.
 - Draw people to the website for information and methods to stay engaged throughout the SMP update process.
 - Encourage and invite the public to upcoming public forums.
3. Technical Advisory Committee – The purpose of the Technical Advisory Committee (TAC) is to help focus technical discussions and identify key technical and policy issues associated with the SMP update process³. Kittitas County, with input from the Cities/Town, will invite a group of representatives within the scientific community from statewide agencies, the Yakama Nation, the private sector, and academia to participate on the TAC. These entities have significant expertise and resources that the shoreline planning process will benefit from. Early coordination and input from these entities is essential for the technical components and analysis of the regional shoreline plan. The formation of the technical group will provide an additional forum for coordination and input. Input from these entities will be of value for the data inventory and materials collection; shoreline characterization; shoreline analysis; shoreline designations; shoreline restoration; and monitoring and enforcement efforts.
4. Open Public Forums – Various participatory methods are planned to combine informal and interactive techniques. Opportunities for participation will include general open houses and jurisdiction focused workshops, located in various areas of the County and in the Cities/Town. This will allow the public to select their level of participation based on time and interest. In addition to the various open house and workshop events, the County will lead one open house that will transition into a visioning workshop that will be attended by representatives from the Cites/Town. The intent of the forums is to:

³ Concurrent with the regional SMP update process, Kittitas County has initiated an update to its Critical Areas Ordinance (CAO). The CAO update and SMP update will use many of the same resources and information and may utilize the same Technical Advisory Committee for both update processes.

- Provide an opportunity for the public to obtain information regarding shoreline management and the update process.
 - Develop a community-based vision for managing shoreline areas in Kittitas County.
 - Learn citizen viewpoints and opinions on how shoreline areas should be managed for the long term.
 - Bring the public into the process as key participants.
5. Community Visioning Report – A summary report of the public input from the open public forums will be organized into a report to be utilized in developing goals, policies, and use regulations for an independent SMP for each jurisdiction. The summary report will be provided to the Cities/Town for consideration during the local SMP adoption process.
 6. Citizen Advisory Committee – A Citizen Advisory Committee (CAC) will be established to finalize recommendations on environment designations and goals, policies and use regulations. Up to three representatives will be selected by each of the four participating jurisdictions, including at least one planning commission member or elected official from each jurisdiction. The participating jurisdictions will coordinate their selections to achieve a diverse mix of interests including agriculture, recreation, real estate/development, environment, sporting and conservation. Prior to formation of the CAC, invitations to participate will also be extended to the Washington State Departments of Ecology, Natural Resources, and Fish and Wildlife. Consideration of additional invitations will be made in consultation with the Cities/Town and Ecology no later than August, 2012.
 7. Notice for Draft SMP & SEPA – Legal ads in the local newspapers; mailed notice to interested parties and participants on the mailing list maintained for the regional SMP update process; a press release to local newspapers and radio stations; and posting on the Kittitas County and Cites/Town website shall be employed to notify the public of the opportunity to comment on the draft plan and/or environmental documents (*see Step 8. below*).
 8. 60 Day/SEPA Comment and Open Houses –Upon completion of a draft shoreline master program (SMP) and SEPA environmental documents, participating jurisdictions will issue notification and a request for comment on the draft SMP and environmental documents. This combined comment period satisfies, in part, notice/comment period requirements established by the Growth Management Act, Shoreline Management Act, and the State Environmental Policy Act.

Kittitas County will catalog comments on the environmental documents and draft regional shoreline master program. Where possible, the catalog will be organized by jurisdiction. Comments received, along with a summary response and recommendations, shall be forwarded to the planning commissions and elected officials

for review and consideration. Open houses will be held to give the public an opportunity to review draft recommendations and ask questions about the draft plan or environmental documents. Draft recommendations shall be available on the Kittitas County website for broad dissemination.

9. Notice for Planning Commission Hearing– Legal ads in the local newspapers; mailed notice to interested parties and participants on the mailing list maintained for the regional SMP update process; a press release to local newspapers and radio stations; and posting on the Kittitas County and Cities/ Town website shall be employed to notify the public of a series of joint and/or individual workshops with participating jurisdictions’ planning commissions and/or elected officials and subsequent planning commission hearings (*see Step 10. below*).
10. Planning Commission/Elected Official Workshops and Public Hearing for Participating Jurisdictions’ Planning Commissions – A series of joint and/or individual workshops will be held with participating jurisdictions’ planning commissions and elected officials. The purpose of the workshops will be to provide an overview of draft recommendations, and the Shoreline Management Act requirements and process. While elected officials will take action for adoption of an independent SMP for their respective jurisdictions, these workshops are an opportunity to build regional consensus among the participants. Closely following the workshops, it is anticipated that a joint hearing for the four planning commissions will be held to forward a recommendation on the draft SMP to each participating jurisdiction’s legislative body. Each jurisdiction may opt, however, to hold individual (e.g. County or Ellensburg) or limited joint planning commission public hearings (e.g. Cle Elum and South Cle Elum). The public hearing(s) of the planning commissions will provide an additional opportunity for the public to submit oral and written testimony.
11. Notice for Elected Officials Hearings – Legal ads in the local newspapers; placement on the participating jurisdictions’ public meeting agendas; mailed notice to interested parties and participants on the mailing list maintained for the regional SMP program update process; a press release to local newspapers and radio stations; and posting on the Kittitas County and Cities/ Town website shall be employed to notify the public of the Commissioner/Council public hearings (*see Step 12. below*).
12. Adoption of the Shoreline Master Program – Each participating jurisdiction shall hold, at a minimum, one public hearing to consider adoption of an independent SMP for each jurisdiction. Adoption of the SMP and submittal of the required documentation will begin the Washington State Department of Ecology review and approval process.
13. The Washington State Department of Ecology Formal Review and Approval Process – This step in the process is outlined under WAC 173-26-120. The shoreline master program adopted by participating jurisdictions cannot take affect until Department of Ecology approval.

14. 60-Day Appeal Period/Notice of Adoption – Adoption of the shoreline master program by the Department of Ecology will trigger a requirement that participating jurisdictions publish notification that the Department of Ecology has approved the regional shoreline master program. Notification will be published in local newspaper legal ads and a notice to key participants will also be provided. This notification will start a 60-day appeal period consistent with the requirements of the Shoreline Management Act and the Growth Management Act.

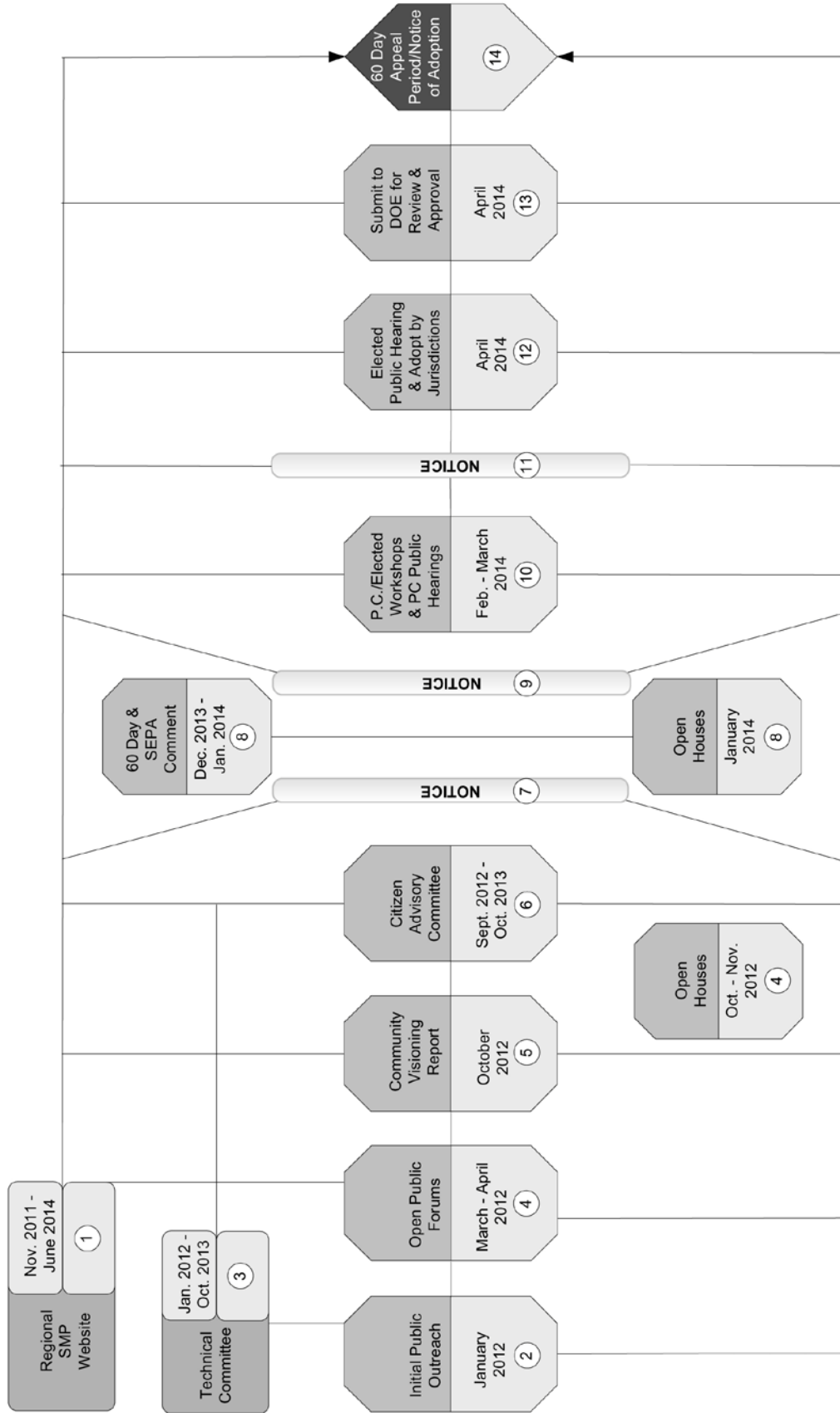
Appendix A: Interested Parties and Stakeholder Audience - Outreach Type

Key Stakeholder	Example	Outreach Approach
Boards/Councils and Commissions	<ul style="list-style-type: none"> • Board of County Commissioners • Ellensburg City Council • Cle Elum City Council • South Cle Elum City Council • Planning Commission from each jurisdiction 	<ul style="list-style-type: none"> • Staff Briefings • Work Sessions (open to the public) • Public Meetings • Public Hearings
Advisory Committees	<ul style="list-style-type: none"> • Technical Advisory Committee • Citizen Advisory Committee, with at least one Planning Commission member or Elected Official from each jurisdiction 	<ul style="list-style-type: none"> • Work Sessions (open to the public) • Committee Meetings (open to the public) • Commissioner/Elected Official briefings (open to public)
General Public	<ul style="list-style-type: none"> • Shoreline property owners • Critical areas property owners where critical areas may extend shoreline jurisdiction • Other interested parties 	<ul style="list-style-type: none"> • Orientation Meetings • Focus Groups • Public Hearings • Website • Email Updates • County-Wide Mailing • Targeted Mailings • Utility Billings • Newspaper Notices • Posters and Bulletin Board Postings • County/City Gatherings/Festivals
Specific Interest Groups	<ul style="list-style-type: none"> • Builders • Kittitas County Farm Bureau • Futurewise • Cattlemen’s Association • Central Washington Homebuilders • Kittitas County Conservation Coalition • Ridge • Forterra • Kittitas Audubon • South Central Washington Resource Conservation & Development Council • Kittitas County Field & Stream • Kittitas Conservation Trust 	<ul style="list-style-type: none"> • Early engagement • Focus Groups • Targeted Mailings

Appendix A: Interested Parties and Stakeholder Audience - Outreach Type (cont.)

Key Stakeholder	Example	Outreach Approach
Tribes and Governmental Agencies	<ul style="list-style-type: none"> • Yakama Nation • Cities in Kittitas County • School Districts in County & CWU • Kittitas Reclamation District • Kittitas County Conservation District • Kittitas County Park and Recreation District No. 1 • Northwest Power and Conservation Council • U.S. Army Corps of Engineers • U.S. EPA Region 10 • U.S. Fish and Wildlife Service • U.S. Forest Service • U.S. Bureau of Reclamation • Bonneville Power Administration • WA Dept. of Ecology • WA Dept. of Fish and Wildlife • WA Dept. of Natural Resources • WA Dept. of Transportation • WA State Parks and Recreation 	<ul style="list-style-type: none"> • Coordination Meetings • Work Sessions • Email Updates • Participation in Advisory Committees • Targeted Mailings
Media	<ul style="list-style-type: none"> • Daily Record • Northern Kittitas County Tribune • KXLE Radio 	<ul style="list-style-type: none"> • Press Releases • Website • Email Updates

Public Participation Process



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Appendix B