

Kittitas County Shoreline Master Program:  
Periodic Review Public Participation Plan  
2020-2021

## **Introduction**

Kittitas County 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 Kittitas County plans and regulations, and is responsive to changed circumstances, new information and improved data.

A Public Participation Plan is required to describe how Kittitas County will encourage early and continuous public participation throughout the process of reviewing the SMP. This Public Participation Plan describes the steps that Kittitas County will take to provide opportunities for public engagement and public comment, as well as Kittitas County contact information and web addresses. This plan is in addition to any other minimum requirements for public participation required by Kittitas County's Code Section 17B.07.130(3). This plan is a working document and will be adjusted as needed to provide for the greatest and broadest public participation. This plan will also be adjusted as needed to meet federal, state or local social distancing requirements related to COVID-19.

### **1.0 Public Participation Goals**

- Provide interested parties with timely information, an understanding of the process, and multiple opportunities to review and comment on proposed amendments to the SMP.
- Actively solicit information from citizens, property owners and stakeholders about their concerns, questions and priorities for the Periodic Review process.
- Encourage interested parties to informally review and comment on proposed changes to the SMP throughout the process and provide those comments to decision makers.
- Provide opportunities for formal public input at project milestones prior to decision-making by local officials.
- Consult and consider recommendations from neighboring jurisdictions, federal and state agencies, and Native American tribes.

### **2.0 Public Participation Opportunities**

Kittitas County is committed to providing multiple opportunities for public participation throughout the process. Kittitas County will use a variety of communication tools to inform the public and encourage their participation, including the following:

#### *2.1 Website*

Kittitas County'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.

### *2.2 Notice Mailing List*

An email list of interested parties will be created, advertised and maintained by Kittitas County. The list will be used to notify interested parties regarding Periodic Review progress and participation opportunities. Interested parties will be added to the list by contacting the Planning Department.

### *2.3 News Media*

The local news media will be kept up-to-date on the Periodic Review process and receive copies of all official notices.

### *2.4 Survey*

A community survey will be conducted to solicit specific feedback from interested parties and results will be posted on the Periodic Review webpage.

### *2.5 Open House*

Kittitas County hopes to initiate the Periodic Review with a community open house. However, with public gatherings uncertain at this time due to COVID-19 social distancing requirements, Kittitas County is preparing for alternate open house ideas, and will utilize a variety of other engagement opportunities, such as a community survey, the Periodic Review website, and public comment periods. Any public comments received during an open house or alternate public engagement will be posted on the Periodic Review webpage.

### *2.6 Noticing Comment Periods*

Interested parties will be encouraged to provide comments to Kittitas County by letter or email during all public comment periods. All comments will be forwarded to the Kittitas County Board of County Commissioners and Planning Commission. The Periodic Review webpage will be the central repository for information under consideration. Documents will be available for review at the Kittitas County Planning Department, and copies will be provided at the established copying cost. In an effort to mitigate the spread of COVID-19 and the Governor's Stay Home, Stay Healthy Order, Kittitas County Community Development Services is closed to the public until further notice. The documents will be available at such a time when the Kittitas County Community Development Services Office is allowed to reopen to the public.

### *2.7 Planning Commission Public Meetings and Hearings*

The Planning Commission will be the primary forum for detailed review and recommendations to the Kittitas County Planning Commission. Interested parties are encouraged to attend and provide comments during the Planning Commission deliberations and/or Kittitas County Planning Commission workshops and public hearings. Official notices will be published as established in Kittitas County policy.

## **3.0 List of stakeholders**

Kittitas County will engage the following stakeholders:

- Individuals and organizations;
- Planning commissioners and elected officials;
- 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 the 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, this list will be sorted by the identified categories.

#### **4.0 Public Participation Timeline**

See **Appendix B** for a general identification of anticipated public participation opportunities. Kittitas County will coordinate with the Department of Ecology throughout the process. A description of the steps in the process is provided below.

##### *4.1 Regional Shoreline Master Program Website*

A detailed timeline will be posted on the Periodic Review webpage. 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/or input related to the project. The webpage will contain details and resources related to the SMP update, an events calendar, meeting summaries, regulatory mandates (RCW and WAC), the existing 2016 version of the Kittitas County Shoreline Management Program, links to specific pages on the WDOE website, the SMP grand agreement Scope of Work, and this public participation program. The webpage will be kept current and maintained throughout the duration of the project.

##### *4.2 Initial Public Outreach*

To begin the SMP update process, Kittitas County will utilize a mixture of public outreach techniques, including: mailings 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. A poster board display will be available at the Kittitas County Community Development Services Office. However, in an effort to mitigate the spread of COVID-19 and the Governor's Stay Home, Stay Healthy Order, Kittitas County Community Development Services is closed to the public until further notice. The poster board will be available at such a time when the Kittitas County Community Development Services Office is allowed to reopen to the public. The initial outreach goals include:

- Inform groups and individuals of the SMP process;
- 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.

#### **5.0 Public Comment Periods and Hearings**

The Planning Commission will conduct a public comment period and at least one public hearing to solicit input on the Periodic Review. The Kittitas County Board of County Commissioners will hold one public hearing before final adoption. Kittitas County will coordinate with the Department of Ecology on public notification of 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 notice of 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 (2.4, above) and the Department of Ecology.

#### *5.1 Notice for Draft SMP and SEPA*

Kittitas County will publish legal notices in the local newspapers for the draft SMP and SEPA and will send press releases to local newspapers and radio stations of upcoming public comment opportunities. Kittitas County will mail notices to interested parties and participants on the mailing list maintained for the SMP update process of upcoming public comment opportunities. The webpage will be updated to notify the public of the opportunity to comment on the draft plan and/or environmental documents.

#### *5.2 60-Day SEPA Comment and Open Houses*

Upon completion of a draft SMP and SEPA, Kittitas County will issue notification and a request for comment on the draft SMP and environmental documents. This combined comment period satisfies, in part, the notice and 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 shoreline master program. Comments received, along with a summary of response and recommendations, shall be forwarded to the planning commission 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 will be available on the Kittitas County website for broad dissemination.

#### *5.3 Notice for Planning Commission Hearing*

Kittitas County will publish legal notices in the local newspapers to notify the public of upcoming Planning Commission hearings. Kittitas County will mail notices to interested parties and participants on the mailing list maintained for the SMP update process. Kittitas County will send press releases to local newspapers and radio stations of upcoming planning commission hearings. The webpage will be updated to notify the public of upcoming planning commission hearings.

#### *5.3 Notice for Elected Officials Hearings*

Kittitas County will publish legal notices in the local newspapers to notify the public of upcoming Commissioner public hearings. Kittitas County will mail notices to interested parties and participants on the mailing list maintained for the SMP update process. Kittitas County will send press releases to local newspapers and radio stations of upcoming Commissioner public hearings. The webpage will be updated to notify the public of upcoming Commissioner public hearings.

#### *5.4 60-Day Notice of Adoption and Appeal Period*

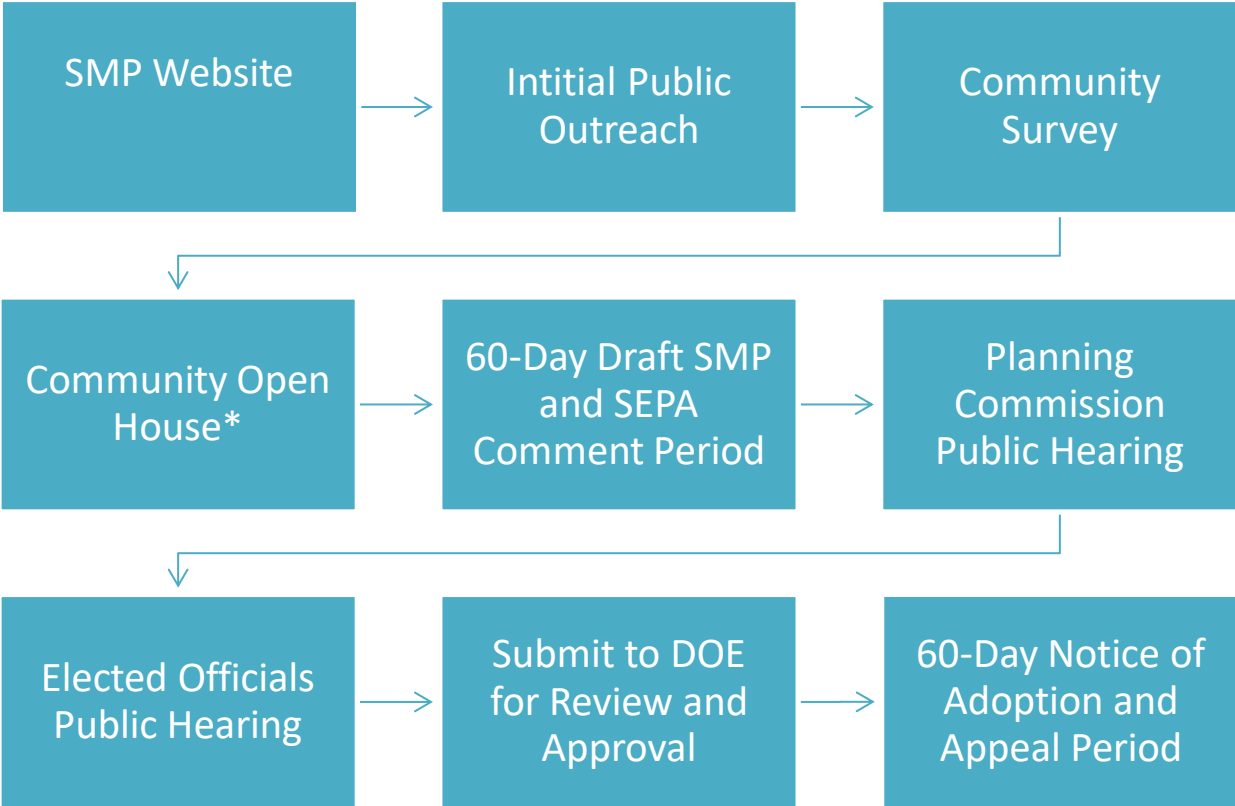
Adoption of the Shoreline Master Program by the Department of Ecology will trigger a requirement that participating jurisdictions publish notification that the Department of Ecology has approved the SMP. A legal notice will be published in local newspapers, and participants on the maintained mailing list will be noticed. 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 Stakeholders**

Key Stakeholder	Example	Outreach Approach
Boards, Councils, Commissions	<ul style="list-style-type: none"> <li>• Board of County Commissioners</li> <li>• Planning Commission</li> </ul>	<ul style="list-style-type: none"> <li>• Staff briefings</li> <li>• Work sessions</li> <li>• Public meetings</li> <li>• Public hearings</li> </ul>
General Public	<ul style="list-style-type: none"> <li>• Shoreline property owners</li> <li>• Critical areas property owners where critical areas may extend shoreline jurisdiction</li> <li>• Other interested parties</li> <li>• Kittitas County email notification subscribers</li> </ul>	<ul style="list-style-type: none"> <li>• Orientation meetings</li> <li>• Public hearings</li> <li>• Website</li> <li>• Email updates</li> <li>• Targeted mailings</li> <li>• Newspaper notices</li> <li>• Posters and bulletin board postings</li> <li>• County gatherings and festivals (Depending on federal, state, or local social distancing requirements due to COVID-19)</li> </ul>
Specific Interest Groups	<ul style="list-style-type: none"> <li>• Builders</li> <li>• Kittitas County Farm Bureau</li> <li>• Futurewise</li> <li>• Cattlemen’s Association</li> <li>• Central Washington Homebuilders</li> <li>• Kittitas County Conservation Coalition</li> <li>• Forterra</li> <li>• Kittitas Audubon</li> <li>• South Central Washington Resource Conservation and Development Council</li> <li>• Kittitas County Field and Stream</li> <li>• Kittitas Conservation Trust</li> <li>• Kittitas County Conservation District</li> </ul>	<ul style="list-style-type: none"> <li>• Early engagement</li> <li>• Targeted Mailings</li> <li>• Email updates</li> </ul>
Tribes and Governmental Agencies	<ul style="list-style-type: none"> <li>• Yakama Nation</li> <li>• Cities within Kittitas County</li> <li>• Schools districts within Kittitas County</li> <li>• Central Washington University</li> <li>• Kittitas Reclamation District</li> <li>• Kittitas County Park and Recreation District No. 1</li> </ul>	<ul style="list-style-type: none"> <li>• Coordination meetings</li> <li>• Work sessions</li> <li>• Email updates</li> <li>• Targeted mailings</li> </ul>

	<ul style="list-style-type: none"> <li>• Northwest Power and Conservation Council</li> <li>• U.S. Army Corps of Engineers</li> <li>• U.S. EPA Region 10</li> <li>• U.S. Fish and Wildlife Service</li> <li>• U.S. Forest Service</li> <li>• U.S. Bureau of Reclamation</li> <li>• Bonneville Power Administration</li> <li>• WA Dept. of Ecology</li> <li>• WA Dept. of Fish and Wildlife</li> <li>• WA Dept. of Natural Resources</li> <li>• WA Dept. of Transportation</li> <li>• WA State Parks and Recreation</li> <li>• Yakima Training Center</li> <li>• Northwest Training Range Complex</li> <li>• Department of Archaeology and Historic Preservation</li> </ul>	
Media	<ul style="list-style-type: none"> <li>• Daily Record</li> <li>• Northern Kittitas County Tribune</li> <li>• KXLE Radio</li> </ul>	<ul style="list-style-type: none"> <li>• Press release</li> <li>• Website</li> <li>• Email updates</li> </ul>

**Appendix B: Public Participation Process**



\*Depending on federal, state, or local social distancing requirements due to COVID-19, Kittitas County may consider alternative public engagement opportunities in lieu of a community open house.