

# Kittitas County Regional Shoreline Master Program Update and Kittitas County Critical Areas Ordinance Update

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## TECHNICAL ADVISORY COMMITTEE RULES OF PROCEDURE

### Committee Purpose

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). 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.

A Public Participation Program (PPP) has been approved by the participating jurisdictions for the SMP update process. One component of the PPP is formation of a Technical Advisory Committee (TAC) to help focus technical discussions and identify key technical and policy issues associated with the SMP update process. The TAC will provide technical assistance and expertise as Kittitas County and the Cities of Ellensburg, Cle Elum, and the Town of South Cle Elum update their SMPs. This assistance is critical to developing a science-based shoreline inventory, analysis, and characterization, as well as a restoration plan and cumulative impacts assessment. The TAC's efforts will facilitate the adoption of updated and approved SMPs by June 30, 2014.

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). The CAO update and SMP update will use many of the same resources and information; therefore the County is undertaking the processes at the same time and utilizing the TAC for both processes. The TAC's coordinated efforts will facilitate the adoption of an updated CAO by July 2013. .

A Citizen Advisory Committee (CAC) will be established in approximately September 2012, to finalize recommendations on shoreline environment designations and goals, policies and use regulations and critical area policies and regulations.

### Operating Procedures

#### ***Structure and Function:***

1. The Technical Advisory Committee (TAC) shall consist of approximately ten members, including representatives within the scientific community from statewide agencies, local agencies, the Yakama Nation, the private sector, and academia.
2. Kittitas County will serve as the chair of the TAC. Their consultants will serve as project staff and will facilitate the TAC meeting discussions.
3. The Committee will meet approximately once a month in 2012, and as needed throughout the remainder of the update processes. Meetings will occur at the Ellensburg City Council Chambers. Meetings are anticipated to last between 2 to 3 hours, depending on the specific agenda. Additional meetings, or smaller subcommittee meetings, may be held at the TAC's discretion.

### ***Roles and Responsibilities:***

4. The role and purpose of the TAC is to provide guidance and assistance to the County, Cities/Town and their consultants for preparation of documents that will serve as technical background and support for development of the SMP and CAO. The TAC will ensure that the most current information and data is made available and offer scientific expertise during the development of the necessary technical documents. The TAC will not take action on draft goals, policies or regulations associated with the SMP and CAO update process.
5. TAC members accept the responsibility to come to the meetings prepared for the discussions. Draft documents will be sent to the TAC at least a week prior to meetings. TAC members should submit written comments at, or within seven days after, each of the meetings. Written comments in advance of the meetings are encouraged.
6. TAC members are expected to consult with other stakeholders in their agencies and/or jurisdictions in order to bring a wider set of technical information and perspectives to the table.

### ***Orders of Conduct:***

7. TAC members are equal participants in the process and have equal opportunity to voice opinions and contribute ideas. No member shall dominate the discussions.
8. TAC members agree to recognize the legitimacy of the interests, concerns and goals of others, whether or not they agree with them and to act in a manner that promotes a collaborative process.
9. TAC members commit to attending all meetings, if possible. TAC members may submit written comments that will be distributed in the event of their absence.

### ***Meeting Agendas, Summaries and Recommendations:***

10. Meetings of the TAC will be task-oriented. Agendas and meeting materials will be prepared by Kittitas County and their consultants and distributed to all members at least seven days before a meeting. Agendas will describe the matter for discussion, identify action items and be accompanied by information necessary to support informed discussion.
11. Following each meeting, a summary of key agreements, comments and/ or action items will be developed and distributed to each member within seven days of a meeting's conclusion. Note that, due to the tight schedule, comments submitted after the meeting may not be able to be distributed within seven days. Committee members are encouraged to review the summaries for accuracy and to alert Kittitas County and the consultant project staff within three days of receipt of the draft meeting summary if they find mistakes. The meeting summary will be posted on the County website fourteen days following the TAC meeting.
12. TAC member expectations and requests must be consistent with the legal mandates of the update processes and within the constraints of the SMP and CAO project schedules and budgets.

### ***The Role of the Public:***

13. Members of the public may attend the meetings and address the TAC with their thoughts and ideas. Accordingly, meeting materials will be available on the County website and up to ten minutes will be provided at the beginning of each meeting for public comment. The public will also be encouraged to submit written comments to the County, Cities/Town and/or the TAC.

County website: [Kittitas County Community Development Services | Critical Areas Ordinance Update](http://www.co.kittitas.wa.us/cds/smp-cao/) at <http://www.co.kittitas.wa.us/cds/smp-cao/>

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