

City of Cle Elum
Shoreline Master Program Periodic Review

Public Participation Plan



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Introduction

The City of Cle Elum 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 Cle Elum plans and regulations, and is responsive to changed circumstances, new information, and improved data.

The SMA and SMP guidelines require local governments to encourage active participation in the SMP review by all persons, private groups, public agencies, and tribes that have an interest or responsibility related to shorelines of the state. A Public Participation Plan is required to describe how Cle Elum will encourage early and continuous public participation throughout the process of reviewing the SMP. The Public Participation Plan is intended to meet State requirements and is tailored to address the priorities and issues important to the City.

This Public Participation Plan describes the steps that Cle Elum will take to provide opportunities for public engagement and public comment, as well as Cle Elum staff contact information and SMP Periodic Review Webpage address. This plan is in addition to any other minimum requirements for public participation required by the Cle Elum Municipal Code (CEMC). This plan is a working document and will be adjusted as needed to provide for the greatest and broadest public participation.

1.0 Public Participation Goals

The overall goal of the Public Participation Plan is to build support for timely adoption of a quality SMP. This plan provides key steps that are intended to effectively support the overall objectives of SMA. Throughout the process, there are many goals to guide the development of the SMP, including:

- 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.
- Consider viewpoints of all participants, even if views are not reflected in the outcomes.
- Provide forums for formal public input at project milestones prior to decision-making by the City Council.
- Consult and consider recommendations from neighboring jurisdictions, federal and state agencies, and Native American tribes.
- Utilize a transparent process which clearly documents all public input and makes it available for any and all to review.

1.1 Guiding Principles

For any participation process, it is important to adhere to a set of guiding principles. For the SMP update, these principles include:

1. Communicate the purpose, scope, and objectives of the SMP throughout the duration of the update process (i.e., schedule, decision milestones, progress, and involvement opportunities).
2. Conduct public involvement consistent with the goals and policies of the Comprehensive Plan, the SMA, and City policies for transparent and open government.
3. Seek out and use input from local stakeholders about opportunities and problems, rather than solely relying on the opinions of technical experts.
4. Define and effectively communicate the roles and interests of all participants.
5. Keep all written communication clear, concise, objective, and free of technical jargon.
6. Use the City's website, mailings, newsletters, and other media to provide and distribute general information to the public.
7. Communicate and distribute information/feedback regularly to participants, and at intervals to interested/affected parties. Follow-up would occur by:
 - Informing affected/interested parties of outcomes;
 - Continuously evaluating the process to identify successes and shortcomings, and communicate results to participants; and
 - Evaluating the public participation process for effectiveness with community relationships and on perceptions of effectiveness of the process.
8. Use community resources and energies effectively and efficiently and consider the relative cost-effectiveness of alternative techniques to achieve objectives.

2.0 Stakeholders

The Public Participation Plan establishes a process that is designed to reach all audiences that may have an interest in the update process. It is also be designed to reach out to other groups and individuals, including those who may not yet have an interest or be compelled to participate, in order to encourage their awareness, understanding, and involvement in the process. The City has identified the following broad groups of stakeholders as important to contact and engage:

- General public: Interested citizens across the City and the State as a whole. These include:
 - Residents, City-wide
 - Local businesses and employees
 - Shoreline users
 - Other citizens of the State
- Property owners: Individuals and other entities that own property within shoreline jurisdiction. These include:
 - Residential property owners
 - Businesses
 - Governmental agencies

- Business organizations, environmental groups, and other non-governmental organizations: Organizations with expertise and/or interest in shoreline issues. These include:
 - Kittitas County Conservation District
 - Futurewise
 - Master Builders Association
 - Washington Environmental Council

- Tribes: Native American tribes that own property and/or have rights to usual and accustomed places and natural resources. These include:
 - Yakama Nation
 - Colville Indian Nation
 - Snoqualmie Tribe

- Government Agencies: Local, regional, state, and federal agencies with jurisdiction, expertise, or potentially affected by the proposal. These include:
 - Army Corps of Engineers
 - Federal Emergency Management Agency
 - NOAA Fisheries Service
 - Kittitas County Community Development Services
 - Kittitas County Public Works
 - United States Forest Service
 - Washington State Department of Ecology
 - Washington Department of Fish and Wildlife
 - Washington Department of Natural Resources Southeast Region
 - Washington State Department of Transportation
 - Washington State Parks
 - Neighboring jurisdictions (e.g., Roslyn, South Cle Elum and Ellensburg)

- Utilities and Transportation: Power and gas providers, railroad operators and other utilities and transportation interests
 - Kittitas County Public Utility District

- Media: Local newspapers, television, radio stations, etc.
 - Northern Kittitas County Tribune
 - Ellensburg Daily Record
 - Local radio stations

Outreach activities are designed to keep these groups informed and updated on key meetings, decision-making milestones, and overall project progress. The public involvement process is intended to prevent last minute surprises and to avoid the misguided perception that specific groups have been discouraged from participating or have not been adequately informed. City staff will contact all of the groups listed above but will engage certain stakeholder groups to greater or lesser degrees based on their demonstrated level of interest and involvement. The City will also use different methods to engage different groups.

3.0 Public Participation Opportunities

The City of Cle Elum is committed to providing multiple opportunities for public participation throughout the process. Cle Elum will use a variety of communication tools to inform the public and encourage their participation. Due to the ongoing coronavirus pandemic there will be no in-person public participation opportunities. This will be substituted with online/virtual participation opportunities that will, including the following:

3.1 Website

The City of Cle Elum's website will include a Periodic Review webpage where interested parties can access draft documents, official notices and meeting minutes, view the project schedule, see submitted public comments, obtain contact information, and submit comments. The webpage will be the primary repository of all information related to the Periodic Review process. The website and project calendar will be updated as new information and reports become available. The page will also include a Frequently Asked Questions section.

The website can be found at this link: <https://cityofcleelum.com/2020-2021-shoreline-master-program-critical-areas-ordinance-update/>

3.2 Open House

The City of Cle Elum will initiate the Periodic Review of the SMP with a community open house, to be held virtually via Zoom. This initial community open house is scheduled to be held on **November 10, 2020, from 6:00pm-7:30pm**. This Open House will provide an opportunity for visioning and identification of high-priority issues prior to the development of new SMP policies and Critical Area Ordinance amendments.

The Open Houses will primarily offer education on the following topics:

- SMA/SMP requirements and the degree of local control
- Property rights and guidance from the Washington State Attorney General
- Shoreline ecology and human impacts

Additionally, specific input will be sought on issues such as general shoreline problems and opportunities, demand for shoreline uses, public access opportunities, conservation and restoration priorities, and other key regulatory issues. The target audience will be all stakeholders, especially the general public and property owners affected by the SMP. The City may seek representatives from state agencies, including Ecology, to attend these events.

Public comments received during the community open house will be posted on the City of Cle Elum SMP and Periodic Review webpage.

3.3 Notice Mailing List and Email Distribution List

An email list of interested parties will be created and maintained by the City of Cle Elum. The list will be used to notify interested parties regarding the progress of the Periodic Review and opportunities for public participation. Interested parties may be added to the list by either indicating their preference to be included as such during a Periodic Review public involvement event, or by contacting the Community Development Department.

The City of Cle Elum SMP Periodic Update Webpage will also include an option to subscribe to an email listserv that will notify interested parties of any status updates posted to the webpage.

3.4 Comment

Interested parties will be encouraged to provide comments to the City of Cle Elum. These comments may be provided to the City by letter or email, or by other methods as specified by the City. The Periodic Review webpage will be the central repository for information under consideration. Hard copy documents will be available by request from the City Planning Department and will be provided at the established copying cost. All public comments received as part of the Periodic Review project will be posted on the Periodic Review webpage.

3.5 News media

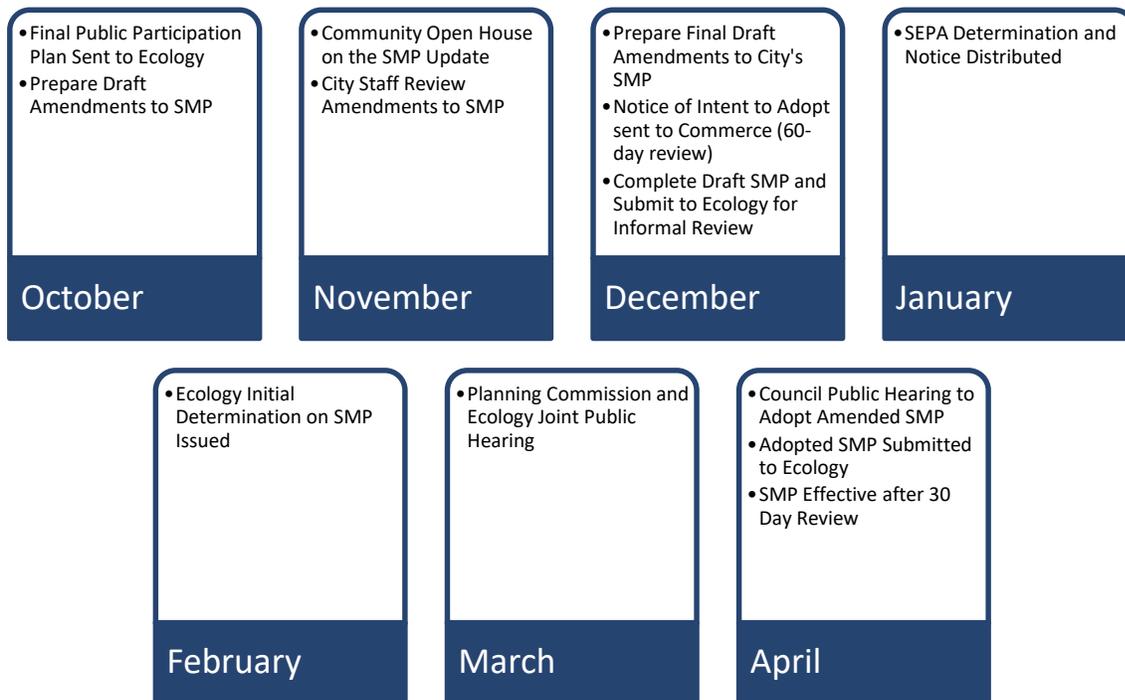
The local news media will be kept up to date on the Periodic Review process and receive copies of all official notices. Notices will be sent to the local news media to announce upcoming public participation opportunities or provide information at key milestones.

3.6 Social media

Updates will be provided at appropriate times during the Periodic Review process on the City of Cle Elum's Facebook page. These updates will be designed to publicize upcoming public participation opportunities and to provide information regarding new documents that are posted or key milestones that are met in the project schedule. Social media posts are designed to be short in nature and provide a snippet of information along with a link to more detailed information located on the Periodic Review webpage.

4.0 Public Participation Timeline

The following is a general timeline including anticipated public participation opportunities. Cle Elum staff will coordinate with the Department of Ecology throughout the process. A detailed timeline will be posted on the Periodic Review webpage.



5.0 Public Comment Periods and Hearings

A public comment period to solicit input on the Periodic Review and a City Council public hearing will be provided before final adoption.

Cle Elum will coordinate with the Department of Ecology on a joint public notice of comment periods and hearings to take advantage of Ecology's optional SMP amendment process that allows for a combined state-local comment period pursuant to WAC 173-26-104. Notice will be provided to the agencies and interest groups on the project distribution list (described in Section 2.0, above) and the Department of Ecology.

The City is tentatively planning for a public hearing before the City Council to be held April 12, 2021. The adopted SMP is planned to be submitted to the Department of Ecology following the public hearing, and effective by April 12, 2021.

6.0 Roles and Responsibilities

This section identifies the parties involved with the public participation process. The key responsibilities of City staff, consultants, Planning Commission and City Council are listed below.

6.1 City Staff

City staff will manage the SMP Update process and develop the SMP according to Ecology's SMP Guidelines. City staff will compile required inventory and analysis information for the update and

prepare amended policies and regulations. The work of City staff also includes, but is not limited to the following:

- Project management;
- Documenting and keeping records;
- Fulfilling SMP process requirements;
- Coordinating with Ecology;
- Directing the work of consultants;
- Reviewing the City's SMP for amendments, drafting amendments, responding to comments and making subsequent edits to the draft SMP, then finalizing an amended SMP for adoption;
- Working with the Planning Commission and City Council; and
- Apprising the Planning Commission, City Council, and interested parties of project progress and key policy and regulatory decisions.

6.2 Consultant

Under oversight by City staff, AHBL will design and execute the public involvement program, including facilitating (with City staff) one community open house, and work sessions with the City of Cle Elum Planning Commission and City Council. AHBL will prepare amendments to the SMP according to Ecology's SMP Guidelines. AHBL will provide content and regular updates to the City's SMP Periodic Update webpage and prepare public notices of outreach activities and key milestones in the project for distribution to traditional news outlets and social media. AHBL staff will assist staff in conducting the required environmental review and notice to State agencies of the threshold determination and intent to adopt.

6.3 Planning Commission

The Cle Elum Planning Commission will review proposed SMP policies and regulations and provide a recommendation to City Council. The Planning Commission will review the draft SMP, take and consider public input, and make formal recommendations to the City Council.

6.4 City Council

The City Council will review proposed SMP policies and regulations, consider the recommendation of the Planning Commission, and make the final decision on SMP adoption. As established in state law, the City Council will review the draft SMP, gather public input, make changes as desired, and locally adopt the final SMP. The City Council is the legislative authority with the final local decision-making authority for the local adoption of the SMP.

6.5 Department of Ecology and the State of Washington

State law establishes a cooperative program of shoreline management between local government and the State. Ecology provides financial assistance and guidance to local governments in preparing the SMP. The SMA authorizes and directs Ecology to adopt guidelines for the development of local SMPs. In keeping with the relationship between state and local governments prescribed in the SMA, the Guidelines have three specific purposes:

- To assist local governments in developing master programs;
- To serve as standards for the regulation of shoreline development in the absence of a master program along with the policy and provisions of the SMA, and;
- To be used along with the policy of RCW 90.58.020, as criteria for state review of local master programs under RCW 90.58.090.

Ecology provides written comments on draft SMP components. The local government approves its program after a public review and comment period. The local government then sends the SMP to Ecology, which reviews it for consistency with the Guidelines and the SMA. Ecology must approve the locally approved and submitted master program, before it takes effect. To ensure respect for private property rights, local and state legal authorities are required to review a shoreline program before formal adoption. In addition, Ecology approves certain shoreline permit decisions (e.g., conditional uses and variances).

6.6 City Contact

The primary City staff contact for the Shoreline Master Program Periodic Update is:

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