CITY OF MILTON’S SHORELINE MASTER PROGRAM
UPDATE

Public Participation Program

March 12, 2010

This paper outlines the public participation process proposed for amending Milton’s Shoreline Master Program (SMP). WAC 173-26-201 (3) (b) requires that local governments conduct and document a participation process that actively encourages interested parties to participate in the update process and invites the participation of all federal, state, and local government agencies. This process proposal is intended to fulfill that guideline.

The outreach and communication program consists of 3 parts:

- **Solicitation for input and information from applicable agencies and governments, including the Department of Ecology.** The City, with Consultant assistance, will send out a letter to affected agencies, tribes, and governments notifying them of the City’s intent to update its master program and requesting input and information relevant to the amendment effort. The team will document the responses for submittal to the Department of Ecology with the proposed amendments.

- **Work with the City of Milton Planning Commission as an advisory board.** The Commission will represent diverse interests and key groups. The Commission will be engaged at all stages of the update and will act as a technical advisory committee directing the work, monitoring the process, and reviewing the products for the SMP update. Attached is a preliminary description of the Commission’s roles and responsibilities related to the Shoreline Master Program update. Because most of the management issues will focus on lakefront residential shorelines, working with the Commission will be especially important to understand local conditions and public sentiments. The Commission will review materials prior to public dissemination and use at the public workshops.

- **Conduct a public information, outreach, and participation program to invite and engage interested members of the public to participate in preparing the SMP amendments.** Team members will meet with specific groups regarding key issues. The City’s intent to update the SMP and all public meetings will be advertised in the newspaper and on the City’s website. The public information, outreach, and participation program will up to three public meetings.

The public participation effort will include the following steps:

1. **Start-up:** The City and consultant team will contact the applicable agencies and governments.
   
   **Schedule:** By June 1, 2010
2. **Committee Meetings.** Meet with the Planning Commission to review Shoreline Inventory, Analysis, and Characterization Report, begin reviewing draft SMP policies and regulations, and begin preparing for first public meeting.

   **Schedule:** By October 31, 2010.

3. **First Public Work Session (Phase 2).** After the initial inventory and analysis work has been accomplished and alternative management concepts formulated, the team will conduct a public work session to present the inventory and analysis findings. Preliminary goals and the alternative management proposals will be presented for discussion. Participants will be encouraged to comment and indicate preferences for the different proposals through small work group discussions. The purpose of the work session is to give participants a general background in the ecological and regulatory issues involved in updating the SMP, to refine the preliminary goals, and to identify preferred approaches. The City will request informational materials from the Department of Ecology explaining the Shoreline Management Act for distribution at the forum.

   **Schedule:** By December 15, 2010.

4. **Committee Meetings.** Continue to meet with the Planning Commission to review the draft SMP and solicit feedback.

   **Schedule:** By May 1, 2011 (although a final Planning Commission meeting may be necessary following the second Public Work Session on June 30).

5. **Distribution of the draft SMP (Phase 3).** Once a preliminary draft of the SMP has been reviewed by the Planning Commission, it will be placed on the City’s website, and people who have signed in at the preliminary work sessions or expressed an interest in the project will be notified by email. Paper copies of the draft SMP will be available at the public library. A brief summary of the key aspects of the amendments will accompany the SMP to help citizens understand the proposed update.

   **Schedule:** By June 1, 2011.

5. **Second Public Work Session (Phase 3).** Once a preliminary draft of the SMP has been distributed, the City still advertise and conduct a second public work session to solicit comments. The work session will include a brief presentation of the most important aspects of the proposal and then will encourage participants to ask questions and make comments individually or in small groups. The team will provide an evaluation sheet or some other method for participants to register their comments. The City will also accept written comments for two weeks after the forum. Comments will be summarized and presented to the Committee during their deliberations and refinements of the draft amendments.

   **Schedule:** By June 30, 2011.

6. **Public Hearings (Phase 5).** The City will hold at least one public workshop/public hearing at the City Council or Planning Commission. Hearings will be held in compliance with the City’s Municipal Code.

   **Schedule:** By April 30, 2012.