

Public Involvement Plan

Shoreline Master Program Update ■ City of North Bend ■ October 2009

Public Involvement Plan

North Bend Shoreline Master Program Update

Prepared for:

City of North Bend
PO Box 896

North Bend, WA 98045

Contact: Jamie Burrell, Senior Planner
425/888-7642

Prepared by:



710 Second Avenue, Suite 550
Seattle, WA 98104
Contact: Lisa Grueter
206/801-2800

In association with The Watershed Company



October 2009

This document should be cited as:
ICF Jones & Stokes. 2009. Public Involvement Plan. North Bend Shoreline Master Program Update. October. (ICF J&S 00780.09.) Seattle, WA. Prepared for City of North Bend.

Table of Contents

Introduction	1
Project Themes	2
Public Involvement Plan Format.....	2
Audiences	3
Outreach Activities	5
Meetings.....	5
Planning Commission	5
City Council.....	6
Visioning Workshop and Meeting.....	6
Outreach Tools.....	6
Stakeholder Database.....	6
Outreach Materials.....	7
Web Site	7
Legal Notification.....	7
Media Relations	7
Public Record.....	7
Roles and Responsibilities	8
Schedule	8

Introduction

North Bend is updating its Shoreline Master Program (SMP) with project funding from the Department of Ecology (Ecology). SMPs must be updated in accordance with the State Shoreline Management Act (RCW 90.58) and SMP Guidelines adopted in 2003 (WAC 173-26). The City is required to complete its update by December 1, 2011 consistent with its Ecology grant agreement.

The SMP will apply to shorelines of the state, generally including lakes greater than 20 acres and streams with a flow greater than 20 cubic feet per second (cfs), together with shorelands within 200 feet of the ordinary high water mark, associated wetlands, and floodways (RCW 90.58.030). In North Bend this means the SMP will address the Middle and South Forks of the Snoqualmie River, including affected urban growth areas.

The City of North Bend adopted the current SMP (North Bend Municipal Code Chapter 15.44) in 1990. Following adoption of the City's 1995 Comprehensive Plan, the City's SMP maps of existing shoreline environments were amended to be consistent with the Comprehensive Plan. In 2002 the City prepared a Shoreline Characterization report which will provide much background and scientific basis for the updates to the City's shoreline management policies and regulations. The City's SMP Update is intended to provide environmental protection for all designated shoreline areas, preserve and enhance public access to the shorelines, and encourage appropriate development that supports water oriented uses.

The SMP Public Involvement Plan (PIP) is intended to meet the following objectives:

- Inform the community about the SMP update purpose, process, and progress as early as possible and throughout the project.
- Seek and engage stakeholders to ensure that all interested or responsible parties are involved in the update.
- Ensure elected officials, the Planning Commission, staff, and consultants understand community and stakeholder concerns and link the input to SMP products.

The methods to accomplish these objectives vary and include:

- Create and maintain a project Web site to share information and solicit comments throughout the update.
- Provide ongoing project updates via letters, postcards, flyers, notices or email.
- Work with the Snoqualmie Valley Record to involve the community through announcements about public meetings, workshops and hearings.
- Conduct community workshops to inform and obtain community input at key stages of the SMP project.

Project Themes

The following project messages will guide the overall outreach program and be promoted through communication materials and outreach opportunities facilitated by City staff, Planning Commission and City Council members, and the consultants.

- **Purpose and benefits of the SMP:** The SMP provides opportunities for public access and recreation, protects environmental conditions, presents opportunities for restoration and development, and provides best management tools for the City's shorelines.
- **Balanced Plan:** The goal of the SMP is to create a balanced plan for shoreline utilization and protection (WAC 173-26-176(2)).
- **Required by State Laws and Rules:** The SMP is required by the Shoreline Management Act (RCW 90.58) and is subject to Ecology SMP Guidelines (WAC 173-26).
- **State and Local Partnership:** The SMP is a partnership between local governments and Ecology. The SMP must be developed by the City of North Bend and approved by the City and Ecology.
- **Local Shoreline Vision:** State law dictates what shoreline elements are required; however, there is a degree of latitude in several elements that can be crafted with particular attention to the City's vision for its shoreline.
- **Comprehensive Plan and Development Regulations:** The SMP is an element of North Bend's comprehensive plan and part of the City's development regulations. Locally determined land uses and critical area regulations and watershed plans will be factored into the SMP.
- **Public Involvement is a State Requirement:** Public involvement is a state requirement and key component of the SMP update (WAC 173-26-090 and 100). Public involvement will be important through all phases of the SMP update. Ultimately, the City Council will decide the final SMP outcome on behalf of North Bend citizens, but will desire the assurance that the SMP update has been developed with community input.
- **Easy and convenient access to project information** is essential to the process. City staff and consultants will ensure that information is easy to obtain, useful, timely, and pertinent.

Public Involvement Plan Format

To meet plan objectives and ensure project themes are consistently promoted, the remainder of this document addresses the following:

- Audiences
- Outreach activities
- Roles and responsibilities
- Schedule

Audiences

The PIP is designed to reach all audiences that may have an interest in the SMP update process. It will also be designed to reach out to other groups and individuals—those that may not yet have an interest or be compelled to participate—to encourage their awareness, understanding, and involvement in the process. The City has identified the following particular audiences that are important to contact and engage:

- **General public:** Interested citizens across the community;
- **Property owners:** Property owners in the shoreline including residents, business owners, and governmental agencies;
- **Environmental groups and non-governmental organizations (NGOs):** Organizations with expertise and/or interest in shoreline issues;
- **Tribes:** Snoqualmie Indian Tribe, Muckleshoot Indian Tribe, and Tulalip Tribes;
- **Governmental Agencies:** State and federal agencies with expertise such as Ecology, Washington Department of Fish and Wildlife, National Marine Fisheries Service, United States Fish and Wildlife Service, and others; local commissions and the City Council;
- **Utilities and Transportation:** Power and gas providers and railroad operators; and
- **Media:** Local news outlets.

Outreach activities should be focused on keeping these groups fully informed and updated as to project progress, meetings, and key decision-making points. The public involvement activities are designed to prevent last minute surprises or perceptions from these groups that they have not been adequately informed or have been discouraged from participating in the process. Table 1 lists specific audiences important to engage in North Bend concerning the SMP.

Table 1. Audiences–North Bend

Category	Audiences
General Public and Property Owners	<ul style="list-style-type: none"> ▪ Shoreline property owners ▪ City of North Bend email distribution list ▪ North Bend Cable TV Channel 21 ▪ The North Bend Update (monthly email of City Newsletter)
City Officials, Boards and Commissions	<ul style="list-style-type: none"> ▪ City Council ▪ Planning Commission ▪ Parks Commission ▪ Economic Development Commission
Environmental Groups, and NGOs	<ul style="list-style-type: none"> ▪ Adopt-A-Stream ▪ American Rivers ▪ American Whitewater ▪ Eastside Audubon ▪ Futurewise ▪ Mid Puget Sound Fisheries Enhancement Group ▪ Mountains to Sound Greenway ▪ North Bend Parks Foundation ▪ Snoqualmie Valley Chamber of Commerce ▪ Wild Fish Conservancy
Tribes and Governmental Agencies	<ul style="list-style-type: none"> ▪ Adjacent Cities ▪ King Conservation District ▪ King County Department of Natural Resources and Parks ▪ King County Department of Development and Environmental Services ▪ Muckleshoot Indian Tribe ▪ National Marine Fisheries Service ▪ Puget Sound Partnership ▪ Si View Metropolitan Park District ▪ Snohomish Basin Salmon Recovery Forum ▪ Snoqualmie Indian Tribe ▪ Snoqualmie School District #410 ▪ Snoqualmie Watershed Forum ▪ Tulalip Tribes ▪ U.S. Army Corps of Engineers ▪ U.S. EPA Region 10 ▪ U.S. Fish and Wildlife Service ▪ University of Washington Center for Water and Watershed Studies ▪ Washington Department of Ecology ▪ Washington Department of Fish and Wildlife ▪ Washington Department of Natural Resources
Utilities and Transportation	<ul style="list-style-type: none"> ▪ Burlington Northern Railroad ▪ Puget Sound Energy ▪ Tanner Electric
Media	<ul style="list-style-type: none"> ▪ Snoqualmie Valley Record

Outreach Activities

Outreach activities will occur at each stage of the SMP project and generally include the following sequence:

- Community outreach to inform, educate, and invite greater participation in the upcoming workshops or events
- Outreach materials preparation
- Media relations
- Open houses/workshops

Planning Commission meetings will occur throughout all SMP stages. Similarly, other materials will be made available on the City Web site, at City Hall or the Community and Economic Development Department, and at the North Bend Library as appropriate. A draft schedule is located at the conclusion of this document. Periodic and on-going activities are described below, including meetings and outreach tools.

Meetings

Planning Commission

North Bend Planning Commission meetings will be held at key stages of the SMP update and are anticipated to occur as part of regularly scheduled meetings. Shoreline property owners and North Bend citizens will be invited to attend key Planning Commission meetings and help provide input in information workshop settings. The Planning Commission will provide direction and recommendations on SMP products.

City staff will support the Planning Commission with agendas and any necessary materials. The consultant team will attend upon City request and provide electronic documents to the City for appropriate meetings. The Planning Commission chair will facilitate meetings.

Planning Commission meetings will include particular invitations to shoreline stakeholders, such as property owners, and be conducted to gain public feedback as well as Planning Commission input and recommendations. The following Planning Commission meetings are anticipated:

- **SMP Introduction – November 2009:** Obtain Planning Commission input and recommendation regarding shoreline jurisdiction boundaries and public participation approaches.
- **Shoreline Visioning – September/October 2010:** Following completion of the shoreline inventory and analysis report, conduct a public open house and a Planning Commission meeting.
- **SMP Review – Winter/Spring 2011:** Planning Commission meetings to discuss and obtain feedback on the draft SMP.
- **Local Adoption Process – Summer/Fall 2011:** Planning Commission Public hearing and recommendations to City Council.

City Council

City staff will periodically brief the City Council or Council Committee about the SMP Update efforts. The City Council will be invited to all Planning Commission meetings; if appropriate to the topic joint meetings may be held between the City Council and Planning Commission. Following Planning Commission recommendations, the City Council will consider the SMP Update. The Council may at its discretion hold an additional public hearing if appropriate prior to taking action.

Visioning Workshop and Meeting

A visioning workshop will be held to capture citizen goals and aspirations with respect to the findings of the shoreline inventory and assessment. The meeting is anticipated to be a broad community-wide meeting in the evening, prior to or part of a regularly scheduled Planning Commission or City Council session.

Prior to the visioning events, the consultant team will assist the City with development of a visioning plan and strategy including:

- Purpose and desired outcomes of the meeting;
- Appropriate meeting format (e.g., open house versus interactive stations);
- Materials to communicate clearly and ensure broad understanding;
- Key questions that need to be answered for next SMP steps;
- Draft meeting agenda.

A summary will be prepared and included in a visioning report supporting the next stage of SMP development.

The consultant team and City staff will attend, facilitate and present information, as appropriate, at each event. The City will coordinate meeting logistics including facility arrangements, refreshments, sign-in sheets and minutes.

Outreach Tools

Stakeholder Database

City staff will maintain a list of stakeholders, community members, and organizations interested in receiving SMP public meeting announcements. Notice will be provided either by mail or email. The City will update the database with information after each public outreach activity to reflect individuals and organizations that attended each meeting, and to inventory and respond to project comments as appropriate.

Outreach Materials

Prior to each meeting, the City will notify stakeholders, community members, and organizations about key Planning Commission, City Council and special workshop meetings through one or more of the following means:

- Direct mail or email to shoreline property owners
- Email to interested community members and organizations
- Posted flyers such as at City Buildings, Post Office, and North Bend library
- Newspaper notice
- Website postings

Public hearings will also be noticed through legal notices.

The Consultant will prepare two slide presentations and/or fact sheets to support City staff at meetings the Consultant team is not otherwise attending. These can become general resources for the life of the project.

Web Site

The City Web site (<http://ci.north-bend.wa.us>) will provide interested community members with access to project updates, reports, meeting notices and agendas.

Legal Notification

Legal notice of all public hearings and decisions related to the SMP review and update will be published in the City's newspaper of record, the *Snoqualmie Valley Record*. Notification of all hearings will be provided not less than 15 nor more than 30 calendar days prior to the hearing date.. The notice will include the date, time, location, and purpose of the hearing.

Media Relations

The City will provide meeting invitations and fliers to local media *Snoqualmie Valley Record* .

Public Record

Copies of the Public Involvement Plan, SMP products, decision documents, staff reports, and other project-related information will be made available locally for public review at City offices and on the Web site as appropriate. Planning Commission minutes will be made available to the community via the City Web site and/or from City Hall or staff.

Roles and Responsibilities

A summary of City and consultant roles and responsibilities is listed below.

City roles

- Review all SMP Update and outreach materials before printing and distribution
- Coordinate logistics for City public meetings and hearings
- Coordinate agendas for Planning Commission and City Council meetings and hearings
- Distribute meeting notification
- Produce/print meeting packets
- Post Web site content
- Attend Planning Commission and City Council meetings

Consultant roles

- Prepare SMP Update products and provide technical assistance
- Plan, attend, and help facilitate visioning events
- Attend Planning Commission and City Council meetings and hearings as assigned

Schedule

A project schedule is provided following this page identifying the key SMP milestones and events. It may be updated over time as each step progresses and additional input is received.

North Bend SMP Update

Draft Schedule

2009

2010

2011

A S O N D J F M A M J J A S O N D J F M A M J J A S O N D

Task Description	2009	2010	2011
PHASE 1: Preliminary Assessment of Shoreline Jurisdiction and Public Participation Plan			
1.1 Identify Preliminary Shoreline Jurisdiction		■	
1.2 Prepare Plan for Public Participation		■	
1.3 Demonstrate how Phase 1 complies with the Guidelines		■	
1.4 Public Meeting		■	
PHASE 2: Shoreline Inventory, Analysis and Characterization			
2.1 Complete Shoreline Inventory		■	
2.2 Conduct Shoreline Analysis		■	
2.3 Prepare Shoreline Inventory and Characterization Report		■	
2.4 Demonstrate how Phase 2 complies with the Guidelines		■	
PHASE 3: Complete Draft SMP and Cumulative Impacts Analysis			
3.1 Conduct Community Visioning Process			■
3.2 Develop general SMP goals, policies and regulations			■
3.3 Develop Shoreline Environment Designations			■
3.4 Develop environment-specific shoreline use & modification policies, regulations and standards			■
3.5 Develop SMP administrative provisions			■
3.6 Prepare Preliminary Cumulative Impact Analysis			■
3.7 Demonstrate how Phase 3 complies with the Guidelines			■
3.8 Public Meetings			■
PHASE 4: Restoration Planning; Revisiting Phase 3 Products as Necessary			
4.1 Prepare Restoration Plan			■
4.2 Revisit Draft SMP and Cumulative Impacts Analysis; Finalize SMP Jurisdiction Maps			■
4.3 Demonstrate how Phase 4 complies with the Guidelines			■
PHASE 5: Local SMP Adoption Process			
5.1 Assemble complete draft SMP and submit to Ecology			■
5.2 Complete SEPA review and documentation			■
5.3 Provide GMA 60-day notice of intent to adopt			■
5.4 Hold Public Hearing			■
5.5 Prepare a responsiveness summary			■
5.6 Adopt SMP and submit to Ecology			■
5.7 Demonstrate how Phase 5 complies with the Guidelines			■

