

# **City of Poulsbo**

## **Shoreline Master Program Update**

### **Public and Agency Participation and Outreach Plan**

(Rev. 6/16/2009)

#### **Introduction**

The purpose of the public and agency participation and outreach plan is to inform the public, agencies with jurisdiction, and other interested parties about the update of the City's shoreline master program (SMP), and to encourage continuing awareness and active participation in the process. The SMP update is scheduled to begin in July 2009. 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 agencies of federal, state and local governments. The following plan is intended to fulfill this requirement.

#### **Public and Agency Participation Goals**

- Ensure that information about the SMP update process is provided to the public early in the process and at regular intervals thereafter, to maximize public awareness and participation in the update.
- Actively solicit information from citizens, property owners and stakeholders about their concerns, questions and priorities for the update process and the future of the local jurisdiction's shoreline environment and land uses.
- Encourage the public to informally review and comment on the update throughout the process.
- Incorporate public comment into the local government's review process prior to significant milestones or decisionmaking.
- Provide forums for formal public input at project milestones prior to decisionmaking by local officials.
- Consult and consider recommendations from neighboring jurisdictions, federal and state agencies, and Native American tribes, particularly with regard to multi-jurisdictional resources and shorelines of statewide significance.

#### **Public and Agency Participation Strategies and Tools**

- SMP update page on local government's website to provide a broad range of frequently-updated public information, including: purpose and history of the local SMP and the SMA, educational information about the local shoreline environment, the update process and schedule, frequently-asked questions, opportunities for public participation, upcoming public meetings, and how to comment or become involved.
- Introductory letter/brochure mailout to shoreline property and business owners and major stakeholders to inform them about the upcoming SMP update and informational process.
- Kickoff open house at the beginning of the update, and another open house when the draft SMP is released.

- Survey of shoreline property and business owners, major stakeholders and the general public, to obtain specific information on their concerns and priorities for the SMP update.
- Meet individually with major stakeholders at beginning of process to become informed on their concerns and priorities, and as needed thereafter for coordination and mutual assistance.
- Presentations and briefings at televised meetings of the City Council.
- Meet regularly (quarterly) with Kitsap County and other cities on SMP update progress, ongoing issues and concerns, opportunities to share information and resources, and review of draft work products.
- Press releases on the progress of the SMP update and upcoming public meetings.
- Requests for review and comment on draft and final scientific data and policy documents by neighboring jurisdictions, agencies and Native American tribes.
- Provide public comments to Planning Commission and City Council for timely consideration during review and decisionmaking, and include as appendix to draft and final SMPs.
- Planning Commission and City Council work-study sessions during update and/or after draft SMP is released, which will be open to the public.
- Real-time availability of documents for public review and comment, including background data and documentation, correspondence, and official SMP drafts and environmental review documents. This information will be on the local government website, available for inspection in person, downloadable onto a CD, and/or available at other public locations, as feasible.
- Planning Commission meeting on final SMP, which will be open to the public.
- Public hearing for City Council adoption of final SMP.