



CITY OF EAST WENATCHEE

COMMUNITY DEVELOPMENT DEPARTMENT

Public Participation Plan

Shoreline Master Program 2021 Update



Date January 22, 2021

■ Shoreline Master Program

The Shoreline Management Act (SMA) was codified as Revised Code of Washington (RCW) 90.58. The SMA requires jurisdictions with qualifying water bodies to develop a shoreline master program. The overriding policy of the SMA is the protection of ecological functions, fostering reasonable utilization, and maintaining the public right of navigation. Washington Administrative Code (WAC) 173-26-176 define the general policy goals of the act and guidelines for shorelines of the state as:

- The utilization of shorelines for economically productive uses - dependent on shoreline location or use.
- The utilization of shorelines for public access and recreation.
- Protection and restoration of the ecological functions of shoreline natural resources.
- Protection of the public right of navigation.
- The protection and restoration of buildings and historic sites with cultural and educational value.
- Planning for public facilities and utilities correlated with other shorelines uses.
- Prevention and minimization of flood damages.
- Recognizing and protecting private property rights.
- Preferential accommodation of single-family uses.
- Coordination of shoreline management with other relevant local, state, and federal programs.

The Legislature envisions that the development or amendment of the SMP will be a cooperative effort between the local government and the state. Local government has the primary responsibility for initiating the planning and administering the regulatory program consistent with the policies and provisions of the SMA. The Washington State Department of Ecology (DOE) acts in a supportive and review capacity with an emphasis on providing assistance to local government and insuring compliance with the policy and provisions of the SMA.

The *Douglas County Regional Shoreline Master Program* was adopted by the City of with Ordinances 2008-09 and 2009-16 and became effective on January 28, 2010. Since that time, Douglas County has processed several amendments to the document that have not been adopted by the cities within the county. As such, the document is no longer technically a “Regional” SMP. The planning area for this review and update will include only those shorelines within the City Limits.

Title 18 East Wenatchee Municipal Code (EWMC) includes the regulations for protection of resource lands and critical areas and chapter 18.16 EWMC adopts the Shoreline Master Program (SMP). The SMP is considered to be an element of and linked to the Greater East Wenatchee Area Comprehensive Plan.

Periodic review and amendment to the community’s shoreline master program is necessary to comply with current laws, reflect local needs, include new data, correct errors, and generally keep the document up to date. This review and update process is required by the SMA under the RCW 90.58.080(4) every 8 years. **This update must be completed by June 30, 2021.**

■ Public Participation

Citizen involvement is an essential component of the SMP review and update process. All members of the community are affected by how land is used in East Wenatchee. Public participation generally means participation by people who are not professional planners or government officials. It is the process through which the general public takes part in developing and amending local plans and land use regulations. City staff and decision makers need comments and ideas from those who know the community best. **The people who live and work here.**

Public participation is a two-way process. Citizens and other interested parties provide information that is needed to develop and implement the shoreline master program and at the same time receive information about planning and regulating land uses along the shoreline. An informed community and informed leaders create a better framework for planning. Involving the community in planning, gives the citizens a sense of ownership in the process and fosters cooperation between citizens and their government. This sharing of information ensures that issues and concerns are openly expressed, understood, considered, and incorporated into the final product wherever possible.

This *Public Participation Plan* (PPP) describes the steps that the city of East Wenatchee will take to involve the community in decisions regarding this review and update of the Shoreline Master Program. The goal of this PPP is to provide the public with timely information, a general understanding of the amendment process, and opportunities to review and comment on draft amendments during the process - before decisions are made. This PPP is intended to cover the review and amendment process for this Shoreline Master Program update.

It should be noted that this PPP may be adjusted to be consistent with the Governor's orders regarding public gatherings and the conduct of public meetings in response to the COVID-19 pandemic.

All persons desiring to speak or submit written comments will be allowed to do so at all meetings and hearings before the Planning Commission and City Council or during designated comment periods

■ Roles of Appointed and Elected Officials

- East Wenatchee Planning Commission – The Planning Commission (PC) will play the major role in the public involvement process as participants, facilitators, and as part of the decision-making process. The PC is a citizen committee made up of residents or business owners in the East Wenatchee area who have been appointed by the Mayor. The PC works with the Community Development Department on all matters pertaining to the development and amendment of planning documents and land use regulations. The PC does not make final decisions on proposals. They are the hearing body and citizen advisory body and provide recommendations to the City Council.
- East Wenatchee City Council – The City Council is the body that makes final decisions regarding the adoption or amendment of the shoreline master program. They generally take action by adopting an ordinance or resolution.

In RCW 36.70A.035(2) the GMA limits the City Council with regards to changing a proposal after it has been transmitted to them by the Planning Commission. If the Council chooses to consider a change to an amendment after the Planning Commission has concluded their public hearing and formulated a recommendation, the Council must provide an opportunity for public review and comment on the proposed change. This public review must occur at a duly advertised, public hearing held by the City Council before voting on the proposed change.

■ **Key Parties/Stakeholders**

The City will engage the following stakeholders

- Cities of Wenatchee and Rock Island
- Douglas County
- Confederated Tribes of the Colville Reservation
- Confederated Tribes and Bands of the Yakama Nation
- FutureWise
- Upper Columbia Salmon Recovery Board
- Chelan County Public Utility District
- Douglas County Public Utility District
- U.S. Army Corps of Engineers
- U.S. Fish and Wildlife Service
- Washington Department of Fish and Wildlife
- Washington State Department of Natural Resources
- Washington State Department of Health
- Washington State Department of Ecology
- Washington State Department of Commerce
- Washington State Department of Transportation

■ **Public Notification Procedures and Information Dissemination**

A variety of public notification procedures can be used to encourage involvement of citizens, other local agencies, state agencies, and other interested parties in the planning process. Efforts will be made to involve all segments of the community by providing information in multiple languages whenever possible. To ensure early and continuous public involvement, a variety of methods to inform the public about upcoming public meetings, availability of relevant planning documents and reports will be used including:

1. Internet: Timely posting of information and opportunities to comment on proposals will be an important use of East Wenatchee's Webpage since City Hall is currently closed to the public. The City will use its established website where interested parties may go to view, download and print: status updates, reports, meeting notices and agendas, and other project information. It is intended that an "East Wenatchee Shoreline Master Program Update Process" (SMP Update) page will be established with a link from the "Community Development" tab on the City's website at: www.eastwenatcheewa.gov.

2. Email Distribution List: An email distribution list of interested parties will be maintained for individuals and groups who wish to receive periodic project announcements, public notices of upcoming meetings, and other SMP-related information. Our website automatically sends out e-notice reminders for meetings. Any party interested in being on the mailing list should contact the East Wenatchee Community Development Department at (509) 884-5396.
3. News Releases: News releases announcing public meetings, hearings, and comment periods will be issued to local media including, but not limited to: The Wenatchee World and local radio stations.
4. Notice of Public Hearings and Decisions: Notice of all public hearings and any decisions regarding the SMP Update will be published under “Legals” in the Wenatchee World classified section.

Public notification of all hearings will be provided at least 10 days before the date of the hearing. The notice will include the date, time, location and purpose of the hearing. Presently, all meetings and hearings are being conducted remotely using the Zoom platform. The link to the meeting and call-in information will be provided in all notices, agendas, and on the City’s website.

To avoid duplication of effort, the City will integrate public involvement required by the State Environmental Policy Act, Chapter 43.21C RCW, into the overall public involvement process for the SMP Update.

Public notification of the adoption of, and any amendments to, the comprehensive plan or development regulations shall be published in the Wenatchee World normally within 5 days of the adoption. The date of publication of the notice initiates the 60-day appeal period in accordance with the provisions of the GMA in RCW 36.70A.290(2).

5. Local Information Repositories: Copies of the *Public Participation Plan*, staff reports, decision documents, and other project information will be made available locally for public review on the SMP Update page which will be linked to the “Community Development Department” page from the City’s homepage at: www.eastwenatcheewa.gov.

■ **Additional Public Involvement Methods**

In addition to the public involvement procedures described above, East Wenatchee may utilize the following methods to increase public involvement and to disseminate information:

1. Additional Meetings/Workshops/Open Houses: In addition to public hearings, East Wenatchee may elect to hold additional meetings, workshops, or virtual open houses if it is determined that more meetings are needed to disseminate information and/or to provide additional opportunities for collecting or reviewing information, and providing for more public involvement.
2. Focus Sheets: Focus sheets provide information specific to a topic under consideration. The City may utilize focus sheets to facilitate the dissemination of information to the public. Focus sheets may be used to cover such topics as:

comprehensive planning, development regulations, other factual information such as local trends in growth, economic development, or changes in conditions that may be of interest and assistance to the public during an amendment process.

3. Property Ownership Roles: The City may utilize property ownership roles as another means to provide meeting notices.
4. Local News Media: The City will work with local news media to disseminate information related to SMP amendment process in addition to posting notices of public meetings in the local newspaper.
5. Surveys: The City may use a citizen survey as a kind of opinion poll. Surveys are a good tool which typically asks area residents their views on local issues including planning preferences. Surveys can be done in person or by mail,

■ **Project Files and Records**

1. Project Files. An official project file will be kept at the East Wenatchee Community Development Department. All documents will also be available on the SMP Update page. Documentation of the public participation process will be retained. The physical address for the City is:

East Wenatchee City Hall
271 9th St. NE
East Wenatchee, WA 98802

2. Recordings and Minutes of Meetings. All public meetings, except for open-format meetings, will be audio recorded. Summary minutes of all public meetings will be prepared and made available on the SMP Update page at:
www.eastwenatcheewa.gov.

■ **Availability Public Participation Plan**

A copy of the City's *Public Participation Plan* is available at East Wenatchee City Hall, 271 9th St. NE, East Wenatchee, WA 98802 in the East Wenatchee Community Development Department and available on the SMP Update page at:
www.eastwenatcheewa.gov

■ **Amendment Procedure for Public Participation Plan**

East Wenatchee views this *Public Participation Plan* as establishing the basic public involvement process that will be utilized during this SMP update process. Other public involvement activities, not described in this document, may be used without necessitating an amendment to this PPP. However, the general *Public Participation Plan* described in this document will not be reduced without a formal amendment to the plan.

■ **Legal Framework**

- Shoreline Management Act. RCW 90.58.130, requires that local governments actively encourage participation by all persons and entities having an interest in the master program guidelines including private parties, agencies of the federal, state, and local governments, and Tribal entities.

- WAC sections 173-26-090, 100, 201, and 251 provide guidelines for the participation by agencies and the general public including the requirements that the process be documented.
- The Growth Management Act (GMA). RCW 36.70A, requires local governments to establish and disseminate a public participation program for the development or amendment of its comprehensive plans and development regulations ensuring early and continuous public involvement.

Several processes are listed in that section of the GMA as examples of notice provisions including posting property; publishing notices in newspapers, trade journals, agency newsletters; and sending notices to individuals or public or private groups with known interest in the proposal being considered.

- RCW 36.70A.020 establishes the overall goals of the GMA to guide the development and adoption of comprehensive plans and development regulations. Goal 11 specifically addresses public participation and states:

Citizen participation and coordination. Encourage the involvement of citizens in the planning process and ensure coordination between communities and jurisdictions to reconcile conflicts.
 - RCW 36.70A.106 requires notification to the Washington State Department of Commerce (Commerce) if a county or city is proposing adoption of, or an amendment to, a comprehensive plan or development regulation. That provision requires that a notice of intent to adopt a comprehensive plan or regulation be provided at least 60 days prior to final adoption. This provides Commerce and other state agencies with an opportunity to comment on the proposed comprehensive plan or proposed development regulations during the public review process and prior to adoption.
 - RCW 36.70A.480(3)(a) stipulates that the policies, goals, and provisions of chapter 90.58 RCW and applicable guidelines shall be the sole basis for determining compliance of a shoreline master program with the GMA except as the shoreline master program is required to comply with the internal consistency provisions of RCW 36.70A.070, 36.70A.040(4), and 35A.63.105.
- Open Public Meetings Act. RCW 42.30 states that “All meetings of the governing body of a public agency shall be open and public and all persons shall be permitted to attend any meeting of the governing body of a public agency...” A “meeting” includes any gathering of the governing body at which action is taken. “Action” means the transaction of official business of the governing body which includes receiving testimony, discussions, deliberations, considerations, reviews, evaluations and form actions. A governing body includes commissions, committees, councils or any other policy or rule-making body of a public agency. This definition covers planning commissions, city councils, county commissioners and advisory boards.
- East Wenatchee Municipal Code (EWMC). Title 19 EWMC provides the processing timeframes, notice requirements, and general procedures for amending the comprehensive plan and development regulations.