

City of Port Orchard

**Shoreline Master Program Periodic Review
Public Participation Program
and Work Plan**

November 20, 2019

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Public Participation Program
and Work Plan**

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Contact Information for SMP Periodic Review

To sign up for the SMP email notification list or to submit an email comment:

planning@cityofportorchard.us

To submit a comment by regular mail:

City of Port Orchard
Department of Community Affairs
214 Prospect St
Port Orchard, WA 98366

To view documents in person:

City of Port Orchard
Department of Community Affairs
720 Prospect St
Port Orchard, WA 98366

To ask a question by phone:

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Introduction

The City of Port Orchard (City) is conducting the periodic review of its Shoreline Master Program (SMP). The Shoreline Management Act ([SMA](#)) requires each city and county to review, and, if necessary, revise their SMP at least once every eight years. The City's periodic review is due to be completed on or before June 30, 2020.

The City is using the optional joint state/local review process in partnership with the Department of Ecology (see [WAC 173-26-104](#)). This joint review process means that the state and city public comment period, which includes at least one public hearing, will run concurrently. The review process also includes initial review and final approval by the Department of Ecology. The SMA requires that local governments provide a full opportunity for involvement in both the development and implementation of their SMPs. In other words, the periodic review requires a public participation program that provides for early and continuous involvement of interested parties throughout the review process. This Public Participation Program outlines the scope and timing of the amendment process and describes opportunities for public participation at each step along the way to state approval.

Goals

Overall goals of this Public Participation Program are to:

- Provide objective information to assist the public in understanding issues and solutions related to the SMP itself and the periodic review process.
- Provide opportunities to the public to contribute ideas and provide feedback through all steps of the periodic review process.
- Make the periodic review process accessible and engaging to interested participants by using a variety of media, plain language, and easy-to-understand materials.

Scope of Periodic Review

The required minimum scope of review as established by the SMA is:

- (A) To assure that the master program complies with applicable law and guidelines in effect at the time of the review; and
- (B) To assure consistency of the master program with the local government's comprehensive plan and development regulations adopted under the state Growth Management Act ([Chapter 36.70A RCW](#)), if applicable, and other local requirements.

The periodic review process provides the method for bringing shoreline master programs into compliance with the requirements of the SMA that have been added or changed since the last review and for responding to changes in guidelines adopted by the state, together with a review for consistency with amended comprehensive plans and regulations. The periodic review also provides an opportunity to incorporate amendments to reflect changed circumstances, new information, or improved data.

The City's periodic review will meet minimum requirements with a focus on amendments to (a) improve implementation effectiveness and (b) better reflect new information and improved data related to specific topics such as climate change adaptation and aquaculture. The scope of the periodic review is outlined in the proposed work plan included in this document.

Anticipated Timeline

The City anticipates the periodic review will follow the general timeline below. Each phase, as discussed above, will have a distinct review period. Specific meeting and public hearing dates will be made available in accordance with state and local requirements and best practices.

- **November 2019 – April 2020.** Cascadia Consulting Group/Kitsap County, preparation of Climate Change Resiliency Study for overall Kitsap County with appendices for Cities of Bremerton and Port Orchard. (Phase I climate change/sea level rise analysis)
- **April 2020 – July 2020.** Cascadia Consulting Group, preparation of planning and policy recommendations for downtown/Blackjack Creek estuary, in response to anticipated sea level rise to 2050. (Phase II climate change/sea level rise analysis)
- **August 2020.** Staff prepares draft updated SMP incorporating Cascadia recommendations.
- **Sept – Oct 2020.** Planning Commission review.
- **November 2020.** 30-day public comment period with public hearing.
- **Dec 2020 - Feb 2021.** Ecology submittal and review.
- **March 2021.** City Council review and adoption.
- **April-May 2021.** Ecology final review and approval.
- **June 2021.** Periodic review complete.

Opportunities for Public Participation

The City is committed to providing multiple opportunities for the public to engage in the SMP periodic review process. Most meetings will be hosted by the Planning Commission or the City Council. In-person public participation opportunities include:

Planning Commission Meetings

The Commission will discuss and consider potential changes to the SMP at regularly scheduled meetings and will hold at least one public hearing. The public hearing will be a joint public hearing with the Department of Ecology during the required 30-day public comment period. The Commissioners will consider public input to prepare draft revisions to the SMP, as appropriate. After completing their review, the Planning Commission's recommended draft amendments will be submitted to the Department of Ecology for the state's initial determination of consistency with the SMA.

Planning Commission meetings are held on the first Tuesday the month at 6:00 pm at City Hall in the Council Chambers. Special meetings may be held at an earlier time or on a different day, as needed, and public notice will be provided in advance of any special meeting. Public comment is accepted at all Planning Commission meetings. Meeting materials are provided in the agenda packet, which is generally published on the City's website on the Friday prior to the meeting: <https://www.cityofportorchard.us/planning-commission-meeting-packets/>

Joint Local/State Public Comment Period and Public Hearing

As indicated above, the periodic review process requires a 30-day public comment period during which at least one public hearing must be held. Pursuant to the joint review process, the City will hold at least one joint public hearing with the Department of Ecology. The public hearing will be held at a Planning Commission meeting and be advertised, including via the City's website and in the local newspaper prior to the hearing. The public comment period provides opportunity for written comment and in-person testimony at the public hearing.

City Council Meetings

Subsequent to the 30-day comment period and Ecology review, City staff will present the Department of Ecology's initial determination to the City Council. The City Council will then discuss and consider amendments to the SMP at a regularly scheduled City Council meeting, and may choose to hold a public hearing. [Note: Only one public hearing is required.] At the end of its review process, the City Council must take legislative action declaring the review process complete. It is anticipated that the City Council will adopt an ordinance approving the amendments proposed during the periodic review and authorizing staff to forward the periodic review to the Department of Ecology for state approval.

Regular City Council meetings are held on the second and fourth Tuesdays of each month, beginning at 6:30 pm at City Hall in the Council Chambers. Public comment is accepted at all regular City Council meetings. Meeting materials are published in the agenda packet, which is published on the City's website on the Friday prior to the meeting: <https://www.cityofportorchard.us/city-council-agendas/>

How to Get and Stay Involved

As well as coordinating with other local jurisdictions, tribes, and state and federal agencies, the City will use several modes of communication to continuously inform the public and encourage participation in the SMP update, including:

- **Sign up for the City's email notification list:** Members of the public can sign up to receive email notifications about public meetings and other aspects of the SMP amendment process.
- **Public comments:** Members of the public can provide in-person comments by testifying to the Planning Commission and City Council, or by providing written comments submitted to the City by letter or email. All comments will be documented, retained, and available for public review.
- **Website:** The City will maintain this SMP update page on its website with updates, important dates, background materials, and draft documents.
- **Social Media Outreach:** The City will provide notifications about public meetings and hearings and other aspects of the SMP amendment process on the City's Facebook page and the Port Orchard community Facebook page.
- **Public notification.** The City will publish notifications about public meetings and hearings in the Port Orchard *Independent* and on the City's webpage.

Outreach Methods and Tools

The overall objective of this Public Participation Program is to describe how the City will engage the public during the course of the periodic review process. This Public Participation Program may continue

to be reviewed and refined throughout the review process, if needed. The City will utilize a variety of

modes of communication to engage the public. Public outreach will consist of in-person outreach efforts, traditional media and advertising, and outreach efforts utilizing technology and social media. Public meetings will be noticed as far in advance as possible.

In-Person Outreach Methods

- In-person presentations at group meetings, such as the Port Orchard Bay Street Association, Chamber of Commerce, etc.

Traditional Media and Advertising

- Press releases to local papers, blogs and newsletters. Utilize community organization email lists, newsletters, and social media
- U.S. postal mailout to shoreline property owners and marina/boatyard business owners.
- Public notice in the *Port Orchard Independent*
- Emails to City email interest group lists

Technology and Social media

- City website – Background information, existing SMP, useful weblinks to planning resources, and materials prepared for public meetings will be available to the public on the City’s SMP [project page](#) and as hard copies at the Department of Community Development.
- Updates related to the SMP periodic review process will be posted on the City’s Facebook page and on the Port Orchard community Facebook page.

Potential Groups for Outreach

City staff will initiate contact and communicate about the SMP periodic review process with the following potential groups. Staff anticipates developing an email list to maintain communication with these groups. The email list will be expanded to include other interested parties as the City is notified of their desire to be informed of and to participate in the SMP update process.

<p>Federal and State Agencies Department of Defense (Naval Base Kitsap) Washington State Department of Commerce Washington State Department of Transportation Washington State Department of Fish and Wildlife Washington State Department of Natural Resources</p>
<p>Local Governments/Agencies City of Bainbridge Island City of Bremerton City of Poulsbo Housing Kitsap Kitsap County Kitsap Public Health District Kitsap Regional Coordinating Council Kitsap Transit Port of Bremerton South Kitsap Fire & Rescue South Kitsap School District West Sound Utility District</p>

Tribes

Suquamish Tribe

Business/Community Groups

Kitsap Alliance of Property Owners

Kitsap Building Association

Kitsap County Association of Realtors

Port Orchard Chamber of Commerce

Port Orchard Bay Street Association

Work Plan

The work plan includes those items that have been identified by staff in a Gap Analysis as most in need of review and revision, as summarized below. For more specific analysis, discussion and revision information, refer to the [Gap Analysis](#) document.

General

- Remove references to previous versions of the SMP, obsolete POMC references, permit review requirements that are no longer valid, etc. Update plans included by reference to their most current version (e.g., Blackjack Creek Plan).
- Update shoreline maps as needed for consistency with current UGA boundaries and zoning.
- Revise shoreline use categories and tables for consistency with Zoning Code to remove uses not currently allowed in shoreline area zones (heavy industry, mining, agriculture, etc).
- Regulatory measures for small cell communication facilities in the shoreline zone, consistent with FCC rules.
- Update shoreline enforcement regulations to be consistent with 2019 POMC civil and criminal enforcement regulations.

Ecology Required

- Address all items in Ecology's Periodic Review Checklist (9/20/2017) that were not included in the City's 2018 minor SMP amendment, 2016 Critical Areas Ordinance or Comprehensive Plan update, or other codes and regulations.

Future Sea Level Rise/Downtown Development

- The City's shoreline is highly altered from its pre-development state, and most of the downtown development within the City's shoreline zone is built on areas of low-lying fill. The City will hire a consultant to review existing climate change data and future sea level rise projections, and apply this information to the downtown Port Orchard shoreline, with the objective of determining what policy and planning measures may need to be incorporated in the SMP to address future development and redevelopment potential, protection of existing development and infrastructure, protection of natural resources and mitigation options, over a planning period equivalent to or exceeding the City's comprehensive plan horizon (20 years).