

City of Duvall Shoreline Master Program Update  
Public Participation Plan

Prepared for:  
City of Duvall

March 2010



# Duvall SMP

Reconnecting with the Riverfront.

## **INTRODUCTION**

The City of Duvall is updating its Shoreline Master Program (SMP) to comply with the Washington State Shoreline Management Act (SMA) and adopted state shoreline management guidelines. State law requires all Washington jurisdictions having “shorelines of the state to prepare and implement a Shoreline Master Program”. The Snoqualmie River is the only waterbody in the City of Duvall classified as a “shorelines of the state.”

A SMP contains goals and policies, development regulations, and permitting procedures for managing shorelines. The SMP is intended to address environmental protection, appropriate shoreline use and development, and public access. The SMP Update is the beginning of a multi-year process to update the City’s shoreline plan in a manner that reflects the community’s vision of their shoreline.

This Public Participation Plan (PPP) will guide the City of Duvall’s SMP project team through the various public involvement activities for the update of the SMP. The PPP is designed to solicit early and continuous feedback from stakeholder groups and community members. As such, the PPP is a dynamic document that may evolve depending on input obtained during the update process.

Updating the City’s SMP will require varying levels of public participation and dissemination of project information at different stages in the process. Intensive outreach will coincide with major steps such as preparing the shoreline inventory, analysis and characterization; drafting policies, shoreline designations, and regulations; developing a restoration plan; assessing cumulative impacts; and completing the required SEPA environmental review process. At the conclusion of the update process, all of the draft documents prepared in the earlier steps will be assembled and refined into a Final SMP.

## **PUBLIC PARTICIPATION GOALS**

Washington State’s Shoreline Management Act requires local governments to inform the people of the state about the local planning process and invite and encourage participation by citizens and stakeholders who have interest or responsibility related to shorelines. The goal of the PPP is to provide a guide to proactively encourage public participation throughout the SMP Update process.

The City of Duvall recognizes that effective and thorough public participation are critical to a successful SMP that is easy to administer, fits within the framework of the City’s goals and community vision, and has broad support. Duvall is committed to seeking input and cooperation from residents, local stakeholders, the City’s Public Works Department, neighboring jurisdictions (including Carnation, North Bend, King County and Snohomish County), resource agencies and area Tribes. The City intends to seek and encourage public interest in the update process and this plan identifies effective opportunities for public participation. The City expects to obtain information from Duvall residents about their vision of the future use, preservation, and conservation of the shoreline area. This information will inform the development of SMP goals, policies, and regulations and will compliment, verify, and refine other City planning documents.

## **ROLES AND RESPONSIBILITIES**

The City of Duvall is responsible for the update of the SMP in compliance with the state guidelines (WAC 173-26) as well as terms of the contract for receipt of grant funds from the Washington State Department of Ecology (Ecology; Grant # G100025). This includes conducting and documenting public involvement throughout the SMP Update process, (WAC 173-26-201 (3)(b)(i); WAC 173-26-090 and 100; WAC 173-26-251 (3)(a)),

including communication with state agencies and affected Indian Tribes (WAC 173-26-201 (3)(b)(ii) and (iii); WAC 173-26-100(3); WAC 173-26-251(3)(a)). The primary contact for the City of Duvall is:

**Lara Thomas**  
**Planning Manager**  
**City of Duvall Planning Department**  
**PO Box 1300**  
**Duvall, WA 98019**  
**lara.thomas@duvallwa.gov**

Ecology must approve the City's updated SMP as required by the State SMA, and as such will provide guidance throughout the process. The primary contact for Ecology is:

**Patricia Lambert**  
**Washington State Department of Ecology, NW Regional Office**  
**3190 160<sup>th</sup> Avenue SE**  
**Bellevue, WA 98008**  
**plam461@ECY.WA.GOV**

## **KEY PARTIES**

Building an SMP that addresses the City of Duvall's local conditions will require meaningful collaboration with the City's Public Works Department (since they are responsible for managing City parks and infrastructure in the shoreline area) and focused outreach to the local residents and interested stakeholder groups. Focused outreach for the SMP project will mean:

- Providing **access** to project news and information including, but not limited to: scopes of work, the project schedule, technical documents, and draft policies and regulations;
- **Listening** to stakeholder ideas and concerns and responding appropriately; and
- Giving stakeholders a voice in the process by creating **avenues for input** and forums for **two-way communication**.

Local community groups, elected officials, businesses, and residents care about shoreline policies, uses, and designations. Because issues such as fish and wildlife habitat, water quality, and public access to the shorelines are regional issues, interested parties outside of the City limits will also want to be involved. The following entities have been identified as key stakeholders:

### **Local Stakeholders**

- Shoreline property owners
- Duvall residents
- Duvall Public Works Department
- Duvall Planning Commission
- Duvall City Council

## **Other Stakeholders Who May Express Interest**

### **Local Jurisdictions**

- King County
- Snohomish County
- City of Carnation
- City of North Bend
- City of Monroe
- City of Snoqualmie

### **Regional Partnerships / Organizations**

- Snoqualmie Watershed Forum
- King Conservation District
- Duvall Historical Society

### **State Agencies**

- Dept. of Ecology (DOE)
- Dept. of Fish & Wildlife (WDFW)
- Dept. of Natural Resources (DNR)
- Dept. of Transportation (WSDOT)
- Dept. of Archeology & Historic Preservation (DAHP)
- Dept. of Commerce (WDOC) (formerly CTED)

### **Indian Tribes**

- Tulalip Tribes
- Muckleshoot Tribe
- Snoqualmie Tribe

### **Federal Agencies**

- Army Corps of Engineers
- NOAA Fisheries
- US Fish and Wildlife Service (USFWS)
- FEMA

### **Environmental Groups**

- Stilly-Snohomish Fisheries Enhancement Task Force
- Wild Fish Conservancy
- Audubon
- Futurewise

To be most effective, the level of outreach will vary depending on the phase of the project, the level of information available, and the type of input needed for development of proposed management provisions.

## STRATEGIES TO INVOLVE THE PUBLIC

The City plans to use a variety of different tools to inform, engage and involve the public during the update process. Key public participation tools are listed in the table below.

**DUVALL SMP UPDATE PUBLIC PARTICIPATION TOOLS**

<b>Tool</b>	<b>Description</b>
<b>Database</b>	A mailing and email database will be created and updated throughout the project. The database will include key parties and contacts, and correspondence.
<b>Project Identity</b>	A consistent style and format will be developed for all printed materials and the website to increase the public's recognition of the project – the logo included on the cover of this Plan is a key component of developing a Project Identity, with an overall emphasis to create a positive image for the project and encourage citizen participation.
<b>Advisory Committee Meetings</b>	These meetings provide a forum for in-depth information exchange in an educational environment. This gives stakeholders a meaningful role in steering the project toward success and creates a sense of ownership where committee members feel committed to positive outcomes.
<b>Website</b>	A project website will be established. The website will be regularly updated with new project related materials, news releases, and meeting notices. The website can also be used for on-line surveys and collecting public comments, and will promote transparency because information is open and available to everyone. The City is considering creating a Facebook page to inform the public and solicit comments.
<b>Community-wide forums</b>	Forums enable broad, but personal, access to project staff for questions and answers. This provides opportunities for interactive involvement (e.g., visioning exercises, polling, etc.).
<b>Outreach materials</b>	Outreach materials such as fact sheets, press releases, graphics, and brochures will be developed to support briefings, public meetings, and other events.
<b>Newsletters/ Mailings / Press Releases</b>	Media items will keep the project in the public view and enable the City to convey key messages to a wide audience. Articles included in the community newspaper, or separate mailings, may be mailed prior to public meetings and at key project milestones. The information may also be developed to be used as an e-newsletter and the information will be posted on the project website.

The City will establish an Advisory Committee made up of shoreline residents and representatives from state agencies, Tribes, environmental group(s) active in the Duvall area, adjacent jurisdictions, the City Planning Commission, and the City Council to act as a sounding board during the update process. The Advisory Committee will work directly with City staff and the consultant team to vet technical information, inform policy development, and craft regulations.

SMP discussions will also occur in other community-wide forums. These forums will provide additional opportunities for information exchange and public input, and will occur as needed at key points during the process. Opportunities for community involvement (via open houses, surveys, hearings) will be advertised in the local newspaper and through other media (internet, radio, mailings, etc).

### Schedule and Outreach Activities

Each phase of the SMP Update presents unique opportunities for information exchange with local residents and interested stakeholders. The information exchanges help to educate the public about the importance of sound shoreline management and help the project team gain local knowledge and appreciation for the public's values and concerns.

Figure 1 on the following page lays out a framework for the SMP Advisory Committee meetings, public open houses, and public hearings within the phases of the SMP Update. The specific location and format of the meetings will be determined during the update process.

The project team will engage Duvall's citizens and interested stakeholders continuously throughout the process using a variety of methods and tools. This will include hosting a visioning workshop or possibly designing an on-line survey (using SurveyMonkey, for example) to solicit opinions on how the shoreline areas should be managed. This would build on and not duplicate work done in 2003 as part of the citywide visioning exercise as well as the work that went into the City's 2008 Parks and Open Space Plan.

### **Key Activities and Meetings**

The SMP Update will occur in phases, consistent with Ecology guidance and the City's Ecology grant. Phase 1, which included preparation of this PPP, and Phase 2 are occurring currently, during the first *grant* year of the update. Under the Grant Agreement, the project will occur over three years, with the first year running through June 2010, the second year from July 2010 to June 2011, and the third year starting in July 2011. Key outreach activities and meetings during the respective phases and grant years of the SMP Update are detailed below.

#### **Phase 1 (Year 1) COMPLETED**

- Project team meeting to identify the City's key objectives for the SMP Update and to discuss the public involvement strategy.

#### **Phase 2 (Year 1)**

- First Advisory Committee meeting: Intended to introduce the Advisory Committee to the SMP Update process, establish project team and Advisory Committee roles with regards to the committee, and provide review of the internal draft Inventory and Characterization Report. To occur in May 2010.
- Public meeting (open house): This will serve as the public 'kick-off' meeting for the project. It will provide an opportunity to present the draft Inventory and Characterization Report with key information conveyed and gathered as detailed in Figure 1 (next page). To occur after submittal of Task 2.3 deliverables to Ecology.

#### **Phase 3 (Year 2)**

- Second Advisory Committee meeting: Will be part of Task 3.1, and will be a key component of the visioning process. To occur in August 2010.
- Shoreline use, access, and restoration visioning efforts: The visioning effort will be the key component of Task 3.1. The project team will use targeted and City-wide strategies to gain public insight on shoreline goals. Anticipated approach is to use an online survey. To occur in August 2010.
- Third Advisory Committee meeting: Will be part of Task 3.5, during which Draft SMP goals, policies, and regulations will be reviewed. To occur after completion of the internal review Draft SMP.

#### **Phases 4 and 5 (Year 3)**

- Fourth Advisory Committee meeting: Will provide an opportunity for dialogue on restoration planning and revised goals, policies, and regulations, as detailed by Figure 1 below. This will occur during the Phase 4 effort.
- City Council / Public Hearing: These will occur as part of finalizing and adopting the SMP during the Phase 5 effort. Along with the 60-day comment period, this will provide an opportunity for formal comment on the Draft SMP before local adoption.

FIGURE 1. INFORMATION EXCHANGE AND ACTIVITIES DURING EACH PHASE OF THE SMP UPDATE.

Information Exchange		Outreach Activities
<b>Jurisdiction, Public Participation Plan (PPP)</b>		
 <ul style="list-style-type: none"> <li>Purpose of the update.</li> <li>Scope of work.</li> <li>City and State roles.</li> <li>Schedule and next steps.</li> </ul>	<ul style="list-style-type: none"> <li>Ways to become involved.</li> <li>Areas affected by the SMP and how they were determined.</li> </ul>	<ul style="list-style-type: none"> <li><b>Posted on website:</b> Notice of project initiation; Jurisdiction map and PPP.</li> <li><b>Newspaper article</b> introducing SMP Update project.</li> <li><b>Key stakeholders</b> contacted for initial input and information.</li> </ul> 
 <ul style="list-style-type: none"> <li>Who wants to be on mailing list?</li> </ul>		
<b>Inventory, Analysis and Characterization</b>		
 <ul style="list-style-type: none"> <li>Current conditions and ecological values of the shoreline area.</li> <li>Affects of human use and development.</li> <li>Key management objectives (and affects on ecological values).</li> </ul>	<ul style="list-style-type: none"> <li>Posted on website: Inventory report and maps.</li> <li><b>Advisory Committee meets</b> to plan and discuss inventory and begin policy formulation.</li> <li><b>Public attends open house</b> to hear inventory and characterization findings and provide comment.</li> <li><b>Key stakeholders</b> receive copy of inventory and characterization results.</li> </ul>	
 <ul style="list-style-type: none"> <li>Anecdotal information about shoreline areas.</li> <li>Is the inventory information accurate and are conditions characterized appropriately?</li> <li>Are inventory management priorities consistent with local goals?</li> <li>Do we know enough about conditions to make policy decisions?</li> </ul>		
<b>Visioning, Designations, Goals, Policies, Regulations, Admin Provisions, &amp; CIA</b>		
 <ul style="list-style-type: none"> <li>Suggested goals and policies to achieve the City's visions for the shoreline.</li> <li>Draft provisions for allowed uses and potentially restricted activities in the shoreline.</li> <li>Strategies for preventing cumulative adverse impacts to the shoreline environment.</li> </ul>	<ul style="list-style-type: none"> <li><b>Shoreline visioning meeting or on-line survey:</b> public offers views on shoreline goals.</li> <li><b>Posted to website:</b> Draft goals, policies and regulations.</li> <li><b>Advisory Committee meets</b> to discuss key policy and regulatory provisions.</li> <li><b>Public attends open house</b> to hear draft policies and regulations and provide comment.</li> <li><b>Key stakeholders</b> receive copy of draft SMP provisions</li> </ul>	
 <ul style="list-style-type: none"> <li>What is the public's vision for the shoreline area?</li> <li>Agreement on general purpose statement of the SMP?</li> <li>What shoreline attributes do the citizens value and what do they want to improve or change?</li> <li>Agreement on the allowed uses and general provisions for environmental protection.</li> <li>How should the city handle redevelopment of shoreline properties?</li> <li>What are the best strategies for preventing cumulative adverse effects?</li> </ul>		
<b>Restoration Plan, Revisit and Finalize SMP, Document No Net Loss</b>		
 <ul style="list-style-type: none"> <li>Opportunities to improve shoreline conditions and enhance public access to the shoreline.</li> <li>Full draft of the SMP policies and regulations and a summary of how they contribute to the No Net Loss requirement.</li> </ul>	<ul style="list-style-type: none"> <li><b>Posted to website:</b> Draft restoration plan and SMP.</li> <li><b>Advisory Committee meets</b> to revisit key SMP provisions (if needed).</li> <li><b>Public attends open house</b> to provide comments on revised SMP.</li> <li><b>Key stakeholders</b> receive copy of draft restoration plan and revised SMP.</li> </ul>	
 <ul style="list-style-type: none"> <li>How should No Net Loss be defined?</li> <li>Are the restoration opportunities accurately described?</li> <li>Are the public access opportunities adequate and consistent with City goals?</li> </ul>		
<b>SEPA Review, Local Approval</b>		
 <ul style="list-style-type: none"> <li>SEPA determination.</li> <li>Reason for local action.</li> <li>Response to formal public comment.</li> </ul>	<ul style="list-style-type: none"> <li>City initiates formal 60-day public review.</li> <li>City issues SEPA determination.</li> <li><b>Public gives formal testimony</b> on draft and final SMP at PC and Council hearings.</li> <li><b>Key stakeholders</b> can submit formal public comments, testify at hearings and comment on SEPA determination.</li> </ul>	
 <ul style="list-style-type: none"> <li>Formal comments and testimony.</li> </ul>		



Information to convey



Information to gather

## **Documentation**

Information generated from the consulting team, web based and citizen surveys, public comments and Advisory Committee meetings will be compiled and organized in a user-friendly format. This information will be used to define shoreline issues and proposals to resolve such issues and will be available on the City's web site and on file with the City Clerk.

Activities will be documented in the SMP checklist consistent with the grant agreement for the SMP Update. Submittal of the SMP checklist will occur at the end of each phase of the project and will demonstrate how public participation efforts comply with this plan and with Ecology guidelines.

## **Public Review**

The public will be invited to share concerns and interests in written form as well as participate in public meetings. As draft documents are developed, they will be made available for public review and presented at public meetings and/or open houses. Prior to adoption of the SMP by the Department of Ecology, at least one public hearing will be held in accordance with RCW 90.58.120.