



Planning and Building Division Briefing Memorandum

Date: August 30, 2018
To: Planning Commission
From: Nate Schildmeyer – Assistant Planner
Re: **SMP Update – Public Participation Plan**

PURPOSE:

Review the Public Participation Plan for the City’s Shoreline Master Program update.

ATTACHMENTS:

1. Public Participation Plan Draft
2. Map of Shoreline Jurisdiction and Current Shoreline Designations

BACKGROUND:

As required in RCW 90.58.080(4)(b)(i), the City of Bonney Lake is required to undertake a periodic review and update of the Shoreline Master Program (SMP). This review and update is required to be completed and submitted to the Department of Ecology on or before June 30, 2019. The SMP is the set of regulations enacted in the Bonney Lake Municipal Code (BLMC) Chapter 16, division III that regulates all development activities within the State-designated shoreline jurisdictions of the City. The shoreline jurisdiction consists of all landward areas within 200 linear feet of the Ordinary High Water Mark (OHWM), as designated by the State of Washington. One critical, required component of the review and update process is a Public Participation Plan (PPP).

As a practical matter, the City’s SMP is primarily the governing set of regulations that apply to development in and around Lake Tapps. The SMP adopted in 2014 was, in some ways, a huge departure from the previous SMP regulation that had been in place since the early 1970’s and had remained unchanged for decades. There has been a ‘learning curve’ as property owners that have lived on the Lake for years have gotten used to new regulations as to what they can do with their structures and vegetation, and as new property owners move into the City and find that they may not be allowed to develop their properties in ways that seem common to other properties in their neighborhood.

Taking some of these ‘lessons-learned,’ and incorporating the guidance on new case law and requirements provided by the Department of Ecology, the City is undertaking this effort to update our SMP. One of the critical components of this endeavor is gathering feedback from citizens, stakeholders, and interested parties so that the amended SMP not only keeps the City compliant with our legal regulatory requirements, but so that it is also reflective of community values and existing development



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patterns in and around Lake Tapps. The attached draft of the City's Public Participation Plan is being presented to the Planning Commission for consideration in order to solicit feedback and guidance on the strategy City staff has developed to gather input from all corners of the community that have an interest in the SMP regulations. Once the Planning Commission provides comments on the PPP, City staff will prepare to submit it to the Department of Ecology for final approval.

DISCUSSION:

City staff is looking to the Planning Commission to provide feedback on the Public Participation Plan that has been prepared. Are there other groups of stakeholders that are being overlooked? Are there other outreach methods that are not being taken advantage of that may yield useful input to incorporate into the revised SMP?

The focus for this discussion is not yet what changes are required and/or called for with the current regulations—this part of the process only pertains to the City's initial strategy for stakeholder outreach. The primary objective to give all interested parties the opportunity to be meaningfully involved throughout the update process.



BONNEY LAKE'S SMP

2019 Periodic Update

PUBLIC PARTICIPATION PLAN

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INTRODUCTION

Bonney Lake's Shoreline Master Program (SMP) is the regulatory vehicle for implementing the State's Shoreline Management Act (SMA). The City is currently undertaking the periodic review of its program, as required by RCW 90.58.080(4). The SMA requires that the City conduct periodic review and revision of the program, so that the City's SMP remains current with changes in laws and rules, remains consistent with other City regulations and plans, and responds to changes in circumstances, new information, and improved data.

One of the key features of the review and update process for the SMP is a robust plan for public engagement and participation. Through the Public Participation Plan (PPP), the City will endeavor to engage with a broad range of stakeholders throughout the update process. From this early stage through the final adoption of revised regulations and rules, input from the community will be vital in shaping the updates to the SMP.

This PPP describes the specific steps that the City of Bonney Lake will take to provide opportunities for public engagement and public comment, as well as contact information for City of Bonney Lake staff and easy access to informational resources. The primary staff contact for the project is:

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This plan expands upon the minimum requirements for public participation required by the City of Bonney Lake's Municipal Code (BLMC) Section 14.140. This plan is a working framework, and is intended to be flexible based on the input that is received. It may be adjusted as needed to accomplish the City's goal of providing for the greatest and broadest public participation possible, consistent with the Shoreline Management Act, Growth Management Act, and section 3 – Public Involvement of the Implementation Element of *Bonney Lake 2035*.

1.0 PUBLIC PARTICIPATION GOALS

- 1.1 Provide interested parties with timely information, an understanding of the process, and multiple opportunities to review and comment on proposed amendments to the SMP.
- 1.2 Actively solicit information from citizens, property owners and stakeholders about their concerns, questions and priorities for the Periodic Review process.
- 1.3 Encourage interested parties to informally review and comment on proposed changes to the SMP throughout the process and provide those comments to decision makers.
- 1.4 Provide forums for formal public input at project milestones prior to decision-making by local officials.

1.5 Consult and consider recommendations from neighboring jurisdictions, federal and state agencies, and Native American tribes.

2.0 PUBLIC PARTICIPATION OPPORTUNITIES

The City of Bonney Lake is committed to providing multiple opportunities for public participation throughout all phases of the update process, not only to satisfy the State's mandatory requirements for the SMP update but also to allow the community to have a truly meaningful voice in the final version of the adopted shoreline regulations. The City of Bonney Lake will use a variety of communication tools to inform the public and encourage their participation, including the following:

2.1 Website – The City of Bonney Lake's website includes a dedicated Shoreline Management page where interested parties will be able to access status updates, draft documents, official notices, minutes and other project information throughout the entire update process. The webpage will be the primary repository of all public information related to the Periodic Review process. The page will include who to contact for more information and an email link for questions and comments.

2.2 Community and Neighborhood Groups – The City of Bonney Lake may coordinate targeted meetings to solicit neighborhood-specific feedback through known Home Owner Association (HOA) groups that include properties that fall within the shoreline jurisdiction.

2.3 Open Houses – The City will initiate the public Periodic Review effort with a community-wide open house at the Bonney Lake Senior Center to be scheduled for a date in late October or early November. Additional open houses will be scheduled at other locations in proximity to the areas around Lake Tapps at opportune times (tentatively January and March of 2019) later in the update process to present progress and solicit additional feedback.

2.4 Notice Mailing List – The City maintains an email list of interested parties which will be used to notify interested parties regarding Periodic Review progress and participation opportunities. The City will also develop a project-specific list that will be used specifically in this Periodic Update effort in order to ensure that all parties interested specifically in the SMP update have the opportunity to stay abreast of all progress and updates.

2.5 Public Comment – Interested parties will be encouraged throughout all phases of the update process to provide comments to the City of Bonney Lake by letter or email. All comments will be included in the project file, and will be presented to the Planning Commission (through inclusion in the Planning Commission packet materials) as the Commission considers matters related to the SMP update. Assistant Planner Nate Schildmeyer will be the primary point-person for collecting and organizing all comments received, and the official electronic file will be the official repository for feedback received from the public and stakeholders. All documents, including all comments received, will be available for review at the City of Bonney Lake Permit Center front counter, and electronic sharing of comments will be available for any interested party.

2.6 Planning Commission – The Planning Commission will be the primary forum for detailed review and recommendations to the City of Bonney Lake City Council. Interested parties are

encouraged to attend and provide comments during the Planning Commission deliberations and public hearings. Official notices will be posted in the manner proscribed in the Bonney Lake Municipal Code (BLMC).

2.7 News Media – Any interested local media outlets will be kept up-to-date on the Periodic Review process and receive copies of all official notices, per City policies for official press releases. The City will strive to work productively with local news media (Bonney Lake Courier-Herald) to disseminate information related to the SMP Update. Examples of potential outreach activities through the local news media may include, but are not limited to: interviews of key staff and elected officials focus articles, and public forums.

2.8 Social Media – The City's social media accounts will be regularly updated with reports of the progress of the Periodic Review process. The City's Facebook and Twitter accounts, along with the City's blog, will include regular updates regarding the progress being made in the update process.

2.9 Mass Mailing – The City will send out at least one informational mailing to all property owners within the shoreline jurisdiction. This mailing will be timed to go out near the initiation of the public engagement process.

2.10 Parks Commission – Because the City has a significant interest in how the SMP regulations impact operations, development, and maintenance at Allan Yorke Park, City staff plan to make at least one presentation at a Parks Commission meeting during the update process.

3.0 LIST OF STAKEHOLDERS

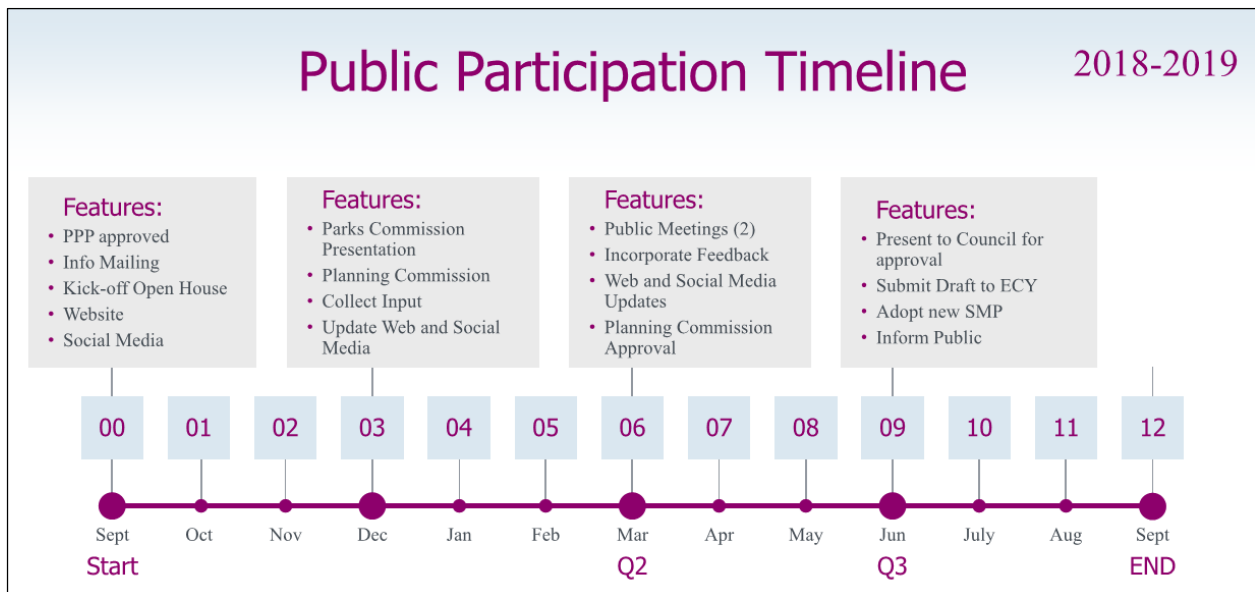
A variety of groups and agencies, in addition to the residents and property owners around Lake Tapps, may have interest in this update of Bonney Lake's SMP. The City will attempt to notify these stakeholders of all meeting dates, draft materials, and public hearing dates throughout the SMP update process by using the master planning notification list for regular updates. In addition, the City will formulate a supplemental, project-specific contact list for this SMP update for stakeholders that may have specific interest in shoreline regulations, and who don't want alerts regarding all projects and applications in the City. These stakeholders can be categorized as follows:

- **Property Owners:** Residents that own properties that lie within the area of the shoreline jurisdiction of the City. This includes Cascade Water Alliance (CWA), the property owner that owns the lakebed areas of Lake Tapps and most of the adjacent shoreline. CWA is a critical stakeholder and partner with the City in regard to regulating the City's shorelines and over-water areas.
- **Other Nearby Jurisdictions**
- **Regional Organizations**
- **State agencies**
- **Tribal governments**

- **Public Agencies**
- **Business Groups and Trade Organizations**
- **Environmental Organizations and Conservation Groups**
- **Historic Preservation Groups**
- **Non-motorized Transportation Groups**

In addition to the above list of agencies or organizations, any individual or other group that request to be added to the notification list will be added and sent notices as discussed above.

4.0 PUBLIC PARTICIPATION TIMELINE



5.0 PUBLIC COMMENT PERIODS AND HEARINGS

The Planning Commission will conduct a public comment period and at least one public hearing to solicit input on the Periodic Review before forwarding a recommendation on the matter to the City Council. The City Council will hold at least one public hearing before final adoption.

The City of Bonney Lake will coordinate with the Department of Ecology on public notification of comment periods and hearings to take advantage of Ecology’s optional SMP amendment process that allows for a combined state-local comment period (WAC 173-26-104).

Public notice of all hearings will state who is holding the comment period and/or hearing, the date and time, and the location of any public hearing. Notices will be published per official

policy and comply with all other legal requirements such as the Americans with Disabilities Act. A notice will be sent to the project email list (2.4, above), the City's general email notification list, and the Department of Ecology.

BONNEY Lake

Shoreline Master Program

Map Legend

Environmental Designations

- Park
- Shoreline Residential
- Shoreline Multifamily
- Aquatic Environment
- Printz Basin Flume Terminus
- Fennel Creek Tributaries
- Bonney Lake City Limits

Inset*

Environmental Designations

- Natural
- Fennel Creek
- Bonney Lake City Limits

* Inset is parcel # 0519092017
 The map features are approximate and are intended only to provide an indication of said feature. Additional areas that have not been mapped may be present. This is not a survey. Orthophotos and other data may not align. The County assumes no liability for variations ascertained by actual survey. ALL DATA IS EXPRESSLY PROVIDED 'AS IS' AND 'WITH ALL FAULTS'. The County makes no warranty of fitness for a particular purpose.

