

SHORELINE MASTER PROGRAM: PERIODIC REVIEW PUBLIC PARTICIPATION PLAN

Introduction

The Town of Coupeville is undertaking a periodic review of its Shoreline Master Program (SMP), as required by the Washington state Shoreline Management Act (SMA), RCW 90.58.080(4). The SMA requires each SMP to be reviewed, and revised if needed, on an eight-year schedule established by the state Legislature. The review ensures the SMP stays current with changes in laws and rules, remains consistent with other Coupeville plans and regulations, and is responsive to changed circumstances, new information and improved data.

A Public Participation Plan is required to describe how the Town will encourage early and continuous public input throughout the SMP review process, including steps that the Town will take to provide opportunities for public engagement and public comment.

This plan is a working document and will be adjusted as needed to provide for the greatest and broadest public participation over the course of the periodic review process.

Public Participation Goals

- Provide interested parties with timely information, an understanding of the process, and opportunities to review and comment on proposed amendments to the SMP.
- Actively solicit information from citizens, property owners and stakeholders about their concerns, questions and priorities for the periodic review process.
- Encourage interested parties to informally review and comment on proposed changes to the SMP throughout the process and provide those comments to decision makers.
- Provide forums for formal public input at project milestones prior to decision-making by local officials.
- Consult and consider recommendations from neighboring jurisdictions, federal and state agencies, and local Native American tribes.

Public Participation Opportunities

The Town of Coupeville is committed to providing opportunities for public participation throughout the process and will use appropriate communication tools to inform the public and encourage participation, including the following:

Town Staff

At any time during the Periodic Review process, the Planning Department can be reached with any comments or questions via the following methods:

Telephone: (360) 678-4461, ext. 103

E-mail: planner@townofcoupeville.org

Mail: P.O. Box 725
Coupeville, WA 98239

Website

The Town's website will be periodically updated throughout the adoption process to include draft documents and a FAQ document for public review. The webpage will be the primary repository of all information related to the periodic review process. This page can be found at: <https://townofcoupeville.org/wp-content/uploads/2021/05/SHORELINE-MASTER-PROGRAM.pdf>. Additionally, Planning Commission meeting agendas and minutes can be found on their webpage. This page can be found at: <https://townofcoupeville.org/info-documents/minutes-agendas/>.

E-mail Notifications

An email list of interested parties will be created and maintained by the Town. The list will be used to notify interested parties regarding SMP Periodic Review progress and participation opportunities. Interested parties can be added to the list by contacting Donna Keeler, Planning Director, at (360) 678-4461, ext. 103, or planner@townofcoupeville.org.

Comment

Comments to the Town by letter or e-mail are encouraged (see "Town Staff" above). All comments during the joint public comment period will be provided to the Town Council during their meetings. Comments during the joint comment period and joint public hearing will also be provided to the Washington State Department of Ecology.

Planning Commission

The Planning Commission will be the primary forum for detailed review and recommendations to the Town Council. Interested parties are encouraged to attend and provide comments during the Planning Commission and/or Town Council meetings. Official meeting notices will be published as established in the Town policy. Planning Commission meeting agendas and minutes can be found at: <https://townofcoupeville.org/info-documents/minutes-agendas/>.

Public Comment Periods and Hearings

The Planning Commission will hold an introductory meeting to discuss the periodic update including discussing stakeholders to be included in the process, what the process includes and what it does not include, and to answer any questions the Commission might have prior to their review of the updated document. A public hearing will be held before the Planning Commission near the conclusion of the 30-day public comment period. The Planning Commission will provide recommendation to the Town Council for Amendments to the SMP.

The Town 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. At this time, public meetings and hearings will take place in an online format until further notice. A notice will be sent via the email list (see “E-mail Notifications” above) and the Department of Ecology.

Following the joint public comment period, the Town will provide documentation of comments received, Town responses to comments, and proposed amendments based on public comments and the public hearing. Upon initial determination from the Department of Ecology, the Town Council will be forwarded the Planning Commission recommendation and any recommendations received from Ecology. The Town Council will hold a public meeting to adopt the proposed SMP amendments.

Stakeholders

The Town of Coupeville will reach out to the following stakeholders:

- Washington Department of Ecology
- Washington Department of Fish and Wildlife
- Washington Department of Commerce
- Department of Natural Resources
- Army Corps of Engineers
- Town Historic Preservation Commission
- Trust Board for Ebey’s Landing Historic Reserve
- The Port of Coupeville
- Swinomish Tribe
- Island County Planning & Community Development
- Whidbey Island Conservation District
- Shoreline Property owners

Timeline

The following is a general timeline including anticipated public participation opportunities. The timeline may be modified as the project progresses. A detailed timeline will be posted on the periodic review webpage. The Town will coordinate with the Department of Ecology throughout the process.

April	Public Participation Plan sent to Ecology Email notification sent to stakeholders and interested parties
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Public Participation Plan
 Shoreline Master Program Periodic Update
 Town of Coupeville
 June 2021

March - April	Review SMP and other relevant Town codes and policies Draft Periodic Checklist available on website
May	Planning Commission - SMP introduction meeting
June - July	Planning Commission Workshop to discuss draft Ecology Periodic Checklist
July - August	30-day public comment period on draft revisions Online Public Hearing before Planning Commission during 30-day public comment period Environmental review (SEPA) Respond to public comment Submit to Ecology for initial determination / receive Ecology's initial determination
September - November	Revise SMP document post-Ecology review Planning Commission recommendation to Town Council Town Council study session and adoption Final submittal to Ecology