



## City of Chewelah Shoreline Master Program Periodic Update: 2022-2023 Timeline & Public Participation Plan

	Workflow Step	Grant Deliverables	Notes/ Comments	Time Duration/Notes
<b>Project Setup – Public Participation Plan &amp; Coordination</b>				
1.	Kickoff Meeting (City/SCJ/Ecology)	4/5 @ 11am	Virtual	
2.	Draft Public Participation Plan and Submit to Ecology	May 20	SCJ	
3.	Ecology Reviews and sends comments if necessary	May 31	Send back to SCJ & Chewelah	1 week
4.	SMP Draft 1 sent to Ecology for review and comments	May 20 – June 3	Ecology sends comment back to SCJ. If warranted, set up a follow up meeting to discuss changes.	2 weeks
5.	SCJ/Chewelah finalizes PPP and make the SMP webpage public, including necessary documentation	December 16, 2022		

## Draft Amendments

6.	<b>Consider the purpose and scope of potential amendments.</b> Draft 1 finalized	Early December 2022	SMP update strictly a periodic update Submit the checklist and Draft SMP to Ecology for review.	2 week review period (same task as item 3)
7.	<b>Consult with Ecology:</b> Ecology Preliminary Review of Draft 1 SMP and checklist and sends back comments, set up meeting with Ecology for discussion	December 12, 2022		Review meeting w/ Ecology
8.	SCJ updates SMP and checklist in response to Ecology comments. Publish SMP draft online for public comments	End of December		
9.	SCJ conducts City Council Public Workshop	January 4, 2023	Public input (in person engagement w/ online option)	
10.	Address comments, update the SMP as necessary – Draft 2	January 6, 2023	DoE checklist and amendments review, revisions.	

## Local Public Comment Period and Hearing

11.	Publish combined Notice of Application and Hearing Notice (Hearings Examiner hearing)	Last week of December		Complete draft notice prior to December 23. Issues notice last week of December Schedule Hearing Examiner week 2-3 in January noticing includes a 15-day comment period
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12.	Hearing of the Hearings Examiner Consider and respond to comments	Hearing: January 10, 2023 Response: End of January 2023	Per CMC 18.20.030 (L)	Expect 14-days – 1 month to receive the recommended determination from the Hearings Examiner
13.	Joint Ecology and local workshop with City Council	February 1, 2023	Intent: Council to agree to move SMP into the Initial Determination stage.	

### Request Initial Determination of Consistency from Ecology

14.	<b>Provide a complete initial submittal to Ecology</b>	February 2, 2023	SMP Record Checklist, track changes	
15.	<b>Receive Initial Determination from Ecology.</b> Consider any required or recommended changes	February 28, 2023	Ecology will only send big changes; these are changes that must be updated.	
16.	<b>30-day comment period</b>	Starts February 2, 2023 Ends March 2, 2023		
17.	<b>Make final modifications</b>	March 3, 2023		

## Local Adoption of SMP Amendments

18.	Chewelah submits GMA 60-day Notice of Intent to Adopt Regulations.	March 3, 2023 – May 26, 2023	All these steps are required prior to the submittal for the initial determination	60 days- w/ recommendation to run the other comment periods concurrently within this 60-day period.  SEPA Review
19.	City Council (local) Hearing and Adoption of Amended SMP.	June 7, 2023		

## Submit Final SMP Amendment to Ecology for Approval

20.	<b>Provide complete submittal per WAC 173-26-110</b>	June 8 <sup>th</sup> or 9 <sup>th</sup> , 2023		
21.	<b>Receive formal approval letter from Ecology</b>	June 2023		
22.	<b>SMP will be effective 14-days after Ecology approval</b>	June	<i>Understanding: Ecology may not get this back to us until summer/fall.</i>	

\* City Council meetings are the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month at 6:30 PM.

# Public Participation Plan

## Introduction

City of Chewelah 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 be reviewed and revised, if needed, on an eight-year schedule established by the Legislature. The review ensures the SMP stays current with changes in laws and rules, remains consistent with other City of Chewelah plans and regulations, and is responsive to changed circumstances, new information and improved data.

A Public Participation Plan is required to describe how City of Chewelah will encourage early and continuous public participation throughout the process of reviewing the SMP. This Public Participation Plan describes the steps that City of Chewelah will take to provide opportunities for public engagement and public comment, as well as City of Chewelah's contact information and web addresses.

This plan is in addition to any other minimum requirements for public participation required by City of Chewelah Code. This plan is a working document and will be adjusted as needed to provide for the greatest and broadest public participation.

## 1.0 Public Participation Goals

- Provide interested parties with timely information, an understanding of the process, and multiple 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 (including a minimum of one public hearing) at project milestones prior to decision-making by local officials.
- Consult and consider recommendations from neighboring jurisdictions, federal and state agencies, and Native American tribes.

## 2.0 Public Participation Opportunities

City of Chewelah is committed to providing multiple opportunities for public participation throughout the SMP periodic review and update process.

### 2.1 Website and Social Media

City of Chewelah's existing SMP-specific webpage (<https://www.cityofchewelah.org/planning>) will be updated to include SMP Periodic Review content where interested parties can access status updates and materials, draft documents, official notices, minutes and other project information. This webpage will be the primary repository of all information related to the Periodic Review process. In addition, the page will include City of Chewelah Planning staff and/or consultants to contact for more information and an email link for questions and comments.

### 2.2 Comment

Interested parties will be encouraged to provide comments to City of Chewelah by letter or email. All comments will be forwarded to the City of Chewelah City Council at the time of their respective formal reviews. The SMP Periodic Review & Update webpage will be the central repository for information under consideration. Documents will be available for review at the City of Chewelah and copies will be provided at the established copying cost. In addition to sharing comments in written form, the public is also invited to participate in public meetings. 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.

### 2.3 City Council

Interested parties are encouraged to attend and provide comments during the City Council workshops and public hearing. Official notices will be published as established in the City of Chewelah and Washington State policies.

### 2.4 Newspaper

The local newspaper will be kept up to date on the Periodic Review process and receive copies of all official notices.

## 3.0 List of stakeholders

Through the focused public participation process, City of Chewelah will provide opportunity for engagement from the following stakeholders:

- City of Chewelah residents
- Affected City of Chewelah Departments
- Affected State and Federal agencies of jurisdiction
- State and local agencies and tribes

## 4.0 Public Comment Periods and Hearings

City of Chewelah Administrators and consultant SCJ Alliance will conduct a joint public workshop with local Washington State Department of Ecology staff to provide an overview of the process and provide initial information about where parties may comment. The City of Chewelah City Council will hold one anticipated public hearing to solicit input on the Periodic Review. Depending on interest and testimony during the public hearing, City of Chewelah may elect to hold one or more additional public hearings before final adoption. Recommendations of the City Administrator and the Consultant SCJ Alliance, following a public hearing, will be forwarded to the City of Chewelah City Council for final review and consideration. The City Council may elect to make a decision with or without additional public hearings prior to forwarding its final decision to the WA State Department of Ecology for final approval.

City of Chewelah and SCJ Alliance will coordinate with the Department of Ecology on public notification of comment period(s) and hearing(s) 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 the comment period, the workshop or hearing information including the date and time, and the location. Notices will be published per official Chewelah policy and comply with all other legal requirements such as the Americans with Disabilities Act. A notice will be sent to the Department of Ecology.