

**Public Participation Plan  
for  
City of Mountlake Terrace**

**Shoreline Master Program  
Update**

**November 2009  
Revised December 2009**

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## **BACKGROUND**

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This Public Participation Plan is intended to provide a process for public involvement to support the Update of the City of Mountlake Terrace (City) Shoreline Master Program (SMP).

The Update is a partnership between the City and the Department of Ecology (Ecology), and is partially funded through a grant obtained by the City through Ecology.

The SMP Guidelines (WAC 173-26), provide guiding parameters, standards, and review criteria for local SMPs. WAC 173-26-201(3) (b), “Participation Requirements,” indicates that local governments shall comply with the provisions of RCW 90.58.130, which states:

To insure that all persons and entities having an interest in the guidelines and master programs developed under this chapter are provided with a full opportunity for involvement in both their development and implementation, the department and local governments shall:

(1) Make reasonable efforts to inform the people of the state about the shoreline management program of this chapter and in the performance of the responsibilities provided in this chapter, shall not only invite but actively encourage participation by all persons and private groups and entities showing an interest in shoreline management programs of this chapter; and

(2) Invite and encourage participation by all agencies of federal, state, and local government, including municipal and public corporations, having interests or responsibilities relating to the shorelines of the state. State and local agencies are directed to participate fully to insure that their interests are fully considered by the department and local governments.

Additionally, the SMP Guidelines indicate that the provisions of WAC 173-26-100 apply, as do the provisions of RCW 36.70A.140 (for jurisdictions planning under the Growth Management Act, which includes the City).

## **OBJECTIVES**

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The objectives of this Public Participation Plan are to:

- Educate a broad cross-section of the community about the purpose and goals of the SMP Update;
- Provide ample opportunities for public involvement in the SMP Update process;
- Ensure Key Parties know about the SMP Update and provide opportunities for involvement;
- Develop options for future use and an understanding of community preferences regarding shoreline land use, public access, and restoration;
- Promote stewardship of the city’s shorelines.

## KEY PARTIES

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The City's shoreline jurisdiction is approximately half of Lake Ballinger; the remainder of the lake lies within the City of Edmonds. The "Key Parties" for the SMP Update include representation from adjacent local jurisdictions located within the Lake Ballinger watershed.

Key Parties for the SMP Update include:

- Lake Ballinger Watershed Forum
- City of Edmonds
- Mountlake Terrace Planning Commission
- City of Mountlake Terrace (including the Recreation and Parks Department)
- Property owners and residents within ¼ mile of the shoreline (including Nile Temple)
- Mountlake Terrace Business Association
- Neighborhood Park Advisory Committee
- Any local environmental groups (none known yet)
- Any other identified individuals or groups
- Department of Ecology
- Department of Fish and Wildlife
- Department of Commerce

## PUBLIC PARTICIPATION OUTREACH STRATEGIES

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A variety of outreach strategies will be employed to maximize public participation during the SMP Update process. These outreach strategies include:

### *City Webpage*

Set up a City webpage dedicated to the SMP update

Populate the SMP webpage with

- General information about the SMP update
- Information on the purpose, process and participation options
- A schedule of upcoming SMP Update events
- SMP Update work products

Use the Webpage to offer users information and the ability to submit comments on the SMP Update electronically

Update the SMP website (ongoing)

Announce meetings, work sessions and hearings on the webpage

Provide links to planning documents related to the SMP Update

## ***Mailings***

Send a flyer or postcard to city addresses to inform the community of the SMP process

Public hearing notices, as required

See below for “other types of communication”

## ***Other types of communication***

Develop email list for sending SMP updates including information, events and milestones (ongoing):

Send SMP updates via email (or by some other means by request to Key parties/Stakeholders (see list above) (ongoing)

Prepare a SMP flyer/postcard to initiate public outreach

Mail postcard announcing SMP update to City addresses

Distribute periodic press (news) releases to local newspapers at key points and events in the SMP Update process.

Publish City Happenings newsletter articles (bi-monthly publication)

Update the City’s Executive Leadership Team (monthly)

Inform Planning Commission of progress on SMP in the Community & Economic Development Director’s bi-monthly memo to the Commissioners, as applicable

## ***Meetings, work sessions, hearings***

Announce meetings, work sessions and hearings by three or more of the following:

- via email
- publication in the local newspaper
- post at official posting places,
- post on City website and issue news releases

Conduct at least six (6) public meetings/work sessions

- to provide SMP information
- to seek comments
- to be held at key points during the SMP Update process
- generally timed to coincide with the production of draft SMP update work products

#### Meeting/work session framework

- Hold a public open house or workshop to kick off process (neighborhood or citywide), after shoreline inventory has been completed
  
- Other meetings/work sessions to solicit feedback on:
  - Conduct SMP visioning process (short-term, long-term) with focus on affected Neighborhood Districts and use of information from previous visioning efforts (subarea plans)
  - Draft SMP goals, policies, and regulations to reflect requirements, shoreline characteristics, and public input
  - Draft environment designations and management policies that can implement the SMP goals and policies
  - Draft restoration plan for subject shoreline designations
  
- Conduct at least two (2) public hearings on the proposed SMP
  - Planning Commission
  - City Council

#### ***Presentations***

Make informal presentations to interested groups (such as Lake Ballinger Watershed Forum, Neighborhood Parks Advisory Board, other)

Communicate with summary memos, staff reports, power point presentations, display boards, topical handouts

Make informal and/or formal presentations at Planning Commission and City Council meetings/work sessions

Make formal presentations at Planning Commission and city Council hearings

## **DOCUMENTATION**

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Public outreach strategies and public comment will be thoroughly documented. Materials distributed for public outreach will be retained, as will records of public comment received. This material will be part of the official record presented during the public hearings and will be part of the reports accompanying the draft and final SMP Update documentation.