

**The City of Tonasket**  
**Shoreline Master Program Comprehensive Review**  
**Public Participation Plan 2022-2023**

**Project Description**

Tonasket is conducting a comprehensive review and a periodic update of its Shoreline Master Program (SMP) and is seeking to engage with the public and stakeholders for input and comments. The SMP helps our community plan for the future, balancing shoreline development with environmental protection, and provide for access to public shores and waters. The City wants to know what YOU value about shorelines and any issues YOU would like the SMP to address.

**What is the SMP?**

The SMP is a tool to plan and regulate the use of Washington shorelines. The SMPs are local land use policies and regulations that guide the use of Washington shorelines, public and private. The SMP's aim is to protect the shoreline for future generations, provide for public access to public waters and shores, and plan for shoreline use. The City's SMP includes our community's goals, policies, regulations, and programs focused on development, conservation, use, and restoration of our shorelines.

**Why Do We Care About Shoreline Management?**

The Shoreline Management Act (SMA) is intended to prevent inherent harm in developing Washington's shorelines. The SMA requires all counties and most cities and towns with shorelines to develop and implement a SMP.

**What is a Comprehensive Review?**

The comprehensive review is meant to look at what has changed in the community and in the rules and bring our SMP, from September 2012, up to date. It is required under RCW 90.58.080(2) to make sure the City complies with the requirements of the SMA. The comprehensive review includes this public participation plan, a shoreline inventory, a cumulative impacts analysis, and a restoration plan.

**Why Is Public Participation Important?**

Since public use and enjoyment is the primary purpose of the SMA, the public needs an opportunity to participate. A Public Participation Plan (Plan) is required to describe how the City will encourage early and continuous public participation throughout the process of reviewing the SMP. This Plan describes the steps that Tonasket will take to provide opportunities for public engagement and public comment.<sup>1</sup> This plan is a working document and will be adjusted as needed to provide for the greatest and broadest public participation.

**Public Participation Goals**

- Provide the public, all generations, including school age children, with timely information, an understanding of the process, and multiple opportunities to review and comment on proposed amendments to the SMP. Provide translated materials.
- Actively solicit information from citizens, property owners, and stakeholders about their concerns, questions and priorities for the process.
- Encourage the public to informally review and comment on proposed changes to the SMP throughout the process and provide those comments to decision makers.

---

<sup>1</sup> This plan is in addition to any other minimum requirements for public participation required by Tonasket Municipal Code.

- Provide online workshops, meetings and hearings for both informal and formal public input at project milestones prior to decision-making by local officials.
- Consult and consider recommendations from neighboring jurisdictions, federal and state agencies, the County PUD and Native American tribes.

The following is a general timeline that includes anticipated public participation opportunities. An up-to-date timeline will be posted and maintained on the City’s website: <https://www.tonasketwa.gov>

**SMP Periodic Review  
Timelines and Process**

**Tasks**

**PROJECT OVERVIEW AND INITIATE  
PUBLIC PARTICIPATION  
May 2022 – June 2022**

June 20, 2022 PC meeting

- SMP Update Power point
- Review public participation plan
- Announce launch of website and survey
- Engage with public and stakeholders

**PERIODIC REVIEW CHECKLIST  
July – October 2022**

August 16, 2022 PC Meeting

- Review periodic update checklist
- Engage with public and stakeholders

**DRAFT UPDATED MASTER PROGRAM  
September – December 2022**

November 15, 2022 PC Meeting

- Complete draft SMP
- Review draft code amendments
- Online open house refresh with draft code amendments
- Initiate public review and comment period

**PUBLIC REVIEW PROCESS  
December 2022 - February 2023**

January 17, 2023 PC Meeting

- Public hearing
- Revisit and revise based on comments
- Planning Commission Public Hearing
- Engage with public and stakeholders
- Recommendation to City Council

**COUNCIL APPROVAL  
March – June 2023**

March 14, 2023

- Final draft SMP
- City Council Public hearing

**STATE APPROVAL & ADOPTION  
May – June 2023**

April, 2023

- Submit draft amendments and checklist to Ecology for review
- Revise documents as needed
- Approval and adoption
- Submit final draft and checklist to Ecology for final determination

**Opportunities for Community Input - Outreach**

Tonasket is committed to providing multiple opportunities for community input throughout the process. The City will use a variety of outreach approaches to inform the community and encourage their participation, including the following:

<b>Website</b>	The City's website will include an SMP webpage where interested parties can access status updates, draft documents, official notices, links to online workshops, meetings and hearings, minutes and other project information. The webpage, expected to go live on June 30, 2022, will be the primary repository of all information related to the SMP process. The page will include who to contact for more information and an email link for questions and comments.
<b>Survey</b>	A community survey will be conducted during the months of July and August of 2022 to solicit specific feedback from interested parties and results will be posted on the webpage.
<b>Open House</b>	Tonasket will initiate the SMP process with a workshop on June 20, 2022. Public comments received during the Open House will be posted on the webpage.
<b>Mailing Lists</b>	An email list of interested parties will be created, advertised and maintained by the City. The list will be used to notify interested parties regarding SMP progress and participation opportunities. Interested parties will be added to the list by contacting the Clerk's Office.
<b>Comments</b>	Interested parties will be encouraged to provide comments to Tonasket by letter, email and/or participation in online meetings. All comments will be forwarded to the Planning Commission and Tonasket City Council. The webpage will be the central repository for information under consideration. Documents will be available for review on the City's webpage and at City Hall with advance notice and copies will be provided at the established copying cost.
<b>Planning Commission</b>	The Planning Commission will be the primary forum for detailed review and recommendations to the Tonasket City Council. Interested parties are encouraged to attend online workshops, meetings and hearings and provide comments during Planning Commission review and deliberations and/or City Council workshops and public hearings. Official notices will be published as established in City policy.
<b>City Council</b>	The City Council will receive monthly updates on the update process, proposed revisions and timelines.
<b>News Media</b>	The local news media will be kept up-to-date on the process and receive copies of all official notices.
<b>Field Trips</b>	Interested parties, such as seniors, community centers, Tribes, recreationalists, and schools will be invited on sponsor led field trips. Provide comment forms for instant feedback.
<b>Festivals, Fairs, Farmers Markets</b>	As requested set up information tables or booths to distribute information and speak with community. Provide comment forms for instant feedback.

<b>Social Media</b>	Engage with community via blog, Facebook, Instagram, Twitter, as available and appropriate.
<b>Workshops/Presentations</b>	Make presentations to stakeholder groups, community organizations, and neighborhood associations. Provide comment forms for instant feedback.

## Stakeholders

Tonasket will engage, at a minimum, with the following stakeholders:

<b>Shoreline Property Owners</b>	<b>Individual Shoreline Users</b>
Home and residential property owners Homeowner associations Business and industry owners Railroads Public property owners Public and private utilities	Shoreline area residents Shoreline users – those who fish, swim, paddle, boat and walk Residents generally interested in local planning Non-English speaking populations tourists and visitors
<b>Shoreline User Groups</b>	<b>Local and Regional Organizations</b>
Boating and paddling organizations Swimming clubs Fishing groups Beach watcher organizations Research, academic and educational institutions Sporting groups	Business groups such as the Chamber of Commerce Environmental organizations Conservation organizations Restoration and enhancement organizations Land use organizations Property rights organizations Ethnic organizations Neighborhood associations Real estate associations tourism agencies
<b>State Agencies</b>	<b>Tribes</b>
Department of Ecology Department of Fish and Wildlife Department of Natural Resources Department of Commerce Puget Sound Partnership Department of Health Department of Archaeology and Historic Preservation Department of Transportation	Confederated Tribes of the Colville Reservation Northwest Indian Fisheries Commission
<b>Federal Agencies</b>	<b>Local Officials</b>
U.S. Fish and Wildlife Service NOAA Fisheries U.S. Army Corps of Engineers	Neighborhood planning advisory groups Planning Commission SMP advisory groups

Federal Emergency Management Agency U.S. Environmental Protection Agency	Appointed Officials Elected officials
<b>Neighboring Jurisdictions</b>	
Okanogan County	

### Public Hearings

The Planning Commission will conduct a public comment period and at least one public hearing to solicit input on the SMP prior to submittal of a draft plan to the City Council for its review prior to submittal to the Department of Ecology. The City Council will hold one public hearing before final adoption in June 2023.

The City will publish notices of all hearings that 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 email list (above) and the Department of Ecology.

### Roles and Responsibilities

Stakeholders have various roles in the SMP planning and reviewing process. For example, the public's role is to attend meetings and provide oral or written comments. User groups may develop position papers that they present to the planning commission. State and federal agencies may provide technical expertise and information about laws and regulations. The City of Tonasket Planning Commission will act as the Shoreline Advisory Committee for this planning effort. The Commission may engage a technical committee, with members requested to provide suggestions and review scientific studies and other data about the local shoreline, analyze the inventory and characterization information, and provide science-based recommendations about shoreline issues. Providing there is an interest, the Commission may also form a citizens committee to review the public participation plan, shoreline policy issues, inventory and characterization, and recommends goals, policies and regulations. This committee also may help organize and conduct public participation events.

Appointed and elected officials also are stakeholders. A planning commission usually reviews all available information and recommendations from advisory committees, hears public comment at workshops and public hearings, and makes a recommendation to the City Council. The Council considers available info and the planning commission recommendation, then decides whether to adopt that recommendation or make changes to it. The Council's decision is sent to Ecology for review and approval.

The SMA is a cooperative partnership between local and state government. Tonasket has the primary responsibility for initiating planning, updates, and administering the regulatory program. The Department of Ecology (Ecology) acts in a support and review role and provides assistance to make sure the SMP complies with the SMA. Ecology approves and adopts SMPs.

The primary contact for the City of Tonasket SMP update is:

Kurt Danison, Contract Planner  
509-322-4037, [kdanison@ncidata.com](mailto:kdanison@ncidata.com)

The primary contact for the City is:

Alice Attwood, Clerk- Treasurer  
509-486-2132, [clerktreasurer@tonasketwa.gov](mailto:clerktreasurer@tonasketwa.gov)

The Washington State Department of Ecology is responsible for providing technical assistance to the City and must approve the City's updated SMP. The primary contact person at Ecology is:

Lennard Jordan, Shoreline Planner, Central Regional Office  
[lennard.jordan@ecy.wa.gov](mailto:lennard.jordan@ecy.wa.gov)

The City Council's role is to review the draft SMP update, gather public input, make changes as desired, and locally adopt the final SMP, if needed.

### **What Happens at the End of the Comprehensive Review?**

At the end of the review, we will know whether we need to revise our SMP. The final steps will include the adoption of a resolution, motion, or ordinance following notice and a public hearing. The including, at a minimum, findings that a review and evaluation has occurred and identifying the revisions made, or that a revision was not needed and the reasons therefore.

### **What Happens If You Don't Like the SMP?**

An interested party may file an appeal with the Washington State Shorelines Hearings Board within 60 days of the publication date of the written notice of the final action.