BACKGROUND AND PURPOSE

Kitsap County Department of Community Development (DCD) is in the process of comprehensively updating its Shoreline Master Program (SMP) for the first time since 1999.

The SMP constitutes the policies and regulations governing development and uses on land adjacent to marine and freshwater shorelines. These policies and regulations affect land uses, public access, and development and modifications within the shoreline jurisdiction.

Updating of the SMP is a state-mandated exercise required under the Shoreline Management Act (SMA), which establishes guidelines for the process and outcome of updates, with flexibility to acknowledge the unique geographic, economic, and environmental needs of individual communities. The SMA establishes three major policy goals for Shoreline Master Programs:

- **Preferred Shoreline Uses:** The Shoreline Management Act establishes a preference for uses that are water-oriented and that are appropriate for the environmental context (such as port facilities, shoreline recreational uses, and water-dependent businesses). Single family residences are also identified as a priority use under the Act when developed in a manner consistent with protection of the natural environment.

- **Environmental Protection:** The Act requires protections for shoreline natural resources, including “…the land and its vegetation and wildlife, and the water of the state and their aquatic life…” to ensure no net loss of ecological function.

- **Public Access:** The Act promotes public access to shorelines by mandating inclusion of a public access element in local Shoreline Master Programs and requiring provisions to ensure that new development maintains public access features.

The goal of the update planning process is to improve the SMP to both comply with the SMA guidelines developed by the Washington State Department of Ecology and to better implement citizens' vision for Kitsap County's shorelines. The State has established a December 2012 deadline for Kitsap County to adopt the updated SMP.

The SMA requires that local governments actively encourage participation by the public and federal, state, and local agencies in updating SMP's. As part of meeting this...
requirement, Ecology encourages local governments to form an advisory committee to provide a forum to discuss shoreline management issues, provide input on policy, technical work and regulations, and promote communication with the general public concerning shoreline management issues. To this end, the Kitsap County Board of Commissioners has established a Shoreline Master Program Task Force.

**MEMBERSHIP**

The SMP Task Force is made up of twenty individuals representing a broad diversity of interests and perspectives. Members include:

- James Aho
- Linda Atkisson
- Robert Benze
- Arthur Castle
- Jessica Coyle
- Susan Cruver
- Mike Ellis
- Daniel Fallstrom
- Michele Filley
- Jennifer Forbes
- Zachary Halls
- Mike Ingham
- Michael Maddox
- Rebecca Mars
- David Nelson
- Thomas Nevins
- Ken Parker
- Donald Seavy
- Carrilu Thompson
- Sunny Wheeler

**TASK FORCE ROLE AND OPERATING STRUCTURE**

The Shoreline Master Program Task Force is not a decision making body, but a group assembled to review, comment on, and make recommendations related to the SMP. All recommendations developed through the Task Force will be presented to the Department of Community Development and to the Kitsap County Board of Commissioners. All of the recommendations will be considered as the County works to write and assemble the Shoreline Master Program that will eventually be submitted to the Washington State Department of Ecology for final review and approval.

The Shoreline Management Act requires a robust public participation effort as part of SMP development. As noted earlier, the Task Force is a pivotal component of this public involvement activity.
The primary mission of the Task Force is to review, discuss, and make recommendations regarding the policies to be included in the Shoreline Master Program. These policies, in turn, will serve as the platform for future regulations and/or shoreline management programs implemented by Kitsap County. The following proposed topics have been identified as being key to the SMP Update discussion. The list of these topics may be modified as the update progresses.

1) **Overarching Goals and Criteria.** What are the general goals and criteria for the SMP that provide an ongoing framework for more specific policies?

2) **Shoreline Jurisdictions.** What are the shoreline jurisdictions? What do these terms mean in conjunction with the SMP requirements?

3) **Public Access.** Where, and how, should public access be designated and maintained in shoreline areas?

4) **Environmental Designations.** How should areas of the shoreline jurisdiction be labeled so that uses are located in the most appropriate areas?

5) **Critical Areas.** What are critical areas? How should critical areas be regulated within the shoreline jurisdiction?

6) **No Net Loss, Cumulative Impact, Shoreline Restoration.** What do these terms mean? What kind of policies should the county adopt to address the no net loss requirement?

7) **Adaptive Management.** What does this term mean? How can adaptive management be instituted in policy or regulation?

8) **Shoreline Modifications.** How should the construction of docks, piers, bulkheads, sea walls, and other armoring be regulated in the future?

Kitsap County DCD has assembled the scientific data needed to inform the policies related to these key issues within its Draft Shoreline Inventory and Characterization. Using this data, along with their working experiences in shoreline regulation, Department staff will create draft policies for review and discussion by the Task Force. In presenting these draft policies to the Task Force, staff will clearly explain the data, science, and working experience that support their policy approach. Task Force members will then review and discuss:

- Does this policy approach fundamentally make sense? Why or why not?
- Does this policy meet the SMP requirements?
- How should the policy be edited or refined?
- What is the Task Force recommendation related to this policy?

The Task Force will work in a relatively informal fashion. The goal of each meeting will be to engage in a comprehensive discussion of the issues at hand. Full consensus of the Task Force on every issue will not be sought, rather, opinions will be shared and noted.
Where consensus appears to be emerging around a particular issue or recommendation, every effort will be made to bring the group to full agreement. When this is not possible, and when there are strong majority and minority opinions, each of those perspectives will be thoroughly documented.

Formal votes will not be taken, nor will Roberts Rules of Order be followed at the meeting. A “temperature read” process will be used to judge the relative level of consensus around an issue or recommendation under consideration by the Task Force. An early “temperature read” will be taken on an issue or recommendation. This preliminary vote enables members to better understand their areas of agreement and disagreement, and to forge compromise solutions whenever possible prior to a final vote. If a member is unable to attend a meeting at which a temperature read will be taken, that member may submit his or her “read” to the facilitator in advance of the meeting.

A “final answer” temperature read will be taken at the subsequent meeting, and the results of this temperature read will be noted as the final majority/minority opinion of the Task Force.

A quorum – or at least half – of the Task Force members must be present in order to proceed with the temperature read process.

In general, the Task Force will be responding to draft policy ideas presented by DCD staff. The meetings have been scheduled in a way that allows for three times of exposure to each of the issues under consideration. First, there is an introduction to the subject, which is followed at a subsequent meeting by an in-depth presentation and discussion with the full group. It is at this second meeting that members will be urged to begin developing recommendations around the draft policy. A third, and final, meeting is then scheduled to allow for a “close out” of the topic at hand. At this meeting, the group will be asked to create a final “draft recommendation” related to the policy issue.

At regular intervals, “pause and reflect” sessions have been scheduled to enable the group to reflect on its progress and process to date, and to make adjustments as necessary in order to be successful.

**Meetings**

The Task Force will meet one or two times per month from April 2010 to June 2011. When and if additional state financing is secured, the Task Force schedule will be expanded until the anticipated end of the planning process, which is currently anticipated for June 2012.

Meeting agendas will be created in collaboration between DCD staff and the meeting facilitator. Task Force members will regularly be consulted about agenda items, and will also evaluate the Task Force process on a regular basis. The facilitator is responsible for production and dissemination of the meeting reports.

Meeting agendas, materials, and summaries will be regularly posted on the SMP website www.kitsapshoreline.org.
Groundrules
In order to conduct their work as successfully as possible, SMP Task Force members are asked to abide by the following groundrules:

1. Focus on broad interests, not individual positions.
2. Use the group’s time well.
3. Engage constructively – vigorous, respectful exchange that encourages all points of view, open communication and good solutions.
4. Watch your air time – make sure everyone has the chance to participate.
5. Focus on preferred end states, options for mutual gain, and fair measures of evaluation.
6. Represent well the people of your community or organization.
7. Strive for consensus – to seek out what you and the group can and cannot agree to, live with, or modify to achieve agreement – while recognizing that majority and minority opinions may be the best result on some topics.
8. Strive, at every meeting, to conduct your business in a way that will improve your ability to work together in the future.
9. Cell phone ringers and laptop computers are turned off during our meeting time together. Be courteous to your fellow committee members. Give them your full attention.
10. Keep your associates and constituency groups up to date on the progress of the Task Force. It is your responsibility to both share information and to represent your constituency’s views at the meetings.
11. Work will be required between meetings in order to maintain momentum. Members are expected to check email, review draft documents, and provide their edits/comments on Task Force recommendations in between meetings. This work will be conducted electronically through email.
12. The Task Force will work together to determine how members of the group will respond to, and interact with, the media. The group may decide to designate one or two spokespeople, if it seems appropriate to do so.

Role of the Facilitator
Margaret Norton-Arnold will serve as the group’s facilitator. It is Margaret’s responsibility to ensure that the Task Force process is as successful as possible. To that end, here is Margaret’s pledge to the SMP Task Force:

1. I will begin and end every meeting on time.
2. I will ensure that you have meeting materials well in advance in order to allow ample time for your review.
3. I will make certain that everyone has the chance to participate, and that no single interest dominates the discussion.
4. I will be focused on the goals for each meeting, and will strive to help you achieve them in a relatively friendly but ultimately highly driven way.

5. I will keep the discussion as simple as possible, striving hard to not let us get bogged down.

6. I will do everything I can to help you succeed as a group – including individual conversations, working drafts, and other communication in between meetings.

7. I am responsible for the process of our discussion and neutral in terms of its content.

Margaret will email meeting agendas and all accompanying materials to Task Force members in advance of every meeting.

Margaret is available to work with members at any time between meetings, should there be questions or concerns about the process of the Task Force. She can be reached at 206.269.0229, or Margaret@na-company.com

**ROLE OF THE DEPARTMENT OF COMMUNITY DEVELOPMENT**

The Department is responsible for providing technical and logistics support to the Task Force. This includes the creation and dissemination of background material, the scheduling of subject-area experts to present information at meetings, and the creation of draft policies and other products.

DCD will participate in Task Force discussions to the extent that Department staff are able to provide information that is relevant to the discussion, or answer questions about the subject matter at hand.

DCD will respond to all Task Force recommendations, providing its rationale for accepting, not accepting, and/or suggesting modifications to those recommendations.

DCD will serve as the liaison between the Task Force and other entities providing input on the SMP update, including agencies, governments and other County departments.

**PUBLIC COMMENT AT MEETINGS**

Public input is critical to the success and credibility of the SMP update. The process will include a strong public involvement component, of which this Task Force is one part.

Task Force meetings will be open to the public. Observers are welcome at all Task Force meetings, but will not be seated at the table nor participate in discussions.

Every Task Force agenda will include ten minutes for public comment time.