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MEMORANDUM

Date: March 16, 2009
To: Jefferson County Planning Commission
Chair, Peter Downey
From: Jefferson County Board of Commissioners
Chair, David Sullivan
Subject: Planning Commission review of *Preliminary Draft Shoreline Master Program*

We recognize and commend the good faith effort the Planning Commission (PC) has put towards participating in the state-mandated update of the County's Shoreline Master Program (JCC 18.25) including:

- The involvement of PC Shoreline Committee members in the advisory committee and public outreach process during development of the PDSMP proposal;
- The joint informational workshop held 12/3/08;
- Engaging the public through discussion and consideration of their perspectives
- Adding special meetings to allow weekly PC review of the PDSMP
- The PDSMP deliberations held during recent PC meetings.

On February 23, 2009 we received your request for a three-month timeline extension that would allow the PC to submit a Shoreline Master Program (SMP) recommendation to us by June 30 of this year. After review of this request, we will grant the requested timeline extension with the following limitations:

1. **PC Deadline** - PC recommendation to the Board on a *Final Draft Shoreline Master Program* must be completed no later than June 30, 2009;
2. **Further Extensions** - No additional time will be granted for PC review and preparation;
3. **Public Participation** - PC shall allow additional public review and input, including a public hearing, on the PC proposed revisions and consider such input in making any final revisions;
4. **Public Comment** – We recognize that a second formal comment period would be opened once the PC has revised the PDSMP. In order for the PC to efficiently utilize the deliberation period, complete its work on time and deliberate on the issues the public, agencies and tribes have raised, the PC shall use the additional time before their next public hearing by:

- a. Devoting extra meetings as Planning Commission work sessions for Planning Commission deliberation and substantive program revisions only
 - b. Utilizing regular meetings to take oral comments from the public at large
 - c. Inviting the public to submit written comments at any time
5. **Content vs. Format** – In recognition of the large volume of substantive issues the PC has for addressing before June 30, the PC should focus its review and revision efforts on matters of substance, paying close attention to issues of concern raised by formal public comment, not issues of ‘word-smithing’ and document draftsmanship.

A Revised SMP Update Schedule is enclosed that details the steps that need to be taken by the PC, DCD staff and the Board in order to meet contract obligations and legal requirements.

We appreciate the hard work and long hours that PC members put in to fulfill the Planning Commission’s responsibilities. We look forward to receiving your guidance on adopting a new Shoreline Master Program that implements and complies with State law and administrative rules as well as establishes development regulations that make real the community vision described by our County’s Comprehensive Plan.

Planning Commission Work Plan 2009

	February		March		April		May		June								
	2/4/09	2/18/09	2/25/09	3/4/09	3/11/09	3/18/09	3/25/09	4/1/09	4/8/09	4/15/09	4/22/09	4/29/09	5/6/09	5/20/09	6/3/09	6/17/09	6/24/09
Planning Commission Meeting																	
Comp. Plan Amendments '09 (CPA '09)																	
Critical Areas Appeal (CAO)		X				X		X									
Shoreline Master Program Update (SMP)		X		X		X		X		X				X		X	
Urban Growth Area Compliance (UGA)		X		X		X		X		X				X		X	

NOTE: PC regular meetings are the 1st and 3rd Wednesday each month; any meetings in addition to those are special meetings; All PC meetings are noticed in the Leader newspaper as well as on the County website and often to the SMP Email List

FEBRUARY

- 4-Feb UGA Presentation
 - SMP Deliberations - Review strategy & goals, Comment Matrix by Topic
 - 18-Feb CAO Line-in/Line-out Deliberation & Action
 - UGA Public Hearing and possible deliberations
 - SMP Deliberations - Beach Access Structures
 - 25-Feb SMP Deliberations - Beach Access Structures; Boating Facilities
- MARCH
- 4-Mar UGA Line-in/Line-out Deliberation & Action
 - SMP Deliberations - PDSMP Review Process & Schedule; Boating Facilities
 - 11-Mar Last meeting for Mike Whitaker, Bill Miller, Peter Downey unless re-appointed/replacement appointed
 - SMP Deliberations - Aquaculture
 - 18-Mar CAO Revision Public Hearing
 - SMP Deliberations - Industrial/Port Development; Forest Practices; Agriculture
 - 25-Mar SMP Deliberations - Critical Areas/Buffers
- APRIL
- 1-Apr CAO Revision Deliberations & Action
 - SMP Deliberations - Critical Areas/Buffers
 - 8-Apr SMP Deliberations - Commercial Development; Mining
 - 15-Apr SMP Deliberations - Residential Development; Shore Armoring/Stabilization; Non-Conforming Development
 - 22-Apr SMP Deliberations - Definitions; Admin/Permits; Exemptions
 - 29-Apr SMP Deliberations - Public Access; Vegetation
- MAY
- 6-May PC Election of Officers
 - SMP Deliberations - Shoreline Environment Designations (SEDs); Final PDSMP Line-in/Line-out revisions
 - 20-May Release PC Revised Draft SMP to public; Open public comment period (2 weeks)

JUNE

- 3-Jun SMP Public Hearing on PC Final Draft SMP; Close public comment period
- 17-Jun SMP - Deliberations on PC Final Draft SMP to address public comments received
- 24-Jun SMP - Final deliberations on PC Final Draft SMP and determine GMI findings & conclusions. Action to submit PC Final Draft SMP to BoCC

NOTE: This proposed PC schedule for SMP review is anticipated for Board of County Commissioners action on 3-16-09

SMP UPDATE SCHEDULE

As of 3-11-09

2009

March		
W	4-Mar	PC deliberations on PDSMP
W	11-Mar	PC deliberations on PDSMP (Special mtg)
W	18-Mar	PC deliberations on PDSMP
W	25-Mar	PC deliberations on PDSMP (Special mtg)
April		
W	1-Apr	PC deliberations on PDSMP
W	8-Apr	PC deliberations on PDSMP (Special mtg)
W	15-Apr	PC deliberations on PDSMP
W	22-Apr	PC deliberations on PDSMP (Special mtg)
Th	29-Apr	PC deliberations on PDSMP (Special mtg - not yet noticed)
May		
W	6-May	PC final deliberations on PDSMP; PC motion to submit PDSMP Li/Lo revisions to DCD
Th	7-May	PC Chair transmits PDSMP Li/Lo revisions to DCD; DCD begins preparation of <i>PC Revised Draft SMP</i> to reflect PC revisions
W	20-May	Publish legal notice for PC Public Hearing #2; Release <i>PC Revised Draft SMP</i> ; Open Public Comment period (2 weeks)
June		
W	3-Jun	PC Public Hearing on <i>PC Revised Draft SMP</i> ; Close Public Comment period
Th	4-Jun	DCD begins to process public comment for PC consideration
W	17-Jun	PC deliberations on any further revisions to reflect public comment and determine GMI findings & conclusions
W	24-Jun	Final PC deliberations on any further revisions to reflect public comment; PC motion to recommend <i>PC Final Draft SMP</i> to BoCC with final GMI findings & conclusions (Special meeting not yet noticed)
T	30-Jun	Ecology grant funds expire
JULY		
DATES BELOW ARE TENTATIVE		
F	3-Jul	Independence Day Holiday
T	7-Jul	DCD submits Board Agenda request to the County Adm to submit the PC draft SMP to the BoCC
M	13-Jul	<i>PC Final Draft SMP</i> submitted to BoCC via regular agenda item;
T	14-Jul	DCD submits Board Agenda request to the County Adm to submit the DCD final recommendation on the draft SMP
M	20-Jul	<i>DCD Final Recommendation</i> submitted to BoCC via regular agenda; Board approval of legal notice for PH; DCD submits legal notice to Leader
W	22-Jul	Publish legal notice for BoCC PH; Open Public Comment period (3 weeks);
M	27-Jul	BoCC workshop on SMP?
AUGUST		
M	3-Aug	BoCC workshop on SMP?
M	10-Aug	BoCC workshop on SMP?
M	17-Aug	BoCC Public Hearing on SMP; Close Public Comment period
T	18-Aug	DCD begins processing public comment for BoCC consideration
SEPTEMBER		
M	7-Sep	Labor Day Holiday
T	8-Sep	BoCC begins deliberations to identify any needed revisions based on public comment
M	14-Sep	BoCC deliberations
M	21-Sep	BoCC deliberations
M	28-Sep	BoCC final deliberations on SMP
T	29-Sep	DCD begins preparation of SMP based on BoCC revisions
OCTOBER		
T	6-Oct	DCD submits BoCC Agenda Request for SMP approval
M	12-Oct	BoCC resolution to locally approve SMP for ECY submittal
T	13-Oct	DCD begins preparation of ECY submittal packet with locally approved SMP, Final Cumulative Impacts Analysis, SMP Checklist
W	30-Oct	Revised deadline for submitting a locally-approved SMP to Ecology for review & final adoption