

**City of Bainbridge Island  
Shoreline Master Plan Update  
Citizen Work Groups  
Draft Participation Agreement**

**Project Description**

The City is updating the Shoreline Master Program (SMP), consistent with the 2003 Department of Ecology Guidelines (WAC 173-26) and the Shoreline Management Act (RCW 90.58). Citizen Workgroups and a Task Force have been established with the input of the Planning Commission to assist with the update of the SMP.

**Authorization of Citizen Work Groups**

The City of Bainbridge Island has an ongoing commitment to meaningful public input and participation in the City's long-range planning processes. Public involvement is also required under the Shoreline Management Act, its implementing rules and the Bainbridge Island Comprehensive Plan. The range of public involvement activities planned for the Shoreline Management Program Update is articulated in the *Shoreline Master Program Update Public Participation Plan*, which was prepared based upon community input.

Pursuant to the *Shoreline Master Program Update Public Participation Plan*, the City intends to use Citizen Work Groups as one of several methods to provide input on potential amendments to the SMP.

**Group Roles, Composition and Responsibilities**

The role of the SMP Citizen Groups is to informally advise the Planning Commission and city staff on potential amendments to the Shoreline Master Program. Members have been organized into three *Workgroups* based on sets of clearly defined issue topics, and one larger *Task Force* that will also address specific issues, as well as broader goals and policies. The specific topics assigned to the groups and member composition are identified in Figure 1 at the end of this Participation Agreement.

Members of the SMP Citizen Workgroups and Task Force are expected to:

- Read all materials provided to members of the work group in advance of meetings.
- Come to the meeting prepared to discuss the specific issues identified in Figure 1 and in the meeting agenda.
- Keep comments and discussion focused on the meeting agenda topics and avoid discussion of non-related or tangential topics during the scheduled meeting time.
- Commit to keeping the project moving toward a successful conclusion and outcome.
- Formulate recommendations during open discussion at scheduled meetings to ensure transparency and allow for effective public participation.
- Endeavor to attend all scheduled meetings if possible.
- Each Workgroup will elect three representatives to serve on the Task Force and report on the progress of the Workgroup and recommendations. The purpose of this feature is simply to share information across groups; the Task Force will receive the report and recommendations from the Workgroups. With the exception of this reporting function, the Task Force and Workgroups will operate in a similar fashion for the purpose of considering recommendations.

The SMP Citizen Workgroups are temporary bodies and will be disbanded no later than February, 2011, or as determined by the Shoreline Master Plan (SMP) Update Joint Planning Commission/City Council Policy Advisory Committee. The Task Force may continue to meet after the Workgroups are disbanded, but will not continue past November 1, 2011.

### **Conduct of Participants**

The rules of conduct for all public officials and employees, as well as requirements for all public meetings are detailed in the *Manual of City Governance Policies, Procedures and Guidelines (i.e. The Manual)*. In addition, rules regarding *Respect and Decorum* are identified in Section 4.6 of *The Manual*. While the rules regarding SMP Citizen Groups are not detailed and the rules related to respect and decorum in *The Manual* pertain to City Council meetings, our intent is to provide for similar rules of conduct for the SMP Citizen Task Force and Workgroups to ensure a safe, civil and productive environment. Basic rules of conduct shall be as follows:

1. Maintain civil discussion, listen to those speaking, and refrain from side conversations.
2. Speak honestly and respectfully. No personal attacks, insults or disparaging remarks.
3. Meeting disruptions will not be tolerated. Any person who continues to disrupt will be asked to leave (Resolution 2010-15).
4. Stick to the topic – do not use this forum to voice unrelated concerns or tangential discussions. Violators may be removed for continued or egregious offenses of this rule.
5. Listen to understand. Do not interrupt speakers – please wait your turn.
6. Respect the meeting facilitator and their role in moderating the discussion.
7. Focus on common ground. We will strive for consensus, but differing views shall be tolerated, acknowledged and communicated as minority reports.
8. Focus on the future; learn from the past. Try to be open to the possibility of new information and insights.

### **Formulating Recommendations and Reporting to Planning Commission**

Meetings will be run by an independent facilitator hired by the City. Meetings will include the following basic agenda elements:

1. The meeting will be opened by the facilitator and the agenda will be summarized.
2. Meetings will include an opportunity for City staff to detail specific policy and regulatory alternatives for discussion by the group. Only policy alternatives which, based on analysis by City Staff and its technical consultants, have the potential for meeting the Department of Ecology SMP Guidelines will be considered.
3. Next, group members may ask clarifying questions of City staff.
4. The bulk of the meeting will be a facilitated discussion and deliberation by group members on the issue topics.
5. In order to use time effectively, the facilitator will call for a recommendation on each topic during the meeting after a reasonable period of discussion as determined by the facilitator and dictated by the limits of available time.
6. To ensure transparency and allow for effective public participation, work group recommendations for the Planning Commission must be formulated through open discussion in scheduled meetings.
7. A recommendation will require acceptance by a majority of the members in that specific SMP Workgroup or Task Force. Acceptance is defined as agreement or a statement that

the member can “live with and won’t protest” a specific recommendation. A minority report will be provided when necessary.

8. Each meeting will feature an opportunity for general public comment near the end of the meeting. Anyone may offer public comments, but comments may be restricted to three minutes or less based on time.
9. Recommendations will be compiled and transmitted to the Planning Commission. Minority opinions will also be noted and communicated to the Planning Commission.

Meeting summaries shall be prepared by City staff and the meetings should be recorded. City staff may provide the Planning Commission with the recommendations of the Workgroups of Task Force, or may coordinate with group members on this task. City staff shall provide majority opinions and note minority opinions in reports to the Planning Commission.

### **Agreement of Participant**

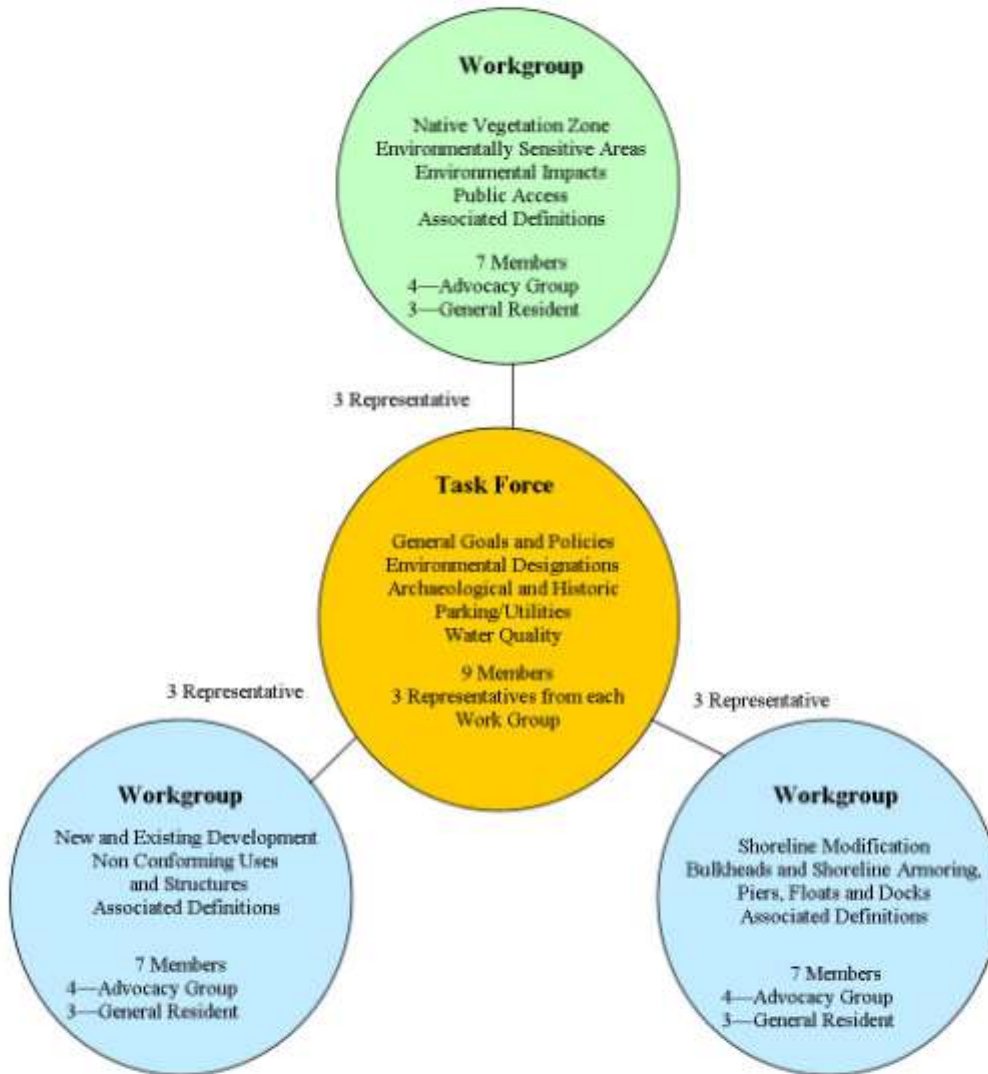
I, \_\_\_\_\_, have read this participation agreement and agree to follow it to the best of my abilities. I understand that, where noted above, repeat or egregious, willful violation of the above rules will result in my removal from the SMP Citizen Workgroups and Task Force.

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Signature

Date

## SMP Citizen Issues Group Model



### Advocacy Groups

Bainbridge Island -Shoreline Home Owners  
Bainbridge Citizens  
Association of Bainbridge Communities (ABC)  
Bainbridge Association of the Puget Sound (BAPS)