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COASTAL ZONE
INFORMATION CENTER

SHORELINES

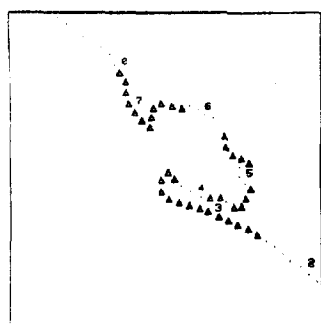
A COASTAL ZONE MANAGEMENT PROGRAM

SHORELINE MASTER PROGRAM REVIEW WORKBOOK

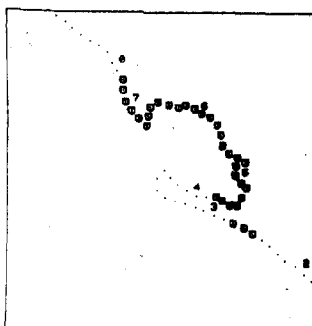
prepared for the

WASHINGTON STATE DEPARTMENT OF ECOLOGY

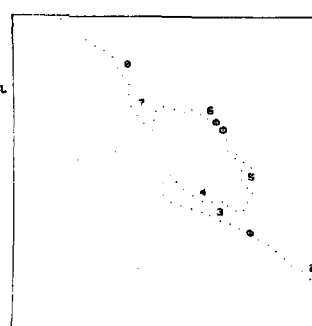
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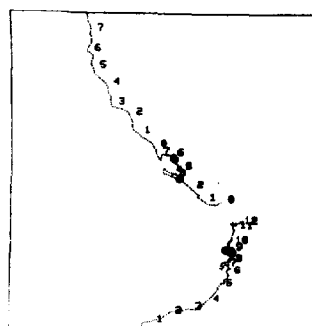
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UNIVERSITY OF WASHINGTON
CENTER for QUANTITATIVE SCIENCE
in FORESTRY, FISHERIES and WILDLIFE

Prepared for the
WASHINGTON STATE DEPARTMENT OF ECOLOGY

SHORELINE MAPPING SYSTEM

Washington State Dept. of Ecology

15119

SHOI

SHORELINE MASTER PROGRAM REVIEW WORKBOOK

CZIC COLLECTION

prepared for the

Washington State Department of Ecology

County/City _____

Reviewer Assigned _____

Date _____

COASTAL ZONE INFORMATION CENTER

Department of Civil Engineering and
Center for Quantitative Science
University of Washington
Seattle, Washington 98195

revised edition
9 January 1974

Washington State Dept. of Ecology

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SHORELINE MASTER PROGRAM REVIEW WORKBOOK

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1. OVERALL REVIEW PROCEDURE

The activity diagram attached (figure 1) gives an outline of the entire master program review procedure.

Before the master program is duplicated and sent out to the Task Force and other DOE sections, it is subjected to the Initial Review of section 2.1. A program failing this quick test can be returned post haste to the county for revision, before DOE spends any more time on it.

Once a program passes the Initial Review, it goes three ways. Copies are sent to Task Force members and to other DOE sections, and a copy stays with the reviewer, who performs the Detailed Review of section 3. herein, to the degree that time allows and the importance the county/city necessitates.

The three branches rejoin at the Intradepartment Meeting outlined in section 4. The reviewer then writes a draft Shorelines Section response to the program (section 5.) and the final disposition (accept, reject, conditionally accept) and final form of the DOE response is hammered out by the Shorelines polishing committee (again, section 5.).

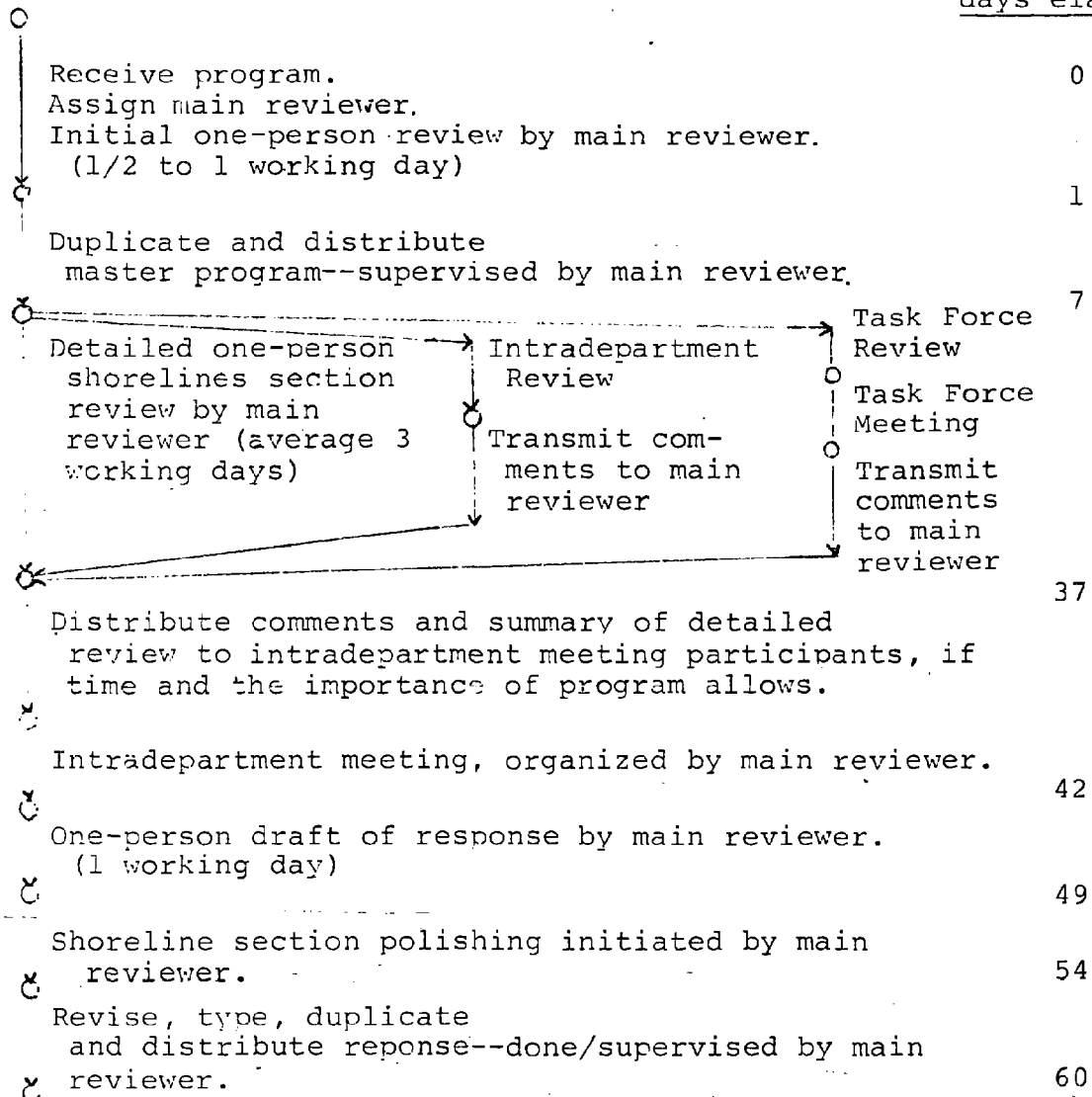
A Guidebook accompanies this workbook under separate cover, and the reviewer may and should reference it for more detailed suggestions and comments on the philosophy of the review.

Any of the following people at the U.W. may be telephoned for questions on this workbook:

Will Betchart	543-2390
Jim Buss	543-1390 or 543-2016
Karin Mesmer	543-7089 or 543-2016
Katie Swanson	543-7089 or 543-2016

This workbook does not substitute for the reviewer's own intuitive and rational powers--in fact it requires considerable thought and effort from the reviewer in order to squeeze varied programs into a relatively uniform format for the review, and to use his or her time most effectively. Rarely will a program require a review as extensive as the workbook asks for, but familiarity with the workbook will enable the reviewer to pick out the most important sections, matrices and questions for the review of a particular plan. Most important, the reviewer should remain flexible in his use of the workbook.

ACTIVITY DIAGRAM FOR OVERALL REVIEW

Calendar
days elapsed

GUIDEBOOK CONTENTS

1. Explanation of evaluation procedure
 - 1.1 Review log
 - 1.2 Program distribution and review input
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2. Initial one-person review
3. The detailed one-person review
 - 3.1 Gross deficiencies of the master program
 - 3.2 Organization of the master program
 - 3.2.1 Environments
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 - 3.3 General review
 - 3.3.1 Goals
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 - 3.7 Program revision
 - 3.8 Citizen involvement
 - 3.9 Summary of review
4. Intradepartmental review meeting
5. Shorelines section response
6. Summary and conclusion

1.1 TIMETABLE OF REVIEW

1. County or City	
2. Date program received by DOE	
3. Person assigned to DOE review	
4. Indicate whether or not a hearing has been held by the county or city, and if so, give the date of same.	
5. Results of Initial Review (pass or fail) and, if failed, record of date(s) resubmitted by county and results of further Initial Review.	
6. Date draft SEPA received	
7. Date program sent to Task Force and Intradepartment Review people. See 1.2.	
8. Date Detailed One-person Review finished. (Comments if desired.)	
9. Date of Intradepartment meeting.	
10. Date of one-person draft response.	
11. Date of polished response.	
12. Date response sent to county and record of disposition (accepted, rejected, conditionally accepted, etc.)	

1.2 RECORD OF CORRESPONDENTS

This page is a record of correspondence between the reviewer and Task Force agencies, and other DOE sections. Use more pages if necessary.

TASK FORCE AGENCY OR OTHER DOE SECTION	PERSON INVOLVED	COMMENTS RECEIVED DATE	NOTES ON TELEPHONE CONVERSATIONS OR OTHER COMMENTS

ADJACENT JURISDICTION	HAS THEIR PROGRAM BEEN RECEIVED?	HAS IT BEEN REVIEWED?	REVIEWER OF ADJACENT JURISDICTION

2. INITIAL ONE-PERSON REVIEW

Instructions: Read through the master program once, and then answer the following questions from your general impressions, and by referring back to the table of contents and indicated sections of the program. If the questions bring out any major shortcomings, these should be more specifically described in the comment section. Major shortcomings should mean that the county will be notified that the review will be accomplished, and the 90-day period restarted, when the program is resubmitted with the shortcomings corrected.

2.1 INITIAL REVIEW QUESTIONS

	Yes	No	?	COMMENTS
1. a. Is there an ordinance passed for the administration of permits? Is it enclosed?				
b. Is the program accompanied by a letter of submittal signed by an elected official?				
2. Does the master program include the components essential to satisfy the law and guidelines?				
a. Documentation of citizen involvement?				
b. Goals--for environments? for elements?				
c. Policies for activities and/or natural systems?				
d. Regulations for use activities?				
e. Environment Designations and legal descriptions thereof?				

2.1 continued

	Yes	No	?	COMMENTS
f. Description of procedures for variances and conditional uses?				
g. Plans for master program revision?				
h. Does the program recognize and deal with shorelines of state-wide significance?				
i. Are significant departures from the above contents compatible with the intent of the act?				
j. Do departures from these guidelines appear to be justified?				
3. Is the master program devoid of gross irregularities? Examples might be: a. Obvious inconsistencies b. Compensation plans c. The guidelines were parroted without consideration of local conditions.				
4. Upon brief examination, does the plan appear administrable via the permit system?				

2.1 continued

	Yes	No	?	COMMENTS
5. Are all other documents that the program references (such as zoning ordinances) included as appendices or enclosed with the program? If not, request a copy of such documents from the county as soon as possible. If this raises significant questions, notify the county that receipt of the additional information will be considered by DOE to constitute receipt of a complete plan.				
6. Briefly document here any major questions discussed with the county over the telephone.				

3. DETAILED ONE-PERSON REVIEW INSTRUCTIONS

This review, consisting of matrices and questions, is to be used to review all master programs consistently. This review workbook is designed for an analysis more complete than the average county's master program will merit, given the time available. Hence some degree of paring will be required by the reviewer for most master programs. Note that the word "county" is used herein to indicate county or city.

QUESTIONS. The reviewer should pay at least perfunctory attention to EACH section of questions. Refer to section 3.9 for a list of the major areas of this review. The reviewer should not, for instance, completely ignore section 3.6 (Implementation) in order to do a more thorough review of 3.4 (Specific Areas).

One good way to accomplish this without tying up too much time in planning, is for the reviewer to run through the entire workbook quickly, marking in red each area where inadequacies appear to arise. The reviewer could then go back through and pay more attention to those areas marked, concentrating on the specific comments he will need to put down for later use in writing a possible rejection. In his first quick run-through of the review, it would pay the reviewer to note program page numbers to speed up his own future reference.

Note that numbered questions are more general, and their flavor more important, than are sub-questions lettered in lower case--that is, pay more attention to the intent of question 3, for instance, than to the specifics of subquestion 3b, for any particular set of questions.

The questions are worded such that a "YES" generally indicates an acceptable portion of the program, while a "NO" or "?" generally indicates either shortcomings or the need for further examination of the plan.

MATRICES. The matrices provide sufficient space that the reviewer may write in the provisions of the master program for Environments (3.2.1), Goals (3.3.1), Policies (3.3.2.i.1) and Use Regulations (3.3.2.i.3) for each environment. However, few counties or cities will be important and controversial enough to merit the review time required to write the program provisions into the matrices. Hence, given the amount of time available, there are several levels of shortcut procedures.

3. continued

The minimum review effort should be to place a check in boxes that appear adequate with respect to the guidelines and to write in the master program page number that deals with the specific topic. A red mark, with later closer examination and comments, should in this case be used to mark inadequate squares. Blank squares will then show omissions of the master program, and later examination should show how serious is the omission. Parts of a program which are omitted but unnecessary, because of program organization or other reasons, should be marked as such.

The reviewer may also use the matrix space to write in unusual items of the master program or shortcomings of the program, using checks to indicate conformity to the minimum guideline requirements. The matrices include a list of key points in the guidelines. Since these must be severely abbreviated, they are not intended to substitute for knowledge of the guidelines, but rather serve as devices to spur the memory.

ORGANIZATION. The reviewer should note that the matrices provide space for many types of goals, policies and use regulations. The master program, of course, need not contain all of these types, just as it need not be organized in any particular manner. The matrices are designed to have space for most manners in which a county would choose to organize their program, however.

The reviewer should feel free to use only a part of a matrix, scratching out the rest, to analyze a plan which does not give their goals, policies or regulations in the same way as the matrices. However, in such cases the reviewer should be sure to ask himself when done, whether the plan is consistent as done, and whether or not the plan is sufficiently complete as organized.

Section 3.2 should familiarize the reviewer with the particular program's organization, before the bulk of the review is undertaken.

MINIMUM REVIEW. If the reviewer has a thorough familiarity with this review notebook, he or she may condense the effort required by first running through 3.4.1 and then rigorously attacking 3.4.3, using this section to summarize the bulk of the preceding workbook content. If this is done, however, the remainder of the workbook still cannot be ignored, and at least perfunctory attention must be paid to all other sections.

3.1 GROSS DEFICIENCIES IN THE MASTER PROGRAM

	Yes	No	?	COMMENTS
1. The Initial One-Person Shorelines Review (2. above) defines minimum criteria for a program to be accepted for detailed review. Are all discrepancies reported on that form corrected to DOE's satisfaction?				

These minimum criteria should be satisfied before any further detailed review is undertaken.

3.2 ORGANIZATION OF THE MASTER PROGRAM

The following questions about environments, Shorelines of Statewide Significance, goals, policies, use regulations and variance policies are included in order to help the reviewer familiarize himself with the structure of the master program. This will aid the reviewer, in subsequent sections of the review, to squeeze the plan into the appropriate review matrices and submatrices.

3.2.1 ENVIRONMENTS

	Yes	No	?	COMMENTS
1. Does the county use the four guideline environment names? If different or additional names are used, list them here.				
2. Are these subdivided? How? (e.g. marine vs. lakes vs. rivers; SSS vs. other shorelines).				
3. Does the county specify criteria to be used in the designation of a particular reach of shoreline to a particular environment?				
4. The guidelines specify four environments; natural, conservancy, rural and urban. The county may use different names and/or a different number of environments, or subcategories of environments. On the Environment Matrix, categorize the county's environments into groups paralleling the four guideline environments, and examine the county's criteria and defining characteristics for environments.				

3.2.1 continued

4. (continued)

Counties are likely to define types of Aquatic or Marine Environments and Suburban Environments that differ from a literal use of the guidelines, and these should be considered within the general flavor of the matrix.

	Yes	No	?	COMMENTS
5. Do the county's environment definitions at least cover the range of situations expressed in the four guideline environments? (Except where the county obviously has no shorelines of a particular type, e.g. Seattle has little or no "natural" shoreline.)				
6. Very briefly summarize your comments from the Environments Matrix on this table, so that for future reference you will know whether it is necessary to retrieve the matrix. For a quick review or simple plan, this table may be all that is necessary.				
☐ An Environments Matrix was used and is on file. ☐ An Environments Matrix was used for reference. ☐ An Environments Matrix was not used.				

ENVIRONMENT	ADEQ.	INAD.	SUMMARY OF COMMENTS
Natural			
Conservancy			
Rural			
Urban			

3.2.2 SHORELINES OF STATEWIDE SIGNIFICANCE

	Yes	No	?	COMMENTS
1. Does the plan differentiate between Shorelines of Statewide Significance and Other Shorelines? At what levels (goals, policies; use regulations)? If not, then the entire plan must be judged to be applicable to Shorelines of Statewide Significance within the county.				
2. Does the plan give specific attention to the six guideline principles for Statewide Significance at the level of goals, policies or use regulations? Which levels?				

3.2.3 OTHER ORGANIZATION ASPECTS

	COMMENTS
1. Does the county give only general goals? If not, list specific levels for which goals are given (environments, SSS, other shorelines, natural systems). Do the county's goals give specific attention to the eight guideline elements?	
2. For which levels does the county specify policies (environments, SSS, other shorelines, natural systems)? Do these give specific attention to the eight guideline elements?	
3. Do policy statements appear at first glance to be organized in such a way that they are indeed used as a bridge between goals and use regulations?	
4. For which levels are use regulations given (environments, SSS, other shorelines, natural systems)?	
5. Does the program give different variance <u>policies</u> for different levels (such as environments, SSS, other shorelines, natural systems)?	

3.3.1 GOALS

A copy of the GOALS MATRIX should be used or referred to in this section of the review (3.3.1.1). The questions of 3.3.1.2 should then be answered about the program's goals.

3.3.1.1 GOALS MATRIX

1. Check off or fill in the goals given by the master program on the goals matrix. If unusual goal elements are included, they should be written in, in abbreviated form, for future reference.
2. Very briefly summarize your comments or observations from the goals matrix in the following table, for future reference.
 - ☐ A Goals Matrix was used and is on file.
 - ☐ A Goals Matrix was used for reference.
 - ☐ A Goals Matrix was not used.

GOAL TYPES	ADEQ.	INAD.	SUMMARY OF COMMENTS
Overall			
Environments			
Shorelines of Statewide Significance			
Goal Elements			

3.3.1.2 GOALS QUESTIONS

	Yes	No	?	COMMENTS
1. If all of the goal types for which the matrix provides space are not specified, are the goals which are given detailed enough so that a realistic appraisal of the extant program goals can be accomplished?				
2. Is a goal or purpose statement given for each environment?				
3. Are goals given for each relevant master program element?				
4. Within each row or column of the goals matrix, are subgoals consistent with the overall goals for that row or column?				
5. Do the collection of goal elements provide a unity for (or are they mutually consistent within) each column of the goals matrix?				
6. For each environment, are the goals and subgoals given consistent with the characteristics and criteria for that environment given in 3.2.1?				
7. If other types of goals are included, are they reasonable and compatible with the types specified above?				

3.3.1.2 continued

	Yes	No	?	COMMENTS
8. Are means provided within the goals to eliminate conflicts among goals which overlap?				
9. Do the stated goals seem to be representative of the desires of local citizens?				
10. Do the goals conform to the intent of the act? Use your subjective judgment based on the language of 90.58.020 RCW.				
11. Are the goals reasonable expressions of the public interest and of the interests of future generations?				
12. Do the goals seem to reflect the particular biophysical and developmental properties and circumstances of the local jurisdiction?				
13. Are the goals as specific (non-vague) as can reasonably be expected? Can the planned future conditions be stated with reasonable certainty?				

3.3.2 POLICIES AND USE REGULATIONS

The next task for the reviewer is to undertake a series of detailed analyses concerning policies and use regulations. These are best analyzed by considering the policies and use regulations for each environment, with subtopics being (1) Shorelines of Statewide Significance, and (2) Other Shorelines.

The vehicle for this analysis consists of a pair of matrices:

- 3.3.2a Policies detailed for every combination of plan elements and use activities for each environment.
- 3.3.2c Use regulations detailed for every combination of natural systems and use activities for each environment.

The number of matrix pairs obtained, then, if the master program is organized in this manner, and if the reviewer does a review in maximum detail, will be eight--two for each recommended environment designation (natural, conservancy, rural, urban), i.e. one for each subtopic within an environment designation (Shorelines of Statewide Significance, Other Shorelines).

If more than four environment designations are used by the county, the reviewer may choose to develop a corresponding number of matrix pairs. Alternatively, he may choose to pool certain designations into one matrix pair. The reviewer's organization of the use of the matrices, and the number used, will depend upon the organization of the particular master program, the amount of time allotted to it, and the reviewer's program.

The degree of completeness of matrices is also a matter of reviewer choice. It is expected that the subtopic "Shorelines of Statewide Significance" will be emphasized.

Each matrix pair can then be used to help answer sets of analytic questions regarding policies and use regulations pertaining to a particular subtopic within a particular environment. One set of analytic questions should be applied to each combination of environment and shoreline type, either implicitly or explicitly.

It is recommended that the reviewer choose one environment and subtopic at a time, complete the pair of matrices applicable to it, and answer the corresponding set of analytic questions at once, before proceeding to the next pair of matrices. Hopefully, this will minimize confusion of matrices.

3.3.2 continued

1. Use this table to check off matrix pairs completed, and to very briefly summarize your comments and observations on them for future reference.

ENVIRONMENT	SHORELINE TYPE	LEVEL	MATRIX COMPLETED?	ADEQ.	INAD.	SUMMARY OF COMMENTS
Natural or _____	SSS	Policies				
		Use Reg.				
	OS	Policies				
		Use Reg.				
Conservancy or _____	SSS	Policies				
		Use Reg.				
	OS	Policies				
		Use Reg.				
Rural or _____	SSS	Policies				
		Use Reg.				
	OS	Policies				
		Use Reg.				
Urban or _____	SSS	Policies				
		Use Reg.				
	OS	Policies				
		Use Reg.				
Other _____	SSS	Policies				
		Use Reg.				
	OS	Policies				
		Use Reg.				

County/City _____

Environment _____

☐ Shorelines of Statewide Significance☐ Other Shorelines

3.3.2a POLICIES MATRIX

For each environment and for Shorelines of Statewide Significance and Other Shorelines (if the program breaks policies down in these ways), a policy matrix should be filled in or checked. Note that if policies are given for natural systems, these may be entered on the Use Regulations Matrix.

3.3.2b POLICIES QUESTIONS

Use additional pages for each matrix completed.

	Yes	No	?	COMMENTS
1. Are the policies specifically suited to the county, rather than being verbatim copies of the guidelines?				
2. Are the policies consistent with RCW 90.58.020? (state policy & use preference)				
3. Do the policies specifically relate the shoreline management goals to the master program use regulations?				
4. Do the policy statements provide an indication of needed use regulations?				
5. Do the policies provide guidance and support to local governments actions regarding shoreline management?				
6. Are the policies based on principles of resource management which reflect the state-wide public interest in all shorelines of statewide significance?				

County/City _____

Environment _____

☐ Shorelines of Statewide Significance☐ Other Shorelines

3.3.2c USE REGULATIONS MATRIX

Fill out a Use Regulations Matrix for each environment/
Shoreline Significance type relevant to the county's
program organization.

3.3.2d USE REGULATIONS QUESTIONS

Use additional pages for each matrix completed.

	Yes	No	?	COMMENTS
1. Does the master program impose regulations on those developments and uses which would tend to affect adversely the natural characteristics of the natural systems?				
2. Are justifiable departures from use activity guidelines compatible with the intent of the Act?				
3. Are any activities, for which guidelines are given, but which are not explicitly defined in the Act as developments, and which generally cannot be regulated through the permit system, dealt with in a manner consistent with the policy and intent of the Act?				
4. Are all guideline use activities covered by regulations? Does the program also regulate other potential use activities?				
5. Does the program make it clear that any use activity not specifically regulated must be considered a conditional use and satisfy the requirements thereof (see 3.6.2.2)?				

County/City _____

Environment _____

- ☐ Shorelines of Statewide Significance
☐ Other Shorelines

3.3.2e POLICY AND USE REGULATION INTERACTIONS

Use both matrices already prepared to answer these questions.
 Use additional pages for each matrix pair completed.

	Yes	No	?	COMMENTS
1. Are policies for each use activity internally consistent, overall and within elements? Note discrepancies.				
2. Are policies for each use activity mutually consistent with the characteristics and goals of the environment being considered? Note discrepancies here or on the matrices.				
3. Are use regulations for each use activity internally consistent? Note discrepancies.				
4. Are use regulations for each use activity consistent with the appropriate program policies? Note discrepancies.				
5. Are use regulations for each use activity consistent with the characteristics and goals of the environment being considered? Note discrepancies.				
6. If natural system policies are given, are the use regulations for each natural system consistent with these policies? If natural system policies are not given, are use regulations for each natural system mutually consistent? Note discrepancies.				
7. If different variance and conditional use policies are given for different environments, natural systems or shoreline significance types, are these consistent with the applicable goals, characteristics and policies? Note discrepancies.				

3.3.3 SHORELINES OF STATEWIDE SIGNIFICANCE PRINCIPLES

The guideline principles for Shorelines of Statewide Significance are summarized below. If the program differentiates goals, policies and/or use regulations for Shorelines of Statewide Significance, the reviewer should go over the appropriate matrices to assure himself that these principles have been satisfied. If no separate distinction for Shorelines of Statewide Significance is made in the program, then the reviewer will have to check the county's environment designations for these shorelines and analyze the goals, policies and use regulations for these environments to be sure they satisfy the guideline principles.

	Yes	No	?	COMMENTS
GUIDELINE PRINCIPLES				
A. <u>STATEWIDE INTEREST</u>				
1. Solicit comments and opinions from groups and individuals representing statewide interest.				
2. Recognize and take into account state agencies' programs, policies and recommendations.				
3. Solicit comments from experts in various concerns.				
4. Consider agriculture, recreation, and water-dependent uses of urban areas.				
B. <u>PRESERVE NATURAL CHARACTER</u>				
1. Designate environment and use regulations to minimize man-made intrusion.				
2. Reduce expansion of intensively developed areas to minimize environmental impact and intrusion to low-intrusion areas.				
3. Insure RCW 90.58.150 is enforced if timber harvesting is allowed.				
4. Provide for upgrading and use already developed or degraded areas.				

3.3.3 continued

	Yes	No	?	COMMENTS
<u>C. LONG TERM BENEFIT</u> 1. Preserve shorelines for the use of future generations, i.e. check for irreversible damage. 2. Evaluate the short term environmental gain in relation to long term cost to environment. 3. Protect against irreversible uses and those which would degrade the environment. 4. Promote aesthetic consideration.				
<u>D. PROTECT RESOURCES AND ECOLOGY</u> 1. Environment designations aimed at leaving unique and fragile areas undeveloped. 2. Prevent erosion and sedimentation which will alter system. 3. Restrict human use in area which cannot take the strain of human use. 4. Have use regulations which prevent degradation of shoreline resources.				
<u>E. INCREASE PUBLIC ACCESS</u> 1. State policies for recreation. 2. Give priority to developing paths and upland parking. 3. Locate development inland from highwater line so as to enhance access. 4. Provide use regulations for commercial developments to provide for access.				
<u>F. INCREASE RECREATIONAL OPPORTUNITIES</u> 1. Provide policies for public acquisition for recreation. 2. Plan policies which will provide for recreational types of use. 3. Plan and encourage development of facilities for recreation. 4. Reserve areas well upland for lodging and related facilities.				

3.3.4 OTHER GENERAL CONSIDERATIONS

	Yes	No	?	COMMENTS
1. Do the goals, policies and use regulations of the master program recognize the special suitability of publicly owned land on all shorelines for providing public use and uses of public interest?				
2. Does the overall master program provide for protection of the public health?				
3. Does the overall master program protection navigation rights and provide for minimum impairment to navigation?				
4. Does the overall program provide for the protection of water rights?				
5. Does the overall program provide for the protection, maintenance and restoration of water quality?				
6. Does the overall program provide for minimizing and mitigating flood damage, while recognizing that floods are a natural occurrence and protecting downstream areas from unnatural flooding brought about or increased as a result of upstream developments?				
7. Does the overall program aim to achieve high-quality land use in its provisions for restoration of blight, orderly planned development, concern for aesthetics, and encouragement of natural shorelines?				

3.3.4 continued

	Yes	No	?	COMMENTS
8. Does the program show evidence of coordination with other comprehensive planning in its region? Does it show evidence of coordination with the various local, regional and state agencies that will be living under the plan and helping to administer it?				

3.4 SPECIFIC AREAS

At this point the reviewer should get out the county's environment designation maps, inventory, and other material pertaining to specific areas rather than just the regulatory text of the program. Environments should have been designated to specific areas and legal descriptions of their boundaries given. The entire shorelines of the county should be briefly checked over by the reviewer, to check for overall consistency in environmental designation, obvious discrepancies and the like (3.4.1). Then all specific areas of importance: Shorelines of Statewide Significance, "Critical Areas," and Publicly Owned Lands, should be closely examined for environment designation (3.4.2). A sample of these should be checked back through use regulations, policies and goals to make sure the entire program, as it applies to selected specific areas, is workable, administrable, internally consistent, and reflects the intentions of the act and guidelines (3.4.3). Consultation with someone who is familiar with the local area may be desired here, such as the Shorelines Regional people. Reference to the Inventory, draft Environmental Impact Statement, and other sources may be desirable.

3.4.1 ENVIRONMENT DESIGNATIONS--ALL SHORELINES

	Yes	No	?	COMMENTS
1. If the county uses any unusual boundaries, such as boundaries parallel to the shoreline, are the boundary definitions legally workable?				
2. Has the county assigned an environment to all obvious portions of their shorelines?				
3. Guidelines ask that environment designations reflect long-range goals as well as present uses. Does the county appear to have considered this in its environment designations? (Refer back to section 3.2.1 if necessary.) Does the county appear aware of its reasonable planning power over privately-owned land?				
4. Does the overall allocation of shorelines to environments appear to reflect the priorities given in the county's goals? (Refer back to Section 3.3.1 if necessary) For example, does the county list industry as a primary goal and then allocate very little shoreline to urban environments?				
5. Does the distribution of environments appear tenable? Are there any obvious boundary conflicts such as a natural environment adjoining an urban environment? Are there				

3.4.1 continued

	Yes	No	?	COMMENTS
open space and green belt environment designations within and between urban designations? Does the distribution of environments appear to reflect the county's goals?				
6. Does the county assign environments to the beds of water bodies? If not, is it likely that this lack will produce violation of the intent of the act and guidelines? If so, does it appear to be done in a manner consistent with DNR management of Aquatic Lands?				
7. Does the county assign environments to the water surface or to the water volume or both? If not, it is likely that this lack will produce violation of the intent of the act and guidelines? If so, does it appear to be done in a manner consistent with the remainder of the master program, the guidelines and the act?				
8. Is the manner in which the master program considers natural systems consistent with the manner in which environments are designated? Are all important natural systems occurring within the county dealt with?				
9. Is the manner in which environments are designated on Floodplains consistent with Washington law and DOE guidelines? Do environment boundaries in				

3.4.1 continued

	Yes	No	?	COMMENTS
intruded floodplains and estuaries appear workable? Do the environment designations and their extent reflect the type of dikes present?				
10. In general, do the environment designations given in Estuaries and large Marshes, Bogs and Swamps appear workable and respect the ecological uniqueness, fragility and value of these areas?				
11. Do the environment designations for the perimeters of Islands and Lakes appear to respect the viability of these relatively closed ecosystems?				
12. Are unintruded estuaries designated to an environment which will protect them from intrusion? Is the area upstream of unintruded estuaries sufficiently regulated so as to avoid destruction of the unique and fragile character of the estuary?				
13. If the county has marine beaches, dunes, spits or bars within its boundaries, are these adequately protected considering their value as resources?				
14. Do the environment designations and associated regulations, policies and goals assure that rivers and streams are preserved for the intense multiple use they support, while being kept natural as is feasible?				

3.4.1 continued

	Yes	No	?	COMMENTS
15. Examine all ecologically sensitive or important areas that are near, downstream of, or downstream from any areas in which heavy industry, ports, or other uses with similar impacts are allowed. Are applicable regulations and environment designations adequate to assure the viability of the sensitive areas?				
16. Conceivably, a master program may assign policies to distinct contiguous geographic regions within its borders. If so, are these consistent with the remainder of the program and the intent of the guidelines and Act?				
17. The guidelines specifically direct counties to identify locations for marinas. Is this done in a manner consistent with the remainder of the guidelines?				
18. Does the county implicitly or explicitly assign potential locations for marinas and other such recreational and commercial uses with an eye toward local demand?				

3.4.2 SPECIFIC AREAS OF IMPORTANCE

The reviewer should make a list of all specific areas of importance within the county. These may include Shorelines of Statewide Significance, publicly owned land, "critical" areas (PCAA or otherwise), specific ecosystems found in 3.4.1 to be poorly treated, unique and fragile areas, and intensively used areas.

The following general questions should be applied to such areas to evaluate the effectiveness of the environment designations and applicable regulations, policies and goals. Note discrepancies, using extra sheets if necessary.

3.4.2 continued

	Yes	No	?	COMMENTS
1. Based on the inventory and any other pertinent sources, is the natural system designation an accurate description of the area?				
2. Is the environment designation compatible with the natural system designation for the area?				
3. Are there any boundary conflicts concerning environment designations with the immediately adjacent areas?				
4. Are use activities regulated in such a manner as to minimize adverse effects on the natural characteristics of the area?				
5. Are there any specific goals or policies stated within the plan that are incompatible with the important characteristics of the area?				
6. Is the overall master program as it applies to specific Shorelines of Statewide Significance consistent with the guideline principles of 3.3.3?				
7. Are all shorelines of Statewide Significance, as defined by the Act, defined and treated as such by the county?				
8. Are all environment designations realistic in that existing uses do not conflict so much that achievement of the intentions of the plan is impossible?				

3.4.2 continued

Use additional pages as necessary.

SPECIFIC AREA OF IMPORTANCE	COMMENTS ON CONSISTENCY OF NATURAL SYSTEM, ENVIRONMENT DESIGNATION, INVENTORY, REGU- LATIONS, CONSISTENCY WITH THE REGULATIONS OF OTHER AGENCIES

3.4.3 AREAL EFFECTIVENESS

Take one or two of the areas chosen for 3.4.2 and work backwards through the regulatory text of the program--use regulations, policies, goals--to test the consistency, effectiveness, and administrability of the program. Scan the instructions for section 3.6 prior to doing this.

AREA TESTED	RELEVANT PROGRAM PROVISIONS	COMMENTS

3.5 REGIONAL QUESTIONS

A county or city's program should fit in with the programs of adjacent jurisdictions and, for some issues, with other programs for an entire region. Questions concerning these issues, however, will be hard to answer, especially when neighboring plans come in to D.O.E. at widely separated times. As far as feasible, however, these questions should be attended to. The reviewer should keep a list of areas queried under these questions and compare programs when timing permits, possibly noting a condition to the acceptance of the program when timing does not permit and the area is of sufficient importance. See section 1.3 for reference.

	COMMENTS
1. Programs for cities should be examined to assure that the location, allocation and distribution and implications of environment designations are not grossly inconsistent with the program of the surrounding county.	
2. Examine the program maps for possible ecologically sensitive areas lying on or very near county or city boundaries, such as marshes, lakes, estuaries, flood-plains, river basins, islands, sensitive beaches or dunes, or other important areas from 3.4.2. The programs of both jurisdictions involved in such boundary questions should be examined to assure neither jurisdiction assigns environments that will threaten the viability of the neighboring jurisdiction's natural systems and their planned usage. Particular attention should be devoted to Shorelines of Statewide Significance.	

3.5 continued

	COMMENTS
3. If the environment designations and use regulations permit the establishment of superports and/or heavy industry, these should be evaluated on the basis of possible impact on neighboring jurisdictions and on the basis of regional supply and demand.	
4. In areas neighboring, or possibly impacted by, shorelines exempt from the act, the environment designations should acknowledge planned and potential uses for the exempt shorelines.	
5. Consideration of regional supply and demand should be given to any other uses of urban or regional nature, such as ports, light industry, utilities, major transportation routes, historic sites, etc. At the same time the program should provide for upland location of non-water dependent uses and adequate regulations.	

Note that regional issues, if of sufficient import, may be a basis for rejection or conditional acceptance of the program.

3.5 continued

Use additional pages as necessary.

AREA IMPACTED BY NEIGHBORING JURISDICTIONS	RELEVANT ADJACENT JURISDICTIONS	NATURE OF POTENTIAL IMPACT	COMMENTS

3.6 IMPLEMENTATION

A master program should be understandable to a layman off the street--he should be able to pick up the plan and find out, without excess confusion or study, what regulations, policies and goals apply to a particular parcel of property. The program must also be administrable via the permit system and be sufficiently clear and free of contradiction to stand up to legal proceedings. The reviewer will want the advice of the Shorelines Permit section before finalizing this part of the review.

3.6.1 ADMINISTRABILITY

	Yes	No	?	COMMENTS
1. Does the program contain a section of instructions detailing how it should be used, what sections take priorities over other, etc.? If so, is it clear, useable and applicable to the remainder of the program? Does it suffice to make the program interpretable and administrable via the permit system?				
2. Is the master program arranged and organized in such a way as to facilitate its use in administering it via the permit system? Can you take a specific use in a specific environment on a given natural system and easily find the regulations, policies and goals that are applicable?				
3. Is there provision in the program that would indicate how conflicts that arose in such a process might be resolved?				

3.6.1 continued

	Yes	No	?	COMMENTS
4. If the plan does not give specific instructions and priorities for implementation and resolution of conflicts, is it arranged in such a way that these appear unnecessary?				
5. Does the program specifically spell out when a permit is required, how and through whom it shall be applied for, and what appeals are available? Are these in agreement with the law and guidelines?				
6. Does the plan include a "severance clause" providing that, if part of the program is found illegal, the rest of the program will retain validity?				
7. Does the wording of the program make it clear that the program takes precedence over existing zoning and that zoning must be changed to conform with the program?				
8. Does the program make it clear that single family residences, while exempt from the permit procedure must follow the intent of the master program? Such uses may legally be regulated by subdivision covenants, building permits and platting regulations. Does the program take advantage of this? If not, is it a serious breach of the program's goals not to?				
9. Is the wording of the program generally clear and concise?				
10. Does the program provide procedures for the granting of permits for variances and conditional uses?				

3.6.2 VARIANCE AND CONDITIONAL USE PERMIT PROCEDURES

3.6.2.1: VARIANCES

The master program should pay close attention to these questions:

	Yes	No	?	COMMENTS
1. Does the plan provide that permits for variances must be approved by DOE?				
2. Does the plan provide objectives for variance permits?				
a. Relief from practical difficulties or unnecessary hardship imposed by strict administration of plan.				
b. Assure a person fair and equitable use of his property while protecting the environment.				
3. Does the plan provide specific conditions that an applicant for a variance must demonstrate?				
a. Reasonable use of property cannot be made.				
b. Hardship is specifically related to applicant's property.				
c. Hardship results <u>only</u> from application of the act and plan.				
d. Variance will be in harmony with the intent of the plan.				
e. Public welfare and interest will be preserved.				
f. Other				

3.6.2.1 continued

	Yes	No	?	COMMENTS
4. Are any insufficient reasons for the granting of variances given?				
Profit				
...				

3.6.2.2: CONDITIONAL USES

The master program should pay close attention to these questions:

(Review the master program procedures for the granting of conditional conditional use permits here. If the program discusses specific conditional uses, e.g. per environment, these should be reviewed under USE REGULATIONS.)

	Yes	No	?	COMMENTS
1. Does the plan provide that permits for conditional uses must be approved by DOE?				
2. Does the plan provide objectives for conditional use permits?				
a. Provide more control and flexibility for implementing regulations of the plan.				
b. Assure a person fair and equitable use of his property while protecting the environment.				
3. Does the plan include provisions to control undesirable effects?				
4. Does the plan require conditional uses to meet performance standards that make the use compatible with permitted uses?				

3.6.2.2 continued

	Yes	No	?	COMMENTS
5. Does the plan provide specific conditions that an applicant for a conditional use permit must demonstrate?				
a. No unreasonably adverse effects on environment or on other uses.				
b. No interference with public use of public shorelines				
c. Design of site compatible with surroundings and with master plan.				
d. Proposed use not contrary to intent of master plan				

3.7 PROGRAM REVISION QUESTIONS

	Yes	No	?	COMMENTS
1. Does the program recognize that planning such as this is an evolutionary process and therefore provide for possible major revision over the next several years?				
2. Are procedures on guidelines for citizen involvement, etc. included in such provisions for revision?				
3. Does the plan provide for DOE approval of all revision, major and minor?				
4. Does the plan provide that repeated permits for variances of a particular kind should reflect the need for minor revision, and provide the means by which such minor revision should be undertaken?				

3.8 CITIZEN INVOLVEMENT QUESTIONS

Note: If these guidelines are not followed, an explanation of the method used should be provided, and the method used should be compatible with the intent of the Act and Guidelines. Each major question (1,2,...) should receive some attention by the reviewer. Subquestions (a,b,...) may be attended to if time allows.

	Yes	No	?	COMMENTS
1. Was a citizen advisory committee appointed?				
a. Did it represent both commercial and environmental interests?				
2. Did the citizen advisory committee hold at least 3 public meetings during development of the plan and designation of environments?				
a. Was public notice provided 7 days prior to meeting?				
b. Were all meetings open to public?				
c. Were all meetings held in the evening at a location accessible to the general public?				
d. Was a record of all meetings filed with the local government and made available to the public?				
e. Were resource persons provided by local government to assist in preparation, organization, and diffusion of information?				
f. Was the final evening meeting held at least 7 days prior to public hearing?				

3.8 continue?

	Yes	No	?	COMMENTS
3. Was a newsletter published by advisory committee in cooperation with local government?				
a. Was it available to public at posted locations?				
b. Was it available after first evening public meeting and before the second?				
c. Were the date, time and location of future public meetings and hearings stated?				
d. Was a phone number provided to obtain further information?				
e. Was public notice made of the availability of the newsletter?				
4. Was the master program publicized?				
a. By public notice postings?				
b. By newsletter?				
c. By radio, TV, and local news media?				
d. By local paper of general circulation?				
e. By announcements to community groups?				

3.8 continued

	Yes	No	?	COMMENTS
5. Was at least 1 public hearing held by the local government after 3 public meetings had been held to discuss the proposed master program?				
a. Was public notice made at least once in each 3 weeks preceding the hearing in one or more newspapers of general circulation in the area in which hearing was held?				
b. Was master program made available for public inspection at the local government office and available upon request at least 7 days prior to the public hearing?				
6. Prior to adoption of the master program were all reasonable attempts made to obtain a general concurrence of the public and the advisory committee?				
a. Is method of obtaining or measuring concurrence described?				
b. Does it provide a clear indication of how citizen input was utilized?				
7. If level of concurrence on master program was not considered adequate by advisory committee at conclusion of public hearing, did local government hold subsequent public meetings & hearings until such time adequate concurrence was reached?				

3.8 continued

	Yes	No	?	COMMENTS
8. Did public notice include:				
a. Reference to authority under which rule was proposed?				
b. Statement of either terms or substance of proposed rule or description of subjects and issues involved?				
c. Time, place, and manner in which interested persons could present views thereon? (as stated in RCW 30.04.025)				

3.9 SUMMARY OF REVIEW

This section may be used by the reviewer as a reverse table of contents to the content of his review. He should leaf through his review, and mark here a very brief summary (i.e. a few key words) of the presence and seriousness of major shortcomings which he has commented upon in each section.

SECTION	ADEQ. INAD. ?	SUMMARY OF INADEQUACIES	MINOR MAJOR
3.2.1 Environments			
3.3.1 Goals			
3.3.2 - policies and use regulations in general. See attached table for specific environments and shorelines			

3.9 continued

SECTION	ADEQ.	INAD. ?	SUMMARY OF INADEQUACIES	MINOR	MAJOR
3.3.3 Shorelines of Statewide Significance.					
3.3.4 Other General Considerations					
3.4 Specific Areas					
3.5 Regional Questions					
3.6 Implementation					
3.7 Program Revision					
3.8 Citizen Involvement					

3.9 continued

Summary of Review of Section 3.3.2 - policies and use regulations for environments

Mark with a check adequate sections and summarize very briefly comments as to possible inadequacy of specific sections.

ENVIRONMENT	SHORELINES OF STATEWIDE SIGNIFICANCE		OTHER SHORELINES	
	POLICIES	USE REGULATIONS	POLICIES	USE REGULATIONS
NATURAL OR _____				
CONSERVANCY OR _____				
RURAL OR _____				
URBAN OR _____				
OTHER _____				
OTHER _____				
OVERALL				

4. INTRADEPARTMENT MEETING

It will be the responsibility of the reviewer to chair the intradepartment meeting, to present major comments brought out by his or her review and by the Task Force, to encourage discussion of these, to coax additional comments from the intradepartment people, and to collect notes from the meeting and collate them with his or her other sources.

5. SHORELINES RESPONSE

It will also be the reviewer's responsibility to write up a draft DOE response to the program, using all the sources available to him. This workbook is arranged such that section 3.9 can serve as a sort of backwards table of contents for his or her own review of the program, to be collated with other comments.

This done, it is expected that the reviewer will meet with several other Shorelines people to discuss the DOE decision and response to the program and write the final draft response accordingly. Further comments on these steps (4. and 5.) are given in the guidebook, under separate cover.

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