

# Puget Sound Marine and Nearshore Grant Program

## GRANT APPLICATION

### *Improving Compliance with Puget Sound Marine Shoreline Regulations*

A complete proposal consists of: 1) This completed Grant Application; 2) Budget Worksheet (Excel); and 3) Optional Supporting Document (one PDF). Send completed documents by 12:00 PM (Noon), Friday, October 31, 2014 to [PSMarineNSGrants@dfw.wa.gov](mailto:PSMarineNSGrants@dfw.wa.gov).

#### Cover Page

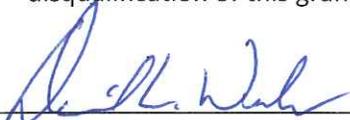
|                   |   |  |
|-------------------|---|--|
| Project Title:    | Island County Marine and Nearshore Compliance Improvement Project |  |
| Location:         | Island County, Washington   |  |
|                   | Primary Contact   | Secondary Contact                              |
| Contact Name:     | Tess Cooper   | Dave Wechner                                   |
| Affiliation:      | Island County Planning & Community Development                    | Island County Planning & Community Development |
| Address:          | 1 NE 6 <sup>th</sup> St. PO Box 5000                              | 1 NE 6 <sup>th</sup> St. PO Box 5000           |
| Office Phone:     | 360-678-7821  | 360-679-7344                                   |
| Cell Phone:       | 360-920-7438  |  |
| E-mail:           | t.cooper@co.island.wa.us  | d.wechner@co.island.wa.us                      |
| Grant request:    | \$107,400,  |  |
| Project duration: | January 1, 2015-August 31, 2016                                   |  |

#### Non-Mitigation Statement

- Please check here to affirm this project is not associated with a mitigation or other compensatory restoration project, system, or bank, either through a shared footprint, adjacency, design, financing, or other mechanisms.

#### Certification of Information

- The applicant, by the signature below, certifies that he or she has read and understands the Landowner Incentives Request for Grant Proposals and that all of the information contained in this application and supporting materials is accurate as of the below-listed date. The applicant certifies that its governing board has been legally constituted and that it supports the project as described in this application. The applicant understands that Puget Sound Marine and Nearshore Grant Program staff may independently verify all information provided, and that the discovery of incomplete, inaccurate, or misleading information are grounds for the disqualification of this grant application or the revoking of an award.

  
\_\_\_\_\_  
(SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL)

10/31/14  
\_\_\_\_\_  
Date

David L. Wechner, Director Planning and Community Development  
\_\_\_\_\_  
NAME AND TITLE

## **Project Overview**

*Please answer the following questions about the proposed project. Please limit this section to six pages.*

- 1. What specific geographic area would the proposed project cover? How many marine shoreline miles would the project affect? Why is regulatory compliance important for your area?**

The Island County Marine and Nearshore Compliance Improvement Project will cover approximately 196 miles of marine shorelines, which include the two major islands of Whidbey and Camano, and seven small islands. The marine shorelines of Island County are located within WRIA 6 in the Whidbey Basin, in north Puget Sound and at the eastern end of the Strait of Juan de Fuca. Collectively, these marine waters are part of the Salish Sea, which also includes the Strait of Georgia to the north of Island County, extending into British Columbia. The County's shoreline jurisdiction excludes the cities of Oak Harbor, Coupeville and Langley. Island County does not have any streams which fall under the jurisdiction of the Shoreline Management Act.

The shorelines of Island County make up approximately 8% of Puget Sound's shoreline and includes important nearshore habitats such as Port Susan Bay, Skagit Bay, and Admiralty Inlet. The nearshore and coastal estuaries provide critical shelter, food, and physiological refuge for juvenile salmon as they transition from river to ocean stages of their life. These areas also abundantly produce lower trophic organisms, such as shellfish and forage fish that contribute to the diets of the higher trophic level predators. To the east, major river systems bring juvenile salmon directly to Island County's estuaries and nearshore. To the west are the Straits of San Juan de Fuca, which are the migration pathway for transient orcas and all 22 populations of Chinook salmon to and from the Pacific Ocean. Compliance with regulations ensures that these critical habitats and important species are protected.

- 2. What regulations does your project propose to improve the compliance of?**

This proposal will improve compliance with the following laws and regulations:

- Washington Shoreline Management Act (SMA);
- Island County Shoreline Master Plan (SMP);
- Island County Code (critical areas, land development, and zoning regulations); and
- Island County Comprehensive Plan (update underway for 2016).

- 3. Describe specifically what activities you propose to do.**

**3a. If you are proposing activities described in the Request for Grant Proposals (RFGP) under the four activity types, list them. For each, describe why it is important and how conducting the activity is directly related to improving compliance in the project area. If you are using an existing methodology or model, which project are you trying to replicate, and why?**

Island County is proposing to utilize grant funds to improve regulatory compliance in the County's shoreline areas. Specifically, the County is proposing to initiate a permit compliance monitoring program, improve targeted outreach and education efforts, increase the efficiency

for shoreline permit review procedures, and to more efficiently utilize existing code compliance resources. Below each of these activities is outlined in detailed and an explanation provided which clearly describes how the activity is important for improving compliance.

1. Monitoring Compliance:

*Overview:*

Island County Planning & Community Development (ICPCD) will develop and institutionalize a permit compliance monitoring process. The County will investigate compliance rates for permitted activities, and establish a baseline compliance rate from which to evaluate progress.

Island County's enforcement activities involve complaint based investigations of unpermitted activities; little or no evaluation is done to ensure that permitted activities are installed or constructed in accordance with conditions of approval. Most shoreline development proposals involve a shoreline permit (or documented exempt activity) and an associated building permit. While building permit compliance is controlled through an inspection process, no consistent and reliable process exists for ensuring compliance with shoreline permit requirements. Essentially, the current permitting assumes that the shoreline permit conditions of approval are being met with the building approval and inspection process; there is no verification/compliance monitoring for the shoreline development.

Island County has observed that a significant number of permit conditions are not being fully implemented. These conditions are essential for maintaining shoreline ecological functions. Accordingly, County staff believes it is essential to determine the compliance rate, develop effective methods of improving compliance, and finally, implement those methods consistently. Improvements to the permit compliance monitoring process will: 1) establish the current level of compliance with codes; 2) establish trends in non-compliance to inform outreach activities; and 3) develop goals for progress on compliance.

*How monitoring improves compliance:*

Monitoring will improve compliance by ensuring that permitted projects are constructed in accordance with code requirements and conditions of approval and will help planners to write more binding, specific, and easily implementable conditions of approval. Staff will initiate an inspection process that ensures conditions of approval are adhered to. This inspection process will prevent violations by providing on-going guidance during the construction process. Any permit condition violations will be addressed immediately, rather than relying on complaints to initiate compliance.

The proposed permit compliance monitoring process will accomplish the four following objectives: a) determine the effectiveness of permit compliance and enforcement procedures; b) improve compliance with conditions of approval; c) focus permitting and enforcement resources on those areas where they are most needed and where measurable improvements can be documented; and d) incorporate results of effectiveness monitoring into the next shoreline master program update.

*How progress will be measured:*

As part of this action, a baseline compliance rate will be established; a goal for improving compliance will be identified, and progress towards meeting this goal will be monitored. Near term progress will be monitored by initiating the compliance rate assessment, establishing a compliance improvement/inspection program, and by establishing specific performance metrics which can be monitored to ensure long term performance objectives are achieved.

## 2. Education and Outreach

*Overview:*

A significant number of violations in Island County result from a lack of awareness of shoreline regulations and permit requirements. Many property owners and shoreline residents are accustomed to making minor improvements, clearing vegetation, and modifying shorelines without the knowledge that a permit is required. Often property owners express genuine surprise when they learn that they have violated code requirements. Lack of knowledge also plays a role in the type of shoreline modifications property owners choose to make. Absent adequate knowledge of the regulatory and ecological consequences associated with their actions, they create unforeseen impacts and unintended consequences.

We propose to create an education and outreach program which will target three distinct groups: a) Planning Department staff, b) shoreline property owners, and c) consultants/contractors. This effort is particularly important as Island County transitions to a new Shoreline Master Program (SMP) over the upcoming years. Specific guidance documents will be developed by the County and distributed to local consultants, developers and contractors. ICPCD will coordinate this effort with the existing “Landowner Incentives to Reduce Puget Sound Shoreline Armoring” and “Shore Stewards” programs (<http://www.islandcountyeh.org/Page/1291>) to provide materials specifically developed to inform homeowners about updated SMP requirements and responsibilities. ICPCD will also coordinate with the “Shore Friendly” certification program to provide pertinent information on new SMP guidelines to consultants, developers, and contractors through September 2016. This coordination will increase capacity and reach a greater audience in the shoreline development community and allow more concentrated training opportunities.

*How education and outreach will improve compliance*

Improving knowledge and public awareness of shoreline regulations and resulting ecological consequences associated with poorly designed or inappropriate shoreline modifications will improve compliance. Improving the knowledge base of Island County staff will ensure that all current regulations are applied during the permit review process and will enable staff to assist permit applicants in designing better and more code compliant projects. Homeowners are often unaware of permit requirements and construct shoreline modifications without permit approval and in violation of applicable shoreline regulations. We believe that most property owners would comply with shoreline regulations if they were aware of them, or were more knowledgeable of the consequences of inappropriate shoreline development. Finally, shoreline development consultants and contractors will be made aware of the

potential consequences of violating shoreline regulations and/or not adhering to permit conditions. Targeted trainings will help contractors avoid problems during the construction process and will ensure that more projects are built with permits and in accordance with permit conditions.

#### *How progress will be measured*

Short term progress will be measured by tracking the number of trainings conducted and the number of individuals who participate. At a minimum, all of Island County's permit review planners will receive updated SMP compliance training. At least four contractor/consultant training workshops will be held; one in each of Island County's geographic regions (south Whidbey, central Whidbey, north Whidbey, and Camano Island), and homeowner training sessions will be held in at least ten of Island County's waterfront communities. Three separate regulatory assistance guides will also be created for each of the target groups (staff, homeowners, and contractors/consultants).

### 3. Permitting Efficiency

#### *Overview*

The proposed program enhancements will expand and improve the current Preliminary Critical Area Determination (PCAD) application process for pre-building site assessment of wetlands and wetland buffers to include Shoreline Development (OHWM determination, site plan with regulated setbacks, environmentally sensitive areas, shore-form type, and critical habitats areas). This enhanced PCAD process will provide shoreline residents and property owners with a cost effective way to assess natural and regulatory constraints, and will provide Island County staff with the opportunity to influence early design decisions.

By helping residents and property owners design better projects, many permitting hurdles can be avoided while facilitating better ecological outcomes. For example, Island County currently requires that a biological site assessment (BSA) be prepared for projects located in a fish and wildlife protection buffer. If homeowners were aware of the buffer location and the ramifications of building in it, fewer projects would be built in buffers, permit review times would decrease, and applicants may avoid the cost of preparing otherwise unnecessary environmental documentation.

Ultimately, the expanded PCAD process will ensure consistency in the permitting process and encourage "shore friendly" alternative designs and techniques before a permit application is prepared or submitted. Expanding the PCAD process to include shorelines will also increase the County's data inventories, while greatly improving project design and providing a streamlined and more efficient permit application process. The expanded PCAD program will also reduce minor development and clearing within buffers and setbacks by improving awareness of shoreline regulations.

#### *How permitting efficiency improves compliance*

This action will improve compliance by helping property owners and consultants identify natural constraints and ecologically sensitive areas before they begin the project design process. It will provide planning staff with the opportunity to interact with homeowners and

consultants to make them aware of permit requirements as well as provide planning staff the opportunity to promote environmentally sensitive solutions. An efficient permitting process minimizes the perceived burden of permitting for homeowners and the likelihood of unpermitted activity. As an additional benefit, these efficiencies will improve compliance by increasing the County's inventory of property constraints which allows violations to be identified and corrected more quickly.

#### *How progress will be measured*

Island County will design and implement a PCAD process for shorelines. Implementation of this program will be evidence of progress. Long term progress will be measured by tracking the number of determinations conducted and by increasing the amount of data the County has on the location of shoreline critical areas and constraints.

#### 4. Enforcement

##### *Overview*

Enforcement activities currently are a manual, paper-based process. This is an inefficient and time-consuming process. Improvements to traditional tools and technology would increase enforcement efficiency and create more time for case management, outreach, data tracking and analysis. The proposed technology improvements include a wireless field computer, mobile GIS Software & license, and GPS devices for permit review and code compliance staff. Better data collection, GIS data inventories, and permit tracking reports and queries will greatly improve efficiency in the use of limited County resources and provide better service to the public. In addition, this technology will allow staff to investigate more violations in less time and will improve the accuracy of permit review and enforcement activities. For example, providing permit review planners with GPS units would allow them to better document site conditions during the permit review process (existing structures, setbacks, site constraints, etc.); this would in turn, lead to quicker, and more accurate code enforcement investigations and make it possible to locate inaccessible violation sites (bluff-backed beaches).

By improving the efficiency of our code compliance program, Island County will be able to resolve a greater number of code compliance issues with our existing staffing resources. This will be accomplished by reducing the amount of time that is required to research and process code violations. In addition, improved data analysis and tracking will improve the accuracy of code compliance efforts reducing the amount of time needed to resolve disputes and appeals.

##### *How enforcement improves compliance*

Island County is a jurisdiction with 208 square miles, and limited code compliance resources; therefore, it is vital that our resources be utilized as efficiently as possible. By implementing actions described above, the County's code compliance planner will be able to research and resolve code violations in less time.

##### *How progress will be measured*

An evaluation will be conducted to determine the number of code violations investigated and resolved over an established period of time. A baseline will then be established along with a goal for increasing the number of violations investigated and addressed. Short term progress will be assessed by documenting technology and data gathering improvements. Long term progress will be measured by evaluating change (decrease) in the complaint investigation and resolution timeframe.

**3b. If you are proposing activities not listed in the RFGP, describe the issue or problem that activity would solve, as well as how conducting the activity is important and directly related to improving compliance in the project area.**

N/A

**4. What threats to Puget Sound habitat and species does this project address? Describe how the project would benefit marine and nearshore habitat and improve the protection of shorelines.**

Nearshore environments and coastal estuaries provide critical shelter, food, and physiological refuge for the 22 populations of Chinook salmon, including ESA listed species, as they transition from river to ocean life stages. Salmon require estuaries and embayments for these critical life stages. The food sources that salmonids rely on utilize these nearshore areas for spawning and refuge. Forage fish spawn on the intertidal nearshore using a very specific gravel size. Shading provided by overhanging vegetation allows the eggs to remain shaded and moist at low tides. The overhanging vegetation also provides important terrestrial inputs (leaf litter for grazers and invertebrates for predators).

Inappropriate or improperly designed shoreline modifications can negatively impact the habitat features described above by reducing or altering sediment inputs from feeder bluffs and eliminating overhanging vegetation. Over time, these activities lead to a coarsening of beach sediments, a permanent loss of over-hanging vegetation, and changes to beach profiles and grades. Island County's shoreline regulations are designed to eliminate or mitigate these impacts. No such guarantees are present when projects are constructed outside of the permit review process; therefore, increasing code compliance is essential to maintaining shoreline ecological functions.

Improved education of the importance of these habitats and their components will enable landowners to make educated decisions regarding the effects of shoreline modifications before vegetation is removed or the shoreline is altered. Improved compliance will ensure that ICPCD can monitor landscape-level effects of nearshore alterations. A streamlined permitting process will encourage landowners to apply for permits and discuss their projects prior to implementation. The interaction between landowners and ICPCD prior to project design will afford the opportunity to alter the project in such a way that meets both the needs of the landowner, the County, and the nearshore environment.

**5. What are the long-term goals and short-term measurable objectives of the proposed project?**

The activities proposed will produce the following short-term measurable objectives and long term goals:

Short term:

- Produce and distribute targeted training materials and guidance documents
- Update the Island County Planning Department website to include easily accessible information on the updated SMP, shoreline development, and protection standards
- Provide training and guidance documents to Island County staff on provisions of the updated SMP
- Improve data collection and synthesis
- Supplement and upgrade code compliance tools and equipment
- Improve homeowner, staff, and consultant awareness and understanding of SMP requirements and regulations

Long term:

- Increase compliance rate
- Increase compliance with permit conditions of approval and improve permit process effectiveness (achieving stated goals of SMP)
- Reduce inappropriate and ecologically damaging shoreline modifications
- Improve quality and comprehensiveness of GIS data inventories and permit tracking data

**6. How will proposed project activities be sustained and/or contribute to effective regulation beyond the period of grant funding? Describe resources, partnerships, or other tools available, and demonstrate the commitment of relevant organizations.**

The proposed actions will allow Island County to more efficiently utilize its existing code compliance resources. The majority of the actions outlined in this proposal will result in long term improvements. For example, data collection improvements and analysis tools investments will assure more efficient code violation resolutions beyond the lifetime of the grant.

Better data collection, streamlined and more efficient permit application processes, GIS data inventories, and field access to permit tracking reports and queries will greatly improve shoreline permitting efficiency. Over the long term, better outreach and public interface are expected to result in fewer complaints and violations. Each of these actions can be sustained by the Planning Department's existing annual operating budget.

**7. How will your project approach result in a measurable improvement in compliance?**

This project consists of four distinct components. This multi-faceted approach addresses the primary issues that result in non-permitted or non-compliant activities in the nearshore environment, thus Island County will achieve both immediate and long-term improvements. Each component will improve compliance in the following ways:

1. Monitoring Compliance

The proposed monitoring compliance improvements will ensure that more projects are constructed in accordance with permit conditions. This action will assess the current permit condition compliance rate, establish a baseline, implement a compliance

monitoring/inspection program, identify a compliance improvement goal, and evaluate progress towards this goal.

## 2. Education and Outreach

An education and outreach strategy will be implemented. This action will target three specific groups: Planning Department staff, property owners, and contractors/consultants. It will produce a minimum of three guidance documents (one for each of the targeted groups) and provide trainings and workshops. Broadly, this approach will improve compliance by increasing awareness of shoreline regulations and permit requirements; however, each of the targeted groups has unique requirements which this approach will address.

- *Staff* – Staff training will improve compliance by helping permit review staff write more binding, effective, and enforceable permit conditions. Staff will also receive training in the application of Island County’s recently updated Shoreline Master Program. Staff trainings will improve the ability of permit review staff to guide applicants towards more environmentally sensitive development options.
- *Homeowners* – Homeowner trainings and workshops will be designed to improve compliance by increasing awareness of shoreline regulations and permit requirements among waterfront property owners. Many violations result from a lack of awareness, of both code requirements and the consequences of code violations.
- *Contractors/Consultants* – Training and outreach efforts targeted at contractors and consultants will focus on helping these groups understand and comply with permit conditions. These efforts will also provide an opportunity for Island County staff to learn from these groups. Many permit condition violations result from ambiguous, contradictory, or confusing permit conditions. By reaching out to these groups, Island County’s permit review staff will not only improve knowledge among the targeted group, but will gain knowledge and perspective that can be used to write more effective permit decisions.

## 3. Improving Permit Efficiency

This action will improve compliance by helping property owners and consultants identify natural constraints and ecologically sensitive areas before they begin the project design process. It will also provide staff with an opportunity to interact with homeowners and consultants and make them aware of permit requirements and to promote environmentally sensitive solutions. As a secondary benefit, it will improve compliance by increasing the County’s inventory of property constraints. Such an inventory would allow violations to be identified and corrected more quickly.

## 4. Enforcement

Island County is a large jurisdiction with limited code compliance resources; therefore, it is vital that these limited resources be utilized as efficiently as possible. Currently, code compliance investigations are hampered by a lack of access to information in the field. The

code compliance planner cannot access permit or compliance records in the field, and has no access to the County's GIS database of critical areas and shoreline resources. Also, locating the site of alleged violations is often difficult. Specifically, in many areas bulkheads and other modifications are constructed at the base of steep bluffs and these areas cannot be accessed from the upland portions of the site. Instead, accessing the site often involves a long walk down the beach to the location of the violation. Accordingly, it is often difficult to know which property the violation is associated with.

The proposed enforcement improvements will address these problems by providing the code compliance planner with mobile access to permit records and property information, and will provide them with a GPS unit to locate inaccessible sites. These technology upgrades increase the efficiency of Island County code compliance efforts, thereby increasing the number of code violations that can be investigated and resolved with existing resources.

**8. Is this proposed project consistent with Local Near-Term Actions or other priorities described in the Puget Sound Action Agenda? If so, describe.**

The Island County Marine and Nearshore Compliance Improvement Project addresses Puget Sound Partnership Action Agenda sub-strategies (B1.3 Improve, strengthen and streamline implementation and enforcement of laws, regulations, and permits that protect the marine and nearshore ecosystems and estuaries) as well as three of Island Local Integrating Organization Near Term Actions (NTA#B1.3.ISL1, NTA#B1.3.ISL2, and NTA#B1.1.ISL3). The Island County Local Integrating Organization (ILIO) used the Open Standards for Conservation process to identify ecosystem pressures, solidify local understanding and agreement, prioritize ecosystem protection and recovery efforts, and to determine where to focus collaborative work in the watershed. The Island County Shoreline Master Plan (SMP) implementation strategy was identified as one of twelve Near-term Actions (NTAs) for the Island County watershed.

## **Statement of Work**

*Please use the following template for the proposed Statement of Work. Tasks 1 and 2, as well as the deliverables listed below them, are necessary parts of all proposals. Additional tasks and deliverables should be added to clearly demonstrate what would be accomplished via the grant agreement, by what day, and at what cost. Each task should have one or more deliverables. Add as many tasks as needed.*

### **Task 1: Project administration/management**

The project sponsor will administer the project, including but not limited to: maintaining project records; submitting invoices to WDFW for payment; submitting bi-annual FEATS progress reports and the final performance report; and compliance with applicable terms, conditions, and other grant requirements.

The project sponsor will also manage the project, including but not limited to: conducting, coordinating, and scheduling project activities; ensuring quality control; communicating with project partners and Grant Program staff; and ensuring completion of the project as outlined in the grant agreement.

- Deliverable 1.1: Quarterly project progress reports

- Cost: **\$4789.40 (County Match)**
- Completion dates: **April 15, 2015, July 15, 2015, October 15, 2015, January 15, 2016, April 15, 2016, July 15, 2016 and October 15, 2016.**
- Deliverable 1.2: Bi-annual federal FEATS reports
  - Cost: **\$3421.00 (County Match)** Completion dates: April 15<sup>th</sup> and October 15<sup>th</sup> of each year, for the duration of the grant
- Deliverable 1.3: Final federal FEATS report
  - Cost: **\$2052.60 (County Match)** Completion date: **October 15, 2016**

## **Task 2: Performance evaluation**

A performance evaluation plan will be developed that outlines what will be measured (such as inputs, outputs, outcomes), how these metrics will be measured, and how the results of the evaluation will be used. The project will be evaluated using this plan, and the final report will include the results of the performance evaluation.

- Deliverable 2.1: Performance evaluation plan
  - Cost: **\$5644.65 (County Match)**
  - Completion date: **February 15, 2015**
- Deliverable 2.2: Final performance evaluation report
  - Cost: **\$5644.65 (County Match)**
  - Completion date: **October 15, 2016**

## **Task 3: Monitoring Compliance**

- Deliverable 3.1: Existing Conditions Report – Island County will produce a report documenting the existing permit condition compliance rate, identifying barriers to measuring or tracking compliance, and audits of sample of recently completed permits to determine if conditions are clear, enforceable, and verifiable.
  - Cost: **\$5473.60 (County Match)**
  - Completion date: **September 30, 2015**
- Deliverable 3.2: Strategic Plan for Improving Compliance – Based on the findings documented in the Existing Conditions Report, a Strategic Plan for Improving Compliance will be developed. This plan will identify a number of specific actions to improve compliance.
  - Cost: **\$5473.60 (County Match)**
  - Completion date: **January 31, 2016**
- Deliverable 3.3: **Implementation** – Island County will begin implementing the Strategic Plan (Deliverable 3.2). This effort will be coordinated with the Education and Outreach action (Task 4) and the Permitting Efficiency action (Task 5) to train staff on how to improve compliance rates, the use of new equipment (GPS units), and how to effectively track and analyze compliance tracking data. A detailed memo will be produced by Island County documenting the steps taken to implement the Strategic Plan.
  - Cost: **\$2736.80 (County Match)**
  - Completion date: **April 30, 2016**
- Deliverable 3.4: **First Round Monitoring and Assessment Report** – A sample of projects started and completed after the implementation of the Strategic Plan will be reviewed to identify procedural changes; challenges encountered implementing the plan, and changes in compliance rate.

- Cost: **\$2736.80(County Match)**
- Completion date: **September 30, 2016**

#### **Task 4: Education and Outreach**

- Deliverable 4.1: **Outreach and Training Strategy** – A detailed outreach and training strategy will be produced, describing how, and when, Island County will reach out to the three target groups (homeowners, consultants/contractors, and staff).
  - Cost: **\$6000**
  - Completion date: **July 31, 2015**
  
- Deliverable 4.2: **Develop Guidance Documents and Training Materials** – Guidance document and training materials specific to each of the target groups will be developed. These materials will at a minimum include:
  - (a) Implementation guide for Island County staff,
  - (b) Design and permit application guide for contractors and consultants, and
  - (c) Outreach materials for homeowners, including brochures, presentations, posters, and website content
    - a. Cost: **\$34,000**
    - b. Completion date: **January 31, 2016**
  
- Deliverable 4.3: **Staff Training** – In accordance with the methods outlined in the outreach and training strategy produced through deliverable 4.1, a series of staff training sessions will be conducted. These trainings will be intended to ensure that staff is well versed in the provisions of Island County’s new Shoreline Master Program and will incorporate any lessons learned through Task 3 (monitoring compliance). This will ensure that Island County’s Shoreline Planners are able to write clear, enforceable, and verifiable permit conditions.

The formal outreach and training effort will begin with Island County staff and will then move on to more demanding and less knowledgeable groups. This process will allow the training and outreach effort to evolve along the way and will allow staff who have received training to participate in subsequent outreach efforts, and thereby gaining knowledge through the process of teaching others.

- Cost: **\$3000**
- Completion date: **February 28, 2016**
  
- Deliverable 4.4: **Contractor and Consultant Training** – A minimum of four formal training sessions will be conducted (one in each of the County’s geographic regions). These trainings will focus on providing design guidance and permit application assistance to Island County’s contractor/consultant community. These trainings will result in better designed projects and will reduce conflict and confusion during the permit application process.
  - Cost: **\$2052.60 (County Match)**
  - Completion date: **July 31, 2016**
  
- Deliverable 4.5: **Homeowner Outreach Sessions** – At least 10 homeowner outreach sessions will be conducted. These sessions will be conducted in the County’s densely built-up waterfront communities; targeting those communities with established homeowners or neighborhood

associations. By targeting areas with some institutional capacity the County can leverage existing social capital and maximize the number of people reached. In addition to the direct outreach efforts, additional website content will be developed and the County's email distribution list will be expanded to include those interested in receiving updates on shoreline permitting issues.

- Cost: **\$12,000**
- Completion date: **September 30, 2016**
  
- Deliverable 4.6: **Final Report** – As a final step a report or detailed memo will be produced documenting the number of trainings and outreach sessions conducted, the number of people reached or directly contacted, the methods employed, and the challenges and successes encountered along the way. This document can be used to inform future efforts for Island County as well as other jurisdictions experiencing shoreline permitting issues.
  - Cost: **\$1368.40 (County Match)**
  - Completion date: **October 15, 2016**

#### **Task 5: Permitting Efficiency**

- Deliverable 5.1: **Develop Shoreline PCAD Application Form**– Current PCAD application form for wetlands will be revised to include shoreline development evaluation. Applications will be made available to the public at the front counter and via the web site.
  - Cost: **\$1368.40 (County Match)**
  - **Completion date: April 30, 2015**
  
- Deliverable 5.2: **PCAD training and implementation** – Training on the new PCAD process will be integrated into Task 4 education and outreach so that staff, property owners, and contractors and consultants will be aware of the beneficial service, as well as become familiar with the application process.
  - Cost: **\$2736.80 (County Match)**
  - Completion date: **August 31, 2015**

#### **Task 6: Enforcement**

- Deliverable 6.1: **Strategic Plan for Updating Compliance Tools and Technology** – A strategic plan will be developed identifying new electronic device needs, evaluating necessary hardware, software, contract, and application development needs within the shoreline compliance program. This plan will evaluate the modernization of traditional tools to create work flow efficiency for Code Compliance Planner investigations, case management, and violation tracking. Staff training needs will be identified.
  - Cost: **\$1368.40 (County Match)**
  - Completion date: **August 31, 2015**
  
- Deliverable 6.2: **Implementation** – Tools and technology identified in the Strategic Plan will be ordered through contract vendors and implemented. Staff training on use and data collection methods will be included in the purchasing contracts with equipment vendors.
  - Cost: **\$25,136.80 (County Match \$2736.80)**
  - Completion date: **January 31, 2016**
  
- Deliverable 6.3: **GIS Mapping and Data Inventory Update – With a Maintenance and Update Plan**
  - Cost: **\$30,000**

- o Completion date: **August 31, 2016**

## **Management Proposal**

### **Project Team Description**

Summarize who would be involved with implementation of the proposed project, and their respective roles, using the following format. Identify the name and organization of the Project Sponsor, as well as anyone the Project Sponsor would partner with to complete the project. Clearly indicate if any partners would be sub-contractors.

**Project Sponsor:** David L. Wechner M.S. AICP, Director  
**Organization:** Island County Planning and Community Development  
**Role:** Provide principal oversight for the project.

**Team Member:** Tess Cooper, Critical Areas Planner  
**Organization:** Island County Planning and Community Development  
**Role:** Project management and sub contracts. Her primary duties include critical area compliance, and development review.

**Team Member:** Brad Johnson, Senior Long Range Planner  
**Organization:** Island County Planning and Community Development  
**Role:** Project management and sub contracts.

**Team Member:** Michelle Pezley, Associate Planner  
**Organization:** Island County Planning and Community Development  
**Role:** Development review, customer service, and overseeing shoreline permit / exemption review.

**Team Member:** Jason Johnson, Associate Planner  
**Organization:** Island County Planning and Community Development  
**Role:** Manages and oversees a wide range of development review and shoreline permitting applications for Island County.

**Team Member:** Janet Wright, AICP, Associate Planner  
**Organization:** Island County Planning and Community Development  
**Role:** Review of development proposals for compliance with Island County Code and the Shoreline Master Program and providing technical assistance to the public.

**Partner:** Lori Clark, ILIO Coordinator  
**Sub-Contractor:** No  
**Organization:** Island County Department of Natural Resources  
**Role:** Integrating Public Outreach and Incentive Efforts

**Partner:** Staff (TBD), Incentives to Reduce Shoreline Armoring Project Coordinator  
**Sub-Contractor:** No  
**Organization:** Island County Department of Natural Resources  
**Role:** Integrating Public Outreach and Incentive Efforts

## Statement of Qualifications

1. Describe how the expertise, qualifications, and knowledge of key project staff (including any contracted resources) will enable them to successfully implement the project.

**David L. Wechner** M.S. AICP is the Director of Island County Planning and Community Development. He has 23 years experience in land use planning and resource management, both long range planning and development review. Dave has worked in both public and private sectors guiding community development, and as grant manager for projects of similar budget and scale. He earned a Master of Science in Environmental Studies at University of Oregon, and is a member of the American Institute of Certified Planners.

**Brad Johnson** is a Senior Planner with Island County Planning and Community Development and will be the day-to-day project manager and primary point of contact for Island County. He has over seven years of planning experience in both long range planning and development review. Brad completed a Bachelor of Science in Community Development at Portland State University specializing in Housing and Economic Development. Brad is currently responsible for managing Island County's GMA mandated Comprehensive Plan update, an update to the County's fish and wildlife protection standards, and the Island County Shoreline Master Program update.

**Tess Cooper** is an Associate Critical Area Planner for Island County Planning and Community Development. She has a Bachelor's degree in Geography – Environment and Resource Management from Western Washington University and a Professional Certificate in Parks / Environmental Law Enforcement. Ms. Cooper has nine years of experience in resource management and restoration, and has been a Compliance Officer for six of those years.

**Jason Johnson** has over three years of planning experience in both development review and code enforcement. Jason completed a Bachelors of Arts degree in Business Management at Whitworth University and has three years of graduate studies in Urban and Regional Planning and Geographical Information Systems. Jason is currently responsible for several dozen development review applications in Island County, ensuring that development is carried out in the County in a manner consistent with GMA, SEPA, the Island County Comprehensive Plan, Island County Zoning Code, and the Shoreline Master Program.

**Michelle Pezley** earned her Bachelors of Science in Community and Regional Planning from Iowa State University and earned her Master of Community and Regional Planning from University of Oregon, specializing in Historic Preservation. She has over 7 and a half years of planning and development review.

**Janet Wright, AICP**, has worked for the cities of Seattle and Kirkland and she has over six years of planning experience in development review and long range planning. Janet received her master's degree of Urban Planning from the University of Washington. In 2010, Janet completed a University of Washington Certificate program in Low Impact Development.

2. Submit a list of no more than three projects similar in size, scope, and relevance to the proposed project that your organization or anyone on your project team performed within the last three years and describe whether and how you were able to successfully complete and manage the agreements within the original budget and schedule.

Island County Planning and Community Development is capable of managing this grant as demonstrated by its past successful completion of many federal/state funded grant projects, including the following projects:

- A major update of the Island County Shoreline Master Program was funded by a \$450,000 grant provided by the Department of Ecology (Grant No. 1100007). This multi-year project involved tasks similar to those required for this proposal: developing an inventory of scientific data; working with a TAG; public outreach, development of goals, policies and regulations; and adoption of an ordinance. The project developed an innovative method for displaying reach scale inventory data, stronger regulations for stream and shoreline buffers, clearer regulations for shoreline armoring, and re-designation of shoreline environments to more closely align with the quality of functions present. The Locally Adopted SMP was submitted on schedule in December 2012 and is currently under review with the Department of Ecology.
- Planning the Integration of Island County Marine, Nearshore and Freshwater Resource Activities was funded for \$50,000 with a Puget Sound Watershed and Restoration Grant (Grant No. G0700304). This project prepared a community marketing assessment to identify citizen perceptions about local resource projects and assess coordination of water resource implementation activities.
- Island County recently updated the policies and regulations for the Island County's Fish & Wildlife Habitat Conservation Areas standards using a \$250,000 NEP Watershed Protection & Restoration grant. This project created a framework for updating all GMA critical areas during the current review and update of the Island County Comprehensive Plan; which is scheduled for completion on or before June 30, 2016.

Each of these projects was completed by the County in a timely manner and within budget. Several required hiring technical expertise, as would be required for this proposal.

### ***Additional Documents to Complete the Grant Proposal***

There are two more documents to complete the proposal, one required and one optional.

REQUIRED: The Budget Worksheet and Narrative, in Excel (two tabs)

OPTIONAL: Additional Attachments, in one PDF.