
Gorst Creek
Watershed Comprehensive Plan
Public & Stakeholder Communication
Strategy

July 2011

Submitted to:

City of Bremerton

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Introduction

The City of Bremerton received a Puget Sound Watershed Management Assistance Grant from the Environmental Protection Agency (EPA) to develop a Comprehensive Watershed Plan for sustainable development and restoration of the Gorst Creek Watershed. The project is a cooperative effort between the City of Bremerton and Kitsap County, in addition to several agency, organizational and individual project partners, who have pledged time and financial resources to assist with plan development.

The City and County are committed to an effective public engagement process to ensure widespread awareness, understanding and participation in the development of the plan and associated products. The process is influenced by several factors. It must integrate multiple regulatory processes with specific public participation requirements, including those for the watershed planning process, Engineering Evaluation/Cost Assessment (EE/CA) and Environmental Impact Statement (EIS). It must address the complexity of the planning effort, which includes scientific modeling, technical methodologies and integration of specialized disciplines such as hydrology, geology, economics, transportation, utility, planning and landfill restoration. It must provide a productive way to bring forward competing interests, including property rights, resource conservation, economic development and efficient utility provision, which can be divisive and controversial.

Activities in this strategy are designed to address the considerations above:

- Ensure broad awareness;
- Make it easy and convenient for varied interests to participate;
- Develop compelling messages and materials that communicate project purpose, benefits and challenges and convey technical complexities for understanding by a wide variety of audiences; and
- Facilitate productive dialogue to convey information, solicit input and address conflict and disagreement .

This strategy describes the process to involve the various publics and stakeholders who may be interested and/or impacted by the Gorst Creek Watershed Comprehensive Plan. It includes goals, objectives, project messages, audiences, and specific activities to reach and engage the varied publics and partners that are critical to development of a widely supported, and ultimately, adoptable plan.

Project Background

The largely undeveloped Gorst Creek Watershed feeds the headwaters of Sinclair Inlet in Puget Sound. In 2009, the City of Bremerton and Kitsap County Health District partnered to obtain funding to sewer the Urban Growth Area to address water quality issues. Sewer connections will make large tracts of previously-developed land in Gorst commercially viable for redevelopment. To ensure protection of intact ecosystem processes, structures and functions, the Gorst Creek Watershed Comprehensive Plan will provide Low Impact Development (LID) or Green Development standards for future development where there are currently none, as well as address capital improvement deficiencies such as roadway, stormwater, the landfill and other utility issues. Consistent with the Watershed Plan, the Planned Action EIS and Planned Action Ordinance will provide facilitated permitting for development, particularly in urban areas. A key EPA goal is for the project to be a model for future watershed planning efforts that have the potential to impact Puget Sound.

Purpose of Public Communication Strategy

The purpose of the public communication strategy is to:

1. Promote understanding and awareness of the project throughout Gorst, City of Bremerton and greater Kitsap County;
2. Provide opportunities for public and stakeholder participation in the development and review of all project work products including watershed comprehensive plan, development regulations, and EIS;
3. Document the methodology and final work products for applicability to other local, regional and statewide watersheds, governments and agencies; and
4. Support joint adoption of the Final Plan, Planned Action Ordinances and EIS by the City of Bremerton and Kitsap County.

Project Messages

Name of Project & Lead Agency

The name of the project is Gorst Creek Watershed Comprehensive Plan and the lead agency is the City of Bremerton. The project is located within the City of Bremerton and Kitsap County. Both agencies will approve and adopt the Final Gorst Creek Watershed Comprehensive Plan, Planned Action EIS and Planned Action Ordinance.

Project Description

The final product will be a Watershed Comprehensive Plan and regulations to guide future development in the watershed. The project includes the following components:

- **Watershed Characterization Study** – will evaluate and classify existing habitat in the Gorst Creek Watershed through scientific modeling;
- **Watershed Comprehensive Plan** – will include land use designations, policies and a map identifying where, what type and how much development can occur in different parts of the watershed;
- **Development Regulations** – will document specific rules for future development that will likely address low impact development standards including how to manage stormwater runoff, amounts of impervious surfaces, setbacks, and other requirements that protect the intact ecosystem processes, structures and functions;
- **Planned Action Environmental Impact Statement (EIS)** – will review and assess the potential environmental impacts of the entire study area as well as provide a planned action level of analysis for the urban growth area (UGA)¹ if developed as described in the plan and development regulations, and provide a streamlined process for future review, approval and permitting¹; and
- **Capital Improvement and Corrective Action Plans** – to identify and prioritize projects needed to correct existing deficiencies and provide necessary infrastructure to support sustainable development; including elements to restore fish passage, protect wetlands and streams, protect shorelines and shellfish beds and improve water quality. The goal of this approach is to provide capital project and cost information that informs the land use planning process, and vice versa.

Balance Sustainable Growth with Natural Systems Protection & Restoration

The project will demonstrate a new way to encourage economic development while preventing negative impacts to the watershed. Funded through the Environmental Protection Agency's (EPA) Watershed Management Assistance program, the project is a unique opportunity to develop a Comprehensive Plan based on ecological value and functions in a largely undeveloped watershed, and put in place the regulatory framework to protect existing wild lands and ensure sustainable growth.

¹ One of the requirements to establishing a planned action is that the study area be located within an urban growth area, as defined in RCW 36.70A.030, or located within a master planned resort

EPA Watershed Management Assistance Grant

The City of Bremerton was awarded \$659,477 in Watershed Management Assistance Program Grant funds. With contributions from project partners of \$220,292, the total project cost is \$879,769. The grant program assists local and tribal governments with integration of watershed protection and land use decisions as they implement the Puget Sound Partnership's Action Agenda. Grant funds must be used to support protection and restoration of high value, aquatic resources, and enhance local programs in areas threatened by growth. Measurable outcomes expected by EPA include land protection, water quality protection and restoration, and riparian/aquatic habitat protection and restoration.

Implement Puget Sound Action Agenda – Restore & Enhance Puget Sound

On July 15, 2009, EPA approved the Puget Sound Action Agenda, a strategy to clean up, restore and protect the Puget Sound by 2020. This project addresses the following Puget Sound Action Agenda priorities:

- Protect intact ecosystem processes, structures, and functions;
- Restore ecosystem processes, structures and functions; and
- Reduce the sources of water pollution.

Model for Other Watersheds

From the outset, the project team and partners intend the technical methodology, process and final products to be documented, presented and transferred to other watersheds within the Kitsap County region and throughout the Northwest, with specific attention to those involved in restoring and protecting Puget Sound.

Project Timeline

The project is expected to take two and one-half years to complete. Project initiation began in January 2011 and final adoption is anticipated in 2013.

Collaboration of Diverse Interests and Expertise

In addition to EPA, an extensive group of agencies, organizations and individuals have joined together to develop the Gorst Creek Watershed Comprehensive Plan. Kitsap County Health District, Washington State Department of Ecology, Washington State Department of Fish and Wildlife, Port of Bremerton, West Sound Watershed Council, Suquamish Tribe, Sustainable Bremerton, and Gorst property owners, Pat and Cheryl Lockhart, have committed technical staff and financial resources to the project, ensuring the use of leading technical methods, resource agency tools and expertise, and integration of multiple disciplines and diverse interests.

Advisory Committee

An Advisory Committee (of project partners, elected officials and planning commissioners), from Kitsap County, City of Bremerton and Suquamish Tribe will guide development of the plan. Advisory Committee members will review products, addresses conflicts or challenges, and make recommendations about next steps in the process.

Public Communication Strategy Objectives

The Public Communication Strategy will actively engage all interested and affected parties including those individuals, organizations and agencies with an interest in the Gorst watershed, including Kitsap County, various local and state agencies and the USEPA. The plan will meet the following objectives:

- Provide easy, convenient and multiple ways for the public to be informed and involved in the project, even those who join late in the process;
- Prevent last minute surprises by encouraging early identification of issues, provide opportunities to share and discuss disparate views, and involve those most affected from the very beginning;
- Reflect community input in plan components and/or clearly communicate why input has not been included;
- Convey project information, including scientific methods and conclusions, in accessible terms and formats;
- Document the process for review and consideration of all interested parties including decision makers; and
- Make draft and final projects, including draft and final plans, meeting summaries, and other project materials, easily accessible to all interested parties.

Audiences

Audiences impacted and/or potentially interested in the development of the Gorst Creek Watershed Comprehensive Plan include:

- General public
- Property owners, developers and real estate professionals
- Community organizations
- Environmental groups and NGOs
- Government/Quasi-Government Organizations

- Tribes
- Media

Each audience is defined below with the communication strategies to reach each of these audiences.

General Public

The general public is defined as members of the community including residents, businesses, and any others that might be interested in the Gorst Creek Watershed Comprehensive Plan process. Typical characteristics of this group include limited understanding of the technical methodologies involved in watershed and comprehensive planning, and State Environmental Protection Act (SEPA) processes, limited contact or knowledge of City/County departments and functions, and, due to time constraints and other factors, a general inability or lack of desire to engage and participate in government projects. Members of the general public might also have misperceptions or disagree with the role of government, and/or have biases that come from past experiences in other public projects or processes. Some members of the public may have expertise applicable to the technical disciplines considered and integrated with this project. Sometimes, these individuals will make themselves available as additional resources and can both positively and negatively influence a project, depending on their knowledge and disposition.

Implementation of the public communication strategy is a unique opportunity to develop positive perceptions and understandings about City/County government through positive key themes and messages, and positive interactions with City/County staff, consultants and project partners. Public outreach activities will be focused on generating awareness, demystifying scientific data and technical outputs, and building trust and transparency.

Primary Outreach Methods

- Visioning questionnaire
- Email and direct mail distribution of project materials including postcards, fact sheets, media releases, and promotion of the project website
- Public meetings and hearings at key project milestones

Property Owners, Developers and Real Estate Professionals

These stakeholders have an interest in growth and development regulations, especially as they relate to their private property rights and developing or preserving their land. Some are directly affected because they own land in the Gorst watershed. This also includes business owners, developers, real estate agents, and others, who may live/work/own property in Gorst or surrounding areas. Some of these will

have direct contact with the project and project team through the Advisory Committee process and through review of technical documents.

Some will actively participate, seek information and be generally positive in their attitudes and interactions with the City/County. Others may distrust the planning and government process, and participate less productively.

Primary Outreach Methods

- Visioning questionnaire
- Email and direct mail distribution of project materials including postcards, fact sheets, media releases, and promotion of the project website
- Public meetings and hearings at key project milestones
- Advisory Committee participation

Community Organizations

Community organizations are loosely defined as groups, associations, committees or other gatherings of individuals that come together for a common interest or cause. This includes service groups such as chambers of commerce, local community councils, neighborhood associations, and fraternal organizations, like Rotary, Kiwanis and Soroptomist. These groups vary in their understanding of and experience in planning processes and working with local government organizations. Some have direct ties to local government through funding, staffing or advisory relationships. In most cases, these types of groups are civic-minded, interested in issues that affect their community and generally will support a public communication process. In addition, these groups have regular interactions with their members and other constituent networks, through meetings, written communication through newsletters, websites and list serves. They also meet on a regular basis and can be great conduits for sharing project information.

Two outreach tactics will be used to reach these groups; the first is to communicate with them in a similar fashion as the groups identified above—through distribution of project materials, media announcements and invitations to project meetings. The second tactic will be to leverage their communication networks to promote the comprehensive planning process. For example, organizations can be approached to assess their interest in including brief articles, fact sheet inserts or other project communications in their newsletters or other communication with members.

Primary Outreach Methods

- Email and direct mail distribution of project materials including postcards, fact sheets, media releases, and promotion of the project website

- Public meetings and hearings at key project milestones
- Articles, fact sheets or other project communication materials distributed through organization communication channels

Environmental Groups and NGOs

Environmental groups and non-governmental organizations (NGOs) include organizations such as West Sound Watershed Council, Hood Canal Coordinating Council, Puget Sound Partnership, Adopt A Stream Foundation, Audubon Washington, Nature Conservancy of Washington, The Trust for Public Land, and many others.

Primary Outreach Methods

- Visioning questionnaire
- Email and direct mail distribution of project materials including postcards, fact sheets, media releases, and promotion of the project website
- Public meetings and hearings at key project milestones
- Articles, fact sheets or other project communication materials distributed through organization communication channels
- Participation in Advisory Committee meetings

Governmental/Quasi-Governmental Groups

These are local, state and regional governments as well as quasi-governmental groups such as public utility districts and educational institutions. Elected officials and staff at government agencies will be reached through the primary outreach methods outlined below. All jurisdictions are represented on the Advisory Committee. In addition, elected officials will participate in the Legislative Meeting.

Governmental groups are generally knowledgeable about the public planning processes, and many are connected to existing lines of City communication. They will be relatively easy to reach through established relationships and regular meeting schedules. In addition to the Advisory Committee and Legislative Meetings, City of Bremerton elected officials will be kept informed through periodic briefings. In addition to the common outreach tactics described previously, project team leaders will be available to brief other elected and decision-making groups as desired. In addition, direct coordination between project team members and EPA will take place on a regular basis to ensure compliance with grant requirements.

Other quasi-governmental groups that may have an interest in the project will be identified on the stakeholder database and reached through secondary outreach methods.

Primary Outreach Methods

- Advisory Committee meetings
- Legislative Meeting
- Briefings by project team leaders
- Direct coordination/consultation with project team members

Secondary Outreach Methods

- Email and direct mail distribution of project materials including postcards, fact sheets, media releases, and promotion of the project website
- Public meetings and hearings at key project milestones
- Articles, fact sheets or other project communication materials distributed through organization communication channels

Tribal Governments

The Suquamish Tribe is a key project partner and has been requested to participate on the Advisory Committee. Tribal leaders may also consult directly with elected officials and staff at the City of Bremerton and Kitsap County. Individual tribal members will be reached through similar outreach efforts to reach the general public and other stakeholders.

Primary Outreach Methods

- Participation in Advisory Committee meetings
- Direct consultation with project team leaders and other team members

Secondary Outreach Methods

- Visioning questionnaire
- Email and direct mail distribution of project materials including postcards, fact sheets, media releases, and promotion of the project website
- Public meetings and hearings at key project milestones
- Articles, fact sheets or other project communication materials distributed through organization communication channels

Media

The key print media sources in Kitsap County and City of Bremerton include the North Kitsap Herald, Central Kitsap Reporter, Kitsap Sun, Bremerton Patriot and Port Orchard Independent. Radio outlets include stations KBRO, K205DD, and KRWM in Bremerton; KITZ in Port Orchard. Local television station Bremerton Kitsap Access (BKAT) may be used for public service announcements as needed. Comcast Cable Channel 12 serves Bremerton and Poulsbo, and Wave Cable Channel 3 serves Port Orchard, Silverdale and North Mason County.

Primary Outreach Methods

- Targeted news releases
- Community event calendar announcements
- Public Service Announcements

Decision-Making

Ultimately, the final Gorst Creek Watershed Comprehensive Plan, Planned Action EIS, and Planned Action Ordinance will be adopted by the City of Bremerton City Council and the Kitsap County Board of County Commissioners. Prior to final adoption, City and County planning commissions, Tribes, the Advisory Committee and the general public will provide input and assist with shaping the final plans.

Technical products will be developed by the project team. Draft products will be refined through an iterative process that starts with review/input from City /County Staff and Project Partners. At key milestones, products will be presented to the Advisory Committee. With input from the Advisory Committee, products will be further refined and presented at combined public/SEPA meetings. With input from the public, the project team will continue to refine products. With concurrence of the Advisory Committee, technical products will be refined and then presented to a legislative meeting prior to public hearings planned for the Planned Action Ordinance/Final Land Use Plan. The joint Legislative Meeting will be prior to City/County Planning Commission meetings. Input from planning commissioners will be considered and incorporated, as appropriate, prior to the final products being considered at a joint legislative meeting, where any fatal flaws will be identified and addressed before moving to the final public hearing and adoption stage of each of the local government entities.

Public Communication Phases

There are five stages or cycles of public communication. There will be some overlap between the cycles for certain tasks, but each round of public communication activities will generally occur consistent with the following project milestones:

- Public Kickoff/Visioning: September 2011
- EIS Scoping/Draft Land Use Alternatives April 2012
- Draft EIS/Preferred Plan January/February 2013
- Final EIS/Planned Action Ordinance July 2013
- City/County Adoption October-December 2013

Public Communication Activities

Public communication activities will occur at each stage of the project using a variety of communication tools:

- Meetings – Advisory Committee, Public Meetings, Legislative Meeting, Tribal Meetings and Public Hearings and briefings with appointed & elected officials
- Stakeholder database
- Project communication materials preparation and distribution (postcards, fact sheets, etc.)
- Project Web site
- Media relations
- Legal notification
- Public record

A description of each public communication activity is listed below. A draft schedule is located at the conclusion of this document.

Meetings

Public Meetings (PM)

Public meetings will be held at three key project milestones to share information and solicit input from the public and other interested parties. Public meetings/workshops will be designed to be interactive, engaging and welcoming to any and all interested parties. They will incorporate opportunities for one-on-one and group discussion. Prior to each meeting, a strategy will be developed to address purpose and desired outcomes, appropriate meeting format, preparation of materials, key questions to answer for next steps, roles of project partners and development of public- and team-view agendas. Meeting summaries will be developed and posted on the project Web site. Public meetings may be combined

and/or hosted with City/County Planning Commission meetings to encourage participation and keep commissioners informed or project status.

<u>Meeting #</u>	<u>Topic/Milestone</u>	<u>Timing</u>
Public Meeting #1	Visioning Workshop/Public Kickoff	September 2011
Public Meeting #2	EIS Scoping/Draft Land Use Plan	April 2012
Public Meeting #3	Draft EIS/Preferred Alternative	February 2013

Advisory Committee Meetings (AC)

The purpose of the Advisory Committee is to provide high-level review and guidance from top decision-makers. Representatives from Kitsap County Board of County Commissioners, Bremerton City Council, Bremerton Planning Commission, and Suquamish Tribal Council will represent the interests of their respective bodies and convene at key project milestones to address issues and concerns for plan/EIS adoption. Committee members include:

- One representative from the Kitsap County Board of County Commissioners
- One representative from the Kitsap County Planning Commission
- One representative from the City of Bremerton City Council
- One representative from the City of Bremerton Planning Commission
- One representative from the Suquamish Tribal Council

Project management, coordination and technical expertise provided by the project managers (Parametrix, City of Bremerton) and Project Partners, who will participate in Advisory Committee meetings as necessary and appropriate based on their area of expertise. Four Advisory Committee meetings will be held. The first one will take place after the first public meeting. All others will take place prior to the respective public meetings.

<u>Meeting #</u>	<u>Topic/Milestone</u>	<u>Timing</u>
Advisory Committee #1	Project Strategies	Oct 2011
Advisory Committee #2	EIS Scoping/Draft Land Use Plan	Feb 2012 (prior to PM #2)
Advisory Committee #3	Draft EIS/Preferred Alternative	April 2013 (prior to PM#3)
Advisory Committee #4	Planned Action Ordinance/ Final Land Use Plan	July/August 2013

Gorst Creek Watershed Comprehensive Plan
Public Communication Strategy
July 2011

Tribal Meeting

In addition to Tribal staff participation at the Project Partner level and participation of a Tribal leader on the Advisory Committee, one Tribal Meeting is planned early in the process to hear interests, concerns and potential strategies for successful plan and EIS development.

<u>Meeting #</u>	<u>Topic/Milestone</u>	<u>Timing</u>
Tribal Meeting #1	Project Strategies	September 2011

Legislative Meeting

One joint Legislative Meeting will be held with elected officials from Kitsap County and the City of Bremerton. The purpose of this meeting will be to discuss any concerns/comments about adoption of the Planned Action Ordinance and Final Land use Plan. This meeting will be held after Advisory Committee #4 and before public hearings are held in Kitsap County and the City of Bremerton to adopt the Watershed Comprehensive Plan, Development Regulations, and Planned Action Ordinance. This meeting may be held at an alternate venue, consider a revised format, and a modified agenda to accommodate both groups of elected officials.

<u>Meeting #</u>	<u>Topic/Milestone</u>	<u>Timing</u>
Legislative Meeting #1	Planned Action Ordinance/ Final Land Use Plan	September 2013 (after AC #4)

Briefings

Project briefings with appointed and elected officials will occur throughout the project, as necessary and appropriate, to keep all decision-makers informed and to inform them of key project direction and decisions. Input collected from briefings will be considered and addressed by project team members at subsequent Advisory, Legislative and other meetings.

Public Hearings

At least one public hearing will be held at each of the City/County Planning Commissions, and at the Bremerton City Council and Kitsap County Board of County Commissioners. This will be after Advisory Committee #4 and the Legislative Meeting. Public hearings will follow standard procedures of the City of Bremerton and Kitsap County, including published notice in local print media and formal, recorded comments.

Other Communication Tools

Stakeholder Database

A stakeholder database will be developed and maintained to distribute project materials. The database will include project partners, local government contacts, property owners and other groups and stakeholders that have an interest in the project. Sign-in sheets will be used at each public

meeting/workshop to identify additional project contacts. The database will also include the names, contact information and deadlines/format for organizations that are interested in sharing information about the project with their constituents and members. The database will be updated with information after each public outreach activity to reflect individuals and organizations that attended each meeting, and to inventory and respond to project comments as appropriate. *Consultant will develop and maintain the stakeholder database.*

Public Communication Materials

The project team will develop communication materials that incorporate the project identity (color, font), logo, and key project themes. *The consultant team will develop the project identity, write draft content and advise the City on production of the following materials. The City will manage printing and distribution.* Materials include:

Project Postcards (3) – Three project postcards will be used to announce the three public meetings. Project postcards will include name, date, and location of public meetings, project Web site, project manager contact information, and brief content about outreach meeting purpose. The postcards will be distributed to the stakeholder database, made available at City/County public counters, and City/County Web sites.

Project Newsletters/Fact Sheets (3) – Up to three versions of a project fact sheet will be developed to inform the public and other stakeholder groups about the project. The first will be used as an overall “project backgrounder” and will include information about the comprehensive plan development process, project schedule, and opportunities for public participation. Additional newsletters/fact sheets will be developed at later phases of the project to describe the plan alternatives, the preferred plan and EIS.

Comment Card – A generic project comment card will be developed for use throughout the life of the comprehensive plan development process. Comment cards will be made available at all public meetings and posted on the City/County Web sites. Public comments will be reviewed and incorporated into the project team work, and screened for common questions, themes or issues.

Watershed Comprehensive Plan Update Articles – Three comprehensive plan update articles will be developed. Generally consistent with the key project outreach milestones the articles will be based on information developed for the project newsletter/fact sheets and formatted for easy “repurposing” in community organization newsletters, relevant Web Sites and other communication outlets.

Visioning Questionnaire – A questionnaire will be developed to hear what the community wants for the future of the Gorst Creek Watershed. The questionnaire will be designed to understand responses from those who live and own property in Gorst and those who are residents or do business in greater Kitsap County. The questionnaire will be administered through Survey Monkey and made available in

manual format and will be promoted prior to the first public meeting. *The Project Management Team will develop the visioning questionnaire. Consultant will post on Survey Monkey, assist with tabulation and prepare brief bulleted summary of questionnaire results.*

Project Web Site

A project Web site will be developed with direct links to the City of Bremerton and Kitsap County Web sites. The Web site will provide public access to project updates, reports, meeting notices and agendas, as well as links to pertinent documents and other Web sites. *Consultant team will work with City of Bremerton IT staff to develop site and maintain site. City will be responsible for securing unique domain name for the project and collecting and compiling comments.*

Media Relations

The City of Bremerton and Kitsap County will issue news releases announcing community meetings, public hearings, and comment periods to local media.

The project team will develop three news releases, calendar announcements, Public Service Announcements for distribution to local media, including cable/government access channels. These will be developed and distributed before each project milestone. In addition, the project team and/or City/County staff may develop a follow-up news release after each project milestone to share progress/results. *The consultant will develop three draft news releases, calendar announcements and PSAs for City/County review and approval. City/County staff will distribute materials to the media and identify a project spokesperson to respond to media requests and inquiries.*

Legal Notification

Legal notice of all public hearings and decisions related to the comprehensive plan development and plan components, and environmental impact assessment will be published in the Kitsap Sun and any other publications as required. *City/County staff will be responsible for legal notices.*

Public Record

Summaries from all City- and County-sponsored public meetings including Advisory Committee meetings, visioning workshops, and joint meetings of elected officials will be made available to the community via the City and County Web sites. Minutes from Planning Commission and City Council/Board of Commissioners meetings will be made publicly available.

Copies of the Public Communication Strategy, Watershed Comprehensive Plan, Public, development regulations, decision documents, staff reports, and other project-related information will be made available for public review at City of Bremerton and Kitsap County departments of community development and on the Project Web site. City/County staff will be responsible for maintaining a project record for the project, with easy access to interested parties. *The City and County will maintain a public record for the project. Project team members will copy all project materials and appropriate*

communications to the project email, described under Project Management Team Communication Protocol (pg. 20).

Project Partner Communication

The Project Management Team will meet informally and formally with project partners. On an informal basis, project team leaders and project partners will consult about various aspects of the project, based on project topic and partners' area of expertise. On a more formal basis, the project partners will participate as a group in the Advisory Committee meetings. In addition, project partners will consult with one another, as necessary, to address and coordinate technical issues. *The Project Management Team will take the lead in communicating with Project Partners.*

Public & Stakeholder Meetings Schedule

Advisory Committee (AC)	Public Meetings (PM)	Tribal Meeting (TM)	Legislative Meeting (LM)	Timing
VISIONING				
	PM 1: Public Kickoff/Visioning			Sept 2011
		TM Meeting 1: Project Strategies		Sept 2011
	AC Meeting 1: Project strategies			Oct 2011
EIS SCOPING & DRAFT LAND USE ALTERNATIVES				
AC Meeting 2: Draft land use alternatives				Apr 2012
	PM 2: EIS Scoping/Draft Land Use Alts			Apr 2012
DRAFT EIS – PREFERRED PLAN				
AC Meeting 3: Draft EIS/Preferred Plan				Jan 2013
	PM 3: Draft EIS/Preferred Plan			Feb 2013
PLANNED ACTION ORDINANCE/FINAL LAND USE PLAN				
AC Meeting 4: Planned Action Ordinance/Final Land Use Plan				July/Aug 2013
			LM Meeting 1: Planned Action Ordinance/Final Land Use Plan	Sept 2013

Project Management Structure

The Gorst Creek Watershed Comprehensive Plan is a collaboration of two local governments and multiple project partners representing a variety of interests, disciplines and perspectives. A project contact list is included as Attachment A.

Project Management Team

A core group of project leaders will serve as the Project Management Team. This group will meet frequently and have regular communication by email, phone and face-to-face conversations. This group will be responsible for leading the entire Gorst Creek Watershed Comprehensive Plan team, including consultants, City/County staff members, agency participants and other Project Partners. The Project Management Team consists of:

- Tom Knuckey, City of Bremerton Public Works, Bremerton Project Manager
- Bill Webb, Parametrix, Consultant Project Manager
- Andrea Spencer/JoAn Vidinhar, City of Bremerton Community Development Department Lead
- Larry Matel, City of Bremerton Stormwater/LID Lead
- Eric Baker, Kitsap County Lead

Project Partners

The following Project Partners are contributing staff time and/or financial resources to the project.

- Michelle Wilcox, EPA Region 10, Grant/Project Coordinator
- Jeffrey Rodin, EPA Region 10, Engineering Assessment of Landfill Correction Options
- Dr. Dino Marshalonis, EPA Region 10, SW modeling review
- John Meyer, Puget Sound Partnership, PSP Ecosystem Recovery Lead
- Stephen Stanley, Ecology, SUSTAIN model development
- Mindy Roberts, Ecology
- Ann Dettelbach, Ecology
- Tim Quinn, WDFW, Habitat Valuation model development

- George Wilhere, WDFW, Habitat assessment lead
- Theresa Nation, WDFW, land use and environmental planner
- Fred Salisbury, Port of Bremerton
- Alison O’Sullivan, Suquamish Tribe, technical assistance and review for development of Comp Plan, EIS, and Codes & Ordinances
- Jan Brower, Kitsap County Health Department, Landfill Correction
- Grant Holdcroft, Kitsap County Health Department, Landfill Correction
- Kathleen Peters, West Sound Watersheds Council, represent watershed council views, assist in various parts of the project
- Shawn Dinkuhn, Sustainable Bremerton, represent Sustainable Bremerton views, assist in various parts of the project
- Pat & Cheryl Lockhart, Gorst landowners, legal review of documents, assist in various parts of the project
- Gary Anderson, attorney for Pat Lockhart

Consultants & Other Staff

Additional consultants and agency staff will participate in Project Management Team meetings as necessary and based on the status of the project and individual roles and expertise. Other team members include:

- Lisa Grueter, BERK, Land Use and Planned Action EIS Lead
- Phil Struck, Parametrix, Stormwater/CIP Lead
- David Dinkuhn, Parametrix, Landfill EECA Lead
- Jennifer Thomas, Parametrix, Watershed Characterization Lead
- Melinda Posner, MPC, Public Communication Lead
- Doug Byerline, Clear Creek Solutions, Hydraulic Modeling Lead

In addition, the City of Bremerton and Kitsap County, and the various partners may bring other staff in as necessary to assist with various components of the project.

Communication Protocol

Generally, the consultant team will funnel project communication through Bill Webb and Tom Knuckey. As different members of the team work on technical products, staff will communicate directly with each other, as necessary and appropriate, and keep Bill and Tom aware of progress and issues.

In order to maintain an administrative record of project communications, a project email address will be used to create an electronic record of appropriate project communications and documents. The email address is:

GorstWatershed@ci.bremerton.wa.us

While administrative details do not have to be copied, team members should err on the side of inclusion rather than exclusion. Please be judicious in your email communication, remembering that it is all part of the public record.

Roles & Responsibilities

Project Management Team

The Project Management Team is responsible for overall management of the project including coordination and development of work products, meeting grant reporting and deliverable requirements, addressing schedule and resource issues, and ensuring successful project delivery.

- Identify project email and protocols for public record requirements and archiving work products
- Schedule, attend and lead team meetings as necessary
- Work with public communication consultant to develop strategies for public and other stakeholder meetings
- Communicate regularly with the rest of the project team about project progress, deadlines, emerging issues and other topics related to successful project delivery
- Coordinate with project partners individually, as necessary

Project Partners

- Attend project team, public and Advisory Committee meetings as requested by Project Management Team
- Funnel and/or copy project communication to Project Leads
- Respond to Project Management Team deadlines and project delivery expectations

- Represent the project according to key messages and other project communications
- Share information with partner organization and bring forward comments/questions or concerns from these groups

Other Consultant Team Members

- Attend project team, public and Advisory Committee meetings as requested by Project Management Team
- Funnel and/or copy project communication to Project Lead Bill Webb
- Respond to Project Management Team deadlines and project delivery expectations
Represent the project according to key messages and other project communications
- Direct media inquiries to the City/County spokespersons for the project

Attachment A – Project Contact List

Company/ Agency	Name	Title	Job Description	phone #	email
BREMERTON	Tom Knuckey	Project Manager		360-473-2376	thomas.knuckey@ci.bremerton.wa.us
	Andrea Spencer		Approval of all DCD-related deliverables, Land Use Plan Lead	360-473-5283	andrea.spencer@ci.bremerton.wa.us
	JoAnn Vidinhar		Approval of all DCD-related deliverables, Land Use Plan Lead	360-473-5297	joann.vidinhar@ci.bremerton.wa.us
	Larry Matel	Stormwater/LID lead		360-473-5342	larry.matel@ci.bremerton.wa.us
KITSAP COUNTY	Eric Baker	Primary Project Contact	Active on all project phases as project partner	360-337-4495	ebaker@co.kitsap.wa.us
PARAMETRIX	Bill Webb	Project Manager		360-850-5303	bwebb@parametrix.com
	Dave Dinkuhn		Landfill EECA lead	360-850-5319	ddinkuhn@parametrix.com
	Phil Struck		Stormwater/CIP lead	360-850-5340	pstruck@parametrix.com
	Lisa Grueter		Land use plan support, and EIS lead	206-801-2816	lgrueter@ICFI.com
	Jennifer Thomas		Watershed Characterization PMX lead	425-458-6231	jthomas@parametrix.com
	Melinda Posner		(MPC Consulting) Public involvement lead	360-915-9209	melinda@mposnerconsulting.com
	Doug Byerline, PE		Clear Creek Solutions	425-225-5997	byerline@clearcreeksolutions.com
EPA	Michelle Wilcox	Grant Coordinator		360-753-9543	wilcox.michelle@epa.gov
	Jeffry Rodin	EPA Region 10	Jeffry will assist in performing the Engineering Assessment of Options to correct the landfill.	206-553-6709	rodin.jeffry@epa.gov
	Dr. Dino		SW Modeling review	206-553-1519	marshalonis.dino@epa.gov

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	Marshalonis				
PUGET SOUND PARTNERSHIP	John Meyer	PSP Ecosystem Recovery Lead.	Michelle Wilcox will engage John in the project as necessary	360-464-1232	john.meyer@psp.wa.gov
ECOLOGY	Stephen Stanley		Sustain Model development, Steering committee	425-649-4210	ssta461@ecy.wa.gov
	Mindy Roberts		Environmental Modeler	360-407-6804	mrob461@ecy.wa.gov
	Ann Dettelbach		Municipal SW Permit Mgr	425-649-7093	adet461@ecy.wa.gov
WDFW	Tim Quinn		Habitat Valuation model development, Steering committee	360-902-2414	timothy.quinn@dfw.wa.gov
	George Wilhere		Habitat assessment lead	360-902-2369	george.wilhere@dfw.wa.gov
	Theresa Nation		Land Use & Env Planner	360-902-2562	theresa.nation@dfw.wa.gov
PORT OF BREMERTON	Fred Salisbury		Assist in various parts of the project	360-674-2381 ext 17	FredS@portofbremerton.org
SUQUAMISH TRIBE	Alison O'Sullivan		Technical assistance and review for development of Comp Plan, EIS, and Codes & Ordinances	360-394-8447	aosullivan@suquamish.nsn.us
KITSAP COUNTY HEALTH DEPARTMENT	Jan Brower		Assist in landfill correction	360-337-5672	browerj@health.co.kitsap.wa.us
	Grant Holdcroft, R.S		Assist in landfill correction	360-337-5605	holdcg@health.co.kitsap.wa.us
WEST SOUND WATERSHEDS COUNCIL	Kathleen Peters		Assist in various parts of the project	360-337-4679	kpeters@co.kitsap.wa.us
SUSTAINABLE BREMERTON	Shawn Dinkuhn		Assist in various parts of the project	360-377-8773	sustainablebremerton@gmail.com
PRIVATE INDIVIDUALS	Pat & Cheryl Lockhart		Legal review of documents, assist in various parts of the project		
	Gary Anderson		Attorney for Pat Lockhart	360-731-3739	garee1776@aol.com