



***Coastal Advisory Board
Manual***

July 15, 2016

Lake Michigan Coastal Program Overview

The purpose of the Indiana Lake Michigan Coastal Program (LMCP) is to enhance the State's role in planning for and managing natural and cultural resources in the coastal region and to support partnerships between federal, state and local government agencies and organizations. The LMCP relies upon existing laws and programs as the basis for achieving its purpose.

The Indiana Department of Natural Resources (DNR) is the lead agency to implement the LMCP. Within the DNR, the LMCP is located within the Division of Nature Preserves. The LMCP supports and promotes activities that achieve the following goals in the coastal program area:

- Protect and restore significant natural resources;
- Minimize the loss of life and property in coastal hazard areas;
- Improve public access for recreational purposes;
- Protect and restore important historic and cultural resources;
- Improve government coordination and policy and decision making on issues impacting the coastal area;
- Prevent, reduce, or remediate nonpoint source pollution that affects coastal waters;
- Revitalize urban waterfronts and ports; and
- Provide for priority water dependent uses.

Indiana's Coastal Program is achieved through a cooperative partnership with the federal Coastal Zone Management Program (CZMP), through the U.S. Department of Commerce, National Ocean and Atmospheric Administration, Office of Coastal Resource Management. The Coastal Zone Management Act of 1972 was enacted by Congress to create a voluntary partnership between federal, state, and local governments. The national program seeks to sustain coastal ecosystems, sustain coastal communities, and improve government efficiency.

Based on Existing Policies and Laws

The LMCP, approved in 2002, was developed on the strength of Indiana's existing policies and laws that address land and water uses and resource protection. These policies and laws can be found within the Coastal Program Document, which serves as the comprehensive reference document that identifies entities that carry out existing programs, policies, and laws to manage coastal resources. The Coastal Program Document also serves as the reference for the identification of partnership and coordination opportunities. By utilizing the combined resources of federal, state, and local governments and organizations, the need for sustainability and balance between resource protection and economic growth can be addressed.

For more information about the formation of the LMCP and how it meets the requirements of the CZMA of 1972, download the Coastal Program Document at:

<http://www.in.gov/dnr/lakemich/6039.htm>

Program Activities

- LMCP Coastal Grants Program
- Section 309 – Needs Assessment and Enhancement Strategy
- Section 312 – Review of Performance
- CELCP – Coastal Estuarine Land Conservation Program
- Section 6217 – Coastal Nonpoint Source Pollution Control Program
- Coastal Areas of Significance and Areas of Particular Concern
- LaMP Coordination
- GLRI Coordination

Coastal Program Area

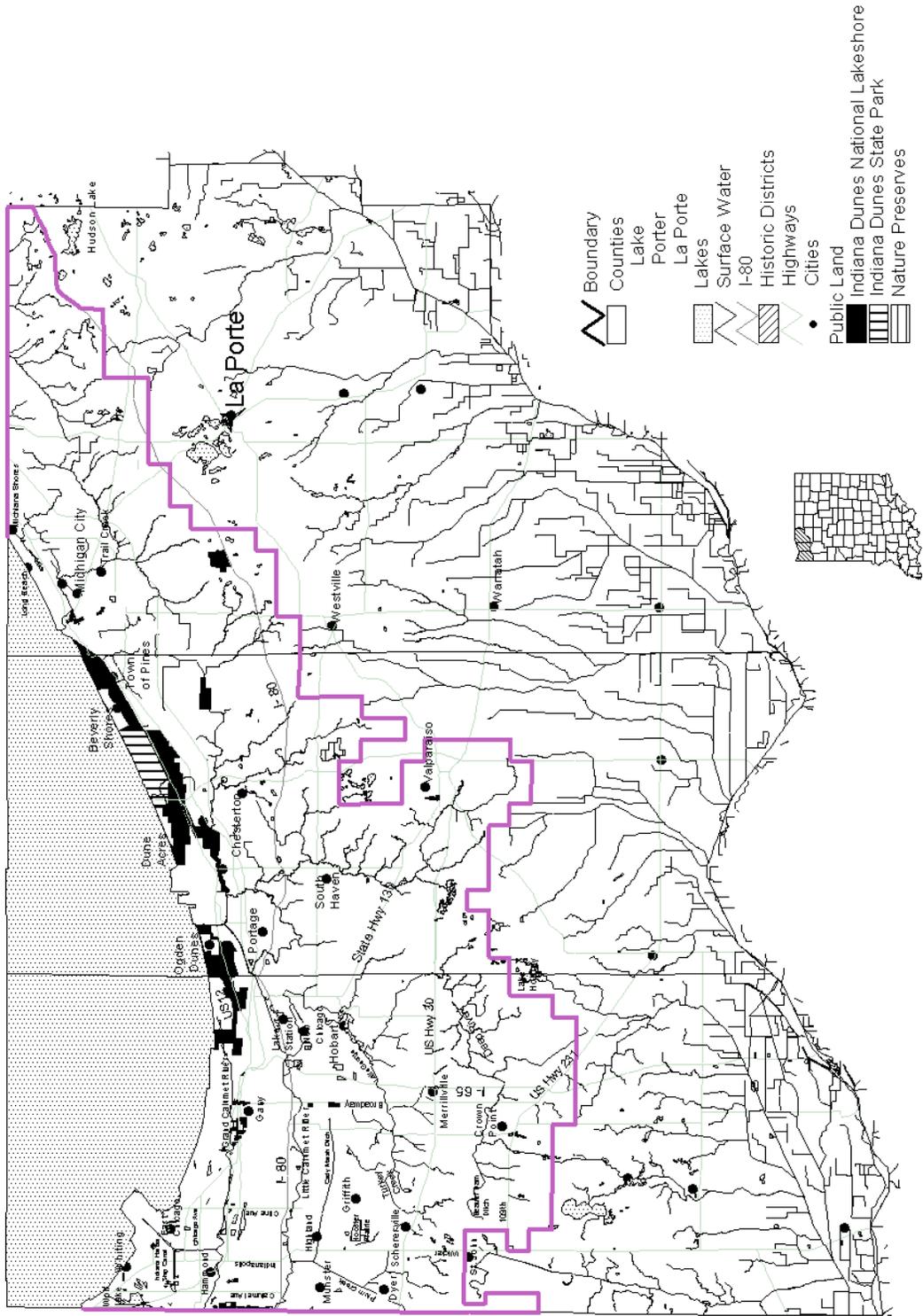
The Coastal Program Area defines the lands and waters eligible for financial and technical assistance through the LMCP. After public participation and comment, the proposed program boundary was established to approximate the region's watershed. The watershed encompasses a majority of the area that drains into Indiana's portion of Lake Michigan through its rivers, streams, ditches, wetlands, lakes, and groundwater. A watershed approach provides a comprehensive approach to planning for and managing natural resources. It focuses on producing positive environmental results while involving the communities that depend on those natural resources. A watershed approach can also leverage financial and other resources, improve coordination among intergovernmental jurisdictions, and reduce duplication of efforts and conflicting actions.

The program boundary is located in the northern portion of Lake, Porter, and LaPorte counties and extends into the Lake to the jurisdictional border with Illinois and Michigan. **It excludes lands owned, leased, or held in trust for the federal government.**

Cities and towns in the Coastal Program Area include:

- Whiting
- East Chicago
- Hammond
- Gary
- Highland
- Munster
- Dyer
- Schererville
- Griffith
- Crown Point
- Merrillville
- Lake Station
- New Chicago
- Hobart
- Ogden Dunes
- Dune Acres
- Burns Harbor
- Porter
- Portage
- Valparaiso
- Chesterton
- Beverly Shores
- Town of Pines
- Michigan City
- Long Beach
- Michiana Shores
- Trail Creek

Lake Michigan Coastal Program Area



COASTAL ADVISORY BOARD

The Coastal Advisory Board provides a public forum for diverse stakeholders to assist with the implementation of the Lake Michigan Coastal Program.

The Lake Michigan Coastal Program (LMCP) is guided by the Coastal Program Document, which was developed through a combined effort of federal, state, and local agencies, non-governmental organizations, and the public. Originally the Coastal Program Document established an advisory group role primarily for the Coastal Grants Program:

The DNR is designated as the lead agency for administration of the LMCP, including the Coastal Grants Program. As a state participating in the federal Coastal Zone Management Program (CZMP), Indiana is eligible to annually receive funds from the National Oceanic & Atmospheric Administration (NOAA). Indiana determines what percentage of those funds will be used to administer the LMCP and what percentage will be available for competitive grants. Grants will be made to further the goals and objectives of the LMCP and assist in the implementation of the priorities and guidance developed annually through a public process.

To accomplish this, the LMCP will host an annual public planning meeting to collect input on the next grant cycle's priorities and to identify emerging issues. The planning meeting will include agencies and organizations eligible to receive grants. The DNR will also form a stakeholder advisory group to provide input for the Coastal Grants Program. The stakeholder advisory group will consist of representatives from Northwest Indiana. The Board will be both geographically representative, as well as representative of the broad range of interests and experience in the coastal region.

- excerpt from *Coastal Program Document*

The Lake Michigan Coastal Program also seeks input and guidance from the Coastal Advisory Board for many other aspects of the program. The Board provides the forum for public input on regional issues affecting Lake Michigan coastal resources. The following outlines the general responsibilities of the CAB:

- Serve as informed advisors to both the LMCP and their representative stakeholder group on regional issues affecting Lake Michigan coastal resources in order to assist the LMCP on its purpose
- Make recommendations to the DNR Director on priorities and guidance for the Coastal Grants Program with the assistance of the Lake Michigan Coastal Program staff and the general public

The Coastal Advisory Board (CAB) performs several vital roles including:

- **Stakeholder Representation:** CAB members will provide a diverse perspective on coastal issues and serve as a close connection between the LMCP and local communities and citizens.

- **Priority Setting:** CAB members will assist the LMCP in setting priorities for the Coastal Grants Program through Board meetings, public meetings, and by recommending grant program guidance and project evaluation criteria updates. CAB members will also provide input on applications to the annual grants program and the Small Grant Program.
- **Public Involvement:** the CAB provides the public forum for input on the Coastal Grants Program, Program activities, and coastal issues.

The Boards is currently comprised of 22 members. Meetings are held every two months and rotate among locations in the Lake Michigan Coastal region. The Chair or a simple majority of the Board can call a special meeting of the board. All are two year appointments.

Local Government and Citizens:

Lake County City or Town
 Porter County City or Town
 LaPorte County City or Town
 Citizen at Large (Rotate)

Coastal Land Use:

Local Economic Development (Rotate)
 Industry and Business
 Tourism
 Local Planner (Rotate)
 Historical/Cultural Resources

Environmental Resources:

Environmental Advocacy
 Local Parks and Recreation
 Indiana Dunes National Lakeshore
 Local Natural Resource Management

Non-Voting Ex-Officio Members:

Northwestern Indiana Regional Planning Commission
 Universities
 Agriculture - USDA – NRCS, SWCD, Farm Bureau, or ISDA
 US F&WS
 US EPA
 US Army Corps of Engineers
 Illinois-Indiana Sea Grant
 IDEM
 Northwest Indiana Regional Development Authority

Coastal Advisory Board Structure:

The CAB will consist of 13 voting members and 9 non-voting members. Nominees for voting board positions must live or work in Lake, Porter, or LaPorte Counties. Nominations are accepted by citizens and stakeholders. Final appointments are made by the Director of the Indiana Department of Natural Resources.

Meetings:

Meetings are held the third Wednesday of every other month: February, April, June, August, October, and December. Meeting start time is generally 10:00am CST, however when Public Input meetings are called, they are held in the evening at 6:30pm CST.



LMCP Committees:

There are four standing committees that CAB members can participate on; the Chair of each committee must be a CAB member:

- Grants Committee
Limited to: 6 CAB Members and 1 Citizen Member
- Planning Committee
Limited to 9 Members: 3 County or City/Town Planners from each County, 3 CAB Members, NIRPC, RDA, IL/IN Sea Grant
- Education and Outreach Committee
Open
- CELCP/Habitat Committee
Open

Stakeholder Category Descriptions

Coastal Advisory Board members represent specific stakeholder groups, as detailed below. As a stakeholder representative it is expected that members would bring to the CAB and LMCP, coastal related comments, input and issues affecting their stakeholder group, as well as take back to the stakeholders they represent, information regarding coastal related issues. The DNR Director appoints Voting members to the Board. Nonvoting members are nominated by the respective stakeholder group represented. In the case of multiple nominees for a particular Nonvoting group – the CAB officers shall confer with LMCP staff and select the representative.



Local Government and Citizens:

Local government representatives are either employed, elected or appointed to local municipal positions and are able to serve in a representative capacity for that municipality.

- Lake County City or Town
- Porter County City or Town
- LaPorte County City or Town

The citizen at large representative is an active member in community organizations within a coastal county.

- Citizen at Large (Rotate)

Coastal Land Use:

The Lake Michigan Coastal program area consists of a variety of public and private organizations and businesses with overlapping coastal resource uses. Representatives in the coastal land use groups represent those interests.

Local Economic Development (Rotate)

Representatives (business owner, board member, staff) include groups representing Economic Development Commissions, Forums, or local Chambers of Commerce.

Industry and Business

Representatives include employees of those industrial partners that have active facilities in the coastal program area or employees of other corporations and business in Northwest Indiana.

Tourism

Representatives are employees or board members of the coastal county tourism commissions (Indiana Dunes Tourism, South Shore Convention & Visitors Authority, LaPorte County Convention & Visitors Bureau).

Local Planner (Rotate)

Representatives are municipal planners employed by a city, town, county, or academic institution

Historical/Cultural Resources

Representative can include a staff member of statewide or local historic organizations such as Indiana Landmarks or DNR Division of Historic Preservation or members of local community historic boards/commissions.

Environmental Resources:

The coastal program area is comprised of some of the state's most unique and rare ecosystems. Representatives in environmental resources advocate for protection, provide public access and interpretative opportunities and are active stewards of the resource.

Environmental Advocacy

Representative is a staff member or a board member of an area NGO whose mission includes advocating for the protection and restoration of coastal natural, cultural or historic resources.

Local Parks and Recreation

Representative is a staff member of a municipal or county park department where the park department or staff member is a member of the Indiana Park and Recreation Association.

Indiana Dunes National Lakeshore

Staff member of the National Park Service, Indiana Dunes National Lakeshore (INDU). INDU has a significant presence in the coastal area despite the fact the CZMA precludes federal property from being officially a part of the coastal boundary and therefore ineligible to receive financial support from LMCP. INDU holds a voting position on the CAB due to the uniqueness of this situation and in recognition of the importance of the partnership with INDU.

Local Natural Resource Management

Representative is a staff member or board member of an area land trust, NGO or other organization that owns and manages high quality natural areas in the coastal region for the purpose of preserving NW Indiana's natural heritage.

Non-Voting Ex-Officio Members:

The Non-Voting members of the Coastal Advisory Board provide valuable input regarding regional and national issues affecting the coastal area. It is vital to the success of the LMCP that information is shared with and among these regional, state and federal agencies and institutions. The purpose for the non-voting positions on the Coastal Advisory Board is to ensure that priorities determined by the CAB remain at the local level.

Northwestern Indiana Regional Planning Commission

Staff member or commission member

Universities

Staff member or full time, adjunct or part-time professor of an area University/College (IUNW, Purdue Calumet, Purdue North Central, Valparaiso University, Calumet College of St. Joseph, Ivy Tech, etc.)

Agriculture -

Staff member representing: NRCS District Conservationist of Lake, Porter or LaPorte County; Soil and Water Conservation District of Lake, Porter, or LaPorte County; Farm Bureau; or Indiana State Department of Agriculture

US Fish & Wildlife Service

Regional staff

US Environmental Protection Agency

Regional staff

US Army Corps of Engineers

Regional staff

Illinois-Indiana Sea Grant

Staff

Indiana Department of Environmental Management

Northwest Regional Office staff member or Central Office staff member covers the coastal area or a region of the coastal area

Northwestern Indiana Regional Development Authority

Staff

COASTAL ADVISORY BOARD OPERATIONAL AGREEMENT

Officers

The Coastal Advisory Board will elect a Chairperson, Vice Chair and Secretary from among its membership by a simple majority vote at the April Meeting.

Officer Responsibilities

Chair

- Ensures the effective action of the Coastal Advisory Board
- Develops agendas for meetings in concert with the DNR LMCP
- Presides at board meetings
- Makes sure each committee has a chairperson, and stays in touch with chairpersons to be sure that their work is carried out; identifies committee recommendations that should be presented to the full board
- Determines whether special Board meetings are necessary and convenes the Board accordingly
- Ensures that board matters are handled properly, including preparation of pre-meeting materials, committee functioning, and coordination with DNR LMCP

Vice Chair

- Serves as the Chair, in the Chair's absence
- Assists the Chair in Board operation

Secretary

- Serves as the Chair, in the Chair *and* Vice-Chair's absence
- Assists the Chair in Board meeting procedures
- Takes attendance at every CAB meeting to determine if quorum has been met
- Ensures that the meetings are properly recorded and minutes are distributed

Officer Terms

Terms for the Chair, Vice Chair and Secretary will be one (1) year. Members are limited to two (2) consecutive terms for any one position.

Media Relations Guidelines

Board meetings are open to the public, which includes the media. When there are requests from the media, the chair, staff, or a Board member may be designated spokesperson. The DNR LMCP will be the primary contact to the media. As needed, staff will draft statements for release to the media in cooperation with the Board. No Board member will speak for the entire Coastal Advisory Board without being designated spokesperson by a simple majority vote.

Board Meetings

Conducting Meetings

In general, a simplified Robert's Rules of Order and this operating agreement will be used to conduct meetings. These rules are designed to facilitate the business of the Board and to ensure an equal opportunity for all group members to contribute and participate in conducting business. The Simplified Rules of Order address the principles of parliamentary procedure as a way to make it easier for people to work together effectively and to help groups accomplish their purposes. These rules of procedure should assist a meeting, not inhibit it. It is also important to appreciate the underlying purpose for the principles of parliamentary procedure that governs the running of a meeting, voting, the rights of the minority, having full discussion and understanding of matters. In general, information that requires action by the Board should be received by the members seven (7) days prior to a meeting. The Board will use common sense if there are items that require action that have not been received within that timeframe. New items added to the agenda will not have any action taken at the next meeting. Special meetings may be called if action needs to be taken on items that have short review times.

Attendance Policy

Meetings will be held bi-monthly. Specials meetings may be held on the call of the Chair or a simple majority of the Board. Board members should make every effort to attend each meeting. Members may assign proxies; however, these proxies are not afforded voting status and may only observe the proceedings of the meeting. It is recommended that members avoid this practice as proxies do not count towards quorum. Attendance is taken at every Board meeting, if a Board Member cannot attend a meeting, please notify the Chair or a LMCP Staff member. If a Board Member is absent for more than 3 meetings, the DNR Director may be consulted for removal and replacement. Members that no longer serve in the category capacity that enabled him or her to serve on the board, shall resign from their board position.

Resignation process

If a Board member chooses to resign, they should provide written notice of their resignation to the Chair and the DNR LMCP. Board members should provide at least one (1) month notice to allow for the solicitation of nominees.

Meeting Notice

Meetings will be open to the public, and at least two (2) weeks notice will be made to the public for regular meeting times and locations through the DNR website. Special meetings may be held on call of the Chair or simple majority vote of the Board with seven (7) days written notice to group members seven (7) days notice to the public through the DNR website.

Agendas and Other Meeting Materials

An agenda will be developed for each Board meeting. The agenda is used as an official working guide from which the Board conducts its meetings. Matters may be placed on the agenda by any Board member or the DNR. The agenda will be posted on the LMCP webpage at least five (5) days prior to each regularly scheduled meeting.

Sample Meeting Agenda

- I. Call to Order
- II. Roll Call
- III. Reading and Approval of Minutes
- IV. Unfinished Business
- V. New Business
- VI. Future Agenda Development
- VII. Announcements
- VIII. Public Comments
- IX. Adjourn

The LMCP will prepare and distribute meeting materials for Board members at least seven (7) days in advance of each meeting.

The DNR will provide technical assistance to the Coastal Advisory Board. A simple majority vote of the Council shall be required to direct staff to develop meeting materials such as reports, initiate staff research, or respond to requests for information or service generated by an individual Board member.

Public Comment

Interested persons may address the Coastal Advisory Board on any relevant issues during the period assigned to Public Comment. Each person addressing the Board shall first give their name in an audible tone of voice for the record. All remarks shall be addressed to the Coastal Advisory Board as a body and not to any member thereof.

Minutes

Minutes of all Board meetings will be recorded and provided for Board approval. The DNR LMCP will provide a staff person to record minutes and will distribute minutes to Board members prior to the subsequent meeting. The Coastal Advisory Board Secretary will maintain a record of Board minutes and provide clarification of board actions as needed. Minutes will contain sufficient information to indicate actions taken by board members and how board members came to their decisions.

Special Board Meetings

A special Board meeting may be called for by vote or by the Chair. Special meetings may be scheduled in order to finish items on a long agenda or to consider one long and involved piece of business. Special meetings will be open to the public and with at least seven (7) days notice made on the DNR LMCP website. The agenda will state "Special Meeting" rather than "Regular Meeting" and will be posted on the DNR LMCP website. Minutes will be kept in the same manner as those for regular meetings.

Procedures for Handling a Motion

Obtaining and Assigning the Floor

A member raises their hand when no one else has the floor and addresses the chair: "Mr./Madam Chairman" or by other proper title.

- In a large assembly, the member gives name and identification.
- The member awaits recognition by the chair.
- The chair recognizes the member by announcing their name or title, or in a small assembly, by nodding to them.

How the Motion is Brought Before the Board

- The member makes the motion: "I move that (or 'to')...".
- Another member seconds the motion: "I second the motion" or "I second it" or even "second."
- The Chair states the motion: "It is moved and seconded that ... Are you ready for the question?"

Consideration of the Motion

Members shall debate the motion.

- Before speaking in debate, members obtain the floor as stated above.
- The maker of the motion has first right to the floor if they claim it properly.
- All remarks must be addressed to the Chair.
- Debate must be confined to the merits of the motion.
- Debate can only be closed by order of the assembly (2/3 vote) or by the Chair if no one seeks the floor for further debate.

A Motion Can Be:

- Withdrawn
- Tabled
- Amended with the agreement of the mover and the seconder

Rules of Debate

A member, once recognized, shall not be interrupted when speaking unless it is to call him/her to order. If a member, while speaking, is called to order, they shall cease speaking until the question of order is determined, and, if in order, they shall be permitted to proceed.

A motion to "lay on the table" shall preclude all amendments or debate of the subject under consideration. If the motion to "lay on the table" passes with a simple majority, the consideration of the subject may be resumed only upon a motion of a member voting with the majority and with consent of two-thirds of the members present.

The Chair puts the motion to a vote

- The Chair asks: "Are you ready for the question?" If no one claims the floor, the Chair proceeds to take the vote.
- The Chair says: "The question is on the adoption of the motion that..[states the motion].. Those in favor, say 'Aye". [Pause for response] Those opposed, say 'Nay'. [Pause for response]
- The Chair announces the result of the vote.
 - "The ayes have it, the motion is adopted, and ... [indicating the effect of the vote]" or
 - "The nays have it, and the motion is lost."
- In the event of a tie, the motion will be tabled to the next meeting for members to review and reconsider their vote. When the motion is voted on again and if another tie results, the motion is defeated, and a new motion would be required.
- Once a motion has been approved, it cannot be "post-amended".
- The recording of motions in the minutes of the meeting will indicate approval or non-approval only ("Carried"/"Not Carried").
- Members can request that abstentions be recorded. However, the number of votes for or against a motion will not be recorded.

Actions requiring a vote

Proxy votes or delegated votes will not be accepted. The following actions require a vote:

- Approval of meeting minutes
- Motions correctly brought before the Board by a voting member

Quorum

A quorum will be required for voting. A quorum is achieved with at least 51% of voting board members present. The CAB is made up of 13 voting members, a quorum, consists of 7 members.

Votes needed for action

A simple majority of the voting members present is required to take action on most measures.

Ethics and Rules of Conduct

No member of the Council shall pledge or promise to vote in any particular manner.

Conflict of Interest Policy

No member of the Coastal Advisory Board, or any of its committees, shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation on the Board. Each individual shall disclose to the Coastal Advisory Board any personal interest which he or she may have, or their immediate family may have, in any matter pending before the Board and shall refrain from participation in any decision on such matter. Immediate family is defined as the Member's spouse, partner, housemate, or unemancipated dependent.

In the matter of grant application review and vote, any Member that is employed by or serves in any capacity, such as Board Member, Committee Member, Volunteer or simply member of the organization must make that known to the Board during the comment and voting process. This disclosure requirement would also apply if the Member has any immediate family members serving in such capacities. Immediate family is defined as the Member's spouse, partner, housemate, or unemancipated dependent.

Voting Disqualification

A Board member is disqualified from voting if they, or their immediate family, have a conflict of interest with the matter under consideration. Immediate family is defined as the Member's spouse, partner, housemate, or unemancipated dependent. No member of the Board who is disqualified shall vote upon the matter on which he is disqualified. Any member shall openly state or have the Chair announce the fact and nature of such disqualification in open meeting, and shall not be subject to further inquiry. Where no clearly disqualifying conflict of interest appears, the matter of disqualification may, at the request of the member affected, be decided by the other members of the Council, by motion, and such decision shall determine such member's right and obligation to vote. Any member having a "remote interest" in any matter shall divulge the same before voting.

Board members may visit sites and properties that are subject of pending proceedings, as long as such visits and any pertinent observations are disclosed on the record prior to the taking of any action affecting that site. Board members wishing to visit a site should consult with LMPC staff prior to doing so.

Expenses and Reimbursement

Board meetings will be held in Northwest Indiana; therefore mileage or other expenses associated with serving on the Coastal Advisory Board will not be reimbursed.

Revisions

Recommendations to change or revise the Operating Agreement may happen at any board meeting, after a full discussion of the Coastal Advisory Board and approved by an affirmative vote of a simple majority of members present at a regular Board meeting where quorums are met, provided that all members not able to be present have seen the revisions and have had a chance to comment on them. The recommended changes will be reviewed by the DNR for any conflicts with state policies or laws and reviewed and approved by the DNR Director prior to their implementation.

Small Grant Program Voting Process

The Small Grant Program voting will occur at every CAB meeting, for which applications are in hand. Applicants will submit a Small Grant Application to the LMCP Program Specialist, who will distribute a copy to each member via email two weeks prior to a CAB meeting. CAB Members should review each proposal and be prepared to provide comments, questions and/or a vote for the upcoming CAB Meeting.

LMCP COASTAL GRANTS PROGRAM

LMCP Coastal Grants Program

The U.S. Congress has made available to states and territories with approved coastal zone management programs, funds for competitive grants for community-based coastal activities. Funding and oversight are provided by the National Oceanic and Atmospheric Administration (NOAA), Office of Ocean and Coastal Resource Management (OCRM). Projects must be consistent with the goals and objectives of the Coastal Zone Management (CZM) Act of 1972 (CZMA, 16 U.S.C. §1451 et seq.) and meet the requirements of the CZM Program administered by OCRM. Indiana makes available approximately \$650,000 annually for the Coastal Grants Program.

CAB Role:

The CAB will provide input on the implementation of the Coastal Grants Program including the following responsibilities:

- Host an annual public meeting to collect input on the grant program priority issues and determine the annual priorities for each of the categories that will be addressed by the Coastal Grants Program.
- Via the CAB Grants Committee provide comments on grant application and guidance, scoring criteria, and eligible pre-proposals.
- Recommend to the LMCP eligible pre-proposals for full application submission.
- Provide input on, and approve or deny funding for Small Grant Proposals received by the LMCP.

CAB Grants Committee

Limited to: 6 CAB Members and 1 Citizen Member

CAB Grants Committee provides comments on grant application and guidance, scoring criteria, and eligible pre-proposals. This committee brings to the full CAB the preproposals recommended to continue on to the full application phase of the grant program. The committee conducts most of its business from April – October both via email and in-person.

1. Elect a Chair
2. Provide input on grant application, guidance and scoring criteria prior to release of RFP.
3. Provide input on format of annual grant priority public meeting.
4. Review all preproposals, conduct applicant interviews (if needed) and make recommendations to full CAB.
5. Provide feedback as needed on Grant Program outreach – workshops and presentations, web information, materials such as Fact Sheets

The Coastal Grants Program is an annual competitive grants program. A Timeline is created for each funding year:



Lake Michigan Coastal Program Technical Advisory Team

The Technical Advisory Team receives the full applications that were submitted as a result of the CAB's preproposal recommendations. The Team represents a cross section of staff from DNR and IDEM who are tasked to work or represent their respective agencies in Northwest Indiana.

The LMCP Technical Advisory Team will complete the following tasks:

- Develop project review criteria for comments by the Coastal Advisory Board
- Review applications to the Coastal Grants Program for technical merits
- Rate eligible applications using project review criteria
- Provide technical review for LMCP project implementation as needed

The LMCP Technical Advisory Team will consist of the following six (6) members:

- Lake Michigan Specialist (DNR DOW) – Steve Davis
- Lake Michigan Biologist (DNR DFW) – Brian Breidert
- Coastal Regional Ecologist (DNR DNP) – Derek Nimetz
- Lake and River Enhancement Program Specialist (DNR DFW) – Doug Nusbaum
- Indiana Dunes State Park (DNR DSPR) – Brandt Baughman
- CAB Grant Committee Chair

Chapter 6: Program Activities

Section 309 – Needs Assessment and Enhancement Strategy

Section 309 of the Coastal Zone Management Act (CZMA), as amended in 1990 and again in 1996, establishes a voluntary grants program to encourage states and territories with approved programs to develop program enhancements in one or more of the following areas:

- ✓ Wetlands
- ✓ Public access
- ✓ Coastal hazards
- ✓ Cumulative and secondary impacts
- ✓ Energy and government facility siting
- ✓ Lake debris
- ✓ Lake resources
- ✓ Special Area Management Plans
- ✓ Aquaculture

2016 – 2020 Section 309 Assessment and Strategy Development

All CMPs must successfully complete an approved Assessment and Strategy to be eligible for Section 309 funding.

The Indiana 309 planning process was implemented in phases. During the first phase LMCP staff met with State Agency staff and developed a preliminary assessment. Input gathered from the Agency staff meetings shaped the general ranking of the nine issue areas and the associated goals and actions.

The second phase included public input and participation. Public participation is an important element of the Indiana Coastal Program and was a high priority for development of the 309 Assessment and Strategy. Public input for the development of this document was provided through meetings with the Coastal Advisory Board (CAB) and the general public.

Coastal Advisory Board Input:

The LMCP staff conducted a facilitated discussion on Section 309 enhancement areas with the Coastal Advisory Board at a public Board Meeting in October 2013. The Board identified three issues that required further attention: wetlands, coastal hazards, and Great Lakes Resources.

Public participation is an important element of the Indiana Coastal Program and was a high priority for development of the 309 Assessment and Strategy. Public input for the development of this document was provided through meetings with the Coastal Advisory Board (CAB) and the general public. In addition, the LMCP solicited input via an online survey.

The LMCP presented an overview on Section 309 at the public Environmental Management Policy Committee at the Northwest Indiana Regional Planning Commission. Additional groups contacted for input include watershed groups, the regional MS4 organization, the NIRPC email contact list, LMCP email list serves, and the AOC CARE Committee. In addition,

program staff met with DNR Division of Outdoor Recreation, Indiana Department of Environmental Management - Wetlands, and DNR Division of Water staff.

The LMCP posted the completed Draft Assessment and Implementation Strategy document to the web commencing on February 2, 2015. The public was invited to submit comments on this draft document for a period of 30 days to coincide with the NOAA review of the document.

The following projects will be carried out by the LMCP for the **2016-2020 Section 309 Strategy**:

- GIS Mapping Updates
- Functional Wetland Assessment
- Public Access – ADA Assessment
- Model Ordinance Update – flooding
- Coastal Program Intergation

OVERALL STRATEGY BUDGET SUMMARY

	Strategy Title	2016	2017	2018	2019	2020	Total Funding
Wetlands	<i>GIS Mapping Update</i>						
	GIS Mapping Needs Assessment (staff time)	\$5,000					\$5,000
	Wetland GIS Updates (Contract)		\$70,000				\$70,000
	<i>Functional Wetland Assessment</i>						
	Needs Assessment (Staff)		\$2,500				\$2,500
	Functional Assessment Development (Contract)			\$70,000			\$70,000
	Model Wetland Ordinance Development (Staff)		\$2,500				\$2,500
Public Access	Public Access – ADA assessment (Staff)			\$5,000			\$5,000
Coastal Hazards	Model Ordinance update – flooding (Staff – base funding)	X					
Multi – PA, Wetlands, Hazards	<i>Coastal Program Integration</i>						
	Needs Assessment (Staff – 2015 base funding)						
	Training Program Development(Contract)	\$70,000					\$70,000
	Current Website Updates (Staff – base funding)	X	X	X	X	X	
	Website Update – Coastal Atlas / other tools				\$75,000	\$75,000	\$150,000
	Total Funding	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$375,000

Section 6217 – Coastal Nonpoint Source Pollution Control Program

Nonpoint source pollution

Nonpoint source (NPS) pollution, unlike pollution from industrial and sewage treatment plants, comes from many diffuse sources. NPS pollution is caused by rainfall or snowmelt moving over and through the ground. As the runoff moves, it picks up and carries away natural and human-made pollutants, finally depositing them into lakes, rivers, wetlands, coastal waters, and even our underground sources of drinking water. These pollutants include:

- Excess fertilizers, herbicides, and insecticides from agricultural lands and residential areas;
- Oil, grease, and toxic chemicals from urban runoff and energy production;
- Sediment from improperly managed construction sites, crop and forest lands, and eroding streambanks;
- Salt from irrigation practices and acid drainage from abandoned mines;
- Bacteria and nutrients from livestock, pet wastes, and faulty septic systems;
- Atmospheric deposition and hydromodification are also sources of nonpoint source pollution.

In its reauthorization of the Coastal Zone Management Act in 1990, Congress identified nonpoint source pollution as a major factor in the continuing degradation of coastal waters. Congress also recognized that effective solutions to nonpoint source pollution could be implemented at the state and local levels. Therefore, in the Coastal Zone Act Reauthorization Amendments of 1990 (CZARA), Congress added Section 6217, which calls upon states with federally approved coastal zone management programs, such as the Lake Michigan Coastal Program, to develop and implement coastal nonpoint pollution control programs. Indiana now has such program that is managed by the Nonpoint Coordinator.

Implementation

The Section 6217 program is administered jointly by Environmental Protection Agency and the National Oceanic and Atmospheric Agency. The reauthorization amendments called for the EPA to develop technical guidance to the states to implement the 6217 program. The result was a document titled “Guidance Specifying Management Measures for Sources of Nonpoint Source Pollution in Coastal Waters”, which addresses five major source categories of nonpoint source pollution including:

- Urban runoff
- Agriculture runoff
- Forestry runoff
- Marinas and recreational boating
- Hydromodification

EPA has also included management measures for wetlands, riparian areas, and vegetated treatment systems that apply generally to various categories of sources of nonpoint pollution.

Under each of the five source categories are management measures that should be addressed by the state nonpoint source program. It is the job of the nonpoint source pollution coordinator to ensure the achievement of each of the management measures, where applicable, within the coastal region.

Local government and non-governmental role

The nonpoint source pollution coordinator cannot and should not single handedly implement the management measures identified by the Environmental Protection Agency. Instead, the measures should be accomplished not only by the action of the Coordinator but also through the actions already taking place in local government and regional and nonprofit organizations. Therefore, programs and projects taken on by the above organizations can help the Indiana Coastal Program meet its management measure objectives.

LaMP Coordination

The LaMP document is a Lake Michigan management plan created from a combined effort between local, state, and federal government and coordinated by the U.S. Environmental Protection Agency. The plan serves as a guide to a continuing process of collaborative ecosystem management and partnership activities aimed at achieving goals for restoring 14 beneficial use impairments outlined in the Great Lakes Water Quality Agreement.

LaMPs are completed in four stages:

- When problem definition has been completed
- When the schedule of load reductions has been determined
- When remedial measures are selected
- When monitoring indicates that the contribution of the critical pollutants to impairments of beneficial uses has been eliminated.

LaMP focuses on:

- Ecosystems
- Partnerships
- Sustainable Landscapes
- Shared information
- The future

GLRI Coordination

The Great Lakes Restoration Initiative is the largest investment in the Great Lakes in two decades. GLRI funds are distributed through a grant program managed by the EPA. A task force of 11 federal agencies developed an action plan to implement the initiative. This action plan covers fiscal years 2010 through 2014 and addresses five urgent issues:

1. Cleaning up toxics and areas of concern;
2. Combating invasive species;
3. Promoting nearshore health by protecting watersheds from polluted run-off;

4. Restoring wetlands and other habitats; and
5. Tracking progress and working with strategic partners.

TAPP and Planning Committee

Technical Assistance Planning Program (TAPP) is a program activity which was created to support the ideas of the 2005 MOA between EPA and NOAA and the vision of the Marquette Plan. This program component is focused on providing technical planning assistance to units of government, education institutions and non-profit organizations within the LMCP area. Planning assistance provided include sustainable land use planning, smart growth principles, conservation development, and natural resource planning into comprehensive plans, ordinances, sub-area plans, and other planning initiatives. TAPP works in conjunction with the CAB, and Planning Committee to review and offer recommendations on planning grant proposals as well as on local and program projects. TAPP also partners with agencies of similar endeavors to help bring planning trends and other planning initiatives to the forefront.

Planning Committee Role

The primary function of the LMCP/CAB Planning Committee is to advise and provide recommendations on:

- Planning grant applications to the Grants Review Committee
- Planning/Coordination/Management category priorities
- LMCP planning projects
- Partnerships, action/implementation plans
- Local and Regional project ideas and diagnostic studies

Planning Committee Composition

The volunteer planning committee has three components. Each component has three seats for a total of nine Planning Committee Members. More than half (55.5%) of the Planning Committee seats are required to meet planning qualification.

The LMCP/CAB Planning Committee seat composition:

CAB members:

1. CAB Planner*
2. One voting or non-voting CAB representative
3. One voting or non-voting CAB representative

LMCP Partners:

4. NIRPC * (Northwest Indiana Regional Planning Commission)
5. RDA (Regional Development Authority)
6. Planning with POWER (Protecting Our Water & Environmental Resources)

Program Area Planners:

7. Lake County or municipal level planner*
8. Porter County or municipal level planner*
9. La Porte County or municipal level planner*

*** Qualifications required**

CAB Planner Qualifications

1. Be engaged in a full-time professional planning position, within the LMCP area, (commissions & board members are not considered a fulltime professional planning position).
2. Have identified the seat which is to be filled.
3. Attained AICP *-or-* Attained a Graduate degree in planning with a minimum of 1 year of professional planning experience *-or-* Attained a Bachelor's degree in planning with a minimum of 2 years of professional planning experience *-or-* Attained any Post-graduate degree with minimum of 3 years of professional planning experience *-or-* No college degree with a minimum of 5 years of professional planning experience.

LMCP Planning Committee Regulations and Procedures

1. Acknowledgement of Planning Committee seat and any required qualifications.
2. Recognize that a quorum is not required for formulating recommendations.
3. Provide recommendations and ideas through meetings or via email or phone.
4. Meetings are conducted by the Coastal Resource Planner or in the absence there of; the CAB Planning seat, followed by the Planning Committee Partner Planner seat in the absence of the Coastal Resource Planner and CAB Planning seat.
5. Planning Committee meetings are scheduled by the Coastal Resource Planner, but may be requested by a Planning Committee member, CAB member, or LMCP personnel.
6. Where there are multiple volunteers for any Planning Committee Seat the CAB shall select the candidate via paper ballot majority vote (no quorum required) of voting and non-voting CAB members.
7. Accept that any Planning Committee seat can be challenged by a qualified candidate and voted upon by the CAB.
8. Acknowledge that any Planning Committee seat is held until relinquished by the current seat holder, or conceded through a challenge, or the expiration of a CAB member Planning Committee seat.

Education/Outreach Committee

The purpose of the Education and Outreach Committee is to grow the public awareness of the Coastal Program through focused planning and outreach.

Duties and functions:

- Promote Coastal Awareness Month
- Promote specific components of the LMCP
- Develop target audience specific outreach and education materials
- Leverage promotional opportunities with partner groups and stakeholders
- Coordinate with other State, Regional, Local entities (EMPC, CARE, etc)
- Coordinate with other LMCP CAB Committees

Membership composition – The committee will contain no more than 10 members. Outside partners, both public and private are welcome.

CELCP – Coastal Estuarine Land Conservation Program

The Department of Commerce, Justice, and State Appropriations Act of 2002 (Public Law 107-77), directed the Secretary of Commerce to establish a Coastal and Estuarine Land Conservation Program (CELCP) “for the purpose of protecting important coastal and estuarine areas that have significant conservation, recreation, ecological, historical, or aesthetic values, or that are threatened by conversion from their natural or recreational state to other uses.” CELCP gives priority to lands that can be effectively managed and protected, provide public access to coastal and estuarine resources, and have significant ecological value.

A CELCP Plan is developed by each coastal state in order to participate in the program. It provides an assessment of priority land conservation needs and clear guidance for nominating and selecting land conservation projects within the state. Plans are intended to be fairly simple and concise, and may make use of work that has already been done in the state or region, such as regional, state, or local watershed protection, restoration or land conservation plans.

The State of Indiana has developed a CELCP Plan, in cooperation with federal, state and local government agencies, nongovernmental organizations, and interested citizens, in order to participate in the Federal Coastal and Estuarine Land Conservation Program. The CELCP Plan provides an opportunity to coordinate among stakeholders to plan for, and enact resource conservation in Indiana. The Indiana CELCP Plan provides an assessment of priority land conservation needs and guidance for nominating and selecting coastal and estuarine land conservation projects that are within CELCP priority areas within the State.

The Indiana CELCP Plan is based upon the Indiana Biodiversity Initiative (IBI) model which identifies areas using Heritage plant occurrence data and umbrella animal habitat information as determined by the, “Biodiversity Conservation Possibilities and Threat Assessment of for the Indiana Lake Michigan Coastal Management Program: an update and analysis of part of the Northwest Morainal Natural Region assessment of the Indiana Biodiversity Initiative.”

CELCP Committee Role

The CELCP Committee meets as needed to review project proposals and provide input to the State CELCP plan. The Committee scores project proposals and makes recommendation to the LMCP regarding projects to submit to the NOAA competitive process.

The NOAA requires that state CELCP plans are updated every five years. The Committee provides technical expertise on scoring criteria and priority areas. In addition, the Committee aides the LMCP in facilitating the public input process for CELCP Plan revision.

Coastal Areas of Significance and Areas of Particular Concern

Some coastal areas are particularly significant or have special conditions that warrant increased attention. These areas are distinguished by either their unique coastal-related qualities or the intense competition for the use of their resources. The Coastal Zone Management Program (CZMP) allows the designation of coastal areas of significance as either Areas of Particular Concern or Areas for Preservation and Restoration.

Establishment of Areas of Particular Concern (APC) is intended to address the need for heightened attention to the area's special conditions. The coastal region boasts many existing initiatives that identify and address significant areas. The Lake Michigan Coastal Program (LMCP) will use the process of APC designation to identify these existing initiatives and partnership opportunities.

APC designation provides assistance with prioritizing local, state, and federal government actions concerning the special needs of certain areas. In most cases, sufficient authorities and regulations are already in place; the problem is primarily that management may lack coordination and sufficient resources. Therefore, the solution is not to create additional agencies or regulations, but rather to focus and coalesce existing management efforts. The creation of APC will accomplish this by prioritizing the allocation funds for the LMCP and Coastal Grants Program, promoting interagency cooperation, providing technical assistance, and supporting research and local planning. APC status will thus serve as an important tool for those state agencies, local governments, and organizations grappling with complex and pressing coastal issues. APC are broad groups of coastal areas facing similar problems for which priorities can be defined. Federally owned or leased lands cannot be designated as APC due to the restriction that prevents the use of LMCP funds on federal lands.

Establishment of Areas for Preservation and Restoration provides for the designation of specific areas for the purpose of preserving or restoring them for their ecological, conservation, or recreational values. Specific areas that represent at least one of these values will be designated as Areas for Preservation and Restoration (APR). APR are clearly delineated areas on publicly held lands or on lands subject to use restrictions that are voluntarily submitted for designation. Federally owned or leased lands cannot be designated as APR due to the restriction that prevents the use of LMCP funds on federal lands. As with APC, sufficient authorities and regulations are already in place to manage APR; the category of APR will seek to focus attention and resources to meet the needs of designated areas. LMCP funds may be used for construction, restoration, or protection by local entities for designated APR.

Designation Process

In Indiana, much has been done to inventory and designate areas of special coastal-related value. Specific studies are referred to under the appropriate APC category. As the LMCP continues to develop, areas that may deserve recognition as APC or APR will be studied. While these initial APC designations are of the generic type, federal regulations allow for

site-specific APC (15 CFR 923.21). The LMCP may therefore designate specific sites in the future if sites are nominated and are not already included as generic APC.

Nominations of additional areas for inclusion in the LMCP may be suggested by local, state, and federal agencies, organizations, and interested private citizens. As long as the designation criteria are met, the LMCP may designate new APC or APR as a routine change to the program. Criteria for the designation are listed under each category.

Nominations Format

Nominations for APC (either generic or site-specific) or for site specific APR that are submitted for consideration must include the following information:

- Identification of status requested: Area of Particular Concern or Area for Preservation and Restoration
- General description and location(s), demonstrating it occurs within the Coastal Program Area. For a site-specific area, a letter of support from the landowner and a map clearly showing the location of the area must also be included
- Identification of criteria which qualify the site for consideration
- Description of the area's coastal related values and current condition relative to those values
- Description of area's management issues and any problems that may be degrading its ecological, recreational, cultural, historical, or esthetic values

The LMCP, in cooperation with the Coastal Advisory Board, will review nominations annually and, prior to approval, will seek comments from appropriate federal, state, and local agencies, the Natural Resources Commission and members of the public in the coastal region.

A new APC category or site-specific APR will be created if the LMCP determines both that the primary values of the area in question are being degraded and that the existing management frameworks are insufficient to fully address the situation. If creation of a new APC category is necessary, the LMCP will prepare a statement that justifies its designation. The statement will include an explanation of how improved management strategies will alleviate the principle concerns. The new APC would then be submitted to OCRM for final approval.

Categories of Areas of Particular Concern

- Areas of unique, scarce, fragile or vulnerable natural habitats
- Areas of historical significance, cultural value, or substantial recreational value or opportunity
- Areas of high natural productivity or essential habitat for living resources, including fish, wildlife, endangered species, and the various trophic levels in the food web critical to their well-being
- Areas needed to protect, maintain, or replenish coastal lands or resources including coastal flood plains, aquifers and their recharge areas, sand dunes, and offshore sand deposits

- Areas where development and facilities are dependent upon the use of, or access to, coastal waters or areas of unique features for industrial or commercial uses or dredge spoil disposal
- Areas where if development were permitted, it might be subject to significant hazard due to storm, slides, floods, erosion, and settlement

Section 312 – Review of Performance

NOAA's Office of Coastal Resource Management (OCRM) conducts a periodic evaluation of the performance of state coastal management programs.

Office of Coastal Resource Management staff review accomplishments and highlight areas for improvement.

The results of this evaluation take two forms - necessary actions for continued approval and funding, and suggestions for improvements.

Indiana's LMCP successfully completed an evaluation in 2014. The time period of the evaluation covered April 2006 – September 2014. The next evaluation is unknown at this time.

Findings/Recommendations/Necessary Actions (excerpt from Final Evaluation Findings: Indiana Lake Michigan Coastal Program, May 2006 to September 2014)

This evaluation concludes that Indiana Department of Natural Resources is satisfactorily implementing and enforcing its federally approved coastal program, adhering to the terms of the federal financial assistance awards, and addressing coastal management needs identified in section 303(2)(A) through (K) of the Coastal Zone Management Act.

Accomplishment: The Indiana LMCP has enhanced the preservation of and access to cultural and historic resources through the Lake Michigan Shipwreck Project and the designation of the J.D. Marshall Preserve.

Accomplishment: The LMCP is enhancing coastal community capacity to address important coastal management issues, including regional planning for growth and development and public access, through the Marquette Plan.

The evaluation team also identified one necessary action and one recommendation:

Necessary Action: The Indiana LMCP must work with the NOAA Office for Coastal Management to develop and submit a work plan with interim benchmarks and a timeline for meeting the goals and objectives it has identified as important to the coastal nonpoint source pollution program within six months of the release of the final 312 findings. The documentation

indicating how Indiana met the outstanding conditions must be submitted no later than September 30, 2019.

Recommendation: The Indiana LMCP is strongly encouraged to explore opportunities to enhance LMCP staff capacity, including filling existing vacant positions, reclassifying vacant positions to a higher pay level, hiring for new positions, and providing training and professional development opportunities for existing LMCP staff members.

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LMCP Coastal Advisory Board Meeting Schedule

2015 - 2016 Meeting Dates and Locations

April 20, 2016 – 6:30PM CDT

June 15, 2016 – Porter County – 6:30 PM CT

- Process Meeting - Coastal Grant Priority/Public Input

August 17, 2016 – Lake County – 10:00 AM CT

- Informational Meeting

October 19, 2016 – Lake County – 6:30 PM CT

- Process Meeting - Coastal Grant Pre-Proposal Review

December 21, 2016 – Porter County – 10:00 AM CT

- Informational Meeting
- Coastal Year in Review

February 15, 2017 – LaPorte County – 10:00 AM CT

- Informational Meeting
- Call for New CAB Members

Meeting Topics:

During the course of the year the CAB has two (2) types of meetings: 1) Informational, and 2) Process meetings. The Process Meetings support the Coastal Grant Program. The Informational Meetings are exactly that – they are intended to provide information to the Board. Topics for Informational Meetings are selected by the CAB Chair and LMCP Staff with input from all CAB Members. Please email coastal@dnr.in.gov if you have a topic of Coastal Importance that you would like included during an Informational Meeting. **NOTE** - The CAB Chair can call Special meetings in addition to the regularly scheduled meetings listed above.

Typical Agenda – Informational Meeting – actual topics/agenda may vary

- Welcome and Introductions – 10:00 AM
- Old Business – 10:10 AM
 - Program Update
- New Business – 10:15 AM
 - Presentation #1
 - Presentation #2
 - Committee/Program Reports
 - Grants
 - Outreach
 - CELCP
- Announcements – 11:50 AM
 - Next CAB Meeting
- Public Comments – 11:55 AM
- Adjournment