**Meeting Information for Meeting Participants/Presenters**

*The following Shoreline Protection Review Team agenda worksheet (see page 4) is required in order to request your project presentation to be on the agenda.* ***Please submit the worksheet as a word file, NOT A .PDF file.***

The Maryland Department of the Environment (MDE) serves as the Review Team coordinator. Please contact Heather Hepburn with any questions regarding time slot availability, agenda, location, or general questions not covered below.

Shoreline Protection Review Team/ Coordinator contact:

Heather Hepburn, Western Region Chief

MDE, Tidal Wetlands Division

heather.hepburn1@maryland.gov

410-537-3789

The following table contains the date of each monthly meeting [*Meeting Date*] (held on the first Thursday of every month, except on state holidays), the date a request to be placed on the Shoreline Protecting Review Team Meeting Agenda must be received (by 5 PM) [*Deadline for Meeting Request*], and when the Meeting Agenda is sent to the presenters and the agencies [*Posting of Meeting Agendas*].

|  |  |  |
| --- | --- | --- |
| **Meeting Date** | **Deadline for Meeting Request** | **Posting of Meeting Agendas** |
| February 6, 2025 | February 3, 2025 | January 28, 2025 |
| April 3, 2025 | March 31, 2025 | March 25, 2025 |
| June 5, 2025 | June 2, 2025 | May 27, 2025 |
| August 2, 2025 | August 4, 2025 | July 29, 2025 |
| October 2, 2025 | September 29, 2025 | September 23, 2025 |
| December 4, 2025 | December 1, 2025 | November 20, 2025 |

**Location of Meetings**: Virtual meeting using the Google Meets platform. Link will be provided in agendas.

**Start Time**: Meetings start at 9:00 AM – (You attend during your assigned presentation slot).

**Meeting is not recorded.**

**General Meeting Notes**

The Shoreline Protection Review Team meetings are intended to provide informal regulatory feedback to a potential applicant regarding a proposed project and are meant to help guide an applicant towards submitting a complete application for shoreline projects in tidal wetlands. The Review Team meetings may also be used to provide project updates on an as needed basis. The Shoreline Protection Review Team meeting is not intended for the agencies to “design” a project for the applicant; the applicant should have a proposed design which may include several alternatives that show the reduction and minimization process.

**SHORELINE PROTECTION REVIEW TEAM MEETINGS ARE NOT OPEN TO THE GENERAL PUBLIC. ONLY AGENCIES, PRESENTERS, AND THOSE INDIVIDUALS SPECIFICALLY INVITED BY THE AGENCIES OR PRESENTERS ARE ALLOWED.**

Formal meeting minutes are not taken by the agencies. The meeting purpose is to encourage free and open dialog while providing the potential applicant with an informal review and feedback on the project. For these reasons, the agencies do not take formal meeting minutes. However, a summary document with agency feedback will be provided by MDE and the Corps within four weeks from the meeting. The agent/applicant, consultant, and other agencies may provide their own notes, comments, corrections, and/or clarifications on the summary sheet. All notes/summaries/comments should be posted within four weeks after the meeting to provide the applicant with a final summary of the Shoreline Protection Review Team meeting.

The meeting does not provide regulatory decisions, nor should the comments provided by the agencies or the summary of the meeting be taken as decisional. Once an application has been submitted, final regulatory decisions are made at the end of the review with the issuance of State, federal and/or local authorizations.

**THE SHORELINE PROTECTION REVIEW TEAM DOES NOT PROVIDE PROJECT APPROVAL OR PRE-APPROVAL.** Please be aware that a Review Team presentation and plan information provided to attending agency members does not constitute project approval.

**PRESENTATION REQUIREMENTS**

For more constructive feedback from participants, it is strongly recommended that participants include the following in their presentations:

* Site photos - including clear images of eroding shoreline
* Aerial imagery
* [VIMS SAV mapping](https://mobjack.vims.edu/sav/savwabmap/) (5-year composite)
* Locations of [adjacent natural oyster bars and aquaculture leases](https://dnr.geodata.md.gov/Aquaculture/)
* Draft plans
* Approximately impact totals (overall in tidal wetlands and to individual resources, like SAV)
* Any alternative projects considered
* Current rates of erosion
* See [Living Shoreline Supplement Checklist](https://mde.maryland.gov/programs/water/WetlandsandWaterways/PermitsandApplications/Documents/www.mde.state.md.us/assets/document/wetlandswaterways/Supplemental%20Living%20Shoreline%20Checklist.pdf) for information that may also be useful to present.

Please provide the meeting coordinator with a copy of your presentation at least one day prior to the meeting.

Participants may conduct on-site [PreApplication](https://mde.maryland.gov/programs/Water/WetlandsandWaterways/Pages/PreApplicationIntroduction.aspx) with MDE and Corps prior to presentation.

**SHORELINE PROTECTION REVIEW TEAM AGENDA WORKSHEET**

NOTE: Meeting Coordinators will inform Reviewers that the project is being placed on agenda. If you know the Reviewer for your County, please feel free to inform them of your request to present at the Shoreline Protection Review Team meeting.

(PLEASE EMAIL BACK IN WORD FORMAT)

Time: (*Please state a time slot preference on the agenda – morning, afternoon, first item, etc. Unless otherwise requested, a one-hour time slot will be provided which includes time for your presentation and agency Q&A or comments.)*

Project Name:

Project Location:

County(ies): Waterbody(ies):

MDE Project Number: Corps Project Number:

MDE Reviewer: Corps Reviewer:

Presentation: Yes, *(by whom)*

Project Description: *(Please make this brief)*

Goals of Meeting: *(i.e. receive regulatory feedback, present project status, receive guidance on project’s ability to be authorized, etc.)*