



city of
covington
growing toward greatness

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The City of Covington is a destination community where citizens, businesses and civic leaders collaborate to preserve and foster a strong sense of unity.

PLANNING COMMISSION AGENDA

April 2, 2015

6:30 PM

CALL TO ORDER

ROLL CALL

Chair Bill Judd, Vice Chair Paul Max, Jennifer Gilbert-Smith, Ed Holmes, Alex White, Jim Langehough, & Krista Bates.

PLEDGE OF ALLEGIANCE

APPROVAL OF CONSENT AGENDA

1. Planning Commission Minutes for March 5, 2015 (Attachment A)

CITIZEN COMMENTS - *Note: The Citizen Comment period is to provide the opportunity for members of the audience to address the Commission on items either not on the agenda or not listed as a Public Hearing. The Chair will open this portion of the meeting and ask for a show of hands of those persons wishing to address the Commission. When recognized, please approach the podium, give your name and city of residence, and state the matter of your interest. If your interest is an Agenda Item, the Chair may suggest that your comments wait until that time. Citizen comments will be limited to four minutes for Citizen Comments and four minutes for Unfinished Business. If you require more than the allotted time, your item will be placed on the next agenda. If you anticipate, in advance, your comments taking longer than the allotted time, you are encouraged to contact the Planning Department ten days in advance of the meeting so that your item may be placed on the next available agenda.*

UNFINISHED BUSINESS – None

NEW BUSINESS – No Action Required

2. Presentation by City Manager Regan Bolli on Transportation Benefit District (TBD) ballot proposal.
3. Discussion of Proposed Scope of Work for Comprehensive Plan Update with new consultant, Stalzer & Associates (Attachment B)

ATTENDANCE VOTE

PUBLIC COMMENT: (Same rules apply as stated in the 1st CITIZEN COMMENTS)

COMMENTS AND COMMUNICATIONS OF COMMISSIONERS AND STAFF

ADJOURN

*Any person requiring a disability accommodation should contact the City at least 24 hours in advance.
For TDD relay service please use the state's toll-free relay service (800) 833-6384 and ask the operator to dial (253) 480-2400*

Web Page: www.covingtonwa.gov

**CITY OF COVINGTON
Planning Commission Minutes**

March 5, 2015

City Hall Council Chambers

CALL TO ORDER

Chair Judd called the regular meeting of the Planning Commission to order at 6:33 p.m.

MEMBERS PRESENT

Krista Bates, Ed Holmes, Bill Judd, Jim Langehough, Paul Max and Alex White

MEMBERS ABSENT - Jennifer Gilbert-Smith

STAFF PRESENT

Richard Hart, Community Development Director
Salina Lyons, Principal Planner
Angie Feser, Parks Planner
Kelly Thompson, Planning Commission Secretary

APPROVAL OF CONSENT AGENDA

- Ø **1. Vice Chair Max moved and Commissioner White seconded to approve the February 5, 2015 minutes and consent agenda. Motion carried 6-0.**

CITIZEN COMMENTS – None

PUBLIC HEARING - None

UNFINISHED BUSINESS - None

NEW BUSINESS

2. Presentation and Discussion on Park Impact Fees by Angie Feser, Parks & Recreation Department Parks Planner and City Consultant Randy Young.

Parks Planner Angie Feser shared the Parks Department's objective for establishing a Park Impact Fee.

The City's Consultant, Randy Young, of Henderson, Young & Company introduced some questions for discussion when considering the adoption of the park impact fees. Mr. Young explained that an impact fee is a one-time fee paid by new development for capital costs of park facilities. The impact fee cannot solely fund new facilities and funds must be combined with funds from other

sources. Impact fees can only pay for system improvements; not maintenance, repair, replacement or renovation of existing facilities.

Mr. Young shared the formula for calculating the ratio of park acres to people and how that translates to deficiency vs. growth. The potential impact fee revenue formula was outlined in the presentation along with the city council's options.

Chair Judd asked about grant eligibility in conjunction with the park impact fee. The Planning Commission discussed how this fee is comparable with other cities.

ATTENDANCE VOTE

Ø **Vice Chair Max moved and Commissioner Bates seconded to excuse the absence of Commissioner Gilbert-Smith. Motion carried 6-0.**

PUBLIC COMMENT – None

COMMENTS AND COMMUNICATIONS FROM STAFF

Principal Planner Salina Lyons shared that the new Wendy's restaurant anticipates opening on March 16, 2015.

Community Development Director Richard Hart stated that the regularly scheduled Planning Commission meeting on March 19, 2015 will be cancelled. Mr. Hart offered the Planning Commissioners a training opportunity at the Planning Association of Washington Land Use Boot Camp which will be held on Friday, May 8, 2015 from 9:00 a.m. to 4:00 p.m. in Sammamish.

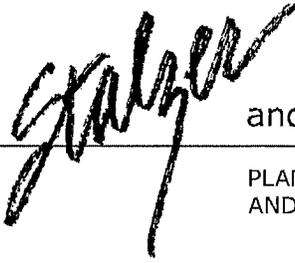
Ms. Feser is updating PROS plan and will be conducting consultant interviews for the update.

ADJOURN

The March 5, 2015 Planning Commission Meeting adjourned at 7:47 p.m.

Respectfully submitted,

Kelly Thompson, Planning Commission Secretary



and Associates

PLANNING, LAND USE
AND DEVELOPMENT SERVICES

March 18, 2015

Mr. Richard Hart, AICP
Director of Community Development, City of Covington
16720 SE 271st Street, Suite 100
Covington, WA 98042

Dear Mr. Hart:

You have asked the Stalzer and Associates/BERK consultant team to review the partially completed Preliminary Draft City of Covington Comprehensive Plan and submit a proposal to complete the Plan. We have reviewed it and some of the staff's review comments. While the preliminary Comprehensive Plan contains numerous well-considered goals and policies, some Elements are only partially completed, some are missing entirely, and the base of supporting information is partially complete and frequently outdated. Some of our observations:

- The Existing Conditions Assessment is missing necessary data, does not identify overarching trends and themes, and lacks documentation of how GMA and regional planning requirements are being met
- The Land Use Element lacks a land use map and poorly integrates the Town Center and Hawk Property Subarea Plans
- The new Transportation multimodal level of service (LOS) policy and approach is well-conceived but lacks: a prioritized project list; testing to ensure the LOS system is workable with the land use plan and projected growth; and an implementation strategy that considers ramifications such as how concurrency would work
- The Housing Element lacks the required housing needs assessment per the Countywide Planning Policies and sufficient affordable housing and special needs policies
- The Natural Environment Element contains policies unsupported by the required Best Available Science review and regulatory gap analysis
- The Capital Facilities and Utilities Element lacks a complete inventory of facilities and level of service and revenue information is not evaluated in light of the projected growth levels
- The cutting themes of health and well-being, connectivity, and sustainability are insufficiently related to the city's Vision and inadequately addressed across Elements

Attached is a draft scope of work for completing and transforming the Preliminary Draft Comprehensive Plan into an internally consistent and compliant Plan to guide the City's decision making and development from 2015 to 2035.

We look forward to discussing the scope of work and budget with you and working with you and your staff, citizens, the planning commission and the Covington city council again on a successful planning effort for the city.

Sincerely,



Bill Stalzer
Owner, Stalzer and Associates



Lisa Grueter, AICP,
Manager, BERK

COVINGTON COMPREHENSIVE PLAN UPDATE

PROJECT APPROACH

The City of Covington (the City) has requested a scope of services addressing its Comprehensive Plan Update. Stalzer and Associates (prime) and BERK Consulting (subconsultant) will work with subject matter experts on transportation, environmental science, and infrastructure serving as either subcontractors to the prime and/or as oncall consultants on City contract. References to “our” and “we” mean the Consultant Team collectively as led by the prime.

Our approach and work plan are structured to address the shortcomings in the current Preliminary Draft Comprehensive Plan and to work collaboratively with City staff to achieve a complete, compliant, readable, action-oriented, and useful Comprehensive Plan. Our approach includes the following phases and review process:

PHASES

Phase 1 Situation Assessment and Plan Basics (April-June)

- Establish the sequence and schedule for delivery of Elements
- Confirm and develop cross-cutting framework policies or guiding principles
- Establish a revised document format template
- Complete the Existing Conditions Report with data and trends
- Update the Washington State Department of Commerce Checklist
- Prepare a legislative review and public engagement process suited to the Draft Comprehensive Plan process,

Number of Meetings: 2

Budget: \$15,845

Phase 2 Completion of a Draft Comprehensive Plan (May- September)

- Develop elements collaboratively with staff and service providers
- Share early drafts with the public

Number of Meetings: 6-8 (3-4 with staff, 1-2 public meetings, 2 Planning Commission meetings)

Note: Appropriate team members will participate as necessary.

Budget: \$80,402

Phase 3 SEPA (July-September)

- Prepare a SEPA checklist or EIS Addendum and associated notices

Number of Meetings: None

Budget: \$4,850

Phase 4 Adoption of the updated Comprehensive Plan (October-December)

- Prepare a public hearing draft plan for Planning Commission and City Council action.
- Assist staff with revisions for final plan adoption

Number of Meetings: 2

Budget: \$7,546

REVIEW PROCESS

1. As we complete preliminary drafts of revised individual elements, they will be submitted to City staff for review and comment. Only completed preliminary drafts of entire elements and related appendices, if any, will be submitted. The sequence and schedule for delivery of preliminary draft elements will be decided with staff at a meeting in Phase I.
2. City staff will respond with one consolidated set of review comments and revisions.
3. We will contact City staff via email or telephone with questions or concerns about the City staff's comments and/or revisions. If necessary, we will schedule a conference call to discuss issues.
4. Based on the review comments and any subsequent discussions, we will revise the preliminary draft element and deliver a completed draft element. Barring technical corrections, this will be the draft element presented to the Planning Commission (see below).
5. When an appropriate number of draft elements has been completed, we will discuss them with the Planning Commission at a workshop meeting. The sequence and schedule for the discussion of the draft elements will be decided with City staff at the meeting in Phase I.
6. As draft elements are completed, it is anticipated that City staff will hold one or more community meetings. The budget assumes that we will assist in the preparation of materials and participate in two such meetings. Staff will prepare a summary of each community meeting including any proposed revisions to draft elements resulting from the community meeting. The sequence and schedule for the meetings will be decided with staff at the meeting in Phase I.
7. At the conclusion of all community meetings and Planning Commission workshops, we will produce a review draft of the entire Comprehensive Plan for discussion at a final Planning Commission workshop.
8. City staff will prepare one consolidated set of final review comments and revisions. If necessary, we will hold one meeting with City staff to discuss the final review comments and revisions.
9. We will revise the preliminary draft Plan and deliver a completed draft Plan. Barring technical corrections, this will be the draft Comprehensive Plan for City Council review.

Our phases, tasks, and workflow are illustrated on the following page. For each major task we anticipate developing technical work, collaborating at staff workshops, and supporting public engagement at meetings and online. Our workflow and tasks reflect two key philosophies:

- **Take an Integrated Collaborative Approach:** We are a multi-disciplinary team with an approach that recognizes the interrelationships among land use and growth, community and economic development, service delivery, and fiscal and environmental sustainability. We have woven collaborative team meetings and public engagement into each step of the process to best shape the Comprehensive Plan.
- **Incorporate Strategic Planning Best Practices:** Combining our collective team's community planning and strategic planning practice, we will succinctly and graphically articulate community assets and challenges, the "big ideas" the community wants to accomplish, and goals and policies reflecting priorities and fiscal conditions.

	Interactive Community Workshop
	Combined Public Open House in PC/CC Workshop
	Legislative Meetings



	PUBLIC & AGENCY ENGAGEMENT	STAFF WORKSHOPS	TECHNICAL WORK
Kickoff & Situation Assessment			Establish the sequence and schedule for delivery of Elements Establish a revised document format template Confirm and develop cross-cutting framework policies or guiding principles Update Commerce Checklist Prepare a legislative review and public engagement process for Draft Plan
		Launch meeting and review of Technical Work: schedule, template, cross-cutting policies, checklist, engagement	Prepare preliminary Existing Conditions & Trends Report
	Service Providers Meeting: CFP	Existing Conditions Report & Trends	Publish Draft Existing Conditions & Trends Report Prepare Elements
Completion of a Draft Comprehensive Plan and SEPA		Selected Plan Elements	Prepare Elements
	 Open House and Joint Elements Workshop 1	Selected Plan Elements	Prepare Elements Provide meeting support
	Coordinate with Service Providers: CFP		Prepare Elements
	 Open House and Joint Elements Workshop 2	Remaining Plan Elements	Provide meeting support Compile Draft Plan Prepare Implementation Strategy Prepare SEPA Review internal draft
		Draft Plan, Implementation Strategy, SEPA Review	
	 Draft Plan, Implementation Strategy, SEPA Review	Draft Plan, Implementation Strategy, SEPA Review	Publish SEPA Review
Adoption of Plan	 Planning Commission Review & Deliberation		Prepare hearing draft plan and respond to comments Provide meeting support
	 City Council Review & Deliberation		Provide meeting support

WORK PLAN

PHASE 1. SITUATION ASSESSMENT AND PLAN BASICS

Task 1-1: Establish the sequence and schedule for delivery of preliminary draft elements

We will prepare a draft schedule and task sequence for City staff review. Following an initial project launch meeting with City staff we will prepare a revised schedule. We will track the schedule periodically, such as with the preparation of progress reports, and update the schedule as appropriate.

Task 1-2: Confirm and develop cross-cutting framework policies or guiding principles

Cross-cutting framework policies are alluded to in the preliminary draft plan but do not present a coherent relationship to individual Elements. We will refine the cross-cutting framework policies and relate them clearly to the community vision and the plan.

Task 1-3: Establish a revised document template

The current Preliminary Draft Plan uses a template in InDesign. We will develop two revised Comprehensive Plan document templates for discussion with staff and decision during this phase. Both templates will emphasize consistency in tables and figures as well as highlighting the cross-cutting themes and link to the Vision. We will develop a map list and finalize the template with King County GIS staff and other Consultant team members.

Task 1-4: Complete the Commerce Checklist to identify the changes needed to the existing draft for consistency with state, regional, and local laws and plans.

We will update the Department of Commerce Checklist. The Preliminary Draft Plan Assessment (Appendix E) focuses on the Growth Management Act and goals and policies, but less on the Growth Management Act technical requirements, or the Puget Sound Regional Council's (PSRC's) VISION 2040, and Countywide Planning Policies; each Preliminary Draft element will be tested for consistency and areas of new focus. We will also review WSDOT's Highway Program requirements. We will ensure compliance with PSRC Certification requirements related to the Transportation Element.

Task 1-5: Complete the Existing Conditions Assessment (Appendix D).

Appendix D in the draft document includes the beginnings of an Existing Conditions and Trends Report. For each Element, we will prepare a brief existing conditions and trends analysis. These individual Existing Conditions and Trends Reports will serve as the Element inventories and analyses and remain in an Appendix or be incorporated by reference, leaving the Elements to be policy and concept focused. This approach has the added benefit of allowing for adoption of an updated appendix without revising the body of the plan. Additional information will be provided to ensure compliance with new Countywide Planning Policies and GMA requirements as well as the Vision and community needs. The budget includes time to revise and compile the inventory but technical analysis is included under the level of effort for each element in Phase 2.

Task 1-6: SEPA Strategies

We will recommend non-project SEPA strategies following a review of the original Comprehensive Plan SEPA document and our knowledge of the citywide land capacity and transportation analysis contained in the Hawk Property Planned Action EIS. Based on our review, we anticipate the preparation of an expanded SEPA Checklist for the Comprehensive Plan Update with a Notice of Adoption (of the Hawk Property Planned Action EIS) and Determination of Non-Significance, or with an Addendum. Our strategy will be based on our understanding of conditions, trends, and key concepts to be pursued in the Comprehensive Plan Update. The strategy may be revisited as we develop the plan.

Task 1-7: Public Participation Strategy

We will build upon the community storefront process and propose a strategy for garnering community input and participation during preparation of the Draft Plan. We will prepare a memo with recommended strategies for review by City Staff and revise it accordingly.

Phase 1 Budget: \$15,845

PHASE 2. COMPLETION OF THE DRAFT PLAN

This phase includes the work necessary to have a completed draft Comprehensive Plan. The sequence and schedule for each task will be decided with staff during Phase 1.

Task 2-1: Fill in the gaps in the Land Use Element

We will provide missing information and update data to current information, then streamline and clarify the discussion of the foundational growth estimates for 2035 and their relationship to growth targets and land capacity. We will introduce more Covington-centric graphics as a means of portraying the relevance of the data and increase reader interest. Finally, technical data will be consolidated into the Existing Conditions and Trends Report.

Specific subtasks include:

1. Address checklist topics not yet fully addressed in the Element (e.g. lands useful for public purposes, airport compatible uses, reference to Environmental and other elements, document no Resource lands of long-term significance, etc.)
2. Integrate January 2015 Planning Commission and Staff edits: Land Use element policies- pointed out that there was no policy that highlighted or tied back to transportation issues constraining future land development, specifically that we need improvements on SR 516. (It's a good point-We do have policies in the Transportation / CFP & Utilities Element that address this but there should be a policy and discussion of this topic in the LU Element that then cross references the Transportation and CFP elements for more detailed discussion and policy direction.)
3. Integrate the Downtown Element and Town Center Plan into the Land Use Element and augment the discussion of the Town Center Plan's successes and remaining steps with a robust implementation strategy.
4. Integrate the Hawk Property Subarea Plan vision more directly into the Land Use Element, including implementation strategies.
5. Update the capacity for employment and housing based on implementation experience with the Town Center and the recently-adopted Hawk Property Subarea Plan. Existing and future land use data will be updated with current information.
6. Clearly identify 2035 land use / growth assumptions
7. Verify total versus net population and employment figures in element.

8. Clarify 2031 target and 2035 target extension in relation to King County Buildable Lands Report¹, City's own capacity estimates, and City market-based growth estimates per Hawk Property / Northern Gateway Study (citywide market-based analysis used for Hawk Property EIS).² Consider if based on Town Center Plan implementation if the growth estimates require any adjustment (and its effect on Transportation and Capital Facilities).
9. Coordinate with King County GIS staff and update the land use map and acre statistics.
10. Verify and add acre figures in text and add land use designation acres.
11. Relate this Element to the Vision / cross-cutting topics from Introduction.
12. Update the Future Land Use map FLUM (full size).
13. Prepare an annexation policy (none are included in the draft document).
14. Clarify integration of Natural Hazards Mitigation Element.

Task 2-1 Budget: \$4,780

Task 2-2: Fill in the Gaps in the Housing Element

This Element is missing essential information. The housing needs and characteristics inventory contained in the Existing Conditions and Trends Report will be summarized with appropriate graphics to provide background support for issues discussion and policies. The housing needs analysis will be expanded and related to Countywide Planning Policies Housing Policies and State goals and policies. Finally, implementation strategies will be added.

Specific subtasks include:

1. Address local role in meeting regional housing needs for those earning less than 30% of area median income per Countywide Planning Policies. Address local role in meeting needs for above 30%.
2. Reference the Human Services Master Plan and add housing Special Needs documentation (neither included in the draft document).
3. Relate this Element to the Vision.
4. Add cross-cutting goals of Healthy Communities including access to services and food as well as communities designed to promote physical activity.
5. Include the STAR Community Index goals for equity, as appropriate.
6. Integrate January 2015 Planning Commission and staff edits.

Task 2-2 Budget: \$5,909

Task 2-3: Revise Transportation Element to document compliance with regional and State requirements and to evaluate the new multimodal LOS approach

The Transportation Existing Conditions Memo and associated level of service (LOS) PowerPoint could be elaborated upon. Recommendations are there, but connective text is missing, along with key figures and data. The Transportation Existing Conditions Memo from Fehr & Peers is fairly narrow and does not

¹ 2014 Buildable Lands Report varied from the capacity estimates provided by the City/BERK to County. Not sure why they didn't use the City numbers (most likely because there was no question the City could meet its targets). The County and City overall results are similar – that the City has plenty of capacity.

² City 2031 target is low, as is 2035 target by PSRC. The Hawk Property EIS developed citywide estimates of growth based on market analysis that is between target and capacity. Market levels of growth were allocated by TAZ based on capacity. Specifically identify market-based numbers are the 2035 growth numbers. Capacity is beyond that. We need to define the 2035 numbers upon which transportation and capital facilities, as well as housing and economic development, elements will be based.

present enough technical support for this Element or the Existing Conditions Report. There is much information in the Hawk Property EIS that is citywide and can be summarize and reference as needed. The proposed approach to LOS has merit but many issues need to be addressed and the implications are not developed enough to inform choices.

Specific subtasks include:

1. Document areas of update based on PSRC Certification Checklist.
2. Compile and incorporate, either directly or by reference, the transportation components of all relevant plans that have been developed by the City since the last major Comprehensive Plan update.
3. Affirm land use estimates to be modeled (e.g. Town Center reallocation).
4. Describe the Transportation vision and multimodal LOS approach. Issues to be resolved include:
 - How does corridor LOS for vehicles fit in with the corridor designations of high, medium, low for ped, bike, and transit?
 - How would concurrency work?
 - What projects are needed to support the LOS?
 - How does that relate to impact fee basis today?
 - What does it mean for the Hawk Property Planned Action?
 - What is the City's approach to non-priority corridors?
5. Evaluate the new multimodal LOS approach for implications regarding supporting growth, reducing capital costs, prioritizing capital projects, and ramifications to impact fees, development agreements and the Hawk Property Planned Action. Based on the identified ramifications and City direction, we will work with the City to determine what can be effectively accomplished within the present scope, budget and timeline, and which may require a phased approach.
6. Coordinate and utilize DEA staff during this update process to assist in off-setting costs. We will coordinate with DEA to update travel demand model forecasts (e.g. to test any updated land use estimates such as for the Town Center), intersection and corridor operational analyses, and identification of future transportation improvement projects to reflect updates to the future land use map described in Task 5.2. We will review these results and incorporate the updated information into the Transportation Element. This analysis will also be included in the Phase 3 SEPA Review.
7. Describe key issues and challenges.
8. Integrate with the Parks, Recreation, and Open Space Element and Plan (underway).

Task 2-3 Budget: \$17,940

Task 2-4: Update the Parks, Recreation and Open Space Element

The City has a Parks, Recreation, and Open Space Plan and has retained consultants under separate contract to update the Parks Plan and develop a Park Impact Fee Study. Our team will review, coordinate and complement efforts by the Parks consultants to ensure a consistent and compatible Parks and Recreation Element.

Specific subtasks include:

1. Clarify level of service (per differences found at time of Hawk Property Subarea Plan).
2. Update for consistency with the Parks, Recreation, and Open Space Element and Plan (underway).

Task 2-4 Budget: \$2,444

Task 2-5: Finish the Natural Environment Element

Minimal work has been done on this Element in the draft plan document with the major deficiencies being the absence of a Best Available Science (BAS) review and follow-up consistency review of the Critical Areas Regulations (CAR). Additionally, the discussion of issues appears to be missing topics and does not relate back to the Commerce Checklist. Given the recent Shoreline Master Program (SMP)

work that pulled in and updated the CAR, we believe our efforts can be streamlined. Per the current structure of this Element, the Stormwater Element and applicable information in the City's new Hazard Mitigation Plan (HMP) through the BAS review will be incorporated.

Specific subtasks include:

1. Background information review & field assessment. Obtain and review pertinent existing maps, information, inventories, reports, etc. from the City and other resources, including Critical Areas Maps and SMP Inventories, Northern Gateway Study, Hawk Property Planned Action EIS, Natural Hazards Mitigation Plan, Tribal studies, and Third Party critical area reviews. Based on available information and identification of priority areas for investigation, conduct a one-day reconnaissance.
2. Best Available Science review. Prepare a synthesis of BAS, utilizing scientific literature, existing reports (including documents produced during the City's recent Shoreline Master Program update), and gray literature, following the hierarchy of approved BAS listed in WAC 365-195. The following critical areas will be covered by this analysis:
 - a. Wetlands;
 - b. Critical Aquifer Recharge Areas;
 - c. Fish and Wildlife Habitat Conservation Areas, including streams and lakes;
 - d. Frequently Flooded Areas; and
 - e. Geologically Hazardous Areas.
3. Draft and Final BAS report. Prepare a draft report of findings, summarizing the BAS by topic area. No recommendations regarding the existing critical areas regulations will be made at this time. We will finalize our report following one round of review by the City.
4. Gap Analysis. Review the existing CAR and Natural Environment policies noting deficiencies. Our steps will include:
 - a. CAR review. Review the City's existing CAR to check for known deficiencies in meeting GMA requirements as per RCW 36.70A, WAC 365-195, and WAC 365-196.
 - b. Policy review. Review the Natural Environment Policies to evaluate where existing policies are inconsistent with BAS or where additional policies need to be added.
 - c. Draft and Final Gap Analysis Report. Prepare a brief report of gap analysis findings, specifically noting where modifications to the CAR should occur.
5. Prepare edits to CAR. To make effective use of the budget, identify example language per the Gap Analysis and guidance provided in the BAS report and other State requirements that could be used to amend City regulations, and peer review City-prepared CAR amendments.

Task 2-5 Budget: \$20,153

Task 2-6: Finish the Capital Facilities and Utilities Element

As is the case with the Natural Environment Element, minimal substantive work has been done on this Element in the draft plan:

- The background discussion does not clearly identify City role versus other agency providers' roles
- The inventory information is poorly documented: What are sources? Were provider plans reviewed for coverage, population/growth, and horizon year?
- The analysis of current conditions appears incomplete. The lists of capital projects address 6-year but not 20-year plans (20-year can be more broad than 6-year but still needs to appear).
- An analysis of demand and LOS is missing. Can LOS be met? Are there gaps? How do future planned capital projects relate to growth and LOS? Fold in the portions of the Hawk Property EIS analysis that are citywide in nature. Consider incorporation by reference of provider plans.

Specific subtasks include:

1. Complete the inventory and evaluation of City and non-City utility provider plans in the Existing Conditions Report and fold it into the Element text in a streamlined and organized manner. Provider plans to be reviewed include City, King County Metro, and Special District (e.g. Covington Water District, Soos Creek Water and Sewer District) functional plans for water, wastewater, solid waste, and power and telecommunications.
2. Meet with service providers to explain the process and data needs as well as to share a template for reporting inventories, levels of service/needs analysis, and listing of proposed facilities including costs, phasing and revenues
3. Review the growth assumptions of these other plans in relation to the City's growth assumptions. We will ensure internal consistency with other plan elements including land use capacity, housing supply, areas of potential economic growth and development, as well as park and transportation improvements.
4. Project future service and facility needs at the 6-year and 20-year horizons based on current levels of service and provide an analysis of any deficiencies. We will identify proposed locations and capacities of expanded or new facilities. We will identify how to coordinate facility timing and expenditures by identifying approximately when capital facilities, utilities and transportation improvements should be in place to allow growth and development.
5. Interview in person or by phone each service provider to review any technical or policy questions gleaned from the review of current plans and any direction on new policies and planned capital facilities.
6. Confirm the provider plans' base year and verify Preliminary Draft inventory information for each service category, as well as expected demand for service based on the new planning horizon year. This information will be included in the Existing Conditions and Trends Report that can be referenced in the Element. To the extent feasible the analysis will be based on readily available technical reports prepared by the service providers. Discussions of conditions will be kept brief in the element text to meet the City's desires for a concise reader friendly document.
7. Assess current funding sources based on the City budget, special district provider plans, and impact fees, and we will project other applicable funding sources providing recommendations where needed.
8. Work with the service providers to identify polices, programs, or improvements to ameliorate deficiencies, current and future. Update and refine Element policies and implementation strategies accordingly
9. Integrate cross-cutting climate change and sustainability principles such as energy and water conservation.
10. Prepare and integrate maps and graphics to support the Element.

Task 2-6 Budget: \$17,154

Task 2-7: Finish the Economic Development Element

The draft of this Element essentially just needs completion. We will further summarize / elicit key economic trends and describe City priorities, strategies, and successes in Economic Development in Town Center, Hawk Property, and alignment of City, business community, and citizens.

Specific subtasks include:

1. Review recent inventory and analysis information developed by ECONorthwest and ED Hovee on behalf of the City and update the Existing Conditions Report as appropriate, with summary trend and key ideas included in the Element.
2. Integrate ED Hovee and ECONorthwest analysis into Existing Conditions Report and Element. Address City staff comments on ECONorthwest memo in the documents to which it is integrated (e.g. sources, figure numbering, etc.) Note: ECONorthwest had several track changes to the draft element from

December 2014; have these been integrated into the January 2015 element? Some items such as implementation have not been included.

3. Evaluate Preliminary Draft Economic Development Element Goals and Policies and ensure appropriate integration of the Town Center and the Hawk Property Subarea Plans. We will emphasize recent City actions and next steps in implementation.
4. Tie element to Vision / cross-cutting topics from Introduction.
5. Verify population and employment figures in relation to Land Use Element.
6. Address implementation strategies – what are remaining priorities drawn from prior subarea plans and action plans?
7. Integrate January 2015 Planning Commission and Staff edits: Asked if it would be appropriate to add some policy that supported the city lobbying or trying to influence some of the utility providers to make changes in their practices and rate schedules. (in regards to the high fees and requirements of Soos Creek that some commissioners had heard were deterrents in development in the city).

Task 2-7 Budget: \$2,487

Task 2-8: Sustainability Principle Integration

We will review preliminary draft Land Use, Natural Environment, and Capital Facilities and Utilities policies, programs, strategies and capital improvements. We will also review how the Preliminary Plan integrates City's 2010 Stormwater Plan and National Pollutant Discharge Elimination System (NPDES) Program into these elements. We will review how cross-cutting sustainability principles such as low impact development, green infrastructure, and a healthy environment have been integrated.

Task 2-8 Budget: \$3,046

Task 2-9: Shoreline Master Program Integration

The City completed a SMP under Washington State Department of Ecology Guidelines (WAC 173-26). We will consider staff comments on the Preliminary Draft Plan. The City has been working with Ecology to clarify the regulations as it integrates the SMP regulations into its code. As appropriate, we will provide advice on how to formally amend the SMP to integrate the City's clarifications/streamlining measures discussed with Ecology.

Task 2-9 Budget: \$1,750

Task 2-10: Introduction

Upon completion of all draft Elements we will revise the introduction to the Comprehensive Plan focusing on the City's vision, mission, and citywide goals, the public participation process, and the organization of the plan as well as documenting the City's assets and challenges and key themes as directed by the Planning Commission and staff. A brief overview of GMA goals and other regional planning concepts that have guided the plan will be provided.

Task 2-10 Budget: \$1,867

Task 2-11: Implementation Strategy

We will create an implementation strategy (including objectives and action steps) that can be part of or separate from the Comprehensive Plan Elements, such as a tool that identifies policy or regulatory commitments, funding and capital facility strategies, timeframes, and responsibilities.

Task 2-11 Budget: \$2,873

PHASE 3. SEPA REVIEW

We will prepare in internal review draft of either a SEPA checklist or EIS Addendum as determined in cooperation with City staff consistent with the strategies in Phase 1. We will revise the draft based on staff comments and prepare the document and associated notices for publication. The City staff will distribute the notices.

Phase 3 Budget: \$4,850

PHASE 4. ADOPTION PROCESS

We will support City Staff as appropriate at Planning Commission and City Council meetings and hearings. We will assist the City in responding to comments and preparing the final plan for adoption. The budget provides a level of effort for the final plan revisions and associated legislative meetings.

Phase 4 Budget: \$7,546

Quality Assurance

Stalzer and Associates supported by BERK will prepare or peer review of all elements to ensure a coordinated Comprehensive Plan. Each element will reflect the template established in Phase 1.

Document Transmittal Assumptions and Communication Protocols

1. All documents will be transmitted in MS Word 2010 format. Once finalized, the Elements will be integrated into an InDesign Template per Phase 1.
2. All proposed revisions and comments will be transmitted as MS Word Track Changes, memoranda, and/or hand-written comments on the document transmitted digitally.
3. We will transmit all documents via email from Bill and/or Lisa, as appropriate, to Ann Mueller with cc to Richard, Salina, Bill and/or Lisa.
4. All documents from City staff will be transmitted via email from Ann Mueller to Bill and Lisa with cc to Richard and Salina.

