

part 3: reporting tools

A set of *reporting tools* have been developed to assist countywide planning groups, local jurisdictions, and transit agencies as they work on updates and amendments to their policies and plans. These resources should be used in concert with the VISION 2040 document itself, which provides the broader context, as well as goals and explanations for the specifics and issues outlined here.

The reporting tools are also designed as an agency-to-agency communication piece as part of the Regional Council review of countywide planning policies, local plans, and transit agency plans. They provide the primary information used in assessing the consistency of policies and plan with VISION 2040 and relevant planning provisions in the Growth Management Act. Reporting tools for jurisdictions and agencies submitting policies or plans for review can be downloaded from the Regional Council's website at:

<http://www.psrc.org/growth/planreview/reporting-tools/>

Each of the reporting tools has two parts: a checklist and a set of related questions.

Checklist portion. The *checklist* part of each reporting tool is designed to serve as an aid to highlight key provisions that should be addressed as policy and plan updates and amendments are being prepared. Plans can demonstrate consistency without necessarily checking off each and every item listed on the checklists. In other words, other approaches and provisions may be appropriate and acceptable. (Note: Appendix E is designed to provide more detailed and in-depth information on issues and topics to be addressed in policies and plans.)

Set of Related Questions. The second part of the reporting tool includes a set of related *questions*. The questions are structured to focus broadly on the key themes in VISION 2040 and, where appropriate, planning requirements in the Growth Management Act. Countywide planning groups, local jurisdictions, and transit agencies are asked either to provide brief responses to each of the questions or to follow the outline of the questions and develop their own narrative to explain how their policies or plans address the major elements of VISION 2040.

When submitting a *reporting tool*, short responses are requested that summarize how the policies or plans address specific issues. In addition, citations or references to the policies or plans are useful. Any issue on the checklist that is not addressed should be explained.

Submitting a Completed Reporting Tool

The reporting tool includes two parts: a checklist and a set of related questions. The checklist part has been designed to assist staff in developing plan amendments and updates. The checklist is just that – a list of issues that simply could be “checked-off.” The set of related questions should be used to explain why an item is not checked-off or maybe only partially addressed.

The plan document or amendment must also be submitted to the Regional Council as part of the review process.

Reporting tools and plan documents can be submitted to PSRC for review at: <http://psrc.org/growth/planreview/reporting-tools/>

What About Amendments? If a set of policies or plan is only being amended in part, then it is appropriate for only that portion of the *reporting tool* that relates specifically to the topics addressed in the amendment to be completed.

When Should the Reporting Tool Be Submitted? You are encouraged to begin working with the reporting tool at the very beginning of your update or amendment process. In particular, the checklist portion of the tool can be of value as you scope issues and topics to address.

An initial draft of a completed reporting tool can be submitted at any time while policies and plan provisions are being drafted – particularly to solicit review and comment from Regional Council staff. If not submitted earlier in the process, the reporting tool in draft form should be provided to the Regional Council no later than during the final 60-day review period before the update or amended is scheduled for adoption. If there are changes to any policies or plan provisions at the time of adoption, then associated revisions to the reporting tool should be provided to the Regional Council – along with the final version of the adopted policies or plans.

REPORTING TOOL FOR LOCAL COMPREHENSIVE PLANS

Local comprehensive plans are at the heart of planning under Washington’s Growth Management Act. And they are the primary vehicle for implementing VISION 2040. At a minimum, local comprehensive plans should address the specific VISION 2040 implementation actions identified for counties and cities. They should also address each of the main policy topic areas and subtopics in VISION 2040 – since the multicounty planning policies serve as the established regional guidelines and principles required in state law to guide both regional and local planning.

For certification purposes, along with addressing the multicounty planning policies, the transportation-related provisions in local comprehensive plans need to demonstrate that they are consistent with *Transportation 2040*, the region’s transportation plan, which also serves as the functional transportation element of VISION 2040. Finally, the local transportation provisions must also show that they have addressed the transportation planning requirements in the Growth Management Act.

Note: In addressing VISION 2040 and its related implementation actions, local jurisdictions determine what level of detail is appropriate in the comprehensive plan versus other planning documents or tools, such as development regulations, design standards, and other programs.

Overview of the Reporting Tool for Local Comprehensive Plans

The reporting tool has two parts: a checklist and set of related questions. The *checklist* portion is designed to provide local jurisdiction staff and other interested persons with an overview of the primary topics and issues to be addressed in local plans. The second part of the reporting tool includes a set of related *questions*. When answering the questions, please explain any provisions you are not able to check-off on the checklist.

The reporting tool is arranged according to the topic areas for the multicounty planning policies, with an expanded set of criteria for transportation – based on *Transportation 2040* and Growth Management Act requirements for transportation planning. It also addresses other issues related to VISION 2040, such as the *Regional Growth Strategy*, implementation actions, and monitoring. More in-depth guidance on specific issues is available in *Appendix E-2*.

Certification Requirements

To be certified, consistency must be demonstrated with: (1) the entire set of multicounty planning policies in VISION 2040, which serve as regional guidelines and principles, (2) Transportation 2040, the regional transportation plan, and (3) the transportation planning provisions in the Growth Management Act.

Reporting on VISION 2040 Implementation Actions. The review process also provides the opportunity to report on work taking place related to implementation of VISION 2040 actions. The reporting tool includes a question designed to gather information on implementation actions directed to local jurisdictions.

Regarding Amendments

For submitting amendments to comprehensive plans, please only use the portions of the reporting tool that specifically deal with the topics or issues addressed in the amendments. It is not necessary to complete the entire reporting tool.

reporting tool B: local comprehensive plans

part one: checklist

General Multicounty Planning Policies

- ✓ Describe planning coordination with other jurisdictions and agencies (including, where appropriate tribes) (*MPP-G-1*)
- ✓ Describe efforts to identify existing and new funding for infrastructure and services (*MPP-G-3*)

The Environment

Stewardship

- ✓ Address the natural environment in all aspects of local planning, basing decision-making on the environmental best-information available; incorporate regionwide planning initiatives, such as the Department of Ecology's water resource inventory areas (WRIA) process – or actions based on guidance from the International Council for Local Environmental Initiatives (ICLEI) (*MPP-En-1 through 7; En-Action-11*)

Earth & Habitat

- ✓ Identify open space areas and develop programs for protecting and/or acquiring these areas (*MPP-En-8 and 9*)
- ✓ Coordinate planning for critical areas and habitat with adjacent jurisdictions (*MPP-En-9 through 11*)
- ✓ Include provisions for protecting and restoring native vegetation (*MPP-En-12*)

Water Quality

- ✓ Take actions to maintain hydrological functions within ecosystems and watersheds, including restoration of shorelines and estuaries, as well as reducing pollution in water (*MPP-En-13 through 16*)

Air Quality

- ✓ Include policies and implementation actions to address federal and state clean air laws and the reduction of pollutants including greenhouse gases (*MPP-En-17 through 19*)
- ✓ Incorporate the Puget Sound Clean Air Agency's adopted growth management policies into the comprehensive plan (see Appendix-E-1) (*MPP-En-17 through 19*)

Climate Change

- ✓ Include specific provisions to reduce greenhouse gas emissions; include provisions addressing adaptation to the effects of climate change (*MPP-En-16, 20 through 25. MPP-DP-45, MPP-T-5 through 7; MPP-PS-1, 12, 13; RCW 80.80.020*)

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part one: checklist

Development Patterns

Urban

- ✓ Document growth targets⁶ for population (expressed in housing units) and for employment (*MPP-DP-3*)
- ✓ Include provisions to develop compact urban communities and central places with densities that support transit and walking. (*MPP-DP-14*)
- ✓ Identify underused land and have provisions for redevelopment in a manner that supports the *Regional Growth Strategy*(*MPP-DP-15*)

Centers

- ✓ Identify one or more central places as locations for more compact, mixed-use development (*MPP-DP-11*)
- ✓ Demonstrate how funding has been prioritized to advance development in centers and central places (*MPP-DP-7, 10, 13; MPP-T-12; MPP-H-6*)

Unincorporated Urban Areas

for counties:

- ✓ Establish urban development standards for urban unincorporated areas that are compatible with adjacent municipalities (*MPP-DP-19*)

for cities:

- ✓ Include policies and programs to address annexation and the orderly transition of unincorporated areas to city governance (*MPP-DP-18*)

Rural for counties

- ✓ Include policies and programs to ensure that development in rural areas is rural in character, and employs environmentally sensitive and sustainable land use practices. (*MPP-DP-21 through 28*)
- ✓ Develop actions and measures to address vested development that conflicts with regional and local growth management objectives (*MPP-DP-25*)
- ✓ Include provisions to encourage development to occur in existing activity areas. (*MPP-DP-36*)
- ✓ Include provisions to avoid new and expanded roadways in rural areas, as well as facilities that would primarily serve urban populations. (*MPP-DP-27; MPP-T-28*)

Resource Lands

- ✓ Identify steps to limit development in resource areas. (*MPP-DP-29 through 32*)

⁶ **Regional Growth Strategy and Planning Targets** - The Regional Growth Strategy in VISION 2040 provides guidance for local growth targets. Jurisdictions are asked to explain steps being taken to align with the regional guidance. It is recognized that the allocations in the Regional Growth Strategy are for 2040 and that the planning process between now and then may not be linear.

Development Patterns – Orderly Development

Regional Design



- ✓ Incorporate design provisions in local plans and regulations that apply the *Transportation 2040 Physical Design Guidelines (Transportation 2040 Physical Design Guidelines)*
- ✓ Include guidelines for environmentally friendly and energy-efficient building (*MPP-DP-33 through 42*)
- ✓ Preserve historic, visual, and cultural resources (*MPP-DP-34*)
- ✓ Ensure that the design of public buildings contributes to a sense of community (*MPP-DP-38*)

Health and Active Living



- ✓ Include health provisions that address (a) healthy environment, (b) physical activity and well-being, and (c) safety (*MPP-DP-43 through 47; MPP-En-3, 19. MPP-T-4, 7, 11, 15, 16*)

Housing

- ✓ Include provisions to increase housing⁷ production opportunities, including diverse types and styles for all income levels and demographic groups (*MPP-H-1 through 9*)
- ✓ Include provisions to address affordable housing needs (*MPP-H-1 through 9*)
- ✓ State how regional housing objectives in VISION 2040 are being addressed – including housing diversity and affordability, jobs-housing balance, housing in centers, and flexible standards and innovative techniques (*H-Action-1 and 2*)

Economic Development

- ✓ Include an economic development element that addresses: *business, people, and places* (*Ec-Action-6; see MPP-Ec-1 through 22*)
- ✓ Include provisions that address industry clusters (*MPP-Ec-3*)
- ✓ Focus retention and recruitment efforts on business that provide family wage jobs, industry clusters that export goods and services, and small/start up companies that are locally owned (*MPP-Ec-1, 3, 4, 5*)
- ✓ Include provisions and programs for distressed areas or areas with disadvantaged populations (*MPP-Ec-11, 12*)
- ✓ Ensure adequate housing growth in centers working collaboratively with the private sector – through the provision of infrastructure (*MPP-Ec-6, 18, 20*)

⁷ **Housing** – Jurisdictions should describe provisions and actions for meeting regional and local housing goals and targets – including affordable housing. Information should also address implementation strategies and actions, as well as monitoring programs for addressing housing goals and targets.

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part one: checklist

Public Services

- ✓ Include provisions to promote more efficient use of existing services, such as waste management, energy, and water supply, through conservation – including demand management programs and strategies (*MPP-PS-3, 7, 8, 11, 12, 13, 19*)
- ✓ Include provisions to promote renewable energy and alternative energy sources (*MPP-PS-12, 13; MPP-En-21 through 23; MPP-T-6*)
- ✓ Include provisions to meet long-term water needs, including conservation, reclamation and reuse (*MPP-PS-17 through 20; MPP-En-25*)

Transportation – VISION 2040 and Transportation 2040

Maintenance, Management and Safety

- ✓ Develop clean transportation programs and facilities, including actions to reduce pollution and greenhouse gas emissions from transportation (*MPP-T-5 through 7*)
- ✓ Incorporate environmental factors into transportation decision-making, including attention to human health and safety (*MPP-DP-44; MPP-T-7*)
- ✓ Identify stable and predictable funding sources for maintaining and preserving existing transportation facilities and services (*MPP-G-4, 5; MPP-T-33*)
- ✓ Include transportation system management and demand management programs and strategies (*MPP-T-2, 3, 11, 23, 24*)
- ✓ Identify transportation programs and strategies for security and emergency responses (*MPP-T-8*)

Supporting the Growth Strategy

- ✓ Focus system improvements to support existing and planned development as allocated by the *Regional Growth Strategy* (*MPP-T-9 through 22*)
- ✓ Prioritize investments in centers (*MPP-T-12; MPP-DP-7, 10, 13; MPP-H-6*)
- ✓ Invest in and promote joint- and mixed-use development (*MPP-T-10*)
- ✓ Include complete street provisions and improve local street patterns for walking and biking (*MPP-T-14 through 16*)
- ✓ Design transportation facilities to fit the community in which they are located (“context-sensitive design”); use urban design principles when developing and operating transportation facilities in cities and urban areas (*MPP-T-20, 21*)

Greater Options and Mobility

- ✓ Invest in alternatives to driving alone (*MPP-T-23, 24*)
- ✓ Ensure mobility of people with special needs (*MPP-T-25*)
- ✓ Avoid new or expanded facilities in rural areas (*MPP-T-28; MPP-DP-27*)
- ✓ Include transportation financing methods that sustain maintenance, preservation, and operations of facilities. (*MPP-T-33*)

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Linking Land Use and Transportation

- ✓ Integrate the ten *Transportation 2040* physical design guidelines in planning for centers and high-capacity transit station areas (*MPP-T-21; Transportation 2040 Physical Design Guidelines*)
- ✓ Use land use development tools and practices that support alternatives to driving alone – including walking, biking and transit use (*MPP-T-33; Transportation 2040 Chapter 1*)

Investments

See Financing below

Transportation – Growth Management Act Requirements

Land Use Assumptions and Forecast of Travel Demand

- ✓ Demonstrate that travel demand forecasts and transportation need assessments are always based on land use assumptions⁸ that correspond with the most recently adopted growth targets; ensure that population and employment assumptions are consistent throughout the comprehensive plan (i.e., land use element, transportation element, and housing element) *RCW 36.70A.070(6)(a)(i)*

Service & Facility Needs – *including Level-of-Service Standards & Concurrency*

- ✓ Include inventories for each transportation system, including roadways, transit, cycling, walking, freight, airports, and ferries *RCW 36.70A.070(6)(a)(iii)(A)*
- ✓ Establish level-of-service standards that promote optimal movement of people across multiple transportation modes *RCW 36.70A.070(6)(a)(iii)(B); MPP-DP-54*
- ✓ Include state facilities and reflect related level-of-service standards *RCW 36.70A.070(6)(a)(iii)(C)*
- ✓ Address multiple transportation modes in concurrency programs (*RCW 36.70A.070(b) and 36.70A.108; MPP-DP-54 through 56*)
- ✓ Tailor concurrency programs, especially for centers, to encourage development that can be supported by transit (*MPP-DP-56*)

Financing and Investments – *including Reassessment Strategy*

- ✓ Include a multiyear financing plan, as well as an analysis of funding capability *RCW 36.70A.070(6)(a)(iv)(A) and (B)*
- ✓ Include a reassessment strategy to address the event of a funding shortfall *RCW 36.70A.070(6)(a)(iv)(C)*

Intergovernmental Coordination

- ✓ Coordinate with neighboring cities, the county, regional agencies, and the state *RCW 36.70A.070(6)(a)(v); MPP-G-1; MPP-T-9*

⁸ **The Transportation Element Must Be Based on the Land Use Assumptions in the Comprehensive Plan** - A problem sometimes encountered in the certification of transportation-related provisions in local comprehensive plans is the use of different planning assumptions in the transportation element from the land use element. Comprehensive plans are to be internally consistent, which means that the same land use assumptions must be used for planning for housing, transportation, and other provisions in the plan.

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Demand Management

see also Maintenance, Management, and Safety above

- ✓ Identify demand management strategies and actions, including but not limited to programs to implement the Commute Trip Reduction Act. *RCW 36.70A.070(6)(a)(vi); MPP-T-3; MPP-T-23; MPP-T-24*

Pedestrian and Bicycle Component

see also Supporting the Growth Strategy and Greater Options & Mobility above

- ✓ Include strategies, programs, and projects that address nonmotorized travel as a safe and efficient transportation option – including pedestrian and bicycle planning, project funding and capital investments, education and safety. *RCW 36.70A.070(6)(a)(vii); MPP-T-14 through 16*

Land Uses Adjacent to Airports

- ✓ Identify and address any airports within or adjacent to the jurisdiction *RCW 36.70.547 and 36.70A.070(6)(a)(iii)(A); MPP-T-31*
- ✓ Describe existing and planned uses near the airport, as well as policies and regulations that discourage incompatible uses *RCW 36.70.547*

In the spaces provided below, please describe provisions in the comprehensive plan with brief summaries – you may supplement your summary descriptions with citations or references to specific policies. If there are certain VISION 2040 issues that are not addressed in the plan, please explain why.

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part two: questions

The Environment

(MPP-En-1 through 25; MPP-DP-29 through 32, 43 through 47; MPP-PS-1, 3, 7, 8, 12, 13, 19, 20, 24)

Explain how the plan addresses the environment and sustainable development. At a minimum please discuss the following:

- Using system approaches to planning for and restoring the environment
- Air quality and climate change (including clean transportation and reduced greenhouse gas emissions)
- Water quality
- Wise use of services and resources (including conserving water and energy, reducing waste, protecting resource lands)
- Human health and well-being

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EXPLAIN HERE:

Population and Employment Growth

(MPP-G-4, 5; MPP-DP-1 through 28, 33 through 42, 48 through 56; MPP-H-1 through 9, MPP-Ec-1 through 22; MPP-PS-2, 4, 5, 21 through 24)

Explain how the plan guides residential and job growth. At a minimum, please discuss the following:

- Planning targets (housing and employment) that align with VISION 2040
- Planning for and achieving housing production (to meet the needs of all income levels and demographic groups)
- Adequate infrastructure and financing to serve existing communities and future development (including amenities)
- Promoting centers and compact urban development (including density, redevelopment and infill, design)
- Planning for unincorporated urban growth areas (joint planning) and annexation
- ***for counties:*** Rural development and rural character
- Economic development

EXPLAIN HERE:

Transportation Provisions

(MPP-G-4, 5; MPP-EN-7, 19, 23; MPP-DP-7, 10, 13, 17, 27, 40, 42, 43, 54 through 56; MPP-H-6, MPP-Ec-6; MPP-T-1 through 33; RCW 36.70A.070(6))

Explain how the plan addresses the following provisions from VISION 2040 and Transportation 2040 – the region’s long-range transportation plan:

- Clean transportation
- Maintenance and safety
- Demand management
- Serving centers and compact communities
- Transportation facilities that fit the community in which they are located (“Context-sensitive design”)
- Greater options and mobility

reporting tool B: local comprehensive plans

part two: questions

Explain how the plan complies with the following Growth Management Act requirements, including:

- Demonstrate that transportation provisions are based on the same assumptions for land use, as well as housing
- Facility and service needs – including level-of-service standards (and concurrency)
- Financing – including a reassessment strategy in case of funding shortfalls
- Interjurisdictional coordination
- Demand management
- Pedestrian and bicycle component

EXPLAIN HERE:

Consistency Assessment of Capital Facilities Programming Processes

(PS-Action-8)

Describe how capital improvement programs and other service and facility plans are consistent with and implement VISION 2040 and the growth management objectives in the comprehensive plan (PS-Action-8).

EXPLAIN HERE:

VISION 2040 Actions

Describe work underway or proposed to address the following VISION 2040 implementation actions:

- Expanded efforts to conduct environmental planning *(En-Action-11)*
- Identification of underutilized lands *(En-Action-16)*
- Collaboration with special districts on facilities siting and design *(PS-Action-6)*
- Collaboration with special districts on facilities location *(PS-Action-7 and 8)*
- ***for counties*** – review of special district plans *(PS-Action-5)*

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EXPLAIN HERE:

Monitoring

(MPP-G-3)

Describe monitoring programs for

- 1) plan implementation and performance
- 2) tracking where residential and employment growth is occurring
- 3) achieving housing production
- 4) assessing the health and function of natural environmental systems – including protection and restoration
- 5) reducing pollution and greenhouse gas emissions

EXPLAIN HERE:

Other Topics

Explain any other provisions in the comprehensive plan of regional interest or significance, as well as any unique topics or issues.

EXPLAIN HERE: