

PSRC Administrative Procedures for Regional Centers

Adopted September 2021

OVERVIEW

VISION 2050 and the Regional Centers Framework (2018) provide a framework for designating and evaluating Regional Growth Centers and Manufacturing/Industrial Centers. The Framework calls for PSRC to develop administrative procedures for centers monitoring.

BACKGROUND ON REGIONAL CENTERS MONITORING

PSRC conducts centers monitoring to assess each center's performance in accommodating growth consistent with the Regional Growth Strategy, describe physical characteristics, assess potential for accommodating future growth, and review for consistency with Framework criteria. PSRC works with jurisdictions to share data, review and certify subarea plans, and update center characteristics.

PURPOSE OF THE ADMINISTRATIVE PROCEDURES

These administrative procedures work to clarify processes and questions from jurisdictions and support PSRC boards in consistently monitoring regional centers. The procedures ensure both ongoing maintenance and periodic monitoring of centers is consistent across all regional centers.

Note: Countywide and local centers are monitored at the local level. These procedures only apply to regional centers.

PART 1. CHANGING CENTER CHARACTERISTICS

Local planning efforts can result in changing center characteristics. This section details how PSRC and jurisdictions work together to ensure regional centers maintain consistency with the Regional Centers Framework as additional planning work, such as updating subarea plans or comprehensive plans, is done.

- A. **Name Changes.** If a jurisdiction decides to change the name of a regional center, they should provide a letter to PSRC staff denoting the name change based on an adopted plan or council resolution. The jurisdiction should also notify the countywide planning group of the name change. Name changes are not subject to PSRC board review and may be updated in VISION 2050 in conjunction with another scheduled update or amendment to the plan.
- B. **Center Boundary Changes.** Center boundaries should follow parcel boundaries and splitting parcels should be avoided. Boundaries should not appear gerrymandered or irregular, and centers should be contiguous areas. Inclusion of non-contiguous parcels is discouraged. Center boundaries may be refined as subarea planning occurs, but boundary changes can have implications for the overall configuration and make-up of the center.
 - 1. **Minor boundary changes** include one or more of the following that increases or decreases the center boundary by less than 10%:
 - a. Adjustments that better follow geographic features or topography. These may include fixing mapping errors from previous plans.
 - b. Adjustments that result from changes to rights-of-way or property line adjustments.
 - c. Adjustments based on updated subarea planning and development opportunities.

Minor boundary changes are processed administratively by providing PSRC staff with an updated GIS shapefile and explanation of changes.

- 2. **Major boundary changes** include one or more of the following:
 - a. An increase or decrease of the center size by more than 10%.
 - b. Those resulting in inconsistency with center criteria, including size requirements, mix of uses, etc.
 - c. Gerrymandered or irregular changes that result in less compact, walkable centers or noncontiguous centers.

Jurisdictions should submit a written request and updated shapefile. Major boundary changes require review and approval by the Growth Management Policy Board. Jurisdictions will work with PSRC staff to prepare a report detailing the requested boundary change. Jurisdictions should

notify countywide planning groups of requests for major boundary changes prior to Growth Management Policy Board review.

- C. **Center Typology Reclassification.** Changes to a center’s typology (RGC-Urban, RGC-Metro, MIC-Industrial Growth, and MIC-Industrial Employment) may occur following a PSRC monitoring period or during a regional plan (VISION) update. If a jurisdiction requests a change to typology outside of these windows, they must submit a request to the Growth Management Policy Board. Changes to typology may be updated in VISION 2050 in conjunction with another scheduled update or amendment to the plan.
- D. **Voluntary Removal of Designation.** If a jurisdiction no longer wishes to have a regionally designated center, the following coordination is required:
 1. The jurisdiction must notify the countywide planning group of their intent to de-designate a center. The countywide planning group may require an amendment to the countywide planning policies.
 2. The jurisdiction’s council must adopt and submit to PSRC a resolution or formal letter requesting that the PSRC take action to remove regional designation.
 3. PSRC staff will work with the jurisdiction to prepare a staff report for PSRC board consideration. If the request results in a change to the jurisdiction’s regional geography designation, the action would require a VISION plan amendment.

PART 2. DESIGNATION MAINTENANCE & MONITORING

PSRC works with jurisdictions to conduct periodic performance monitoring periods for regional centers. Centers monitoring reports are presented to PSRC boards for consideration and the following procedures outline potential actions that may result.

- A. **Center Redesignation.** After monitoring occurs, all regional centers that meet each of the criterion outlined in the Regional Centers Framework are automatically redesignated. Center policies and plans may be re-certified concurrent with redesignation.
- B. **New Center Designation.** Application and review of new regional centers will be limited to major regional growth plan updates (VISION 2050 and its successor plans) and approximately every five years, following the results of performance monitoring.
- C. **Typology Reclassification.** If a center is classified as RGC-Metro or MIC-Industrial Employment and are not meeting the criteria for these center types, the center could be reclassified as RGC-Urban or MIC-Industrial Growth. If a center is classified as RGC-Urban or MIC-Industrial Growth and meets the

criteria for increased growth, the center could be reclassified as RGC-Metro or MIC-Industrial Employment.

- D. Removal of Designation.** If a center is not fully meeting the Framework criteria at the time of centers monitoring, PSRC boards may consider removing the regional center designation or consider probationary status until planning requirements are met. Note: The Regional Centers Framework states that in 2025, existing centers will remain designated if they do not meet the new center existing density criteria, provided that the jurisdiction completes a market study that evaluates the potential for and opportunities to best support center growth. The market study must consider a planning horizon reasonably beyond the monitoring period (2025). The market study should show how the center can meet targeted levels of growth within the planning period. The jurisdiction should demonstrate its work to address opportunities identified in the market study and the center is consistent with other criteria identified in the Framework.
- E. Subarea Plan Certification.** If a center does not have a certified subarea plan by 2025, PSRC boards may consider removing regional center designation or probationary status until planning requirements are met. Subarea plan certification may occur concurrent with center redesignation, new center designation, or through a separate board approval process.