

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 CENTER PLANS⁹

This section contains reporting tools for both *growth centers* and *manufacturing industrial centers*. While the reporting tool for center plans is geared to designated *regional centers*, it also has applications for planning for central places and more compact activity areas of different types.

Center plans should ideally be a chapter or element in the comprehensive plan. When they are developed as a separate subarea plan, they must fully address all the planning requirements for planning under the Growth Management Act and demonstrate that they are fully consistent with the jurisdiction-wide plan comprehensive plan.

Overview of the Reporting Tool for Center Plans

The reporting tool has two parts: a checklist and a set of related questions. The *checklist* portion is designed to provide an overview of the key expectations for center plans in *regional centers* (beyond those general requirements for comprehensive plans). This overview is based on the criteria established by the Regional Council's Executive Board for designating centers (June 2003, updated September 2011). The second part of the reporting tool includes a set of related *questions*. The reporting tool for growth centers begins on page 3C-2 and on page 3C-6 for manufacturing industrial centers.

More in-depth guidance on specific issues is available in the Appendices, especially *Appendix E-4: Center Plans* (*Note: appendix revised June 2014 to reflect updated Center Plan Checklist*).

When the center plan is contained within the jurisdiction's comprehensive plan (as a stand alone plan element, for example), if issues or topics addressed in this checklist are located in other portions of the comprehensive plan, those sections should be referenced.

Regarding Amendments

For submitting amendments to a center plan, please use only 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.

⁹ Revised June 2014 to reflect updated Center Plan Checklist

reporting tool C: center plans

part one: growth center checklist

Center Plan Concept (or "Vision")

- ✓ Include a vision for the center that describes the role (economic, residential, cultural, etc.) of the center within the city, the county and the region. This should include a commitment to compact, pedestrian and transit-oriented development.
- ✓ Clearly identify the area designated as a regional growth center. Describe the relationship of the center plan to the city's comprehensive plan, as well as VISION 2040 and countywide planning policies.
- ✓ Include a market analysis of the center's development potential.¹⁰

Environment

- ✓ If applicable, identify critical/environmentally sensitive areas in the center and reference relevant policies and programs to protect those areas.
- ✓ Describe parks and open space, including public spaces and civic places and include provisions to encourage accessible open space.
- ✓ Include or reference policies and programs for innovative stormwater management.
- ✓ Include or reference policies and programs to reduce air pollution and greenhouse gas emissions.

Land Use

- ✓ Demonstrate defined boundaries and shape for the center (boundaries should be compact and easily walkable. This suggests a roughly uniform shape of about 1 square mile. Boundaries should not be elongated or gerrymandered. Planning area boundaries should fully encompass the designated regional growth center.)
- ✓ Establish residential and employment growth targets that accommodate a significant share of the jurisdiction's growth, as well as residential densities and building intensities with capacity to accommodate these levels of growth (Note: growth targets are the amount of growth a jurisdiction has agreed, through the countywide process, to plan for throughout its comprehensive plan elements over the 20-year horizon of the comprehensive plan. The targets include both the baseline density (current) plus the 20-year growth. Distinct from growth targets, zoned development capacity is not time-bound and, therefore, can allow higher levels of development.)
- ✓ Describe and map the mix, distribution and location of existing and future land uses (such as residential, commercial, civic, public). Encourage a mix of complementary uses.
- ✓ Establish design standards for pedestrian-friendly, transit-oriented development and other transit-supportive planning that orients land uses around transit.

¹⁰ Recommended for all jurisdictions with centers; required for designation of new centers.

reporting tool C: center plans

part one: growth center checklist

Housing

- ✓ Document total existing and targeted housing units.
- ✓ Include tailored provisions for a variety of housing types that addresses density standards, affordable housing for all major household income categories¹¹, and special housing needs.
- ✓ Describe implementation strategies for addressing housing targets and goals.

Economy

- ✓ Describe key sectors and industry clusters in the center.
- ✓ Include policies and programs addressing economic development in the center.

Public Services

- ✓ Describe or reference local capital plans for infrastructure, as well as their financing (such as sewer, water, gas, electric, telecommunications). Explain strategies to ensure facilities are provided consistent with targeted growth.

Transportation (including Transportation 2040 Physical Design Guidelines)

- ✓ Develop an integrated multimodal transportation network, including pedestrian and bicycle facilities, as well as linkages to adjacent neighborhoods and districts.
- ✓ Describe relationships to regional high-capacity transit (including bus rapid transit, commuter rail, light rail, and express bus) and local transit and coordination with transit agencies.
- ✓ Include or reference provisions for full standards for streets that serve all users, including pedestrians, bicyclists, transit, vehicles, and – where appropriate – freight (see “complete streets” description in VISION 2040).
- ✓ Include provisions for context-sensitive design of transportation facilities.
- ✓ Include or reference provisions for environmentally friendly street (“green street”) treatments or other comparable programs.
- ✓ Include or reference level-of-service standards and concurrency provisions tailored for the center to encourage transit.
- ✓ Include a parking management strategy that addresses supply of parking, on-street parking and mitigating effects of parking.
- ✓ Include mode-split goals.

¹¹ VISION 2040 uses the following household income categories and definitions to track regional housing affordability: Middle (80%-120% of area median income); Moderate (50%-80% of area median income); Low (Below 50% of area median income); and Very Low (Below 30% area median income).

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

reporting tool C: center plans

part two: growth center questions

Sustainability

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

Explain the vision for the center and how the plan promotes sustainability. Explain the following:

- Using system approaches to planning for the environment
- Describe parks and open space, including public spaces and civic places
- Wise use of services and resources (including conserving water and energy, reducing waste, treating stormwater)
- Human health and well-being

EXPLAIN HERE:

Growth and Development

(MPP-DP-1 through 13, 33-42; MPP-H-1 through 9; MPP-Ec-16-20)

Explain how the center plan takes steps to guide residential and job growth. Explain the following:

- Identify residential and employment planning targets, as well as residential densities and building intensities
- Planning for and achieving housing production (including affordable housing)
- Design standards for pedestrian-friendly, transit-oriented development
- Economic and residential role of the center in the city and region

EXPLAIN HERE:

Transportation Provisions

(MPP-DP-40, 43, 54 through 56; MPP-H-6; MPP-Ec-6; MPP-T-1 through 33; DP-Action-18)

Explain how the plan address these transportation issues:

- Mode-split goals for the center
- Multimodal transportation network, including pedestrian and bicycle facilities, and linkages to adjacent neighborhoods and districts
- Address regional high-capacity transit
- Provisions for context-sensitive design of transportation facilities, as well as full standards for urban facilities to serve all user groups (“complete streets”) and environmentally friendly street design (“green streets”)

reporting tool C: center plans

part two: growth center questions

- Tailor level-of-service standards and concurrency provisions for the center to encourage transit
- Parking management strategy

EXPLAIN HERE:

Other Topics

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

EXPLAIN HERE:

reporting tool C: center plans

part one: manufacturing industrial center checklist

Center Plan Concept (or "Vision")

- ✓ Include a vision for the center. This should include a commitment to preservation of an urban industrial land base. Describe the economic role of the center within the city, county and the region.
- ✓ Include an overview of the relationship of the center plan to the city's comprehensive plan, as well as VISION 2040 and countywide planning policies.
- ✓ Include a market analysis of the center's development potential.¹²

Environment

- ✓ If applicable, identify critical/environmentally sensitive areas in the manufacturing/industrial center and reference relevant policies and programs to protect those areas.
- ✓ Include or reference policies and programs for innovative stormwater management (*related to Public Services*).
- ✓ Include or reference policies and programs to reduce air pollution and greenhouse gas emissions.

Land Use

- ✓ Demonstrate and explain the defined boundaries and shape for the center. Planning area boundaries should fully encompass the designated regional manufacturing/industrial center.)
- ✓ Establish employment growth targets that accommodate a significant share of the jurisdiction's manufacturing/industrial employment growth, and demonstrate capacity to accommodate these levels of growth (Note: growth targets are the amount of growth a jurisdiction has agreed, through the countywide process, to plan for throughout its comprehensive plan elements over the 20-year horizon of the comprehensive plan. The targets include both the baseline density (current) plus the 20-year growth. Distinct from growth targets, zoned development capacity is not time-bound and, therefore, can allow higher levels of development.)
- ✓ Describe the percentage of planned land use and zoning in the center for industrial and manufacturing uses.
- ✓ Describe strategies to avoid land uses that are incompatible with manufacturing, industrial uses, such as large retail uses, high concentrations of housing, or non-related office uses (other than as an accessory use).
- ✓ Establish design standards that help mitigate aesthetic and other impacts of manufacturing and industrial activities both within the center and on adjacent areas.

¹² Recommended for all jurisdictions with centers; required for designation of new centers.

reporting tool C: center plans

part one: manufacturing industrial center checklist

Economy

- ✓ Describe strategies to support or maintain manufacturing industrial industries (i.e., workforce, apprenticeships, land value policies, parcel aggregation, etc.).
- ✓ Describe key sectors and industry clusters in the center.

Public Services

- ✓ Describe or reference local capital plans for infrastructure, as well as their financing (such as sewer, water, gas, electric, telecommunications). Explain strategies to ensure facilities are provided consistent with targeted growth.

Transportation

- ✓ Describe the transportation networks to and within the manufacturing/industrial center, and plans to identify and address deficiencies.
- ✓ Describe strategies that address freight movement (such as rail, trucking facilities, or waterway, as appropriate), including local and regional distribution.
- ✓ Describe strategies that address employee commuting (such as by encouraging modes such as fixed-route and high-capacity transit).
- ✓ Describe relationships to regional high-capacity transit (including bus rapid transit, commuter rail, light rail, and express bus) and local transit, and coordination with transit agencies.
- ✓ Include mode split goals.

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

reporting tool C: center plans

part two: manufacturing industrial center questions

Development and Preservation of Industrial Lands

(MPP-DP-8-10, 53; MPP-Ec-3, 4, 19)

Explain how the center plan helps preserve the manufacturing industrial land base. Explain the following:

- Adopted growth targets for the center
- Plans and strategies to protect these lands from encroachment by incompatible uses and development, both in the center and on adjacent lands
- The percentage of planned land use and zoning in the center for industrial and manufacturing uses
- Design standards that help mitigate aesthetic and other impacts of manufacturing and industrial activities both within the center and on adjacent areas
- Economic role: Programs to support export-oriented basic goods and services, industry clusters, and ports

EXPLAIN HERE:

Sustainability

(MPP-Ec-7, 15; MPP-En-1 through 25; MPP-PS-1, 3, 7, 8, 12, 13)

Explain the vision for the center and how the plan promotes sustainability. Explain the following:

- Environmentally- and socially-responsible economic development practices
- Use of system approaches to planning for the environment
- Wise use of services and resources (including conserving water and energy, reducing waste, treating stormwater)
- Addresses human health and well-being

EXPLAIN HERE:

Transportation

(MPP Ec-6, 18; MPP-T-1-8, 12, 13, 14, 17-19; 20-22, 27, 30)

Explain how the plan addresses the distinctive needs of manufacturing industrial employment, including:

- Design, construct, and operate facilities to serve all users, including employees, while accommodating the efficient movement of freight, goods, and services within and between centers
- Maintain and improve the existing multimodal freight transportation system to increase reliability and efficiency and to prevent degradation of freight mobility
- Mode-split goals for the center
- Address regional high-capacity transit service

reporting tool C: center plans

part two: manufacturing industrial center questions

EXPLAIN HERE:

Other Topics

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

EXPLAIN HERE: