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 COUNTYWIDE PLANNING POLICIES

Countywide planning policies, like multicounty planning policies, provide a framework for guiding local planning in each of the four counties in central Puget Sound. By design, the multicounty planning policies tend to be more general in their treatment of planning issues; countywide policies can offer more detail and guidance.

Overview of the Reporting Tool for Countywide Planning Policies

The reporting tool has two parts: a checklist and a set of related questions.   The *checklist* portion is designed to serve as an aid to highlight key provisions that should be addressed as updates and amendments to countywide planning policies are being prepared. 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.

The reporting tool for countywide planning policies parallels the topic areas for the multicounty planning policies in VISION 2040. Countywide policies should address each of the main policy topic areas and subtopics, as well as the implementation actions for countywide planning identified in VISION 2040. *Note: More in-depth guidance on specific issues is available in Appendix E-1.*

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 countywide planning efforts.

Regarding Amendments

For submitting amendments to countywide planning policies, 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.

reporting tool A: countywide planning policies

part one: checklist

General Multicounty Planning Policies

✓ Address joint planning and coordination among jurisdictions and agencies, including tribes. *(MPP-G-1)* ☐

The Environment

Stewardship ☐

✓ Provide guidance for addressing the natural environment in planning both at the countywide and local level, basing decision-making on the environmental best-information available; address environmental issues comprehensively, that is, by considering the entire natural system[5] and how it functions *(MPP-En-1 through 7)*

Earth & Habitat ☐

✓ Provide direction for coordinating jurisdictions' work to designate and protect critical areas, developing common methodologies for assessing habitat needs, and planning for open space and greenbelts that cross jurisdictional boundaries. *(MPP-En-8 through 12; EN-Action-8 and 9)*

Water Quality ☐

✓ Provide direction for developing standards and targets to monitor waterways. *(MPP-En-13 through 16; En-Action-10)*

Air Quality ☐

✓ Provide guidance for local air quality planning efforts appropriate to each county. *(MPP-En-17 through 19)*

Climate Change ☐

✓ Provide direction for programs and strategies to address reducing greenhouse gas emissions, adapting to the effects from climate change, and addressing interjurisdictional issues relating to greenhouse gas emissions. *(MPP-En-20 through 25)*

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[5] **A "Systems Approach" to Environmental Planning** considers planning issues in all their complexities and seeks to address interrelationships between various natural functions and systems. For more information see VISION 2040 section on Environmental Stewardship.

Development Patterns

Urban ☐

- ✓ Address the regional framework for designating and adjusting the urban growth area. *(MPP-DP-1 and 2)*

- ✓ Provide direction for setting local jurisdiction residential and employment targets in a manner that supports the adopted *Regional Growth Strategy*. *(MPP-DP-3 and 4)*

- ✓ Develop programs and strategies for polluted or contaminated site clean-up, as well as redevelopable sites. *(DP-Action-14)*

Centers ☐

- ✓ Address the common framework for establishing subregional centers to ensure regionwide compatibility. *(MPP-DP-5 through 13; DP-Action-5)*

- ✓ Ensure that infrastructure and economic development funding efforts prioritize projects and services in centers. *(MPP-DP-7, 10, 13;MPP-Ec-18; MPP-T-12; MPP-H-6)*

Unincorporated Urban Areas ☐

- ✓ Provide direction for joint planning in unincorporated urban growth areas, including coordinating the provision of services, establishing development standards for urban unincorporated areas that are consistent with those of adjacent cities, and affiliating unincorporated urban areas with cities with a view toward annexation. *(DP-Action-15)*

Rural ☐

- ✓ Minimize negative environmental impacts to rural lands, address appropriate character and location of development in rural areas, and develop tools and strategies to permanently protect rural and resource lands. *(MPP-DP-21 through 28)*

- ✓ Address that facilities that primarily support urban residents should not be located in the rural area, including urban-sized schools and other facilities. *(MPP-T-28; MPP-PS-21 through 24)*

Resource Lands ☐

- ✓ Include provisions to ensure the long-term integrity and productivity of resource lands – including farms, forests, and mineral lands. *(MPP-DP-29 through 32)*

Development Patterns – Orderly Development

Regional Design ☐

- ✓ Provide guidance for preserving significant historic, visual, and cultural resources, advancing the use of environmentally friendly (i.e., green) design guidelines, and using natural features for determining corridors and siting facilities. *(MPP-DP-33 through 42)*

Health and Active Living ☐

✓ Incorporate health considerations into countywide decision-making. *(MPP-DP- 44)*

✓ Provide guidance for planning that addresses the three major themes of (1) healthy environment, (2) physical activity and well-being, and (3) safety. *(MPP-DP-43 through 47)*

✓ Promote local food production within the region. *(MPP-DP-47)*

Housing ☐

✓ Provide direction for increasing housing production opportunities, including diverse types and styles, for all segments of the population, including affordable housing and housing in centers. *(MPP-H-1 through 9)*

✓ Provide direction for addressing jobs-housing balance to provide a range of housing choices in a manner that promotes accessibility to employment. *(MPP-H-4; MPP-Ec-20)*

Economic Development ☐

✓ Advance programs for promoting investments in communities. *(Ec-Action-5)*

✓ Address planning for industry clusters. *(MPP-Ec-3)*

✓ Promote environmental and socially responsible business practices *(MPP-Ec-7, 15)*

✓ Ensure jobs/housing balances consistent with the VISION 2040 *Regional Growth Strategy (MPP-Ec-16)*

✓ Focus employment growth into regional and local centers; ensure that employment in and adjacent to resource lands is at a compatible size and in compatible occupations with natural resource functions and character *(MPP-Ec-21, 22)*

reporting tool A: countywide planning policies

part one: checklist

Public Services ☐

✓ Advance conservation principles for the provision of services, such as waste management, energy, and water supply (reuse, recycle, renew). *(MPP-PS-3, 7, 8, 11, 12, 13, 19)*

✓ Address the need to locate facilities serving urban populations within the urban growth area; urban services should not be located in rural areas – facilities in rural area are rural in character. *(MPP-PS-4 and 5, 21 through 24)*

✓ Provide guidance for the review of special district plans for consistency with local comprehensive plans and VISION 2040, and for the review of special district criteria for location and design of schools and other public facilities. *(PS-Action-5, PS-Action 6, PS-Action-7)*

✓ Develop strategies to reduce the number of special districts. *(MPP-PS-6)*

✓ Include strategies to promote renewable energy and alternative energy sources. *(MPP-PS-12, 13; MPP-En-21 through 23; MPP-T-6)*

✓ Include strategies to address long-term water supply needs. *(MPP-PS-17 through 20; MPP-En-25)*

Transportation 2040 and Transportation

Maintenance, Management and Safety – *including Demand Management* ☐

✓ Address the development of a clean transportation system, including changes in fuels, technologies, and how we travel. *(MPP-T-5 through 7)*

✓ Provide direction for identifying reliable and predictable revenues for system maintenance and preservation. *(MPP-G-4, 5; MPP-T-2, 3, 33)*

✓ Provide direction for improved operations, system management, and demand management. *(MPP-T-1 through 3; 23 through 25)*

✓ Identify cooperative transportation strategies related to security and emergency responses. *(MPP-T-8)*

Supporting the Growth Strategy ☐

✓ Prioritize investments that serve centers. *(MPP-DP-7, 10, 13;MPP-Ec-18; MPP-T-12; MPP-H-6)*

✓ Promote development of full standards for streets and urban roadways (i.e., "complete streets") and transportation facility design that fits in the local community (i.e., context-sensitive facility design).*(MPP-T-14 through 16; 20 through 22)*

✓ Promote joint and mixed use development, and urban design that is pedestrian-friendly and transit-oriented. *(MPP-T-10, 11, 14, 15, 20, 21 – see also Transportation 2040 Physical Design Guidelines)*

Greater Options and Mobility – *including Pedestrian and Bicycle Planning* ☐

✓ Provide direction for alternatives to driving alone and reduction of vehicle miles traveled. *(MPP-T-23 through 25)*

✓ Coordinate planning for rail, including commuter rail and high capacity transit. *(MPP-T-27, 29, 30, 32)*

✓ Address transportation financing methods that sustain maintenance, preservation, and operations of facilities. *(MPP-T-33)*

Investments and Finance ☐

✓ Provide guidance for prioritizing transportation investments at the countywide and local level on centers *(MPP-T-12, MPP-DP-7, 10, 13 – see also Transportation 2040)*

✓ Provide guidance for maintenance and optimizing the use of the existing transportation system. *(MPP-T-2, 3, 26; MPP-G-4, 5 – see also Transportation 2040)*

✓ Provide guidance for analyzing funding capabilities, crafting multiyear financing plans, and addressing possible funding shortfalls. *RCW 36.70A.070(6)(a)(iv)*

Linking Land Use and Transportation ☐

✓ Provide additional detail for addressing the ten *Transportation 2040* physical design guidelines in centers and compact urban communities *(Transportation 2040 Physical Design Guidelines)*

✓ Provide additional guidance for using land use practices and tools that help reduce driving alone – including walking, biking, and using transit. *(Transportation 2040 – Chapter 1)*

reporting tool A: countywide planning policies

part one: checklist

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

✓ Provide jurisdictions and agencies with guidance for more compatible approaches in crafting needs assessments and for infrastructure decision-making processes. *RCW 36.70A.070(6)(a)(iii)*

✓ Provide jurisdictions and agencies with guidance for establishing level-of service standards that are more compatible, especially standards for facilities that cross jurisdictional borders; provide guidance for addressing transit service standards, and standards for other modes of travel. *(see also MPP-DP-54 through 56)*

Intergovernmental Coordination ☐

✓ Provide guidance for addressing coordination and joint planning for transportation facilities and services. *RCW 36.70A.070(6)(a)(v) – see also MPP-T-9, 10; MPP-G-1*

In the spaces provided below, please describe provisions in the countywide planning policies 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 countywide planning policies, please explain why.

reporting tool A: countywide planning policies

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 policies address the environment and promotes sustainability. At a minimum please discuss the following:

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

EXPLAIN HERE:

Development Patterns & Housing

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

Explain how the policies take steps to guide residential and job growth. At a minimum, please discuss the following:

Targets
- Planning targets that align with VISION 2040

Development Patterns
- Promoting centers and compact urban development (including density, redevelopment and infill, design)
- Planning for unincorporated urban growth areas (and annexation
- Rural development and rural character

Housing
- Guidance to stimulate housing production (to meet the needs of all income levels and demographic groups)

Services
- Adequate infrastructure and financing to serve existing communities and future development (including amenities)

EXPLAIN HERE:

Transportation

(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)

Explain how the policies address 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
- Design of transportation facilities to fit the communities in which they are located ("Context-sensitive design")
- Greater options and mobility, including bicycle and pedestrian planning
- Transportation financing

EXPLAIN HERE:

reporting tool A: countywide planning policies

part two: questions

VISION 2040 Actions

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

- Critical areas coordination *(En-Action-8)*
- Habitat assessment *(En-Action-9)*
- Water quality standards and targets *(En-Action-10)*
- Brownfield clean-up *(DP-Action-14)*
- Coordinated planning in unincorporated areas *(DP-Action-15)*

EXPLAIN HERE:

Other Topics

Explain any other provisions in the countywide planning policies of regional interest or significance, as well as any unique topics or issues.

EXPLAIN HERE: