

EXAMPLES OF A COMPLETED REPORTING TOOL

Two examples of how the questions in a *reporting tool* for a local plan might be completed are provided below. The first example demonstrates the use of short answers that relate to responses on the *checklist*. The second example relies on more of a narrative format.

EXAMPLE # 1: REPORTING TOOL USING SHORT ANSWERS

The Environment

Environmental Systems. The city has adopted a systems approach to planning to ensure ecosystem restoration and protection. Policies—and supportive development regulations—have been adopted to conserve natural resources, protect critical areas, protect habitat, and preserve the city’s cultural resources (see policy references). The plan calls for using the best available information possible for decision-making and coordinating these efforts with adjacent jurisdictions (see policy reference).

Health and Well-being. The plan recognizes factors that affect human health and addresses the increasing health concerns associated with the built environment. For instance, the city’s strategy of focusing development, public infrastructure, and amenities around the Downtown regional growth center and other neighborhood centers to increase opportunities for walking and bicycling.

Water Quality and Services. Provisions in the capital facilities element call for collaborating with the city’s water supplier to develop a reclaimed water system and exploring emerging strategies prior to taking on capacity expansion projects (see page reference). Transportation policies reinforce the focus on water quality with provisions that call for effective stormwater management on our transportation facilities and limiting the area required for surface parking (see policy reference).

Air Quality and Climate Change. The city working is with guidance from the International Council for Local Environmental Initiatives (ICLEI). Examples include encouraging changes in fuels, technologies, and travel patterns; promoting the use of renewable energy and the development of alternative energy sources; revising the building codes and facilities standards to ensure energy efficiency and reduce energy demands. The city’s mode-split goals call for single-occupancy vehicle trips to fall to 60% of all trips by 2031. Finally, the plan calls for incorporating an evaluation of greenhouse gas emissions as part of environmental analysis documents prepared under the State Environmental Policy Act.

Population and Employment Growth

Planning Targets. The city’s 2031 residential and employment growth targets developed through the countywide targeting process are consistent with the *Regional Growth Strategy*. We have collaborated with the other cities in our regional geography category and have agreed to accommodate 5,000 more residents and 2,000 more jobs by 2031.

Housing Production. The plan identifies the additional housing units necessary to meet its residential target for the year 2031 (see page reference). Based on this need, the city commits to “expanding the production of a diverse housing stock all income levels to meet both the changing needs of current and future residents.” (see page reference)

Promoting Centers. The city has also developed a subarea plan for its *Regional Growth Center*. Residential and employment growth targets for the center have been adopted into that plan. The *Regional Growth Center* is identified as a priority location for mix of housing types, including affordable housing.

The plan includes provisions that call for prioritizing funding and investments to the *Regional Growth Center*. The city has adopted a multimodal concurrency program and revised its level-of-service standards for the *Regional Growth Center* to reinforce the mode-split goals for the center.

Redevelopment Opportunities. In our plan update several underdeveloped areas have been identified as having the infrastructure capacity to support higher density. The plan identifies new neighborhood centers in these areas to serve as focal points for mixed-use and transit-orientated development. (See policy reference).

Potential Annexation Areas. The plan identifies unincorporated urban growth areas affiliated with the city that are expected to annex during the planning horizon. It describes the city's phasing strategy and discusses its vision for these areas including uses, densities, and character (see page reference). The city has coordinated its planning for these areas with the county through an interlocal agreement.

Transportation Provisions

Land Use Assumptions. The city applied the land use assumptions documented in the land use element to guide its travel demand forecast. These same assumptions also apply to the housing element. The transportation element includes both current operating levels for state-owned facilities and estimated operating levels for the 2031 planning horizon.

Multimodal Transportation. The city is committed to a coordinated and efficient multimodal transportation system. The plan includes a detailed inventory of all motorized and nonmotorized transportation facilities, as well as state-owned facilities and facilities in its potential annexation areas (see page reference).

Level of Service Standards. It has adopted level-of-service standards for roads, bicycle and pedestrian facilities, and cites the performance standards for transit established by our transit providers. The adopted levels-of-service standards for state facilities are consistent with the standards set by PSRC and WSDOT for highways of regional and statewide significance (see page reference).

Reassessment Strategy for Funding Shortfalls. The city has adopted a reassessment strategy in the event of a funding shortfall. It includes: (1) seeking additional methods of funding, (2) exploring alternative, lower-cost methods to meet level-of-service standards (e.g., transportation demand management, public transit or another project) and 3) reevaluating the established level-of-service standards to determine how they might be adjusted. In addition, transportation planning is coordinated with neighboring jurisdictions, including our level-of-service standards and concurrency provisions.

Concurrency. Our concurrency program has been tailored, so that we address expectations in our Regional Growth Center differently from elsewhere in our city. (see page reference and Concurrency Ordinance number)

Demand Management. The city recognizes that the future transportation system must address transportation alternatives to driving alone. The transportation element includes demand management programs and strategies that have been coordinated with investments to improve our roads and streets to make it easier to walk, bike, or ride the bus. The plan also encourages ridesharing and the use of improved transportation technologies, such as light synchronization, to help maintain or enhance the function of the local transportation system (see page reference).

Pedestrian and Bicycle Component. The transportation element addresses nonmotorized transportation in a comprehensive manner. It identifies the city's designated nonmotorized transportation facilities, prioritizes improvement based on the connectivity and access each will provide, and calls for collaboration between neighboring jurisdictions to complete connections crossing boundaries. In addition, the plan calls for complete streets and green streets be incorporated in new development and redevelopment decisions to encourage physical activity through walking and bicycling (see page reference).

Consistency Assessment of Capital Facilities Programming

The city reviews, updates and modifies—when necessary—all capital projects to ensure the provision of adequate public facilities and services are consistent with the goals and policies of the comprehensive plan and VISION 2040. Consequently, investments are consistent with our vision for the community and with the *Regional Growth Strategy*. The financing program prioritizes the use of capital funds for multimodal transportation facilities and services and community facilities to and within the city's *Regional Growth Center* and our neighborhood centers.

VISION 2040 Actions

Identification of Underutilized Lands. Our city has committed to including information on underutilized lands in our work with the county related to buildable lands (see page reference).

Collaboration with Special Districts. We have developed a memorandum of understanding with the local school district to consult and collaborate in the siting and design of new facilities.

Monitoring

Development Trends. The city prepares a permit summary report outlining annual development levels and trends in the community. This report highlights the total number of new units produced, including the number of housing units affordable at (a) 50% of the average median income, (b) 50 to 80%, and (c) 80 to 120% of the average. The report also has information on, the average density of new development in each zoning classification, square feet of new non-residential by type (commercial, industrial, public, etc), and location of development. This information is used in the Buildable Lands Report that is completed every five years.

Critical Areas. The city conducts an ongoing review and update of its designated critical areas and their state. This includes evaluation of our development regulations to ensure that our wetlands, floodplains, and aquifer recharge areas, and wildlife corridors are protected – and that there is no net loss of critical area as a result of development. The county and the city have also developed common methodologies for assessing the habitat needs of critical and sensitive practices.

Water Resources. We participate in the Watershed Resource Inventory Areas process with the Washington State Department of Ecology to assess the status of the water resources and use within its watershed. The quality of stormwater discharge and ground water is monitored to ensure that it is not only meeting state standards but that it is working towards the city's adopted water quality target.

Climate Change. As part of the work on the plan update, the city conducted a citywide greenhouse gas emissions inventory. The inventory measured its emissions from city and utilities operations (fuel use by city vehicles, purchases of energy, gasoline used by maintenance crews, etc), known major greenhouse gas contributors within the city limits (as identified by the Puget Sound Clean Air Agency), and transportation related activities.

Health. City-related health statistics—such as asthma rates—are collected from the local health department to aid in monitoring whether the city is making progress towards its goals for health and well-being.

EXAMPLE # 2: REPORTING TOOL USING A NARRATIVE FORMAT

The Environment. Our City's comprehensive plan is built on the recognition that the health and well-being of our current and future generations, our economy, and the natural environment are interconnected and impacted by the way we plan our community. The plan commits the city to environmental stewardship to maintain and restore the natural environment, and takes an integrated approach to address habitat, water quality, air quality and climate change.

The city has adopted a systems approach to planning to ensure ecosystem restoration and protection. Policies—and supportive development regulations—have been adopted to conserve natural resources, protect critical areas, protect habitat, and preserve the city's cultural resources (see policy references). Provisions in the capital facilities element call for collaborating with the city's water supplier to develop a reclaimed water system and exploring emerging strategies prior to taking on capacity expansion projects (see page reference).

The plan recognizes factors that affect human well-being and addresses the increasing health concerns associated with the built environment (see policy references). Additional provisions include encouraging low impact and green development practices, and requiring complete streets, green streets, and context-sensitive design be incorporated in new development and redevelopment decisions. The city commits to having a clean and sustainable transportation system by the year 2031.

The city has taken significant steps to reduce greenhouse gas emissions and adapt to the impacts of climate change. Examples include encouraging changes in fuels, technologies, and travel patterns; promoting the use of renewable energy and the development of alternative energy sources; revising the building codes and facilities standards to ensure energy efficiency and reduce energy demands. The city's mode-split goals call for single-occupancy vehicle trips to fall to 60% of all trips by 2031. Finally, the plan calls for incorporating an evaluation of greenhouse gas emissions as part of environmental analysis documents prepared under the State Environmental Policy Act.

Population and Employment Growth. The city's 2031 residential and employment growth targets commit to accommodating 5,000 more residents and 2,000 more jobs by 2031. The plan identifies the additional housing units necessary to meet its residential targets by year 2031 (see page reference).

In our plan update several underdeveloped areas have been identified as having the infrastructure capacity to support higher density. The plan identifies new neighborhood centers in these areas to serve as focal points for mixed-use and transit-orientated development. (See policy reference).

The city is committed to balancing its anticipated growth with the efficient provision of adequate public facilities and services and public amenities. The plan includes provisions that call for prioritizing funding and investments to the *Regional Growth Center*. The city has adopted a multimodal concurrency program and has revised its level-of-service standards for the *Regional Growth Center* to reinforce the city's mode-split goals for the center.

The plan identifies unincorporated urban growth areas affiliated with the city that are expected to annex during the planning horizon. It describes the city's phasing strategy and discusses its vision for these areas including uses, densities, and character (see page reference). The city has coordinated its planning for these areas with the county through an interlocal agreement.

Transportation Provisions. The city applied the land use assumptions documented in the land use element to guide its travel demand forecast. These same assumptions also apply to the housing element. The transportation element includes both current operating levels for

state-owned facilities and estimated operating levels for the 2031 planning horizon.

The plan includes a detailed inventory of all motorized and nonmotorized transportation facilities, as well as state-owned facilities and facilities in its potential annexation areas (see pages referenced). It has adopted level-of-service standards for roads, bicycle and pedestrian facilities, and cites the performance standards for transit established by our transit providers. The adopted levels-of-service standards for state facilities are consistent with the standards set by PSRC and WSDOT for highways of regional and statewide significance.

The city has adopted a reassessment strategy in the event of a funding shortfall. It includes: (1) seeking additional methods of funding, (2) exploring alternative, lower-cost methods to meet level-of-service standards (e.g., transportation demand management, public transit or another project) and 3) reevaluating the established level-of-service standards to determine how they might be adjusted. In addition, transportation planning is coordinated with neighboring jurisdictions, including our level-of-service standards and concurrency provisions. Our concurrency program has been tailored, so that we address expectations in our Regional Growth Center differently from elsewhere in our city.

The transportation element includes demand management programs and strategies that have been coordinated with investments to improve our roads and streets to make it easier to walk, bike, or ride the bus. The plan also encourages ridesharing and the use of improved transportation technologies, such as light synchronization, to help maintain or enhance the function of the local transportation system.

The transportation element identifies the city's designated nonmotorized transportation facilities, prioritizes improvement based on the connectivity and access each will provide, and calls for collaboration between jurisdictions to complete connections crossing boundaries.

VISION 2040 Actions - Consistency Assessment of Capital Facilities Programming.

The city reviews, updates and modifies—when necessary—all capital projects to ensure the provision of adequate public facilities and services are consistent with the goals and policies of the comprehensive plan and VISION 2040. The financing program prioritizes the use of capital funds for multimodal transportation facilities and services and community facilities to and within the city's *Regional Growth Center* and our neighborhood centers.

Underutilized Lands. Our city has committed to including information on underutilized lands in our work with the county related to buildable lands.

Special Districts. We have developed a memorandum of understanding with the local school district to consult and collaborate in the siting and design of new facilities.

Monitoring. The city prepares a permit summary report outlining annual development levels and trends in the community. The city conducts an ongoing review and update of its designated critical areas and their state. As part of the work on the plan update, the city conducted a citywide greenhouse gas emissions inventory. The inventory measured its emissions from city and utilities operations (fuel use by city vehicles, purchases of energy, gasoline used by maintenance crews, etc), known major greenhouse gas contributors within the city limits (as identified by the Puget Sound Clean Air Agency), and transportation related activities.