

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 TRANSIT PLANS

In the central Puget Sound region, there are six agencies that provide transit service: Community Transit, Everett Transit, Kitsap Transit, Metro Transit, Pierce Transit, and Sound Transit. As transportation operators, they are members of the Puget Sound Regional Council and fully participate in its growth management, environmental, economic, and transportation planning. State law requires the Regional Council to formally certify the plans developed by Sound Transit. The other transit providers make their plans available to the Regional Council for review and comment. In this review, the plans are evaluated for consistency with VISION 2040 and *Transportation 2040*.

Overview of Reporting Tool for Transit Plans

The reporting tool has two parts: a checklist and a set of related questions. The *checklist* portion focuses primarily on issues related to integrating transit planning with regional and local growth management planning goals, including key transportation policy objectives. The *questions* are structured to address key issues in both VISION 2040 and *Transportation 2040* related to transit planning.

More in-depth guidance on specific issues is available in *Appendix E-4*.

Regarding Amendments

For submitting amendments to a transit 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.

reporting tool D: transit plans

part one: checklist

Sustainability and the Environment

- ✓ Describe environmental and sustainable development practices in the planning, design of facilities, and operation of transit – including protection of critical areas and habitat, state-of-the-art water treatment, and limiting exposure to air pollution. (MPP-En-1 through 25)

Housing and Economy

- ✓ Demonstrate how investments and service are targeted to advance regional and local housing objectives (MPP-H-6)
- ✓ Address the safe and reliable movement of people, goods, services, and information in a manner that supports economic development. (MPP-T-13; MPP-Ec-6)

Development Patterns and Land use Assumptions

- ✓ State how the transit plan advances both regional and local growth management planning goals and objectives, including VISION 2040 (MPP-G-1)
- ✓ Cite how residential and employment allocations in VISION 2040's *Regional Growth Strategy*, and local growth targets are used in the development of the transit plan (VISION 2040 *Regional Growth Strategy*)
- ✓ Demonstrate how investments support the development of regionally designated centers (MPP-DP-7, 10, 13; MPP-H-6; MPP-T-12)
- ✓ Demonstrate how transit service in rural areas is at rural service levels and focuses on connecting cities and towns in the rural area. (MPP-DP-17)
- ✓ Identify the guidelines and practices used to ensure that facilities and services are designed to fit in the context of the communities in which they are located (MPP-T-20, 21)

Transportation 2040 and Transportation

Maintenance, Management and Safety – including Demand Management

- ✓ Address planning efforts to develop a cleaner and more sustainable transportation system, including the reduction of greenhouse gas emissions (MPP-T-5 through 7; MPP-En-21, 23)
- ✓ Incorporate environmental factors into transportation decision-making, including attention to human health and safety (MPP-En-2, 6; MPP-DP-44)
- ✓ Identify reliable and predictable revenues for maintaining and preserving the system (MPP-G-4, 5)
- ✓ Identify strategies and programs to protect transportation facilities against disasters, as well as emergency response programs (MPP-T-8)

reporting tool D: transit plans

part one: checklist

Supporting the Growth Strategy



- ✓ Prioritize investments in regional centers, including investments that help to support housing in centers (*MPP-DP-7, 10, 13; MPP-H-6; MPP-T-12*)
- ✓ Ensure that concentrations of joint and mixed use developments are served by regular transit (*MPP-T-10, 11*)
- ✓ Work with jurisdictions to develop full standards for transportation facilities to serve all users (i.e., “complete streets”); improve local street design to improve environment for walking, biking, and using transit (*MPP-T-14, 15*)

Greater Options and Mobility – including Nonmotorized Planning



- ✓ Work with jurisdictions to increase the proportion of trips made by alternatives to driving alone (*MPP-T-23, 24*)
- ✓ Improve multimodal connections for access to centers from adjacent neighborhoods and districts (*MPP-T-9; MPP-DP-14*)
- ✓ Ensure mobility for people with special needs (*MPP-T-25*)
- ✓ Coordinate planning for rail and high-capacity transit (*MPP-T-29*)

Investments and Finance



- ✓ Develop a multiyear financing plan that describes revenue sources and describes a method for prioritizing investments (*see GMA, Transportation 2040*)

Linking Land Use and Transportation



- ✓ Address the physical design guidelines in Transportation 2040 in planning and decision-making, especially as they pertain to transit (*Transportation 2040 Physical Design Guidelines*)

Service and Facility Needs – including Level-of-Service Standards and Concurrency



- ✓ Develop inventories and needs assessments that are coordinated with local jurisdictions (*see GMA*)
- ✓ Work with regional and local growth management planning objectives to establish level-of-service standards or performance measures *RCW 30.70A.070(6)(a)(iii)(B)*
- ✓ Provide guidance to all jurisdictions in the agency’s service area regarding reference transit service standards in local comprehensive plans *RCW 30.70A.070(6)(a)(iii)(B)*
- ✓ Work with jurisdictions to develop multimodal approaches to concurrency (*MPP-DP-54 through 56*)

Intergovernmental Coordination



- ✓ Demonstrate that the agency’s planning has been coordinated with local jurisdictions, other transit agencies, regional planning, and state agencies (*MPP-G-1; MPP-T-9*)
- ✓ At locations in the region where service is provided by two or more transit agencies, make every effort to ensure that facility design, equipment, and service provision is fully compatible (*MPP-T-32*)

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

reporting tool D: transit plans

part two: questions

Sustainability and the Environment

(MPP-En-1 through 25; MPP-DP-29 through 32, 43 through 47; MPP-PS-1, 3, 23, 24)

Explain how the plan maintains or improves the environment and promotes sustainability, including:

- Facilities design and operations
- Air quality and climate (including clean transportation and reduced greenhouse gas emissions)
- Water quality
- Human health and well-being

EXPLAIN HERE:

Development and Growth

(MPP-DP-1 through 13, 33-42; MPP-H-6;; MPP-T-9)

Explain how the plan takes steps to accommodate residential and job growth, including:

- Regional and local growth management planning objectives and targets
- Promoting centers and compact urban development (including density, redevelopment and infill, design)

EXPLAIN HERE:

Transportation

MPP-DP-7, 10, 13, 40, 43, 54 through 56; MPP-H-6, MPP-Ec-6; MPP-T-1 through 33)

Explain how the plan addresses regional transportation policies and objectives, including::

- Clean transportation
- System maintenance and preservation
- Prioritize investments in centers
- Development complete streets and improve street design for walking, biking, and transit
- Increase the proportion of trips made by alternatives to driving alone
- Develop a multiyear financing plan
- Develop inventory and needs assessments coordinated with local jurisdictions
- Use regional and local growth management planning objectives to establish level-of-service standards or performance standards – and provide guidance to jurisdictions regarding transit service standards in local plans
- Demonstrate coordination with local jurisdictions, other transit providers, and regional and state agencies

EXPLAIN HERE:

Other Topics

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

EXPLAIN HERE: