



**White Salmon Planning Commission Meeting**  
**A G E N D A**  
**February 13, 2019 – 5:30 PM**  
**119 NE Church Avenue**

**Call to Order/Roll Call**

**Approval of Minutes**

- [1.](#) November 14, 2018 Meeting Minutes
- [2.](#) January 30, 2019 Meeting Minutes

**Discussion Items**

- [3.](#) City Vision and Goals
- [4.](#) Comprehensive Plan Update

**Adjournment**

**Backup material for agenda item:**

November 14, 2018 Meeting Minutes



**CITY OF WHITE SALMON**  
**Planning Commission Meeting - Wednesday, November 14, 2018**  
**DRAFT**

**COMMISSION AND ADMINISTRATIVE PERSONNEL PRESENT**

**Commission Members:**

David Lindley  
Anne Medenbach  
Tom Stevenson  
Maurice Tunstall, Jr.

**Excused:**

Ross Henry

**Staff Present:**

Pat Munyan, City Administrator  
Ken Woodrich, City Attorney  
Jan Brending, Clerk Treasurer  
Bill Hunsaker, Fire Chief/Building Official

**1. CALL TO ORDER/ ROLL CALL**

Planning Commissioner Chairman David Lindley called the meeting to order at 5:30 PM.

**2. MINUTES OF SEPTEMBER 12, 2018**

Minutes of September 12, 2018 were approved.

**3. DISCUSSION ITEMS**

***Comprehensive Plan Update — Scoping and Priorities Presentation and Discussion***

The Planning Commissioners met with City Council members and consulting planners for Tenneson Engineering to discuss the comprehensive plan update (City Council members present: Donna Heimke, Jason Hartmann, Ashley Post, Amy Whiteman and Marla Keethler (via phone); Not present: Mayor David Poucher

Nick Kraemer and Dotty DeVaney provided a comprehensive plan scoping summary update. Information was presented to the Planning Commission and City Council regarding “visioning” and “high priority” actions. Nick Kraemer identified three keys areas that could begin moving forward at the same time if the Council chose to undertake a more detailed “visioning” process. Those areas include county coordination – urbanization/building lands study, developing a joint management agreement with the county, and updating the county’s Bingen/White Salmon Urban Exempt Area Plan, transportation element – developing a light version of a Transportation System Plan which included hiring a consultant separate from a land use planner; and housing/land use element – developing short term rental/vacation rental/accessory dwelling unit policies, reviewing residential planned unit development and cottage infill codes; and exploring regional partnerships.

The Planning Commission, City Council and staff discussed the next steps which include the City Council determining whether or not to pursue a more detailed “visioning” process and authorizing staff to issue requests for proposals to possibly include hiring a consultant to assist with the visioning process, hiring a consultant to assist in development of a Transportation System Plan and hiring a land use planner to complete the comprehensive plan update. It was

noted that there are several things associated with the comprehensive plan update that could move forward at the same time a visioning process was undertaken.

**4. ADJOURNMENT**

The meeting was adjourned at 7:30 PM.

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David Lindley, Chairman

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Erika Castro Guzman, Associate Planner

**Backup material for agenda item:**

January 30, 2019 Meeting Minutes



**CITY OF WHITE SALMON**  
**Planning Commission Workshop - Wednesday, January 30, 2019**  
**DRAFT**

**Council and Administrative Personnel Present**

**Council Members:**

David Lindley  
Anne Medenbach  
Ross Henry  
Tom Stevenson

**Absent:**

Maurice Tunstall Jr.

**Staff Present:**

Patrick Munyan, City Administrator  
Jan Brending, Clerk Treasurer  
Erika Castro Guzman, Associate Planner  
Kenneth Woodrich, City Attorney

**1. Call to Order**

City Council Mayor Poucher and Planning Commissioner Chairman David Lindley called the meeting to order at 5:30 p.m. There were approximately four people present.

All planning commission and council members were present, except Commissioner Tunstall Jr.

Jan Brending provided a brief overview of the agenda and introduced two facilitators and a mediator who will assist with the meeting – Marti Dane, Nicolía Mehrling and Rudi Atencio.

Chairman Lindley asked why facilitators and a mediator were brought into the meeting and Mayor Poucher explained that he thought it would be helpful to have them present to help the group work through the topics and issues.

Chairman Lindley requested the scoping document presented at the November joint meeting by the City's contract land use planners be made part of the record.

**2. Business Items**

**a. Roles of the City Council and Planning Commission**

The council and the planning commission discussed how special meetings can be called. Ken Woodrich, City Attorney clarified how a special meeting needs to be called with a minimum 24-hour notice with all agenda items noted on the agenda and that minutes must be taken.

The city council and the planning commission discussed the roles of the council and the planning commission.

It was noted that the City's municipal code is conflicting in several areas. The council and planning discussion specifically discussed how short plats are no longer reviewed by the planning commission, but are addressed at the administrative level.

Anne Medenbach said she believes there were subdivisions that went to the city council and not the planning commission. It was noted that no subdivisions have been submitted to the City for approval. The planning items that have gone before the city council were subdivisions previously

heard by the planning commission with preliminary approval and were presented to the council for final approval as required by the City's code.

The planning commission said they would like to be kept updated on land use decisions that are being made administratively and will meet twice a month starting immediately. The meeting dates are scheduled for the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays of each month.

The council and the planning commission discussed the City's committee structure, particularly the Community Development Committee, and how it relates to land use issues.

There was a consensus that the City Council will amend the structure for its Community Development Committee, adding two planning commissioners.

There was a consensus that flowcharts will be prepared as to how annexations and subdivisions are accomplished in the city. These flowcharts will be provided for the Planning Commission.

There was a consensus that information and communications will be shared between the council and the planning commission.

b. City Vision and Goals

The council and planning commission did not specifically discuss the vision and goals as presented. Item was tabled for the following planning commission workshop, February 13, 2019.

Jan Brending noted that the presentation was designed to start the conversation.

Chairman Lindley noted that the scoping document provided at the November joint meeting addressed several ways to address the vision and goals. He said the planning commission has not had time to discuss this as there was not been a met since November 2018.

c. Comprehensive Plan Update

The council and the planning commission discussed the comprehensive plan update that will be discussed further by the planning commission at the following workshop, February 13, 2019.

Members of the council and planning commission said they appreciate the joint meetings that took place in 2018 to help get an understanding of what is and should be in the comprehensive plan.

There was consensus that the planning commission will begin working on the comprehensive plan update, including the vision and goals.

There was a consensus that the planning commission will keep the council updated on its work and there was a consensus that the planning commission would work towards completing the comprehensive plan update by the end of the year.

There was a consensus that public involvement related to the comprehensive plan update would include more than just the required public hearing(s).

3. **Adjournment**

The meeting was adjourned at 7:35 P.M.

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David Lindley, Chairman

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Erika Castro Guzman, Associate Planner



**Backup material for agenda item:**

City Vision and Goals



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## AGENDA MEMO

Needs Legal Review: No  
Joint Meeting Date: February 13, 2019  
Agenda Item: City Vision and Goals  
Presented By: Previously presented by Pat Munyan, City Administrator; and Jan Brending, Clerk Treasurer

### **ACTION REQUIRED:**

Preliminary adoption of vision and goals to submit for public comment. Note: the planning commission may not be ready to preliminary adopt the vision and goals at the February 13, 2019 meeting.

### **PROPOSED MOTION:**

Motion to preliminarily adopt the vision and goals for the City of White Salmon and submit for public comment.

### **Explanation of issue:**

A broad vision and broad goals can assist the city in developing and implementing plans. The development of each plan and the implementation of the plan should look back to the broad vision and broad goals to ensure the proposed plans and implementation measures fall within the vision and goals. The broad vision and broad goals would initially be used to complete the update of the city's comprehensive plan. It is important to realize that the vision and goals are very broad at this level. Once plans are developed the goals are narrowed down to more specifics.

Staff has drafted the broad vision and broad goals based on the city's current comprehensive plan and the discussions between the city council and planning commission over the last year. The vision and goals are in a draft format and staff expects the city council and planning commission to provide input.

Once there is a consensus of the city council and planning commission, the vision and goals should be submitted to the public for comment – i.e. is this what our residents and business members see as the vision and goals of our community.

The city has hired a facilitator to help facilitate the meeting on January 30. In addition, a graduate student will be attending the meeting to assist the council and planning commission in working through the vision and goals to find common ground.

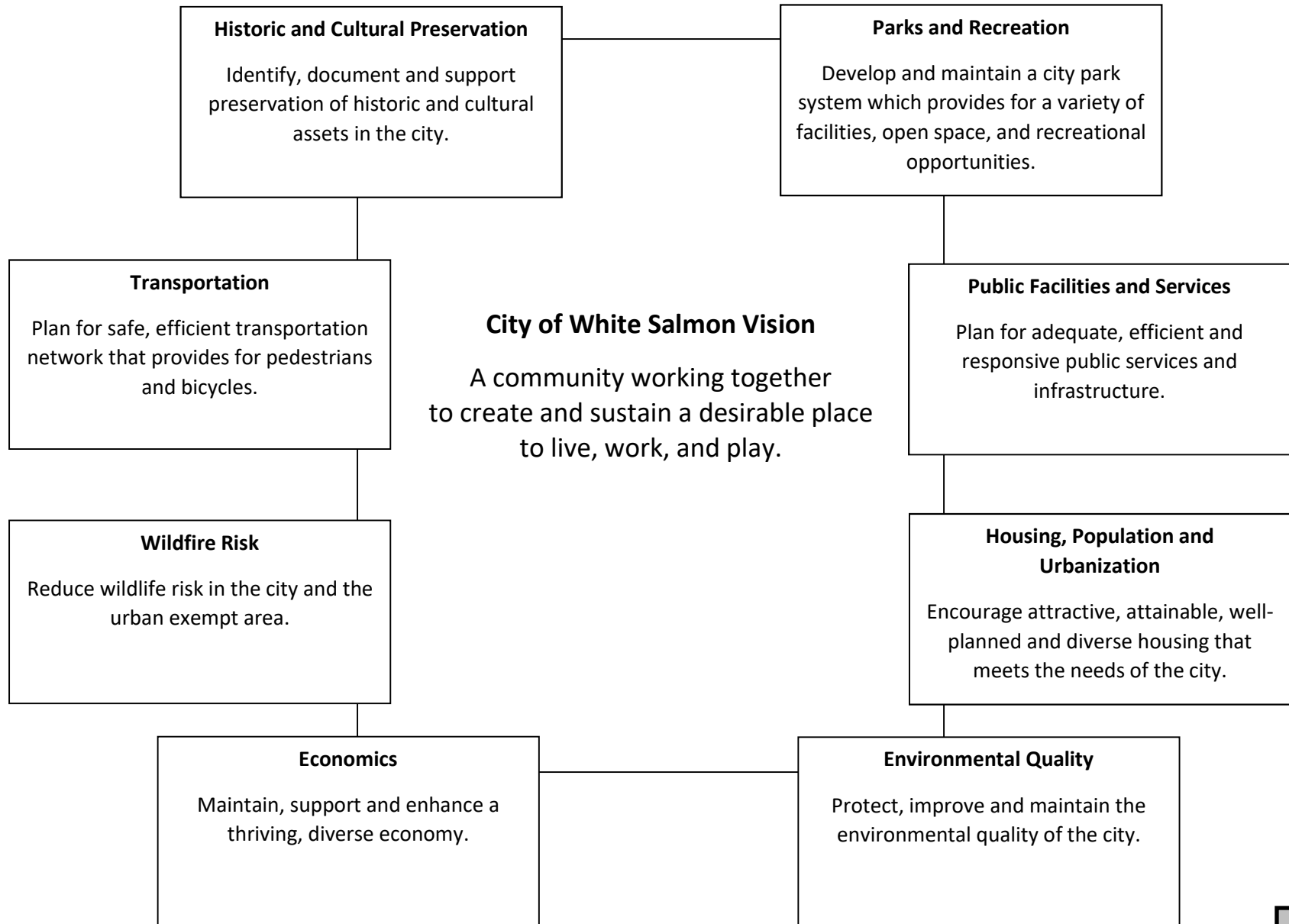
### **Budget:**

Staff does not believe that it is necessary to hire an outside consultant to complete the vision and goals process. We believe the city council and planning commission can come to a consensus and then forward the vision and goals to the public for their input.

### **Staff Recommendation:**

Staff recommends working through the vision and goals as a group and coming to a consensus which will then lead to the information being presented to the public.

**DRAFT – As of January 23, 2019**



**Backup material for agenda item:**

Comprehensive Plan Update



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## AGENDA MEMO

Needs Legal Review: No  
Joint Meeting Date: February 13, 2019  
Agenda Item: Comprehensive Plan Update  
Presented By: Previously presented Jan Brending, Clerk Treasurer

### **ACTION REQUIRED:**

Approval of process to move forward with updating the comprehensive plan update including participating in the county's urbanization/building lands study, pursuing a joint management agreement with Klickitat County and hiring a transportation planning consulting to complete a transportation system plan.

### **PROPOSED MOTION:**

Motion to accept process to complete the comprehensive plan update including participating in the county's urbanization/building lands study, pursuing a joint management agreement with Klickitat County and hiring a transportation planning consulting to complete a transportation system plan.

### **Explanation of issue:**

The city hired a land use planning consultant in 2018 to begin the process of updating the city's comprehensive plan. The city council and the planning commission have spent approximately the last year meeting jointly and reviewing the existing comprehensive plan.

The city council and the planning commission are also in the process of adopting a preliminary broad vision and goals for the city to be submitted to the public for input. We anticipate the vision and goals could be finalized in several months without the need to hire a consultant.

Once the city formally adopts the broad vision and goals, city staff recommends the planning commission undertake the full process of updating the city's comprehensive plan. The city is in the process of hiring a land use planner who will provide a draft work plan for completing the update. This work plan shall provide for points whereby the planning commission will check in with the city council on the work that it is doing and provide for an opportunity for comment. Ideally these points will coincide with the each of the elements of the comprehensive plan. In addition, the work plan will include a public input process.

We believe this type of process will allow the planning commission to do its work but also allow the city council, along with the public, to weigh in with comments on the update at specific junctures instead of waiting until the update is entirely completed.

In addition, there were several additional tasks that were outlined by the previous planning consultant that should be addressed.

### **Urbanization and Buildable Lands Study**

Klickitat County is undertaking an urbanization and building lands study. It is recommended that the city should participate in the Request for Proposals Process and clarify objectives for updating information within the city's urbanization area, including the city limits and the adjacent urban exempt area. The city would be expected to pay for the expansion of the study that pertains to the City. A rough estimate of \$30,000 has been provided.



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### **Joint Management Agreement**

The city desires to enter into a joint management agreement with Klickitat County regarding lands that are in the adjacent urban exempt area. Staff will meet with Klickitat County staff and develop an initial agreement to be presented to the county, planning commission, and city council. The outcomes of this agreement may have an impact on the "Bingen/WS Urban Exempt Area Plan" which is part of the Klickitat County Comprehensive Plan. There is no need to hire a consultant for this project so there is no outlay of funds, other than staff time.

### **Transportation System Plan**

It is recommended that the city develop a modest transportation system plan (TSP) for the city limits and the adjacent urban exempt area. It is recommended a "transportation planning consultant" be hired to assist in completing this plan. The primary goals are to inventory and classify all existing streets, create a locally appropriate hierarchy of street standards for use when permitting new developments, identify larger potential for desired street connections, incorporate identified existing and desired bike and pedestrian routes, develop implementation policies around exactions to implement street standards particularly related to instances where off site substandard conditions exist, and identify funding mechanism and strategies. The estimated cost of this project is \$30,000 to \$60,000.

### **Budget:**

The city council's budget will need to be amended once the costs of hiring consultants is determined.

Currently the city's general fund budget provides for \$35,000 in general contractual planning services, \$75,000 for the contractual services related to updating the city's comprehensive plan and \$30,000 for updating the city's critical areas ordinance. In addition, the street fund has \$10,000 set aside for engineering services. The \$10,000 is not enough to cover the cost of engineering services related to Jewett Street improvements and the hiring of a transportation planning consultant.

### **Staff Recommendation:**

Staff recommends the city council and planning commission agree to the proposed process for updating the city's comprehensive plan including participating in the county's urbanization/building lands study, pursuing a joint management agreement with Klickitat County and hiring a transportation planning consulting to complete a transportation system plan.



**TO:** City of White Salmon - Planning Commission and City Council  
**FROM:** Dotty DeVaney, Senior Planner and Nick Kraemer Lead Planner  
**DATE:** November 13, 2018

**SUBJECT: Comprehensive Plan Update – Scoping Summary**

**Purpose**

It is our goal with this memo and presentation November 14th to share our recommendations for moving forward with high priority/immediate next steps and to layout a strategy for remaining Comprehensive Plan updates.

**Overview**

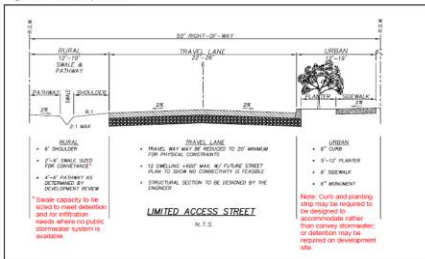
***Priority Initial Actions***

We want to thank you for your efforts during the scoping meetings over the 9 months. Throughout our scoping process – we kept hearing a consensus on several elements and work tasks that warrant immediate action.

- Vision Statement – Confirm community values, goals, and prioritized tasks.
- Coordination with County on Buildable Lands Update Study and Joint Management Agreement
- Transportation Element Update
- Housing –Short Term Rental policies and regulations, review clarify and simplify PUD and Cottage Infill, and support affordable housing.

These items are brought to the top because they are items that came up continuously as we reviewed each Element in the Comp Plan. They (except visioning) were also identified as priorities for continued/future action in current Comprehensive Plan, and meaningful progress can be made in these areas even before or while the Urbanization Study is being updated by County Consultants.

Figure 2 - Other City Streets



## **Visioning**

Visioning can be done with an eye to broader issues, including land use planning and resulting in a strategic action plan for civic engagement to move a larger vision forward in White Salmon and surrounding area. This could allow for strategic planning to address the broader range of exciting issues and opportunities brought up in the preliminary visioning notes collected at the beginning of our process.



Visioning can also be done focusing primarily on City Land Use Policies as they are implemented through the Comprehensive Plan and Zoning Ordinance.

These are two very different levels of effort and expense with different outcomes and value.

- I. **Community Vision Strategic Action Plan** – to identify broad community values over a number of areas, prioritize initiatives, define City roles in varied initiatives, name key partners, establish timeframes (start and duration) for action items. Not only create a vision statement but also identify, organize, or join in with existing social efforts to coordinate social capital as well as prioritize financial investments.

First step would be to establish a coordinating committee, prepare a budget and fundraise. Typically suggested to seek funds from private and public sources. May consider partnering with other communities. Steven Ames (experienced professional in this field – inc. Sisters Work and Yakima Valley) could be available to discuss this option with you. We provided you information following our last meeting and will go through it with you tonight as well. Based on similar efforts in other communities with strategic planning professional – this type of Community Visioning effort would cost approximately \$60,000 and take 9-12 months.

- II. **Land Use Planning Vision**– to identify values around built environment, primarily impacted by land use regulations. Identify stake holders for those active in land use arena.
  - a. Develop Vision with City Council and Planning Commission in public session and public workshop – up to \$5,000 to \$8,000 [outcome: one of the one page examples provided earlier]
  - b. Develop more interactive vision, develop and follow public involvement plan – up to \$30,000 [outcome: one or two page vision statement with goals and priority actions but with broader community input]

### **Feasibility and Funding**

Funding and needs/desires may not align. If there is a desire to take actions beyond capacity of City General fund, fund raising or partnerships may be necessary.



## **COUNTY COORDINATION**

The City will continue to coordinate with Klickitat County on the following tasks – which directly impact the extent and applicability of the City of White Salmon Comp Plan.

- I. **Urbanization/Buildable Lands Study** - The urbanization study completed nearly 10 years ago will be updated to check statistical growth, compare to previous projection, and revise projections into the future. This will be valuable in understanding the long-term capacity for housing and development and to update projected demands.
  - a. County RFP out in next couple of months.
  - b. City will participate in RFP process and clarify objectives for updating study within City urbanization area.
  - c. Projected completion approximately 9-10 months.

**Cost:** Klickitat County currently has earmarked \$100,000 for completion of this study for the entire County – which would include urban growth area of White Salmon. City will participate in costs for work within City Limits – which will be negotiated with county and responding firm. A rough cost estimate would be in the \$30,000 range.

- II. **Joint Management Agreement** - The Joint Management Agreement between the City and County directly impacts what happens within the UGA, who has jurisdiction, and may require specific Comp Plan and Zoning Ordinance changes.
  - a. Continued outreach to county
  - b. Draft agreement based on key points of agreement
  - c. Mutual adoption and implementation of agreement
  - d. Draft update to Urbanization Element reflecting results and future aspirations
  - e. Projected completion – depends on political will. Approximately 6-12 months.

**Cost:** The cost estimate for this work is difficult – as it highly depends on who initiates the work – City or County. And further depends on how much whether City/County staff can complete this work in-house with Staff and coordination with elected officials. A rough cost estimate would be in the \$5,000 - \$10,000 range.

- III. **Bingen/WS Urban Exempt Area Plan Update-** The Urban Exempt Area outside of City Limits of White Salmon is covered by the Bingen/WS Urban Exempt Area Plan – which is part of the Klickitat County Comprehensive Plan. The Sub-Area Plan was last updated in 1991. Transportation/street policies and Joint Management Agreement policies are all currently identified in the Sub-Area Plan. The County will retain legislative authority for this area. Elected officials voted for by County residents must adopt regulations affecting those residents. Depending on the outcome of the joint management discussions with the County; administrative authority may be partially or more fully passed to the City. This Sub Area plan should be updated or replaced to reflect the outcome of the Joint Management Agreement and apply mutually agreed upon land use designations and standards in the manner mutually agreed upon.

**Cost:** Depends on direction of JMA and Mutual City / County agreement.

## **TRANSPORTATION ELEMENT UPDATE**

A modest transportation system plan and locally responsive hierarchy of street standards is a topic that came up in every session and is clearly an immediate need in the City. It is not anticipated that White Salmon will be seeking to signal or broadly rebuild existing intersections. The City should seek a Transportation Planning Consultant to complete a “lite” version of a Transportation System Plan (TSP) for the entire Urban Exempt Area of White Salmon. The City should explore the option to partner with the County in this process and expense. This approach can be explored through initial JMA discussions.

### **Summary of Work:**

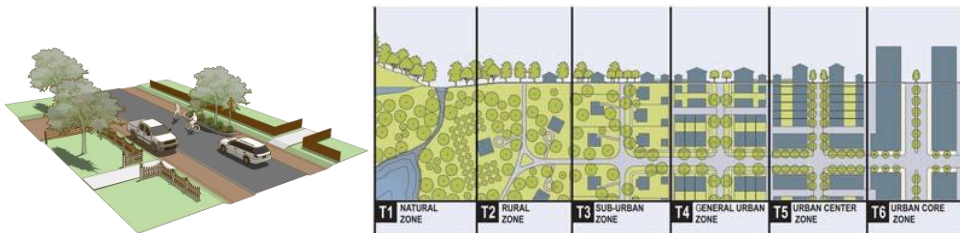
The primary goals of the TSP lite is to complete the following:

- Inventory and classify existing street system
- Create a locally appropriate hierarchy of street standards for use when permitting new developments
- Identify larger potential for desired street connections
- Incorporate identified existing and desired bike and pedestrian routes such as: safe routes to schools, loop road route, possible connections from Mamie Gaddis to Bike Park
- Develop implementation policies around exactions to implement street standards particularly related to instances where off site substandard conditions exist.
- Identify funding mechanisms and strategies-
  - Secure and plan for direct public investment in street infrastructure
  - Plan for reasonable, predictable, and consistent exactions from private developers

**Cost Estimate:** We estimate a cost of approximately \$30,000 to work with a Traffic Consultant for basic update to street classifications and standards. It is likely to cost over \$60,000 to also complete updated Traffic Study at key intersections and identify bike/pedestrian connections throughout the City.

**Next Steps:** Create Scope of Work for TSP Lite and issue RFP for Transportation Planning Consultant.

**Timeline:** 9-12 months



## **HOUSING/LAND USE ELEMENT UPDATES**

Some housing issues such as how much density is beneficial and where may be best determined with benefit of updated Buildable Lands information. Other issues such as Short Term Rental policies and regulations review to clarify and simplify PUD and Cottage Infill ordinances can and should be dealt with now.

- I. ***Short Term Rental/Vacation Rental/ADU*** policies are currently being reviewed by the City's housing committee. An immediate recommended action is to move forward with considerations for regulating short term/vacation rentals
  - a. Inventory of current short term/vacation rentals
  - b. Review best practices for regulating short term/vacation rentals
  - c. Engage public through workshop(s)
  - d. Determine when/where/how Short Term Rentals are allowed
  - e. How Enforced Sustainably, Predictably, and Consistently
  - f. Implement via zoning ordinance and other City regulations.

**Cost:** We estimate a cost of approximately \$8,000 to \$12,000 to work through this process with the City housing committee and engage the public through workshops. Implementation via zoning ordinance and other City regulations may take much longer depending on Community buy-in with any proposed regulations.

- II. ***Review Residential PUD Code and Cottage Infill***

- a. Review of past decision and difficulties
- b. Simplify code and correct inconsistencies
- c. Consider promoting as options to townhouse development

**Cost:** Again, the bulk of this work could be completed along with the City Housing Committee. We estimate a cost of approximately \$3,000 to \$5,000 to work through the process and improve the PUD code.



- III. ***Explore regional partnership*** opportunities to address affordable, workforce, and transitional housing demands.

**Cost:** The cost of this work highly depends on specific projects and partners. Also it depends on whether the City Staff can complete this coordination in-house with City Staff. We estimate a cost of approximately \$1,000 to \$2,500 to explore regional partnerships.

**Next Steps for Housing Land Use Element Updates:** Planning Consultants develop detailed scope and cost estimate. City Approve.

**Timeline:** This work could begin immediately. Likely 3 months of initial inventory work, 3-6 months of workshops/outreach, and 3-6 months to adopt regulations. Total 9-12 months.

## **OVERALL COMPREHENSIVE PLAN UPDATE TASKS**

This section covers other valuable though less immediate updates identified through the scoping process. Most of these can be implemented – as feasible and some are dependent on immediate tasks being completed to fully inform their progress (ie. updated Buildable Lands data).

Work on these items will also be informed by further visioning:

- 1) If a broader Community Visioning process is pursued –these tasks will benefit from consideration relative to broader community values and community partners may be identified to assist with some tasks.
- 2) If the narrower Land Use Planning focused vision is developed –we will prioritize and complete this work in accordance with the vision for the City’s built environment and land use.

All cost estimates below are preliminary estimates for relative cost consideration. More detailed cost estimates and a work program aligned with a public involvement plan – will be developed prior to initiating work.

### **Overall**

1. Improve overall layout of the Comprehensive Plan with more graphics and sidebars that reference overall vision and values.
2. Make it readable/approachable for average White Salmon folks  
**Next steps:** Work with graphic designer to develop template. Incorporate these practices into any updates and standardize  
**Priority:** High (due to low cost, relative ease, and value)  
**Cost:** \$1,500

### **I. Introduction**

1. Reference Vision/Values/Goals – developed as separate policy document that is updated annually or biannually
2. Add Executive Summary and document orientation
3. More detailed explanation of planning and public process for Comprehensive Plan
4. Community Profile as separate element  
**Next steps:** Incorporate outcomes of visioning/values. Explain process.  
**Priority:** High (due to low cost, relative ease, and value)  
**Cost:** \$750

### **II. History**

1. Combine History and Community Profile
2. Add more Native American History pre-settlement history
3. Add current history to show continued arc of the community
4. Relate history better with aspirations
5. Seek additional photos and maps for interest
6. Executive Summary and document orientation
7. More detailed explanation of planning and public process for Comprehensive Plan  
**Next steps:** Identify best sources for Native American history and coordinate with key information sources to complete update.  
**Priority:** Low (best value if initiated by volunteers)  
**Cost:** \$2,000

### **III. Historical and Cultural Sites**

1. Rename to Historic and Cultural Preservation
2. Encourage vs. Regulate preservation. Explore value of promoting / identifying sites (signage, maps)
3. List and map significant sites/designations in Comprehensive Plan
4. Consider design guidelines and potential funding resources to preserve historic assets and encourage new development to fit in with existing in Downtown Commercial District and Grandview neighborhoods.

**Next steps:** Identify best sources historic and cultural sites. Develop map and lists further. Consider design guidelines in certain areas.

**Priority:** Medium (best value if initiated by volunteers)

**Cost:** Really varies. \$750-\$2,500. Depends on availability of information and resources.

### **IV. Parks and Recreation**

1. Update Policies with Parks Plan info and updated pool/district info
2. New Pool discussion, including new planned location
3. Expand vision for current and future parks and open space and quantify with level of service type of analysis.
4. Consider Open Space requirements and connectivity as development is proposed.
5. Consider separating Public Use Zone and Park Zone.
6. Explore Connection to waterfront (Stairs – or – walking path on Dock Grade)
7. Consider funding sources for parks and open space.

**Next steps:** Use findings from Urbanization study and coordinate with Parks Plan Consultant. Research funding opportunities.

**Priority:** High

**Cost:** Variable. \$1,500-\$4,000. Depends on level of detail desired for open space network mapping.

### **V. Economics Element**

1. Add community profile data into this section regarding the economy and current trends
2. Add direct references to regional economic development plans and partners
3. STRs and Vacation Rentals policies should be referenced in here depending on outcomes of process
4. Focus economic development efforts on downtown and infill.

**Next steps:** Identify best sources for economic data and incorporate into update.

**Priority:** Low

**Cost:** Range of \$500 to \$1,000

### **VI. Environmental Quality**

1. Incorporate Critical Areas updates into this section
2. Add information about Stormwater Management Plans and policies
3. Consider adding information about WWTP and needed upgrades
4. Tree Preservation policies should be added or retained as part of Critical Areas in this section.
5. Cross reference parks and open space policies in this section.

**Next steps:** Coordinate with City Staff to get status of Stormwater and WWTP updates.

**Priority:** Medium

**Cost:** Range of \$500 to \$1,000

## **VII. Transportation**

1. Most topics are already covered in TSP lite proposed above.
2. Address parking demands and consider parking plan or parking policies
3. Wayfinding and streetscape strategies
4. Cross reference transportation connectivity as it relates to parks and open space in this section.
5. Update public transit options and consider public transit facilities (bus stops)
6. Add explanation of bridge replacement strategy

**Next steps:** Pursue TSP “lite” and move forward on lower priority tasks as feasible.

**Priority:** High

**Cost:** Overall range between \$40,000 and \$70,000. Variable depending on TSP Lite Plan, which ranges from \$30,000 to \$60,000 and additional follow on work may cost from 5,000 to \$10,000.

## **VIII. Public Facilities and Services & XVI. Capital Improvements Element**

1. Consider combining these two elements.
2. Update services sections to accurately reflect recent changes – Hospital/Fire etc.
3. Keep policies high level and reference specific plans (Water, Wastewater etc)
4. Address Sewer capacity limitations and agreement update with Bingen.
5. Stormwater Plan and updated policies needed.
6. Consider Citywide Capital Improvement Plan (CIP) with all major projects in one place.
7. Create policies to address energy conservation and environmentally conscious ideas

**Next steps:** Coordinate with City Staff to get all relevant plans and make references.

**Priority:** Medium (High priority to understand water wastewater service capacities and limitations to consider housing suitability in given areas and possible density limitations. However, medium or low importance to reflect in Comp Plan)

**Cost:** Range between \$1,500 and \$3,500. Variable depending on CIP.

## **IX. Housing and Population & X. Urbanization**

1. High priority actions identified above. Update of this section really depends on the data from the Urbanization Study and future trends analysis. In addition, the update of the Urbanization section highly depends on outcome of JMA and Sub-Area Plan related tasks.

**Priority:** High

**Cost:** Range between \$15,000 and \$25,000 for housing related actions detailed in the previous high priority section on page 5. Range between \$30,000 and \$50,000 for urbanization related actions (including urbanization study and JMA work). Total range: \$45,000 to \$75,000 (

## **XI. Land Use**

1. Update and alter zoning as necessary to accommodate any changes in residential density allowances that may result from housing and population analysis and consider need or value of providing for neighborhood commercial nodes (particularly in expansion area).

**Priority:** High

**Cost:** Relies on Housing/Urbanization work detailed above. Range between \$1,000 and \$2,500 for updates to comp plan – if Land Use designations are changing.

## **XII. Resource Lands**

1. None within study area. No updates needed.

## **XIII. Critical Areas Element**

1. Currently in the update process – addressed by Berger Abam. Outcomes of that process to be adopted directly into Comprehensive Plan.

**Priority:** High

**Cost:** Range between \$500 and \$1,500 for updates to comp plan

## **XIV. Wildfire Risk Element**

1. No major updates proposed. However we would recommend some time would be well spent to *ensure fire standards are well known, retained, and being applied through the permitting process. We propose some work with counter staff/ building codes and preparation of a short info sheet about wildfire risk.*

**Priority:** Medium

**Cost:** Range between \$500 and \$1,500 for this work.

## **XV. Issues Element**

1. No major updates proposed or recommended yet. It will need some updates depending on outcomes of studies and other work. Current pending issues and information, partnership needs will be tracked as work proceeds.

**Priority:** Medium

**Cost:** Range between \$500 and \$1,000 for updates to comp plan

## **XIV. Administration Element &**

1. No major updates proposed or recommended. It will need some updates depending on outcomes of studies and other work. Administration was updated to reflect state law during last update. Consistency will be verified.

**Priority:** Medium

**Cost:** Range between \$500 and \$1,000 for updates to comp plan [ ]

## **OVERALL COST ESTIMATES**

Using the rough estimates provided above – these are the total estimates for completion of these tasks. Again these will be refined with coordination of City Staff and consultants.

<b><u>Action Item</u></b>	<b><u>Low</u></b>	<b><u>High</u></b>
Community Vision Action Plan (Option 1)	\$60,000	\$80,000
Land Use Vision (Option 2)	\$5,000	\$30,000
Urbanization Study	\$30,000	\$50,000
JMA	\$5,000	\$10,000
Sub-Area Plan Update Coordination	\$2,500	\$5,000
TSP Lite	\$30,000	\$60,000
Housing/STR	\$12,000	\$20,000
Overall Update Tasks	\$12,750	\$29,500
<b>TOTAL (OPTION 1)</b>	<b>\$152,250</b>	<b>\$254,500</b>
<b>TOTAL (OPTION 2)</b>	<b>\$97,250</b>	<b>\$204,500</b>





# 2018 Comprehensive Plan Update Scoping Summary November 14th, 2018





# AGENDA

- Revisiting your Vision (30 minutes)
- Discuss Scoping Summary
  - High Priority Immediate Actions (5 minutes)
- Set Next Meeting Date (5 minutes)

# Revisiting Your Vision

Create a clear community statement of:


Vision

Values

Strategies

Goals

<http://mrsc.org/getmedia/d25adb45-9191-4f3c-aa2d-7d4e28afd7f0/BothellRoadMap.aspx>



City of Bothell™

## Bothell Road Map

*“For a Day or a Lifetime”*

<b>VISION</b>	<b>STRATEGIES</b>	<b>COUNCIL 2017-2018 GOALS</b>
<p>“Bothell is a vibrant, ‘green,’ mid-sized city, still with a ‘small town’ feel. Bothell has balanced both managed growth/economic development and environmental protection/neighborhood liveability. Bothell is first a community of quality residential neighborhoods, with an active downtown, a vibrant college campus, multiple business centers, and light industrial park areas. Because of its strong, diverse, commercial/light industrial economy, Bothell services are high quality and comparatively affordable. Bothell’s streets are walkable, multi-modal, with local and regional transit availability. Bothell has a mix of active parks and recreation available city-wide, and several large open space areas preserved and protected. Our citizens are informed, involved, and connected by events and activities. Bothell is proud of its past and future.</p>	<ul style="list-style-type: none"> <li>Quality of Life/Liveability</li> <li>Involved and Informed Community Partnerships &amp; Volunteers</li> <li>Community Events and Activities</li> <li>Safe and Secure</li> <li>Quality and Affordable City Services</li> <li>Financial Stability</li> <li>Diverse Economy and Local Jobs</li> <li>Technologically “Smart” Community</li> <li>Diverse Housing for All</li> <li>Involved/Engaged City Workforce</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Safe Streets and Sidewalks</li> <li><input type="checkbox"/> Main Street Enhancements</li> <li><input type="checkbox"/> Heroin Addiction Action Plan</li> <li><input type="checkbox"/> City-Wide Technology Strategy</li> <li><input type="checkbox"/> Fire and E.M.S. Training &amp; Equipment</li> <li><input type="checkbox"/> Community Events &amp; Activities</li> <li><input type="checkbox"/> Start Canyon Park Master Planning</li> <li><input type="checkbox"/> Complete Downtown Redevelopment</li> <li><input type="checkbox"/> Affordable Housing Strategy</li> <li><input type="checkbox"/> Wayne Golf Course Plan and Purchase</li> <li><input type="checkbox"/> Parks &amp; Recreation/Open Space Partnerships</li> <li><input type="checkbox"/> City-Wide Teambuilding, Training, &amp; Organizational Development</li> </ul>
	<div style="text-align: center;"><b>VALUES</b></div> <ul style="list-style-type: none"> <li>Respect for All and Differing Viewpoints</li> <li>Welcoming, Open and Transparent Government</li> <li>Integrity and Honesty as Foundation of Trust</li> <li>Professional Pride in Serving the Public Interest</li> <li>Involved and Engaged City Workforce Teams</li> </ul>	

December 2016

# Extent and Focus of a Community Vision

An Overall Vision plus sub area, Values, Strategies and Goals specific to Key Focus or Performance Areas.



# Examples

## One Community – Gladstone Missouri

1. Business and Economic Development
2. Neighborhoods
3. Community Center
4. City Services
5. Education
6. Identity and Regionalism



# Examples

## Another Community- Sisters Oregon

### A. Livability –

- a. Housing
- b. Transportation
- c. Growth&Planning
- d. Parks & Recreation
- e. Environment

### B. Resiliency

- a. Public Safety
- b. Disaster Preparedness
- c. Equity & Affordability
- d. Health & Wellness

### C. Prosperity

- a. Small Businesses
- b. Economic Development
- c. Jobs & Employment
- d. Tourism & Events
- e. Arts & Culture

### D. Connection

- a. Governance
- b. Educational & Learning
- c. Civic Engagement
- d. Civil Dialogue
- e. Volunteerism





# Examples

A third community – Coeur d’Alene, Idaho

- 1) Community and Identity
- 2) Education and Learning
- 3) Environment and Recreation
- 4) Growth and Development
- 5) Health and Safety
- 6) Jobs and Economy



# Community Vision is Broad

## Successful Planning

A Full Community Vision is inclusive of all Community Efforts including land use planning. It is NOT limited to land use planning and regulation of the built environment.



- Regulations are clear and flexible and reflect the goals of the plan
- Incentives encourage the type of development envisioned in the plan
- A clear process for reviewing development proposals against the plan and regulations
- Leadership is involved at all levels

Department of Commerce - Short Course on Planning

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# Community Wide Vision and Strategy

Guide and prioritize Comprehensive Planning and Zoning work

Generate a coordinated list of goals and action items for all focus areas across all City and Community decision making and activities

Provide an institutionalized pathway to Civic Engagement - known and stable ways to become and stay involved over time and as elected and appointed positions change

Name and support developing community partnerships - no city (or community entity) can do as much alone as they can together

Include systemic accountability for progress and learning/adjustments where progress is slow or impeded

# Continued Comprehensive Planning Actions

Some land use planning actions are clearly needed and can move forward even as a Community Vision is developed to guide additional actions.

Considerations Include:

- Road Standards (including multi-modal open space network)
- ADU / Short Term Rental – regulation and enforcement
- Continuing to work with County on – JMA and Urbanization Area Buildable Lands analysis

# Community Vision - Work Plan

A Vision is revisited to help set and maintain Community Work Plans

Shoreline WA has a broad Community Vision

The City Council relies on the vision to inform its work program

The vision is also reviewed and adjusted as new opportunities arise and struggles are addressed

## 2018-2020 City Council Goals and Work Plan

The Council is committed to fulfilling the community's long-term vision – Vision 2029 – and being a sustainable city in all respects:

- Sustainable neighborhoods—ensuring they are safe and attractive;
- Sustainable environment—preserving our environmental assets and enhancing our built environment so that it protects our natural resources; and
- Sustainable services—supporting quality services, facilities and infrastructure.

The City Council holds an annual Strategic Planning Workshop to monitor progress and determine priorities and action steps necessary to advance Vision 2029. This workplan, which is aimed at improving the City's ability to fulfill the community's vision, is then reflected in department work plans, the City's budget, capital improvement plan, and through special initiatives.

### **Goal 1: Strengthen Shoreline's economic climate and opportunities**

Robust private investment and economic opportunities help achieve Council Goals by enhancing the local economy, providing jobs and housing choices, and supporting the public services and lifestyle amenities that the community desires and expects.

#### **Action Steps:**

1. Implement the Community Renewal Plan for Shoreline Place, including a review of recommendations for a regional stormwater detention/retention system and construction of intersection improvements at N 155<sup>th</sup> Street and Westminster Way N
2. Enhance the attractiveness of Shoreline as a place for private investment, including investment by small and medium sized developments, by ensuring that the permit process is predictable, timely and competitive, and by constantly evaluating and improving the quality of regulations for the City and other local permitting organizations
3. Continue to implement the 10-year Financial Sustainability Plan strategies to achieve sufficient fiscal capacity to fund and maintain priority public services, facilities, and infrastructure, with specific focus on implementing a Business and Occupation tax and replacing the General Fund support of the Roads Capital Fund with another dedicated funding source
4. Continue to foster innovative, community-supported place-making efforts that help create diverse communities with a mix of residential and commercial uses and promote economic development
5. Encourage affordable housing development in Shoreline, including continued promotion of the Property Tax Exemption program, partnership with King County in the development of affordable housing on the City's property at Aurora Avenue and N 106<sup>th</sup> Street, and identify opportunities for integration of affordable housing at the future community and aquatic center facility
6. Facilitate collaboration with and between members of the business community in order to remove barriers to starting and growing businesses, increase commerce and profitability, and to identify appropriate new industries for Shoreline

### **Goal 2: Improve Shoreline's infrastructure to continue the delivery of highly-valued public services**

Shoreline inherited an aging infrastructure system when it incorporated in 1995. The City has identified needed improvements to strengthen its municipal infrastructure to maintain public services the community expects through its 20-year planning documents, including the Comprehensive Plan, Surface Water Master Plan, Transportation Master Plan and Parks, Recreation and Open Space Master Plan. Improvements are not limited to infrastructure investments. The City is also interested in improving coordination, planning, and overall information sharing among all service providers. As capital improvements are made, it is important to include efforts that will enhance Shoreline's natural environment, ultimately having a positive impact on the Puget Sound region.

#### **Action Steps:**

1. Identify and advocate for funding, including grant opportunities, to support construction of new and maintenance of existing sidewalks and other non-motorized facilities
2. Implement the Parks, Recreation, and Open Spaces Plan, including development of a strategy for a new community and aquatic center and priority park improvements and acquisitions
3. Continue to implement the Urban Forest Strategic Plan
4. Implement the 2018-2020 Priority Environmental Strategies, including achievement of citywide Salmon-Safe certification, consideration of expanding green building mandates, and appointment of

# Community Vision - Relates to Planning

(Q&A w/ Shoreline incoming Planning Director)

**How do you plan to help implement the city's Vision 2029 plan adopted by the community?**

1. Updating the Comprehensive Plan to fully incorporate Vision 2029
2. **Vision 2029 Framework Goal 18:** discuss policies for future land use as part of the major update of the Comprehensive Plan for Fircrest;
3. **Vision 2029 Framework Goal 12:** Population/Housing Choice Initiative project in 2013 and set policy direction in the Comprehensive Plan as part of the major update – planning for the PSRC 2040 projected growth for Shoreline, by thinking about the people we need to provide housing for in the future – who will be moving to Shoreline? I've heard people want their kids to find a places in Shoreline to live after graduation. I've heard baby boomers talking about wanting to downsize from the single family home to a walkable community in Shoreline. What age groups, income groups, etc. will be coming? Will they have cars? Will they want yards? Will they need accessible units?
4. **Vision 2029 Framework Goal 14:** We are engaged in Sound Transit's North Corridor Project planning and are in the initial stages of planning for two light rail stations in Shoreline. PCD staff are participating in the PSRC Growing Transit Community Task Force to develop best practices for station area planning to be used throughout the region.

**How is the comprehensive plan update going? What does mean for the city and its residents?**

The Comprehensive Plan update is going well. We are staying focused on the direction provided to staff by Council – to simplify the plan, reduce the volume of the Plan and most importantly update policies throughout all of the Comprehensive Plan to fully incorporate the City's Vision 2029.

# Hillsboro Example

**HEALTH, WELLNESS AND SAFETY**



**Goal Statement**

Hillsboro is a safe and healthy city for all community members. The community approaches policing, fire prevention and emergency planning in a manner that builds trust, encourages public participation and fosters community preparedness and resiliency. Community partnerships and progressive planning ensure Hillsboro residents have knowledge of and access to health care and social services, affordable housing, fresh local food, and healthy lifestyles.

**Lead Community Partners**

- Bienestar
- City of Hillsboro
- Community Action
- Domestic Violence Resource Center
- Elders in Action
- Hillsboro Farmers' Market, Inc.
- Hillsboro Ministerial Association
- Hillsboro School District
- Oregon State University Extension Service
- Rebuilding Together Washington County
- TVW, Inc.
- Tuality Healthcare
- Virginia Garcia Memorial Health Center
- Washington County

**Support Partners**

- Early Learning Washington County
- Hillsboro Food Co-op
- Hillsboro Library
- Hillsboro Senior Center
- M&M Marketplace
- Oregon Department of Vocational Rehabilitation
- Salvation Army
- Village Without Walls



2 HILLSBORO 2035 COMMUNITY PLAN

## Initiatives and Actions

**Initiative 1: Promote community wellness through expanded services, information, and access to healthy food and activities.**

ACTION	LEAD COMMUNITY PARTNER(S)	TIMELINE/STATUS
A. Facilitate access to fresh, healthy food at farmers' markets, co-ops, restaurants, clinics and other neighborhood locations	Hillsboro Farmers' Market, Inc.	Implemented On Going
B. Expand the number and geographic availability of community gardens	City of Hillsboro	Underway

**Initiative 3: Create systems to facilitate aging-in-place and quality of life for our growing senior population.**

ACTION	LEAD COMMUNITY PARTNER(S)	TIMELINE
A. Create and implement an eldercare strategy to increase access to senior housing and health care	Washington County	Underway
B. Offer recreation classes and information workshops for seniors	City of Hillsboro	Implemented On Going
C. Expand senior engagement and volunteer opportunities	Elders in Action	To be Implemented by 2020
D. Promote technology portals through which seniors can network and access information and services (e.g. transportation assistance)	Washington County	Implemented On Going



**Initiative 4: Increase the supply of affordable housing to serve Hillsboro's growing workforce and people at all income levels.**

ACTION	LEAD COMMUNITY PARTNER(S)	TIMELINE
A. Develop a citywide workforce housing strategy	City of Hillsboro	To be Implemented by 2020
B. Expand the number of affordable, energy-efficient workforce housing options citywide	Bienestar	Underway
C. Facilitate development of innovative housing such as pocket-neighborhoods, micro-housing, aging-in-place and live-work spaces	City of Hillsboro	Underway

HEALTH, WELLNESS + SAFETY

HEALTH, WELLNESS + SAFETY

Strengthen social support networks to elevate those in

ACTION	LEAD COMMUNITY PARTNER(S)	TIMELINE/STATUS
...ent opportunities for ...ies and U.S. veterans by ...to and public sector hiring	TVW, Inc.	Implemented On Going
...strategies to provide ...table shelter while they ...services	Community Action	Implemented On Going
...help for people living ...	Rebuilding Together Washington County	Implemented On Going
...istance for at-risk ...ce homelessness ...t youth	Community Action	Implemented On Going
...rice center with one- ...es	City of Hillsboro Domestic Violence Resource Center	Underway
...lturally-competent ...ensure people without ...cess to services	Tuality Healthcare Virginia Garcia Memorial Health Center	Underway



# Community Vision Steps and Commitment

National Civic League Denver Co. – Outlines Some Key Steps

## Initiating Committee

Identify variety of Stakeholders in the community:

- Pro-Growth/No Growth
- Business Type (Small, Corporate, Industrial)
- Old/New Resident
- Conservative/Liberal/Moderate
- Geographic Location
- Age n Ethnicity/Race
- Service Provider
- Income Level
- Education Reform/Back to Basics
- Elected/Appointed Leadership
- Single Parent/Dual Parent House
- Institution Type (schools, police, etc.)



<http://mrsc.org/getmedia/D9ADE917-2DF1-4EA2-9AA8-14D713F5CE98/VSPHandbook.aspx>

# Community Steps and Commitment

- Design Process
- Set Timeline
- Chairperson and Oversight Committee
- Outreach (committee)
- Research (committee)
- Staffing
- Facilitation (neutral outside source)





# Community Steps and Commitment

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## Outreach Tools

- Surveys
- Focus Groups
- Social Media
- Town Meetings
- Flyers
- Speakers Bureaus
- Op Ed, PSA, and /or Press Release



Pete Springer/OPB

*Local governments, in particular, can capitalize on the amazing opportunity that web-based technologies, including social networking (SN), provide. These tools are quickly reshaping the way we communicate and interact, and government would be smart to adapt.*

Some government agencies are beginning to adapt. [Oregon school districts](#) are now turning to Facebook and Twitter to better reach busy families. The Portland Water Bureau's [Facebook](#) page has become a destination to discuss water issues. And the Eugene Public Library's [Twitter](#) feed offers plenty of



# Resources (only a few)

[http://www.newportoregon.gov/dept/cdd/documents/Vision2040/Vision2040\\_Final\\_Draft.pdf](http://www.newportoregon.gov/dept/cdd/documents/Vision2040/Vision2040_Final_Draft.pdf) Newport OR

<http://www.jfs.tku.edu.tw/15-2/S05.pdf> Steven Ames Journal of Future Studies

<https://sistershorizons.org> Sisters Website Vision in Process

[http://issuu.com/hillsboro2035/docs/community\\_plan\\_2035\\_hqp\\_072315?e=18448918/14457815](http://issuu.com/hillsboro2035/docs/community_plan_2035_hqp_072315?e=18448918/14457815) Hillsboro vision action plan

<http://www.ourvalleyourfuture.org/what-is-our-valley-our-future/> Wenatchee Valley WA

<http://www.shorelinewa.gov/home/showdocument?id=38749> Shoreline WA

<https://www.slideshare.net/newmediatransit/civic-engagement-examples-10043404> Town Hall - Government Civic Engagement 2.0

<https://www.opb.org/radio/programs/thinkoutloud/segment/town-hall-20/> Town Hall 2.0 formats

<https://www.civicplus.com/blog/ce/12-inspiring-examples-of-citizen-engagement-initiatives-for-smart-cities> Additional Examples form diverse community visioning



# Elements – Not Covered

- Wildfire Risk Element
  - Community Wildfire Protection Plan
- Natural Areas
  - Covered by Critical Areas Ordinance
- Resource Lands
  - Not any.



# Next Meeting

- Next Time
  - Recommended Actions and Scope
  - Options for Visioning
  - Input and Identify Priorities for First Steps
- Next Meeting: 5:30pm – November 14th