



**Agenda Planning Commission
Gig Harbor Civic Center
Thursday, February 16, 2023 5:30 P.M.**

This meeting may also be accessed through Zoom at <https://zoom.us/j/95353411299> or by calling (253) 215- 8782 and entering Meeting ID 953 5341 1299. Please see the Public Comment & Decorum section at the end of this agenda for information on options to make public comment.

This meeting may also be viewed live in the Community Rooms at the Civic Center.

- I. Call to Order/Roll Call:**
- II. Approval of Minutes: February 2, 2023**
- III. Public Comment:**
- IV. Agenda Items:**
 - a. Introduction and discussion with Bill Grimes of SCJ Alliance, the consultant assisting the City with the 2024 Comprehensive Plan Periodic Update
- V. Other Business: Next meeting Thursday, March 2, 2023 – Urban Forestry**
- VI. Adjournment:**

PUBLIC COMMENT & DECORUM

Commenters will be allotted 3 minutes per individual, unless revised by the Chair. In-person comments shall be made from the microphone, first giving the speaker's name and address. When there are 30 seconds remaining, staff will alert you to summarize your comments. At the end of your comments, staff will notify you it has come to the end of your comment period. Anyone making "out of order" comments may be subject to removal from the meeting.

Public comment may be made remotely via Zoom or by phone during designated portions of the meeting. To speak during the meeting, press the Raise Hand button near the bottom of your Zoom window or press *9 on your phone. Please refrain from raising your hand until the Chair has announced that the Commission has opened the public comment portion of the meeting. Your

name or the last three digits of your phone number will be called out when it is your turn to speak. When using your phone to call in, you may need to press *6 to unmute yourself. All speakers will have up to three minutes to speak.

All remarks shall be addressed to the Commission as a body and not to any specific Commissioner. All speakers shall be courteous in their language and deportment and shall not engage in or discuss or comment on personalities or indulge in derogatory remarks or insinuations with regard to any Commissioner, the Chair, or any member of the staff or the public.

There will be no demonstrations during or at the conclusion of any public comment. These guidelines are intended to promote an orderly system of holding a public meeting, to give every person an opportunity to be heard and to ensure that no individuals are embarrassed by voicing their opinions.

AMERICANS WITH DISABILITIES (ADA) ACCOMMODATIONS ADA accommodations can be provided upon request. Those requiring special accommodations should contact the City Clerk at cityclerk@gigharborwa.gov or (253) 853-7613 at least 24 hours prior to the meeting.



**Agenda Planning Commission
Gig Harbor Civic Center
Thursday, February 2, 2023 at 5:30 P.M.**

- I. **Call to Order/Roll Call:** Chair Krawczyk called the meeting to order at 5:30 p.m. Commissioners Bradbury, Soltess, Brown, Burcar, and Snodgrass were present. Commissioner Jordan was excused
City Staff: Principal Planner, Robin Bolster-Grant; Senior Planner, Roxanne Robles & Planning Technician, Michelle Thomas were present
- II. **Approval of Minutes:** Move to approve minutes for December 15, 2022 (Bradbury/Brown) Unanimously approved
- III. **Public Comment:** No public comment
- IV. **Agenda Items:**
 - a. Chair and Vice Chair Elections – Brown/Bradbury nominated the incumbents as Chair and Vice Chair, Unanimously approved
 - b. Urban Forestry- Staff Presentation by Robles
 - c. Comprehensive Plan Update Checklist – Staff Presentation by Bolster-Grant
- V. **Other Business:** Committee rolls and Commissioner Brown’s memo. Next meeting Thursday, February 16, 2023
- VI. **Adjournment:** 7:12

Michelle Thomas

Michelle Thomas
Planning Technician



Staff Memorandum

TO: Gig Harbor Planning Commission

FROM: Robin Bolster-Grant, Principal Planner
Planning Division

SUBJECT: 2024 Comprehensive Plan Periodic Update – Consultant
Introduction

DATE: February 9, 2023

At the Planning Commission’s previous meeting on February 2nd, staff presented the Department of Commerce Checklist for the 2024 Comprehensive Plan Periodic Update with a pledge to return to introduce the consultant, SCJ Alliance, which has been selected to assist the City with the update.

The contract negotiations with SCJ Alliance have been completed and the contract has been scheduled to be presented to City Council for final approval on February 13th. Bill Grimes, representing SCJ Alliance, will come before the Planning Commission at the February 16th meeting to introduce his firm and to discuss the update process. The SCJ Alliance scope of work is attached to facilitate the discussion.

Attachments:

Exhibit A – SCJ Alliance Comp Plan Update Scope of Work

City of Gig Harbor – Periodic Comp Plan Update Scope

Phase 1: Project management, documentation, and communications

The consultant team will begin the project by meeting with SCJ and Gig Harbor staff to review project scope, schedule, budget, and deliverables to ensure expectations are clear. That meeting will cover project communication protocols, including providing team members with information needed to deal effectively with issues, including whom to inform of a specific issue and whom to contact for assistance.

The consultant team will participate in monthly check in calls with the City's project manager and will provide monthly progress reports documenting the status of both scope progress and budget expenditure.

Deliverables:

- Kickoff meeting with staff
- Participation in monthly check in calls, monthly invoices and progress reports

Phase 2: Understanding

This work establishes a baseline of understanding for Gig Harbor and an assessment of the existing comprehensive plan's policy for compliance with current GMA requirements. It also produces a project engagement schedule, identifying specific engagement opportunities and establishing a first-generation project calendar in close consultation with City staff.

2.1 Demographics Report

SCJ will work directly with City staff in updating the plan's demographic information. This task will also include compiling data for base map layers.

2.2 Policy Framework

This task includes review and analysis of existing plans and other relevant planning documents. SCJ will compile this information into a single and cohesive reference document, evaluating the existing comprehensive plan's policy framework and "mashing up" policy guidance from other recent policy documents. This will establish a comprehensive and current policy framework, allowing for a quick and intuitive understanding and evaluation of the community's current policy environment. This will also be a living document, keeping track of policy initiatives as they emerge and providing comparisons to what is already on the books.

2.3 Comp Plan Engagement Schedule

In this task, SCJ will create a project schedule integrating the comprehensive plan and transportation master plan and EIS, working with staff to understand the process needs for each and designing points of intersection where appropriate. This task aims to ensure our collective efforts are compatible, consistent, and complimentary. The detailed project schedule will identify milestones for internal coordination with City Departments, community outreach, and anticipated touchpoints with the Planning Commission and City Council. This task will identify community engagement events and techniques for each step in the process. We will work with you to design a program (see Phase 3) to build upon Newcastle's existing community engagement tools and ensure transparency and effectiveness.

Deliverables:

- Demographics memo
- Plan and policy inventory
- Process schedule, with engagement strategy
- Policy Framework

Phase 3: Comprehensive Plan Update

This phase of work prepares the comprehensive plan periodic update, revising the plan's structure, narrative, and policy to comply with new statutory and regional requirements and advance the community's pursuit of its vision. The plan will incorporate work produced for the transportation element, too, ensuring policy compatibility, regional certification, and strategically targeted and consistent implementation actions.

3.1 Projections and Land Use Needs Analysis

We will review your existing land use environment and compare it to population forecasts and policy guidance from PSRC and King County. We will work with you to understand how land use may need to adjust to hit growth targets and achieve the type, mix, and scale of development envisioned in regional policy.

3.2 GMA Checklist, Evaluation, and Update of the Existing Policy Framework

SCJ will apply the GMA checklist to evaluate the required updates to the comprehensive plan and development regulations, using the policy framework to specifically target policy revision requirements and opportunities. We will also assess how the city's goals match the results of early community conversations identifying issues and opportunities.

3.3 Vision: Applied

We will review, vet, and refine Newcastle's vision to reflect community concerns and aspirations. We may use a scenario-based approach to visioning or focus on amending the one now adopted, working with you to discern the most helpful method. Our approach will conform to your guidance for equity in engagement, ensuring the emerging vision benefits from as broad a set of perspectives as possible and addresses the potential of HCT and missing middle housing. We will make this vision spatial in nature, emphasizing the community's diversity in character, hope, and need.

3.4 Scenarios

We will work with staff to develop alternate land use scenarios, addressing potential land use changes and policy consequences of each. These scenarios will be the basis for detailed community conversation and inform the accompanying SEPA work, creating a direct bridge between the comprehensive plan and its integrated environmental impact statement.

3.5 Plan Drafting

We will rewrite the comprehensive plan to respond to the updated vision, technical analysis, regional policy, and community suggestions. We will review those areas in town which may intensify and become more complex, ensuring they are adequately supported by transportation, transit, utilities, and policy. This effort will focus on creating consistency with Buildable Lands Reports, City projects, and other adopted policy. The plan will conform to GMA content requirements but may also be structured differently than the current plan. We will work with you to determine the best possible format, potentially orienting the plan for an "online first" publication and building it on HTML protocols.

3.6 Implementation

We will create an implementation table, linking each action with applicable plan policies to underscore the relationships between proposed actions and the planning basis for each.

3.7 Zoning Amendments

This task dedicates approximately 40 hours of our time to audit your development regulations and, as possible, draft specific code amendments to tackle the highest compliance or strategic implementation priorities. We will work with you in this task to prioritize code amendments, conceptualize their direction, draft text edits, and consider the magnitude of other changes necessary to achieve plan objectives.

Deliverables:

- Land use analysis and targeted change areas
- GMA checklist and policy framework
- Draft spatial vision
- Planning scenarios
- Draft comprehensive plan
- Draft implementation table
- Priority zoning amendments

Phase 4: State Environmental Policy Act (SEPA) consultation

This process is consistent with the Washington Administrative Code's guidance for developing, vetting, and certifying an integrated comp plan/EIS, ensuring the process can accommodate and effectively integrate an EIS into the comprehensive plan if required.

4.1 Background and Scoping

The scope and level of environmental review will match the degree of detail and transformation the comp plan anticipates. We will work with the City to define the scope of environmental analysis, including no environmental impact statement as part of our initial scope. We will prepare a determination of non-significance and SEPA checklist to kick off the SEPA process. If the scope of the comprehensive plan warrants an EIS, however, we will work with the City to prepare a Determination of Significance and begin the EIS scoping process.

Deliverables:

- Determination of Non-Significance and SEPA checklist, or
- Determination of Significance and scoping notice

Phase 5: Community Engagement Strategy and Adoption

The best plans are supported by the communities who will live by them and be responsible for their implementation. This phase of work describes the types of engagement activities we expect to design, inform, or run, ensuring the Gig Harbor community has an effective voice in this plan's development, priorities, and commitments.

5.1 Orientation Interviews

We believe a set of orientation interviews soon after starting work is key to focusing our effort on the topics and issues most relevant in the community's eyes. These interviews invite community members into the process.

We propose devoting up to three days for these conversations, by meeting with people one-on-one or in small groups.

5.2 PC updates

We believe the Planning Commission will prove helpful to generate community involvement, and we have included updates as part of our proposed scope. We will work with you to identify the Commission's role and scope of activities and then prepare them for their involvement.

5.3 Public Outreach Events (up to 8)

We will design and participate in multiple outreach events. We have included up to 8 public events here, preparing materials in advance as appropriate to support them. We will coordinate public engagement with other City events when possible, presenting materials pertaining to the comprehensive plan update and related planning efforts. We expect to refine the public engagement and outreach events once we have agreed upon an overall strategy, creating a progressive, inclusive, transparent, and compelling engagement series to inform the community and support plan initiatives. Events may include a storefront studio or other multi-day charrette-style activity, community workshops, or open-mike open houses, depending on the outreach approach we agree upon during the project planning phase.

5.4 Project Website and Social Media

We will coordinate with the City on its website and social media platforms, developing content as appropriate to announce events and describe project progress. We will also develop at least one online community questionnaire to explore community preferences and sort through planning alternatives.

5.5 Planning Commission and City Council

We anticipate preparing for and attending up to eight public work sessions or hearings with the Planning Commission and City Council, tracking recommended changes to the comprehensive plan as requested, and then producing a final document upon plan adoption.

Deliverables:

- Up to 24 orientation interviews and summary report
- Advisory committee handbook
- Up to 8 public events
- Project website and social media
- Up to six Planning Commission and City Council meetings

Phase 6: Traffic model update, traffic forecasting, and capacity availability

This task includes updating the City's Visum travel demand model, preparing traffic forecasts to evaluate future land use and transportation improvement strategies and preparation of an updated Transportation Capacity Availability Report. The consultant will coordinate with WSDOT, PSRC, and neighboring jurisdictions to leverage available traffic data sources for the model update in addition to working with the City to obtain updated information necessary for this task.

6.1 VISUM traffic model update

Model Update Charter

The consultant team will meet with City staff to understand how they want to use the model. During this meeting, the group will set a charter for the model update and identify the key steps for model improvements and validation. Hardware and software improvements since the previous model update have made it practical to implement a *Highway Capacity Manual*-based network capacity methodology, which provides a greater level of detail than the existing model can offer. The consultant will recommend model revisions to improve model precision and accuracy.

Create 2022 Baseline Visum Traffic Count Files

The consultant team will use traffic count data collected by the City in 2022 and supplemented with available regional traffic counts to update the 2017 traffic count files. This data will be used for model validation and Level of Service (LOS) calculations.

Create 2022 Baseline Visum Land Use Files

The consultant team will work with City staff to verify baseline land use by Traffic Analysis Zone (TAZ) for all City TAZ's in the model. This will require City staff confirmation of current employment and housing by type for each TAZ. A 2022 GIS land use file will be provided for City review with 2022 employment and housing by TAZ. City comments will be used to create an updated baseline land use file.

Create 2022 Baseline Visum Network Files

The consultant team will work with City staff to verify baseline network attributes for all links and nodes in the model. This will require City staff confirmation of current link type for each street segment and control type for each intersection. A 2022GIS network file will be provided for City review with proposed 2022 link and node attributes. City comments will be used to finalize the baseline network attributes.

6.2 Baseline Model Validation

The consultant will use the updated land use and network data as the basis for a recalibrated travel demand model. Modeled traffic flow and trip distribution patterns will be compared against field data, including traffic counts and origin-destination studies. Model parameters will be adjusted to improve correlation between modeled and observed travel characteristics. The travel demand model will also be reviewed to eliminate any procedural or coding errors which could influence travel demand forecasts. The model validation process will utilize methods and targets recommended by FHWA and NCHRP literature. The validated model will provide a goodness-of-fit statistic equal to or better than the 2017 model.

6.3 Pipeline model

Create Pipeline Visum Land Use Files

The consultant will confirm the City's approved pipeline development list with respect to approved projects, in particular those that create new housing units or additional employment. The Baseline land use file will be updated by TAZ into the Visum Pipeline model.

Create Pipeline Visum Network Files

The consultant will update all links and nodes in the model to reflect for short range transportation improvements (6-year horizon, consistent with GMA for concurrency evaluations), based on the most up-to-date local TIPs, STIP, regional plans, and input from City staff.

6.4 Future year baseline model

Create Future Baseline Land Use File

The consultant team will work with City staff to update the future (long-range) land use by Traffic Analysis Zone (TAZ) for all City TAZ's in the model. Long-range forecasting year will be confirmed through discussion with City staff and will maintain consistency with Gig Harbor Comprehensive Plan Land Use Element update.

Create Future Baseline Network File

The consultant will update all links and nodes in the model to reflect long range transportation improvements that are likely to be funded through the long-range horizon based on the most up-to-date local TIPs, STIP, regional plans, and input from City staff. The Future Baseline network will include only those future improvements that City staff consider highly likely. The network may not include all the future improvements assumed in the current Transportation Element of the Comprehensive Plan.

6.5 Future land use and transportation network scenario testing

The consultant will use the Future Baseline Model to evaluate up to four additional long-range travel demand forecasting scenarios, which may include the following:

- Future No Action (existing transportation network)
- Future SOV Congestion Mitigation Scenario (network improved to mitigate LOS deficiencies)
- Future Multimodal Scenario (increased mode share to walk, bike, transit, work from home)
- Refined Future Scenarios (Evaluate timing of future improvements)

Future land use and transportation network scenarios will be confirmed through discussion with City staff.

6.6 Model documentation

The consultant will develop a detailed Model Development and Application Report that details the assumptions and methodology for the model update, including key model inputs like current and future year land use and transportation network improvements assumed. The report will walk users through common tasks in applying the model (updating land use, performing a select link analysis to identify trip distribution patterns, and operating the capacity availability tool for annual reporting). Additionally, the documentation will provide guidance on future model updates.

6.7 Concurrency report

The consultant will develop an update to the 2017 Concurrency Report using the updated Pipeline Visum Model forecast, consistent with Gig Harbor Municipal Code.

Deliverables:

- **Technical memorandum**
- **Traffic Counts imported into the Visum model and traffic flow map**
- **Updated land use imported into the Visum model and baseline land use map showing employment and housing by TAZ**
- **Updated Pipeline network data imported into the Visum model and Pipeline network map showing link types and intersection controls**
- **Updated network data imported into the Visum model and baseline network map showing link types and intersection controls**
- **Updated land use imported into the Visum model and pipeline land use map showing near-term employment and housing growth by TAZ**
- **Updated future land use imported into the Visum model and baseline land use map showing long-range employment and housing growth by TAZ**
- **Updated Future Baseline network data imported into the Visum model and Future Baseline network map showing Baseline network improvements**
- **Graphic representations of traffic flow patterns and volumes resulting from the various scenarios for use in developing a preferred future network**
- **Model Documentation Report**
- **2022 Concurrency Report**

Phase 7: Transportation element update

The work to update the transportation element is both technical and strategic in nature, requiring detailed analysis of the transportation system and a “weaving in” of policy initiatives compatible with and advancing the comprehensive plan’s other policies and implementation actions.

7.1 Current conditions update

Consultant will develop a comprehensive assessment of current transportation conditions to bring the previous plan’s evaluation up to 2023. This task will leverage data collected in Tasks 2, as well as other data available to provide a comprehensive look at all facilities within the City, including state-owned highways such as SR 16.

7.2 Policy update

Consultant will review the current set of policies and recommend edits needed to meet current GMA and PSRC requirements.

The consultant will also work with City staff to evaluate the ‘layered network’ and level of service policies developed for Gig Harbor’s prior transportation plan. It is anticipated that this evaluation will occur through a workshop – either in person or via conference call. We will make recommendations to update the network to reflect update state of the practice or updated conditions on the ground.

Project List Development and Costing

Once the traffic modeling has been completed, a layered network is developed, and level of service standards adopted, the consultant identifies projects to improve Gig Harbor’s transportation infrastructure, through inclusion in the short range (6 year) and long range (20 year) TIPs. Planning-level cost estimates will leverage available cost estimates from the City and other sources. As a part of this task, the travel model will be used to evaluate the best order for project completion.

7.3 Plan implementation and financing

To help Gig Harbor build the projects, provide the programs, and sustain the transportation system, the consultant will examine funding strategies and sources of revenue that can help pay for transportation. The consultant will update the funding section of the current transportation element based on information provided by the City’s finance staff.

7.4 Plan development

Throughout the process the consultant will have collected data, conducted extensive public outreach, and performed multi-disciplinary analysis. The final product of this process will be the Transportation Element document.

Deliverables:

- Technical memorandum
- Updated policies, Layered Network Map, Level of service workshop; memorandum summarizing findings
- Project list
- Technical memorandum
- Draft and final Transportation Element

Phase 8: Transportation Impact Fees (TIF) update

This element of our work will revisit the City's transportation impact fees, basing new fee structures on network changes and forecast demand for additional transportation system improvements.

8.1 Review and update transportation project list

The consultant will review the projects that have come out of the Transportation Element tasks to identify capital projects that could meet impact fee eligibility.

Deliverables:

8.2 Calculate existing deficiencies and update growth assumptions

The consultant will calculate the existing deficiency portion of transportation projects based on adopted level of service policies. The consultant will work with the City to explore creative ways to identify deficiencies to ensure to maximize project eligibility.

The consultant will summarize expected residential and commercial growth within the city consistent with the Transportation Element and travel model developed in prior tasks. The consultant will then convert the land use growth to person trips for calculation of the impact fee.

Another important GMA requirement is that impact fees are only charged for growth that occurs in the city. The consultant will estimate the usage of the transportation projects by city growth using the updated travel model.

Deliverables: Technical memorandum

8.3 Calculate impact fee rate and prepare rate study

The consultant will calculate a new 'cost per trip end' that is translated into an impact fee schedule and will develop an impact fee rate study to support the new impact fee.

Deliverables:

8.4 Presentations to Council committees

The Consultant will prepare for and attend up to two City Council Committee meetings to present on the proposed updates to the impact fee program.

Deliverables:

- Technical memoranda (project list and deficiencies/growth assumptions)
- Draft and final impact fee rate study
- Two presentations to City Council Committees