

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners
Mark McCauley, County Administrator

FROM: Josh D. Peters, DCD Director
Joel Peterson, Lead Long Range Planner

DATE: October 2, 2023

SUBJECT: Letter of Support for Washington Department of Commerce Comprehensive Plan Periodic Update Grant.

STATEMENT OF ISSUE:

On June 27, 2023, Washington Department of Commerce informed the Board of Commissioners that Jefferson County is eligible for a Comprehensive Plan Periodic Update Grant (PUG) in the amount of \$350,000 to assist the county with planning costs associated with the Growth Management Act (GMA)-required periodic review.

Application requirements for the PUG include the application form (proposed scope of work and budget) and a signed Letter of Support from the County (documents attached).

BACKGROUND:

The GMA requires jurisdictions to periodically review and update their comprehensive plans. RCW 36.70A.130. The last periodic update of the Jefferson County Comprehensive Plan was completed in 2018. Jefferson County's next periodic review is scheduled for completion by June 30, 2025. To that end, Washington Department of Commerce is providing jurisdictions with Periodic Update Grants (PUG) based on their population size.

\$350,000 has been reserved for Jefferson County as a non-competitive grant to assist with the completion of the periodic review. Funds of this grant are evenly split between two years: \$175,000 for FY2024 and \$175,000 for FY2025.

ANALYSIS:

Commerce will execute a grant agreement with the County following the submittal of the application and letter of support. These grant funds provide the only currently identified funds for the County's Comprehensive Plan periodic review. The attached application includes a proposed scope of work and budget for programming the grant funds. Community Development may seek additional funds for specific planning topics that may need additional funding.

The FY2024 funds cover all eligible related GMA update costs retroactively from July 1, 2023 to June 30, 2024; and FY2025 from July 1, 2024 to June 30, 2025. The state legislature appropriates the grant funding for individual state fiscal years, so funds cannot be carried over from FY2024 to FY2025.

Commerce allows amendments during the term of the grant agreement in order to re-allocate funds within a specific fiscal year, and to revise the scope and budget as needed.

FISCAL IMPACT:

The non-competitive grant from Commerce will provide \$350,000 to assist in completing the GMA-mandated periodic review of the Jefferson County Comprehensive Plan.

RECOMMENDATION:

Sign the Letter of Support and return to Community Development for further processing.

REVIEWED BY:


Mark McCauley, County Administrator

Date

9/27/23



Board of County Commissioners
1820 Jefferson Street
PO Box 1220
Port Townsend, WA 98368

Kate Dean, District 1 Heidi Eisenhour, District 2 Greg Brotherton, District 3

October 2, 2023

Mr. Dave Anderson, AICP
Managing Director, Growth Management Services
Department of Commerce
1011 Plum Street SE
P.O. Box 42525
Olympia, WA 98504-2525

Subject: Letter of Support, 2025 Growth Management Act Periodic Update Grant

Dear Mr. Anderson,

Jefferson County acknowledges the Department of Commerce's June 27, 2023 letter informing the County of \$350,000 available, over the next two state fiscal years, as a Periodic Update Grant (PUG). The County greatly appreciates the financial support provided by Department of Commerce through this grant.

The Jefferson County Comprehensive Plan is an important planning and policy document and is an often-used reference as a policy guide for the County's business. The periodic review is valuable for maintaining the Comprehensive Plan's relevance to the County, as well as maintaining consistency with the Growth Management Act. As shown in Jefferson County's grant application, the County will be engaging many partners and constituents, updating required elements of the Comprehensive Plan, and coordinating planning and growth policy review within our communities.

Jefferson County relies on this planning support and we look forward to developing a grant agreement with you in the near future.

Greg Brotherton, Chair District 3
Jefferson County Board of County Commissioners



STATE OF WASHINGTON
DEPARTMENT OF COMMERCE

1011 Plum Street SE • PO Box 42525 • Olympia, Washington 98504-2525 • (360) 725-4000
www.commerce.wa.gov

June 27, 2023

The Honorable Greg Brotherton, Chair
Jefferson County
615 Sheridan Street
Port Townsend, Washington 98368

RE: 2025 Growth Management Act Periodic Update Grant

Dear Commissioner Brotherton:

Jefferson County is required by RCW 36.70A.130(5)(b) to review and, if needed, revise its comprehensive plan and development regulations by June 30, 2025, to ensure they comply with the Growth Management Act (GMA).

We are pleased to inform you that, based on your population size, that \$350,000 has been reserved for Jefferson County as a grant to assist in completing your update work. This funding is reserved for the city as a non-competitive formula grant.

Please note: In addition to this formula award, we will provide more information in the upcoming months regarding additional grant funding opportunities through Growth Management Services, particularly to assistance with implementation of new housing and climate change legislation under the GMA. We will be providing more announcements about these additional grants very soon, as the agency finalizes its new 2-year budget for the new 2023-2025.

Due to the way funding is appropriated by the legislature, one-half of this currently available GMA Update Grant funding award, or \$175,000 is available to reimburse related review and update project costs from July 1, 2023 to June 30, 2024. The second half of this total award, or \$175,000 will be available in your grant agreement for the period of July 1, 2024 to June 30, 2025.

Commerce will sign a grant agreement with you in the upcoming month. This letter confirms that all related GMA update project costs incurred by your jurisdiction, beginning July 1, 2023, will be eligible for reimbursement. Therefore, you will not need to delay work on the update grant until the contract is signed.

In addition to this financial assistance, Growth Management Services will continue to provide technical assistance for you during this periodic update process, until your scheduled update

deadline, and our professional senior planners are ready to assist you with any questions. Please feel free to contact your assigned senior planner with any questions.

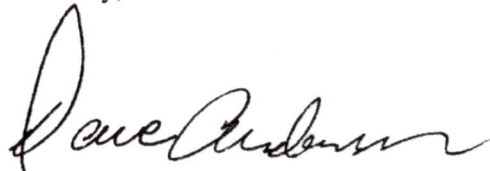
Your first grant deliverable for the periodic update grant will be the completion and submittal of the periodic update checklist, which we provide for review for your comprehensive plan and development regulation. You may find a copy of the checklist and instructions on our webpage here: <https://www.commerce.wa.gov/serving-communities/growth-management/periodic-update/>

In order to receive this funding, please complete and submit the GMA Update Grant Application materials. These materials are located on the Growth Management Services grants webpage located at <https://www.commerce.wa.gov/serving-communities/growth-management/growth-management-grants/>

We request application materials please be returned no later than **September 30, 2023**. As soon we receive your submitted application, we will begin preparing your contract and negotiate your final scopes of work.

If you have questions regarding this grant program or receiving technical assistance regarding your update, please contact Matt Ojennus at (360) 725-4047, or matthew.ojennus@commerce.wa.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Dave Andersen", with a stylized, flowing script.

Dave Andersen, AICP
Managing Director, Growth Management Services

cc: Patty Charnas, Director of Community Development



GMA UPDATE GRANT APPLICATION

This form is used to apply for a GMA Periodic Update Grant (PUG) from Commerce. Be sure to answer each question clearly and with sufficient detail.

Information on how to address the questions can be found in the Application Instructions.

The following items should be submitted with your application:

1. This completed grant application form; and
2. A letter of support from either your city mayor, county executive or the chair of your board of county commissioners, supporting the work to be done as funded by this grant.

Section 1: Proposal Request

Please give a brief description of your update grant proposal. (50 words or less)

Periodic Review of the Jefferson County Comprehensive Plan (JCCP) and related Unified Development Code (UDC) updates per RCW 36.70A.130(5)(b). The project will update the JCCP and UDC to conform with legislative changes to the Growth Management Act since the completion of the last periodic review in 2018. Focus areas will include additional analysis in the Housing Element, further development of the Port Hadlock/Irondale Urban Growth Area with the onboarding of a wastewater facility, consideration of Tribal interests and information as a new stand-alone element or integrated within existing plan elements, and updates to functional plans such as the Capital Facilities Plan. Countywide Planning Policies will be reviewed with City of Port Townsend, the county's single incorporated city.

The County will continue to seek additional funding for specific JCCP and UDC work that may require special evaluation. Potential grant funds from different sources will be administered as appropriate for each funding source.

Section 2: Grantee Information

Applying Jurisdiction	Jefferson County, Washington
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Joint Applicants (if applicable)	
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Grantee/Contract Representative	Jefferson County Community Development		
Name	Joel M. Peterson, AICP		
Title	Associate Planner		
Unit/Department	Community Development		
Mailing Address	621 Sheridan Street		
City	Port Townsend		
State	WA	Zip Code	98368
Telephone Number	(360) 379-4457		
Email	jpeterson@co.jefferson.wa.us		

Financial Contact (If different from the Contract/Grant Representative)			
Name	Chelsea Pronovost		
Title	Administrative Services Manager		
Department	Department of Community Development		
Mailing Address	621 Sheridan Street		
City	Port Townsend		
State	WA	Zip Code	98368
Telephone Number	(360) 379-4494		
Email	cpronovost@co.jefferson.wa.us		

UBI Number	91-6001322
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Statewide Vendor (SWV) Number	
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Contract Signature Authority (Signer's Name/Title) Email Address (for DocuSign)	Commissioner Greg Brotherton, Chair gbrotherton@co.jefferson.wa.us
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Consultant / Subcontractor	Yes
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Section 3: GMA Compliance Status/Background Information

3.1 Does your jurisdiction(s) have a current adopted comprehensive plan, critical areas ordinance and/or, where applicable, a natural resources lands ordinance?

☒ YES ☐ NO

3.2 Has your jurisdiction(s) adopted other necessary development regulations under the GMA, including ordinances for subdivision of land, controls on the location and intensity of development (i.e., zoning code) and critical areas?

☒ YES ☐ NO

3.3 Are there any current non-compliance decision or orders before the Growth Management Hearings Board and/or courts?

☐ YES ☒ NO

3.4 If your answer in Question 3.3 above is "Yes", please give a brief description of you're the case and currents status of this petition or appeal. (Please include any relevant Board case number or court case number)

Section 4: Scope of Work

4.1 SFY 2024* Scope of Work template

Reminder: The grant breakdown includes 50% of your total grant award, for SFY 2024 (July 1, 2023 – June 30, 2024), and 50% of the total award for SFY2025 (July 1, 2024- June 30, 2025).

Scope of Work and Budget Template:

Task/Work Item	SFY 2024 Funds	SFY 2025 Funds	Deliverable
Periodic Update work plan for Commerce Grant Anticipated completion date: <u>October 6, 2023</u>	\$2,500	\$0	Periodic update work plan
Periodic Update Checklist for Fully-Planning Counties Anticipated Completion date: <u>December 31, 2023</u>	\$10,500	\$0	Completed Periodic Update Checklist
Public participation plan Anticipated completion date: <u>January 31, 2024</u>	\$15,000	\$0	Public participation plan
Planning Commission coordination and development of Comprehensive Plan text, including but not limited to Vision Statement and Rural Character Statement. Anticipated completion date: <u>April 30, 2024</u>	\$10,000	\$0	Community Vision Statement for Update
Convene Interagency Coordination	\$20,000	\$0	Joint City-County Population Resolution

Joint Growth Management Steering Committee, including but not limited to: City-County Review of Countywide Planning Policies (CPP) City-County Population Joint Resolution Anticipated Completion Date: <u>March 29, 2024</u>			
Critical Areas Ordinance Review - Consistency check with updated SMP - Scoping needed amendments - Review of Best Available Science since March 2020 CAO -Possible 2024 minor code adjustments Anticipated completion date: <u>May 31, 2024</u>	\$20,000	\$0	Critical Areas Checklist
Draft Critical Areas Ordinance amendment including but not limited to: Anticipated completion date: <u>April 30, 2025</u>		\$20,000	Draft Critical Areas Ordinance Notification email from Commerce that draft ordinance was submitted for 60-day review
Adopted Critical Areas Ordinance amendment including but not limited to: Anticipated completion date: <u>June 28, 2025</u>		\$10,000	Adopted Critical Areas Ordinance Notification email from Commerce that adopted ordinance was received
Jefferson County Housing Data Development Anticipated completion date: <u>May 31, 2024</u>	\$20,000	\$0	Jefferson Co. Housing Data summary report
Review of Jefferson County LAMIRDs, including but not	\$17,000	\$0	Jefferson Co. LAMIRD summary report

limited to land use, infrastructure, vacant lands. Anticipated completion date: <u>June 30, 2024</u>			
FY2024 Comprehensive plan data development, analysis, writing, including but not limited to population information, GIS mapping, element updates, airport overlay zone review, capital facilities data updates. Anticipated completion date: <u>June 30, 2024</u>	\$20,000	\$0	Comprehensive Plan data updates progress reports
FY2025 Comprehensive plan data development, analysis, writing, formatting, including but not limited to GIS mapping, element updates, capital facilities data updates. Anticipated completion date: <u>April 30, 2025</u>		\$30,000	Comprehensive Plan data updates and progress reports
Tribal Outreach and Policy Development Anticipated completion date: <u>June 30, 2024</u>	\$10,000	\$0	Tribal Policy Report
Review and Update of Port Hadlock/Irondale Urban Growth Area -Commercial Mixed-Use Zone -Density Tools Anticipated completion date: <u>April 30, 2025</u>	\$10,000	\$20,000	UGA Development Regulation update report
Review and Draft Update of Jefferson County aggregate mineral resources. Anticipated completion date: <u>December 31, 2024</u>	\$20,000	\$0	Aggregate Resources Update Report Draft Mineral Resource Land Overlay Map

Transportation Analysis -Level of Service Analysis and Report <u>March 31, 2025</u>		\$30,000	Transportation, Traffic Study & Level of Service Report
Adopted Comprehensive Plan amendment Anticipated completion date: <u>June 28, 2025</u>		\$10,000	Adopted Comprehensive Plan Notification email from Commerce that adopted ordinance was received
Development Regulations analysis Anticipated completion date: <u>March 31, 2025</u>		\$20,000	Development Regulations Checklist
Draft Development Regulations Ordinance amendment including but not limited to: Anticipated completion date: <u>April 30, 2025</u>		\$20,000	Draft Development Regulations Ordinance Notification email from Commerce that draft ordinance was submitted for 60-day review
Adopted Development Regulations Ordinance amendment Anticipated completion date: <u>May 31, 2025</u>		\$10,000	Adopted Development Regulations Ordinance Notification email from Commerce that adopted ordinance was received
Finding that the periodic update required by RCW 36.70A.130(b) is complete Anticipated completion date: <u>June 30, 2025</u>		\$5,000	Resolution Finding the periodic update required by RCW 36.70A.130(b) is complete Notification email from Commerce that adopted ordinance was received
Total Budget	\$175,000	\$175,000	
Control Number (Total Grant Available)	\$175,000	\$175,000	

Section 5: Proposed Grant Budget / Funding Information

5.1 Funding/Expenses

This section will collect background information about the project's cost, other funding sources, and the resources that would be committed by your jurisdiction toward the PUG. Please complete the fields based on your best estimate.

Table 1	*SFY 2024 (7/1/2023 to 6/30/2025)	*SFY 2025 (7/1/2023 to 6/30/2025)
Expenses		
Salaries and Benefits	\$80,375	\$81,986
Goods and Supplies	\$1,500	\$1,500
Professional Services	\$91,625	\$90,014
Other Goods and Services	\$1,500	\$1,500
Total Expenses **	\$175,000	\$175,000

Table 2	*SFY 2024 (7/1/2023 to 6/30/2025)	*SFY 2025 (7/1/2023 to 6/30/2025)
Update Grant Funding Sources		
Commerce Update Grant Funds	\$175,000	\$175,000
Other Funds (If any)	\$0	\$0
Total Funds **	\$175,000	\$175,000

* The State Fiscal Years (SFY) for 2023-25 Biennium are Year 1 (July 1, 2023 to June 30, 2024) and Year2 (July 1, 2024 to June 30, 2025) for this 2-year grant. Grant funds may reimburse work on the grant project beginning July 1. This current grant will only cover this first fiscal year, due to a break in the state biennium. A second grant agreement will be executed next year to provide the second half of funding, once authorized by the Legislature for the 2023-25 Biennial Budget, beginning July 1, 2023.

** Estimated Expenses must match the Total Revenue, or estimated sources of funds, for each fiscal year. For example, under the SFY 2024 column, the "Total Expenses" field in Table 1 must equal the "Total Funds" field in Table 2.

Application Submittal:

Please submit this completed Application Form and a Letter of Support.

We request your materials be submitted electronically as an attachment to an e-mail to the gmsgiants@commerce.wa.gov

Email format:

- In the email subject line please identify the grant name and your jurisdiction:

Example: *Update Grant Application - [Jurisdiction Name]*

Format:

- Attachments to e-mail shall be in Microsoft Word format or PDF. Scanned copies of letters are acceptable.
- We request a copy of the grant application form be submitted in MS Word format. (A PDF copy may also be attached if you prefer.) Receiving a Word copy of the application form with Scope of Work and Budget tables, allows us to more quickly prepare your contract template.

If you have any questions, please contact your [Commerce Regional Assistance Planner](#). Additional information, including contact details, will be available in your update grant award letter.