

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners
Mark McCauley, County Administrator

FROM: Josh D. Peters, AICP, Director, Community Development

DATE: November 6, 2023

SUBJECT: Commitment Letter – Climate Planning Grant Application

STATEMENT OF ISSUE:

Jefferson County has been allocated \$300,000 for the 2023-2025 biennium for climate planning, including fulfilling the requirements of House Bill (HB) 1181. See the attached letter from the Washington State Department of Commerce (Commerce) and Commerce's climate planning webpage for more information.

The deadline for applying for the funds was October 31, 2023. In order to make the deadline, DCD submitted the attached scope of work, schedule, and budget. Per an agreement with Commerce staff, we are able to submit the required letter of commitment from an authorized office during the week of November 6. Attached please find the support letter for the Board to approve and the Chair to sign and return to DCD to submit to Commerce, which would then propose a grant agreement for work to be accomplished during the 2023-2025 biennium.

ANALYSIS:

HB 1181 requires Jefferson County to add a Resiliency Sub-element to our Comprehensive Plan as part of the 2025 Periodic Update. Commerce has offered funding to accomplish that task, as well as related climate planning implementation tasks. DCD has scoped a grant application that does both, leaving a prioritization and scoping process for implementation tasks as part of the planning effort. During this biennium, DCD expects to propose amendments to the grant agreement with Commerce in order to complete tasks identified in that process. Tasks that cannot be accomplished this biennium may be undertaken later with additional funds from the state.

RECOMMENDATION:

Approve and sign a letter of commitment for DCD to provide to Commerce to complete the climate planning grant application for work to be accomplished during this 2023-2025 biennium.

REVIEWED BY:


Mark McCauley, County Administrator

10/31/23
Date



STATE OF WASHINGTON
DEPARTMENT OF COMMERCE

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

August 28, 2023

Jefferson County
615 Sheridan Street
Port Townsend, Washington 98368

RE: Climate Planning Grants

Dear County Executive or Commissioner:

Jefferson County is required by RCW 36.70A.130(5) to revise its comprehensive plan and development regulations by June 30, 2025, to ensure they comply with the Growth Management Act (GMA) as revised by [House Bill 1181](#) (Chapter 228, Laws of 2023).

We are pleased to inform you that, based on your population size, that \$300,000 has been reserved as a grant to assist in completing your work. This funding is reserved as a non-competitive formula grant. Due to the nature of the funding [Climate Commitment Act, SB 5187, Sec. 130 (21)], Commerce will award approximately \$30 million a biennium to any eligible jurisdiction that submits a complete application. Commerce will prioritize those jurisdictions with periodic updates due in 2025 and all other due dates that follow (in order).

For this reason, we request application materials for jurisdictions intending to implement HB 1181 this biennium to apply for grant funding by **October 31, 2023**. As soon we receive your submitted application, we will begin preparing your contract. The application is available [online](#) [<https://app.smartsheet.com/b/form/a977250f9de848e3a261844529e01c38>].

All planning activities related to complying with HB 1181 incurred by your jurisdiction, beginning July 1, 2023, will be eligible for reimbursement. Therefore, you will not need to delay work on the climate grant until the contract is signed.

Before we disburse the funds, a contract will need to be executed between your organization and the Department of Commerce. In order to begin the contracting process, please complete the grant information form [online](#) and attach a proposed scope of work and budget. Contracts will be prepared as soon as your proposed scope and budget are finalized.

If you have questions or need help with developing your scope of work, please contact Sarah Fox, Climate Program Manager, at (360) 725-3114, sarah.fox@commerce.wa.gov, or Paul Johnson, Management Analyst, (360) 725-3048, paul.johnson@commerce.wa.gov.

Sincerely,

Dave Andersen, AICP
Managing Director, Growth Management Services

cc: Emma Bolin

Jefferson County

Climate Planning Grant Application 2023-2025

Project Objective: Jefferson County is a jurisdiction with a June 30, 2025 due date for its GMA Periodic Update and must meet the requirements of House Bill (HB) 1181, which includes adding a climate resiliency sub-element to the comprehensive plan. For the 2023-2025 biennium, Jefferson County requests its allocated climate planning grant funding to fulfill the HB 1181 requirements and conduct associated climate planning activities.

2023-2025 Scope of Work and Schedule for Comprehensive Planning: As part of Jefferson County's 2025 Periodic Update, prepare and adopt a Resiliency Sub-Element to the Comprehensive Plan that fulfills HB 1181 requirements.

Commerce Climate Guidance (Section Steps, Tasks, and Deliverables)	Description	End Date
Step 1	Hire Consultant	
Task 1.1	Determine if on-call consultant(s) or issue RFP	12/2023
Task 1.2	Retain consultant under contract	2/2024
Step 2	Initialize Project, Engage Climate Action Committee	
Task 2.1	Request Jefferson County and City of Port Townsend joint Climate Action Committee (CAC) serve as oversight committee in reviewing and provide input	2/2024
Task 2.2	With CAC assistance, complete Community Engagement Plan for this effort	4/2024
Step 3	Confirm Climate Impacts Identified in Jefferson County Sea Level Rise Study	
Task 3.1	Identify community assets	3/2024
Task 3.2	Describe hazards and changes in the climate	3/2024
Task 3.3	Pair assets and hazards and describe exposure and consequences	3/2024
Task 3.4	Identify priority climate hazards	3/2024
Deliverable 1	Memo presenting Community Engagement Plan and summarizing Climate Impacts	4/2024

Step 4	Audit Plans and Policies	
Task 4.1	Conduct and prepare gap analysis between HB 1181/Commerce Guidance and the following existing documents: 2011 Port Townsend/Jefferson County Climate Action Plan, 2015 North Olympic Development Council (NODC) Climate Preparedness Plan for the North Olympic Peninsula, 2017 Port Townsend/Jefferson County Hazard Mitigation Plan (update in process), 2022 NODC Climate Action Toolkit, 2023 Jefferson County Sea Level Rise Study, and 2023 Community Wildfire Protection Plan (preparation in process)	5/2024
Task 4.2	Present gap analysis to Climate Action Committee; seek feedback and input	6/2024
Deliverable 2	Final Draft Gap Analysis Memo	6/2024
Step 5	Update Vulnerability and Risk Assessment	
Task 5.1	Based on gap analysis and existing documents, determine additional vulnerability and risk assessment needed	7/2024
Task 5.2	Update sensitivity if needed	8/2024
Task 5.3	Update adaptive capacity if needed	8/2024
Task 5.4	Update vulnerability if needed	8/2024
Task 5.5	Update risk if needed	8/2024
Task 5.6	Prepare an updated Vulnerability and Risk Assessment	8/2024
Task 5.7	Present Vulnerability and Risk Assessment to Climate Action Committee; seek feedback and input	9/2024
Deliverable 3	Final Draft Vulnerability and Risk Assessment	9/2024
Step 6	Comprehensive Plan Goals and Policies	
Task 6.1	Develop goals for Resiliency sub-element	10/2024
Task 6.2	Develop policies for Resiliency sub-element	10/2024
Task 6.3	Present Draft Goals and Policies to Climate Action Committee; seek feedback and input	12/2024

Task 6.4	Include Goals and Policies into County's Draft 2025 Comprehensive Plan Update	1/2025
Deliverable 4	Final Draft Resiliency Goals and Policies	1/2025

Budget: Prepare a Resiliency Sub-Element consistent with HB 1181 requirements

Deliverables	Commerce Grant Funds
Deliverable 1:	\$10,000
Deliverable 2:	\$20,000
Deliverable 3:	\$35,000
Deliverable 4:	\$35,000
Total:	\$100,000

2025-2029 Scope of Work for Implementation Activities: Implement recommendations/action items from existing climate planning documents or as identified through Task 4 and Assessment in Task 5.

There has been significant climate planning for Jefferson County in recent past, and updates are ongoing. Citizens and non-profits are engaged and continuing to work on updating toolkits, actions, and recommendations. The comprehensive plan resiliency scope of work Tasks 1-6 will be an important vehicle to review various planning work already completed, and through the gap analysis and assessment, and ultimately the comprehensive plan update process, a list of updated prioritized implementation activities can be identified.

The Actions and Tasks* identified below are examples of potential implementation activities, based upon current climate planning documents, that will be further prioritized through the resiliency/comprehensive plan process described above. It is expected that some future activities will be subject to an amendment to the climate planning scope of work for the 2023-2025 biennium to include additional detail on tasks and deliverables, and others subject to separate grant agreements in the 2025-2027 and 2027-2029 biennia as the climate planning processes described above result in identification of future work. *It is not expected that the budget allocated for 2023-2025 will fund all the projects listed below.*

A key objective of the Climate Implementation Plan described in Tasks 7.1 and 7.2 is to identify which priority tasks could be accomplished within the 2023-2025 biennium with remaining funds from Jefferson County's climate planning allotment. Additional tasks will be projected for the following biennia, should additional climate planning funds be available.

Actions and Tasks*	Description	End Date
Climate Implementation Plan		
Task 7.1	Develop a Climate Implementation Plan: Synthesizing previous climate-related planning effort, together with the deliverables described above to fulfill the requirements of HB 1181, develop a Climate Implementation Plan that prioritizes actions with specific scope, schedule, and budget details for identified tasks. Separate tasks into those that could be accomplished during the 2023-2025 biennium and those that would be subject to prospective climate planning grant allocations or awards for future biennia (2025-2027 and 2027-2029).	9/2024
Task 7.2	Amend Climate Planning Grant Agreement: Adjust the scope and budget of the Jefferson County climate planning allocation for 2023-2025 to accomplish specific tasks identified in the Climate Implementation Plan cited above. These tasks may be selected from the list below and/or from the climate planning activities described in Tasks 1-5 above.	12/2024
Potential Actions Identified from 2023 Jefferson County Sea Level Rise Study		
Task 8.1	Develop a full Adaptation Plan: Identification of monitoring priorities and adaptation triggers. Pursuant to recommendations from the 2023 SLR Study, the County will continue to work with stakeholders, community members, and tribes to develop coastal planning goals and adaptation planning priorities.	Possibly 6/2025; otherwise in future biennia
Task 8.2	Develop an Erosion Monitoring Plan and Pacific Coast Erosion Analysis: The 2023 Jefferson County SLR Study was able to obtain historic bluff erosion data for several places throughout the east side of the County, but data was not available for the outer Pacific coastline nor beach/dune erosion at the time of the study. The Washington Department of Ecology has historic erosion rate data for the Pacific Coast, and this	Possibly 6/2025; otherwise in future biennia

	effort will consider this data to develop a coastal erosion hazard zone for the western county.	
Task 8.3	Develop a Coastal Armoring Geodatabase: Information about the location, extent, and type of shoreline armoring is a key piece of information when assessing erosion and flooding because armoring alters natural shoreline sediment processes and may exacerbate flooding or erosion in some locations. Since armoring is an adaptation strategy that the County or landowners may seek to implement, gathering existing data can be helpful to inform a Countywide Adaptation Plan.	Possibly 6/2025; otherwise in future biennia
Task 8.4	Conduct Habitat Evolution Modeling: To better understand how coastal habitats will be impacted with sea-level rise, the County will analyze habitat evolution. This type of modeling will help identify areas to preserve for future restoration and areas most at risk of drowning out.	Possibly 6/2025; otherwise in future biennia
Potential Actions Identified from 2017 Hazard Mitigation Plan (update underway; actions may be revised)		
Task 9.1	Earthquake Mitigation Actions: Integrate new earthquake mapping data and improve technical analysis of earthquake hazards. Conduct seismic strength evaluations of critical facilities in the County to identify vulnerabilities for mitigation. Identify funding sources for structural and nonstructural retrofitting of structures that are identified as seismically vulnerable.	Possibly 6/2025; otherwise in future biennia
Task 9.2	Flood Mitigation Actions: Enhance data and mapping for floodplain information within the County, and identify and map flood-prone areas outside of designated floodplains. Identify surface water drainage obstructions for all parts of unincorporated Jefferson County. Evaluate revisions to standards required for development occurring within the floodplain, where appropriate.	Possibly 6/2025; otherwise in future biennia
Task 9.3	Landslide Mitigation Actions: Identify safe evacuation routes in high-risk debris flow and landslide areas. Evaluate current landslide warning systems to ensure effectiveness and efficiency and increase coordination between local jurisdictions. Improve knowledge of landslide hazard areas and understanding of vulnerability and risk to life and property in hazard-prone areas.	Possibly 6/2025; otherwise in future biennia
Task 9.4	Severe Storm Mitigation Actions: Develop and implement programs to identify and remove hazard trees located in public right-of-way to reduce potential danger to	Possibly 6/2025;

	lives, property, and public infrastructure during windstorms events. Enhance strategies for debris management for severe winter storm events. Develop and implement programs to coordinate maintenance and mitigation activities to reduce risk to public infrastructure from severe winter storms.	otherwise in future biennia
Task 9.5	Wildfire Mitigation Actions: Develop and disseminate maps relating to fire hazard to help educate and assist builders and homeowners in being engaged in wildfire mitigation activities, and to help guide emergency services during response. Firewise Program - Enhance outreach and education programs aimed at mitigating wildfire hazards and reducing or preventing the exposure of citizens, public agencies, private property owners, and businesses to natural hazards.	Possibly 6/2025; otherwise in future biennia
Potential Actions Identified from 2015 North Olympic Development Council (NODC) Climate Preparedness Plan for the North Olympic Peninsula		
Task 10.1	Update planning documents for sea level rise and flooding where needed	Possibly 6/2025; otherwise in future biennia
Task 10.2	Create critical area flood mapping beyond FEMA's historical flood data	Possibly 6/2025; otherwise in future biennia
Task 10.3	Encourage relocation of infrastructure outside of coastal flood zone	Possibly 6/2025; otherwise in future biennia
Task 10.4	Improve on-site stormwater management practices	Possibly 6/2025; otherwise in future biennia
Task 10.5	Encourage forestry practices promoting water retention within the watershed	Possibly 6/2025;

		otherwise in future biennia
Task 10.6	Update codes to account for enhanced fire risk at Wildland Urban Interface where needed	Possibly 6/2025; otherwise in future biennia

Budget: Implementation Activities 2023-2025

Tasks	Commerce Grant Funds
Climate Implementation Plan (Tasks 7.1 and 7.2) – includes scope, schedule, budget for implementation activities	\$50,000
Implementation Activities 2023-2025 (to be selected per Task 7.2 above)	\$150,000



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

November 6, 2023

Washington State Department of Commerce
Growth Management Services
Climate Program

Subject: Climate Planning Grant Application

To Whom It May Concern:

I, Greg Brotherton, Chair of the Jefferson County Board of Commissioners, authorize the Jefferson County Department of Community Development to propose the attached scope of work and budget request for grant funding to prepare and adopt comprehensive plan amendments to implement the requirements of HB 1181 and associated tasks related to climate planning.

We understand that the Growth Management Act requires us to adopt goals and policies related to climate change. These goals and policies will be considered and adopted as part of our scheduled periodic review update to our comprehensive plan deadline.

Sincerely,

Greg Brotherton
Chair, Board of Commissioners