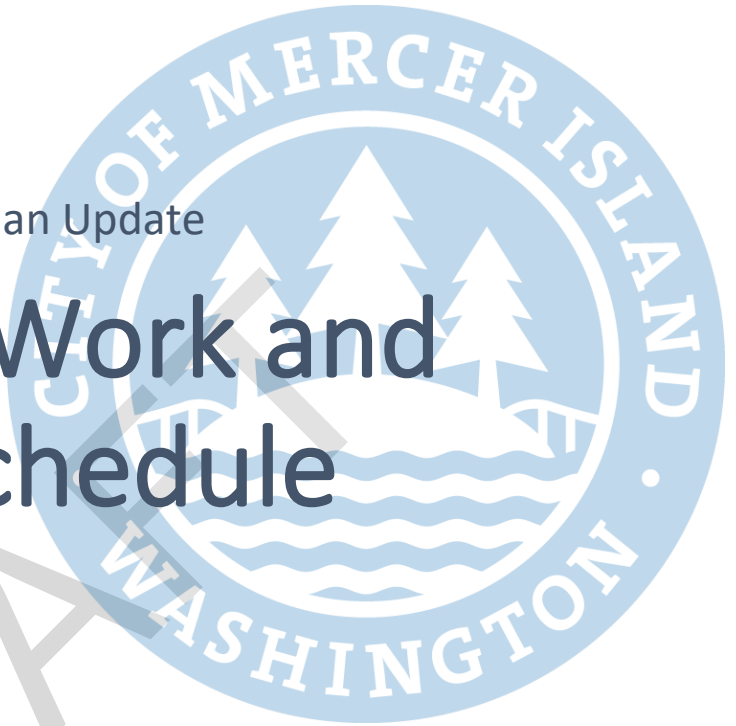


2044 Comprehensive Plan Update

Scope of Work and Master Schedule

City of Mercer Island, WA



Department of Community Planning and Development
Second Draft: March 9, 2022

Contents

Scope of Work.....	1
Schedule.....	2
Table 1. Comprehensive Plan Periodic Review Master Schedule.	3
Tasks.....	5
Element-Specific Subtasks	9
Table 2. Comprehensive Plan Element-Specific Subtasks.....	9

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Scope of Work

Purpose

The Washington State Growth Management Act (GMA) requires King County and incorporated jurisdictions within King County to update their Comprehensive Plan on or before June 30, 2024. This proposed project to update the 2015 Mercer Island Comprehensive Plan to plan for growth through the year 2044 is intended to satisfy this state requirement.

At its core, the *Comprehensive Plan* sets forth a vision and establishes goals, policies, and implementation actions for managing and growing into the future. The vision is a statement of how the Comprehensive Plan will guide the City. Comprehensive Plan goals describe what objectives the City will pursue to further the vision. The policies and implementation actions established in the Comprehensive Plan describe what the City will do to achieve its goals and provide crucial guidance for the City in capital improvements, development regulations and other supporting programs and services.

The Comprehensive Plan considers projected growth during a twenty-year period called a “planning horizon”. Currently, the GMA requires cities and counties to update each respective plan every nine years to extend the planning horizon.

There are five categories of amendments expected during this periodic Comprehensive Plan update as follows:

1. Amendments required by the GMA;
2. Amendments required by regional planning documents such as the Puget Sound Regional Council (PSRC) *Vision 2050* and King County Countywide Planning Policies;
3. Amendments required to extend the planning horizon to the year 2044;
4. Amendments to reflect City actions since the last update; and
5. Other amendments as directed by City Council, referred to herein as local choices.

Within each category, there may be technical and/or policy amendments required. Technical amendments generally provide little to no discretion and focus on necessary data compilation and analysis, often required by state, regional or county agencies. Policy amendments generally are more discretionary as they typically involve local responses to findings highlighted by technical amendments.

Strategy

The primary focus of this periodic Comprehensive Plan update is to ensure consistency with technical and/or policy changes by state, regional or county agencies and to incorporate new growth projections to extend the planning horizon to the year 2044. The population growth projection is provided by the Washington State Office of Financial Management (OFM). The expected regional growth in population and employment for the central Puget Sound area is distributed to counties by the Puget Sound Regional Council (PSRC) via the policies established in *Vision 2050*. Forecasted growth is allocated to individual cities within King County via countywide planning policies. Updating growth projections is largely a technical process because the projections have already been set by state, regional, and county efforts.

1 The proposed strategy for this periodic Comprehensive Plan update is largely “surgical” in nature with a
2 few key exceptions. That the City is planning a largely surgical update reflects both the quality of the
3 existing Comprehensive Plan as well as the results of the countywide new growth projections process
4 from 2021. Generally, the existing Comprehensive Plan vision, goals, and policies still align with the results
5 of the new growth projections process, hence the proposed surgical nature of this periodic
6 Comprehensive Plan update to ensure consistency with technical and/or policy changes by state, regional
7 or county agencies.

8
9 The two key exceptions to this surgical strategy that will require more extensive technical and policy work
10 are drafting an Economic Development Element and updating the Housing Element to address the findings
11 and recommendations from the *Housing Needs Assessment*.

12
13 The Economic Development Element will include goals and policies to define the City’s role in economic
14 development. This effort will require additional public outreach to ensure that the Economic Development
15 Element aligns with the City’s vision for economic development through the planning horizon. The
16 expanded scope and public participation plan for the Economic Development Element reflect the broader
17 nature of this effort.

18
19 As a prelude to a Housing Element update, the City will prepare a *Housing Needs Assessment*. The *Housing*
20 *Needs Assessment* is a technical document that defines housing need across all income segments based
21 on housing inventory and projected growth. Goal and policy amendments during the Comprehensive Plan
22 update may be required to address housing needs. If such amendments are needed to address
23 recommendations in the *Housing Needs Assessment*, a process broader than the surgical update may be
24 required. As such, the scope and public participation plan for the Housing Element update allows
25 additional room for goal and policy work in response to the *Housing Needs Assessment*.

26 27 **Schedule**

28 City Council is scheduled to consider the approval of this project scope, schedule, and public participation
29 plan in March 2022. Once approved, work will immediately commence. Final City Council adoption of
30 the periodic Comprehensive Plan update is proposed for April 2024. Filing of the 2044 Mercer Island
31 Comprehensive Plan to state, regional and county agencies will immediately follow the Comprehensive
32 Plan update adoption. A proposed Master Schedule is provided in Table 1 followed by a summary of tasks
33 and sub tasks.

1 **Table 1. Comprehensive Plan Periodic Review Master Schedule.**

Task #	Task Description	2022												2023												2024					
		J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
1	Develop a scope of work and public participation plan	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
2	Public Participation	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
3	Consultant contracts	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
PP-2.1*	EDE stakeholder and SME interviews	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
PP-2.2*	EDE Community Vision Workshop	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
PP-2.3*	EDE Vision Survey	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
4	Housing Needs Assessment and Economic Analysis Planning Commission and City Council Briefings	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
PP-2.4*	Economic Development Work Group meeting with stakeholders and SMEs	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
PP-3.1*	Housing Work Group prepares initial list of housing policy responses	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
5	Land Use Element Planning Commission review	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
6	Transportation Element Planning Commission Review	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
PP-3.2*	Housing Work Group meeting with SMEs to refining draft Housing Element	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
PP-2.5*	Economic Development Work Group meeting with stakeholders to refine the first draft of the EDE	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
7	Housing Element Planning Commission Review	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
8	EDE Planning Commission Review	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
PP-2.8*	EDE Community Workshop	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
9	Utilities Element Planning Commission Review	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
10	Capital Facilities Element Planning Commission Review	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J

Task #	Task Description	2022												2023												2024					
		J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
PP-4.3*	Overall Comprehensive Plan update Community Workshop	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
11	Planning Commission Comprehensive Plan update tune up	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A		
12	SEPA Review	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
13	Planning Commission Overall Comprehensive Plan update public hearing	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
14	Planning Commission Overall Comprehensive Plan Deliberations	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
15	Planning Commission Comprehensive Plan Update Recommendation	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
16	City Council receives Planning Commission recommendation	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
17	City Council overall Comprehensive Plan update public hearing	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
18	City Council overall Comprehensive Plan update deliberations	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
19	City Council adopts Comprehensive Plan update	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
20	City files adopted Comprehensive Plan update with PSRC, Commerce, and King County	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J

Note: * Tasks labeled “PP” are drawn from the Public Participation Plan. Please see the Public Participation Plan for a description of and numbering for these tasks.

Tasks

Task 1 – Develop a Scope of Work and Public Participation Plan **January – March 2022**

City staff will prepare a draft scope of work (SOW) and public participation plan (PPP) for the Comprehensive Plan update. The City Council and Planning Commission will provide input on the SOW and PPP before the City Council adopts them by resolution

Deliverable: A SOW and PPP for the *Comprehensive Plan* update.

Task 2 – Public Participation **Duration of Comprehensive Plan update**

Public participation will be integrated throughout the project as established by the PPP developed during Task 1. Public participation strategies will include public comment periods, public meetings, stakeholder and subject matter expert consultations, community workshops, and public hearings. Specific engagement strategies are detailed in the PPP.

Deliverable: Public participation opportunities throughout the Comprehensive Plan update, see PPP for more detail.

Task 3 – Consultant Contracts **March – April 2022**

The City will retain qualified professional consultant services for specific projects during the Comprehensive Plan update. Task 3 will involve preparing and executing contracts for consultants.

Deliverable: Consultant contracts for work during the Comprehensive Plan update.

Task 4 – Housing Needs Assessment and Economic Analysis Planning Commission and City Council Briefings **June 2022**

The City will prepare two technical reports that provide data on housing and the Mercer Island economy. First, the City will produce a *Housing Needs Assessment* (HNA). The HNA is a document detailing the expected housing needs in the City throughout the planning period based on the forecasted growth, existing housing stock, and land use assumptions in the Comprehensive Plan. The GMA requires the City to plan for accommodating the projected growth through the planning horizon, including housing needs for people across all income levels. The HNA will help the City ensure that the Comprehensive Plan accounts for the projected growth in housing. The Planning Commission will be briefed on the HNA before progressing to work on the Housing Element later in the Comprehensive Plan update.

In addition to the HNA, the City will produce an Economic Analysis of the local economy. The Economic Analysis will provide data that current economic conditions and expected growth during the planning period. The information in this technical report will underpin the later work on the Economic Development Element.

Deliverable: A final draft of the *Housing Needs Assessment* and *Economic Analysis*.

Task 5 – Land Use Element Planning Commission Review **July – October 2022**

New growth projections will be incorporated into the Land Use Element of the Comprehensive Plan. Incorporating the new growth projections will be a technical update of the Land Use Element, with minimal changes to goals and policies. No changes to land use designations are expected. Assumptions about growth inform the other updates of the Comprehensive Plan and so the work on the Land Use

Element should be completed early in the periodic review. The Planning Commission will review and prepare a public hearing draft of the updated Land Use Element in the early stages of the Comprehensive Plan update.

Deliverable: A public hearing draft of the Land Use Element.

Task 6 – Transportation Element Planning Commission Review

July – October 2022

The GMA requires that the Comprehensive Plan be internally consistent, using the same assumptions about growth throughout all Comprehensive Plan elements. Updating the growth projections in the Comprehensive Plan will require updates to the Transportation Element. These updates will largely be technical amendments to ensure that expectations about transportation demand are consistent with assumptions about growth elsewhere in the Comprehensive Plan. The Planning Commission will review the amendments to the Transportation Element necessary to update the growth projections and maintain internal consistency.

Deliverable: A public hearing draft of the Transportation Element.

Task 7 – Housing Element Planning Commission Review

October – December 2022

The findings in the HNA will likely require updates to the goals, policies, and programs established in the Housing Element. The Planning Commission will review the HNA findings and recommend updates to the Housing Element as needed. The updates to the Housing Element are one aspect of the Comprehensive Plan update where substantive amendments to goals and policies are expected.

Deliverable: A public hearing draft of the Housing Element.

Task 8 – Economic Development Element Planning Commission Review

January – April 2023

An Economic Development Element establishes goals and policies that provide for economic vitality in the City through the planning horizon. The Comprehensive Plan does not currently have an Economic Development Element; adopting one during the update is a local choice. Preparing an Economic Development Element is an aspect of the Comprehensive Plan update where significant public participation will be required to ensure that the goals and policies of the element reflect the collective vision of a vital economy on the island. The Planning Commission will review the proposed Economic Development Element during the latter half of the Comprehensive Plan update project.

Deliverable: a public hearing draft of the Economic Development Element.

Task 9 – Utilities Element Planning Commission Review

March – June 2023

The GMA requires a Utilities Element that ensures utility capacity will keep pace with the projected growth. The Utilities Element includes an inventory of facilities that will need to be consistent with the new growth projections. Work on the Utilities Element will include an update of the utilities inventory and assessment of future needs. The Planning Commission will review the amendments to the Utilities Element necessary to update the growth projections and maintain internal consistency.

Deliverable: A public hearing draft of the Utilities Element.

Task 10 – Capital Facilities Element Planning Commission Review

March – June 2023

The GMA requires a Capital Facilities Element that ensures capital facility capacity keeps pace with the projected growth. The Capital Facilities Element includes an inventory and level of service (LOS) analysis

of facilities to ensure that capital facility LOS keeps pace with projected growth. The Planning Commission will review the amendments to the Capital Facilities Element necessary to update the growth projections and maintain internal consistency.

Deliverable: A public hearing draft of the Capital Facilities Element.

Task 11 – Planning Commission Comprehensive Plan Update Tune Up

July 2023

The Planning Commission will review the overall Comprehensive Plan update and consider the feedback received during the community workshop. More information about the community workshop is provided in the PPP. This review will allow the Planning Commission to incorporate public input in advance of their public hearing.

Deliverable: A public hearing draft of the overall *Comprehensive Plan* update.

Task 12 – SEPA Review

August – September 2023

The City is required to review potential environmental impacts under the State Environmental Policy Act (SEPA). Prior to adopting the Comprehensive Plan update, the City must issue a SEPA determination. The SEPA determination will be issued after the Planning Commission has prepared a public hearing draft of amendments to the Comprehensive Plan and before the Planning Commission holds a public hearing.

Deliverable: A SEPA determination covering the amendments proposed with the Comprehensive Plan update.

Task 13 – Planning Commission Public Hearing

September 2023

Prior to making a recommendation to the City Council, the Planning Commission will hold a public hearing on the Comprehensive Plan update.

Deliverable: Public input regarding the Comprehensive Plan update for the Planning Commission.

Task 14 – Planning Commission Deliberations

October – November 2023

Prior to making a recommendation to the City Council, the Planning Commission will consider the input received during the public hearing on the Comprehensive Plan update.

Deliverable: Public input regarding the Comprehensive Plan update for the Planning Commission.

Task 15 – Planning Commission Comprehensive Plan Update Recommendation

November 2023

Making a recommendation to the City Council on the Comprehensive Plan update is the final action the Planning Commission will take on the periodic review.

Deliverable: the Planning Commission recommendation to the City Council regarding the Comprehensive Plan update.

Task 16 – City Council Receives Planning Commission Recommendation

January 2024

The City Council will be briefed on the Planning Commission recommendation for the overall Comprehensive Plan update. This briefing will prepare the City Council to hold a public hearing on the proposed amendments.

Deliverable: A first draft of an ordinance to adopt the Comprehensive Plan update.

Task 17 – City Council Public Hearing

February 2024

Once the Planning Commission makes a recommendation to the City Council, the Council will consider the recommendation during a public hearing. The public hearing can take place over the course of several City Council Meetings. The City Council will adopt the Comprehensive Plan update by ordinance following the public hearing.

Deliverable: Public input on the Comprehensive Plan update.

Task 18 – City Council Deliberations

March – April 2024

Prior to adopting the Comprehensive Plan update, the City Council will consider the input received during the public hearing on the Comprehensive Plan update.

Deliverable: A refined ordinance to adopt the Comprehensive Plan update.

Task 19 – City Council Adopts the Comprehensive Plan Update

April 2024

The City Council will adopt the 2024 Comprehensive Plan update by ordinance following a public hearing. The target date for adoption is April 2024.

Deliverable: 2024 Comprehensive Plan Update adoption by ordinance.

**Task 20 – City Files Adopted *Comprehensive Plan* Update With PSRC, Commerce, and
King County**

May 2024

The City Council will adopt the 2024 Comprehensive Plan update by ordinance following a public hearing. The target date for adoption is April 2024.

Deliverable: Certification of the 2024 Comprehensive Plan Update.

Element-Specific Subtasks

There are specific tasks that will be associated with the update of each Comprehensive Plan Element. Table 3 shows the element-specific subtasks that make up the Comprehensive Plan update. The majority of these subtasks are required by state, regional, and King County planning policies. Some element-specific subtasks are local choices. Some of the local choice subtasks have been added to the scope of work by other actions such as the Annual Docket or recently adopted development code changes. Local choice subtasks are highlighted in green in Table 3.

Table 2. Comprehensive Plan Element-Specific Subtasks.

Land Use Element		
Subtask Number	Task Description	Required or Local Choice
LU-1	Revise Land Use Element Section III to incorporate new growth projections	Required
LU-2	Add policy to Land Use Element Goal 18 to adopt the City Stormwater Management Plan by reference	Required
LU-3	Update capacity discussion in Land Use Element Section III to incorporate forecasted growth in population and employment.	Required
LU-4	Update Figure TC-1 with new map, relocate figure to be under Goal 2. Include policy referencing Figure TC-1	Local Choice
LU-5	Review Town Center policies under Goal 2 to be consistent with the 2021 commercial use requirements update, including 'no net loss' of commercial land in Town Center policy.	Local Choice
LU-6	Add policy(s) to Land Use Element Goal 14 regarding preserving existing commercial use square footage in Town Center.	Local Choice
LU-7	Adopt Climate Action Plan by reference in Land Use Element Section V, Goal 28	Local Choice
LU-8	Review and, if necessary, amend climate change policies in response to the Climate Action Plan	Local Choice
LU-9	Revise symbology of Figure 1 Land Use Map to optimize the map for web viewing	Local Choice
LU-10	Review Land Use Goals and Policies for consistency with planning actions taken since the previous update.	Local Choice
Housing Element		
Subtask Number	Task Description	Required or Local Choice
H-1	Develop a Housing Needs Assessment (HNA)	Required
H-2	Update Housing Element Section II to reflect the 2044 growth projections	Required
H-3	Adopt policies under Housing Element Goal 3 articulating the existing affordable housing program(s) in the City.	Required
H-4	Add policy under Housing Element Goal 1 explaining that manufactured housing is not regulated differently than site-built housing	Required
H-5	Review Housing policies for potential changes needed based on the HNA results	Required
H-6	Ensure Housing Element is consistent with SHB 1220	Required

Transportation Element

Subtask Number	Task Description	Required or Local Choice
T-1	Ensure that the 10-year traffic forecast is consistent with growth projections	Required
T-2	Update Transportation Element Section V to ensure future funding capability will be consistent with current conditions and growth projections	Required
T-3	Ensure that the multiyear transportation financing plan is consistent with updated growth projections	Required
T-4	Update the transportation inventory	Required
T-5	Add policy under Transportation Element Goal 12 to adopt the Pedestrian and Bicycle Facilities Plan by reference	Local Choice
T-6	Add policy under Transportation Element Goal 12 that establishes a timeline for reviewing the Pedestrian and Bicycle Facilities Plan	Local Choice
T-7	Amend Town Center intersections list in Transportation Element Section III Table 1	Local Choice
T-8	Adopt the streetscape manual by reference	Local Choice

Utilities Element

Subtask Number	Task Description	Required or Local Choice
U-1	Ensure that utility capacity is consistent with growth projections	Required

Capital Facilities Element

Subtask Number	Task Description	Required or Local Choice
CF-1	Update the Capital Facilities Inventory	Required
CF-2	Ensure that capital facilities inventory, LOS, and projection of future needs are consistent with adopted growth projections	Required
CF-3	Add impact fee policies describing what impact fees pay for	Required

Economic Development Element

Subtask Number	Task Description	Required or Local Choice
EDE-1	Conduct an Economic Analysis	Local Choice
EDE-2	Develop an Economic Development Element	Local Choice
EDE-2	Ensure the Economic Development Element is consistent with projected growth	Required

Parks, Recreation, and Open Space Element

Subtask Number	Task Description	Required or Local Choice
PRO-1	Adopt a Parks, Recreation, and Open Space Element that adopts the Parks, Recreation, and Open Space Plan by reference	Required