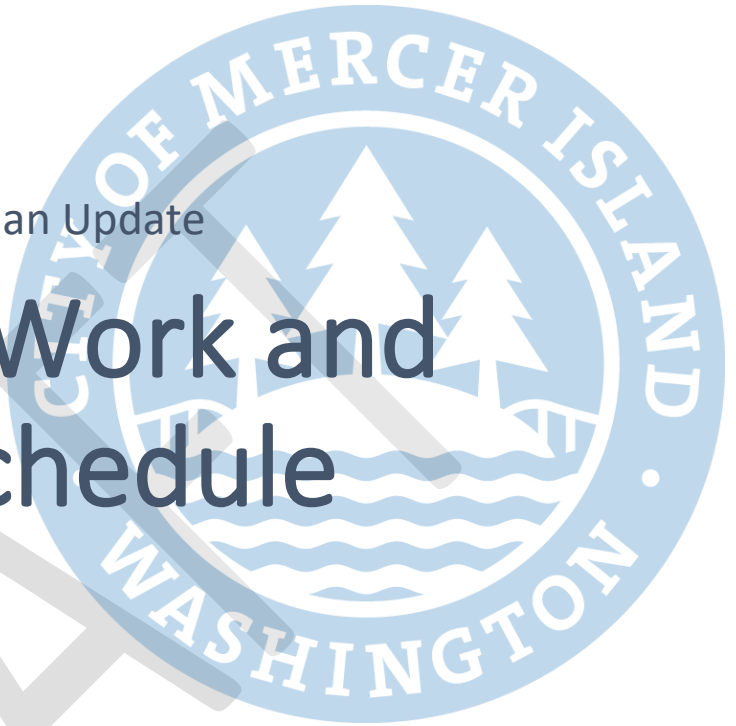


2044 Comprehensive Plan Update

Scope of Work and Master Schedule

City of Mercer Island, WA



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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 (*Plan*) to plan for growth through the year 2044 is intended to satisfy this state requirement.

At its core, the *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 *Plan* will guide the City. *Plan* goals describe what objectives the City will pursue to further the vision. The policies and implementation actions established in the *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 *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 *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 *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 *Plan* update is largely “surgical” in nature with a few key
2 exceptions. That the City is planning a largely surgical update reflects both the quality of the existing *Plan*
3 as well as the results of the countywide new growth projections process from 2021. Generally, the existing
4 *Plan* vision, goals, and policies still align with the results of the new growth projections process, hence the
5 proposed surgical nature of this periodic *Plan* update to ensure consistency with technical and/or policy
6 changes by state, regional or county agencies.

7
8 The two key exceptions to this surgical strategy that will require more extensive technical and policy work
9 are drafting an Economic Development Element and updating the Housing Element to address the findings
10 and recommendations from the *Housing Needs Assessment*.

11
12 The Economic Development Element will include goals and policies to define the City’s role in economic
13 development. This effort will require additional public outreach to ensure that the Economic Development
14 Element aligns with the City’s vision for economic development through the planning horizon. The
15 expanded scope and public participation plan for the Economic Development Element reflect the broader
16 nature of this effort.

17
18 As a prelude to a Housing Element update, the City will prepare a *Housing Needs Assessment*. The *Housing*
19 *Needs Assessment* is a technical document that defines housing need across all income segments based
20 on housing inventory and projected growth. Goal and policy amendments during the *Plan* update may be
21 required to address housing needs. If such amendments are needed to address recommendations in the
22 *Housing Needs Assessment*, a process broader than the surgical update may be required. As such, the
23 scope and public participation plan for the Housing Element update allows additional room for goal and
24 policy work in response to the *Housing Needs Assessment*.

25 26 **Schedule**

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

32

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 (EDWG) 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 (HWG) 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*	HWG 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*	EDWG 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
PP-4.3*	Overall <i>Plan</i> 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

ATTACHMENT A

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
11	Planning Commission <i>Plan</i> 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	M	J
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 <i>Plan</i> 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 <i>Plan</i> 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 <i>Plan</i> 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 <i>Plan</i> 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 <i>Plan</i> 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 <i>Plan</i> 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 <i>Plan</i> 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.

1 Tasks

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

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

5
6 *Deliverable:* A SOW and PPP for the *Plan* update.
7

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

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

12
13 *Deliverable:* Public participation opportunities throughout the *Plan* update, see PPP for more detail.
14

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

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

17
18 *Deliverable:* Consultant contracts for work during the *Plan* update.
19

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

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

28
29 In addition to the HNA, the City will produce an Economic Analysis of the local economy. The Economic
30 Analysis will provide data that current economic conditions and expected growth during the planning
31 period. The information in this technical report will underpin the later work on the Economic
32 Development Element.

33
34 *Deliverable:* A final draft of the *Housing Needs Assessment* and *Economic Analysis*.
35

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

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

1 periodic review. The Planning Commission will review and prepare a public hearing draft of the updated
2 Land Use Element in the early stages of the *Plan* update.

3
4 *Deliverable:* A public hearing draft of the Land Use Element.

5
Task 6 – Transportation Element Planning Commission Review **July – October 2022**

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

12
13 *Deliverable:* A public hearing draft of the Transportation Element.

14
Task 7 – Housing Element Planning Commission Review **October – December 2022**

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

19
20 *Deliverable:* A public hearing draft of the Housing Element.

21
Task 8 – Economic Development Element Planning Commission Review **January – April 2023**

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

29
30 *Deliverable:* a public hearing draft of the Economic Development Element.

31
Task 9 – Utilities Element Planning Commission Review **March – June 2023**

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

37
38 *Deliverable:* A public hearing draft of the Utilities Element.

39
Task 10 – Capital Facilities Element Planning Commission Review **March – June 2023**

40 The GMA requires a Capital Facilities Element that ensures capital facility capacity keeps pace with the
41 projected growth. The Capital Facilities Element includes an inventory and level of service (LOS) analysis
42 of facilities to ensure that capital facility LOS keeps pace with projected growth. The Planning Commission

1 will review the amendments to the Capital Facilities Element necessary to update the growth projections
2 and maintain internal consistency.

3

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

5

Task 11 – Planning Commission *Plan* Update Tune Up

July 2023

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

9

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

11

Task 12 – SEPA Review

August – September 2023

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

16

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

18

Task 13 – Planning Commission Public Hearing

September 2023

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

21

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

23

Task 14 – Planning Commission Deliberations

October – November 2023

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

26

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

28

Task 15 – Planning Commission *Plan* Update Recommendation

November 2023

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

31

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

33

Task 16 – City Council Receives Planning Commission Recommendation

January 2024

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

36

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

38

Task 17 – City Council Public Hearing

February 2024

39 Once the Planning Commission makes a recommendation to the City Council, the Council will consider the
40 recommendation during a public hearing. The public hearing can take place over the course of several

1 City Council Meetings. The City Council will adopt the *Plan* update by ordinance following the public
2 hearing.

3

4 *Deliverable:* Public input on the *Plan* update.

5

Task 18 – City Council Deliberations

March – April 2024

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

8

9 *Deliverable:* A refined ordinance to adopt the *Plan* update.

10

Task 19 – City Council Adopts the *Plan* Update

April 2024

11 The City Council will adopt the 2044 *Plan* update by ordinance following a public hearing. The target date
12 for adoption is April 2024.

13

14 *Deliverable:* 2044 Comprehensive Plan Update adoption by ordinance.

15

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

May 2024

16 The City Council will adopt the 2044 *Plan* update by ordinance following a public hearing. The target date
17 for adoption is April 2024.

18

19 *Deliverable:* Certification of the 2044 Comprehensive Plan Update.

20

21

Element-Specific Subtasks

There are specific tasks that will be associated with the update of each *Plan* Element. Table 3 shows the element-specific subtasks that make up the *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