

## RESOLUTION NO. 937

### A RESOLUTION ESTABLISHING A WORK PROGRAM FOR THE PROCESSING OF INDIVIDUAL COMPREHENSIVE PLAN AMENDMENTS IN 2014 AND AUTHORIZING THE MAYOR TO EXECUTE AN \$18,000 TWO YEAR CYCLE GRANT FROM WASHINGTON STATE DEPARTMENT OF COMMERCE

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WHEREAS, the City of Gig Harbor is required to take action to review, and if needed, revise the comprehensive plans and development regulations to ensure the plan and regulations comply with the requirements of the Growth Management Act (GMA) on or before June 30, 2015 (RCW 36.70A.130(5)(a)); and

WHEREAS, the City anticipated this requirements and is including an objective in the 2014 Annual Budget for the update of the Comprehensive Plan; and

WHEREAS, the proposed citizen/staff initiated amendments submitted for the 2014 annual review will be docketed and considered during the 2015 periodic review process; and

WHEREAS, on July 25, 2013 the City was informed that due to population size, the Washington State Department of Commerce (Commerce) has awarded a total of eighteen thousand dollars (\$18,000) over the next two state fiscal year cycles; and

WHEREAS, in order to ensure acceptance of the grant, the review and update of the Comprehensive Plan shall be completed in a timely fashion consistent with State law; and

WHEREAS, it is necessary to establish a timeline and work program through the application process with Commerce which is required to be submitted by September 30, 2013; and

#### THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

**Section 1. Planning Commission Work Program.** The City Planning Commission is directed to review and update the Comprehensive Plan and development regulations consistent with State law, as outlined in the attached Commerce Grant Application (Exhibit A).

**Section 2. Docketing of 2014 Amendment Applications:** The City Planning Department is directed to docket all comprehensive plan amendment applications received by the October 31, 2013 deadline for the 2014 cycle with the 2015 periodic review update. Both the 2014 cycle applications and 2015 GMA periodic review will be processed together by the June 30, 2015 deadline.

**Section 3.** Authorize the Mayor to execute the grant contract with Commerce. The Mayor is authorized to sign and execute the grant as outlined by Commerce.

PASSED by the City Council this 23rd day of September, 2013.

APPROVED:

Charles L. Hunter  
Charles L. Hunter, Mayor

ATTEST:

Molly M. Towslee  
Molly Towslee, City Clerk

Filed with City Clerk: 09/18/13  
Passed by City Council: 09/23/13  
Resolution No. 937



# **Department of Commerce**

**Innovation is in our nature.**

## **Growth Management Act Update Grants 2013-2015**

### **Application Form Overview and Instructions**



**Application Deadline  
September 30, 2013**

**Local Government & Infrastructure Division  
Growth Management Services**

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# Growth Management Services

## GMA Update Grants

### 2013-2015

## Grant Application Overview and Instructions

### Part I: OVERVIEW OF THE UPDATE GRANT

This information is for local governments applying for a Growth Management Services grant to assist with meeting the requirements of [RCW 36.70A.130\(5\)](#), with the deadline to review and revise comprehensive plans and development regulations by June 30, 2015 and June 30, 2016. The legislature has directed the Department of Commerce (Commerce) to administer GMA grant funds so that smaller cities and counties receive proportionally more assistance. Therefore, due to limited grant funds appropriated for the 2013-15 Biennium, update grants are available for cities with populations under 10,000 and counties with populations under 100,000. (OFM 2010 Census data)

#### **Jurisdictions with an update deadline of June 30, 2015:**

Eligible small population jurisdictions with statutory update deadlines of June 30, 2015 will receive all their reserved funds in this biennium to assist in completing their update work. Grant funds will be contracted immediately, and the grant will cover state FY14 and FY15, ending on June 30, 2015. A two-year grant contract will be prepared.

#### **Jurisdictions with an update deadline of June 30, 2016:**

Eligible small population jurisdictions with statutory update deadline of June 30, 2016 will receive grant funds for one year, beginning in FY15 (July 1, 2014) and running through the end of FY15 (June 30, 2015). A one-year contract in FY15 will be executed. This represents the first half of their planned grant funding, available in the 2013-15 Biennium, with the remainder to be made available in the next biennium (after July 1, 2015) if adequate funding is provided in the 2015-2017 state budget. Commerce will contact these jurisdictions beginning approximately July 1, 2014, with further information.

Grant materials may also be downloaded from Growth Management Service's web site at <http://www.commerce.wa.gov/Services/localgovernment/GrowthManagement/Pages/Grants.aspx>

If you have any general questions regarding this grant program, please contact Ike Nwankwo at (360) 725-3056 or [ike.nwankwo@commerce.wa.gov](mailto:ike.nwankwo@commerce.wa.gov).

**When are grant applications due to Commerce?**

Applications for 2015 jurisdictions are due to Commerce as soon as possible, and we would like to receive all applications by September 30, 2013. Applications will be processed as soon as they are received in our office. You will be able to begin work eligible for reimbursement as soon as the agreement has been executed (signed by both parties.)

**What activities may be funded by this grant?**

This grant can be used to cover most activities related to the review and update of the comprehensive plan and development regulations per the requirements of RCW 36.70A.130. Examples of eligible expenditures include, but are not limited to, staff time, consultant contracts, costs of providing public notice, printing, and copying. Eligible costs must be incurred during the grant period.

Any work performed prior to execution of this agreement will not be paid for with Commerce update funds. This grant may not be used to make capital purchases or to repay debt.

**Who is eligible for this grant?**

In the 2013-15 operating budget, the legislature required that smaller cities and counties receive proportionally more GMA grant assistance than larger cities and counties. See list of eligible jurisdictions, including cities and towns under 10,000 population and counties under 100,000, at the following link: [Commerce webpage](#).

If any of these local governments have completed their updates and have taken legislative action to comply with RCW 36.70A.130 prior to July 1, 2013, they may apply for these funds and use them for implementation of approved projects outlined in their newly updated comprehensive plans.

**What is the grant amount?**

Your jurisdiction's grant amount is reserved and listed in the letter sent to your jurisdiction in July 2013. The amount was determined for cities and counties based on the population size of the jurisdiction, for cities under 10,000 population and counties under 100,000 population; Jurisdictions with a June 30, 2015 update deadline will receive half of their grant in FY14 and the other half in FY15.

Jurisdictions with a June 30, 2016 update deadline will receive the first half of grant funds in FY15 and the balance in the next biennium (after July 1, 2014) if adequate funding is provided in the 2015-2017 state budget.

<b>How will grant funds be disbursed?</b>	Grantees will be reimbursed based on performance under the grant contract and completion of the actions and deliverables outlined in the scope of work. Invoices will be provided by Commerce for the grantee to sign and submit for reimbursement. Periodic status reports and deliverables will be established, and these will be the bases for Commerce to review and monitor progress, and approve grant payment or partial payment. Due to state law, all state funds that are disbursed under this grant need to be spent on eligible activities by the end of the state fiscal year in which they were issued.
<b>What is the time frame for completion of this grant?</b>	The time frame for update grants should reflect statutory deadlines established in RCW 36.70A.130(5). Grant work on comprehensive plan and development regulations must be completed by June 30, 2015 or June 30, 2016, depending on the assigned deadline.
<b>What is needed to apply?</b>	Two items are needed to apply: (1) A completed grant application; and (2) A letter of support from the mayor (for cities and towns); or the county executive or the chair of the board of county commissioners (for counties), supporting the work to be done as funded by this grant.
<b>Is an electronic version of the grant application available?</b>	Grant materials, including this application are available to be downloaded at <a href="http://www.commerce.wa.gov/Services/localgovernment/GrowthManagement/Pages/Grants.aspxww">http://www.commerce.wa.gov/Services/localgovernment/GrowthManagement/Pages/Grants.aspxww</a>
<b>How should grant applications be submitted to Commerce?</b>	Applications may be delivered to Commerce via email or U.S. mail. Please only send one copy.  Electronic versions may be sent to <a href="mailto:gmsgrants@commerce.wa.gov">gmsgrants@commerce.wa.gov</a> .  Hardcopy versions may be mailed to:  Washington State Department of Commerce Growth Management Services Attn: Grants Team Post Office Box 42525 Olympia, WA 98504-2525

<b>When will Commerce send the grant contract?</b>	Commerce will award these grants as soon as possible after receiving a completed application. We will communicate with the jurisdictions and send a final draft contract to the jurisdiction by Email for signature. It is our intent to send contracts to all applicants as soon as possible.
	Commerce reserves the right to request modifications to the proposals prior to awarding the grant. If Commerce and the local government cannot come to agreement on the grant contract, the reserved amount may be rescinded.

## Part III: APPLICATION

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

Information on how to address the questions can be found above in Part II (Application Instructions) of this *Update Grant Application Manual*. For additional information or questions, please contact the GMA Update Grant Coordinator at (360) 725-3048.

You may choose to return the entire application or just this Part III portion when completed. However, be certain that you fully complete and submit Part III Application (pgs. 11-14).

Two items required to be submitted with your application are:

- (1) A completed grant application (Part III Application);
- and (2) A letter of support from the mayor (for cities and towns); or the county executive or the chair of the board of county commissioners (for counties), supporting the work to be done as funded by this grant.

### Section 1: Proposal Request

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

Review and update data relating to current land use, housing, environmental and infrastructure needs. This grant will provide funding for extensive public outreach efforts and a student intern with a focus on community planning to help update text, tables, charts, and level of service standards found within the Comprehensive Plan.

## Section 2: Jurisdiction Information

Applying Jurisdiction	City of Gig Harbor		
Joint Applicants			
Project Manager			
Name	Lindsey Sehmel		
Title	Senior Planner		
Department	Planning		
Mailing Address	3510 Grandview Street		
City	Gig Harbor		
State	WA	Zip Code	98335
Telephone Number	253/853-7615		
Fax Number	253/853-6408		
Email	SEHMELL@cityofgigharbor.net		
Do you wish to receive information and materials via email?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

Financial Contact <i>(If different than Project Manager)</i>			
Name	Janis Gibbard		
Title	Finance Technician		
Department	Finance		
Mailing Address	3510 Grandview Street		
City	Gig Harbor		
State	WA	Zip Code	98335
Telephone Number	253/853-7696		
Fax Number			
Email	GIBBARDJ@cityofgigharbor.net		

Federal Tax Identification Number	91-6001435
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## Section 3: Eligibility Requirements

3.1 Does your jurisdiction(s) have an 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

## Section 4: Statement of Work

This section provides information about the project, its proposed schedule and the final product it will generate. The applicant must prepare the following "Statement of Work", which will be examined in detail during the grant review process. It will become part of a contract if the grant is awarded.

Applicants are not limited to the number of lines represented on the grant application form. Additional lines will most likely be necessary.

Goals/ Actions/ Deliverables	Description	Start Date	End Date
Goal 1.0	Review relevant plans and regulations to determine if there are any sections that need revision.		
Action 1.1	Review the comprehensive plan using the Commerce periodic update checklist	10/15/13	3/31/14
Action 1.2	Review the development regulations, including the critical areas regulations using the Commerce periodic update checklist.	10/15/13	3/31/14
Action 1.3	Review the comprehensive plan for consistency with PSRC Vision 2040	10/15/13	3/31/14
Action 1.4	Review the comprehensive plan for consistency with Countywide planning policies (CPP's)	10/15/13	3/31/14

Deliverable 1.1	Completed Commerce periodic update checklists for comprehensive plan and development regulations.	12/15/13	3/31/14
Deliverable 1.2	Outline updates required to the comprehensive plan for consistency with PSRC Vision 2040	3/15/14	3/31/14
Deliverable 1.3	Outline updates required to the comprehensive plan for consistency with Countywide planning policies (CPP's)	10/15/13	3/31/14
Deliverable 1.4	Distribute information and process of update to the public via open house & website updates and public information sessions.	10/15/13	6/30/14
Performance Measure 1.0	Grantee has completed the actions required to complete the review of relevant plans and regulations.		6/30/14
Goal 2.0	<i>Housing &amp; Land Use Elements-</i>		
Action 2.1	Gather relevant data and review existing element for compliance with GMA	10/15/13	06/30/14
Action 2.2	Analyze collected data and review of land use element to generate amendments to the comprehensive plan	12/15/13	06/30/14
Action 2.3	Present recommended amendments to planning commission	02/15/14	09/30/14
Action 2.4	Prepare notices, distribute information and conduct public hearings	05/15/14	10/30/14
Action 2.5	Make changes to amendment package per planning commission recommendations	10/15/14	12/30/14
Deliverable 2.1	Final draft comprehensive plan amendments for Land Use & Housing Elements		03/30/15
Performance Measure 2.0	Grantee has completed actions to update the comprehensive plan Land Use & Housing element		06/30/15
Goal 3.0	<i>Transportation Element</i>		
Action 3.1	Complete a transportation capacity availability report and traffic model	01/1/14	12/30/14
Action 3.2	Update LOS standards	01/1/14	12/30/14
Action 3.3	Present recommended amendments to planning commission	02/15/14	09/30/14

Action 3.4	Prepare notices, distribute information and conduct public hearings	05/15/14	10/30/14
Action 3.5	Make changes to amendment package per planning commission recommendations	10/15/14	12/30/14
Deliverable 3.1	Final draft comprehensive plan amendments for Transportation Element		03/30/15
Performance Measure 3.0	Grantee has completed actions to update the comprehensive plan Transportation element		06/30/15
Goal 4.0	<i>Environment</i> -		
Action 4.1	Gather relevant data and review existing element for compliance with GMA	10/15/13	06/30/14
Action 4.2	Analyze collected data and review of element to generate amendments to the comprehensive plan	12/15/13	06/30/14
Action 4.3	Present recommended amendments to planning commission	02/15/14	09/30/14
Action 4.4	Prepare notices, distribute information and conduct public hearings	05/15/14	10/30/14
Action 4.5	Make changes to amendment package per planning commission recommendations	10/15/14	12/30/14
Deliverable 4.1	Final draft comprehensive plan amendments for element.		03/30/15
Performance Measure 4.0	Grantee has completed actions to update the comprehensive plan Environment element		06/30/15
Goal 5.0	<i>Capital Facilities Element</i>		
Action 5.1	Gather relevant data and review existing element for compliance with GMA	10/15/13	06/30/14
Action 5.2	Analyze collected data and review of land use element to generate amendments to the comprehensive plan	12/15/13	06/30/14
Action 5.3	Present recommended amendments to planning commission	02/15/14	09/30/14
Action 5.4	Prepare notices, distribute information and conduct public hearings	05/15/14	10/30/14
Action 5.5	Make changes to amendment package per planning commission recommendations	10/15/14	12/30/14
Deliverable 5.1	Final draft comprehensive plan amendments		03/30/15

Performance Measure 2.0	Grantee has completed actions to update the comprehensive plan Capital Facilities Element		06/30/15
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## Section 5: Financial Information/Proposed Budget

This section provides information about the project's cost, other funding sources, and the resources that would be committed by your jurisdiction.

<b>Table 1</b>	<b>SFY2014*</b> (7/1/2013 to 6/30/2014)	<b>SFY2015</b> (7/1/2014 to 6/30/2015)
<b>Expenses</b>		
-- Salaries and Benefits	\$12,000 <sup>1</sup>	\$5,000
-- Goods and Supplies		
Public Outreach – Mailings, printings, webpage development, noticing	\$4,000	\$4,000
-- Professional Services		
Transportation Capacity Report & Traffic Model	\$75,000 <sup>2</sup>	
Demographic forecast allocation model for wastewater/water/storm (DFAM)	\$45,000 <sup>2</sup>	
General Facilities and Rates Analysis	\$45,000 <sup>2</sup>	
-- Other Goods and Services		
Hiring of Intern		
<b>Total Expenses**</b>	<b>\$181,000</b>	<b>\$9,000</b>

1 = Partial Amount of \$5,000 is assumed as grant. Remainder of \$7,000 is proposed in the 2014 GH Budget, which will run from 1/1/14 to 12/31/14

2 = Full amount proposed in 2014 GH Budget, which is applicable from 1/1/14 to 12/31/14.

<b>Table 2</b>	<b>SFY2014</b> (7/1/2013 to 6/30/2014)	<b>SFY2015</b> (7/1/2014 to 6/30/2015)
<b>Revenues</b>		
-- Department of Commerce Grant Funds	\$9000	\$9000

-- City Funds Budgeted (1/1/14-12/31/14)	\$172,000	Total shown in SFY2014 column.
<b>Total Revenues**</b>	<b>\$181,000</b>	<b>\$9,000</b>

- \* The State Fiscal Year (SFY) is July 1 to June 30, and this may differ from the jurisdiction's fiscal year.
- \*\* Estimated Expenses must match the Total Revenue, or estimated sources of funds, for each fiscal year. For example, under the SFY2014 column, the "Total Expenses" field in Table 1 must equal the "Total Revenues" field in Table 2.