Chapter 1 Adoption Ordinance

Ordinance No. 3154

AN ORDINANCE OF THE CITY OF PORT TOWNSEND, WASHINGTON, RELATING TO COMPREHENSIVE PLANNING; ADOPTING THE 2016 GMA PERIODIC UPDATE TO THE COMPREHENSIVE PLAN; AMENDING THE COMPREHENSIVE PLAN; AND AMENDING TITLES 17 AND 18 OF THE PORT TOWNSEND MUNICIPAL CODE IN CONNECTION THEREWITH

WHEREAS, The City of Port Townsend ("City") has adopted a Comprehensive Plan as required in Chapter 36.70 RCW, with the following adoption history:

1. After extensive public review and a recommendation from the Port Townsend Planning Commission (the "Planning Commission"), the City's current Comprehensive Plan (the "Plan") was adopted by the City Council (the "Council") on July 15, 1996 (Ordinance No. 2539), to comply with the Washington State Growth Management Act (GMA) of 1990 (Chapter 36.70A RCW), and to facilitate the orderly and coordinated growth and development of the City.

2. After public review and a recommendation from the Planning Commission, the City adopted its current Zoning Code (Title 17 PTMC) on April 7, 1997 (Ordinance No. 2571), to comply with the GMA and to implement the Plan.

3. Council adopted the City's current Comprehensive Plan/Development Regulations Amendment Process codified in Chapter 20.04 PTMC on December 16, 1996 (Ordinance No. 2559). Adoption of this chapter implemented the GMA requirement to establish procedures for plan and development regulation amendments (Sections 36.70A.130 and 36.70A.470 RCW).

4. As permitted and required by the GMA, the City has considered and adopted several amendments to its Comprehensive Plan and development regulations through the annual update and mid-cycle amendments, with the most recent Comprehensive Plan cycle amendments being adopted by Ordinance 3119 (as clarified by Ordinance 3135); and

WHEREAS, the City has followed the periodic update procedures in Chapter 36.70A RCW and Chapter 20.04 PTMC;

NOW THEREFORE, the City Council of the City of Port Townsend do ordain as follows:

Section 1. Findings. Based on the record forwarded from the Planning Commission and public testimony, the City Council makes the following findings of fact:

1. The City is required to plan under RCW 36.70A.040. Section 36.70A.130 of the Revised Code of Washington requires that the City take legislative action every eight years to review

and, if necessary, revise the Plan and its development regulations to ensure that the Plan and associated development regulations continue to comply with the requirements of GMA. Under the schedule established in RCW 36.70A.130(5)(b), the deadline for the City to comply with the update required by RCW 36.70A.130(1) is June 30, 2016.

2. The City's review and noticing requirements codified in Chapter 20.04 of the Port Townsend Municipal Code (PTMC) comply with the public participation and effective public notice requirements of the RCWs[1]; however, in its desire to provide an enhanced outreach and engagement program for the GMA Periodic Update, on May 5, 2014, the Council adopted Resolution 14-020 (amended by Resolution 16-028), setting forth a Public Participation Program for the 2016 update as required by RCW 36.70A.130(2)(a), and has followed the Program in its compliance review and update, providing at public meetings and hearings, the opportunity for public input, review, and comment on draft review products and Planning Commission actions. City staff implemented the program by taking the following actions:

Guest Speaker Series with City and County Planning Commissions March 5, 2014, April 16, 2014, and May 7, 2014

Call for Applications published January 7, and January 21, 2015

Comprehensive Plan technical workgroups on February 19 and 24, 2015

Library Resource Center established for 2016 Update April 13, 2015

Dedicated 2016 GMA Update Webpage launched May 6, 2015

Land Use Element workgroup on April 3, 2015

Housing Element workgroup on April 7, 2015

Economic Development Element workgroup on April 16, 2015

Transportation Element workgroup on April 23, 2015

Capital Facilities & Utilities Element workgroup on April 28, 2015

Town Meeting on June 24, 2015

MOU with Local 2020 for outreach

Newsletter articles in February, March, April, June, July, October, and November 2015; and January, February, March, April, June, and July 2016

SpeakUp PT survey posted June 1-30, 2015

SpeakUp PT discussions posted June 24-July 24, 2015 on Town Meeting key themes

SpeakUp PT discussion on Land Use Element posted Jan. 11-Feb. 11, 2016

SpeakUp PT discussion on Transportation Element posted Jan. 25- Feb. 25, 2016

SpeakUp PT discussion on Housing Element posted Feb. 24-Mar. 24, 2016

SpeakUp PT discussion on Capital Facilities & Utilities Element posted Mar. 14-April 14, 2016

SpeakUp PT discussion on Economic Development Element posted Mar. 28-April 28, 2016

Five key issues were featured on a series of 5 display boards at three city facilities during the month of July 2015

Joint Planning Commission/Council Meetings August 10, 2015 and July 18, 2016

Opportunity for written comment was provided throughout the process via eComment, dedicated email address on the City's website and standard mail.

3. On September 29, 2014, the City's consultant, Cascadia Planning Services, prepared an analysis of the comprehensive plan and development regulations currently in effect in the City of Port Townsend for consistency with the requirements of Chapter 36.70A RCW and identified revisions necessary to comply with Chapter 36.70A RCW. On October 23, 2014, and January 8, April 23, and May 28, 2015, City staff forwarded the analysis to the Planning Commission.

4. Consistent with Section 20.04.060(B) an optional joint workshop between the Planning Commission and City Council was held on August 10, 2015 to inform the joint bodies of public input received to date.

5. In accordance with the criteria for assessment set forth in Section 20.04.050 PTMC, the Planning Commission completed its assessment of the comprehensive plan on September 24, 2015, and issued a 38-page Assessment memo.

6. On October 15, 2015, the Director compiled a preliminary 2016 Periodic Update Docket ("Docket") together with a recommendation on scope and schedule for the update and forwarded it to the Planning Commission for consideration at their October 22, 2015 hearing, all in a manner consistent with Chapter 20.04 PTMC.

7. The Planning Commission reviewed the proposed 2016 Periodic Update Docket ("Docket") at a public hearing on October 22, 2015, and voted to recommend adoption of the proposed Docket to the Council.

8. The Council considered the proposed Docket at a public hearing on November 16, 2015 meeting and adopted it under Resolution 15-042.

9. RCW 36.70A.130(7) allows the City to take an extra year to complete the periodic update of the Critical Areas Ordinance ("CAO"). Section 5 of Resolution 15-042 directs staff to process revisions to the City's Critical Areas Ordinance either as part of the 2017 Comprehensive Plan docket, or as an amendment to the City's Shoreline Master Plan as required by law.

10. In accordance with the adopted docket, staff prepared draft revisions to the comprehensive plan and development regulations and forwarded its analysis and proposed revisions to the Planning Commission. Consistent with the requirements of both RCW 43.21C and PTMC Section 20.04.070, State Environmental Policy Act (SEPA) environmental review is required for the docketed amendments. On May 25, 2016, the SEPA Responsible Official issued a Determination of Non-Significance (DNS) for the 2016 Comprehensive Plan Periodic Update Docket. No comments nor appeals to the Threshold Determination were received during the comment/appeal period. A Final DNS was issued on June 15, 2016.

11. The Planning Commission considered public comment and proposed revisions implementing the 53 items on the adopted Docket at its meetings on January 14, January 28, February 11, February 25, March 17, March 24, April 14, April 28, May 12, and May 26, 2016.

12. The Planning Commission held a public hearing June 9 (which was continued to June 23) to receive public testimony on the proposed revisions to the Comprehensive Plan and development regulations. Based on its review of the requirements of Chapter 36.70A RCW and 20.04 PTMC, the Planning Commission forwarded recommended findings, conclusions, and amendments to the Comprehensive Plan and development regulations on June 23, 2016 (Exhibit A-1).

13. The Planning Commission held a joint meeting with Council to present the Planning Commission's recommendation on July 18, 2016.

14. The Council held a public hearing on August 1, 2016 to receive public testimony on the recommended proposed revisions. Public testimony was closed and the hearing continued to August 15, August 29, September 6, September 15, and September 19, 2016 at which time Council, having given tentative approval to all of the proposed changes to the Comprehensive Plan and Development Regulations, moved to continue the public hearing until October 3, 2016 in order to reopen public testimony on Council's changes to the Planning Commissioner's recommendations as well as on Docket Item No. 24, Temporary Tent Encampments.

15. Pursuant to the Growth Management Act 36.70A.035(2) RCW and PTMC 20.04.080B(4), the public was given opportunity to review and comment on Council's proposed changes to the

amendments. On September 22, 2016, a press release was sent to local news outlets and posted on the City's website informing the public of the opportunity to provide comments on the proposed changes. On September 28, 2016, notice of the proposed changes was published as part of the Council's Agenda for the October 3, 2016 Council Meeting, posted at City Hall and on the City's webpage, and transmitted to local newspapers.

16. On October 3, 2016 City Council reopened the public testimony narrowly on the proposed modifications to the amendments. Upon concluding the public hearing, Council reviewed the record, and deliberated upon the testimony and upon the Planning Commission's recommendation on the final docket, all in a manner consistent with the requirements of Chapter 20.04 PTMC.

17. Consistent with the requirements of the GMA, Planning Department staff forwarded the proposed amendments to the Comprehensive Plan and Zoning Code to the State of Washington Department of Commerce (DOC) for review and comment on April 27, 2015, more than sixty (60) days prior to the adoption of this ordinance (Section 36.70A.106 RCW). No substantive comments were received from DOC prior to the adoption of this ordinance.

18. On August 10, 2016, the City received certification from the Peninsula Regional Transportation Planning Organization (RTPO) certifying that the City's proposed comprehensive plan is consistent with the Regional Transportation Plan.

Section 2. Conclusions. Based on the record forwarded from the Planning Commission, the public testimony, and the findings contained in Section 1 of this Ordinance, the Council makes the following conclusions.

1. Based on Findings 1.2, 1.8, 1.9, 1.10, and 1.11, the process codified in Chapter 20.04 PTMC and adopted in Resolution 14-020 (amended) provides for extensive public involvement in identifying suggested Plan and development regulation amendments, and provides ample opportunities for meaningful public comment on the proposed amendments. Early, continuous, and meaningful public participation was achieved through broad dissemination of proposals and alternatives, opportunity for written comments, public meetings after effective notice, provisions for open discussion, information services, and consideration and response to public comments, consistent with the requirements of the GMA (Sections 36.70A.035, 36.70A.130, and 36.70A.140 RCW).

2. Based on Findings 1.2, 1.8, 1.9, 1.10, and 1.11, the opportunities provided for meaningful citizen participation employed in this review and amendment process are wholly consistent with the requirements of the GMA (Sections 36.70A.035, 36.70A.130, and 36.70A.140 RCW) and the procedures set forth in Chapter 20.04 PTMC and Resolutions 14-020 and 16-028.

3. Based on Findings 1.1 through 1.13, its review of the requirements Chapter 36.70A RCW,

the analysis and proposed revisions prepared by Cascadia Planning Services and city staff, the recommended findings on review and proposed revisions forwarded by the Planning Commission, and the public comments received, the Council concludes that the review and needed revisions have been prepared in conformance with applicable law, including Chapter 36.70A RCW, Chapter 43.21C RCW, Chapter 20.04 PTMC, and Resolutions 14-020 and 16-028. The Council further concludes that it is appropriate to postpone the review of the Critical Areas Ordinance until 2017 as permitted by RCW 36.70A.130(7).

4. Based on its review of the requirements of Chapter 36.70A RCW, the analysis and proposed revisions prepared by Cascadia Planning Services and city staff, the recommended findings on review and proposed revisions forwarded by the Planning Commission, and the public comments received, the Council concludes that the Comprehensive Plan and development regulations as revised by this Ordinance comply with the requirements of Chapter 36.70A RCW.

5. Pursuant to PTMC Section 20.04.020, the amendments have been considered concurrently, and the Council has considered the cumulative effect of all items.

6. This ordinance has been prepared in conformance with the goals and requirements of the GMA (Chapter 36.70A RCW), and the Council concludes that it is externally consistent and compatible with the 14 state-wide planning goals contained within the GMA (Section 36.70A.020 RCW).

7. This ordinance has also been reviewed against the requirements of the County-Wide Planning Policy for Jefferson County (CWPP), and the Council concludes that it is in conformance with that Policy.

Having adopted findings and conclusions as provided for in Chapter 36.70A RCW and Chapter 20.04 PTMC, the Council adopts the following amendments:

Section 3. Comprehensive Plan Update.

1. The City Council adopts the Findings, Conclusions, and Recommendations of the Port Townsend Planning Commission dated June 23, 2016 (Exhibit A).

2. The 1996 Comprehensive Plan is amended to read as set forth in Exhibit B along with the changes noted in the Errata Sheet at Exhibit K.

Section 4. Development Regulations Update.

1. Chapter 17.08 of the Port Townsend Municipal Code is amended to read as set forth in Exhibit C.

2. Chapter 17.18 of the Port Townsend Municipal Code is amended to read as set forth in

Exhibit D.

3. Chapter 17.20 of the Port Townsend Municipal Code is amended to read as set forth in Exhibit E.

4. Chapter 17.22 of the Port Townsend Municipal Code is amended to read as set forth in Exhibit F.

5. Chapter 17.24 of the Port Townsend Municipal Code is amended to read as set forth in Exhibit G.

6. Chapter 17.60 of the Port Townsend Municipal Code is amended to read as set forth in Exhibit H.

7. Section 18.12.140 of the Port Townsend Municipal Code is amended to read as set forth in Exhibit I.

8. Section 18.16.150 of the Port Townsend Municipal Code is amended to read as set forth in Exhibit J.

9. The Amendments to the Development Regulations listed in this Section are further amended by those changes noted in the Errata Sheet at Exhibit K.

Section 5. Severability. If any sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase or work of this ordinance.

Section 6**.** Transmittal to Department of Commerce**.** The City Clerk shall transmit a copy of this Ordinance to the State Department of Commerce (DOC) within ten (10) days of adoption of this ordinance.

Section 7. Notwithstanding any provisions to the contrary in Chapter 1.01.015 of the Port Townsend Municipal Code, staff and the Code Reviser are authorized to update and incorporate changes adopted in this Ordinance into the Port Townsend Comprehensive Plan and the Port Townsend Municipal Code including but not limited to changes to the Land Use Map and Zoning Map. Staff and the Code Reviser are further authorized to make non-substantive edits related to numbering, grammar, spelling, and formatting consistent with this Ordinance.

Section 8. The City Manager or designee is authorized to implement such administrative measures as may be necessary to carry out the directions of this Ordinance.

Section 9. Effective Date. This ordinance shall take effect and be in force 5 days following its

publication in the manner provided by law. The amendments to the Comprehensive Plan and Development Regulations shall take effect as provided for in RCW 36.70A.106.

ADOPTED by the City Council of the City of Port Townsend, Washington, at a regular meeting thereof, held this 3rd day of October, 2016.

	_____ Deborah S. Stinson Mayor
Attest:	*Approved as to Form:*
_____ Joanna Sanders, CMC City Clerk	_____ Steven L. Gross City Attorney

[1] (RCWs 36.70A.035, 36.70A.040, and 36.70A.130(2)(a)).

Welcome to the City of Port Townsend's Comprehensive Plan. This 20-year plan articulates the community's vision and reflects community values. The goals and policies included in this Plan provide a basis for the City's land use regulations and are intended to guide future decision-making. It also addresses anticipated population and employment growth, and how facilities and services will be maintained or improved to accommodate expected growth.

THE PLANNING PROCESS

Why Plan?

All of us make financial plans, travel plans, and work plans that reflect personal goals and objectives. Cities plan for the same reasons each of us make plans as individuals - plans help us to organize our time and to work toward our goals in a step-by-step fashion that saves time, money, and effort. Planning simply makes good sense. City planning is very similar to personal planning, but it involves more factors, a lot more money, and is intended to serve the best interests of the community rather than the individual.

In response to the requirements of the Growth Management Act (GMA), the City adopted a GMA-compliant Comprehensive Plan in 1996. Numerous refinements were made in subsequent annual updates and during the 2008 mid-cycle assessment. This 2016 update responds to the GMA requirement for periodic review. It also conforms to county-wide planning policies**.** The Plan is intended to reflect the goals and values of today's residents. Port Townsend is our legacy for the

future. Prior generations set the basic growth patterns and handed down to us a city rich in history, architecture, and natural beauty. This Comprehensive Plan allows a new generation to define its contribution to Port Townsend. As such, the Plan is a statement of confidence, optimism, and belief in ourselves, a statement that our community can change without losing its essential character.

The Comprehensive Plan attempts to clearly state the community's vision for its future and how to get there from here. There are many difficult questions that the Plan seeks to answer:

- What areas are best for development, and what areas should be preserved in their natural state?
- Where should we locate new housing, industry, commerce, and public facilities?
- How can we encourage "infill" development in neighborhoods while also maintaining the character that makes them livable and unique?
- How can we encourage "mixed use" commercial and residential development in certain key locations?
- How should we design and lay out new streets?
- What strategies should we use to increase the "walkability" of our town?
- How can we most effectively work to develop an interconnected system of parks, open spaces, and trails?
- How can we best prepare and adapt to a host of future conditions including changes in our climate?
- What can we do to ensure a strong local economy?
- How can we help to make housing more affordable to Port Townsend residents?
- How will we pay for all this?

In sum, how can we manage growth to maintain and achieve the kind of community we want? The Comprehensive Plan attempts to answer these questions.

What is the Comprehensive Plan?

Required by the Washington State Growth Management Act (GMA) of 1990, the Comprehensive Plan consists of a Land Use Map designating the desired use of lands for various activities, and goals and policies to guide government and private decision-makers in determining how Port Townsend will grow, look, and operate in the future. The Plan reflects the results of citizen involvement, technical analysis, and the judgment of the Port Townsend City Council.

The Plan anticipates change and provides specific guidance for growth and development in the City over the next 20 years by defining:

- How much population and job growth is anticipated and where it should be located;
- What type of transportation improvements, utilities, and public facilities must be provided to serve our future population and employment;
- Where people will live and what type of housing they will need; and
- How to pay for the utilities and public facilities needed to carry out the community's vision.

Who Created the Comprehensive Plan? (A Summary of Public Involvement Efforts)

Public participation is vital to the success of Port Townsend's Comprehensive Planning process. The City has codified a public participation process in the municipal code and, for major updates, the City has elected to expand on the traditional workshops, hearings, and opportunities for written comment. For example, Ordinance 2539 adopting the 1996 Comprehensive Plan documents over 1,400 hours of citizen discussion and more than 600 citizen responses to a questionnaire as part of the PT 2020 Coffee Hour. As part of the 2016 Periodic Update, the City held a town meeting, conducted an online survey, and launched SpeakUp Port Townsend, an online discussion forum.

Feedback from the public enabled the Planning Commission and City Council to reach decisions on key policy issues for the 1996 Plan, subsequent updates, and implementing programs, as well as for the 2016 Periodic Update.

What's in this Plan?

At its core, the Plan contains four fundamental concepts that are highlighted below.

Maintaining Our Small Town Character

The overriding objective of the Plan is to maintain and enhance Port Townsend's special character and small town atmosphere. As our community grows, the very character that attracted residents here in the first place is threatened. The Plan contains two very important areas of policy direction designed to preserve our community's essential character while planning for inevitable growth and development.

First, the Plan encourages the development of "mixed use centers" surrounded by strong and diverse neighborhoods, similar to the area surrounding the uptown intersection of Lawrence and Tyler Streets today. These centers are intended to serve as focal points for new or emerging neighborhoods and to help promote pedestrian friendly areas with small-scale neighborhood shopping and services.

Second, the Plan includes policies that would lead to the creation of a City-wide interconnected system of open spaces and trails. These green spaces would help to protect the small town

atmosphere of Port Townsend while providing other benefits, including stormwater control and linking key wildlife areas.

Achieving a Better Balance Between Jobs & Housing

Another major objective of the Plan is to help address the "jobs/housing imbalance." There are many more people living in Port Townsend than there are good jobs. Because good jobs are hard to find, many Port Townsend residents pay more than they can really afford for housing. The Plan seeks to remedy this imbalance in two important ways.

First, the Plan contains an economic development strategy that is designed to encourage businesses that provide "family wage" jobs - jobs that pay good money, so that we and our children can afford to live and work in Port Townsend. It seeks to balance economic vitality with environmental protection and preservation of our small town atmosphere.

Second, the Plan contains an affordable housing strategy that provides more land for higher density development, allows more creative housing types, and increases the housing choices available to City residents.

Taken together, the affordable housing and economic development strategies should help to make housing more affordable for Port Townsend residents in the decades to come.

Accommodating Port Townsend's Share of County-Wide Growth

One of the purposes of the GMA is to limit sprawling urban density development in rural and resource lands. To accomplish this goal, the GMA makes clear that a substantial amount of new growth should be planned and provided for within cities and urban growth areas (UGAs), and to do it in a compact, urban manner. By mutual agreement, and based upon recent demographic data, Jefferson County and the City have determined that Port Townsend's share of County-wide growth will be approximately 2,711 people during the period between 2016 and 2036. This would increase the City's total population from 9,454 to a total population of 12,165 by 2036 [Jefferson County Reso. No. 38-15 (October 26, 2015)].

Providing Public Facilities & Services Within the City's Financial Resources

This Comprehensive Plan is designed to balance the need for additional public facilities and services with the City's ability to pay for them. Prior to 1996, plans often contained a "wish list" of capital projects with no demonstrated ability to fund the necessary improvements. This Comprehensive Plan sets measurable standards for public facilities and services (i.e., level of service standards), states what specific capital projects will be constructed, and identifies the sources of revenue that will be used to fund the necessary improvements.

Policies concerning "concurrency" are also a key component of the Plan. Concurrency is the

concept of providing certain facilities and services at or before the time of approval of new development projects. The Plan requires that adequate water, sewer, stormwater, and transportation facilities be provided concurrent with new development.

How Will the Plan Be Implemented?

Adopting the Comprehensive Plan is the City's first important step towards realizing the community's vision. The overall vision will only be achieved as the Plan is implemented over time. A number of tools are used to implement the Comprehensive Plan. The Zoning Code contains a set of regulations to direct land use and design as new development or redevelopment occurs. Growth is also directed in compliance with the City's land use and community character goals through careful planning for the location and sizing of capital facilities. Policies related to the arts, recreation, or human services support programs related to cultural, recreational, or social needs. Capital facilities enhancements such as decorative street lighting carry out policies on community character. Programs such as "safe routes to school" and neighborhood enhancement grants help implement policies on neighborhood character or safety. Implementation efforts consist of short-term and long-term actions. Some of the short-term actions include reviewing the City's municipal code (e.g., zoning and subdivision ordinances) to ensure implementation of the vision, goals, and policies of the Plan. Long-term actions include preparation of functional plans (e.g., Stormwater Functional Plan, Transportation Functional Plan, etc.) and neighborhood or subarea plans (e.g., Howard Street Corridor Subarea Plan). Functional and subarea plans do not require amendment of the Comprehensive Plan, provided that they implement and are consistent with the goals and policies of the Comprehensive Plan.

Figure 2-1

The Comprehensive Plan is a living document. While the Comprehensive Plan is designed to provide a vision for the development of our City, it must also be responsive to changes due to growth and the community's desires. The City will monitor, evaluate, and amend the Plan as conditions change and develop a capital investment program that allocates resources to projects that will spur development in the direction envisioned in the Plan.

PROFILE OF PORT TOWNSEND

Port Townsend Yesterday

Long before the advent of zoning or planning enabling legislation, much of Port Townsend's basic land use pattern was established. During the Victorian era of the late 19th century, over 14,470

small city lots were platted, typified by the 50' by 100' parcel. In 1935, Washington passed the State Planning Enabling Act, giving authority to cities to establish planning programs.

During the two decades that followed the Second World War, the pace of development decreased and empty stores and homes symbolized the military's departure from Fort Worden. As the size of the City dwindled, there seemed little need to plan for the future growth of the City.

During the late 1950s, Port Townsend defied news and national magazine reports of its future as a ghost town. In 1958, the community succeeded in attracting a state-owned juvenile diagnostic and treatment center to Port Townsend. In an effort to ensure the protection of the City's historical legacy and to improve the economic fortunes of the community, the City Council appointed the Port Townsend Planning Commission in 1962. Charged with the responsibility to make ongoing, policy-oriented recommendations regarding the overall development of the City, the Commission produced the first City of Port Townsend Comprehensive Plan in 1968. This Plan was implemented in 1971 with the passage of the first Port Townsend Comprehensive Zoning Ordinance. The heart of this implementing ordinance continues to guide Port Townsend's growth and development today.

During the 1970s, two notable state laws affected land use regulation in Port Townsend: the Shoreline Management Act (SMA) and the State Environmental Policy Act (SEPA). Aside from the City's efforts to implement these two important pieces of legislation, only minimal revisions were made to Port Townsend's zoning code during this period.

In 1979, a thorough review of the Comprehensive Plan was undertaken by the Planning Commission with assistance from the Jefferson County Planning Department. Although this updated Plan (adopted in 1981) made substantial alterations to the 1968 Plan, the basic land use patterns remained unchanged. By 1987, with development pressures from the greater Puget Sound area reaching out to touch the edges of Port Townsend, the City recognized the need to establish a Planning Department and hire its first part-time planner. During the late 1980s, City leaders initiated two important planning processes that focused attention on developing goals and policies to guide development from Port Townsend's highway entrance to its historic waterfront area. These efforts culminated in the adoption of two important components of today's planning policy framework: the Port Townsend Urban Waterfront Plan and the Port Townsend Gateway Development Plan. These policy documents set the stage for complying with the GMA mandate to prepare a new Comprehensive Plan in 1996.

Although there have been some refinements to the 1996 Comprehensive Plan, the Community Vision and fundamental concepts remain relevant and intact. This 2016 Periodic Update is not an overhaul of the existing plan and regulations; rather, this update will reflect new public input, changes in state law, and new population and employment growth forecasts.

Port Townsend Today

Who Lives in Port Townsend?

Population

There were an estimated 9,454 people living within Port Townsend as of 2016. Over the next twenty years, Port Townsend's current population is expected to increase by 2,711 to a total population of 12,165 by 2036.[1] This projection anticipates that the City's population will grow at a compound annual growth rate of 1.27% over the course of the planning period (2016-2036).

Education

Out of 7,398 persons aged 25 years or older in Port Townsend in 2013, 95.8% had high school diplomas. Another 42.4% had a bachelor's degree or graduate degree. These figures are above the state of Washington averages. The state percentage of persons 25 years or older with a high school diploma was 90.0%, and 31.9% had a bachelor's degree or higher. Over the period between 1990 and 2013, Port Townsend's population has not only grown older but also more educated.[2]

Age

The median age in Port Townsend is 53.9 years, a full sixteen years higher than the median age for the entire State (37.3), and fractionally higher than the median age for Jefferson County as a whole (53.0). For the City, 17.6% of the population is under the age of 19, while 24.6% is 65 or older. **Table 2-1** compares the age distribution of the State, County, and City.

Household Income

The median household income for Port Townsend in 2015 was $41,100. Port Townsend's residents have slightly lower income levels than those of Jefferson County as a whole ($44,700). In comparison with the State, however, the City's income level is considerably lower (i.e., lower than the state median $58,900).[3]

Approximately 17.1% of Port Townsend's population lives on incomes below the federal poverty level, significantly higher than the statewide percentage of 13.4%. Roughly 10.7% of Port Townsend's families live below the poverty level, which again is higher than the statewide percentage of 9.0%. Moreover, nearly one-quarter (23.6%) of families with children (18 and under) live on incomes below the federal poverty level, a full 62.0% higher than the statewide percentage (14.6%). In contrast to the number of families with children living below the federal poverty level, approximately one-quarter (23.6%) of Port Townsend households earn more than $75,000 per year.[4]

Census blocks in the western portion of the City, south of Hastings Avenue, and the Castle Hill area west of Sheridan Avenue, appear to be the most economically disadvantaged, with the highest percentages of children in grade school and middle school in households earning below the federal poverty line.

Table 2-1
City of Port Townsend, Jefferson County, and Washington State Age Distribution of Population[5]

Age (Years)	State	Jefferson County	Port Townsend
Under 19	26.3%	16.5%	17.6%
20 - 24	6.9%	3.7%	3.8%
25 - 44	27.3%	16.9%	17.4%
45 - 64	27.1%	36.8%	36.7%
65 & Over	12.3%	26.3%	24.6%

Employment - Who Works in Port Townsend & What Do They Do?

Port Townsend Paper Corporation, lying just outside the City limits, and marine trades continue to be a major source of nongovernmental employment in Jefferson County. Among the major governmental employers in the City are Jefferson Healthcare, Jefferson County, and the Port Townsend School District #50. The City of Port Townsend employs approximately 100 people (including seasonal workers).

Occupations that are well represented with Port Townsend residents, as compared with the entire state, include persons employed in the following sectors:

- Arts, entertainment, sports;
- Community and social services;
- Food preparation and serving;
- Health practitioners, techs, and support workers;
- Life, physical, and social sciences;
- Management positions, office and administrative support;
- Sales; and
- Personal care and service.

By comparison, City residents (but not those in the County) tend to be underrepresented in occupations such as farming/fishing/forestry, construction/extraction, and production. Both City and County residents are also underrepresented in other industrial related occupations such as building grounds maintenance, maintenance repair, transportation, and moving. This occupational mix is

consistent with an overall lower average wage structure, as is further detailed in the Economic Development Element.[6]

Building Blocks for the Comprehensive Plan

Port Townsend Urban Waterfront Plan

In recognition of the need for improved municipal guidance and control in the urban waterfront planning area, the Waterfront Plan was adopted by the City Council in December of 1990. The Waterfront Plan was a detailed plan for the Urban Waterfront area that addressed:

- Uses of public and private properties;
- Height and bulk of structures;
- Housing and transient accommodations;
- Open space;
- Pedestrian and vehicular circulation throughout the planning area;
- Physical and visual connections throughout the planning area;
- Physical and visual connections to the rest of the waterfront and from the bluff above; and
- New urban design guidelines and regulations.

The Waterfront Plan was among the first steps in the City's attempts to revise and update its Comprehensive Plan. Urban design guidelines and regulations originating in the Waterfront Plan were later codified in Chapter 17.30 *Historic Preservation Code* of the Port Townsend Municipal Code.

In 2007, the City adopted an updated Shoreline Master Program. To improve efficiency, the master program incorporated relevant policies, regulations, and design recommendations from the Waterfront Plan and the stand-alone Waterfront Plan was retired.

Port Townsend Critical Areas Ordinance (CAO) (formerly the Environmentally Sensitive Areas Ordinance)

Originally adopted in 1992 (Ordinance 2319) as an interim ordinance, the City’s Critical Areas Ordinance (Chapter 19.05 Port Townsend Municipal Code) identifies and regulates to protect "critical areas" as required by the GMA. Port Townsend's CAO regulates development in order to avoid adverse impacts when possible, to reduce adverse impacts when avoidance is not feasible, and to compensate for adverse impacts. Port Townsend's CAO defines and establishes standards for the protection of five types of areas:

- Aquifer Recharge Areas;
- Fish and Wildlife Habitat Conservation Areas;

- Frequently Flooded Areas and Critical Drainage Corridors;
- Geologically Hazardous Areas; and
- Wetlands.

In 2005, the City amended the CAO to incorporate best available science consistent with amendments to the GMA.

Port Townsend Gateway Development Plan

Adopted by the City Council in August of 1993, the Gateway Development Plan represented the culmination of over three years of active citizen involvement. The Gateway Development Plan expands upon an earlier "concept plan" adopted in May of 1988. It was updated in 2023. The update included specific focus in the Flats District and addressed power line safety conflicts with the existing poplar trees, boat yard expansion to the Port's property line, the long term sustainability of this area of the public right of way, and the replanting and aesthetics of this portion of the Gateway. The Plan identifies specific transportation improvements for capital development and establishes development guidelines for the Sims Way/SR 20 corridor from the Port Townsend City limits to the Washington State Ferry Terminal. These guidelines are "performance-oriented" rather than "prescriptive" and address issues regarding the look, feel, and function of the Gateway Corridor. The Gateway Development Plan incorporates three primary goals into a comprehensive transportation redevelopment strategy:

- Traffic Safety;
- Streetscape Improvements and Aesthetics; and
- Economic Vitality.

The County-Wide Planning Policy (CWPP) for Jefferson County

In Jefferson County, the first step in coordinated planning efforts called for by the GMA occurred in December 1992, with the adoption of the CWPP. The CWPP addresses eight subject areas and is intended to be used as a guiding framework for subsequent development and adoption of comprehensive plans. The CWPP specifically deals with the following:

- The designation of urban growth areas (UGAs) (CWPP #1);
- Promotion of contiguous and orderly development and the provision of services to such development (CWPP #2);
- Joint City and County planning within urban growth areas (CWPP #3);
- The siting of essential public facilities of a county or state-wide significance (CWPP #4);

- County-wide transportation facilities and strategies (CWPP #5);
- The need for affordable housing for all economic segments of the population (CWPP #6);
- County-wide economic development and employment (CWPP #7); and
- Analysis of fiscal impact(s) (CWPP #8).

Port Townsend 2020: Getting Together (PT 2020)

In May of 1993, Port Townsend sponsored the PT 2020 project to seek new and more comfortable ways for citizens to express their feelings, hopes, and concerns about the future of the City. Approximately 600 citizens participated in 80 "coffee hours" and school-sponsored events to provide the information that ultimately was incorporated within the report. The results of this public involvement effort were summarized and later used as the basis for preparing the Community Direction Statement in Chapter 3 of this Plan.

Similarities of the "Building Blocks"

Each of the five "building blocks" described above provided direction for the development of Port Townsend's Comprehensive Plan. Concepts commonly found within these documents include:

- Maintaining a sense of community and small town atmosphere:
- Preserving and maintaining Port Townsend's special places;
- Encouraging economic diversity;
- Providing affordable housing for all citizens;
- Protecting the environment; and
- Greater citizen involvement in the development of planning policies and regulations.

Predictions for the Future (Assumptions for Port Townsend's Comprehensive Plan)

The following basic assumptions about Port Townsend's future formed the basis for this Comprehensive Plan. The assumptions influenced the development of each of the Comprehensive Plan elements.

- Port Townsend will continue to be the retailing, service, government, medical, and transportation center for eastern Jefferson County. Diversification of the local economy will cause the City to reevaluate its historic land use patterns, zone more land for commercial or manufacturing uses, and encourage housing types suitable for working families. Shoreline areas that are necessary for the continued vitality of the marine trade industries will continue to be protected and reserved for such uses.
- Port Townsend will remain the principal city of Jefferson County, and as the population of

the area continues to grow and age, the City's role as the activity center for governmental, professional, and medical and social services within the County will grow. Given the trend toward an aging population, the City will need to take a more active role in realizing an appropriate jobs/housing balance to support a community diverse in age and income.

- Port Townsend and the surrounding portions of unincorporated Jefferson County will remain an attractive place to live, and population growth will continue to increase primarily as a result of in-migration.

- Port Townsend's citizens will remain active in the affairs of City government and planning, and will demand that growth and development be responsive to the desires of the community, with an emphasis on maintaining Port Townsend's special places and high quality of life rather than encouraging growth for growth's sake.

- As areas within Port Townsend become more densely developed, the demand for public services and amenities will also grow, requiring local government to plan for and provide the services and facilities necessary to serve the growth in a sustainable manner.

- Like other local governments, Port Townsend will be forced to rely even more heavily on local sources of revenue as state and federal funding of community services and capital improvements becomes increasingly difficult to obtain. As a result, the City will have to reexamine traditional land use patterns in order to make the most effective use of its capital facilities investments.

- The majority of Port Townsend's new residential development will occur in previously platted areas.

- As the area recovers from the 2008 recession, there will be significant commercial redevelopment activity along the Highway 20 corridor and in Port Townsend's Commercial Historic District.

- As vacant and developable land becomes more scarce and the population continues to grow, the cost of housing is projected to rise at a faster rate than personal income. Balancing the demand for seasonal homes and tourist accommodations with the need for affordable permanent housing will continue to be a challenge. This will force the City to reexamine traditional housing and residential development patterns.

- Although improvements will be made and greater emphasis will be placed upon public transportation and pedestrian and bicycle travel, the private automobile will continue to be a significant form of transportation for the majority of Port Townsend and Jefferson County residents. Port Townsend must consider revisions to its traditional land use patterns and development regulations to promote greater use of pedestrian and bicycle routes and its public transportation investment.

- Concerns about water quality and wildlife preservation, as well as other environmental issues, will continue to generate changes to state and federal laws, which will also impact local land use planning requirements and development regulations.

- Port Townsend's economy will expand, tourism will remain important to the local economy, and the marine trades will increase in economic importance. The Port of Port Townsend will also focus more attention on promoting marine trades and providing the necessary improvements to sustain these uses.

- Port Townsend will experience growth in citizen interest in the arts and cultural activities as the population increases. This growth will result in increased attendance at local art, cultural, educational, and recreational events, and create a demand for new and improved facilities.

- An increasingly dense population will create greater demand for recreation facilities and open space, and Port Townsend will need to specifically identify recreational and open space needs.

- Port Townsend will continue to provide municipal public services (e.g., water, stormwater, and wastewater) to the residents of the City and water service to certain portions of unincorporated Jefferson County, as they become designated UGAs or are included within areas to be served by the City through the City's Comprehensive Water System Plan.

Uncertainty of Assumptions (Changes Beyond Anyone's Control)

All comprehensive plans are based upon a set of assumptions about trends and events that are likely to occur. However, we cannot predict the future; we can only adopt growth strategies based upon our best understanding of likely growth trends and the consequences of implementing a particular strategy. The projected population growth used throughout this Plan may not accurately represent changes in population trends due to currently unknown factors, such as climate change.

Unforeseen events can affect the amount, rate, composition, and location of future job growth, demand for housing, vehicle trip generation, and land development. For example, the decision of a major employer to move into or out of Port Townsend could significantly affect Port Townsend's Plan. Construction of a major business park, a decision regarding the future viability of the Port Townsend Paper Mill, changes in lifestyles, shifts in the global economy, energy shortages, natural disasters, and technological advancements are events beyond the control of the City that could alter the assumptions used in the comprehensive planning process.

Global scale environmental degradation and climate change all point to possible large scale changes in the coming decades. The potential for sea level rise of several feet over the next 100 years, increased severity of storms with higher force winds and heavier rainfall, changes in the hydrographic regime and water availability (declining snowpack, lower summer river flows, higher

winter flows, and increased river temperatures) all create uncertainties for the future. How these changes will impact us in future decades at the local level is unclear.

Further innovations in how people work, such as internet-based jobs or the growth of a sharing economy, and how people live, such as community co-housing and smaller houses, will also present challenges to past assumptions.

Unforeseen events and changes to growth trends will cause Port Townsend and other jurisdictions to periodically reevaluate their comprehensive plans. Plan amendments are anticipated to occur regularly over the life of this Comprehensive Plan.

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[1] Source: Jefferson County Resolution 38-15 (Appendix 1 to this Plan)

[2] Source: 2010 US Census.

[3] Source: Claritas, cited in the *Howard Street Corridor Economic Feasibility Study*, January 30, 2015, E.D. Hovee & Company, LLC and Spinnaker Strategies (Appendix 4 to this Plan)

[4] Source: 2010 US Census

[5] Source: 2010 US Census

[6] Source: Washington State Employment Security Department (ESD), cited in *Howard Street Corridor Economic Feasibility Study*, January 30, 2015, E.D. Hovee & Company, LLC and Spinnaker Strategies (Appendix 4 to this Plan)

"The future of Port Townsend depends on the actions and plans of its citizens today. It is important, therefore, to understand what Port Townsend citizens want their city to be like in 20 years and beyond, what they want to preserve, and what they want to change."
(from Port Townsend 2020: Getting Together, Final Report)

Port Townsend is our legacy for the future.

Each generation makes its contribution. This Comprehensive Plan is today's attempt to define and refine our legacy to Port Townsend. Our dream of how Port Townsend should be and could be for

generations to come is presented in this Plan. Such a plan is a statement of confidence, optimism, and belief in ourselves, a statement that our community can change without losing its essential character.

This Direction Statement sets forth the framework for carrying out this planning effort. In the future, the Direction Statement will be referred to when the Plan is interpreted or amended to ensure that the basic values it embodies are not lost. The Direction Statement is in the present tense, as if we were speaking of Port Townsend today. While our vision is to protect most characteristics of today's town, the vision should be read as describing the community we wish Port Townsend to become in the next 20 years.

We envision Port Townsend as eastern Jefferson County's economic and cultural center,

Port Townsend is the County seat and the center of eastern Jefferson County's economy and employment. A diversity of commercial and industrial activities flourish and provide meaningful employment opportunities for residents. The area accommodates a strong retail center catering to residents and tourists alike. Tourism is integrated into the local economy, while at the same time, the affordability of housing, goods, and services is maintained for residents, and the livability of the community endures.

Cottage based industries and low impact light manufacturing have a strong presence in the community. An important concentration of incubator industries is also found here. The urban waterfront along Port Townsend Bay is anchored at either end by marinas and port areas devoted to the City's marine-related commerce and industry. These areas are essential to the character of Port Townsend as a working waterfront town.

A regional center of culture and learning, Port Townsend provides its citizens with quality elementary and secondary instruction, as well as career training and college education needed for success and personal enrichment. The City offers world class arts and entertainment and continually celebrates its cultural and historical assets by hosting many exciting festivals and events. Anywhere in town, we are only a convenient bike ride or walk from work, classes, dining, entertainment, and home. This closeness reinforces the tie between Port Townsend's economy, culture, and a large residential community. People live here because they enjoy being in the midst of the natural beauty and cultural amenities of Port Townsend.

a community with a sense of history and place,

Founded in 1851, the City harbors a National Historic District and a wealth of superb Victorian era homes recognized on the National Historic Register. These historic buildings provide a magnificent backdrop and preserve a tangible link to Port Townsend's vanished dreams of being the preeminent city of the Puget Sound region. Structures and places of historical importance are surrounded by new compatible development. Following the Highway 20/Sims Way Corridor, a procession of

distinctive buildings have been added to Port Townsend's architectural heritage.

Port Townsend is a vital and active place that retains a small town atmosphere and a strong sense of community. In its retail districts, sidewalks are lined with busy shops that cater to residents as well as visitors. Historic commercial buildings, long established residential areas, and parks, town squares, and streets lined with trees give the City an atmosphere of relaxed permanence. Parks, gateways, and walkways are rich with historical monuments and public art. Buses, trails, and bikeways provide useful transportation options for workers, shoppers, and visitors, and dependence upon the automobile is diminished.

The City is pedestrian-oriented, and neighbors greet one another as they walk by for work, play, or exercise. The City's tree-lined walks, trails, and streets provide shade and habitat and reinforce Port Townsend's network of green spaces. Open spaces offering an opportunity for rest, views, contemplation, and enjoyment of the natural environment are found throughout the City. These public spaces are free of litter, well maintained, and richly planted with flora that blends with the native vegetation.

a place that prizes its natural setting,

The natural setting of this "Key City" of the Peninsula is accentuated with buildings and green spaces that combine with the lower Olympics, the Cascades, and marine vistas to create a dramatic backdrop for an attractive and memorable place. By ferry, the City is the gateway to the Olympic Peninsula's natural wonders. The air is fresh and the adjacent waters of Port Townsend Bay, Admiralty Inlet, and the Strait of Juan de Fuca are clean, full of marine life, and easily accessible. The downtown waterfront is an attraction that offers cultural, educational, and social opportunities that reinforce the City's natural setting.

The Waterwalk provides people a pedestrian path along the shore of Port Townsend Bay, tying the City's shoreline together from the Olympic Discovery Trail to Fort Worden State Park and North Beach. The walk connects the waterfront with a larger network of trails that lead to surrounding districts and residential neighborhoods. This loop also unites an extensive system of parks and open spaces, including many environmentally sensitive areas that provide significant wildlife habitat.

The City's urban wildlife corridors provide vital links between critical wetland habitats, drainage corridors, and other protected areas. These corridors connect with a larger network of wildlife movement routes that extend beyond the City and into the County, ultimately leading to the Olympic National Forest and Park.

a great place to live,

A wide choice of housing types and prices is available for a diversity of lifestyles and incomes. Residential development is centered in distinct neighborhoods that are safe, secure, and have

identities and characters of their own. Opportunities for socializing, recreation, quiet, and solitude are all close at hand, as are facilities and events that enrich the body, mind, and spirit.

a town that cares,

Social and health services are available and provide dignified care to dependent residents. The community offers training and support for those able to become more independent. Port Townsend's elderly and special needs populations are appreciated for making valuable contributions to the life of the community and are afforded convenient access to transportation and other human services.

Volunteerism remains essential to the fabric of the community. Citizen volunteers enrich the community by donating their time and services to a wide variety of community organizations, artistic and cultural endeavors, environmental protection and enhancement efforts, and efforts that aid disadvantaged segments of the population.

The youth of Port Townsend are recognized as an important part of the community. The City cultivates opportunities for the youth of our town to play, socialize, find entertainment, work, and be involved in extra-curricular experiences.

where we work together.

The public and private sectors work together pursuing the continued strength and growth of Port Townsend's economy, diverse employment base, and cultural and educational opportunities. City government is open and accessible. It provides leadership in promoting and implementing public policy. Government is willing and able to respond quickly, creatively, and efficiently to provide innovative ways of meeting the challenges facing the community. City and County governments cooperate to solve common problems. The private sector participates in the success of government by actively helping in decision-making and adding its talents to help solve community problems.

Regulations, laws, and policies are enforced with equity and justice. Development is orderly and predictable. The inhabitants of Port Townsend feel, and are, safe. The City's residents respect the opinions, as well as the cultural and ethnic diversity of their fellow citizens. While discussion of civic issues remains robust, residents communicate with one another and elected officials in a considerate manner.

Business supports the cultural and educational life of Port Townsend. Government encourages business, civic, and neighborhood organizations to participate in decision-making and in helping it honestly evaluate its successes and failures.

Above all, our hope for the future becomes the City's promise to maintain and enhance Port Townsend's special character and small town atmosphere!

Introduction

Port Townsend and the eastern Quimper Peninsula will likely receive a large share of Jefferson

County's population growth over the next 20 years. This Comprehensive Plan and the Land Use Map contained within this element will shape how future growth will affect the City of Port Townsend. The Land Use Map will establish the appropriate locations for specific land uses, and the density and intensity of future development.

PLANNING CONTEXT

Growth Management Act Requirements

The Washington State Growth Management Act (GMA) requires cities to prepare a land use element and land use map. Together, this element and the land use map will guide future land uses for the next 20 years. The GMA requires that the Land Use Element of the Comprehensive Plan address the following topics:

- ☐ Agricultural Lands
- ☐ Residential Areas
- ☐ Manufacturing Areas
- ☐ Open Space
- ☐ Public Facilities
- ☐ Population Densities
- ☐ Future Population Growth
- ☐ Flooding, Stormwater, and Water Quality
- ☐ Timber Lands
- ☐ Commercial Areas
- ☐ Public Utilities
- ☐ Recreation
- ☐ Essential Public Facilities (regional)
- ☐ Building Intensities
- ☐ Urban Growth Areas (UGAs)

Wherever possible, the Land Use Element should consider utilizing urban planning approaches that promote physical activity.

Each of these topics is addressed by the Land Use Element goals and policies, and the Land Use Map.

County-Wide Planning Policies

Port Townsend Urban Growth Area (UGA)

Under the GMA, "urban growth" is defined as growth that makes intensive use of land for the location of buildings, structures, and impermeable surfaces. The Act makes it clear that urban growth must occur only within designated urban growth areas (UGAs) and that counties, rather than cities, are responsible for designating UGA boundaries.

The City of Port Townsend Urban Growth Area contains approximately 4,460 acres. The UGA boundary is coterminous with the incorporated city limits. The City of Port Townsend is one of two UGAs in east Jefferson County, along with the recently established Irondale/Port Hadlock UGA. The Glen Cove area, lying near to the City's corporate limits, has been designated as a limited area

of more intensive rural development (LAMIRD) by Jefferson County.

The City will periodically inventory and assess its available supply of residential, mixed-use, commercial, and industrial lands to determine whether additional land supply is needed. If it is determined that additional land is needed to accommodate projected growth, the City should seek to rezone land within the existing City limits before identifying areas outside the City limits for expansion of the City's UGA and potential annexation.

In conformance with the county-wide planning policies for Jefferson County, the City and the County should continue to coordinate planning efforts.

The Port Townsend Planning Area

The "planning area" includes all of the lands within the present City limits and portions of the Glen Cove area that have the potential to be included within the City's UGA, as discussed above. In 1996, the City was divided into 11 conceptual subareas, as indicated on **Figure 4-2**. The adoption and incorporation of subarea plans into the Comprehensive Plan adds greater detail, guidance, and predictability to future development. Subarea plans include plans for neighborhoods, corridors, Urban Reserve areas, special districts, and joint planning areas. The City has already prepared several subarea plans, such as the Urban Waterfront Plan (incorporated into the 2007 Shoreline Master Program update), Gateway Development Plan, and the Draft Point Hudson Master Plan. A subarea plan is envisioned for the Howard Street Corridor. The subareas used in the preparation of this Plan build upon those previously established.

Shoreline Master Program

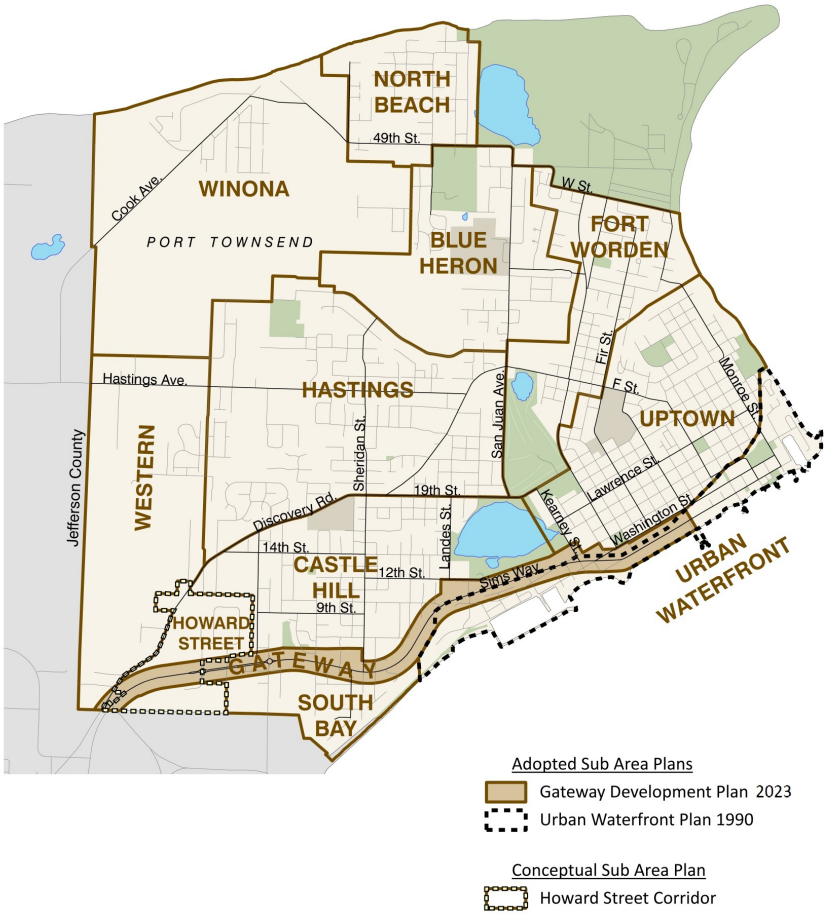
In November 1972, the people of the state of Washington enacted the Shoreline Management Act (RCW 90.58). The primary purpose of the Act is to provide for the management and protection of the state's shoreline resources by planning for reasonable and appropriate uses. The law provides a two-tier planning and regulatory program by the state and local government. By law, the City is responsible for preparation of a "Master Program" in accordance with the policies and requirements of the Act and the State Shoreline Guidelines (WAC 173-26). The City must also develop a permit system in accordance with the requirements of the Act.

In 2007, the City's updated Shoreline Master Program (SMP), prepared in accordance with the Shoreline Guidelines, was adopted by the state. The City's SMP is a stand-alone document with an adoption by reference to the City's Critical Areas Ordinance (Ordinance 2899) and surface water management manual. Pursuant to RCW 36.70A.480, the goals and policies and Environment Designations Map of a shoreline master program shall be considered an element of the City's comprehensive plan. All other portions of the shoreline master program, including use regulations, shall be considered a part of the City's development regulations.

Big & Little Quilcene Watersheds

Within the US Forest Service's (USFS) planning and management jurisdiction are the City of Port Townsend's Big Quilcene River and Little Quilcene River municipal watersheds. These areas are located approximately 20 miles from the City, in the Olympic National Forest within Jefferson and Clallam Counties. The watersheds total 58.4 square miles, with almost half the area designated as Wilderness. While managed by the USFS for the primary resource management objective of maintaining high quality water for domestic use, commercial timber harvesting and public recreation are permitted activities within the watershed. This area is not intended for development and is not discussed further in this element. Planning issues and management policies for the watershed are addressed in the "Cooperative Watershed Protection Program for the Big and Little Quilcene Municipal Watershed" and the "Memorandum of Understanding Between the City of Port Townsend and U.S. Department of Agriculture Forest Service Olympic National Forest" (MOU-6-93-9-02-13), found in the Water System Plan.

Figure 4-2: Port Townsend Subareas



CHALLENGES & OPPORTUNITIES

The PT 2020 survey conducted in the spring and summer of 1993 and town meetings conducted as part of the 2008 mid-cycle assessment indicated that the people of Port Townsend feel that the best characteristics of the City include:

- ☐ Small Town Atmosphere
- ☐ Natural Beauty
- ☐ Safety and Security
- ☐ Arts & Cultural Events
- ☐ Special Places
- ☐ Diverse People
- ☐ Accessible Waterfront
- ☐ Historical Legacy

☐ Walkable Town ☐ Commitment to Community

☐ Open Government

The challenge of this element is to preserve or enhance these essential characteristics of Port Townsend while planning to accommodate the growth that is likely to occur within the next 20 years. During the public participation process for the 2016 GMA Periodic update, five basic key issues were identified:

1. Community resiliency in a changing world, including adaptation to climate change, the need to transition from fossil fuels to more sustainable energy sources, shifts towards more local support systems, changing economies and the nature of work, changes in the demography of our community towards older residents, and changes in housing patterns.

2. The lack of available and affordable housing in our community that is making it difficult for young families, working people, and people of limited means to find acceptable housing in our community as prices of homes and rentals escalate.

3. Economic vitality for our community that will provide a diversity of jobs, a healthy environment for small businesses, and educational opportunities, within a small town, historic, and maritime industry-based community.

4. Transportation options that are multi-modal, safe, and interconnected, and the need to prepare for shifts away from an automobile-based transportation system.

5. Components of community living that enhance our quality of life – parks and recreation, community diversity, and environmental quality.

PLANNING FOR THE NEXT 20 YEARS

Introduction

Port Townsend and the eastern Quimper Peninsula will likely receive a large share of Jefferson County's population growth over the next 20 years. This Comprehensive Plan and the Land Use Map contained within this element will shape how future growth will affect the City of Port Townsend. The Land Use Map will establish the appropriate locations for specific land uses, and the density and intensity of future development.

Population & Employment Projections

Under the GMA, all cities and counties must allow development densities sufficient to accommodate the next twenty years of projected population and employment growth.

Over the next twenty years, Port Townsend's current population (estimated at 9,454 for 2016) is expected to increase by 2,711 to a total population of 12,165 by 2036.[1] This projection anticipates

that the City's population will grow at a compound annual growth rate of 1.27% over the course of the planning period 2016-2036. This updated forecast and allocation anticipates a significantly slower growth rate than was projected under the City's initial GMA Comprehensive Plan in 1996. In fact, the updated allocation anticipates Port Townsend's 2036 population will be 1,711 less than was projected for the year 2016 under the original GMA Plan.

Table 4-1

Planning Period	County Resolution No.	Total Population for Ending Year	Compound Annual Growth Rate
1996-2016	96-046	13,876	2.56%
2016-2036	38-15	12,165	1.27%

Accordingly, the updated forecast and allocation suggests that no expansion to the Port Townsend UGA is currently necessary and neither is there a need for municipal infrastructure expansions not anticipated under the 1996 Plan.

Note that the projected population growth may not accurately represent changes in population trends due to currently unknown factors. Therefore, annual population estimates from the Office of Financial Management (OFM) should be reviewed, and if the rate is substantially higher than anticipated, population projections should be revisited and the plan revised accordingly.

The City retained a consultant to review employment forecasts and to assess the feasibility of the Howard Street Corridor specifically (See Appendix 4 to this Plan). The City and greater Jefferson County experienced significant losses as a result of the Great Recession. During the period 2006-13, the County experienced a net loss of 1,340 jobs (or an employment decline of 15%). As the area begins to recover from the recession, job growth is projected to be somewhat more rapid in the first five years with continued economic recovery, then somewhat slower thereafter.

In the state of Washington, 10-year employment forecasts are prepared for economic regions rather than on a county-specific level. Jefferson County is included within the three-county Olympic Consortium that also includes Clallam and Kitsap Counties. The most recent forecast (May 2014)

indicates a projected net gain for the three counties of 13,400 jobs from 2012-22. This equates to an annual average job growth rate of 1.1% per year. Assuming Jefferson County maintains a 7% share, about 940 added in-county jobs could be expected within this 10-year period. If this need is extrapolated forward over a longer term 20-year time horizon (at compound growth rates), the total land need for high wage jobs for Jefferson County would come in at about 55 acres over 20 years at a minimum.

The City envisions that development of the Howard Street Corridor will provide approximately 82.5 acres of fully served, employment land including *shovel-ready* industrial acreage with the potential

to create 1,465 jobs (representing 12.8% of the current countywide labor force). The development of the Howard Street Corridor is part of a strategy to address as yet unrecovered job loss from the recession and match anticipated countywide population growth both currently and over the next 20 years.

Land Use Map

Goal 1: Guide development within Port Townsend, ensuring that the Comprehensive Plan is implemented in a manner that is coordinated and consistent with all applicable City plans and codes.

Policy 1.1: Use the Land Use Map as a guide for future rezones and other land use decisions.

Policy 1.2: Use the goals, policies, and implementation steps of this element to determine appropriate zoning designations for areas near the boundaries between different land use designations on the Land Use Map.

Policy 1.3: Ensure that all land use decisions and approvals made by the City Council and its appointed commissions, boards, or committees are consistent with the Land Use Element and the Land Use Map.

Policy 1.4: Review and revise as necessary the existing zoning code, zoning map, and other development regulations to ensure consistency with this Plan.

Policy 1.5: Process all rezone applications together, no more often than once each year.

Policy 1.6: Beginning in 2016, and at least once every eight (8) years afterwards, conduct a thorough review of this Plan to ensure that it fully conforms with the requirements of the GMA, as required under RCW 36.70A.130.

Policy 1.7: Focus growth in areas with the capacity to absorb development with the least cost in terms of providing public utilities, transportation, and park facilities; where adverse environmental impacts can be avoided or mitigated; and where development will reduce sprawl and promote attractive, vital, and distinctive neighborhoods.

Land Use Map Designations

The following categories and land use designations have been used in developing the Land Use Map and are described more fully below:

Residential Designations:

Low Density:	R-I (SF) up to 4 d.u. per acre (i.e., 10,000 s.f. minimum lot size)
Medium Density:	R-II (SF) up to 8 d.u. per acre (i.e., 5,000 s.f. minimum lot size)

Medium Density:	R-III (MF) a minimum of 10 units and a maximum of 16 units per 40,000 s.f. area
High Density:	R-IV (MF) a minimum of 15 units and a maximum of 48 units per 40,000 s.f. area

Mixed Use Designations:

Neighborhood Mixed Use Center:	C-I/MU with moderate density multi-family residential
Community Mixed Use Center:	C-II/MU with high density multi-family residential

Commercial Designations:

Neighborhood Commercial:	C-I
General Commercial:	C-II
Hospital Commercial:	C-II(H)
Historic Commercial:	C-III

Marine-Related and Manufacturing Designations:

Mixed Light Manufacturing and Commercial: M/C	
Light Manufacturing:	M-I
Marine-Related Uses:	M-IIA (Boat Haven)
Marine-Related Uses:	M-IIB (Point Hudson)
Heavy Manufacturing:	M-III

Park & Open Space Designations:

Existing Park & Open Space:	P/OS
Potential Park & Open Space (overlay):	P/OS(A)
Mixed Public/Infrastructure/Open Space: P/OS(B)	

Other Designations:

Public/Infrastructure: P-I

Planned Unit Development (PUD) Designations:

Residential:	R-PUD
Mixed Use:	MU-PUD
Commercial/Manufacturing:	CM-PUD

A Description of the Land Use Designations

This section provides a brief description of the land use designations that are listed above and shown on the Land Use Map. **Table 4-2** shows the existing acreage in each of the different land use designations. The zoning ordinance will provide more detailed direction regarding the development of these areas, consistent with the policies of the overall Plan.

Residential Designations

R-I - Low Density Single-Family: This designation accommodates single-family residences (including duplexes, triplexes, and fourplexes) at a density of up to 4 dwelling units per acre (i.e., 10,000 square foot minimum lot size or approximately 4 dwelling units within one block of platted land). This land use designation has been applied only within drainage basins 4a and 4b in the northwestern portion of the City, because of stormwater-related development constraints. The designation accommodates single-family development at densities that maintain and promote the "small town" character of Port Townsend, while ensuring that the environmental quality (particularly as it relates to stormwater control) of the area is not adversely impacted. Higher densities could be permitted in these areas through approval of a Planned Unit Development (R-PUD) overlay designation. The designation also provides for a wide range of agricultural uses.

R-II - Medium Density Single-Family: This designation accommodates single-family dwellings (including duplexes, triplexes, and fourplexes) at a density of up to 8 units per acre (i.e., 5,000 square foot minimum lot size or approximately 8 dwelling units within one block of platted land). The R-II designation corresponds closely to those areas of town that are currently platted to 8 lots a block, include few development limitations, and which are in proximity to existing public facilities and services. Selected forms of agriculture are also allowed.

R-III - Medium Density Multi-Family: The R-III designation accommodates smaller scale multi-family structures (e.g., 5-12 dwellings per structure) at a minimum density of 10 units per 40,000 square feet and a maximum density of 16 units per 40,000 square feet of land area. Although multi-family development is encouraged in these areas, single-family residences continue to be an allowed use where the parcel and/or contiguous ownership is less than 12,000 square feet in size.

R-IV - High Density Multi-Family: This designation accommodates larger scale multi-family structures at a density of not less than 15 units per 40,000 square feet of land area or more than 48

units per 40,000 square feet of land area. A minimum density has been specified for this designation in order to discourage use of this land for subordinate, lower density, single-family development.

Mixed Use Designations

This designation provides for a compatible mix of single-family, multi-family housing and neighborhood commercial businesses and services, with an emphasis on promoting multi-story structures with commercial uses on the ground floor and multi-family housing on upper floors. This designation will promote development of a mix of uses over time, like those found in the Downtown and Uptown Districts of the City today. Specific requirements for the mix of uses and residential densities have been established in the revised zoning code.

C-I/MU - Neighborhood Mixed Use Center: This designation provides for a compatible mix of small scale commercial uses and medium density multi-family housing in multi-story buildings. Under this designation, commercial uses are located mainly on the ground floor of multi-story structures, with residential units above. Over time this designation should promote neighborhood identity, by providing a range of commercial retail and service opportunities within walking distance, reducing reliance upon the automobile. This designation has been applied to three locations in the City: the southwest corner of the intersection of 49th Street and Jackman; the Hastings and Howard Street intersection; and the San Juan and F Street intersection.

C-II/MU - Community Mixed Use Center: While very similar to the neighborhood mixed use designation described above, this designation accommodates a broader range of commercial uses and higher residential densities than the C-I/MU designation described above. This designation accommodates a wide range of commercial uses. as well as residential densities that approach those found in the R-IV designation. The C-II/MU designation has been applied to areas that are closer to the City's existing east/west commercial corridor (i.e., portions of both the east and west sides of Discovery Road from 7th Street to 12th Street and the east side of Kearney Street from Franklin to Garfield Street). Like the C-I/MU designation, the C-II/MU district is intended to promote more focused and transit or pedestrian-oriented development patterns.

Commercial Designations

C-I - Neighborhood Commercial: This designation is exclusively a neighborhood commercial district, providing convenience shopping for a limited residential area (i.e., within a one-half mile radius). Distinguished from the C-I/MU designation described above, only residential uses that are subordinate and accessory to the primary commercial use are permitted within this district. The designation allows for the retailing of neighborhood commodities and the provision of neighborhood professional and personal services. Specific permitted and conditional uses should be defined in the zoning code. The C-I designation has been applied to the southwest corner of the intersection of Kearney and Blaine Streets.

C-II - General Commercial: This designation has been applied to commercial areas outside neighborhood and mixed use areas. This designation accommodates a wide range of general commercial uses. Uses located within this designation include retail businesses, professional offices, hotels, restaurants, and personal services shops. Upper-story residential units are permitted outright. This designation has been applied to more areas of the City than any other commercial designation and occurs in various locations along Sims Way and Water Street.

C-II(S) – The C-II(S) district is considered a subdistrict of C-II. General Commercial in the Rainier Street/Upper Sims Way Subarea. This district primarily allows for manufacturing and industrial uses, as well as office space, small-scale retail, and eating/drinking venues. Multifamily and attached residential are allowed, however, certain restrictions apply within the zoning district for those areas located within the Commercial Focus Overlay District (PTMC Chapter 17.31). Sims Way serves as the main commercial spine within the district, buildings will be oriented to the street with ground floor active commercial uses. The district occurs along Sims Way and in the triangular area bounded by SR 20 to the south, Rainier Street to the east, and Discovery Road to the northwest.

C-II(H) - Hospital Commercial: This designation accommodates medical clinics, offices, pharmacies, nursing homes, and other medical related uses in areas close to major medical facilities. This designation has been applied to areas near Jefferson Healthcare Hospital between Sims Way and 11th Street and to the Life Care Center of Port Townsend on the west side of Kearney Street. Accessory or supporting uses, a florist's shop for example, are also allowed. Specific permitted and conditional uses have been detailed in the zoning code.

C-III - Historic Commercial: This designation is intended to accommodate the mix of uses that have occurred over time in the City's Downtown and Uptown historic districts. The designation makes provision for general retail uses on the ground floor of structures and promotes a mix of uses on the upper floors of historic buildings, including residences, artist and craft studios, and professional offices. Uses within the Commercial Historic District that also lie within the jurisdiction of the Shoreline Master Program (i.e., within 20 feet of the shoreline) are subject to the policies and standards of both documents. The Shoreline Master Program is incorporated into this Plan by reference.

Marine-Related and Manufacturing Designations

M/C - Mixed Light Manufacturing and Commercial: The purpose of this designation is to provide for a mix of commercial, light manufacturing with on-site retailing, and multifamily housing. These are uses which may have mixed uses or combine aspects of both on-site manufacturing and retailing (e.g., specialty crafts or artisans). Manufacturing to commercial floor area ratios are necessary within this designation to ensure that certain uses do not dominate at the expense of others. The M/C designation has been applied to areas south of Sims Way, west of Thomas Street

and along Rainier Street west to Discovery Road.

M-I - Light Manufacturing: The M-I designation provides for light manufacturing, processing, fabrication and assembly of products and materials, warehousing and storage, and transportation facilities. The designation is appropriate for light manufacturing uses similar to those allowed within the Port Townsend Business Park. No areas of town are currently proposed to receive this designation.

M-IIA (Boat Haven) - Marine-Related Uses: This designation accommodates a variety of uses including marina, recreational boating, manufacturing, assembly, haul out, and repair. The M-IIA designation has been applied primarily to Port-owned lands at the Boat Haven. Zoning provisions should distinguish between the larger scale marine-related uses at the Boat Haven and smaller scale marine-related uses allowed at Point Hudson. Uses within this district that also lie within the jurisdiction of the Shoreline Master Program (i.e., within 200 feet of the shoreline) are subject to the policies and standards of both the zoning code and the Master Program.

M-IIB (Point Hudson) - Marine-Related Manufacturing: Similar to the M-IIA district, this designation accommodates a variety of marine-related uses at a scale appropriate to Point Hudson. Like the M-IIA designation, the zoning code should continue to detail a specific range, scale, and intensity of marine-related uses allowed within this district. Adaptive reuse of the original Point Hudson Station buildings should be encouraged. Uses within this district that also lie within the jurisdiction of the Shoreline Master Program (i.e., within 200 feet of the shoreline) are subject to the policies and standards of both the zoning code and the Master Program.

M-III - Heavy Manufacturing: The M-III designation accommodates heavy industrial activities including processing, fabrication, assembling of products or materials, and bulk storage. This designation has not been applied to any areas within the current City limits. An example includes the Glen Cove LAMIRD.

Park and Open Space Designations

P/OS - Existing Park & Open Space: This category includes existing City-, County-, and State-owned parks, recreation areas, and City-owned lands that provide valuable natural and open space functions.

P/OS(A) - Potential Park and Open Space (overlay): This category includes areas that may have the potential to be included within a comprehensive and interconnected system of open spaces and trails. The P/OS(A) overlay appears in areas that could be valuable if maintained as open spaces, such as wooded areas, drainage corridors, and scenic vistas. These areas could accommodate multiple functions, including lower density residential development, stormwater management, wildlife habitat, and passive recreation. Three primary approaches are being considered in the development of this network: outright purchase of key properties; incentives for landowners to

cluster new development in areas outside, or on the margins, of open space areas; and reductions in allowable density.

P/OS(B) - Mixed Public/Infrastructure/Open Space: This designation is applied to lands used to provide public utilities, facilities, and services that also provide valuable natural and open space functions. Uses include stormwater detention facilities and wastewater treatment facilities.

Alternative parcel-specific zoning - In certain circumstances, specifically identified City-owned parcels currently under P/OS(B) designation may receive an alternative, nonpublic zoning designation. This alternative designation shall be inactive and secondary and shall not become applicable until such time as the City ownership of the parcel is terminated and/or the City determines that the anticipated land use no longer is applicable to the public purpose of the public zoning designation.

Other Designations

P-I - Public/Infrastructure: The purpose of this designation is to identify lands used to provide public utilities, facilities, and services. Allowable uses include schools, libraries, public utilities, and government buildings.

Alternative parcel-specific zoning - In certain circumstances, specifically identified City-owned parcels currently under P-I designation may receive an alternative, nonpublic zoning designation. This alternative designation shall be inactive and secondary and shall not become applicable until such time as the City ownership of the parcel is terminated and/or the City determines that the anticipated land use no longer is applicable to the public purpose of the public zoning designation.

Planned Unit Development (PUD) Designations

Higher densities and more creative site design and development may be allowed through a Planned Unit Development (PUD) approval. PUDs are special overlay designations that are not shown on the Land Use Map because approval is discretionary, based upon a showing that more flexible "performance standards" are satisfied. The permitted density should take into account the site's natural constraints; the character and density of surrounding areas; and proximity to arterials, transit service, employment and shopping areas, and planned amenities.

R-PUD - Residential: This designation provides for a compatible mix of single and multi-family housing and a neighborhood center. The designation can be applied only within areas zoned for residential use (i.e., R-I, R-II, R-III and R-IV). The R-PUD designation promotes clustering and the development of innovative self-sustaining residential communities offering a wide variety of compatible housing types and densities, neighborhood businesses, recreational uses, open space, trails and other amenities that are seldom achieved through traditional zoning approvals.. Specific requirements for the siting and relationship of the various land uses, dwelling types, and densities in these developments should continue to be detailed in the zoning ordinance, consistent with the

applicable policies of this Plan. The zoning ordinance should provide sufficient flexibility to allow the dwelling types and densities to vary in response to market conditions, while maintaining the integrity of the project. The actual mix and arrangement of uses should be established through a binding site plan.

MU-PUD - Mixed Use: Like the mixed use designations described above, this category provides for a compatible mix of commercial and multi-family residential uses. This overlay designation applies only in areas zoned for mixed use development (i.e., C-I/MU and C-II/MU) and allows mixed use developments to be treated differently and more flexibly than allowed under ordinary zoning standards. Standards for mixed use PUDs should allow variety in terms of the composition of the mixed use centers, depending upon location, access, character of surrounding neighborhoods, local desires, and market opportunities. Like the residential PUD designation, residential densities should be determined on a case-by-case basis, factoring considerations which include proximity to arterials; availability of transit service, and proximity to planned amenities (e.g., park and recreation facilities).

CM-PUD - Commercial/Manufacturing: This overlay designation applies only in areas zoned for commercial or manufacturing development (i.e., C-I, C-II, C-III, M/C, M-I, M-IIA, M-IIB and M-III). The designation allows business and industrial park developments to vary from the prescriptive standards of the zoning code. The designation is intended to promote innovative and well-designed commercial and light manufacturing developments that are supportive of the City's economic development strategy. Standards for this type of PUD should allow variety in terms of the mixture of commercial and manufacturing uses.

Table 4-2
The Land Use Map – Acreage Within Each Land Use Designation*

Land Use Designation	Land Area in Acres Less Platted Rights of Way and Marinas
R-I	566
R-II	1,516
R-III	169
R-IV	22
R-PUD	n/a
C-I/MU	15
C-II/MU	15
MU-PUD	0

C-I	1
C-II	106
C-II(H)	11
C-III	26
CM-PUD	28
M/C	62
M-I**	0
M-II(A) Boat Haven	44
M-II(B) Point Hudson	17
M-III**	0
P/OS	608
P/OS(A)***	n/a
P/OS(B)	86
P-I	149
Total	3,441

* Totals include lands within the Port Townsend City limits only.

** These land use designations could be applied to portions of the Glen Cove area, if a final urban growth area larger than the Port Townsend City limits is designated.

*** This designation is intended only to depict, at a conceptual level, areas that could be valuable if maintained as open spaces. Considerable work must be completed before the boundaries of this conceptual overlay district can be detailed and before specific steps can be undertaken to implement the concept. Consequently, acreage totals are of marginal usefulness at this point in time.

LAND USE GOALS & POLICIES

The following goals, policies, and implementation steps have their foundation in the PT 2020 Report, the Community Direction Statement contained in Chapter 3 of this Plan, and input from stakeholders and interested citizens participating in the 1996 update and subsequent amendments thereto (including enhanced outreach efforts during the 2008 mid-cycle assessment and the 2016 periodic update). The purpose of the goals and policies is to provide direction for establishing land use patterns, densities, and design standards that:

- Carry out the Community Direction Statement;

- Reduce sprawl and the costs associated with providing public infrastructure;
- Maintain or improve the character and livability of established neighborhoods;
- Provide for a variety of transportation alternatives;
- Provide people with opportunities to live close to work;
- Encourage physical activity;
- Develop a sustainable, balanced, and resilient community;
- Reflect the land's physical capability to support development;
- Protect natural resource lands and environmentally sensitive areas;
- Provide a variety of housing opportunities and types to accommodate different lifestyles and incomes;
- Create desirable and distinctive neighborhoods based on their cultural and natural characteristics; and
- Provide for a comprehensive and interconnected system of parks, open spaces, and trails.

Overall Land Use Goal: To accommodate the City's expected population growth in a sustainable manner that maintains or improves the community's character, environment, employment base, and quality of life and responds to anticipated climate change impacts.

Land Use Map

Goal 1: Guide development within Port Townsend, ensuring that the Comprehensive Plan is implemented in a manner that is coordinated and consistent with all applicable City plans and codes.

Policy 1.1: Use the Land Use Map as a guide for future rezones and other land use decisions.

Policy 1.2: Use the goals, policies, and implementation steps of this element to determine appropriate zoning designations for areas near the boundaries between different land use designations on the Land Use Map.

Policy 1.3: Ensure that all land use decisions and approvals made by the City Council and its appointed commissions, boards, or committees are consistent with the Land Use Element and the Land Use Map.

Policy 1.4: Review and revise as necessary the existing zoning code, zoning map, and other development regulations to ensure consistency with this Plan.

Policy 1.5: Process all rezone applications together, no more often than once each year.

Policy 1.6: Beginning in 2016, and at least once every eight (8) years afterwards, conduct a thorough review of this Plan to ensure that it fully conforms with the requirements of the GMA, as required under RCW 36.70A.130.

Policy 1.7: Focus growth in areas with the capacity to absorb development with the least cost in terms of providing public utilities, transportation, and park facilities; where adverse environmental impacts can be avoided or mitigated; and where development will reduce sprawl and promote attractive, vital, and distinctive neighborhoods.

Natural Resource Lands & Environmentally Sensitive Areas

Goal 2: Protect, sustain, and manage Port Townsend's natural resource lands and environmentally sensitive areas for present and future generations.

Policy 2.1: Continue to use, and revise as necessary, the Critical Areas Chapter of the Port Townsend Municipal Code (PTMC) to require protection and/or enhancement of environmentally sensitive areas within new developments.

Policy 2.2: Use "best available science" when reviewing and revising the Critical Areas chapter of the PTMC to ensure that the functions and values of critical areas are adequately protected, and give special consideration to measures needed to preserve salmon fisheries. Recognize that scientific knowledge and information is rapidly developing in natural resource areas affected by climate change.

Policy 2.3: Protect natural resource lands, archaeological properties, and critical areas through public and private initiatives, such as open space tax incentives, cluster development, PUDs, transfer or purchase of development rights, public land acquisition, dedication of City-owned tracts and street rights of way, conservation easements, landowner compacts, soliciting donations of land, downzoning, limiting the amount of lot coverage, and best management practices in development.

2.3.1: Work with the County Assessor and Jefferson Land Trust to educate property owners about tax reduction programs and conservation easement options available for preserving natural resource lands and environmentally sensitive areas.

2.3.2: Consider opportunities for climate change mitigation and adaptation on natural resource lands and critical areas.

Policy 2.4: Continue to encourage agricultural uses in the least developed portions of town by allowing certain agricultural uses outright in low density residential areas. Specify allowable agricultural uses in revisions to the zoning code.

2.4.1: Consider the need to adopt and implement a right-to-farm ordinance in order to protect

agricultural uses in certain residential zones.

Policy 2.5: Recognize that there are no timber lands of long-term commercial significance located within the City. Unless protected by environmentally sensitive area or open space and timber designations, timber harvesting should be allowed upon completion of State Environmental Policy Act (i.e., SEPA) review subject to associated conditions.

Policy 2.6: Petition the Department of Natural Resources for lead agency status on all Forest Practice Applications (FPA) as timberlands within the City are "likely to convert" because of Port Townsend's status as an urban growth area (UGA).

Policy 2.7: Require performance bonds for reclamation activities prior to a permit approval for mineral resource extraction sites.

Policy 2.8: Respect the rights of private property owners while protecting and preventing the degradation of environmentally sensitive areas.

Open Spaces & Trails

Goal 3: Develop a comprehensive open space and trails plan and implementation program that protects the natural environment and significant cultural resources, provides passive recreation opportunities, is integrated with the non-motorized component of the Transportation Element, and is designed to link neighborhoods with parks, significant open spaces, schools, shoreline access areas, mixed use centers, and employment centers.

Policy 3.1: Acquire and develop public open space and trails within the financial capabilities and level of service standards of the Capital Facilities Element.

Policy 3.2: Develop and implement nonregulatory and regulatory means for acquiring and developing the open space and trails network.

3.2.1: During development review, encourage applicants to dedicate land for future open space and trails.

3.2.2: Amend the zoning and subdivision codes to provide incentives for open space including, but not limited to, clustered developments and planned unit developments (PUDs).

3.2.3: Acquire land for open spaces and trails through municipal or state programs, such as stormwater management and wildlife/wetland protection.

3.2.4: Apply for grants from public agencies and private foundations to acquire land for open spaces and trails.

3.2.5: Work with nonprofit groups, such as the Jefferson Land Trust, to obtain conservation easements and create incentives for open space and trails system development.

3.2.6: Use property tax deferral programs to promote the retention of valuable open space land in an undeveloped state (i.e., the Open Space Taxation Act, Chapter 84.34 RCW).

3.2.7: Explore other techniques for acquisition and development of the open space and trails network (e.g., Recreation and Conservation Office (RCO) funding, utility bill donations, a community or regional bond issue, etc.).

Policy 3.3: Locate trails in areas that are important to preserve as open spaces, such as wooded areas, drainage corridors, shorelines, scenic vistas, and others. Locate trails along drainage corridors when possible to do so without degrading the environmental functions and values of the area.

Policy 3.4: Designate and retain wetlands, drainage corridors and other areas that provide essential habitat for priority plant or wildlife species as passive open space. Sites that the City should consider acquiring include, but are not limited to:

a. Winona Wetlands;

b. Howard Street Wetlands and Drainage Corridor;

c. 50th Street Wetlands and Drainage Corridor; and

d. Hastings/25th Street Wetlands and Drainage Corridor.

Policy 3.5: Where possible, accommodate multiple functions within the open space and trails system, including stormwater management, viewpoints, protection of cultural resources, wildlife habitat, and passive recreation.

Policy 3.6: Coordinate with Jefferson County to identify and designate open space corridors and trails within and between urban growth areas, as required under the GMA.

3.6.1: Integrate the open space and trails network with the Olympic Discovery Trail.

3.6.2: Support the expansion of a Quimper Peninsula wildlife and open space corridor consistent with the Quimper Wildlife Corridor Management Plan.

Policy 3.7: Identify existing unopened rights of way, utility corridors, and drainage corridors for use in developing the trails system. Design trails in a manner that allows the corridors to function as urban wildlife corridors.

Policy 3.8: Preserve and enhance shoreline access areas consistent with the City's Shoreline Master Program.

Policy 3.9: Design the trails system to link neighborhoods with parks, significant open spaces, schools, cultural resources, shoreline access areas, mixed use centers, and employment centers.

Abutting or nearby larger scale developments should be encouraged to provide trail connectors to the larger trails and open space network.

Policy 3.10: Design trails to be accessible to people with disabilities as much as the natural characteristics (e.g., topography) of the region will allow.

Policy 3.11: Develop a coordinated sign program that provides a user-friendly guide to the location of trails.

Policy 3.12: Consider trail linkages in the development of new government facilities, including new parks and open spaces.

Policy 3.13: Prohibit the use of off-road vehicles on public trails designated in the Non-Motorized Transportation Plan.

Policy 3.14: Develop and adopt standards regarding trail uses that minimize conflicts between different types of trail users (e.g., pedestrians, bicyclists, and equestrians).

Policy 3.15: Provide adequate funding for open space and trails network operation and maintenance.

Parks & Recreation – Facilities & Programs

Goal 4: Develop park and recreation facilities, programs, and opportunities that are responsive to the needs and interests of Port Townsend residents.

Policy 4.1: Continue to addresses the community's needs for active and passive recreation opportunities through implementation of the Parks, Recreation and Open Space Functional Plan.

4.1.1: Provide recreation programs that are comprehensive, enriching, and affordable for all citizens.

4.1.2: Provide a wide range of athletic facilities, such as tennis courts, baseball and softball fields, gymnasiums, swimming pools, multi-purpose fields for soccer and general outdoor play, volleyball courts, and a golf course.

4.1.3: Provide a wide range of passive recreation opportunities within the parks system (e.g., nature walks, picnic areas, bird-watching, observation areas).

Policy 4.2: Acquire and develop public park and recreational lands to serve the future population of the City.

Policy 4.3: Pursue a variety of options for park and recreation facility acquisition and development.

4.3.1: During development review, encourage developers to dedicate land for future park and

recreation facilities.

4.3.2: Apply for grants from public agencies and private foundations to acquire land and develop the City's park and recreation facilities.

4.3.3: Provide incentives that encourage developers to provide neighborhood parks that serve the residents of new developments (e.g., density bonuses, mitigation land banking, creative right-of-way use).

4.3.4: Provide incentives that encourage developers in commercial districts to provide pocket parks, plazas, courtyards, arcades, atriums, pedestrian corridors, and through block corridors.

Policy 4.4: Locate, design, construct, and manage park and recreation facilities to be compatible with natural features (e.g., soils, geology, topography, and shoreline resources) and cultural resources.

4.4.1: Preserve natural features that are conducive to park and recreation functions.

4.4.2: Incorporate habitat considerations in the design and development of new park and recreation facilities.

4.4.3: Encourage the use of native plants that attract wildlife.

4.4.4: Incorporate significant cultural resources in the design and development of new park and recreation facilities, and provide interpretive opportunities where appropriate.

Policy 4.5: Design and manage park and recreation facilities to maximize environmental protection and provide interpretive opportunities for ecological systems and features, and cultural resources.

4.5.1: Extend maximum environmental protection in perpetuity for the exclusive open space, wildlife habitat, and passive outdoor recreation functions within Kah Tai Lagoon Nature Park. Within those areas depicted on the 6(f) Boundary Map (RCO Project # 81-043, Land and Water Conservation Fund (LWCF) 53-00486, executed by the City on July 3, 2013 and the State Recreation and Conservation Office on June 19, 2013), Kah Tai Lagoon Nature Park shall be designed and managed in accordance with the legal obligations assumed under the 1981 Federal Land and Water Conservation Fund Acquisition Grant, and any grant amendments. As stated on the 6(f) Boundary Map: “All land within the boundary of the park is dedicated in perpetuity to public outdoor recreation.” The contract obligations include the following (Project # 81-043A, Amendment Number 2):

“The purpose of the grant was to expand the City’s ownership and control around the lagoon and develop a municipal passive use park.

> The lagoon is a natural area associated with marsh, wetlands, and grasslands and provides nesting, feeding, and breeding habitat for birds, ducks and other wildlife. The area should be set aside for preservation of natural resources and open space to serve wildlife habitat and compatible passive recreation uses."

The 6(f) Boundary Map, depicting the property subject to the LWCF protections, the project contract, and other key documents, are recorded at Jefferson County Auditor File No. 585012 (July 18, 2014).

Policy 4.6: Design park and recreation facilities to accommodate a citizenry diverse in age, interests, income levels, and abilities.

Policy 4.7: Where adverse impacts could occur, screen and buffer park and recreation facilities to protect adjacent or nearby private properties.

Policy 4.8: Consider acquiring inholdings and adjacent parcels that would increase the long-term integrity and viability of the City's park and recreational lands.

Policy 4.9: Broaden the use of school buildings and grounds as places for public use after school and on evenings.

4.9.1: Increase cooperative management with the Port Townsend School District through joint use agreements.

4.9.2: Joint use agreements should seek to renovate, schedule, and manage facilities for greater public use and enjoyment.

Policy 4.10: Support, encourage, and provide technical assistance to neighborhood associations seeking to acquire or develop property for neighborhood parks, recreation, and open space.

Policy 4.11: Develop working relationships with other entities that have a shared goal of improving recreational opportunities in Jefferson County that will serve Port Townsend residents.

Policy 4.12: Assure that maintenance and operation costs are considered in the development of City park and recreation facilities. Ensure that City park and recreation facilities incorporate design and construction features that minimize long-term operation and maintenance costs (e.g., design park restrooms to include energy efficient light fixtures and skylights).

Policy 4.13: Set City-wide standards for park and recreational facility maintenance and the unit costs to achieve those standards.

Parks & Recreation – Administration & Operations

Goal 5: Provide the support and leadership to respond effectively to the community's evolving priorities and needs. Respond and be accessible to the community by creating new policies,

procedures, and technologies to meet the diverse current and future needs.

Policy 5.1: Deliver measurable economic benefit to the community by providing or supporting programs, special events, and facilities.

Policy 5.2: Incorporate sustainable standards and best management practices into planning and design of new parks and rehabilitation of existing facilities.

Policy 5.3: Keep clean and well-maintained parks and facilities, retaining a high level of appearance of landscaped sites.

Policy 5.4: Identify, preserve, and interpret Port Townsend's heritage, traditions, historic, environmental, and cultural features.

Policy 5.5: Master Plan major parks and facilities through a public input process to modernize and update sites.

Policy 5.6: Develop staff growth through educational classes, certification, and training.

Parks & Recreation – Budget & Funding

Goal 6: Strive to adequately fund ongoing parks and recreation programming and maintenance through proactive well-planned budgeting practices, the pursuit of partnerships and the securing of grants.

Policy 6.1: Prepare and anticipate for future staffing needs that may arise due to budget and other financial circumstances.

Policy 6.2: Establish an ongoing six-year Capital Improvement Plan (CIP) for parks and recreation facilities.

Policy 6.3: Pursue local, regional, state, and federal grant sources for park maintenance and development.

Policy 6.4: Develop new and additional partnership/volunteer stewardship programs utilizing local service clubs and organizations.

Policy 6.5: Investigate establishing a set of impact and/or mitigation fees that fairly contribute to the construction and upgrading of parks.

Water Quality & Management

Goal 7: Manage surface, ground, storm, waste, and coastal waters to ensure that water resources are protected and preserved.

Policy 7.1: Manage stormwater quantity in a way that approximates the natural hydrologic characteristics of the area while ensuring that all stormwater receives adequate treatment before

discharge or infiltration. The quality of stormwater discharged from stormwater treatment facilities, such as ponds, drainage corridors, wetlands, salt water, etc. should be as close to the water quality present before human encroachments as possible.

Policy 7.2: Ensure that public and private development projects are reviewed and conditioned in a manner consistent with the City's Stormwater Management Plan and the Department of Ecology's Stormwater Management Manual for Western Washington.

7.2.1: Continue to implement the Department of Ecology's Stormwater Management Manual for Western Washington as a guide for reviewing developments and requiring the use of best management practices for land clearing, runoff affecting water quality, erosion, and sedimentation.

Policy 7.3: Pursue strategies intended to reduce stormwater runoff to levels not likely to cause flooding, significant erosion to natural drainage ways, or significant degradation of water quality.

7.3.1: Integrate impervious surface reductions into development regulations.

7.3.2: Encourage alternative modes of transportation that reduce the need for streets and parking.

7.3.3: Develop standards for narrower residential streets, with reduced, but adequate, parking opportunities.

7.3.4: Encourage the use of pavers and other pervious surfaces for low use areas such as overflow parking and emergency access roads.

7.3.5: Encourage cooperative parking such as joint (i.e., combined), shared, and coordinated parking.

7.3.6: Encourage underground or under-the-building parking in higher density areas.

7.3.7: Develop flexible parking regulations that limit the amount of impervious surface, while still providing for parking needs.

7.3.8: Encourage cluster development that minimizes impervious surfaces.

Policy 7.4: Encourage the use of a natural drainage systems approach to control stormwater from new developments. Where feasible, new developments should capitalize on natural drainage features to hold and treat stormwater and pollutants before they are carried down slope or before they enter wetlands or other bodies of water.

Policy 7.5: Apply existing regulations, including Appendix J of the International Building Code/International Residential Code (i.e., clearing and grading provisions) and the Critical Areas

Ordinance (Chapter 19.05 PTMC) to maintain and enhance the quality of Port Townsend's water resources. Strictly enforce regulations regarding clearing, grading, dumping, discharging, and draining; flood and erosion control; and environmentally sensitive areas, including wetlands.

Policy 7.6: Encourage property owners to use native and/or drought tolerant plants to decrease water usage, as well as provide habitats for wildlife. Preserve existing native vegetation to the greatest extent feasible to protect water quality and prevent erosion and sedimentation.

Policy 7.7: Continue to work with specific neighborhoods to review drainage problems and update stormwater ordinances and program capital improvements to provide adequate drainage for the land uses planned in this element.

Policy 7.8: Coordinate with Washington State University Cooperative Extension Service to discourage the use of herbicides and pesticides.

Policy 7.9: Require development to be of a type and density that does not significantly degrade or deplete groundwater that is, or may in the future, be used as a public water supply source.

7.9.1: Continue to regulate to protect critical aquifer recharge areas through the Critical Areas Ordinance (Chapter 19.05 PTMC).

Policy 7.10: Structure Port Townsend's water planning and management procedures and programs to minimize the consumption of water and to improve the conservation habits of residents.

Air Quality Management, Climate Mitigation & Adaptation

Goal 8: Preserve the quality of Port Townsend's air as one of its unique physical resources and achieve a community-wide standard of cutting greenhouse gas emissions to levels 80 percent lower than 1990 levels by 2050.

Policy 8.1: Cooperate with local, state, and federal air pollution control agencies that set energy policy and emissions standards and regulate activities that emit air pollutants/greenhouse gas emissions.

8.1.1: Endorse State and Federal actions that are required to make local actions both effective and affordable.

Policy 8.2: Support efforts to monitor or enforce reduced wood stove emissions to prevent air pollution.

Policy 8.3: Examine the feasibility of adopting and enforcing a local air pollution monitoring and control ordinance.

8.3.1: Local regulation should adopt or incorporate by reference local or regional air quality

standards.

8.3.2: Examine the feasibility of requiring all new wood and pellet stoves to meet the emissions standards for gas and oil stoves.

8.3.3: If adopted, ensure that local air pollution control ordinances clearly delineate review and enforcement authority and responsibility.

Policy 8.4: Minimize air pollution and greenhouse gas emissions by implementing a broad range of voluntary measures as recommended by the Jefferson County/City of Port Townsend Climate Action Plan, jointly adopted by the County and City on November 14, 2011, on including energy conservation and promoting the use of alternative modes of transportation.

Policy 8.5: Enhance existing plans and regulations that reduce dependence on fossil fuels (e.g., promote appropriate land use patterns, densities, and parking requirements).

Policy 8.6: Pursue citizen education efforts designed to increase awareness of climate change and its associated challenges and encourage citizens to conserve energy and reduce air pollution emissions, especially automobile and wood smoke emissions.

8.6.1: Encourage the use of the City compost facility.

Policy 8.7: Regularly assess progress and program needs, identifying opportunities and obstacles for meeting adopted greenhouse gas emission targets.

8.7.1: Conduct periodic greenhouse gas emissions inventories using all available and emerging tools (e.g., ICLEI's CAPPA software). Consider other indicators of success such as miles of bike lanes, transit ridership, increased fuel efficiency, and number of households actively participating in composting and recycling programs.

8.7.2: Apply an adaptive management approach that accounts for results of monitoring, changing conditions, new information, and technological advancements.

Policy 8.8: Assess the risks (e.g., increased incidence of drought, flooding, and sea level rise) and potential impacts on both City government operations and on the larger community due to climate change.

8.8.1: Consider projected climate change impacts and adaptation strategies when investing in public projects and updating disaster preparedness plans, land use plans, and regulations.

8.8.2: Consider the assessment of risk and potential responses – both in terms of mitigation and adaptation – associated with climate change.

Policy 8.9: Explore amendments to the development regulations that more closely align with

Climate Action Plan strategies using the following hierarchical approach:

- Conservation/Efficiency measures
- Voluntary/Incentive based interventions
- Regulatory controls.

Residential Lands

Goal 9: Accommodate the population growth objectives for the City of Port Townsend and further the objectives of the Housing Element of this Plan.

Policy 9.1: Assure a wide range of housing opportunities throughout the entire community, while preserving and creating distinct residential neighborhoods.

Policy 9.2: Locate medium and high density housing in areas of the community most suitable for such uses, based on consideration of environmentally sensitive areas, the availability of existing services, public utilities and facilities, and transportation facilities.

Policy 9.3: Allow manufactured homes (which meet the HUD Code) on single-family lots in all residential zones, provided that they comply with the requirements of the Washington State Energy Code for single-family homes, or its equivalent, and further provided that the manufactured homes meet applicable age and design standards established in the zoning code. The intent of this policy is to recognize manufactured housing as a legitimate housing choice for Port Townsend residents.

Policy 9.4: Require that medium and high density housing developments be served with streets of sufficient capacity to lessen neighborhood traffic congestion.

Policy 9.5: Ensure that implementing regulations allow experimentation in newer forms of residential development where clustering, density bonuses, and other incentives help to achieve affordable housing and open space goals.

Policy 9.6: a. Develop performance standards to ensure that home occupations maintain or enhance the character of existing residential neighborhoods; and

b. Consider establishing a conditional use permit (CUP) requirement for other commercial uses not permitted outright under the Home Occupation Code that might be made compatible with the primary use and character of residential neighborhoods through the CUP review and approval process.

Policy 9.7: Encourage accessory dwelling units (ADUs) and other innovative techniques for providing affordable housing.

Policy 9.8: As funding becomes available, develop neighborhood parks in higher density locations where the need is greatest.

Policy 9.9: Encourage higher density residential development in areas where the existing development patterns or terrain are conducive to walking, bicycling, and frequent transit service.

Policy 9.10: Encourage well designed infill development through density bonuses and by allowing innovative lot configurations.

Policy 9.11: Establish maximum housing densities for residential districts and minimum densities for the highest density multi-family residential district. Establish a variety of densities for residential areas to accommodate a variety of lifestyles and income levels.

Policy 9.12: Disperse multi-family housing and special needs housing throughout the City rather than in isolated developments. Facilitate the development of this housing by designating and zoning smaller multi-family residential districts in many locations. Encourage building design and landscaping that will help this housing blend into or improve the neighborhood.

Policy 9.13: Accommodate higher density residential uses in well-designed mixed use centers to promote more efficient land use, support transportation facilities, and ensure compatibility with surrounding neighborhoods.

Policy 9.14: Discourage the conversion of residential areas to nonresidential uses. Prevent the encroachment of commercial uses into residential zones, except for:

a. A limited amount of small scale, compatible commercial uses within neighborhood commercial districts that are located within walking distance of all homes in a neighborhood, which serve and enhance the neighborhoods where they are located, and are spaced at least one-half mile from any existing commercial district;

b. A limited amount of small scale commercial uses in mixed use districts, when developed in conjunction with new housing units; and

c. Home occupations within residential districts, provided the use is consistent with the primary residential use and compatible with the surrounding neighborhood.

Policy 9.15: Promote increased densities and alternative housing types in all residential neighborhoods through design standards that reinforce the character of single-family residential districts and assure multi-family developments integrate with and enhance the neighborhoods in which they are permitted.

Policy 9.16: Ensure that each neighborhood is provided with adequate open space, natural buffers, and public recreational facilities.

Commercial Lands

Goal 10: Provide adequate commercial land to conveniently serve community needs while

maintaining Port Townsend's small town atmosphere.

Policy 10.1: Provide appropriately sized and located commercial areas to reduce retail leakage, reduce vehicle trips out of town, enhance the tax base, and improve the livability of the community.

Policy 10.2: Encourage appropriately located neighborhood-oriented commercial development of a type and scale intended to serve nearby residents.

Policy 10.3: Encourage new commercial areas to locate along the street edge of arterials with shared access and parking towards the back or side of the lot. Provide convenient pedestrian access to and between businesses to increase the businesses' overall sales potential.

Policy 10.4: Where possible, allow the Gateway Commercial Corridor to be increased in depth to enable development of integrated commercial projects that depart from commercial strip development. Prohibit the expansion of such areas where it would significantly diminish the livability or viability of an adjoining neighborhood.

Policy 10.5: Identify opportunities for infill or redevelopment in commercial areas. Work with the development community to identify and construct streetscape or infrastructure improvements (e.g., wider sidewalks, landscaping, benches) needed to achieve commercial or mixed use development in appropriate locations.

Policy 10.6: Require safe, direct, and convenient pedestrian access to commercial and public building entrances from sidewalks and parking lots.

Policy 10.7: Reduce vehicle/pedestrian conflicts and disruptions in traffic flow. Consider adopting access and circulation requirements that restrict or prohibit drive through and drive in facilities in certain locations.

10.7.1: Encourage public and private development proposals to enhance the street-side environment to maximize safety and comfort for pedestrians, bicyclists, and transit users.

Policy 10.8: Identify an area suitable for a technical training school or college campus.

10.8.1: Ensure that decisions regarding capital improvements (e.g., motorized and non-motorized transportation improvements) factor consideration of the potential campus site.

Policy 10.9: Encourage the development and build out of the Howard Street/Discovery Road Corridor as a mixed employment work district comprised of commercial, light industrial, and service uses, with medium and higher density residential along the periphery of the work district. Prepare a subarea plan for development of the area. The subarea plan should address:

a. The size and location of proposed land uses;

b. Targeted commercial, light industrial, and service uses and potential employment numbers;

c. Proposed street improvements, including right-of-way acquisition and non-motorized facilities;

d. The location of open space and buffers;

e. Identification of public improvements and costs needed to facilitate the planned development; and

f. Design guidelines that clearly describe the development characteristics desired.

Policy 10.10: As depicted on the Land Use Map, require a 50 to 100 foot open space buffer along Sims Way (i.e., SR 20) from the City limits to Howard Street and Discovery Road from the City limits to 7th Street, to preserve the forest corridor and to provide a visual buffer between the roadway and new residential, commercial, and manufacturing development.

10.10.1: Limit access through the forest corridor buffer to platted street rights-of-way.

10.10.2: Ensure that utilities to serve new development along the forest corridor are placed underground.

10.10.3: Preserve existing trees and vegetation along the forest corridor to the maximum extent possible.

10.10.4: Require the planting of native species when necessary to enhance the buffer and the replanting of native species to replace trees and vegetation removed during development.

10.10.5: Coordinate with Jefferson County to extend the open space buffer from the City limits south along SR 20 to Old Fort Townsend Road.

Manufacturing Lands

Goal 11: Provide opportunities for manufacturing development and diversification of the local economy in a manner that efficiently uses community attributes and natural resources and has minimal impacts on the environment.

Policy 11.1: Work with the Economic Development Council, Jefferson County, and the Port of Port Townsend to determine the area's projected manufacturing land use needs and each entity's role in satisfying those needs. Cooperate with these entities to develop a coordinated strategy for manufacturing development in the area.

Policy 11.2: New land needed to accommodate light manufacturing uses should have the following characteristics:

a. A location near an arterial with good highway access and transit service;

b. Adequate existing or planned utility capacity to serve proposed light manufacturing uses;

c. Few environmental constraints, such as critical aquifer recharge areas, wetlands, steep slopes, etc.;

d. Sufficient size to accommodate the proposed manufacturing uses and any needed buffers; and

e. Compatible surrounding land uses.

Policy 11.3: Preserve existing manufacturing areas for light manufacturing uses.

11.3.1: Limit nonmanufacturing uses in manufacturing districts to those uses that complement or support manufacturing development, except for those support services that meet the needs of the area's work force. Support services could include associated offices, restaurants, day care facilities, recreational facilities, and other similar uses.

11.3.2: Allow wholesale uses but limit retail sales uses.

Policy 11.4: Review, and if necessary, revise development regulations to ensure that manufacturing development will be designed, built, landscaped, and operated in a manner that maintains the value and desirability of surrounding lands.

Policy 11.5: Require that manufacturing uses provide pre-treatment of effluent discharges to the wastewater system in compliance with discharge standards. Consider the use of differential wastewater utility charges, based upon the impact of the land use.

Policy 11.6: Encourage master plans for new manufacturing areas. Master plans should specify the types of uses targeted, overall building and site design, operations and management, and necessary improvements, including open space, stormwater facilities, landscaping, and traffic circulation and control.

Policy 11.7: If additional land is needed to accommodate manufacturing uses or provide capacity for projected manufacturing growth in Port Townsend, the City should seek to rezone land within the existing City limits before identifying areas outside the City limits for expansion of the City's UGA and potential annexation.

Policy 11.8: Coordinate with Jefferson County to extend the open space buffer from the City limits south along SR 20 to Old Fort Townsend Road.

Port Related Uses

Policy 11.9: Work closely with the Port of Port Townsend to provide for the development of the

Boat Haven and Point Hudson properties in a way that ensures the viability of long-term marine uses, the vitality of the area for port-related uses, and compatibility with surrounding areas.

Policy 11.10: Where regulated by the Port Townsend Shoreline Master Program, new water-oriented port-related manufacturing and commercial uses should take priority over non-water oriented uses. Allow limited non-water oriented uses, when incorporated into development that also contains water-dependent or water-related uses, at specified areas of the Boat Haven and Point Hudson, or to facilitate reuse of the Port office building, as further defined in the Shoreline Master Program. Allow a limited range of non-water oriented uses at Point Hudson as a means of promoting "adaptive reuse" of the original Point Hudson Station buildings.

Mixed Use Centers

Goal 12: Encourage the creation of mixed use centers that combine commercial and residential land uses, providing an opportunity to develop areas in Port Townsend that are transit-oriented and pedestrian friendly and offering opportunities for affordable housing, convenience shopping, and quality design.

Policy 12.1: Establish a neighborhood-serving mixed use designation that provides for a compatible mix of small scale commercial uses and medium density multi-family housing in multi-story buildings.

12.1.1: Locate neighborhood-serving mixed use centers around the intersection of arterials or the intersection of an arterial and a collector, to give them visibility, a central location, and enable them to serve as the neighborhood focal point.

12.1.2: Separate neighborhood-serving mixed use centers by at least one-half mile (street distance) or as necessary to provide them with economic viability.

12.1.3: Limit commercial uses in neighborhood-serving mixed use centers to businesses that primarily cater to neighborhood residents, such as small grocery stores and personal and professional services.

12.1.4: Encourage non-motorized access in neighborhood-serving mixed use centers.

12.1.5: Ensure that neighborhood-serving mixed use centers are of sufficient size to promote an appropriate mix of residential and commercial uses.

12.1.6: Accommodate moderate density multi-family development within neighborhood-serving mixed use centers.

Policy 12.2: Establish a community-serving mixed use center designation to be applied to areas that are in proximity to the City's existing east/west commercial and transportation corridor (e.g., both sides of Discovery Road from 7th Street to 12th Street and the east side of Kearney Street from Garfield to Franklin Street).

12.2.1: Accommodate a wide range of general commercial uses that serve a local or City-wide market in structures within community-serving mixed use centers.

12.2.2: Discourage auto-oriented commercial drive through uses in community-serving mixed use centers.

12.2.3: Accommodate high density multi-family development in community-serving mixed use centers.

Policy 12.3: Establish a mixed use PUD overlay designation to allow discrete areas to be treated differently and more flexibly than allowed under ordinary zoning standards.

12.3.1: Apply the mixed use PUD overlay designations to parcels within designated neighborhood and community-serving mixed use centers. (*Note:* PUDs that are primarily residential, but that allow for limited onsite commercial development (e.g., "Rosewind") should be addressed as residential, rather than "mixed use," PUDs that allow greater intensity and diversity in terms of use).

12.3.2: Standards for PUDs should allow variety in terms of size and composition of the mixed use centers, depending upon location, access, the character of surrounding neighborhoods, local desires, and market opportunities.

12.3.3: Allow residential densities to be determined on a case-by-case basis, factoring considerations that include proximity to arterials, availability of transit service, and proximity to planned amenities (e.g., park and recreation facilities).

Policy 12.4: Ensure that zoning standards encourage the development and construction of mixed use centers.

Policy 12.5: Ensure that residential and commercial uses are located close to each other within the mixed use centers.

12.5.1: Craft implementing regulations that provide the flexibility to mix uses in either a vertical or horizontal arrangement.

12.5.2: Permit temporary residential use of the ground floor, provided that it is constructed with a ceiling height that can accommodate commercial uses once the mixed use center matures.

Policy 12.6: Require that buildings in mixed use centers be at least two stories in height, unless approved otherwise through the PUD process.

Policy 12.7: Establish maximum lot coverage limits above the first floors of buildings to prevent

the development of bulky buildings that overwhelm their surroundings.

Policy 12.8: Establish commercial street frontage minimums and minimum floor area standards for mixed use centers. Craft implementing regulations that allow applicants to comply with either commercial street frontage or minimum floor area standards, whichever best suits the proposed development.

Policy 12.9: Promote a variety of retail spaces in terms of size, location and configuration in order to create economically viable opportunities for small tenants.

12.9.1: Craft implementing regulations that encourage developers to provide leasable spaces that will be desired by a wide variety of small businesses.

12.9.2: Consider requiring commercial spaces to be at least 15, but not more than 75, feet deep (unless a project has a specific large tenant).

12.9.3: Devise standards to ensure that commercial spaces can be divided into relatively small increments for multiple tenants (e.g., the ground floor level of buildings should have bays or modules that allow for tenant spaces - each with its own entrance).

Policy 12.10: Accommodate a variety of ground-floor commercial uses through implementation of minimum clear ceiling height standards that allow greater ceiling heights.

Policy 12.11: Develop implementing standards that encourage common wall construction within mixed use centers.

Policy 12.12: Establish flexible usable open space standards for mixed use centers.

12.12.1: Consider exempting projects that are located within one-quarter mile of a park.

12.12.2: Consider including balconies and roof decks in calculating available open space within mixed use centers.

Policy 12.13: Implement design guidelines for mixed use center development that establish essential principles that benefit prospective tenants as well as surrounding neighborhoods.

12.13.1: Ensure that design guidelines deal specifically with first floor development in mixed use structures, in order to accomplish the objectives of design quality and viable commercial exposure.

12.13.2: Consider establishing guidelines for awnings and canopies to help protect pedestrians from the weather.

12.13.3: Consider establishing guidelines for large windows and kick plates.

12.13.4: Consider establishing guidelines to enhance ground level expression.

12.13.5: Consider establishing guidelines that encourage the provision of pedestrian friendly signage within mixed use centers.

12.13.6: Consider establishing guidelines that allow small scale businesses to extend part way into the sidewalk (e.g., with elements like chairs and small tables, umbrellas, flower pots, etc.).

Essential Public Facilities

Goal 13: Ensure that essential public facilities will be allowed in locations appropriate for the services provided and the people served, while assuring compatibility with the surrounding development and the natural features of the surrounding land, water, and vegetation.

Policy 13.1: Conform with County-Wide Planning Policy #4 (i.e., "Policy on the Siting of Essential Public Facilities of a County or State-Wide Significance").

Policy 13.2: Locate essential public facilities adjacent to or in proximity to appropriate essential infrastructure (e.g., arterials).

Policy 13.3: Require public or private developers of essential public facilities to complete appropriate infrastructure improvements necessary to support the development, such as construction of streets, signage, walkways, street lights, bus shelters, benches, parking, and utility lines.

Policy 13.4: Design, locate, and buffer essential public facilities in a manner that protects the character of the surrounding neighborhood (i.e., through fencing, landscaping, etc.).

Policy 13.5: Require an analysis establishing the need for such facilities, including an inventory of the current capacity and location of equivalent facilities.

Policy 13.6: Evaluate the public costs and benefits of all essential public facilities, including forecasted operation and maintenance expenses.

Public Facilities & Utilities

Goal 14: Ensure that adequate public services, facilities, and publicly owned utilities are available to existing and proposed development.

Policy 14.1: Ensure that development is in conformance with the water and wastewater comprehensive master plans.

Policy 14.2: Implement the City’s Engineering Design Standards infrastructure tiering strategy. Prioritize the provision of capital facilities, services, and utilities within the urban growth tiers.

Policy 14.3: Ensure that all existing and new development within the Port Townsend Urban

Growth Area (UGA) is supplied with adequate wastewater collection and treatment facilities.

Policy 14.4: Consider allowing the use of alternative, technologically sophisticated individual waste treatment systems.

Policy 14.5: Discourage the establishment of individual private wells, except for agricultural irrigation purposes. Provide potable drinking water only through the City's water utility.

Policy 14.6: Locate public facilities that are intended to serve the entire community in areas conveniently accessible to City residents (e.g., community parks, schools, government offices).

14.6.1: To the extent feasible, locate City agencies and departments in the Downtown area.

14.6.2: Locate critical facilities including emergency services (i.e., police and fire) away from seismic hazard areas as identified under the Port Townsend Critical Areas Ordinance (i.e., Chapter 19.05 PTMC).

Policy 14.7: Design, locate, and buffer all public facilities in a manner that protects or enhances the character of the surrounding neighborhood (i.e., through fencing, landscaping, etc.).

Citizen Participation & Coordination

Goal 15: Establish and maintain City decision processes that include the informed, active participation of all those affected.

Policy 15.1: Encourage and support the creation of neighborhood organizations and other groups throughout the City, in order to help citizens effectively participate in City decision processes.

Policy 15.2: Provide information to organizations and the general public to enable effective participation, such as information about the structure of City government and decision processes.

Policy 15.3: When appropriate, use City publications, bulk mail, direct mail, the broadcast and print media, and other opportunities to inform affected parties about:

a. Current or proposed City programs or decisions that may affect them; and

b. Opportunities to participate in City decision processes.

Policy 15.4: Amend the Comprehensive Plan annually to incorporate the updated Capital Improvement Program.

Policy 15.5: Ensure that the process for amending the Comprehensive Plan and development regulations encourages early and continuous public participation and ensures coordination between communities and jurisdictions.

15.5.1: Establish Comprehensive Plan review procedures for periodic updates, annual

amendments, and emergency amendments consistent with RCW 36.70A.130.

15.5.2: Consider all proposals to amend the Comprehensive Plan concurrently so the cumulative effect of the various proposals can be ascertained (except as otherwise provided by RCW36.70A.130).

15.5.3: Utilize a variety of approaches, encouraging a broad spectrum of public viewpoints, wherever reasonable, to oversee major revisions to the general elements of the Comprehensive Plan.

15.5.4: Encourage, where appropriate, that proposed amendments to the Plan that affect the unincorporated lands adjacent to the City's Urban Growth Area (UGA) are subject to separate public hearings before the Jefferson County and Port Townsend planning commissions.

15.5.5: Ensure that the process for amending the Comprehensive Plan results in decisions that maintain internal consistency and conform with the applicable provisions of the County-Wide Planning Policy.

Policy 15.6: Ensure that the interlocal planning efforts of Port Townsend, Jefferson County, and other jurisdictions are coordinated to manage issues and areas of mutual interest.

Permit Processing

Goal 16: Ensure responsive and efficient permit processing.

Policy 16.1: Balance the need to process permits in a timely fashion, while at the same time ensuring that regulations intended to protect and enhance the natural environment are regularly revised and systematically enforced.

Policy 16.2: Assure that regulations that implement this Plan include provisions that ensure that development applications are processed in a timely, fair, and predictable manner.

Policy 16.3: Maintain a centralized permit process that allows an applicant to apply for all needed approvals at once and for the simultaneous processing of all aspects of project approval. Consider establishing a master use permit.

Policy 16.4: Adhere to adopted permit processing deadlines so that applicants will be able to plan with greater certainty.

Policy 16.5: Design a permit processing system that coordinates the efforts of overlapping jurisdictions (i.e., federal, state, local) in order to avoid duplicative reviews and unnecessary time delays.

Policy 16.6: Continue to refine the City’s permit data management system and ensure that it is coordinated with other City departments and Jefferson County (i.e., Jefferson County Assessor's

Office).

Policy 16.7: Continue to administer implementing regulations that respect the legal rights of private property owners and that provide just compensation or permit requirement waivers in instances where the application of the regulation would result in a legally defined "taking" of private property.

Policy 16.8: Consider providing a "fast track" permit review process whereby an applicant may choose to pay a higher rate for priority processing through outside contractual consulting services.

Historic & Cultural Resources

Goal 17: Preserve historic and cultural resources to retain our connection to the past, enhance community values, and leave a historical legacy for future generations.

Policy 17.1: Use the expertise of the Historic Preservation Committee (HPC) in matters that relate to the preservation of Port Townsend's heritage and strategies to retain a sense of the past as the City grows and changes. Continue to use the HPC for all mandatory design reviews of developments within the City, as specified in Chapter 17.30 *Historic Preservation Code* PTMC.

Policy 17.2: Encourage the retention of significant historic and cultural resources that foster community identity and pride.

17.2.1: Promote the revitalization of older housing stock, preservation of neighborhood patterns, and the marking of important sites.

17.2.2: Develop incentives that promote the adaptive reuse and preservation of historic buildings (e.g., use of the upper floors of downtown historic buildings). Ensure that incentives provide reductions in regulatory requirements such as parking, in exchange for desired public benefits.

17.2.3: Work with downtown property owners to seek grant funding to rehabilitate and seismically retrofit historically significant structures.

17.2.4: Promote commercial historic district revitalization strategies that recognize and capitalize on the historic traditions of Port Townsend.

17.2.5: Apply both the International Existing Building Code and the Special Valuation for Historic Properties program to historic structures within the National Register Historic District.

Policy 17.3: Coordinate with the Port Townsend Historic Preservation Committee and the Jefferson County Historical Society to seek funding to revise and update the City's historic survey and enhance interpretive opportunities.

17.3.1: Continue to research, identify, and inventory Port Townsend's historic structures and

sites.

17.3.2: Integrate an inventory of Port Townsend's historic sites and structures into the City's permit database for ease of recognition in permitting.

Policy 17.4: Continue to refine and implement the historic preservation guidelines in the zoning ordinance to govern the demolition of historic structures and walls more than 50 years old. Ensure that the guidelines include a map and inventory that identifies all significant historic structures in Port Townsend.

Policy 17.5: Continue to refine and implement historic preservation guidelines in the zoning ordinance to govern the conservation and preservation of historic murals.

17.5.1: Ensure that the guidelines include a photographic inventory that identifies all significant historic murals in Port Townsend.

17.5.2: Consider establishing guidelines that prohibit the repainting, removal, or alteration of historic murals, except for instances where the structural integrity of the building is at stake or where new development would obscure an historic mural.

Policy 17.6: Develop and implement an historic preservation element in a future amendment to this Comprehensive Plan.

Port Townsend Urban Growth Area (UGA)

Note: In conformance with the GMA (RCW 36.70A.130(3)) and the County-Wide Planning Policy for Jefferson County, the County and City will review, at least once every ten (10) years, its designated UGA. In conjunction with Jefferson County's review of its UGAs (i.e., both incorporated and unincorporated), the City will review the densities permitted within the Port Townsend UGA, the densities permitted within its boundaries, and the extent to which the urban growth occurring within the County has located within the City and its UGA. If necessary, the plans of the County and City will be revised to accommodate the urban growth projected to occur for the succeeding twenty-year period. The recently revised and updated Joint Population Forecast and Allocation predicts that the City's population will reach 12,165 by the year 2036, 1,711 less than was projected under the original 1996 Port Townsend Comprehensive Plan for the year 2016 (, 13,876). Accordingly, no expansion of the City's UGA is needed to accommodate the urban growth allocated to Port Townsend through the year 2036. At the time of this writing the city limits of Port Townsend constitute the City's UGA boundary, and the City does not support extending the UGA to encompass unincorporated lands adjacent to Port Townsend nor does it support a stand-alone Glen Cove UGA.

Goal 18: Promote the logical and efficient build-out and redevelopment of lands within the City, served with adequate urban public facilities and services. In planning growth over a 20-year period, the City should focus on developing lands within the existing City limits before seeking to expand

the City's UGA into adjacent unincorporated areas.

Policy 18.1: Support light industrial and accessory commercial zoning in the Glen Cove LAMIRD.

18.1.1: Participate and support county sub-area planning efforts in the Glen Cove LAMIRD.

18.1.2: Encourage the establishment of zoning designations within the Glen Cove LAMIRD to support diversified manufacturing (e.g., small scale "clean" industry) and accessory commercial uses.

Policy 18.2: Support the County in limiting new residential and incompatible commercial uses within the unincorporated portion of the Glen Cove LAMIRD.

Policy 18.3: The City has acquired the PUD's public water system serving the Glen Cove area. The City should manage the Glen Cove water system to promote industrial and accessory commercial uses in the Glen Cove LAMIRD and the City should discourage inappropriate urban-type development in designated rural areas.

Policy 18.4: Work with Jefferson County and the Jefferson Land Trust to designate open space and trail connections through the unincorporated portions of Jefferson County (i.e., consistent with Chapter 36.70A.160 RCW).

18.4.1: Coordinate with Jefferson County to extend a 50 to 100 foot open space buffer along SR 20 from the City limits to Old Fort Townsend Road.

Shoreline Management Goals & Policies

Goal 19: Encourage uses, densities, and development patterns that are consistent with the Shoreline Management Act and the Port Townsend Shoreline Master Program (SMP).

Policy 19.1: Reserve appropriate shoreline areas for water-oriented uses. Allow non-water oriented uses in limited circumstances.

Policy 19.2: Manage City shorelines of statewide significance according to the order of preferences for use established in the Shoreline Management Act (i.e., RCW 90.58.020) - uses that:

a. Recognize and protect the state-wide over local interests;

b. Preserve the natural character of the shoreline;

c. Result in long-term over short-term benefit;

d. Protect the resources and ecology of the shoreline;

e. Increase public access to publicly owned areas of the shorelines;

f. Increase recreational opportunities for the public in the shoreline;

g. Provide for any other element as defined in RCW 90.58.100 deemed appropriate or necessary.

Policy 19.3: Protect and enhance shoreline visual and physical access consistent with the Shoreline Management Act and Public Trust Doctrine principles.

Policy 19.4: Protect the quality and quantity of surface and ground water in shoreline areas and adjacent lands by minimizing land clearing, soil disturbance, and nonpoint runoff affecting water quality, erosion, and sedimentation, through the use and implementation of the DOE Stormwater Management Manual for Western Washington.

Policy 19.5: Recognize that the goals and policies of the City's SMP are considered part of this Comprehensive Plan, and that the shoreline use and development regulations of the SMP are considered part of the City's development regulations.

IMPLEMENTATION STRATEGY

Successful implementation of the concepts, goals, and policies of the Land Use Plan will require monitoring and adaptive management. It is anticipated that the City's regulations, procedures, programs, and capital investments will require periodic updates. The following steps should be undertaken when implementing or revising the Land Use Element:

1. Check for internal consistency between the Comprehensive Plan, zoning districts and the zoning map (i.e. Title 17 PTMC).

2. Review and revise, as needed, the standards contained in the Zoning and Subdivision Codes to ensure implementation of the Comprehensive Plan goals and policies.

3. Develop design guidelines. Develop and modify existing criteria and standards to address the compatibility of new commercial, manufacturing, and multi-family development; to protect neighborhood character; and to create more pedestrian friendly development.

4. Develop in accordance with established urban growth tiers. Growth tiers or urban service areas that are consistent with the County-Wide Planning Policy for Jefferson County have been designated and will need to be updated over time. These tiers help to direct the timing and location of new development and public facilities and services within Port Townsend's Final Urban Growth Area.

5. Invest in public improvements. The public improvements suggested by this land use plan (e.g., an interconnected system of open spaces and trails, street development and repair, and an expanded wastewater treatment facility) will facilitate and complement private development.

6. Develop new and review and modify existing subarea plans. Consider developing new subarea plans as a means of implementing the Comprehensive Plan goals and policies. Existing plans, such as the Gateway Development Plan, should be reviewed and revised to ensure consistency with this Comprehensive Plan.

7. Periodically review and revise land use permitting process. The City's land use permitting process must be periodically reviewed and modified to ensure consistency with the GMA and state regulatory reform efforts and to allow development permits to be processed in a timely, fair, and predictable manner.

8. Pursue funding to implement the goals and policies of this chapter consistent with best practices.

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[1] See Jefferson County Resolution No. 38-15

INTRODUCTION

This Housing Element has been developed to address the housing needs of the City of Port Townsend. It represents the community's housing policy plan for the next 20 years. The purpose of this Housing Element is to create a framework to address existing problems and provide direction for a long-term housing strategy. The Community Direction Statement contained in Chapter 3 of this Plan declares:

> "A wide choice of housing types and prices is available for a diversity of lifestyles and incomes. Residential development is centered in distinct neighborhoods that are safe, secure, and have identities and characters of their own. Opportunities for socializing, recreation, quiet, and solitude are all close at hand, as are facilities and events that enrich the body, mind, and spirit."

This element is closely linked to other elements in the Comprehensive Plan. For example, the Land Use Element defines the intent and location of residential land use designations and densities within the City. Housing affordability is tied to the availability of infrastructure (Capital Facilities Element and Utilities Element) and to family wage jobs (Economic Element). Access to goods and services is especially critical for families with limited incomes and mobility (Transportation Element). A full understanding of Port Townsend’s housing policies and plans should include coordination and consistency with these other elements of the Comprehensive Plan.

Brief discussions of housing inventory and needs are provided in this element, but the full analysis of the 2015 Inventory and Needs Assessment found in Appendix 3 should be consulted for information required by the Growth Management Act (GMA). The discussion of housing characteristics provides necessary baseline data. This information, along with the demographic characteristics of the community including age, income (see Chapter 2 of this Plan), and household

type, adds to the understanding of the population's housing needs.

PLANNING CONTEXT

This Housing Element has been prepared in conformance with the following state, regional, and local plans, policies, and guidelines:

Growth Management Act Requirements

Among the 13 planning goals contained within the GMA, one pertains specifically to the Housing Element: "Encourage the availability of affordable housing to all economic segments of the population of this state, promote a variety of residential densities and housing types, and encourage preservation of existing housing stock." (RCW 36.70A.020(4)).

The GMA requires that the Housing Element recognize the vitality of established residential neighborhoods and identifies four features that must be included within the Housing Element:

- An inventory and analysis of existing and projected housing needs[1];
- A statement of the goals, policies, and objectives for the preservation, improvement, and development of housing;
- Identification of sufficient land for housing, including, but not limited to, government-assisted housing, housing for low income families, manufactured housing, multi-family housing, and group homes and foster care facilities; and
- Adequate provisions for existing and projected housing needs of all economic segments of the community. (RCW 36.70A.070(2)).

Other sections of the GMA recommend the use of innovative planning techniques that are directly related to housing, including density bonuses, cluster housing, planned unit developments (PUDs), and the transfer of development rights (RCW 36.70A.090). These and other nontraditional techniques are reflected in the goals, policies, and implementation strategies of this element.

County-wide Planning Policy for Jefferson County (CWPP) specifically Policy #6.

While this policy requires the City to plan for its fair share of special needs, low income and moderate income housing, it also acknowledges that housing development is market driven and "*will be addressed through private sector programs and projects; local government should not assume a direct role in the ownership or administration of public assisted housing; rather, this should be left to private, nonprofit or quasi-public entities."* Per the CWPP the housing elements are required to provide a housing strategy that examines existing policies and regulations to identify opportunities to encourage the provision of affordable housing.

Ending Homelessness in Jefferson County WA: A Ten Year Plan by OlyCAP and Jefferson Shelter to Housing Partnership.

The ten-year plan lays out a framework to end homelessness in Jefferson County by using clear

strategies and timelines. The original concept of a ten-year plan to end homelessness came from the National Alliance to End Homelessness; the federal Department of Housing and Urban Development accepted the goal in 2001, and by 2005, all Washington counties were required to have such a plan in place in order to be eligible for certain funding for homeless services.

CHALLENGES & OPPORTUNITIES

As further documented in 2015 Housing Inventory and Needs Assessment (Appendix 3), over the two decades since adoption of the City's 1996 Comprehensive Plan, significant changes have occurred both nationally and locally that will affect housing needs for Port Townsend residents over the next 20 years. Demographic and economic factors affecting housing demand include slower than previously anticipated population growth, shrinking household size, continued aging of the population, more single-person households, weak employment not yet recovered to pre-recession levels, and high dependence of residents on non-wage sources of income.

One of the most pressing and complex challenges facing the City is to address appropriate housing needs for all economic segments of the community. A lack of available and affordable housing makes it difficult for young families, working people, and people of limited means to find acceptable housing in our community as prices of homes and rentals escalate. Employers are losing staff to more affordable communities and finding it difficult to recruit new hires due to the high cost of housing. Artists, boat builders, firefighters, musicians, educators, seniors, single parents, and the corner barista are among the people who are struggling to find affordable places to live. These are the very people who make our community vibrant and diverse.

Housing challenges include:

1. A lack of affordable housing available to households with incomes below 120% of the Area Median Income (AMI).

2. A shortage of higher density and affordable rentals with demand exceeding supply for both market rate and affordable units.

3. A rising demand for seasonal homes and short-term accommodations results in fewer homes available for permanent residents.

4. A lack of local, family wage jobs. Currently, jobs are disproportionately skewed toward lower wage service-sector occupations.

5. Government-assisted units at risk of turning market rate as existing contracts expire (e.g., USDA/HUD contracts).

6. Existing housing stock is at risk of falling into disrepair as homeowners with limited incomes struggle to maintain their homes.

7. Increased demand for emergency, transitional, and permanent housing units to serve the City's special needs populations.

8. New construction that is inconsistent with projected demand in terms of number, price, and type.

New housing development patterns and housing types present an opportunity to encourage a housing mix that more effectively serves the full range of housing needs. The goals, policies, and implementation strategy of this element seek to address the housing challenges identified by these key findings and guide future housing development in Port Townsend.

Housing Goals & Policies

Housing Supply

Port Townsend has nearly double the residentially zoned land needed to accommodate the projected 2036 population of 12,165 residents. However, the inventory of vacant land does not appear to include adequate sites with readily available infrastructure (water, sewer, roads) to meet the projected needs for single-family and higher density housing. Over the long term, it is anticipated that the rate of housing construction will need to pick up in order to meet projected population growth due to the continued decline of average household size and the increase in seasonal units as a proportion of the total housing inventory.

As of 2015, Port Townsend has over 5,300 housing units. Though the City does not construct, own, or manage housing, the City does work in partnership with housing providers and service providers. An estimated 638 units (approximately 12% of the total) target low and moderate income households with some form of financial assistance. Rentals are reported at near 100% occupancy. Anticipating demand (i.e., population forecasts) is not an exact science and may be significantly impacted by various factors (e.g., climate change and economic boom/bust). Trends will need to be monitored periodically.

Goal 1: Provide an adequate supply of housing for residents of all income groups, including sufficient housing affordable to low and moderate income groups.

Policy 1.1: Provide sufficient, suitably-zoned vacant land for development of all housing types to accommodate the future needs for each type of housing, including single-family, multi-family, and manufactured homes.

Policy 1.2: Encourage the integration of multi-family housing developments in locations that are compatible with existing neighborhoods.

Policy 1.3: Rezone areas near public facilities and services, commercial services, arterials, and jobs for higher density residential use.

Housing Affordability

An estimated 52% of Port Townsend renters and 39% of homeowners are housing cost-burdened (i.e., paying more than 30 percent of their income for housing), a virtual doubling of the proportion of cost-burdened households since 1990. Port Townsend household incomes have lagged well behind those of all Washington residents relative to housing values. This affordability gap has worsened since 2000. From 2000 to 2015, median household incomes dropped substantially relative to median home values for both Port Townsend and Washington State. However, the decline is steeper in Port Townsend (nearly 10%, versus 5% statewide) and unlike statewide incomes, which have regained some lost ground since 2010, Port Townsend incomes have continued to slip.

Goal 2: Promote the provision of affordable housing throughout all geographic and economic segments of the community.

Policy 2.1: Encourage the provision of affordable housing by designating more land area for higher density housing.

Policy 2.2: Evaluate existing land use regulations and identify measures to increase the variety of affordable housing types throughout Port Townsend. Examples of potential revisions include: smaller single-family lot sizes; more liberal allowance of single-family attached dwellings (i.e., duplexes, triplexes and fourplexes); increase multi-family density; zero lot line development; conversion of larger homes to multi-family units; smaller homes; and micro-units.

2.2.1: Offer incentives to developers and home builders who provide housing for low and moderate income households, such as density bonuses, waivers for impact fees and system development charges (SDCs), and priority permit processing procedures.

2.2.2: In order to provide lower cost housing, consider permitting affordable housing "demonstration projects" in which development standards may be negotiated without sacrificing public health and safety.

Policy 2.3: Work in partnership among various levels of government and with other public and private agencies to address housing needs that transcend jurisdictional boundaries. Consider all available local, county, state, and federal funding opportunities and private resources in the development of affordable housing and participate in region-wide coordination of affordable housing related plans and programs.

Policy 2.4: Periodically update an inventory of surplus public lands that may be suitable to nonprofit housing providers for affordable housing. Consider affordable housing needs and opportunities associated with inventoried surplus public lands before disposing of them.

Policy 2.5: Provide utility rate assistance to low income populations.

Policy 2.6: Consider, in cooperation with housing partners, alternative organizational structures that may improve our ability to meet affordable housing goals; for example, creation of a housing

consortium, public development authority (PDA), or a regional housing trust.

Policy 2.7: Monitor and assess the effectiveness of the goals, policies, and implementation steps of this element through the Planning Commission.

Housing Condition

Age of a house is a factor in the quality of housing and how much housing costs to maintain. Under normal circumstances, a new residential unit can be expected to have an effective useful life of 40-50 years before it becomes functionally obsolete. The useful lifespan can be expanded indefinitely with continued maintenance and reinvestment. In Port Townsend, approximately 26% of the existing housing stock was built before 1960, making it over fifty years old. Although the City is known for its historic homes, much of the housing stock is more recent with roughly 40% built in 1990 or later. Home values are rising again, back to about pre-2008 recession levels. The median value of homes has increased from just over $110,000 in 1990 to over $291,000 in 2015.

Table 5-1

Year Structure Built	Estimated Number of Units Built	Percent of Total Housing Units
2010 -2014	75	1.5%
2000-2009	1,046	20.5%
1990-1999	989	19.4%
1980-1989	726	14.2%
1970-1979	576	11.3%
1960-1969	351	6.9%
1950-1959	195	3.8%
1940-1949	186	3.6%
1939 or earlier	186	3.6%

DATA SOURCE: U.S. Census Bureau 2014 American Community Survey 5-Year Estimates

Goal 3: Conserve and improve the City's existing housing stock.

Policy 3.1: Assist in the reduction of utility costs by increasing access to weatherization services.

3.1.1: Facilitate the expansion of existing weatherization activities.

3.1.2: Assist housing providers in the development of a minor home repair program, funded through state-administered block grant funds or the State Housing Assistance Program.

Policy 3.2: Assist homeowners with housing in poor or fair condition in gaining access to resources for repair or renovation of their homes.

3.2.1: Support efforts of housing providers to obtain Housing Preservation Grant Program funding for the repair and rehabilitation of dwellings for low income renters and owners.

3.2.2: Identify neighborhoods and areas of the City most in need of rehabilitation assistance and infrastructure improvements. To the extent possible, coordinate public investments in capital infrastructure with rehabilitation efforts.

Housing Types

From 2008-2014, the overwhelming majority of new development was comprised of single-family units (more than 200 units or 83% of all new housing). The remaining 17% of added housing stock consisted of 23 accessory dwelling units (ADUs), 3 duplex, and 16 apartment units. The Housing Inventory and Needs Assessment identified a shortfall in multi-family housing. Following is a table from the inventory that provides a comparison with statewide numbers.

Table 5-2
Number of Dwelling Units for Each Housing Type (2015)

Type of Housing	Port Townsend		Jefferson County		Washington State	
	(units)	(percent)	(units)	(percent)	(units)	(percent)
Single-family	4,006	75.2%	13,583	73.7%	2,028,402	66.7%
Duplex	203	3.8%	331	1.8%	79,428	2.6%
3-plex/4-plex	161	3.0%	322	1.7%	113,262	3.7%
Multi-family (5+ units)	737	13.8%	1,126	6.1%	598,423	19.7%
Mobile Homes	164	3.1%	2,607	14.1%	214,012	7.0%
Other (boat, RV, van, etc.)	55	1.0%	473	2.6%	6,093	0.2%
Total (all units)	5,326	100.0%	18,442	100.0%	3,039,620	100.0%

Source: The Nielsen Company.

Goal 4: Promote a variety of housing choices to meet the needs of Port Townsend residents and preserve and encourage socio-economic diversity.

Policy 4.1: Encourage the integration of a mix of housing types, densities, and costs suitable for a population diverse in age, income, household composition, and individual needs.

4.1.1: Allow attached single-family dwelling units (i.e., duplexes, triplexes, and fourplexes) in all single-family residential zones.

a. Ensure new construction does not exceed the base density requirements of the zone.

b. Consider amending the development regulations to allow conversion of existing larger homes to exceed the base density requirements.

4.1.2: Allow manufactured homes on single-family lots in all residential zones if they meet the HUD standards and comply with the requirements of the Washington State Energy Code for single-family homes, or its equivalent, and if they meet applicable age and design standards established in the zoning code. It is not the intent of this Plan to promote the development of traditional mobile home parks. Instead, the intent is to recognize manufactured housing as a legitimate housing choice, which should be made available to Port Townsend residents.

4.1.3: Promote accessory dwelling units (ADUs) for long-term rentals in all residential zones, providing zoning code requirements are satisfied.

Policy 4.2: Encourage innovation and variety in housing design and site development and support unique and sustainable community housing projects such as co-housing, planned unit developments (PUDs), "grow" home and cottage home developments, and cluster developments that offer an alternative to the City's prevailing grid pattern.

4.2.1: Encourage clustering and small lot PUDs in order to retain open space and promote the construction of affordably priced attached single-family houses.

4.2.2: Offer density bonuses to builders who provide low-income housing in market rate developments. Link the amount of bonuses to the level of affordability (i.e., the lower the cost or rental rate per unit, the greater the bonus). Grant density bonuses only in instances where all of the following conditions are satisfied:

a. The developer agrees to sell or rent the units to qualifying residents (i.e., low income and very low income households);

b. The developer ensures the continued affordability of the units for a minimum of 40 years; and

c. The units are of an innovative design and compatible with existing neighborhood character.

4.2.3: Develop and implement standards that encourage innovative housing design while ensuring compatibility with existing neighborhoods (e.g., standards for zero lot line development and design standards for multi-family and attached single-family developments).

Policy 4.3: Encourage multi-family development in mixed use areas that accommodate both residential and commercial uses and in areas adjacent to commercial and manufacturing zones.

4.3.1: Include within the comprehensive land use plan and zoning code mixed use zones to encourage a co-mingling of residential and commercial uses in certain, select areas.

4.3.2: Encourage adaptive reuse of the upper floors of historic buildings in the downtown for permanent housing and artist studios live/work situations.

Policy 4.4: Allow group homes in all residential zones in the community. Implement zoning standards that ensure that the size of a group home (i.e., number of residents and staff) is compatible with zoned densities and available transportation and services.

Policy 4.5: Promote home ownership by encouraging alternatives to conventional detached single-family housing, such as condominiums, smaller homes, attached single-family units, townhouses, and "grow" and cottage homes.

Low Income & Special Needs Populations

Special needs housing populations include those who are not able to live independently in traditional housing, as well as those who may not have an income sufficient to obtain housing without assistance. The 2015 Housing Inventory and Needs Assessment (Appendix 3) inventoried group quarters, financially assisted housing, and emergency/transitional housing for homeless individuals and families. An important function of emergency and transitional housing is to assist in addressing homelessness.

As of December 2015, an estimated 638 housing units in Port Townsend target low and moderate income individuals and families with some form of financial assistance (i.e., 12% of all housing in Port Townsend). Approximately 30% (e.g. 169 units) of the financially assisted units are dedicated to senior citizens. Compared with the entire state, it appears that the proportion of housing that is financially assisted in Jefferson County may be above average; however, the proportion of units available and affordable to low income residents is below average.[2]

Goal 5: Identify locations for and facilitate the development of housing opportunities for low income and special needs populations.

Policy 5.1: Coordinate with housing providers and other public and private housing interests to increase the supply of housing for low income and special needs populations within Port Townsend.

5.1.1: Coordinate with Jefferson County to develop a "fair share" distribution of low income and special needs housing and to encourage the future distribution of such housing throughout appropriate areas of the County.

5.1.2: Assist social service organizations in their efforts to seek funds for training and for

construction and operation of emergency, transitional, and permanent housing.

5.1.3: Adopt a memorandum of understanding establishing a formal relationship and supporting the mission of the public housing authorities.

5.1.4: Cooperate with other jurisdictions in the region to co-apply for special needs housing funds.

Policy 5.2: Encourage the development of new, innovative, and high quality, rent-assisted housing by aggressively pursuing grant funds, state funds, donations from private individuals and organizations, public revenue sources, and other available financing.

Policy 5.3: Integrate special needs and low income housing developments throughout the community.

Policy 5.4: Consistent with state and federal law, regulate residential structures occupied by persons with handicaps the same as residential structures occupied by a family or other unrelated persons.

Policy 5.5: Consistent with state and federal law, regulate residential structures occupied by group care for children the same as similar residential structures occupied by families or other unrelated persons.

Jobs/Housing Balance

Port Townsend and Jefferson County were affected more severely than most of the rest of the state during the 2008 recession, but clear signs of economic recovery are now finally apparent. Looking forward, even more robust employment growth will be necessary to support increased home ownership, stable rental stock, and improved housing affordability.

Goal 6: Promote a greater balance between housing and employment opportunities.

Policy 6.1: Recognize that an adequate supply of affordable housing is directly linked to economic development.

Policy 6.2: In response to demand and need, change certain land use designations from residential to mixed use, commercial, or manufacturing to expand Port Townsend's tax and employment base.

Policy 6.3: Implement the Economic Development Element of this Plan in order to provide "family wage" jobs in Port Townsend.

Policy 6.4: Coordinate with Jefferson County to provide a regional economic development strategy that integrates "fair share" housing supply policies with economic growth.

Phasing of Housing Growth

Housing affordability is heavily dependent upon available infrastructure including streets, sewer, and water. The City has adopted an infrastructure tiering strategy to prioritize the provision of capital facilities, services, and utilities within three urban growth tiers.

Goal 7: Encourage higher density residential development within the City limits with gradual phasing outward from the urban core.

Policy 7.1: Attempt to locate higher density residential designations in areas of the City that have the infrastructure and services to support high density housing. In areas designated for higher density residential development that are not presently served with public facilities and utilities, phase the provision of infrastructure in a manner consistent with Goal 2 of the Capital Facilities Element of this Comprehensive Plan.

Policy 7.2: Reference the Transportation Element of this Plan and consider transportation impacts when making decisions affecting the location and density of housing.

Policy 7.3: Reference the Capital Facilities Element of this Plan and consider the impact of housing decisions on capital improvements planning.

Permit Processing/Regulatory Reform

Goal 8: Facilitate predictable and timely permit processing.

Policy 8.1: Revise and consolidate regulations and permitting processes to foster predictability and remove uncertainty for builders and lenders.

Policy 8.2: When revising the Port Townsend Municipal Code (PTMC) to implement this Plan, identify and eliminate unnecessarily expensive or difficult development standards (e.g., review and consider revisions to residential street, parking, stormwater, and utility requirements).

Policy 8.3: In reviewing and revising the Port Townsend Municipal Code to implement this Plan, balance the need to promote housing affordability with the need to require development-related improvements that adequately protect public health and safety while reducing long-term operations and maintenance costs to the City.

Policy 8.4: Encourage lenders to make financing available for innovative/sustainable housing (e.g., housing in upper stories of historic buildings, co-housing projects, accessory dwelling units (ADUs), and "grow" and cottage homes).

Policy 8.5: Consider revisions to the development regulations that will promote use of new technologies that help conserve resources and minimize the generation of greenhouse gas emissions:

8.5.1: Encourage the development of distributed generation of electricity through renewable sources.

8.5.2: Encourage energy efficiency in both new and existing houses and the development of "zero net energy" housing.

8.5.3: Encourage on-site water conservation technology (e.g., rain barrels, low-water use appliances).

An Affordable Housing Strategy For Port Townsend

Introduction

An affordable housing strategy is needed to preserve the character of our community. Prior to the 1996 plan, City government had played a limited role in encouraging the provision of affordable housing. For the most part, affordable housing has been provided by builders and developers seeking to capitalize on local market conditions. The City's past involvement in fostering the availability of affordable housing was confined to zoning very limited areas of town for higher density multi-family development.

Like this earlier approach, the original 1996 strategy, detailed below, addressed the supply of multi-family zoned land. Additionally, the City's approach sought to clearly articulate a course of action that would provide real incentives for developers and builders to produce the type of housing needed in the community.

The 2006 Port Townsend/Jefferson County Housing Action Plan includes forty-two housing strategies. These strategies range from creation of an oversight network to economic development, infrastructure development, and financial incentives. Innovative development projects (Community Land Trust and Tierra Contenta models) and rehabilitation of existing housing stock are key strategies, given that, ultimately, our success will be measured by the actual number of affordable housing units on the ground.

The Strategy

The City should undertake the following actions to implement the Housing Element goals and policies:

1. Keep housing in the conversation

    - Actively involve our partners and our community in a dialog on housing issues.

    - Build understanding and support for affordable housing in the community by publicizing successful housing projects and programs.

2. Periodically audit and adjust the zoning code, design standards, and fee schedules to accommodate a variety of housing types, with a focus on affordable, special needs, and sustainable housing, while ensuring compatibility with existing neighborhoods. Examples of code refinements to consider include:

- Allowance for ADU owners to rent both the ADU and main residence as year-round rentals.
- Common-wall construction.
- Reduced and more flexible parking requirements.
- More flexibility in housing types permitted (as for smaller homes, micro-apartments, and zero-lot line development).
- Re-evaluation of other development standards that could be modified to reduce development costs, while maintaining public health and safety (as with road standards).
- Addressing means by which the City might cost-effectively reduce the expense of meeting infrastructure funding requirements from residential builders as might occur (e.g., with community stormwater management systems).

3. Provide sufficient land supply with adequate infrastructure for affordable housing development.

- Take steps to re-designate land as needed for higher density, including affordable housing, prioritizing sites currently or readily served by infrastructure in areas that are walkable and accessible to transit.
- Prioritize infrastructure investments in areas ripe for economic development and high density residential development.
- Prepare subarea plans in high priority areas.

4. Commit to improving financial support with a focus on sustainable funding mechanisms and organizational structures.

- Identify specific housing needs, such as preventing displacement of mobile homes or housing the local service industry workforce (e.g., artists, retail, marine trades).
- Invite local experts in the housing industry, housing providers, and social services to help set priorities, recommend actions, and obtain grant funds.
- Identify potential opportunities and resources, such as surplus public property.
- Emphasize coordination with the County and opportunities for public/private partnerships.
- Pursue creation and funding of a community housing land trust – either for Port Townsend or for a wider geographic area involving multiple jurisdictions.

- Engage lenders and developers to assess and cultivate participation in identifying realistic options to secure mortgage and related investment in the full range of resident housing finance needs.

5. Promote incentives for low and moderate income housing development.

- Offer density bonuses on a sliding scale based upon the length of resale restriction.

- Consider reduced parking requirements for housing restricted to low income seniors and special needs residents (Strategy #2).

- Consider expedited permit processing for publicly funded low income housing (Strategy #7).

6. Maintain reasonable land use and utility fees. Evaluate the cumulative impact of fees and off-site mitigations in relation to the final price of the housing. Recommend reducing or exempting fees for low income housing based upon the length of resale restriction.

7. Facilitate predictable and timely permit processing. Improvements should include consolidated applications, administrative decision-making authority, automated permit tracking, and timelines for permit review.

8. Encourage the development of affordable housing "demonstration projects" in which flexible, innovative development standards may be used without sacrificing public health and safety. Look for ways to revise permit requirements to reduce development costs without compromising environmental quality or adequate public review.

9. Assess the need to conduct a residential buildable lands inventory (BLI). While GMA does not require Port Townsend to update its residential BLI at this time, a local update may provide valuable data to inform next steps. Although there appears to be more than enough vacant residentially zoned land to accommodate forecast population and housing growth over the next 20 years, it is likely that there is not enough immediately buildable (or shovel-ready) land served with infrastructure. Lack of shovel-ready sites is particularly problematic for higher density single- and multi-family development at locations proximate to multi-modal transportation and close to the urban core. Matching the capacity of the truly buildable land supply to specific categories of owner and rental demand by income/price level is pivotal to determine whether, where, and how much land should be designated for higher density and more affordable housing.

10. Actively encourage public-private partnerships for affordable housing. Actively seek diverse private sector participation together with public and non-profit partners in reviewing and modifying zoning and associated regulatory standards to better facilitate affordable housing development (see Strategy #2). Identify existing properties providing affordable,

financially assisted housing that are at risk of transitioning to market rate rentals and potentially displacing existing residents. Actively support initiatives to improve local resident employment and wage opportunities. Consider more explicit linkages of seasonal to affordable permanent housing and/or limitations on transient accommodations.

11. Prioritize initiatives for low income, homeless, and special needs populations. This would include, for example, providing step-by-step implementation of the 10-year plan for ending homelessness in Jefferson County – including the plan's housing first approach. There is continuing opportunity to work with the range of providers and supportive organizations currently in place. Due to the ongoing challenge of obtaining adequate funding, options for securing added sustainable funding sources or new innovative partnerships should be considered as opportunities are presented. Priority or allocated funding should be considered for portions of the population that remain most under-housed.

12. Encourage development of ADUs as affordable rentals. Further assess reasons as to why less than half of existing ADUs are being rented, and determine incentives that might be considered to increase rental use. Apply what is learned about existing ADUs to encourage additional new ADU construction as year-round rentals. Financial and/or regulatory incentives might be considered together with marketing for owners to better understand project costs and long-term benefits of added rental income potential.

13. Apply Adaptive Management - Monitor outcomes; update housing needs and strategies accordingly. Demographic and economic conditions will continue to change, quite possibly in directions currently unanticipated. Consequently it will be worthwhile to monitor changes in local population growth and housing demand more actively in the years ahead. If the new 2015 forecasts prove to be substantially over or under target over a multi-year period, forecast revision is suggested before completion of the 2016-36 planning cycle.

Additional strategies are provided in the 2006 Port Townsend/Jefferson County Housing Action Plan. Strategies will need to be prioritized and those requiring regulatory changes vetted through the public process.

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[1] *Port Townsend Housing Element: Inventory & Needs Assessment*, December 31, 2015, E.D. Hovee & Company, LLC (Appendix 3 to this Plan)

[2] The Washington State Department of Commerce published a *2015 Housing Needs Assessment*. Findings indicate that statewide about 5% of all housing is subsidized, which would appear to be below the Port Townsend ratio. Another method for comparing different geographic areas in the state is presented as a quantification of affordable and available housing units for every 100 households. Statewide, 51 units are affordable and available for every 100 households earning

50% or less of AMI. In comparison, there are only 32 units for every 100 households at 50% or less of AMI in Jefferson, Clallam, and Kitsap Counties; 33 units in Mason County; and 38 units in Grays Harbor County.

INTRODUCTION

The Transportation Element provides guidance for the development of the City's transportation system to serve and accommodate the land use plan. This guidance builds upon the City's recognition as an attractive residential community, employment hub, and visitor destination.

There is a wide range of transportation needs. Many existing streets were built in previous decades, often with an inadequate base, and require maintenance and upgrade. Current revenue sources are inadequate to keep up with the needs for maintenance and new facilities. Concerns about transportation have also expanded to include neighborhood impacts and accommodation for all users. There is also a strong impetus to reduce the environmental impacts of transportation, to create "complete" streets, to reduce reliance on the single-occupant vehicle, and to address resiliency and sustainability of the transportation system.

The overall vision for Port Townsend's Transportation Element is to provide a safe, integrated, and efficient multi-modal transportation system that is consistent with the City's overall vision and that adequately serves anticipated growth. The Transportation Element sets a framework for understanding, prioritizing, measuring, and creating a transportation network to help Port Townsend achieve its vision. The transportation policies and guidance in this element are the foundation for development standards and regulations that implement the Comprehensive Plan, including:

- Port Townsend Municipal Code
- Engineering Design Standards
- Transportation Functional Plan
- Non-motorized Transportation Plan
- Six-Year Transportation Improvement Program
- Regional Transportation Collaboration and Planning

The goals, policies, and implementation steps outlined in this element will result in a comprehensive transportation system that will adequately serve anticipated growth, will provide for future mobility for all user groups and modes of travel in and through Port Townsend, and will be adaptable to a changing environment.

Planning Context

This Transportation Element takes its guidance from state, regional, and local plans, policies and guidelines, including:

- The Growth Management Act (GMA), which directs cities to establish a direct link between transportation and land use planning
- The Washington Transportation Plan, which establishes and recommends statewide transportation policies and strategies
- The Peninsula Regional Planning Transportation Organization (PRPTO) Regional Transportation Plan, which adopts goals and policies for the four county members (Kitsap, Mason, Clallam, Jefferson)
- County-Wide Planning Policy for Jefferson County, which requires county-wide coordination on transportation issues; for example, transit and airport facilities. The policy also provides guidance for preparing this Transportation Element, including level of service standards, concurrency, and Transportation Demand Management (TDM) strategies.

The Growth Management Act contains the following specific requirements and overall goals to guide in establishing the link between land use and transportation:

GMA Goal 2 – Transportation. Encourage efficient multimodal transportation systems that are based on regional priorities and coordinated with county and city comprehensive plans.

GMA Goal 12 – Public facilities and services. Ensure that those public facilities and services necessary **to** support development shall be adequate to serve the development at the time the development is available for occupancy and use without decreasing current service levels below locally established minimum standards.

The GMA also contains specific requirements on what must be included in the transportation element, with which this element complies.

CHALLENGES & OPPORTUNITIES

The City of Port Townsend faces several challenges as it plans for the next 20 years of growth. Developing the appropriate transportation network to serve the growing needs of residents and visitors becomes a balance between durability, affordability, livability, walkability, and safety while preserving the City's small town character. The transportation system must also be resilient and respond to climate change and potential rising sea levels, to evolving technology, and to changing demographics and lifestyles. Funding for street maintenance to address the preservation and upgrade of the existing streets is also a critical need for the City.

Street Network

The City seeks to ensure that all new transportation infrastructure provides for the mobility of all users with streets that are safe, narrow enough to protect our small town character, and appropriate

for the adjacent land uses, and within available funding constraints.

For local access residential streets, the City has adopted “narrow” street standards that reflect the Comprehensive Plan goals and policies for new neighborhood streets. The development, update, and implementation of the City’s street design standards provides the opportunity to develop safe, walkable streets that create and preserve neighborhood character and accommodate different modes of transportation, while providing adequate parking and encouraging transit use.

Pedestrian and Bicycle Infrastructure

Over the last twenty years, the City of Port Townsend has added many miles of sidewalks and bike lanes to existing streets. The City’s design standards require new development to install sidewalks along all their frontage of arterials, collectors, and streets in commercial districts. However, many gaps remain on existing arterials and collector streets. These gaps limit the mobility of pedestrian and bicyclist between key destinations within the City and regionally. Along with filling in the gaps, additional enhanced crossings for pedestrians are needed, particularly along State Route 20, where traffic volumes are heavy and there are limited protected pedestrian crossing locations.

The City’s extensive trail network enhances connectivity throughout the City. The City can continue to promote, expand, and preserve the trail system by preserving unopened rights-of-way and reviewing development projects to ensure there is pedestrian and bicycle connectivity to and through a project and by supporting volunteer efforts to expand and enhance the network.

Transit Access and Availability

There are continued opportunities for the City to work with Jefferson Transit Authority (JTA) to enhance service to key destinations (such as Fort Worden State Park) and establish better transit and pedestrian and bicycle connectivity. Since JTA is a rural service provider for the entire county, they currently have limited bus routes and route frequency within Port Townsend. Improved service frequency and coverage in Port Townsend would be desirable as a way to reduce auto travel and improve the quality of service for transit-dependents. The City can look for opportunities to work with JTA to encourage enhanced transit service from JTA through investment in transit-supportive amenities, as well as other ways to help residents, employees, and visitors access and use transit.

Network Connectivity

A gridded street pattern provides a logical and desirable street network. New streets are installed in the City of Port Townsend through development of single-family homes on existing platted lots and through subdivisions and planned unit developments. Street design standards are intended to provide streets that are safe, affordable to construct, long-lasting and durable, and are accommodating to all users; in other words to assure that “complete streets” fundamentals are implemented.

Parking

The City of Port Townsend is a regional as well as a national destination, which puts a strain on the parking throughout the Downtown and surrounding Uptown residential areas. Most of the buildings

Downtown do not have private parking areas for employees or visitors, and there are very few public parking areas. On-street parking makes up a large percentage of the parking supply. Downtown parking is at a premium during certain times. To accommodate the increased pressure for parking Downtown, the City must look for ways to increase access through other means such as the Haines Place Transit Center Park-and-Ride, transit service, and alternate modes of transportation.

Maintenance of Existing Roads

Facilities built in preceding decades are reaching the end of their design life and require maintenance and upgrade. Many existing streets were constructed with an inadequate foundation and are failing. Even those new streets that have been recently constructed require regular maintenance to protect the City's investment. As stewards of the transportation infrastructure, the City must maintain these valuable assets. There is a large need to identify a dedicated revenue source to provide for the maintenance and preservation of the many miles of roadways in the City, from arterials to local neighborhood streets.

Regional Growth and Connectivity

The City is connected to the regional transportation system through State Route 20, the ferry system, the transit system, private transportation companies, and the Olympic Discovery Trail system. Due to our geographical location, the City relies on the regional transportation network and must work with other agencies in an integrated approach that brings in many methods of moving people and goods.

TRANSPORTATION GOALS & POLICIES

Overall Transportation Goal: Develop a safe, integrated, multi-modal public and private transportation system for the efficient movement of people of all abilities and goods, with cost-effective facilities and minimum environmental impact.

Land Use & Transportation

The GMA recognizes the close linkage between land use and transportation. It is important that transportation facilities be designed not only to meet federal, state, and local standards, but also to meet community vision and desires. For many people, the quality of life in the City is dependent on how well the transportation system functions for pedestrians, bicyclists, transit riders, and motorists. To implement Port Townsend's Comprehensive Plan, streets must not only move people and goods, but must be compatible with and support the City's preferred land use pattern, enhance the quality of life of residents, and support healthy lifestyles.

Goal 1: Promote a balanced, affordable, reliable, convenient, and efficient transportation system that supports the Land Use Element and Community Direction Statement of the Port Townsend Comprehensive Plan.

Policy 1.1: Ensure that transportation system improvements are compatible with adjacent land uses.

Policy 1.2: Encourage measures that increase housing near commercial centers and promote multiple modes of travel.

Policy 1.3: Provide a transportation system that enhances neighborhood development and infill.

Policy 1.4: Seek to locate new community facilities near transit routes and in areas convenient for easy access by pedestrians and bicyclists.

Policy 1.5: Design streets to serve a varied land use pattern, which includes higher standards for commercial areas and mixed-use centers and lower standards for local access streets.

Policy 1.6: Design roads and other transportation facilities to preserve existing trees where feasible and to contribute to an attractive visual image that retains our small town atmosphere.

Policy 1.7: Promote biking, walking, and transit use in order to reduce growth of automobile traffic.

Policy 1.8: Site and design transportation facilities to minimize environmental impacts and consider projected climate change impacts.

Policy 1.9: Maintain a street-use permit system for the private use of public street rights-of-way that includes appropriate criteria for uses, termination provisions, and annual fees.

Policy 1.10: Encourage uses and practices that promote "tele-commuting" and non-motorized modes of transportation.

Policy 1.11: Encourage land use and transportation practices that reduce fossil fuel consumption and greenhouse gas emissions.

Interjurisdictional Coordination

Goal 2: Coordinate the planning, construction, and operation of transportation facilities with the programs of Jefferson County, Washington State Department of Transportation (WSDOT) Highways and Ferries Divisions, the Peninsula Regional Transportation Planning Organization (PRTPO), the Port of Port Townsend, Jefferson Transit Authority, and utility providers, as well as other agencies and jurisdictions.

Policy 2.1: Continue to participate in the PRTPO for funding of regional transportation improvements and for the planning and implementation of the Peninsula Regional Transportation Plan.

Policy 2.2: Coordinate with affected agencies to design regional transportation systems to support urban growth within designated urban growth areas (UGAs).

Policy 2.3: Establish and maintain a joint City-County program for reviewing and resolving inter-

jurisdictional transportation concerns in, or affecting, Port Townsend's UGA. Include representation from the appropriate agencies.

Policy 2.4: Review and comment on all major land developments in Jefferson County that may affect the regional transportation system serving the City.

Policy 2.5: Coordinate transportation planning and improvements with the transportation and land use plans of Jefferson County, and cooperate with the County and Port of Port Townsend to identify opportunities to maximize benefits with limited financial resources.

Policy 2.6: Support the development of regional bicycle and pedestrian transportation corridors that link regional commercial, recreational, and employment areas.

Arterial and Collector Street System

Inventory

The street system in Port Townsend is classified according to the roadway's purpose, design characteristics, and function. The functional classification guides the programming of roadway improvements. Within the City of Port Townsend, the roadway classifications include principal and minor arterials, collectors, and local streets and are further defined in the Transportation Functional Plan. Generally, local access streets include all public streets not classified as arterials or collectors. **Figure 6-1** shows the City's roadway functional classifications. **Table 6-1** provides an inventory of the roadways within the City of Port Townsend by classification and surface type.

Table 6-1 Roadway Inventory

Classification	Asphalt (miles)	Chip Seal (miles)	Concrete (miles)	Gravel (miles)	Total (miles)	Percent
Principal Arterial	3.21	-	-	-	3.21	3.46%
Minor Arterial	3.14	7.01	-	-	10.14	10.92%
Collector	2.53	12.70	-	0.19	15.42	16.60%
Local Access	18.35	36.54	0.07	9.14	64.12	69.02%
Total Miles	27.23	56.25	0.07	9.34	92.89	100.0%

The principal arterial within the City limits is State Route 20 (SR 20), which extends from the Ferry Terminal and continues 2.7 miles west to the City limits. State Route 20 provides a regional connection from the Olympic Peninsula and the I-5 Corridor via the Port Townsend – Coupeville ferry. It is designated by the state as a Highway of Statewide Significance. Highways of Statewide Significance are facilities that have been specially designated by the state of Washington to ensure linkages between major communities within the state and to assist with priority planning and the

allocation of funding. There are five signalized intersections (four along SR 20 and one at the Water Street/Taylor Street intersection) in the City. The City is responsible for and maintains the traffic signal at Water and Taylor Streets. WSDOT is responsible for maintenance and operations on all other traffic signals on SR 20.

Goals and Policies

The arterial street system is the backbone for the movement of goods and people of all abilities around town. It is often a challenge for any single roadway to meet the expectations of all users and modes of travel at any given time. The following policies and priorities address issues related to the street network as a system, the design of individual roadways, traffic flow, and providing for the various modes of travel and users of the system. In the undeveloped northwest quadrant of the City, new collectors or arterials may be needed as identified in the Transportation Functional Plan.

Goal 3: Provide a connected arterial and collector street network that is planned, designed, constructed, and operated for safe travel for all users with efficient mobility and access to and within Port Townsend.

Policy 3.1: Adopt, update, and implement street design standards that are consistent with the adopted Land Use Map and land use objectives and that accommodate the needs of all users and modes of travel.

Policy 3.2: The Transportation Functional Plan and its regular updates should be used as a guide for development of the future arterial and collector street system.

Policy 3.3: Undertake a public involvement process and study that reviews a range of collector/arterial options and recommends future road alignments for the area lying north of Hastings Avenue and west of San Juan Avenue that takes into consideration:

a. Projected future traffic generation at the end of the 20-year planning horizon as well as at build-out.

b. Land use and zoning designations as modified by this Comprehensive Plan

c. The presence of Environmentally Sensitive Areas, including steep slopes, wetlands, and drainage corridors

d. Possible changes in travel behavior, including the use of alternative modes.

3.3.1: Pending the completion of the process and study outlined in policy 3.3 above, use **Figure 6-1** as a guide to preserve options for possible future road alignments by:

a. Requiring rights-of-way of adequate width as a condition of development approval in currently unplatted areas;

b. Requiring appropriate setbacks along possible future road alignments as a condition of development approval; and

c. Limiting driveways and other access points onto possible future road alignments as a condition of development approval.

Policy 3.4: Utilities should be placed underground as arterial street improvements are made.

Policy 3.5: Provide adequate setbacks for residential uses along arterials to protect adjoining properties from noise, dust, and traffic safety impacts.

Policy 3.6: Adopt and update street design standards for arterials and collectors to provide for safe and attractive conditions for bicyclists and pedestrians.

Policy 3.7: Manage access onto arterials and minimize driveways and driveway width.

Policy 3.8: Design standards for arterial and collector streets should fit the character of the areas and land uses through which they pass, including scenic arterial street standards for certain areas of town.

Policy 3.9: Follow the recommendations described in the Port Townsend Gateway Development Plan to fund and construct SR 20 improvements.

Policy 3.10: Ensure new development and redevelopment within the Gateway Subarea is consistent with the Gateway Development Plan.

Policy 3.11: Develop criteria for public street lighting that takes all users into account and that prioritizes arterial and collector intersections, transit stops, and pedestrian crosswalks. Street lights and on-street lighting should balance esthetic and safety concerns with economic considerations including operations and maintenance costs.

Policy 3.12: Require on-site lighting to be hooded and shielded so that it is directed to the project site and so as to minimize glare onto public streets and adjacent properties.

Policy 3.13: Provide energy-efficient street lights commensurate with the neighborhood and ultimate level of density and based on local, state, federal, and utility design guidelines.

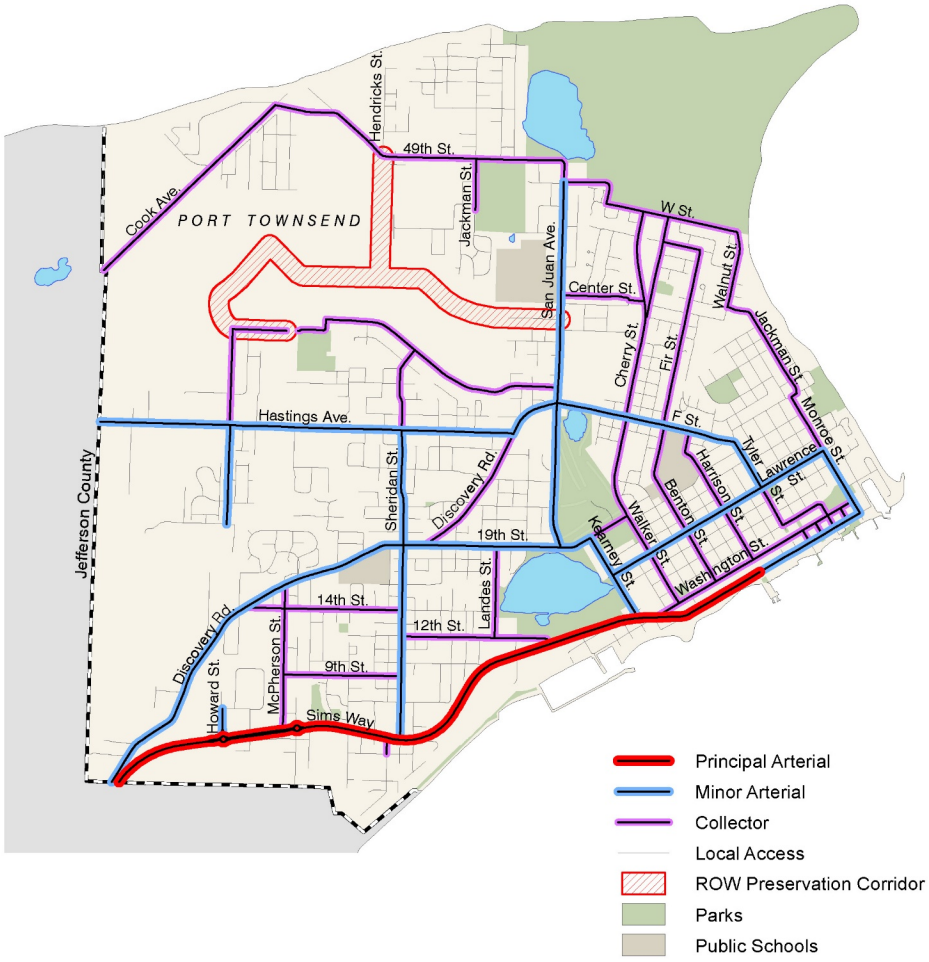
Policy 3.13: Street design standards should include the establishment of planting strips with adequate width for appropriate vegetation, including street trees as an integral part of street construction or reconstruction.

Policy 3.14: Strive to retain and manage appropriate trees and vegetation within City right-of-way and where possible replace street trees lost to disease, damage, or development.

Policy 3.15: Enhance the Flats District according to the 2023 Amendment to the Gateway

Development Plan.

Figure 6-1 Functional Classification of Existing Streets



Local or Residential Street System

The characteristics of the local access streets and how they function for motorists, pedestrians, and bicyclists can impact the quality of life of the residents and the vitality of a neighborhood.

On local access streets, pavement widths should be as narrow as possible while still assuring safe maneuverability for cars, bikes, pedestrians, utility vehicles (e.g. garbage trucks), and emergency vehicles. Local access street standards that allow narrower streets will help achieve other City goals, including:

1. Maintaining neighborhood scale and character;

2. Lowering construction and maintenance costs;

3. Saving vegetation and trees;

4. Reducing stormwater runoff;

5. Encouraging traffic safety;

6. Encouraging better land use;

7. Keeping higher density areas livable.

Goal 4: Develop a local street system that accommodates multiple modes of transportation with design standards that may vary depending upon individual neighborhood characteristics.

Policy 4.1: Develop and maintain street design and construction standards for local access streets for new development that reflect a reasonable balance between initial expense and long-term operations and maintenance costs, that provide for accessibility for all users, and that safely accommodate:

a. Stormwater management and other utilities;

b. Neighborhood motor vehicle traffic;

c. Parking;

d. Emergency and service vehicles;

e. Pedestrians;

f. Bicycles;

g. Mail boxes;

h. Garbage and recycling services;

i. Public transportation access;

j. Street lights; and

k. Street trees.

Policy 4.2: Develop and maintain design standards that encourage "narrow streets" to help retain the City's small town atmosphere, to enhance safety, and to minimize the amount of paved area to reduce construction costs, storm water runoff, and heat buildup. Local street standards should reflect a balance between safety, efficiency, maintenance, and preserving small town character.

Policy 4.3: Develop standards and street layout guidance to encourage local access and

residential traffic only on local streets to minimize traffic noise, congestion, and hazards to pedestrians. Discourage through access for motorized traffic by traffic calming and/or by not requiring certain sections of streets to be opened to motor vehicles.

Policy 4.4: Designate certain viewpoint street ends and, where appropriate, provide signs, benches, and safety barriers to encourage public use and to prevent encroachment from neighboring residents.

Policy 4.5: Allow and designate certain streets for closure (or do not allow some streets to be opened) in certain areas so the street grid is broken in an effort to promote more pedestrian friendly neighborhoods.

Policy 4.6: Facilitate active transportation connections by encouraging the street system in new subdivisions and planned unit developments (PUDs) to be designed and built on a rectangular grid or a modified grid pattern. If cul-de-sacs or dead end streets are used, require multi-use paths to connect the dead ends to on-site and off-site pedestrian and bicycle facilities and provide for a sufficient number of thoroughfares (connections to arterials, collectors, or feeders) for public transit and emergency access.

Pedestrian & Bicycle Transportation

Inventory:

Sidewalks

Approximately 21 percent of Port Townsend's streets have sidewalks on at least one side of the street. There are 31 total miles of sidewalks. Sidewalks are generally available along arterials, streets within the historic business district, and in newer subdivisions. Despite the fairly good sidewalk coverage in some areas of the City, many arterials and collectors remain without adequate sidewalks and many older residential areas have incomplete sidewalk networks.

Bicycle Facilities

In contrast to a historical and relatively extensive sidewalk network, the City's bicycle facilities are relatively new. Along with the recent growth of the network, the City has received designation as a Bicycle-Friendly City at the Bronze level. There are approximately 8 miles of streets with striped, designated bicycle lanes in Port Townsend. To support biking, there are approximately 50 public bicycle racks, predominately located in the Downtown Historic District. **Figure 6-3** shows the streets that have bicycle lanes and also shows multi-use paths within the City of Port Townsend.

Trails

In addition to sidewalks and bicycle lanes, there is an extensive trail network that provides important connections throughout the City. There are approximately 34 miles of trails in Port Townsend; 1.4 miles of these trails are multi-use paths that are at least 8 feet wide and have an

ADA accessible surface. **Figure 6-2** includes the trail network.

The Larry Scott Memorial Trail is a major regional trail, of which 0.6 miles are located within the City. The trail begins at the Port of Port Townsend boat yard and continues 7.3 miles to the south, terminating at Milo Curry Road in the County. The Larry Scott Memorial Trail is the eastern-most section of the Olympic Discovery Trail, which, upon completion, will constitute 130 miles of multi-use trail from Port Townsend to the Pacific Ocean.

Goals and Policies

Creating a pedestrian and bicycle friendly city requires a connected network of sidewalks, walkable streets, multi-use pathways, and bike routes supported by the City's broad network of trails and public parks. The goals and policies of this Plan make it clear that building a non-motorized system is a high priority.

The City has adopted a Non-Motorized Transportation Plan that seeks to create an integrated network of pedestrian and bicycle improvements that provide incentives to walk or bike across town. The Plan identifies areas where sidewalks and bikeways need to be completed. The Plan also identifies where rights-of-way not open to vehicular travel and the trail system provide integral components of the walking and biking network. Ultimately, this network links up with other modes of transportation including transit and ferry service.

Walking and bicycling provide many individual and community benefits from health and safety and mobility to quality of life. People who cannot or prefer not to drive need safe and efficient transportation choices. It is the intent of the following policies to promote an integrated, safety-oriented pedestrian and bicycle system that increases mobility choices; provides convenient access to schools, businesses, recreation areas, and transit; and encourages regular physical activity to enhance health and wellness.

Goal 5: Create a safe and convenient environment for walking and bicycling through the construction and maintenance of a connected network of pedestrian and bicycle facilities, which are integrated with streets and other transportation facilities.

Policy 5.1: Use the Non-Motorized Transportation Plan and its regular updates to guide the development and installation of pedestrian and bicyclist improvements and networks.

Policy 5.2: Adopt and maintain street standards that provide for safe and convenient pedestrian and bicycle use on all developed public street rights-of-way, consistent with the street classification.

Policy 5.3: Provide pedestrians and bicyclists with a safe, convenient, and interconnected system of facilities, incentives, and services that fully support trip-making connections between residential areas, employment centers, shopping, recreational facilities, points of interest, schools, public

transit, and other public services within the City. Develop this system using measures that include:

a. Physically separating pedestrian and vehicle (including bicycles) traffic;

b. Encouraging separated internal pedestrian circulation systems in new or redeveloping commercial-retail districts;

c. Developing policies that address conditions warranting illumination of pedestrian crossings;

d. Providing pedestrian facilities that meet ADA requirements;

e. Giving special consideration to pedestrian and bicyclist opportunities in school, park, sports, and commercial areas; and

f. Expanding and improving the City-wide sidewalk/pathway system including on- and off-road trails to establish safe integration of bicycle and pedestrian circulation.

Policy 5.4: Require safe, convenient walkways and bikeways in proximity to all arterials and collectors including streets near multi-family and commercial development.

Policy 5.5: Require walkways, bikeways, and trails where appropriate in planned unit development (PUD), subdivision, and plat approvals, including safe routes for children who walk to school.

Policy 5.6: Provide safe, convenient walkways and crosswalks on streets leading to or near transit stops.

Policy 5.7: Encourage employers to provide bicycle facilities at employment sites.

Policy 5.8: Ensure that the implementation and maintenance of non-motorized improvements are coordinated and consistent in design and construction.

Policy 5.9: Maintain a safe route to school map to assure that safety and accident prevention for pedestrian and bicycle travel to school receives the highest consideration. Work with the School District and private institutions to jointly prepare the maps and to implement the design and construction of pedestrian and bicycle facilities in and adjacent to school zones.

Policy 5.10: Develop educational programs that promote awareness of the safe route to school. The Police Department and School District should provide "hands-on" training for the safe use of bikeways and pathways, as well as vehicular, bicycle, and pedestrian traffic controls such as stop signs, signals, and crossing guards.

Policy 5.11: Designate the classification of bicycle, pedestrian, and other paths, lanes, and routes based on latest design standard manuals (e.g., Washington State Department of Transportation

[WSDOT], American Association of State Highway and Transportation Officials [AASHTO], National Association of City Transportation Officials [NACTO]).

Policy 5.12: Review all development proposals and street development permit applications for conformance with the Non-Motorized Transportation Plan. Preserve designated connections in the Plan or provide acceptable alternate locations that maintain connectivity. Ensure that new developments provide connections to the pedestrian and bicycle system.

Policy 5.13: Establish pedestrian and bicycle links between public facilities, commercial and employment centers, neighborhoods, and higher density residential areas.

Policy 5.14: Designate certain right-of-way corridors for bicycle and pedestrian use only.

Policy 5.15: Establish design standards for pedestrian walkway widths, types, and materials to accommodate varying levels of pedestrian traffic and to ensure that streets are "pedestrian friendly" depending upon the district in which the use occurs.

Policy 5.16: Coordinate with Jefferson Transit to ensure that park-and-ride facilities are functioning as multi-modal stations linked directly to the walking and biking network.

Policy 5.17: Ensure that commercial or mixed use projects provide internal pathway linkages to pedestrian and bicycle networks and to adjacent uses.

Policy 5.18: Maintain designated bicycle lanes to the same level as the motor vehicle lanes.

Figure 6-2 Walkway System Inventory

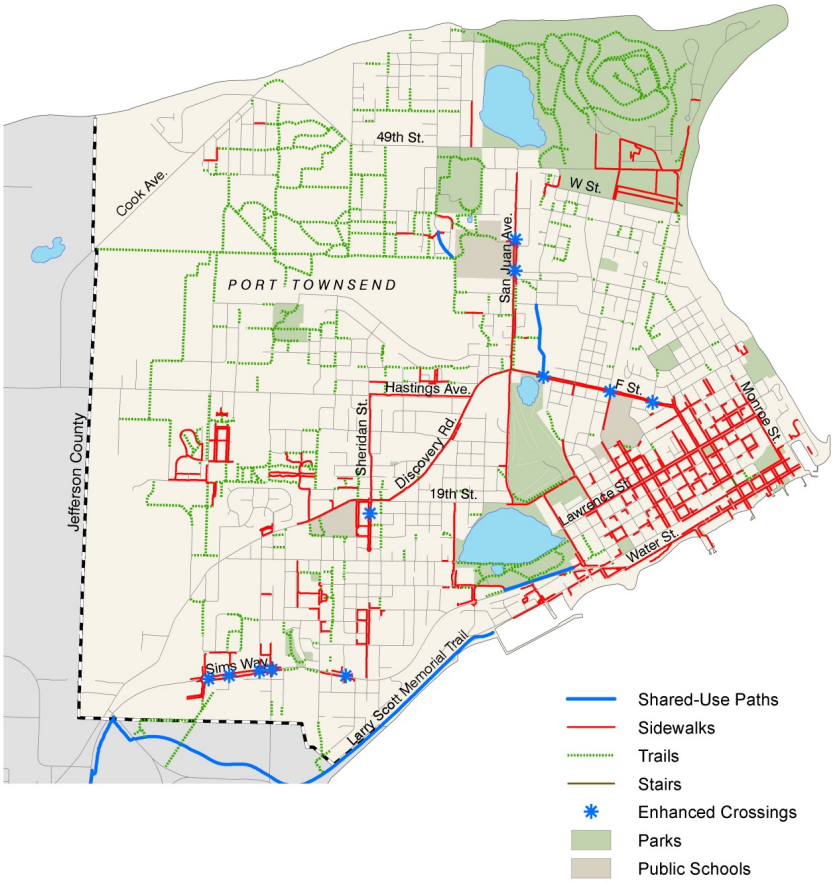


Figure 6-3 Bikeway System Inventory



Traffic Calming

Traffic conditions on neighborhood streets can affect the livability and quality of life in the neighborhood. Streets not only serve the needs of motorists, but also provide for social interaction, walking, and bicycling. The application of specific traffic calming strategies to individual streets can increase the safety and attractiveness of the street; however, implementation measures must be carefully considered to ensure that the desired effect is achieved.

Goal 6: Provide safe streets for neighborhoods.

Policy 6.1: Pursue strategies to discourage nonlocal through traffic in residential neighborhoods.

Policy 6.2: Develop a program for neighborhood traffic calming and traffic control based on the fundamentals of education, enforcement, and engineering. Apply a hierarchy of responses based on the severity of the traffic problem.

Policy 6.3: Maintain standards for traffic calming strategies and evaluate their effectiveness.

Policy 6.4: New developments should be designed to allow local traffic movement while discouraging nonlocal through traffic.

Transit Services

Inventory:

Jefferson Transit Authority

Public bus service is provided within the City by Jefferson Transit Authority (JTA), a public transportation agency established in 1980. JTA's service area covers 259 square miles and provides a variety of public transportation services that include fixed-route, route deviated, vanpool, and ride-matching, with both regional and intercity bus connections. In 2014, eight fixed-routes (including deviated fixed-routes) operated Monday through Friday from approximately 6:00 a.m. to 8:00 p.m.; all routes operated on Saturdays on a slightly reduced schedule. ADA paratransit service (Dial-A-Ride) is provided in full compliance with federal ADA paratransit regulations.

JTA connects passengers to major hubs including Kitsap, Clallam, and Mason Counties.

Figure 6-4 shows the current transit routes and bus stops within the City of Port Townsend.

The goals and policies of this element strive to promote the use of public transit. Since the City is not a provider of transit, it must work closely with JTA to help improve transit service in the community.

Those areas of town that grow at a relatively low density, single-family residential development pattern may not justify significant increases in transit service. However, new commercial and multi-family residential development, and especially public facilities, assisted living facilities, boarding houses, and group homes, warrant increased services and facilities.

Goal 7: Encourage regulations, strategies, and programs that promote transit use and link transit to alternative modes.

Policy 7.1: Encourage zero foot frontage setbacks for commercial uses on streets with bus facilities to encourage transit use. Locate parking in the rear or to the sides of buildings.

Policy 7.2: Require street-level pedestrian uses in buildings in commercial, office, or mixed-use centers with bus routes and nearby bus facilities to stimulate activity and interest.

Policy 7.3: Work with Jefferson Transit Authority and other agencies to plan and promote frequent and coordinated transit service and facilities in areas of highest demand (e.g. commercial, recreational, manufacturing areas, and high density residential areas).

Policy 7.4: Consider requiring transit serviceable site plans with pedestrian connections for new subdivisions, planned unit developments (PUDs), multi-family housing and commercial developments.

Policy 7.5: Use the Transportation Functional Plan and the Jefferson Transit Comprehensive Plan as the basis for establishing future transit routes.

Policy 7.6: Encourage public transit as a preferred mode of visitor travel to and from Downtown and other major visitor destinations within the City and region, through the use of the park-and-ride facilities.

Policy 7.7: Promote the use of the park-and-ride facilities to serve employees in the Commercial Historic District, Boat Haven District, and other designated activity and employment centers in the City and County in order to intercept trips by single-occupant vehicles, thereby reducing traffic and parking congestion.

Policy 7.8: Coordinate transit and ferry schedules to encourage the use of park-and-ride facilities for ferry walk-on passengers and other long-term users. Support regular transit service to Washington State Ferry terminals at Bainbridge and Kingston to facilitate access to Puget Sound urban centers and airports.

Policy 7.9: As appropriate, provide needed infrastructure to support public and private transit-oriented development.

Policy 7.10: In coordination with Jefferson Transit Authority, establish standards within development regulations that identify when transit-supportive improvements (e.g., pull outs, shelters, and appropriate pedestrian access to transit facilities) will be required for new commercial, residential, and public facility stops along established or planned transit routes.

Policy 7.11: Encourage Jefferson Transit Authority to design and provide facilities that foster bicycle use.

Figure 6-4 Public Transportation



Ferries

Inventory:

Washington State Ferries

Ferry service is provided by the Washington State Ferry System via the Port Townsend-Coupeville ferry. The route is 4.3 nautical miles across Admiralty Inlet. The ferry service can accommodate autos, trucks, motorcycles, pedestrians, and bicyclists. Current service is provided by two 64-car Kwa-di Tabil class ferries. Crossing time is approximately 30 minutes. Schedules vary according to the season, with fewer crossings during the winter months and during periods of low tide. Service begins at 6:30 a.m. in Port Townsend, with the last ferry leaving Keystone at 9:10 p.m. Daily ridership averages about 1,164 passengers and 992 vehicles/drivers for a total of approximately 2,157. (Ridership in the draft 1996 Comprehensive Plan was listed as approximately 2,220.)

Table 6-2
Washington State Ferries Ridership Statistics by Quarter

Quarter (2015)	Vehicles	Passengers	Total
January 1 thru March 31	65,282	65,361	130,643
April 1 thru June 30	94,253	112,586	206,839
July 1 thru September 30	128,502	170,582	299,084
October 1 thru December 31	73,955	76,539	150,494
Total	361,992	425,068	787,060

Goals and Policies

The City should coordinate with the Washington State Department of Transportation (WSDOT) Ferry Division regarding ferry vehicle queuing and vehicle holding and the impacts to SR 20 and City streets. The WSDOT Ferry Division has implemented a reservation system which has significantly reduced the impacts from ferry queuing and vehicle holding.

Efforts to improve ferry and bus schedules are ongoing and should be supported by the City to increase mobility and to decrease the number of single occupancy vehicles arriving at the ferry dock. Transit service and connections between Port Townsend and the Kingston ferry terminal also play a role in reducing vehicle trips.

The City has been advocating for and coordinating with the Port of Port Townsend to develop a moorage float and dock facility for passenger ferries and other seasonal cruise boats at the Quincy Street dock facility.

The City participates as a partner with local groups to advocate for the establishment of Port Townsend to Seattle passenger ferry service to support tourism and economic development, as well as for WSDOT to continue to study the feasibility of direct vehicle ferry service between Seattle and Port Townsend.

Goal 8: Encourage and promote Ferry System programs that improve service to Port Townsend, improve accessibility, and reduce impacts from vehicular traffic

Policy 8.1: Support the expansion of passenger-only ferry services from Port Townsend to Seattle and other Puget Sound urban areas, as well as the San Juan Islands and Victoria, B.C., and cooperate with state and federal governments and the province of British Columbia to explore the feasibility of direct ferry service from Port Townsend to these locations.

Policy 8.2: Encourage handicapped accessible improvements that meet the requirements of the Americans with Disabilities Act (ADA) on the Washington State Port Townsend-Coupeville Ferry.

Policy 8.3: Coordinate with the WSDOT Ferries Division and Peninsula Regional Transportation Planning Organization (PRTPO) to set a level of service (LOS) standard for the Port Townsend-

Coupeville ferry. The City should encourage a LOS standard of a one-boat wait on weekdays and a two-boat wait on weekends.

Policy 8.4: Work with the WSDOT Ferries Division to study alternatives relating to parking needs for vehicle queuing operations, daily parking for van pool and car pool users, and continued improvements to the reservation system.

Parking

Inventory:

Off-Street Public Parking Facilities

In addition to parking designated within the public right-of-way, the following facilities provide public parking:

- Jefferson Transit Park-and-Ride (Haines Place Transit Center)

  The Jefferson Transit Park-and-Ride, located on the corner of 12th Street and Landes Street, is a 3.4-acre site, which contains 247 parking stalls and ten recreational vehicle stalls.

- Back Alley Parking Lot (Original Townsite, Block 40, Lots 6 & 8)

  The Back Alley parking lot is owned by the City of Port Townsend and is located in Downtown at the end of Tyler Street at the base of the bluff. This lot is gravel and does not have marked parking stalls. The lot provides for approximately 17 parking vehicles.

- Skateboard Parking Lot (Original Townsite, Block 52, Lots 5 & 7)

  The Skateboard Parking Lot is owned by the City of Port Townsend and is located in Downtown between Washington Street and Jefferson Street, just east of Monroe Street. This parking lot also encompasses the adjacent Washington Street right-of-way. This paved parking lot provides 44 parking spaces.

- Cotton Building/Elevated Ice-Cream Parking Lot (Original Townsite, Block 6, Lot 4)

  This parking lot is owned by the City of Port Townsend and is located on the Port Townsend Bay side of Water Street between Quincy Street and Madison Street. This paved parking lot provides 12 parking spaces.

Goals and Policies

Future parking management in Port Townsend requires a variety of alternative parking strategies and must align with the City's overall transportation system goals. This Plan encourages parking management control rather than costly public investment in building new parking lots. It also acknowledges that we cannot, and do not wish to, build enough parking lots to accommodate all cars. The parking management strategy seeks a balance in providing adequate space for cars, but also provides incentives for people to use cars less frequently. It encourages the use of a shuttle

bus for visitors or employees to the Historic Downtown, promotes Transportation Demand Management techniques, and explores new ideas to minimize potential environmental and community impacts by constructing smaller parking lots scattered throughout town. For the most part, however, the control of future transportation and parking problems must be addressed through strategic planning and proactive management involving the City, Jefferson Transit, the Washington State Department of Transportation, and business and property owners.

Commercial Historic District

Parking problems are most apparent in the Downtown. It is unlikely that enough parking can be supplied to meet future demand. While parking requirements for buildings in the Historic District have been eliminated in the Historic District to stimulate redevelopment, there are increasing numbers of housing units in the core and commensurate pressure for parking for residents.

The Haines Place Park-and-Ride facility has become an essential part of the Downtown parking management strategy. Over the long term, the City should work with Jefferson Transit Authority, WSDOT State Ferries Division, and the Port Townsend Main Street Program to increase the use of the Park-and-Ride facility by ferry walk-on passengers, Downtown and Port employees, and Downtown residents.

The City should continue to review the amended parking code regarding off-street parking requirements for redevelopment and new development in the Commercial Historic District. The City's parking code should allow the use of alternative transportation modes, TDM techniques, and the required use of the Park-and-Ride facility as options to provide new off-street parking spaces. This could be achieved through the use of maximum and minimum parking spaces or by reduced parking requirements for developments served by alternative modes (e.g., the use of the Park-and-Ride facility, installation of bike racks, etc.). Parking management strategies and parking code requirements should distinguish between areas where non-motorized improvements are desired (i.e., the Commercial Historic District and future mixed use centers) and areas that are more auto-oriented (i.e., community commercial and manufacturing areas).

Goal 9: Encourage the City, transit, and private interests to establish coordinated parking strategies to achieve overall transportation goals and to ensure that parking standards do not act as a deterrent to new development or redevelopment.

Policy 9.1: Encourage private developers to address parking demand by participating in the cost of shared parking facilities, agreement with others for the joint use of parking spaces and through the use of bicycles, carpools, transit, and the Park-and-Ride facility.

Policy 9.2: Encourage private and public employers to provide bicycle parking facilities on or near their properties.

Policy 9.3: Develop, update, and implement parking requirements that encourage new

development and the adaptive reuse of historic structures, limit the construction of new impervious surfaces, and provide for parking needs of residents and employees.

9.3.1: Review and, where appropriate, reduce off-street parking requirements for new commercial development.

9.3.2: Reduce parking requirements to provide incentives for the revitalization, adaptive reuse, and preservation of existing historic structures within the Downtown Parking District and commercial zones lying within the National Register Historic District.

9.3.3: Review residential parking needs in the Downtown core.

9.3.4: Distinguish between areas where non-motorized transportation should be encouraged as a top priority (i.e., the National Register Historic District) and areas that are likely to be more auto-oriented (i.e., the Gateway Commercial District).

Policy 9.4: Implement parking strategies that maximize the ability for the greatest number of people to use the Downtown, emphasizing the accommodation of non-motorized travel and transit rather than automobile parking places.

Policy 9.5: Consider parking pricing policies for on-street parking to reduce parking impacts in the Downtown and to promote alternative transportation modes.

Policy 9.6: Develop a Parking Management Plan that addresses short-term and long-term parking needs in the Commercial Historic District and other commercial areas.

Policy 9.7: Outside of the Downtown Historic District, property owners should be responsible for providing parking and for managing parking demand generated at the site, to avoid any spill-over parking on neighboring properties and streets.

Policy 9.8: Develop parking lot design standards that assure pedestrian friendly parking facilities by providing protected pedestrian links between parking facilities and employment and other service centers, arterials, transit facilities, and green space.

Policy 9.9: New and redeveloped residential areas should be planned to accommodate adequate off-street parking. This will encourage narrower streets.

Policy 9.10: Consider prohibiting parking and driveways on arterial streets unless a determination is made that adequate right-of-way exists to provide mobility, safety, and alternative modes of transportation.

Policy 9.11: Develop and promote incentive programs that enable property owners to reduce parking demand.

Policy 9.12: Ensure that off-street parking continues to be the primary source of parking supply for mixed use centers and commercial corridors within the City.

Policy 9.13: Continue to maintain existing on-street parking in neighborhoods where off-street parking is inadequate, by protecting parking first for residents and second for customers and visitors.

Policy 9.14: Manage the supply and location of off-street parking in commercial areas to support a balance of travel modes consistent with the Comprehensive Plan.

Level of Service (LOS) & Concurrency Management.

Level of service standards and a transportation concurrency program are key requirements of the Washington State Growth Management Act. The purpose of these requirements is to ensure that the transportation network adequately serves the current and projected population and the land use plan. Transportation projects and programs needed to serve growth must be in place either when growth occurs or within six years from the date of the development permit approval. Regulations implementing concurrency and level of service are contained in the Port Townsend Municipal Code.

The City has adopted level of service D as the standard for its roadways and intersections, which is consistent with the LOS standards established in the PRPTO Regional Transportation Plan. The Transportation Functional Plan projects the performance of Port Townsend's arterials and collectors under projected future traffic conditions.

The City should also study and consider setting LOS standards for pedestrian and bicycle facilities. In addition, promotion of Transportation Demand Management (TDM) strategies could also alleviate the need to build or expand roadways and make the transportation system operate more efficiently and carry more vehicles and people. By looking for new ways to define and measure levels of service based on Comprehensive Plan goals, this element seeks to assure the continuation of levels of service that the community can afford, while meeting its vision for the future comprehensive transportation network.

Goal 10: Set appropriate level of service standards to promote desired land uses, to reduce traffic congestion, to increase the efficiency and safety of the overall transportation system, and to expand travel choices.

Policy 10.1: Adopt and update as necessary a clearly defined and consistent policy describing which existing facilities are maintained by the City.

Policy 10.2: Ensure that any transportation improvements or strategies required to mitigate impacts are constructed or financed concurrent with development or within six years of the date a permit is issued.

Policy 10.3: Maintain a Concurrency Management System to monitor the level of service

standards and the transportation impacts from new development.

Policy 10.4: Adopt and implement level of service (LOS) standards on roadways and intersections that generally correspond to level of service D (LOS D). Recognize that maintaining this level of service will result in some peak-hour auto congestion, especially during peak tourist days.

Policy 10.5: Work with Jefferson Transit Authority and other regional transportation providers to implement the community's vision of a transit system that promotes an active lifestyle and reduces dependence upon the automobile. In partnership with these entities, study and consider a LOS for public transit.

Policy 10.6: Study and consider setting a level of service standard for pedestrian and bicycle facilities that supports the vision of linking the community via a comprehensive system of convenient pathways and bikeways.

Rights-of-Way Management

Goal 11: Preserve long-term options for the future public use of public rights-of-way.

Policy 11.1: Encourage the use of existing, underused, or undeveloped street rights-of-way to provide non-motorized public access.

Policy 11.2: Set aside specific unopened rights-of-way for greenways, regional stormwater drainage facilities, and pedestrian access on trails.

Policy 11.3: Take advantage of integrated corridors such as transmission lines, unopened street rights-of-way, and other public lands for trail or bicycle path connections.

Policy 11.4: Use the following criteria to consider if public rights-of-way should be vacated or left unimproved:

a. Street continuity and property access;

b. Future utility needs, including stormwater facilities, and capital facilities plans;

c. Consistency with Land Use and Transportation Elements, as well as the overall Comprehensive Plan;

d. Inclusion of the right-of-way in applicable functional plans; and

e. Preservation of open space and environmentally sensitive areas.

Policy 11.5: Prohibit the vacation of street-ends that abut shoreline areas or marine bluffs. Preserve these areas for public access and public viewpoints.

Policy 11.6: Earmark street vacation monies to a reserved transportation system improvement account for the purchase of rights-of-way or transportation facility easements.

Transportation Financing

Goal 12: Raise revenue to fund planning, design, construction, operations, and maintenance of needed transportation system improvements.

Policy 12.1: Ensure that the City's six-year Capital Facilities Plan and Transportation Improvement Program is coordinated and consistent with the City's Transportation Element.

Policy 12.2: Secure adequate long-term funding sources for transportation through a variety of methods. These methods may include, but are not limited to:

a. Encouraging public/private partnerships and/or cost sharing agreements for financing transportation projects that remedy existing transportation problems or that foster economic growth in Port Townsend (this private sector involvement may include Transportation Demand Management programs, Negotiated Transportation Agreements, and/or small area plans where developers provide transportation improvements such as integrated transit, pedestrian and bicycle connections into new developments, and mitigation payment systems such as impact fees);

b. Encouraging the use of improvement districts as allowed by property owners to upgrade roads to meet City road standards where local benefits are clearly identified;

c. Requiring impact mitigation payments through a concurrency management system;

d. Seeking grant funding from the federal or state sources;

e. Exploring the establishment of a transportation benefit district;

f. Earmarking monies received from street vacations for the purchase of rights-of-way; and

g. Impact fees that require new development to pay its fair share for transportation improvements, based on its proportionate share of the impact.

Policy 12.3: Transportation improvements and expenditures should be prioritized according to the following ranking:

a. Projects that correct safety hazards in the transportation system, with the highest priority given to the safest routes to school;

b. Projects that maximize local transportation revenue sources by using (obtaining) federal or state grant monies;

c. Projects that are coordinated with other construction activities such as City projects

relating to stormwater, water, or wastewater utilities, as well as projects that coordinate with other private or public utilities;

d. Projects that incorporate non-motorized improvements or transportation demand techniques with street improvements;

e. Projects that correct roadways with high maintenance costs that are prioritized according to a pavement management system;

f. Projects that enhance the ability of the transportation system to adapt to climate change.

Policy 12.4: Normal maintenance and street repair should generally be funded from revenues received from gas tax monies and from associated utility funds (e.g., stormwater) in relation to the benefits received by that utility for improvements made to the utility during maintenance and repair work.

Policy 12.5: Thirty-five percent (35%) of the revenues generated from the (two) one-quarter percent real estate excise tax funds should be reserved for non-motorized projects.

Policy 12.6: Ensure that new development contributes its fair share of the cost of transportation facilities, programs, and services needed to mitigate the impacts from growth.

Policy 12.7: Cost of establishment, improvement, and/or maintenance of City streets, sidewalks, trails, and other transportation facilities should be equitably shared by those most likely to benefit from these improvements.

Policy 12.8: Ensure that the City's participation in a Local Improvement District (LID) is proportionate to the benefits derived for the general public rights-of-way.

Policy 12.9: Aggressively pursue funding from federal, state, and private sources for the improvements contained in the Gateway Plan.

Policy 12.10: Earmark sufficient and dedicated funding for construction of pedestrian and bicycle system improvements.

Transportation Demand Management

Transportation Demand Management (TDM) focuses on actions and strategies that reduce the demand for new or expanded facilities, offer alternatives to single-occupant vehicle travel, and make the overall transportation system more efficient. Examples of TDM improvements include: park-and-ride lots; parking management programs; and street improvements that facilitate transit, pedestrian, and bicycle use.

Goal 13: Develop a comprehensive Transportation Demand Management (TDM) program and other incentives to improve the efficient use of the transportation system and to achieve Port Townsend's

land use objectives.

Policy 13.1: Proceed with the development of a coordinated TDM program to be adopted by the City with involvement of Jefferson Transit and the private sector.

Policy 13.2: Develop a TDM Implementation Plan that includes, at a minimum, the following strategies:

a. Parking management programs for the Commercial Historic District and new developments that provide incentives for encouraging park-and-ride use and non-motorized travel;

b. Transportation management and support services to enhance transit use;

c. Demand management regulation to create an environment in which arterials and collectors can operate more efficiently;

d. Monitoring and program evaluation to assess the success of various strategies and to determine how well each program is achieving its target goals;

e. Study and encouragement of telecommuting as a TDM strategy; and

f. Development and implementation of a comprehensive public education and community involvement program aimed at more efficient use of the City's transportation system and long-term changes in travel behavior that will minimize the need for road building programs.

Policy 13.3: Prepare a Transportation Demand Management (TDM) ordinance as part of the City's concurrency management system. Incorporate TDM actions as impact mitigation measures for development.

Policy 13.4: Promote Transportation Demand Management (TDM) programs among large employers and employment centers to encourage transit, ride sharing, and non-motorized travel.

Implementation

Goal 14: Develop a comprehensive transportation system through public and private financing strategies, development regulations and concurrency, Transportation Demand Management (TDM), and incentive programs.

Policy 14.1: Review all rezones and Plan amendments to ensure consistency with the Transportation Element and other elements of the Comprehensive Plan.

TRANSPORTATION IMPROVEMENTS

Table 6-3 (Transportation Improvement Projects) is a snapshot in time that summarizes the City of Port Townsend's identified multimodal roadway system improvements needed to address capacity and operational issues based on the forecast travel demands. The table contains the projects

identified in the 2006 Transportation Functional Plan. Following **Table 6-3** is a list of Non-Motorized Transportation Plan Priority Projects for 2010. City Council updates project priorities on an annual basis.

Table 6-3:
Transportation Improvement Projects

Project Name	Project Limits	Project Description
Multimodal Arterial/Collector Improvements		
Howard Street	South Park Avenue to Discovery Road	Construct a new two-lane minor arterial with curb, gutter, sidewalk, lighting, bicycle lanes, and drainage.
Rainier Street	Discovery Road to 20th Street	Construct a new two-lane minor arterial with curb, gutter, sidewalk, lighting, bicycle lanes, and drainage.
Discovery Road	Mill Road to Rainier Street	Reconstruct road to minor arterial standards with curb, gutter, sidewalk, bicycle lanes, and drainage.
Discovery Road	Rainier Street to McPherson Street	Reconstruct road to minor arterial standards with curb, gutter, sidewalk, bicycle lanes, and drainage.
Discovery Road	McPherson Street to Sheridan Street	Reconstruct road to minor arterial standards with curb, gutter, sidewalk, bicycle lanes, and drainage.
Discovery Road	19th Street to Hastings Avenue	Reconstruct road to minor arterial standards with curb, gutter, sidewalk, bicycle lanes, and drainage.
Hastings Avenue	Sheridan Street to Discovery Road	Reconstruct road to minor arterial standards with curb, gutter, sidewalk, bicycle lanes, and drainage.
Intersection Improvements		

Mill Road	Discovery Road to SR 20	Construct a roundabout.
SR 20 and Sheridan Street	Intersection	Construct a signal or roundabout.
Discovery Road and Howard Street	Intersection	Construct a one-lane roundabout in coordination with improvements along Howard Street.
Discovery Road and Sheridan Street	Intersection	Intersection traffic control improvements such as a signal or roundabout.
Blaine Street and Kearney Street	Intersection	Intersection traffic control and turn lane improvements.
SR 20	Kearney Street to Washington Street	Arterial mobility and intersection improvements, including the prohibition of left-turns.
SR 20 and 12th Street	Intersection	Prohibit left turns from 12th Street onto SR 20.
Pedestrian / Bicycle / Streetscape Improvements		
Howard Street	20th Street to Hastings Avenue	Add curb, gutter, sidewalk, lighting, and drainage where necessary.
Howard Street	Hastings Avenue to 35th Street	Overlay and add curb, gutter, sidewalk, lighting, bike lanes, and drainage.
Hastings Avenue	City Limits to Howard Street	Overlay existing road and add bicycle lanes, shoulders, drainage, and sidewalks.
Hastings Avenue	Howard Street to Sheridan Street	Overlay existing road and add bicycle lanes, shoulders, drainage, and sidewalks.
Sheridan Street	Sims Way to Discovery Road	Add sidewalk, bicycle lanes, lighting, and striping where necessary.
Sheridan Street	Discovery Road to Hastings Avenue	Add curb, gutter, sidewalk, lighting, and bicycle lanes signing

	Hastings Avenue	and striping where necessary.
19th Street	Sheridan Street to San Juan Avenue	Add curb, gutter, sidewalk, lighting, and drainage.
Lawrence Street	Kearney Street to Walker Street	Add sidewalks and lighting and stripe bicycle lanes.
Landes Street	12th Street to 19th Street	Add sidewalks and bicycle lanes.
McPherson Street	SR 20 to Discovery Road	Add sidewalks and bicycle lanes.

Non-Motorized Transportation Plan Priority Projects 2010

Sidewalks and Bicycle Lanes

- Hastings Avenue (City Limits to Discovery Road)
- Discovery Road (Mill Road to Sherman Street)
- 9th Street (McPherson Street to Sheridan Street)
- Landes Street (12th Street to 19th Street)
- Admiralty Avenue (San Juan Avenue to Spruce Street)
- Cherry Street (F Street to O Street)
- Redwood-Cherry Street (O Street to W Street)
- W Street (Redwood Street to Walnut Street)
- Walnut Street (Q Street to W Street)
- Jackson Street (Garfield Street to Walnut Street)
- Lawrence Street (Kearney Street to Monroe Street)
- Harrison Street (Washington Street to Lawrence Street)

Sidewalk Projects

- Sheridan Street (SR 20 to 19th Street)
- Jefferson Street (Adams Street to Quincy Street)
- Quincy Street (Washington Street to Jefferson Street)
- Washington Street (Adams Street to Quincy Street)

Multi-Use Trail Projects

- West End Loop
- Haines Place through the Port of Port Townsend

Bicycle Lanes

- Sheridan Street (19th Street to Hastings Avenue)

Trails

- 38th Street (San Juan Avenue to Hill Street)
- McClellan Street Ravine (Larry Scott Memorial Trail to SR 20)

ADA Improvements

- Downtown Historic District

INTRODUCTION

The Utilities Element guides future utility service within the City of Port Townsend's planning area and ensures that adequate utility services will be available to support existing and future development in the City. The goals and policies included in the Utilities Element are designed to promote efficient, cost-effective utility service while meeting community needs and protecting both existing neighborhoods and the natural environment.

The City of Port Townsend provides water, wastewater, and stormwater utility services to Port Townsend residents, as well as water service to some areas outside the City limits. The City contracts with a private company for solid waste and recycling collection. Several public and private utilities operate within Port Townsend providing electricity and telecommunications services (cable television, wired telephone/data services, and internet and cellular services).

Planning Context

Under the Growth Management Act (GMA), planned land use patterns and growth must be supported by adequate levels of utility service. The Utilities Element must therefore ensure that adequate services are available to serve the growth and land uses in the Land Use Element of the Comprehensive Plan. Functional plans for each utility system must also accommodate projected growth in their respective service areas, based on these adopted growth allocations.

CHALLENGES & OPPORTUNITIES

Major challenges related to the provision of utility services include the following:

- A changing climate – The City faces the challenge of responding to climate change both in

designing facilities for changing sea levels and in adapting to changing weather patterns that impact water supply and quality and the hydrology of the City's wetlands and natural drainage ways.

- A significant backlog of overdue maintenance – Some of the City's utility infrastructure is nearing the end of its useful life.

- A pressing need for modernization – With rapidly changing technology and the desire for universal access to the internet and other services, the City faces the challenge of working with providers to extend the latest technologies and services to this community.

- Planning for growth and fluctuations in demand – Although extending utility service into unserved areas is generally the responsibility of new development, the City must ensure that utilities are adequately sized and the overall system coordinated. Seasonal fluctuations in the City's population present a challenge as the City seeks to avoid over-sizing utilities and to balance operating costs.

- Changes in the regulatory environment – As the City upgrades to comply with new regulations (e.g., water quality, stormwater discharge permitting, etc.) ratepayers could be impacted.

- Strong community support for sustainability presents an opportunity to implement innovative solutions. The City may seek funding mechanisms to assist in utility extensions/upgrades that support Comprehensive Plan goals such as promoting affordable housing and enhancing economic development.

UTILITY GOALS & POLICIES

General Utility Policies

The availability of utilities is an important factor considered by developers when deciding where and whether to build. Safe and reliable utility service is important, as well, to the people who live and work in Port Townsend. Utility policies and availability must support the land use plan and policies.

Consistent with the GMA, public utilities are generally not extended beyond the City limits. However, the City does provide water service outside the City limits where previous agreements exist and for the service area identified in the Coordinated Water Supply Plan and the City's Water Plan.

Goal 1: Ensure the provision of utilities to address current needs and planned growth and development, consistent with the Land Use Plan.

Policy 1.1: Ensure environmentally sensitive, cost effective, safe, and reliable utility service that is compatible with the surrounding land uses.

Policy 1.2: Encourage the joint use and provision of utility corridors, facilities, and services.

Policy 1.3: Coordinate planning and development review with other jurisdictions when utility additions and improvements cross jurisdictional boundaries.

Policy 1.4: Ensure that above-ground utility installations and facilities (towers, antennae, structures) are located and designed in a manner most compatible with the surrounding neighborhood and natural characteristics of the land.

Policy 1.5: Where feasible, install new and relocate existing utility lines underground.

Policy 1.6: Work to ensure reasonable and equitable utility rates and regulations for Port Townsend residents by offering testimony before the Washington Utilities and Transportation Commission (WUTC) when appropriate.

Policy 1.7: Periodically review the scientific research on risks associated with exposure to electromagnetic fields (EMF); if warranted by new information or changes to state or federal regulation, modify policies and regulations.

Policy 1.8: Ensure that public and private utilities minimize the clearing of trees and vegetation in the management of utility corridors and street rights-of-way.

Policy 1.9: Develop resilient utility systems where planning and investment decisions account for changing conditions, such as climate change, sea level rise, natural disasters, technological changes, and increased renewable energy generation.

Policy 1.10: Encourage the use of innovative technologies to provide and maintain utility services, improve efficiency of existing services, and reduce, where possible, the overall demands on utility systems.

Wastewater

Overview

The Port Townsend Sewer System is a publicly owned wastewater system operated by the City of Port Townsend as a self-supporting enterprise utility. Operations and system planning are guided by the City of Port Townsend Wastewater Facilities Plan (2000). The City collects wastewater from a service area of approximately seven square miles. Primary collection of wastewater is achieved through gravity sewer lines, though the City maintains a series of lift stations and force mains to overcome changes in topography. Collected wastewater is discharged to wastewater facilities for treatment.

Some portions of the City are not yet served by municipal sewer. In locations where extension of City sewer is impractical, installation of septic systems is permitted provided they are designed and installed to meet Jefferson County Public Health standards. As the boundaries of the City's sewer

service area are the same as the urban growth boundary, sewer service may not be extended beyond the City limits.

System Capacity

Sewer system capacity is dependent on a number of factors, including adequately sized pipes to collect wastewater, properly sloped pipes to allow adequate gravity flow, the capacity of downstream treatment facilities to accept wastewater, and the level of inflow and infiltration into the system. An updated hydraulic computer model of the City's wastewater system was completed in 2000, and the City updates and uses this model to evaluate the effects of changes to the sewer system resulting from new development on system capacity. Hydraulic modeling does not show any current capacity deficiencies in the City's collection system; however, capacity may become an issue at various locations as the City develops and population increases.

Infrastructure Replacement

Much of Port Townsend's existing sewer infrastructure dates from the 1940s and 1950s. Sewer infrastructure in the Historic District is even older, much of it dating from the 1920s and 1930s. These facilities have reached the end of their useful life, and many are in need of replacement. The Wastewater Plan establishes a list of recommended capital improvements to the sewer system, ranked in priority order, which includes extensive replacement of wastewater collection pipes, elimination or replacement of lift stations, and rehabilitation or improvement of aging interceptor lines. A complete list of proposed capital improvements is included in Appendix G of the Wastewater Facilities Plan.

Public Health & Safety

Goal 10: Ensure proper disposal of wastewater to protect ground and surface water supplies.

Policy 10.1: Ensure that all existing and new development within the Port Townsend Urban Growth Area (UGA) has adequate wastewater collection and treatment facilities and that connection to the sanitary sewer system is required wherever practical or environmentally necessary

Policy 10.2: Allow the use of individual on-site septic systems for new development not required to connect to the City sewer system under Policy 10.1, provided the system meets Jefferson County Public Health requirements and is designed to City standards.

a. Require property owners to repair on-site systems to City and Jefferson County Public Health standards in the event of system failures in areas not yet served by the City's system.

Policy 10.3: Require existing development served by on-site systems to connect to the City's wastewater collection and treatment system when sewer service becomes reasonably available.

Policy 10.4: Maintain and repair wastewater collection lines to prevent leakage into ground and

surface waters, as well as to prevent infiltration into the system that would place unnecessary strains on collection line and treatment plant capacities.

Policy 10.5: Ensure that commercial and manufacturing uses do not place unnecessary strains on the City's wastewater collection and treatment system.

Policy 10.6: Coordinate with Jefferson County Public Health to require periodic inspections and pumping of septic systems.

System Development & Management

Goal 11: Efficiently develop and manage the City's wastewater collection and treatment system.

Policy 11.1: Encourage infill development and the gradual, phased expansion within the Port Townsend Urban Growth Area (UGA).

Policy 11.2: Develop and implement an adequate maintenance schedule for all facilities, and place highest priority upon upgrading aging parts of the system.

Policy 11.3: Pursue water conservation as a means to reduce waste flows, minimizing future facility costs and environmental impacts.

Policy 11.4: Recognize that growth and development may require the City to expand its wastewater collection and treatment system capacities within the 20-year planning horizon.

Policy 11.5: Establish locational criteria for a new or expanded wastewater treatment facility that ensures compatibility with the surrounding development and the natural features of the surrounding land, water and vegetation, as well as long-term use in light of projected sea level rise and climate change.

Policy 11.6: Establish and maintain standards for wastewater collection and treatment facility design.

System Development Phasing

Goal 12: Coordinate wastewater facility planning with land use, environmental, economic development, and growth management objectives.

Policy 12.1: Prioritize wastewater system infrastructure improvements and service extensions in a manner consistent with the adopted Wastewater Plan and through the 6-year CIP.

Policy 12.2: Do not extend the wastewater system into areas outside the Port Townsend Urban Growth Area (UGA).

Policy 12.3: Develop and maintain a Wastewater Plan and ensure that the Plan is consistent with

the Comprehensive Plan.

Wastewater System Financing

Goal 13: Allocate the costs of wastewater collection and treatment in an equitable manner.

Policy 13.1: Operate the Wastewater Utility as a self-supporting enterprise that maintains fiscal solvency and rate stability.

Policy 13.2: Complete replacements and improvements to the wastewater system in accordance with the current Wastewater System Functional Plan.

Policy 13.3: Identify revenue sources necessary for wastewater system related materials, projects, facilities, personnel, and maintenance and operation of equipment.

Policy 13.4: Ensure that new development pays its fair share of the costs of wastewater system development through the use of system development charges.

Policy 13.5: Continue to provide wastewater utility rate assistance to low income households.

Wastewater

Overview

The Port Townsend Sewer System is a publicly owned wastewater system operated by the City of Port Townsend as a self-supporting enterprise utility. Operations and system planning are guided by the City of Port Townsend Wastewater Facilities Plan (2000). The City collects wastewater from a service area of approximately seven square miles. Primary collection of wastewater is achieved through gravity sewer lines, though the City maintains a series of lift stations and force mains to overcome changes in topography. Collected wastewater is discharged to wastewater facilities for treatment.

Some portions of the City are not yet served by municipal sewer. In locations where extension of City sewer is impractical, installation of septic systems is permitted provided they are designed and installed to meet Jefferson County Public Health standards. As the boundaries of the City's sewer service area are the same as the urban growth boundary, sewer service may not be extended beyond the City limits.

System Capacity

Sewer system capacity is dependent on a number of factors, including adequately sized pipes to collect wastewater, properly sloped pipes to allow adequate gravity flow, the capacity of downstream treatment facilities to accept wastewater, and the level of inflow and infiltration into the system. An updated hydraulic computer model of the City's wastewater system was completed in 2000, and the City updates and uses this model to evaluate the effects of changes to the sewer

system resulting from new development on system capacity. Hydraulic modeling does not show any current capacity deficiencies in the City's collection system; however, capacity may become an issue at various locations as the City develops and population increases.

Infrastructure Replacement

Much of Port Townsend's existing sewer infrastructure dates from the 1940s and 1950s. Sewer infrastructure in the Historic District is even older, much of it dating from the 1920s and 1930s. These facilities have reached the end of their useful life, and many are in need of replacement. The Wastewater Plan establishes a list of recommended capital improvements to the sewer system, ranked in priority order, which includes extensive replacement of wastewater collection pipes, elimination or replacement of lift stations, and rehabilitation or improvement of aging interceptor lines. A complete list of proposed capital improvements is included in Appendix G of the Wastewater Facilities Plan.

Public Health & Safety

Goal 10: Ensure proper disposal of wastewater to protect ground and surface water supplies.

Policy 10.1: Ensure that all existing and new development within the Port Townsend Urban Growth Area (UGA) has adequate wastewater collection and treatment facilities and that connection to the sanitary sewer system is required wherever practical or environmentally necessary

Policy 10.2: Allow the use of individual on-site septic systems for new development not required to connect to the City sewer system under Policy 10.1, provided the system meets Jefferson County Public Health requirements and is designed to City standards.

a. Require property owners to repair on-site systems to City and Jefferson County Public Health standards in the event of system failures in areas not yet served by the City's system.

Policy 10.3: Require existing development served by on-site systems to connect to the City's wastewater collection and treatment system when sewer service becomes reasonably available.

Policy 10.4: Maintain and repair wastewater collection lines to prevent leakage into ground and surface waters, as well as to prevent infiltration into the system that would place unnecessary strains on collection line and treatment plant capacities.

Policy 10.5: Ensure that commercial and manufacturing uses do not place unnecessary strains on the City's wastewater collection and treatment system.

Policy 10.6: Coordinate with Jefferson County Public Health to require periodic inspections and pumping of septic systems.

System Development & Management

Goal 11: Efficiently develop and manage the City's wastewater collection and treatment system.

Policy 11.1: Encourage infill development and the gradual, phased expansion within the Port Townsend Urban Growth Area (UGA).

Policy 11.2: Develop and implement an adequate maintenance schedule for all facilities, and place highest priority upon upgrading aging parts of the system.

Policy 11.3: Pursue water conservation as a means to reduce waste flows, minimizing future facility costs and environmental impacts.

Policy 11.4: Recognize that growth and development may require the City to expand its wastewater collection and treatment system capacities within the 20-year planning horizon.

Policy 11.5: Establish locational criteria for a new or expanded wastewater treatment facility that ensures compatibility with the surrounding development and the natural features of the surrounding land, water and vegetation, as well as long-term use in light of projected sea level rise and climate change.

Policy 11.6: Establish and maintain standards for wastewater collection and treatment facility design.

System Development Phasing

Goal 12: Coordinate wastewater facility planning with land use, environmental, economic development, and growth management objectives.

Policy 12.1: Prioritize wastewater system infrastructure improvements and service extensions in a manner consistent with the adopted Wastewater Plan and through the 6-year CIP.

Policy 12.2: Do not extend the wastewater system into areas outside the Port Townsend Urban Growth Area (UGA).

Policy 12.3: Develop and maintain a Wastewater Plan and ensure that the Plan is consistent with the Comprehensive Plan.

Wastewater System Financing

Goal 13: Allocate the costs of wastewater collection and treatment in an equitable manner.

Policy 13.1: Operate the Wastewater Utility as a self-supporting enterprise that maintains fiscal solvency and rate stability.

Policy 13.2: Complete replacements and improvements to the wastewater system in accordance with the current Wastewater System Functional Plan.

Policy 13.3: Identify revenue sources necessary for wastewater system related materials, projects, facilities, personnel, and maintenance and operation of equipment.

Policy 13.4: Ensure that new development pays its fair share of the costs of wastewater system development through the use of system development charges.

Policy 13.5: Continue to provide wastewater utility rate assistance to low income households.

Stormwater

Port Townsend's surface water system consists of wetlands and constructed systems that manage drainage, provide flood protection, and water quality treatment. Surface water management is important to meet social, economic, and ecological needs including flood protection, erosion control, water supply, groundwater recharge, fish and wildlife habitat, and recreation.

Impervious surfaces in an urban, growing community such as Port Townsend can affect surface and groundwater quality through stormwater runoff containing pollutants from roads and parking lots and landscaping. Impervious surfaces can also decrease groundwater recharge and increase the quantity of peak flows of runoff.

The existing surface water drainage system is meeting capacity requirements under normal conditions. However, in some areas of the City, the system has become inadequate to serve present needs during large, infrequent storm events. Problems include flooding and ponding caused by inadequately sized pipes, ditches, and detention facilities.

As new development and redevelopment occur, Low Impact Development (LID) practices would be implemented to conserve native soils and vegetation, protect hydrologic processes (e.g. infiltration), and reduce and treat overland stormwater flow to more closely match native forest or prairie conditions. Selected examples of LID techniques include bioretention planters, rain gardens, and permeable sidewalks to provide water quality treatment and reduce stormwater flow.

Stormwater Utility

Port Townsend's Stormwater Utility manages stormwater and surface water in the City limits. The boundaries of the City's stormwater service area are the same as the City limits.

The Utility develops policies, basin plans, development design standards, and capital improvement projects in order to maintain and restore the quality of Port Townsend's surrounding waters, improve drainage, and reduce flooding.

The City currently operates a storm system maintenance program that includes cleaning catch basins, pipes, and other facilities, along with a street vacuum sweeping program. The maintenance programs remove sediment and pollutants from City-owned and operated storm systems and streets, which reduces flooding and non-point source pollution from being discharged into water

bodies in the City.

As the City develops, greater demand is placed on the Utility to provide planning, regulatory oversight, capital project implementation, and maintenance services it provides today.

Stormwater Quality

Goal 14: Protect and manage stormwater quality through the use of current design practices and standards to minimize the impacts of land use development and stormwater runoff on natural systems, fish and wildlife habitat, and public health.

Policy 14.1: Review each public and private development project to ensure conformance with the standards of the City's Stormwater Management Plan, Engineering Design Standards, and the Department of Ecology's Stormwater Management Manual for Western Washington to ensure that discharges of stormwater into ponds, drainage corridors, wetlands, groundwater, salt water, and other water bodies, do not result in a degradation of water quality.

Policy 14.2: Regularly update the Engineering Design Standards and the Stormwater Management Plan to maintain up-to-date practices and standards and to promote low impact development (LID) techniques that combine engineering with the preservation of natural systems.

Stormwater Quantity

Goal 15: Manage stormwater quantity in a way that mimics nature (i.e., "natural drainage systems" approach).

Policy 15.1: Preserve natural surface and subsurface drainage systems to the maximum extent possible.

Policy 15.2: Pursue strategies intended to reduce stormwater runoff to levels not likely to cause flooding, significant erosion to natural drainage ways, or significant degradation of water quality.

Policy 15.3: Ensure that stormwater quantity from new development does not exceed natural historic flows, unless regional facilities are in place that can accommodate the increased flows without detrimental impacts to other properties.

Policy 15.4: Protect wetlands and other environmentally sensitive areas from flooding and increased runoff from new development and land clearing activities.

Stormwater Facility Maintenance & Operation

Goal 16: Maintain stormwater facilities to ensure their proper and intended function.

Policy 16.1: Inspect and maintain stormwater facilities in accordance with the Best Management Practices of the Department of Ecology Stormwater Management Manual.

Policy 16.2: Ensure that private property owners maintain stormwater facilities in accordance with Best Management Practices.

Policy 16.3: Allocate adequate resources to maintain stormwater facilities and natural drainage systems.

Stormwater System Financing

Goal 17: Provide financial resources to appropriately operate the Stormwater Utility and construct capital improvements.

Policy 17.1: Maintain stormwater utility rates at a level appropriate to conduct necessary operations and maintenance activities and capital improvement projects.

Policy 17.2: Establish fees and charges to recover utility costs related to development and, where feasible, allocate costs to user classes to reflect the true cost to the utility.

Policy 17.3: Pursue a wide variety of funding options, including low interest loans and state grants.

Telecommunications

Telecommunications in Port Townsend include both wired and wireless telephone services, cable and satellite television, and high-speed broadband technologies. As telecommunications technologies have evolved, convergence of these technologies has occurred, resulting in multiple communication services migrating into consolidated networks.

Conventional telephone service in Port Townsend is provided by CenturyLink. Telephone facilities consist of transmission lines and switching facilities. CenturyLink currently uses both copper and fiber optic cable to provide telephone service and data/internet service.

Cable services are provided by Wave. Cable facilities consist of a microwave relay site and a branching trunk system of overhead and buried cable. Wave currently operates both copper and fiber optic cable to provide cable television, phone service via voice over internet protocol (VOIP), and data/internet service.

Northwest Open Access Network (NoaNet) provides high-speed broadband infrastructure in Port Townsend. NoaNet is a non-profit wholesale telecommunications provider currently operating a fiber optic network owned by Public Utility District No. 1 of Jefferson County.

Cellular phone service is provided by a number of different providers. Cellular facilities consist of switching stations and antennas or towers that transmit and receive radio signals. Currently there are nine antennas located throughout the City.

Goals and Policies:

Goal 18: Coordinate with telecommunications utilities to ensure high quality service to all Port Townsend residents and businesses.

Policy 18.1: Negotiate mutually beneficial franchise contract conditions that support the delivery of high-quality, cost-effective services desired by Port Townsend residents and businesses within all areas of Port Townsend.

Policy 18.2: Work with telecommunications providers to appropriately place infrastructure within public rights-of-way.

Policy 18.3: Require wireless communication structures and towers to be designed and sited to minimize aesthetic impacts.

Policy 18.4: Encourage underground telecommunications utility networks in new developments.

Policy 18.5: Include provisions within the zoning code that establish setbacks, criteria for land use compatibility, and fencing and vegetative buffering requirements for telecommunications facilities.

Policy 18.6: Establish standards within the Port Townsend Municipal Code that ensure that new telecommunications infrastructure within the National Register Historic District will be designed and located to minimize adverse aesthetic impacts.

Policy 18.7: Ensure wireless communication facilities will not be detrimental to public health, safety, and welfare.

Policy 18.8: Ensure that communication service incorporates the latest features and improvements as they become technologically and economically feasible.

Policy 18.9: Promote improvements and additions to communications facilities needed to accommodate demand.

Policy 18.10: Implement the recommendations of the Economic Development Element of this Plan to assist in providing state-of-the-art telecommunications infrastructure for business, education, public affairs, and consumer uses.

Service to Public Buildings

Goal 19: Use advances in cable and wireless technologies to improve communications to and from public buildings.

Policy 19.1: Require that service to and from major public buildings allows programs to originate from, and be received at, the same location.

Policy 19.2: Ensure that service to schools, medical facilities, police and fire stations, libraries, and other major public buildings allows intercommunication among locations as such capabilities become technologically and economically feasible.

Local Access Programming

Goal 20: Ensure that the local cable utility provides a high quality of local access programming.

Policy 20.1: Ensure that cable service includes one or more cable service channels that are responsibly and fairly administered in the public interest.

20.1.1: Work with the local cable franchisee to establish a minimum level of service standard for public, educational, and governmental (PEG) programming.

Policy 20.2: Prepare a Community Television Plan to guide the administration of local access channels.

Policy 20.3: Ensure that administration of local access channels emphasizes opportunities for programming of local interest, for example:

a. Locally produced programs by organizations or individuals working with video, film, slides, or live performances;

b. Educational programs for credit and/or for training purposes, or public meetings by local educational bodies;

c. Public meetings held by governmental bodies; and

d. Teleconferences and training programs by governmental bodies.

Policy 20.4: Work with the cable franchisee to establish adequate local studio facilities.

Electricity

Electricity is distributed in Port Townsend by Public Utility District No. 1 of Jefferson County (PUD). The PUD maintains a variety of transmission lines, distribution lines, and substations in the area for provision of power to local customers.

Goal 21: Work with the serving utilities to plan and allow regional and local improvements to electric facilities and include prospective service plans for facility development within the City's Comprehensive Plan.

Policy 21.1: Ensure that City decisions respecting electric utility facilities do not negatively affect the availability of safe and efficient electrical service in neighboring jurisdictions.

Policy 21.2: Accommodate additions and improvements to electric utilities in a manner consistent

with the needs and resources of Port Townsend, as well as other neighboring jurisdictions.

Policy 21.3: Encourage the serving utilities to make additions to and improvements of electric utility facilities to provide adequate capacity for projected future growth.

21.3.1: Provide the electric utility with annual updates of population, employment, and development projections.

21.3.2: With the utility provider, jointly evaluate actual patterns and rates of growth, and compare those patterns and rates to electrical demand forecasts.

Policy 21.4: Recognize the need for electric utility facilities that are sufficient to support economic development.

Policy 21.5: Encourage the serving utilities to coordinate and cooperate with other jurisdictions in the implementation of multi-jurisdictional electric facility additions and improvements. Coordinate procedures for making specific land use decisions to achieve consistency in timing and substantive requirements.

Policy 21.6: Encourage the use of joint utility corridors, provided that such joint use is consistent with limitations prescribed by applicable law and prudent utility practice.

Policy 21.7: Work with providers to appropriately place electric utility facilities within public rights-of-way.

Policy 21.8: Continue to implement the City's existing agreement with the serving utilities regarding vegetation retention and management.

Policy 21.9: Continue to work with the serving utilities to eliminate the use of pesticides and herbicides in the management of electric utility facilities and corridors.

Policy 21.10: In cooperation with the Bonneville Power Administration (BPA), other direct energy providers, and the serving utilities, examine the possibility of purchasing electric power directly from BPA or other energy providers as a wholesale customer.

Energy Conservation and Alternative Energy Sources

Goal 22: Promote the efficient use of energy and resources and the use of non-fossil fuel alternative energy sources and technologies.

Policy 22.1: Facilitate and encourage the efficient use of resources to delay the need for additional facilities.

Policy 22.2: Promote the conversion to cost-effective and environmentally sensitive technologies and non-fossil fuel or cleaner energy sources

Policy 22.3: Ensure that City facilities and personnel conserve energy resources.

Policy 22.4: Work in partnership with the serving utilities to promote public education efforts that emphasize the efficient use of energy and resources.

Policy 22.5: Encourage construction of an electric car charging station to address current needs and growth and development in Downtown Port Townsend.

Policy 22.6: Utilize technology to reduce energy use and conserve resources.

Solid Waste

Overview

While solid waste collection is managed by the City, Port Townsend maintains an interlocal agreement with Jefferson County for disposal of collected solid waste. This interlocal agreement also authorizes Jefferson County to include Port Townsend in the Comprehensive Solid Waste Management Plan. Port Townsend's Solid Waste Utility administers the City's solid waste, recycling, and yard waste collection for all residents and businesses through a contract with Waste Connections of Washington, Inc. for the City. The City's Solid Waste Utility also develops and manages Port Townsend's recycling program, waste reduction, hazardous waste education, and special collection events.

Collection Process and Solid Waste Facilities

Solid waste is collected every week along with either yard waste or recycling, which are collected every other week. The collected waste is brought to Jefferson County's Transfer Station located off of Jacob Miller Road. Residents of unincorporated Jefferson County, as well as City residents, are allowed to use this facility for self-haul disposal.

All solid waste produced in Port Townsend is brought to the Klickitat County Roosevelt Regional Landfill. All recyclables collected from single-family, duplex, and multi-family residents are brought to Jefferson County's Recycling Center off of Jacob Miller Road, while yard waste from single-family and duplex residents is taken to the City's Compost Facility located on Jefferson County's site.

At this time, the capacities of the Jefferson County Transfer Station, the Roosevelt Landfill, Jefferson County's Recycling Center, and Port Townsend's Compost Facility are sufficient to meet current and future City needs.

Goal 23: Manage solid waste in a responsible, environmentally sensitive, and cost-effective manner.

Policy 23.1: Follow the solid waste management hierarchy established in federal and state law, which sets waste reduction as the highest priority management option, followed by reuse, recycling,

and responsible disposal.

Policy 23.2: Promote the reduction and recycling of solid waste materials through differential collection rates, providing opportunities for convenient recycling, and by developing educational materials on recycling, composting, and other waste reduction methods.

Policy 23.3: Seek to create a market for recycled products by maximizing the use of such products in the City's daily operations.

Policy 23.4: Contract with private haulers to maintain a cost-effective and responsive solid waste collection system.

Policy 23.5: Examine the feasibility of establishing a solid waste transfer station within Port Townsend in order to reduce costs to City residents.

Policy 23.6: Manage solid waste collection to minimize litter and neighborhood disruption.

Policy 23.7: Protect air, water, and land resources from pollution caused by the use, handling, storage, and disposal of hazardous materials and substances.

Policy 23.8: Reduce City use of hazardous materials and safely manage, recycle, and dispose of toxic products used in City operations.

Policy 23.9: Continue to participate with Jefferson County in the implementation of Jefferson County's Solid Waste Management Plan.

INTRODUCTION

The purpose of the Capital Facilities Element is to identify and coordinate improvements necessary to accommodate orderly growth, set policy direction for capital improvements, and ensure capital improvements are provided in a timely manner. The need to provide specific facilities and services is directly linked to community expectations.

Capital facilities represent the infrastructure, or foundation, of a community and are integral to accommodating growth. Capital facilities are defined as public facilities considered necessary for community development. Utilities include private and public enterprises that supply Port Townsend with water, sanitary sewer, solid waste, storm drainage, electricity, telecommunications, and cable television. While some of these capital facilities and utilities are provided by the City, others are provided by other government entities and private companies.

The Capital Facilities Plan of the Comprehensive Plan consists of two portions: this 20-year element and the 6-year Capital Facilities Program. The element, which is this chapter of the Plan, contains the overall policies and strategies for the provision of adequate public facilities and services. It includes policy direction for funding and ongoing budgeting, a selection process, and maintenance of capital facilities for economic development. This element also contains an inventory

of existing and proposed capital facilities, and identifies deficiencies in capital facilities and the actions necessary to eliminate such deficiencies.

The Capital Facilities Program, as described at the end of the element, includes the City's 6-year Capital Improvement Program and annual budget, as well the functional plans for various capital facilities and departments that are incorporated by reference into this element.

Planning Context

Growth Management Act Requirements

The Growth Management Act (GMA) requires that communities adopt comprehensive plans that are designed to guide orderly development and growth over the next 20 years.

GMA addresses capital facilities and utilities independently regarding planning requirements, particularly concerning funding issues.

The County-Wide Planning Policy (CWPP)

The Capital Facilities Element of the Plan must be consistent with the County-Wide Planning Policy for Jefferson County (Policy #2, "Promotion of Contiguous and Orderly Development and the Provision of Urban Services to such Development"). The relevant sections of that Policy are summarized below:

- The full range of urban governmental services at the adopted level of service standards will be planned for and provided within urban growth areas (UGAs), including water, sanitary sewer, piped fire flow, and stormwater systems.

- New development must meet the adopted level of service standards established for UGAs as a condition of project approval. Standards must include interim provisions for urban facilities identified in the capital facilities plan. New development will be required to contribute its proportionate share towards provision of urban facilities identified in the capital facilities plan.

- Urban services and facilities will not be extended beyond UGA boundaries unless needed to protect the public health or welfare or to protect an area of environmental sensitivity.

- The minimum design capacity for all planned capital facilities will be based upon the total population projected for the service area at the end of the 20-year planning period.

CHALLENGES & OPPORTUNITIES

Quality of Life

Capital facilities directly affect a community's quality of life. Determining the appropriate type, location, and amount of public facilities is a key component of the Comprehensive Plan. These facilities will significantly influence the community's growth over the life of the Plan.

Participants in the Port Townsend 2020 process defined several objectives as important to the quality of life in Port Townsend. These objectives are described within the Community Direction Statement contained in Chapter 3 of this Plan, and include:

- To enhance the diversity and strength of Port Townsend's economic and employment base by encouraging environmentally sound businesses, with minimal impacts on natural resources.
- To maximize the safety and security of Port Townsend residents by encouraging residential development within distinct neighborhoods that are provided with adequate public facilities and utilities.
- To carefully redevelop shoreline areas and increase their accessibility both from the land and from the water.
- To reduce reliance on the automobile and encourage the establishment of pedestrian and bicycle oriented transportation options.
- To take an active role to ensure the preservation of Port Townsend's many parks, open spaces, environmentally sensitive areas, and marine vistas.
- To promote the highest standards to preserve the natural environment and Port Townsend's high quality of life.
- To maintain and enhance Port Townsend's standing as a center for the arts and cultural events and to build the City's status as a regional center for learning.
- To preserve a tangible link to Port Townsend's celebrated past by ensuring the preservation of the City's many historic sites and structures and by encouraging new compatible development.
- To provide a variety of housing choices for Port Townsend residents, including affordable housing.

All of these aspects of community development are dependent upon the provision of adequate capital facilities and utilities.

Concurrency

To serve new growth and development, the GMA requires that certain facilities and services be provided concurrent with new development. In the case of transportation improvements, a financial commitment to provide them within six years must be made. Facilities that are subject to concurrency in the City are transportation, water, wastewater, and stormwater.

Essential Public Facilities

The GMA requires that the comprehensive plans of cities contain a process for identifying and

siting "essential public facilities" (Chapter 365-195-340 WAC). "Essential public facilities" is a specialized term that relates to larger "regional" facilities, like landfills, prisons, or airports. Typically, it is difficult to find locations for these facilities due to neighborhood opposition.

The GMA gives local jurisdictions authority to define essential public facilities that are subject to a separate siting process. The County-Wide Planning Policy for Jefferson County includes a list of difficult-to-site facilities and services (i.e., CWPP 4.1). This list is not intended to be all inclusive. Rather, it should function as a guide for the City, service providers, developers, and residents. Listed facilities include:

- Local waste handling and treatment facilities such as landfills, drop-box sites, and sewage treatment facilities
- Airports
- State educational facilities
- Essential state public facilities
- Regional transportation and stormwater drainage facilities
- Utility facilities
- State and local correctional facilities
- In-patient facilities (including substance abuse and mental health facilities)

The Comprehensive Plan should establish policies to ensure that essential public facilities are compatible with adjacent or nearby land uses. The County-Wide Planning Policy for Jefferson County includes a list of criteria for the siting of essential public facilities. These criteria have been incorporated in Policy 7.1 of this element.

Endangered Species Listings

In March of 1999, the National Marine Fisheries Service (NMFS) determined that the summer chum originating from Hood Canal and the Strait of Juan de Fuca represented an Evolutionarily Significant Unit (ESU) and formally listed these fish under the Endangered Species Act (ESA) as a threatened species. National Oceanic and Atmospheric Administration (NOAA) Fisheries listed 44 steelhead stocks for protection under the federal Endangered Species Act in May 2007. Port Townsend has no salmon streams within its City limits, but is surrounded on three sides by a sensitive marine habitat and draws its water from rivers that are significant spawning grounds. The US Forest Service and the City signed a 20-year renewal of three special use permits for the operation and maintenance of the municipal water diversions and transmission lines in 2009. One of the new permit conditions includes a requirement to maintain a 27 cubic feet per second (cfs) instream flow in the Big Quilcene River below the municipal water diversion. The minimum instream flow for the

Little Quilcene River is 6 cfs through the diversion.

Endangered species listings could have profound importance on capital facilities planning, and there necessitates the City's commitment to take utmost care of our natural systems. The City has already taken important steps, including:

- Capital Facilities - The development of a wastewater treatment facility with secondary treatment, the creation of the Stormwater Utility preserving and enhancing natural drainage systems, reducing the rate of increase of toxic runoff related to automobile use through development of a non-motorized transportation system, and management of the drinking water system with the needs of fish in mind.

- Regulation - Passage of environmentally sensitive areas regulations, regulation of activities through the Shoreline Master Program, implementation of best management practices for development under the Engineering Design Standards Manual, and adherence to the controlled growth principles of the GMA.

In the future, the City will participate actively with other jurisdictions in the development and implementation of regional management plans for protection of the listed species, will continue to improve the protection offered by our regulations, and will implement the capital facilities projects called for in this element of the Plan to improve the wastewater, water, and stormwater systems of the City.

CAPITAL FACILITIES INVENTORY

This section provides a brief summary of existing publicly owned capital facilities and services that support and provide services that are needed by the residents and businesses of the City. The descriptions are intentionally brief; the documents listed at the conclusion of this element contain more detailed information on existing and planned capital facilities in the City.

Fire and Emergency Medical Response

Fire and Emergency Services are provided by Jefferson County Fire Protection District No. 1, commonly referred to as East Jefferson Fire and Rescue (EJFR). EJFR provides fire and emergency medical services (EMS) to the City of Port Townsend, as well as the unincorporated Jefferson County communities of Cape George, Chimacum, Irondale, Kala Point, Marrowstone Island, and Port Hadlock.

EJFR has a total of six stations, three of which are staffed 24/7. EJFR is equipped with six engines, two tenders, seven ambulances, two utility vehicles, two brush trucks, and five staff vehicles.

Police

The Port Townsend Police Department provides community policing through problem solving, crime prevention, and law enforcement in the City, and backup for surrounding jurisdictions. The Police Department’s operation center is located in the south wing of the Mountain View Classroom

Building. This space contains a property and evidence room, a classroom, a physical fitness training room, a citizen police volunteer room, a squad room, and administrative space.

Domestic Water

The City of Port Townsend's municipal water system is supplied by gravity from the Big and Little Quilcene Rivers through the Lords Lake and City Lake supply reservoirs and a 30-mile pipeline. The existing surface water system has been in operation since 1928. In addition to serving the City, water is provided to the Port Townsend Paper Corporation.

The City provides treated water for approximately 4,950 connections in a service area that totals 10.8 square miles. In addition to the City limits, the water service area includes the Glen Cove Area to the south of the City and an unincorporated rural area just to the west of the City. The system consists of 30 miles of transmission pipes, 100 miles of distribution pipes, 700 fire hydrants, a one-million gallon standpipe and a five-million gallon reservoir. The City is currently constructing a microfiltration water treatment facility to comply with federal Safe Drinking Water regulations, along with a new five-million gallon reservoir to replace the existing 35-year-old reservoir.

Sanitary Sewer

The City owns, operates, and maintains its Wastewater Utility, which has a service area that encompasses the Port Townsend UGA (currently the City limits). This system consists of approximately 70 miles of gravity sewer, three miles of force mains, seven sewage lift stations, 1,250 maintenance holes, one compost and bio-solids facility, and one secondary wastewater treatment facility. Some properties in the City are served by private septic systems.

Stormwater and Surface Water

The City's stormwater system consists of conveyance, detention, and treatment facilities, as well as natural systems that collect stormwater and surface water runoff within the City limits. This system includes approximately 25 miles of storm pipes, 1,400 catch basins, and 100 storm maintenance holes, as well as raingardens, detention and treatment ponds, infiltration trenches, and roadside ditches.

Transportation

The City's transportation system includes 93 miles of roadway, of which 8 miles contain bicycle lanes, 31 miles of sidewalks, and 34 miles of trails. Public transportation facilities are operated by Jefferson Transit Authority and include the Haines Place Park-and-Ride and various transit stop shelters. The Washington State Department of Transportation is responsible for the maintenance of the 2.7 miles of State Route 20 that are within the City limits, and its associated facilities, and the Washington State Ferries is responsible for the Port Townsend to Coupeville ferry route.

General Government

The City owns/leases/operates a number of other capital facilities to provide administrative, maintenance, or special services. Facilities include:

- Beech Street Maintenance Shops

- Carnegie Library
- City Hall
- Cotton Building
- Girl Scout House
- Golden Age Club
- Golf Course Clubhouse & Maintenance Shops
- Harrison Street Parks Maintenance Building (Water Barn)
- Kuhn Street Office
- Mountain View Commons
- Charles Pink House
- Pope Marine Building

Parks and Recreation

Port Townsend's park system consists of four community parks and 19 neighborhood/urban pocket parks. The City's parks and recreation areas feature ball fields, playgrounds, walking paths, wetlands, community gardens, a dog park, a skate park, picnic areas, an indoor pool, and restrooms. The City also owns a 56–acre, 9-hole public golf course, which is currently operated under lease. It includes a driving range, putting green, chipping greens, and a clubhouse with a pro-shop and lounge.

Fort Worden is a 434-acre State Park with over two miles of saltwater shoreline located at the northeast corner of Port Townsend. The park offers 80 campsites, 35 housing units, and other overnight accommodations for family vacations, conferences, reunions, and retreats. The park's main campus is operated by the Fort Worden Lifelong Learning Center Public Development Authority (Fort Worden PDA).

Jefferson County owns two small parks within the City: North Beach County Park and Court House Park. Jefferson County also owns Memorial Field and the Jefferson County Fairgrounds property (which is leased to the Fair Board Association), and the County provides maintenance for all of the Larry Scott Memorial Trail, including the section within the City limits.

Public Education

Port Townsend School District No. 50 (PTSD) spans approximately 58 square miles and serves over 1,200 students in preschool through twelfth grade. PTSD has one elementary school, one

middle school, and one high school.

CAPITAL FACILITIES GOALS & POLICIES

The following goals and policies form the foundation for the Capital Facilities Element of the Port Townsend Comprehensive Plan.

Capital Facilities - General

Goal 1: Plan and provide adequate public capital facilities to address current needs and growth and development.

Policy 1.1: Design public facilities to be compatible in scale and design with surrounding uses and to incorporate common design elements that enhance a sense of community and neighborhood identity.

Policy 1.2: Determine capital facilities needs based on adopted level of service standards, adopted population projections, and the growth patterns established in the Land Use Element. Use population projections for the 20-year planning period or ultimate build-out under the growth patterns established by the Land Use Element to determine City needs for water, wastewater, and stormwater facilities.

Policy 1.3: Promote conservation of energy, water, and natural resources and the use of alternative technologies in the location and design of public facilities and utilities.

Policy 1.4: Provide adequate public facilities and responsive and efficient public services in order to attract and support commercial and manufacturing development consistent with the Economic Development Element of this Plan.

Phasing of Capital Facilities

Goal 2: Phase the timing and provision of capital improvements in a manner that promotes orderly growth and development and the efficient use of City resources.

Policy 2.1: Ensure that the growth and development patterns established by the Land Use Element minimize facility demands for transportation, water treatment and distribution, wastewater treatment, surface water management, and police and fire protection.

Policy 2.2: Make efficient and cost-effective use of existing public facilities, including such techniques as conservation, demand management and improved scheduling, shared use of public facilities, and the use of alternative and emerging technologies.

Policy 2.3: Expand public facilities, or construct new public facilities, only when necessary to achieve efficient service delivery or attain identified levels of service.

Policy 2.4: Identify and designate urban capital facility growth tiers that are consistent with and support the growth and development patterns established in the Land Use Element.

Policy 2.5: Within the framework of the annual Capital Improvement Program (CIP) process, prioritize the provision of capital facilities, services, and utilities.

Policy 2.6: Consistent with Policy 2.5, above, the City should not provide facilities, services, and utilities in unserved areas unless clearly specified within the annual CIP. However, developers and home builders may, at their own expense, provide facilities, services, and utilities for new development in presently unserved areas, provided adopted level of service standards are met.

Levels of Service

Goal 3: Provide adequate public facilities that achieve and maintain the level of service standards for the existing and future population.

Policy 3.1: Use the following level of service standards for public wastewater and water facilities:

Table 8-1
Water and Wastewater Level of Service Standards

Facility	Standard
Raw Water Supply	Sufficient capacity to fully serve customer demands
Raw Water Storage	A Minimum of 60 days of storage for City customer demands
Water System	A flow volume that meets peak demand and fire flows.
Wastewater System	A level that allows collection and treatment of peak wastewater flows and meets Dept. of Ecology criteria

Policy 3.2: Use the following level of service standards for determining the need for vehicular transportation facility improvements:

Table 8-2
Transportation Level of Service Standards

Road Type	Standard
Urban Corridor	D
Other Roads w/in Urban Growth Area (UGA)	D

Policy 3.3: Use the following level of service standards for public facilities:

Table 8-3
Public Facility Level of Service Standards

Facility	Standard
General government facilities	Facilities that are safe, meet applicable codes, and are fully accessible Facilities that are properly sized, designed for their intended purpose, and flexible to evolve to meet future changing demands
Fire & Emergency Services (Provided by Jefferson Fire and Rescue)	Average response time 8 minutes, 90% of the time for fire and medical calls in the City
Police Protection	Facilities and equipment sufficient to meet the demand for police services
Parks	7.6 acres/1,000 population Local service standards for equitable access, distribution, and function as outlined in the City of Port Townsend Parks, Recreation and Open Space Functional Plan
Stormwater and Surface Water	A level of conveyance, detention, and treatment that meets the Department of Ecology (DOE) Stormwater Manual adopted by the City or as defined in the City's Stormwater Master Plan

Concurrency Management

Goal 4: Ensure that water, wastewater, stormwater, and transportation facilities are provided concurrent with new development, based on the City's adopted level of service standards.

Policy 4.1: Evaluate each development to ensure that it meets the City's adopted level of service standards for water, wastewater, and stormwater facilities prior to issuance of a building permit. Evaluate each development to ensure that it meets the City's adopted level of service standards for transportation facilities within six years of issuance of a building permit.

Policy 4.2: Review and condition each development to ensure that appropriate provisions are made for facilities, services, and utilities not required for concurrency, including but not limited to:

a. Fire and emergency medical services (EMS);

b. Parks, open spaces, and trails;

c. Law enforcement; and

d. Schools and school facilities.

Policy 4.3: Provide the following options for applicants when adequate public facilities are not available concurrent with the impacts of development:

a. Mitigate all development impacts on levels of service; or,

b. Revise the proposed development to reduce impacts and maintain satisfactory levels of service; or,

c. Phase the development to coincide with the availability of increased water, wastewater, and transportation facility capacity.

Funding & Financial Feasibility

Goal 5: Provide needed public facilities within the City's financial capabilities or within the City's authority to require others to provide such facilities.

Policy 5.1: Base capital facilities planning on estimates of local revenues and external revenues that are reasonably anticipated to be received by the City.

5.1.1: Consider a wide variety of potential funding sources to finance the capital improvements specified in the Capital Facilities Plan, such as real estate excise tax, user fees, general obligation bonds, and impact fees.

5.1.2: Match revenue sources to capital projects on the basis of sound fiscal policies. Sound fiscal policies include cost-effectiveness, prudent asset and liability management, ensuring that the length of financing does not exceed use of the City's borrowing capacity, prudent use of the City's borrowing capacity, and maximizing the use of grants and other external revenues.

Policy 5.2: Finance the six-year Capital Improvements Program to assure a positive balance between available revenue and needed capital facilities and utilities. If projected funding is inadequate to finance needed capital facilities and utilities based on adopted level of service standards and forecasted growth, make adjustments to one or more of the following:

a. Level of service standard;

b. Land Use Element; and/or

c. Sources of revenue.

Policy 5.3: Ensure adequate funding is available for long-term operations and maintenance costs prior to the construction of new capital facilities.

Policy 5.4: Ensure that new development pays a proportionate share of the cost of new capital facilities and utilities needed to serve that development.

Policy 5.5: Ensure that developers provide capital facilities and utilities concurrent with new development or provide a contractual agreement for the phasing of facilities and utilities, subject to approval by the City.

Consistency with Other Plans

Goal 6: Ensure that the Capital Facilities Element is consistent with other City, local, regional and state adopted plans.

Policy 6.1: Ensure that functional plans and subarea plans are consistent with the goals and policies of the Comprehensive and Capital Facilities Plans.

6.1.1: Where found inconsistent with the Comprehensive Plan, process initial adoption of/revisions to functional plans and subarea plans as a Comprehensive Plan amendment during the annual amendment cycle.

Policy 6.2: Reassess the Comprehensive Plan as provided for in RCW 36.70A.130 to ensure that capital facilities, utilities needs, financing, and levels of service are consistent and that the Plan is internally consistent.

Essential Public Facilities

Goal 7: Ensure efficient and equitable siting of essential public facilities through cooperative and coordinated planning with Jefferson County and other jurisdictions within the region.

Policy 7.1: Work with Jefferson County to jointly develop specific siting criteria and standards for essential public facilities. Elements of the siting criteria should include but not be limited to:

a. Proximity to major transportation routes and essential infrastructure;

b. Land use compatibility with the surrounding area;

c. Potential environmental impacts;

d. Effects on resource lands and critical areas;

e. Proximity to urban growth areas;

f. Public costs and benefits, including operations and maintenance;

g. Current capacity and location of equivalent facilities; and

h. The existence, within the community, of reasonable alternatives to the proposed activity.

Policy 7.2: Ensure that the Comprehensive Plan and implementing regulations do not preclude the siting of essential public facilities.

Unincorporated Areas Served by the City

Goal 8: Ensure that urban level public facilities and utilities are only extended into UGAs and limited areas of more intense rural development (LAMIRDs) and otherwise extended only if consistent with official land use designations.

Policy 8.1: Cooperate with Jefferson County to contain urban growth within appropriately designated UGAs, ensuring that commercial and manufacturing areas outside of UGAs:

a. Are rural in character, scale, and intensity;

b. Are served at a rural level of service; and

c. Do not accommodate businesses and services that directly compete with uses within UGAs; or

d. Are approved Major Industrial Developments (MIDs), which MIDs are permitted and approved consistent with GMA and interlocal agreement between the City and Jefferson County providing for siting and permitting criteria.

CAPITAL IMPROVEMENT PROGRAM

The six-year Capital Facilities Plan encompasses the most current Capital Improvement Program, which is supplemented by the most current adopted City Budget and the adopted functional plans specific to individual City Departments, programs, and other service providers. For detailed information and explanations concerning existing, future, and improved facilities, as well as the method of financing them, the reader must consult these documents. The Capital Facilities Element incorporates by reference the information and analyses presented in these other documents. The Capital Improvement Program, through its referenced documents, provides inventories of existing and proposed capital facilities, forecasts future needs for facilities, identifies deficiencies and necessary improvements of capital facilities, and provides a financing plan. The Capital Improvement Program and supplemental plans are separate documents.

Documents Incorporated by Reference

Functional plans are major components of this Capital Facilities Element. The following functional plans are incorporated by reference and may be consulted for more detailed information regarding existing and planned facilities, service standards, and facility development:

- Six-Year Capital Improvement Plan (2016 – 2021) – adopted yearly
- City of Port Townsend Parks, Recreation and Open Space Functional Plan (2014)

- City of Port Townsend Non-Motorized Transportation Plan (2011)
- City of Port Townsend Transportation Functional Plan (2009)
- City of Port Townsend Water System Plan (2008)
- Wastewater Facilities Plan (2000)

IMPLEMENTATION PROGRAMS

Capital Facilities

Projects

1. Update the concurrency management system as needed.

2. Consider new revenue sources for capital facilities and implement as appropriate.

3. In future planning phases, if Port Townsend's Urban Growth Area (UGA) is extended beyond the current City limits, cooperate with Jefferson County to study the capital facilities needs of the potential unincorporated portion of the Port Townsend Urban Growth Area. If a UGA larger than the City's incorporated boundary is designated, develop agreements with Jefferson County to coordinate the planning and development of capital facilities within the unincorporated portion of the UGA.

4. Update as needed the process and criteria for evaluating, selecting, and financing capital projects listed in the Capital Facilities Element.

Ongoing

5. Annually update the Capital Facilities Element as necessary to reflect the capacity of facilities, land use changes, level of service standards, and financing capability.

6. Annually update the Capital Improvement Program to ensure consistency with the Capital Facilities Element.

7. Annually appropriate the coming year's Capital Improvement Program in the City’s Budget.

INTRODUCTION

Economic development does not take place in isolation. It is closely linked with virtually all aspects of community life and is an essential element of a sustainable community. Because of this fundamental relationship, it is wise to consider what economic development is expected to accomplish.

The term "economic development" is not synonymous with growth. That is, rapid population growth

can occur without corresponding economic development. Economic development usually means the strengthening of an economy by providing more jobs and producing more revenue within the community, including tax revenues for local governments. Over the long term, our economy needs to be balanced, diverse, and nimble enough to recover from extreme weather events, energy issues, and economic challenges. A diverse economy also provides a wider variety of job opportunities suited to all skill levels in the work force.

A primary goal of the Community Direction Statement (Chapter 3 of this Plan) is to provide more "family wage" jobs. Providing better jobs and more economic opportunities should improve the community's ability to guarantee affordable housing to all, by raising incomes rather than having to rely on cutting the quality of housing. The result of successful economic growth is to strengthen the community's tax and employment base. A strengthened tax base enables the community to support a higher quality of life for its residents by improving public services and amenities (e.g., police and fire protection, roads, schools, libraries, parks, open space, utilities, etc.).

Ideally, economic development in Port Townsend should balance economic vitality with sustainability, environmental protection, and preservation of our small town atmosphere. How does this translate more specifically? The answers should come from ourselves, from our own community vision. Do we want to expand our economic base? If so, what kind of diversity do we want? What are the natural resources or other features of our community that we can build on to accomplish economic development? What would be the best jobs for our residents in terms of their compatibility with our small town atmosphere?

The purpose of this Economic Development Element is to provide guidance for maintaining, enhancing, and creating economic activity within Port Townsend that is consistent with the Community Direction Statement contained in Chapter 3 of this Plan.

PLANNING CONTEXT

Growth Management Act (GMA) Requirements

Although the GMA declared the economic development element requirement null and void pending state funding, like many jurisdictions, Port Townsend has chosen to create and adopt an economic development element.

“An economic development element establishing local goals, policies, objectives, and provisions for economic growth and vitality and a high quality of life.” (Chapter 36.70A.070(7) RCW).

Future land uses should be closely tied to a city's economic strategy. Accordingly, this Comprehensive Plan must be closely linked and integrated with an economic strategy to guide, promote, and attract economic development appropriate for Port Townsend. The GMA provides some direction for incorporating economic development considerations into the Comprehensive Plan. Among the 14 planning goals contained within the GMA, one pertains specifically to economic development:

“Encourage economic development throughout the state that is consistent with adopted comprehensive plans, promote economic opportunity for all citizens of this state, especially for unemployed and for disadvantaged persons, promote the retention and expansion of existing businesses and recruitment of new businesses, recognize regional differences impacting economic development opportunities, and encourage growth in areas experiencing insufficient economic growth, all within the capacities of the state's natural resources, public services, and public facilities.” (Chapter 36.70A.020(5) RCW).

The GMA also contains goals that apply to permits and natural resource industries. These goals relate closely to a community's economic vitality:

“Applications for both state and local government permits should be processed in a timely and fair manner to ensure predictability.” (Chapter 36.70A.020(7) RCW).

“Maintain and enhance natural resource-based industries.” (Chapter 36.70A.020(8) RCW).

County-Wide Planning Policy for Jefferson County (CWPP)

The Economic Development Element must also be consistent with the County-Wide Planning Policy for Jefferson County, specifically Policy #7, "County-Wide Economic Development and Employment." (Chapter 36.70A.210 RCW). Policy #7, summarized below, recognizes the distinct roles of local government and the private sector:

The private sector should be primarily responsible for creating economic opportunity in Jefferson County. The responsibility of local government is to assure that economic development activities are carried out in a manner that is consistent with defined community and environmental values. In order to ensure such consistency, the comprehensive plan should clearly identify these values so that economic opportunities will not be lost due to confusion or unreliability of process.

Local government is also responsible for internal coordination of capital facilities, land use, and utilities, as well as external coordination with other entities, including the Port of Port Townsend and Jefferson County. The CWPP directs that the Comprehensive Plan give particular attention to the needs of nonservice sector businesses and industries and recognize that some businesses are best suited for the urban growth area (UGA) while others may be better suited for the rural unincorporated areas.

CHALLENGES & OPPORTUNITIES

The City’s 1996 Comprehensive Plan was adopted during a time of rapid growth, development, and economic expansion in Washington State. Over the last decade, both population growth and economic expansion have slowed markedly in Jefferson County and the City of Port Townsend.

Economic challenges include:

1. Implementing economic development goals outlined in the Community Direction

Statement (Chapter 3 of this Plan) in a way that maintains and enhances Port Townsend's special character and small town atmosphere.

2. Adapting to an older demographic, changes in the economy, and changes in how people work. An estimated 24.6% of Port Townsend residents are age 65 and over versus a statewide average of just 12.3%[1]. Taken together, the combination of demographic and economic data depicts a community with two distinct economies – distinguished between those who receive incomes from employment locally and those reliant on non-wage sources of income. Meanwhile, more Port Townsend residents are choosing to be self-employed (26-27% of Port Townsend residents are self-employed, more than double the 10% statewide average).

3. Lingering effects of the 2008 recession. Port Townsend and Jefferson County were affected more severely than most of the rest of the state during the recession**.** While the state experienced job losses over a two-year period (from 2008-2010) followed by net gains, Jefferson County experienced a net loss of over 1,380 jobs between 2006 and 2012, a 15% decline in total employment. Only in 2013 did recovery begin to get underway, but only barely. Current county-wide unemployment rates are 33% above the rest of the state; wages and incomes are lower.

4. A lack of family wage jobs. The average wage in Jefferson County is well below the state average. As of 2014, the average wage in Jefferson County is just above $34,500 per year, only 63% of the statewide average. Lower wages are attributable in large part to under-representation of traded sector employment – in higher wage jobs as with manufacturing, professional, and technical services. Currently, jobs are disproportionately skewed toward lower wage occupations, as in retail and accommodations (including lodging and food service).

5. Lack of shovel-ready vacant industrial land. Appropriately zoned land with full municipal infrastructure is critical to accommodating and attracting new higher wage employment.

6. Lack of affordable housing, as detailed in Housing Element (Chapter 5 of this Plan).

7. Limitations on the City's ability to fund and provide basic infrastructure and services. Port Townsend will be forced to rely even more heavily on local sources of revenue as state and federal funding of community services and capital improvements becomes increasingly difficult to obtain.

8. Potential for economic disruptions resulting from limits to the availability of energy supplies, constraints of a global economy, and climate change effects. These converging issues compel the City to begin planning for transition and resilience.

The City has the opportunity to expand and develop emerging economic sectors. The City's Historic Downtown waterfront and the Port of Port Townsend continue to serve the tourist economy and marine trades respectively. Health services are expanding (notably improvements by Jefferson

Healthcare) and new economic sectors are emerging. Opportunities include a craft and light manufacturing district in the Howard Street/Upper Sims Way Corridor, education at Fort Worden Lifelong Learning Center, and facilities that support the growing local food economy. Community interest in developing and using renewable energy sources also presents an opportunity.

Technological innovations are changing how people work. With these advancements, more businesses are locating based on quality of life for the employees versus access to a major transportation corridor. In addition to new technologies, the City benefits from an educated population—Port Townsend has a greater proportion of the adult population with a bachelor's degree or better as compared with adults countywide and statewide.

The goals, policies, and implementation steps of this element will address these issues and guide future economic development in Port Townsend.

ECONOMIC DEVELOPMENT GOALS & POLICIES

Economic Development - Generally

Goal 1: Foster a balanced, diversified, and sustainable local economy that contributes to Port Townsend's high quality of life, through the protection and enhancement of the community's natural, historical, and cultural amenities and the improvement of the financial well-being of its residents.

Policy 1.1: Cooperate with the Department of Commerce, Jefferson County Chamber of Commerce, and the Port Townsend Main Street Program to promote economic health and diversity for Port Townsend and the County as a whole.

Policy 1.2: Coordinate with partners at the state, regional, and local level to ensure that economic development strategies are carried out consistently.

Policy 1.3: Ensure consistency between the economic development strategy of this element and the goals and policies of the other elements of this Plan.

Policy 1.4: Maintain and enhance Port Townsend's natural, historical, and cultural amenities in order to assist in attracting new businesses, retaining existing ones, and promoting economic vitality.

Policy 1.5: Consider public-private partnerships and/or the formation of public development authorities (PDAs) as a means to bolster development/redevelopment that serves the residents of and visitors to Port Townsend.

Training & Education

Goal 2: Recognize the value of education as an important economic development tool and train the workforce to develop skills for new technologies and family wage jobs.

Policy 2.1: Seek to expand programs of Peninsula College, Western Washington University Long

Distance Learning, and Washington State University Cooperative Extension, and attract or found new institutions sufficient to provide local access to comprehensive vocational training and certification programs.

Policy 2.2: Encourage the Port Townsend School District to attain the highest standards of academic and vocational excellence to ensure that graduates are well prepared for the workplace.

Policy 2.3: Actively work to establish a technical training school, college campus, or other educational institution in Port Townsend:

2.3.1: Ensure that decisions regarding capital facilities improvements (e.g., transportation network improvements) factor consideration of potential educational campus sites.

2.3.2: Consider providing tax incentives to attract a private four-year college.

2.3.3: Communicate and coordinate with the Port Townsend School District and other relevant public entities when identifying potential campus sites for acquisition.

2.3.4: Explore the feasibility of a training school/college campus on the 80-acre, City-owned parcel (Assessor's Parcel No. 001092003) lying immediately adjacent and to the west of the City limits.

Marine Trades

Goal 3: Strengthen the marine trades economy while protecting the natural environment and balancing public use of shoreline areas.

Policy 3.1: When revising the Port Townsend Municipal Code (PTMC) to implement this Plan, maintain and enhance Port Townsend's character as a working waterfront town by allowing marine-related commerce and industry in specified shoreline areas.

Policy 3.2: Assist the Port in the development and implementation of master plans for Port properties that are consistent with the Growth Management Act and the Shoreline Master Program.

Policy 3.3: Plan and design shoreline open spaces that are compatible with marine-related industrial and commercial uses of shoreline areas.

Policy 3.4: Promote the skill, motivation, and availability of Port Townsend's marine trades workforce as a regional resource of major importance to the City's economic future.

Policy 3.5: Encourage governmental and civilian agencies to work with local firms to identify and transfer technology that can increase marine trades competitiveness.

Policy 3.6: Encourage the creation of marine trades jobs that are dependent upon traditional skills, construction techniques, and materials, such as sail and canvas accessory manufacture, spar and rigging construction, marine-oriented carpentry, construction of wooden boats,

blacksmithing, and block-making and casting.

3.6.1: Support educational and vocational training efforts aimed at enhancing traditional marine trades skills, including mentorship and apprenticeship programs.

3.6.2: Work with the Port of Port Townsend to promote traditional marine trades enterprises on Port-owned lands at both the Boat Haven and Point Hudson.

Policy 3.7: Continue to support the Northwest Maritime Center.

Diversified Manufacturing & Small Business

Goal 4: Support current commercial and manufacturing enterprises, and encourage the formation of small businesses and the relocation to Port Townsend of small scale locally managed businesses as a vital part of Port Townsend's economy.

Policy 4.1: Assist in the identification and recruitment of new businesses appropriate to Port Townsend's resources and community vision as described in Chapter 3 of this Plan.

Policy 4.2: Encourage industries to form consortia for the purposes of joint marketing, production and other operations improvement, and joint approaches to regulatory compliance.

Policy 4.3: Attract employers who use a wide range of job skills to create employment opportunities for all Port Townsend residents.

Policy 4.4: Encourage businesses to invest in modernization and environmentally sound technology.

Policy 4.5: Encourage the exportation of local goods and services throughout the global economy.

Policy 4.6: Promote the location, retention, and expansion of small and medium sized businesses that access their markets and suppliers through telecommunications and available shipping.

Policy 4.7: Encourage the location or relocation of small scale clean industry (e.g., high technology and other light manufacturing, subscription fulfillment, catalogue sales, consulting, etc.) that has minimal impact on environmental quality.

Policy 4.8: Encourage the formation and expansion of cottage industries and light manufacturing.

Policy 4.9: Encourage the development of a diversity of local businesses that serve the needs of residents and visitors.

Community Retail

Goal 5: Enhance and attract small and medium sized retail businesses that serve the community's needs for goods and services.

Policy 5.1: Promote development of retail uses that serve local needs and diversify the selection

of conveniently located goods and services.

Policy 5.2: Plan and provide capital improvements in the Gateway Corridor to attract new businesses and entrepreneurs, enhance existing businesses, and serve the retail needs of the community.

Policy 5.3: Promote the redevelopment efforts of Gateway Corridor land owners by helping to assemble parcels and design buildings that meet the retail needs of the community.

Policy 5.4: Work with the Economic Development Council (EDC) and local retail business owners to strengthen and expand Port Townsend's retail base, capitalizing on opportunities to decrease retail sales leakage to neighboring communities.

Tourism

Goal 6: Maintain and enhance year-round opportunities for sustainable tourism in a manner that recognizes and preserves Port Townsend's unique historic heritage, culture, recreational amenities, and natural setting.

Policy 6.1: Encourage a balanced mix of visitor-serving uses to complement the natural, cultural, and historical amenities of Port Townsend.

Policy 6.2: Develop and explore Port Townsend's potential for enhanced facilities, services, and events that will appeal to residents and visitors year round.

Policy 6.3: Work with a broad spectrum of the community to create public-private partnerships to develop year-round visitor potential.

Policy 6.4: Develop strategies to maximize sustainable tourism opportunities to help maintain existing industries and quality of life.

Policy 6.5: Develop and implement a Comprehensive Cultural Tourism Plan.

Commercial Historic District Revitalization

Goal 7: Strengthen, preserve, and enhance Port Townsend's Commercial Historic District as an active and economically viable place to shop, conduct business and government, live, and enjoy cultural events.

Policy 7.1: Maintain public areas and ensure a safe environment to increase the use of the Commercial Historic District.

Policy 7.2: Maintain and enhance the pedestrian-oriented character of the Commercial Historic District.

Policy 7.3: Encourage the rehabilitation, renovation, and adaptive reuse of upper floors of historic buildings (e.g., for artist studios, permanent housing, and office space), which will contribute to the

vitality of the area.

Policy 7.4: Create, maintain, and improve the Sims Gateway and other entrances into the Commercial Historic District through the use of enhanced plantings/street trees and street furniture.

Policy 7.5: Encourage development in the Commercial Historic District that harmonizes with and contributes to Port Townsend's small town atmosphere. Businesses in the district should provide services, goods, entertainment, and community gathering places for Port Townsend residents and visitors.

Policy 7.6: Encourage the retention of existing businesses in the Commercial Historic District.

Policy 7.7: Ensure that Commercial Historic District public improvements accomplish the following objectives: encourage pedestrian movement through the district and into shops and businesses, and support, rather than overshadow, downtown functions.

Policy 7.8: In cooperation with downtown business owners and the Port Townsend Main Street Program, develop a parking management strategy to encourage turnover of customer spaces and to encourage long-term parking in areas outside the Downtown Commercial District (e.g. use of the Haines Place Park-and-Ride Lot and free downtown shuttle for employee parking).

Policy 7.9: Work with the Port Townsend Main Street Program to coordinate training and educational opportunities tailored for Commercial Historic District retailers (e.g., customer service/host training, understanding the market, diversifying the mix, and window and retail display).

Fort Worden Campus

Goal 8: Encourage implementation of the Long-range Plan for Fort Worden State Park (adopted 2008)[2] as it applies to the 90-acre campus identified in the 2013 Master Lease for the Fort Worden Campus by and between the state of Washington and the Fort Worden Lifelong Learning Center Public Development Authority (Fort Worden PDA).

Policy 8.1: Use the Long-range Plan as the basis for establishing allowed uses through zoning for the 90-acre Fort Worden PDA campus. Although a project may be allowed through zoning, all non-exempt redevelopment and new projects will be subject to environmental review to address traffic and other issues.

Policy 8.2: Recognize and support the Fort Worden PDA in undertaking, assisting with, and otherwise facilitating the implementation of a Lifelong Learning Center at the Fort Worden PDA campus generally envisioned in the Fort Worden Long-range Plan.

Telecommunications

Goal 9: Provide Port Townsend with state-of-the-art telecommunications infrastructure for business, education, public affairs, and consumer uses.

Policy 9.1: Encourage local utilities to expand telecommunications infrastructure, especially high-capacity fiber optic cable.

Policy 9.2: Offer incentives to encourage the establishment of "tele-work" stations in mixed use centers.

Policy 9.3: Maintain up-to-date information regarding the infrastructure that businesses will need in the changing work place of the future.

Commercial & Manufacturing Zoning

Goal 10: Provide an adequate amount of appropriately zoned land to support commercial and manufacturing development.

Policy 10.1: When revising the Port Townsend Municipal Code (PTMC) to implement this Plan, identify the types of commercial and manufacturing uses that are consistent with community values, estimate the demand for those types of uses, and scale the amount of commercial and manufacturing land available to projected demand and need.

Policy 10.2: Cooperate with Jefferson County to ensure that high intensity commercial and nonresource-related industrial activities are concentrated within urban growth areas (UGAs) where adequate public facilities and services exist or will be provided at the time of development.

Policy 10.3: Expand existing commercial and manufacturing zones only after assessing and mitigating adverse environmental impacts.

Policy 10.4: Encourage the infill of existing commercial and manufacturing zones before considering the expansion or creation of new zones.

Policy 10.5: Provide effective separation of conflicting land uses through buffering, setbacks, zone uses allowed, and transition zones.

Policy 10.6: Achieve a greater balance between housing and employment opportunities.

Policy 10.7: Assure that implementing regulations permit cottage industries within residential areas, consistent with the character of the surrounding neighborhood.

Policy 10.8: Promote development of planned office, business, and industrial parks, while conserving unique physical features of the land and maintaining compatibility with other land uses in the surrounding area.

Policy 10.9: Encourage neighborhood mixed use centers where small scale commercial development (e.g., professional services offices, restaurants, or retail stores) may occur in residential neighborhoods, consistent with the goals and policies of the Land Use Element of this Plan.

Public Facilities & Services

Goal 11: Provide adequate public facilities and responsive and efficient public services, in order to attract and support commercial and manufacturing development.

Policy 11.1: Update infrastructure plans and regulations on a regular basis.

Policy 11.2: In cooperation with business interests, work to make available necessary infrastructure funding.

Permit Processing/Regulatory Reform

Goal 12: Ensure responsive and efficient permit processing.

Policy 12.1: Develop and maintain implementing regulations that ensure that development applications are processed in a timely, fair, and predictable manner.

Policy 12.2: Establish and maintain a master use permit or consolidated permit process that allows an applicant to apply for all needed approvals at once and for the simultaneous processing of all aspects of project approval.

Policy 12.3: Design and implement a permit processing system that coordinates the efforts of overlapping jurisdictions (i.e., federal, state, local) in order to avoid duplicative reviews and unnecessary time delays.

Policy 12.4: Develop and maintain a permit data management system that is coordinated with other City departments and Jefferson County (i.e., Assessor's Office).

Policy 12.5: Maintain license and permit fees and processes that give preferential rates and expedited processing to activities furthering the goals of this Plan.

Policy 12.6: Balance the need to process permits in a timely fashion, while at the same time ensuring that regulations intended to protect and enhance the natural environment are regularly revised and systematically enforced.

AN ECONOMIC DEVELOPMENT STRATEGY FOR PORT TOWNSEND

The Strategy

Introduction

Traditionally, local governments have played a significant, though limited, role in shaping how local economies perform. Regional, national, and global economies have had a much greater impact on the local economy than economic development plans and policies adopted by local jurisdictions. When local government has been involved, its leadership in promoting economic development has usually been limited to several key areas, including:

- Land use (i.e., zoning development standards, permit processing);

- Public facility and infrastructure investments (e.g., utilities, transportation improvements, public safety, parks, visitor amenities, etc.); and

- Marketing cooperation and coordination with other entities (e.g., Jefferson County, Port of Port Townsend, Jefferson County Chamber of Commerce, Economic Development Council (EDC), citizens and property owners, businesses, etc.).

Like these earlier efforts, the City's economic development strategy also focuses on these key areas:

- Policies have been incorporated that ensure that Port Townsend will have an adequate supply of appropriately zoned land to support future commercial and manufacturing development.

- Direction has been included that will help to guide the City in streamlining its permit processing system to provide more timely, fair, and predictable permit processing. When implemented, these measures will help to ensure that the City will not miss opportunities for economic development due to delay or uncertainty of process.

- Additionally, policies have been included that will help to ensure that appropriate public services and facilities are in place to attract and support economic development.

- Finally, policies have been included that foster cooperation and coordination with entities at the state, regional, and local level. These provisions ensure that government agencies and other entities will work together to develop and implement consistent strategies that promote the economic health and diversity of the area.

In addition to emphasizing these traditional components of an economic development strategy, the City's approach seeks to clearly articulate a course of action that will help to improve the job skills available in the workforce, bolster several sectors of our local economy, and improve our telecommunications infrastructure. The strategy seeks to maximize our potential for future economic growth in a manner that is consistent with community and environmental values. Major areas of emphasis within the strategy include:

- Training/Education;

- Marine Trades;

- Diversified Manufacturing and Small Business (e.g., small scale "clean" industry);

- Tourism (which capitalizes on opportunities for year-round cultural and educational visitation);

- Retail Trades (including a Commercial Historic District revitalization component); and

- Telecommunications Infrastructure.

The key ingredients of the strategy are discussed in more detail below.

[*Note*: Priorities for these steps should be established during the annual Budget process in light of the City's limited financial and staff resources.]

Training/Education

Building and diversifying our economic base must begin with support for the survival and expansion of local small business. It is as important to prevent businesses from going out of business as it is to attract new businesses. The new cannot replace what has been the backbone of our economy, but it can enhance our economic base. How can we retain existing business and industry while setting the stage for sustainable future growth? The unifying principle of the strategy lies in improving the skills available in our labor force.

Port Townsend possesses many highly educated individuals. Nevertheless, many possess job skills that are not directly relevant to the economic sectors we wish to encourage. To address this situation, the strategy envisions a three-step scheme for improving workforce skills.

The first step involves maintaining and expanding the capacity to provide rapid turnaround training for workers. This should be accomplished by obtaining additional funding for the Economic Development Council (EDC) or education partners to establish training facilities. The mission should be specific: to provide short course vocational and certification training programs to enhance competence of employees in the marine trades and retail sales sectors.

The second step requires working with partners to develop local engineering/manufacturing capability. To facilitate this, the City should work with higher education institutions to identify curricula and degree programs that promote Port Townsend's economic vision. Examples of possible degree programs include two-year Associate's Degrees in engineering and natural resource management. Additionally, Howard Street Corridor might serve as the location for technologically sophisticated and environmentally friendly incubator industries that could offer educational opportunities.

The final step involves supporting Washington State Parks, Fort Worden PDA, and other economic and educational entities in the development of a Lifelong Learning Center at the Fort Worden PDA campus.

Implementation:

1. Promote vocational training and educational opportunities that strengthen and increase the skills available in the workforce.

2. Involve the Port Townsend School District in key discussions (e.g., a "manufacturer's roundtable") that relate to the economic development of the City in order to facilitate a better

understanding of the skills needed in the local job market.

3. Work with partners to develop local engineering/manufacturing capability. Provide direction to Peninsula College regarding what programs would facilitate the community's vision (e.g., Associate's Degrees in engineering and natural resource management).

4. Work with a diversity of institutions such as Fort Worden Lifelong Learning Center, Peninsula College, and Washington Long Distance Learning to increase professional education and higher education opportunities).

5. In conjunction with the establishment of a technical training/education center, examine the feasibility of attracting an on-campus research station to Port Townsend.

6. Facilitate a formal process involving all Jefferson County School Districts, EDC, Jefferson County Chamber of Commerce, the Port Townsend Main Street Program, Washington State University Cooperative Extension, Western Washington University, Peninsula College, and the University of Washington to determine what opportunities and obstacles exist to attracting a quality four-year college to Port Townsend.

7. Enlist the EDC to work with education partners in recruiting a four-year educational institution to Port Townsend.

8. Send letters to the Deans of Instruction of all four-year public and private colleges and universities in Washington State apprising them of Port Townsend's desire to attract a four-year institution of higher education.

9. Sponsor a twice-yearly workshop on "Future Prospects for Higher Education in Port Townsend" designed to attract Deans of Instruction to town and maintain an ongoing dialogue with candidate institutions.

10. Designate a member of the Development Services Department as the City's official "Education Liaison" for the college recruitment effort.

11. Develop and maintain updated college recruitment information to provide to candidate institutions and the local news media.

12. Work with the Port Townsend Main Street Program, the Jefferson County Chamber of Commerce, EDC, and other local entities to ensure that informational and recruitment publications emphasize Port Townsend as the "City that supports culture and education on the Olympic Peninsula."

13. Research, identify, and offer appropriate incentives for businesses that provide "in-house" training and education to bolster employee skills.

Marine Trades

The Community Direction Statement (Chapter 3 of this Plan) describes the community we wish Port Townsend to become in the next 20 years. The statement makes clear that marine-related commerce and industry and maintenance of the "working waterfront" character of the City are central to the community's vision.

The potential for expansion of the marine trades sector of our local economy is considerable. The largest obstacles to growth of this industrial sector include: a lack of appropriately located and zoned vacant land and a lack of Port infrastructure to service larger and increased numbers of boats. As long ago as 1985, the Economic Development Council's economic development strategy indicated that added moorage, water-side work space, large capacity lifts and haulout facilities, and Port-area improvements were necessary to allow expansion. Completion of the 300-ton enhanced haul-out facility has gone a long way toward alleviating existing infrastructure needs.

The City should continue to play a key role in encouraging the marine trades economy. One important step the City took was to plan and zone to promote marine-related commerce and industry in specific shoreline areas as part of the Shoreline Master Program Update (2007). Equally important is the City's role in cooperating with the Port to develop and implement master plans for Port properties that are consistent and coordinated with City plans and programs. The City should take a leadership role in promoting the skills available in Port Townsend's marine trades workforce.

Implementation:

1. Work with the Port of Port Townsend to develop the infrastructure necessary to facilitate the growth of the marine trades economy.

2. Work with the Port of Port Townsend in exploring options to ensure alternative transient moorage facilities.

3. Work with the Port of Port Townsend to obtain "pass through" grant funding to finance stormwater management planning and facility improvements on Port-owned lands.

4. Encourage and assist the Port in developing a master plan for the Boat Haven properties.

5. Assist the Port in the development and implementation of master plans for Port properties that are consistent with the Growth Management Act and the Shoreline Master Program.

6. Enhance efforts to provide vocational training that expands the skills available in the marine trades workforce.

7. Encourage the Port to work with the Indian Island Naval Detachment to organize and establish a yearly marine "trades show" that borrows upon the technical expertise of the federal government to build and enhance the job skills available in the marine trades

workforce.

8. Cooperate with the Northwest School of Wooden Boatbuilding and the Northwest Maritime Center to organize and promote seminars, workshops, and trade exhibitions designed to attract wide attendance while showcasing Port Townsend's quality marine trades industry.

Diversified Manufacturing & Small Business

The economic development strategy envisions Port Townsend as the center of eastern Jefferson County's economy and employment, with a diversity of commercial and industrial activities thriving and providing employment opportunities for residents. The strategy also envisions that cottage-based industries and low impact light manufacturing will have a strong presence in the community.

Small manufacturers and emerging technologies deserve special attention in the City's strategy for two principle reasons. First, small manufacturers are able to more rapidly respond to changes in the market place. Economic diversity can be strengthened if we have a variety of small companies doing different things, rather than one large company doing one thing. Second, small scale diversified manufacturing has a tremendous potential to generate additional employment opportunities (*note*: statistics indicate that for every one manufacturing job created, five more jobs are created in support services and other manufacturing).

For these reasons, the City's strategy seeks to assist in the identification and recruitment of small scale "clean" industry and cottage-based industries that are appropriate to Port Townsend's resources and vision. The strategy also describes the City's role as "facilitator" in encouraging industries to pursue joint marketing opportunities that could lead to exportation of local goods and services throughout the global economy.

Implementation:

1. Designate and zone a sufficient amount of land to support small scale "clean" manufacturing.

2. Ensure that the six-year Capital Facilities Plan targets areas designated for small scale "clean" manufacturing for necessary infrastructure improvements.

3. Research, identify, and offer development incentives for new businesses and business expansions that are appropriate to Port Townsend's resources and vision.

4. Establish a "quick response" team comprised of key officials and staff members who are available to meet with, and provide guidance to, prospective business developers.

5. Contract with the Economic Development Council (EDC) to develop and make available to prospective businesses vital economic development information regarding the City, including but not limited to economic base, capital infrastructure, City permitting processes, and

specific sectors desired by the City.

6. Organize and facilitate a manufacturer's roundtable to identify and pursue joint marketing opportunities and to examine the possibilities for increased foreign trade.

7. Review, and if necessary, amend existing zoning regulations to allow compatible home-based businesses and cottage industries in residential areas.

8. Develop a listing of all available sources of funding for economic development efforts.

Community Retail

The City's economic development strategy recognizes the fact that service industries, including retailing, are the fastest growing sector of the U.S. economy. In Jefferson County, about 14% of all jobs are in either the wholesale or retail trades. While these jobs may not provide the desired wages or "spin off" effects that manufacturing jobs have, they nevertheless provide many meaningful employment opportunities, fulfill community shopping needs, and boost local government revenues.

The Community Direction Statement (Chapter 3 of this Plan) and the City's economic development strategy both recognize the importance of retail trades to our local economy and quality of life. The community vision places special emphasis on building the strength and vitality of existing businesses and minimizing retail sales leakage to neighboring jurisdictions.

One significant role local government can play in promoting community retail trades lies in providing and maintaining public infrastructure and improvements in commercial districts throughout town. In this regard, the City has placed special emphasis on implementation of the recommendations of the Port Townsend Gateway Development Plan. This Plan is in reality a comprehensive public improvements plan that could aid in improving the quality of the physical link between public and private spaces in the commercial districts along the Sims Way/Water Street corridor from the Ferry Terminal to the City limits. As of 2023, this includes an amendment to the Gateway Development Plan enacting community suggestions for increasing pedestrian connection to the boat yard and expanding the boat yard to accommodate further economic development.

Implementation:

1. Carry out the capital improvements recommendations contained in the 2023 Amended Port Townsend Gateway Development Plan.

2. In conjunction with the EDC, study local market conditions, identify areas for additional retail opportunities, and work with business owners and entrepreneurs to create strategies that build on those opportunities.

3. Help existing businesses find better ways to meet their customer's needs and expand to

meet market opportunities.

Tourism

The City's strategy focuses on managing and integrating tourism into the economy while safeguarding the unique qualities that bring residents and visitors to Port Townsend in the first place.

Many residents feel that peak season tourist volumes in Port Townsend are at or near the saturation point. Additionally, surveys indicate that preservation of the heritage, culture, and environment of Port Townsend is critical to the community. Accordingly, the focus of the strategy is maintaining and enhancing sustainable year-round opportunities for visitation. Reducing the "seasonality" of the tourist industry could reduce the fluctuation in income, employment, and tax revenues in the retail and service sectors. Additionally, reducing seasonality could diminish impacts to the environment, downtown parking demands, and overall conflicts between residents and visitors.

Implementation:

1. Provide adequate funding to the tourism advisory group to promote off-season cultural and educational visitation to Port Townsend.

2. Enlist the assistance of the Jefferson County Chamber of Commerce, the Port Townsend Main Street Program, and Economic Development Council (EDC) in researching and identifying small businesses, organizations, and associations that hold off-season educational meetings and corporate retreats.

3. Examine the feasibility of establishing and funding a maritime museum.

4. Contract with the Port Townsend Main Street Program or the Jefferson County Chamber of Commerce to provide ongoing customer service training for retail and service sector businesses.

5. Obtain adequate funding for the Visitor Information Center.

6. Assist the Port Townsend Main Street Program and the Jefferson County Chamber of Commerce in developing a targeted marketing program that clearly defines the tourist market, establishes strategies for reaching target markets, and communicates when and how best to come for maximum enjoyment of the area.

7. Continue to improve and expand signage, both directional and interpretive, throughout the City.

8. Work with the Port Townsend Main Street Program, the Jefferson County Chamber of

Commerce, and the EDC to develop a mechanism for the collection and continuous maintenance of target market information.

Commercial Historic District Revitalization

Port Townsend's plan for revitalization of the Commercial Historic District identifies three important areas of involvement for City government.

First, the City's plan should ensure the provision and maintenance of appropriate public improvements in the Commercial Historic District. The quality of the physical link between public and private spaces is crucial to the proper functioning of the Commercial Historic District and its businesses. Public improvements should help create an inviting environment for shoppers, with clearly marked streets, convenient shopping places, well-lit sidewalks and good pathways between parking areas and stores. Public improvements should provide basic infrastructure and services in a manner that is visually compatible with the nature of the functions they support. In order to implement the Commercial Historic District revitalization policies of this element, the City should develop a comprehensive public improvements program that is tailored to the specific needs of the district while reinforcing private projects.

Second, the City's plan should provide adequate parking and parking management to meet the needs of customers, merchants, employees, visitors, and residents. It should be regulated to encourage turnover of customer spaces and to discourage abuse by long-term parkers. In order to ensure well designed, maintained, and managed parking in the Commercial Historic District, the City should develop a parking management strategy. The parking management strategy should take into account not only the numbers and locations of parking spaces, but also methods of enforcement – the incentives and disincentives that can be used to encourage parking in certain areas.

Finally, the City should provide assistance to the Port Townsend Main Street Program in strengthening the Commercial Historic District's existing economic base and gradually expanding it. The City, in conjunction with the Port Townsend Main Street Program, should work to enhance diverse resident- and visitor-based commercial activities and community events in the Downtown.

Implementation:

1. In cooperation with the Port Townsend Main Street Program and merchants, develop a comprehensive public improvements program for the Commercial Historic District that is tailored to the specific needs of the area while reinforcing private projects. The program should:

    a. Help to develop public/private partnerships to improve the pedestrian environment;

    b. Promote the use of pedestrian visible signage in the Commercial Historic District;

and

c. Ensure that Commercial Historic District public improvements are adequately maintained in order to create a pleasant environment.

2. In cooperation with the Port Townsend Main Street Program and merchants, develop a Commercial Historic District parking management strategy. In developing the program the City should:

a. Examine incentive-based programs, coupled with education, to reverse resistance to using more remote parking areas; and

b. Consider a variety of parking control alternatives, including parking meters, chalking tires, cash boxes, and parking permits.

3. In conjunction with the Port Townsend Main Street Program, the City should work to strengthen the Commercial Historic District's existing economic base and gradually expand it. Activities that should be pursued through the Port Townsend Main Street Program include:

a. Studying local market conditions, identifying areas of opportunity, and designating strategies to build on those opportunities;

b. Helping existing businesses find better ways to meet their customer's needs and expand to meet market opportunities;

c. Recruit new businesses to complement the district's retail and service mix and boost overall market effectiveness;

d. Find new or better uses for under-used or vacant downtown buildings; and

e. Seminars and short courses offered to merchants regarding customer service/host training, understanding the market, diversifying the mix, and window and retail display.

4. Coordinate with the Port Townsend Main Street Program to maintain an organizational structure that is efficient and effective in promoting the Commercial Historic District. Activities that should be pursued through the Port Townsend Main Street Program include:

a. Promoting events that enliven the Commercial Historic District; and

b. Maintaining an ongoing planning and action program involving the business community of the Commercial Historic District.

Telecommunications

Telecommunications in Port Townsend include both wired and wireless telephone services, cable

and satellite television, and high-speed broadband technologies. The City's strategy pays special attention to upgrading telecommunications infrastructure to promote home-based personal and professional service businesses. With two main internet providers and NoaNet/PUD fiber system, the challenge becomes distribution and connectivity rather than capacity. The City, in cooperation with the Economic Development Council (EDC), should play an important role in researching and identifying aspects of the City's infrastructure that must be upgraded in order to make our community "tele-friendly" for the many "footloose" businesses moving to our area. It is anticipated that implementation of this strategy will also result in establishment of "tele-work" stations complete with copiers and computers in Port Townsend's mixed use centers. One day, we might think of such stations the same way we think of bus stops today!

Implementation:

1. Request that the EDC research and prepare periodic reports identifying those aspects of the City's telecommunications infrastructure that require improvement in order to facilitate economic development.

2. Contact telecommunications utility providers in an effort to "fast track" distribution and connectivity of high-capacity fiber optic cable.

Measuring Our Success

Without concrete targets it is difficult to monitor the success of an economic development strategy once implemented. The overall goal of the strategy is to foster a net increase of family wage jobs. "Family wage" jobs can be described as those that pay a wage or salary that allows an individual or family to purchase a home within Port Townsend, feed and clothe a family, pay for medical care, take a vacation, save for retirement, and send the kids to college (hopefully here in Port Townsend!).

As stated in the Land Use Element, the City proposes to develop a subarea plan for the Howard Street/Discovery Road corridor. This corridor is envisioned as a mixed employment work district comprised of commercial, light industrial, and service uses, with medium and higher density residential along the periphery of the work district. Planned improvements will provide approximately 82.5 acres of fully served, employment land including shovel-ready industrial acreage with the potential to create 1,465 jobs (representing 12.8% of the current countywide labor force). The development of the Howard Street Corridor is part of a strategy to address as-yet-unrecovered job loss from the 2008 recession and match anticipated countywide population growth both currently and over the next 20 years. To meet these employment targets, a healthy business climate needs to be nurtured in Port Townsend. This can be done by building on Port Townsend's economic development potentials and overcoming its constraints. Positive momentum must be started. The community must see the possibilities, believe that the strategy is possible, and believe that the approach will enhance the viability and character of the community.

[1] Source: 2010 US Census

[2] "Long-range Plan" means the Fort Worden Site Use and Development Plan and the Fort Worden Site and Facilities Guidelines for Rehabilitation.

Accessory Dwelling Unit (ADU): A separate dwelling unit that is substantially contained within the structure of a single-family residence or an outbuilding that is accessory to such residence.

Accessory Use: A use of land or a building or portion thereof customarily incidental and subordinate to the principle use of the land or building and located on the same lot with the principal use.

Adaptive Reuse: The use of an older building that is no longer suited for its original purpose, but may be modified and reused for a different purpose (e.g., housing). A common example is the conversion of older public school buildings to rental or condominium apartments.

Affordable Housing: Affordable housing is generally defined as housing where the occupant is paying no more than 30% of gross income for housing costs, including utilities, and meets the needs of moderate or low-income households. While affordable housing is often thought of as subsidized housing, this is not necessarily so. Market housing, meeting low and moderate income targets, with affordability controls in place, may also qualify.

Americans with Disabilities Act (ADA): A 1990 federal law designed to bring disabled Americans into the economic mainstream by providing them equal access to jobs, transportation, public facilities, and services.

Annexation: The act of incorporating an area into the domain of a city.

Applicant: A person submitting an application for development.

Aquifers: Water-bearing strata of rock, gravel, or sand. These may vary in size from ground water resources of small quantity to enormous underground resources. The quantity of an aquifer is normally measured by well yields or by the water table height.

Aquifer Recharge Area: Point of interchange between ground water and the surface. Recharge refers to the addition of water to the zone of saturation (*note*: aquifer recharge areas are also known as ground water recharge areas).

Area Median Income (AMI): The dollar amount where half the population earns more and half earns less.

Arterial, Minor: A street with signals at important intersections and stop signs on the side streets and that collects and distributes traffic to and from collector streets.

Arterial, Major: A street with access control, channelized intersections, restricted parking, and that collects and distributes traffic to and from minor arterials.

Best Management Practice (BMP): State-of-the-art technology as applied to a specific problem. BMPs are often required as part of major land development projects. The BMP represents physical, institutional, or strategic approaches to environmental problems, particularly with respect to nonpoint source pollution control.

Bicycle Lane: A clearly marked lane of travel for bicycles on the side of a street or roadway, separated from the automobile lanes by painted strips, curbs, or buttons.

Bicycle Path: A bicycle facility that is physically separated from the roadway and its associated vehicular traffic. No motorized vehicles are permitted.

Building: Any structure having a roof intended to be used for shelter or enclosure of persons, plants, animals, and property.

Capacity: The ability to contain, absorb, or receive and hold employment, residential development, vehicles, sewage, etc.

Capital Facilities: Public structures, improvements, pieces of equipment, or other major assets, including land, that have a useful life of at least 10 years. Capital facilities are provided by and for public purposes and services. For the purposes of the Capital Facilities Element and the Utilities Element of this Plan, capital facilities are fire and rescue facilities, government offices, law enforcement facilities, sewer and water systems, parks, open space, and recreational facilities, public health facilities, and public schools.

Capital Improvement Program (CIP): A plan for future capital expenditures that identifies each capital project, its anticipated start and completion, and allocates existing funds and known revenue sources over a six-year period.

Capital Improvements: Projects to create, expand, or modify a capital facility. The project may include design permitting, environmental analysis, land acquisition, construction, landscaping, site improvements, initial furnishings, and equipment. The project cost must exceed $15,000 and have a useful life of at least five years.

Cluster Development: A development design technique that concentrates buildings in specific areas on a site to allow the remaining land to be used for recreation, common open space, and preservation of environmentally sensitive areas.

Collector: A street that collects traffic from local streets and connects with minor and major

arterials.

Complete Streets: The concept that roadways should be designed to provide safe access to all users, including bicyclists, pedestrians, motorists, and public transportation users.

Comprehensive Plan: A generalized coordinated policy statement of the governing body of a city that is adopted pursuant to the Washington State Growth Management Act (Chapter 36.70A RCW). A document or series of documents prepared by a professional planning staff and planning commission that sets forth guidelines and policies for the future development of a community. Such a plan should be the result of considerable public input, study, and analysis of existing physical, economic, environmental and social conditions, and a projection of likely future conditions.

Concurrency: A Washington State Growth Management Act (GMA) requirement that mandates that public transportation infrastructure (e.g., arterials and transit routes) needed to maintain adopted level of service standards is available within six years of development. The GMA mandates concurrency for transportation facilities and allows local jurisdictions to establish their own concurrency requirements for other necessary public infrastructure (e.g., water, wastewater, stormwater). Concurrency is also a mechanism for assuring that improvements or strategies to accommodate the impacts of development are in place at the time of development approval or that a financial commitment is in place to complete the improvements or strategies within a specified period of time (e.g., six years). A process of reassessment, concurrency is a key link between land use, transportation, water and sewer, and development approval.

Condominium: A system of separate ownership of individual units, usually in a multiple tenant building. A single parcel of property with all the unit owners having a right in common to use the common elements, with separate ownership confined to the individual units which are serially designated.

Congregate Care/Assisted Living Facility: A building or complex containing seven or more dwelling units or bedrooms designed for, but not limited to, occupancy by senior citizens, which provides for shared use of facilities, such as kitchens, dining areas, and recreation areas. Such complexes may also provide kitchens and dining space in individual dwelling units. Practical nursing and Alzheimer's care may be provided, as well as recreational programs and facilities.

Consistency: The requirement that subdivision regulations, zoning regulations, and capital improvements programs be consistent with the Comprehensive Plan and each of its elements and that individual land use decisions also be consistent with the Plan. The GMA requires that the Plan be both internally consistent and consistent with neighboring jurisdictions.

Cottage Homes: A small detached dwelling unit. A year-round dwelling unit that meets local standards for space, heating, and sanitary facilities.

County-Wide Planning Policy (CWPP): Required by the GMA and adopted by the Jefferson

County Board of Commissioners, the CWPP is a series of policies that embodies a vision of the future of Jefferson County. This policy framework is intended to guide the development of Comprehensive Plans of communities in the County.

Critical Areas: Wetlands, aquifer recharge areas, fish and wildlife habitat areas, frequently flooded areas, geologically hazardous areas, and rare/endangered plant habitat areas that every county and city in the state are required to classify, designate, and regulate to protect under the GMA.

Density: The number of families, persons, or housing units per unit of land usually expressed as "per acre." There are several different ways of measuring density, including:

a. Net Site Density: Units per net residential, commercial, or industrial development site area; and

b. Gross Density: Units per gross site area before dedication, covenants, or designation of a portion of the site as unbuildable or open space.

Detention: The process of collecting and holding back stormwater for delayed release to receiving waters.

Developer: The legal or beneficial owner or owners of a lot or of any land included in a proposed development, including the holder of an option or contract to purchase or other persons having enforceable proprietary interests in such land (see also applicant).

Downzoning: A change in the zoning classification of land to a classification that requires less intensive development, such as a change from multi-family to single-family or from commercial to residential. A change that allows more intensive development is upzoning.

Duplex: A single structure containing two dwelling units, either side by side or above one another (see **Figure 10-1** on page 10-5).

Figure 10-1 Duplex

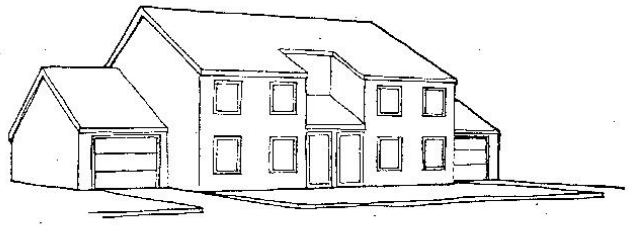
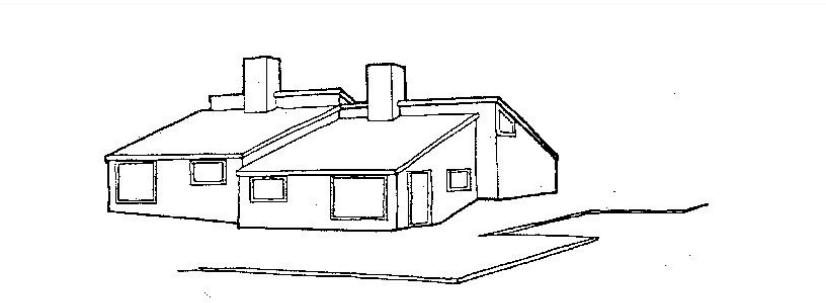


Figure 10-2 Fourplex



Dwelling Unit: Any building or portion thereof that contains separate living facilities for not more than one family. Separate living facilities shall constitute provisions for sleeping, eating, kitchen facilities (including at least an oven range or cooking device and a permanently installed sink), and bathroom facilities. "Dwelling unit" does not include motel, tourist court, boarding house, or tourist home units.

Easement: A right or privilege that a person may have on another's land, such as a right-of-way.

Environmentally Sensitive Areas (ESA): Those areas, designated, mapped, and regulated by environmentally sensitive area regulations. These areas have existing site conditions that require development standards to minimize specific on-site and off-site adverse environmental impacts including stream siltation, hill-slides, and reduction of wildlife habitat. ESAs include wetlands, riparian corridors, steep slopes, slide-prone areas, areas subject to liquefaction, known-slide hazard areas, hazardous waste sites, floodplains, and wildlife habitat areas.

Fair Share Housing: The concept that affordable and special needs housing should be proportionately distributed throughout appropriate areas of the County, rather than concentrated in the City. The two main purposes of fair share housing are to equitably distribute the costs of affordable and special needs housing among local governments and to encourage social integration of various groups.

Family: One or more persons related by blood, marriage, adoption, or a group of not more than six persons not related by blood or marriage, living together as a single housekeeping unit in a dwelling unit. The persons thus constituting a family may also include foster children, guests, and domestic servants. State-licensed adult family homes and consensual living arrangements of disabled persons, in accordance with the federal Fair Housing Act, are exempt from this definition.

Family Wage Jobs: Jobs that pay a wage or salary that allows an individual or family to purchase a home, feed and clothe a family, pay for medical care, take a vacation, save for retirement, and send the kids to college.

Floor Area Ratio (FAR): A measure of development intensity. It is gross building area (i.e., square footage of the total floor area) divided by net on-site land area (i.e., square feet). In planning and

zoning, it is often expressed as a decimal. For instance, .050 indicates that the floor area of a building equals 50% of the total on-site land area. FAR is also indicated as a ratio that expresses the relationship between the amount of gross floor area permitted in a structure and the area of the lot on which the structure is located.

Fort Worden Lifelong Learning Center Public Development Authority (Fort Worden PDA): The Fort Worden PDA established by Ordinance 3018, as amended.

Fourplex: Four attached dwellings in one building in which each unit has two open space exposures and shares one or two walls with adjoining units (see **Figure 10-2** on page 10-5).

Functional Classification: A technique for assigning categories to transportation facilities based on a facility's role in the overall transportation system.

Functional Plans: Planning documents developed by municipalities addressing the location and operation of public facilities and services such as sewer and water. Functional plans implement and must be consistent with the goals and policies of the Comprehensive Plan. Typically, they provide an inventory of existing facilities, an analysis of deficiencies and future demand, and recommendations for capital improvements.

Geographic Information Systems (GIS): A computerized system to map and access geographic information through a database.

Grow Homes: Low cost, adaptable alternative dwelling units, modeled after homes first designed by the Affordable Homes Program at McGill University in Montreal, Canada. Typically, grow homes are very compact (i.e., less than 200 square feet), and contain a kitchen, bathroom, and living room on the ground floor; units also typically contain an unpartitioned second floor, which can later be modified to include two bedrooms and a second bathroom. Grow homes are intended to provide affordable living accommodations without sacrificing quality or occupant living comfort. Alternative grow home housing may be more suited to the changing demographic profile of Port Townsend and more attainable to the average young, first-time buyer.

Growth Management Act (GMA): Washington State House Bill 2929 adopted in 1990, amended by House Bill 1025 in 1991, and codified largely within Chapter 36.70A RCW.

Growth Tiers: The City's infrastructure tiering strategy, which is designed to promote infill and discourage "leap frog" development. A map designating the various tiers in accordance with the Comprehensive Plan is contained in the Engineering Design Standards.

Household: A household includes all the persons who occupy a housing unit. The occupants may be a single family, one person living alone, two or more families living together, or any other group

of related or unrelated persons who share living arrangements.

Housing Type: Different varieties of dwelling units, including single-family detached, single-family attached (i.e., duplexes, triplexes, and fourplexes), townhouses, multi-family apartments or condominiums, accessory dwelling units, and manufactured homes.

Housing Unit: A housing unit is a house, an apartment, a manufactured home, a group of homes, or a single room that is occupied (or if vacant, is intended for occupancy) as separate living quarters.

Impact Fee: Charges levied by a city or county against new development for a pro-rata share of the capital costs of facilities necessitated by the development. The Growth Management Act authorizes imposition of impact fees on new development and sets the conditions under which they may be imposed.

Impervious Surfaces: Surfaces that cannot be easily penetrated. For instance, rain does not readily penetrate asphalt or concrete pavement.

Income: Money earned from employment or investment. There are several ways to measure income, among them:

a. Low Income: Households whose incomes do not exceed 80% of the median income for the area;

b. Median Household Income: Average amount of income per household in a given geographical area; and

c. Moderate Income: Households whose incomes are between 81% and 95% of the median income for the area.

Infill Development: Development consisting of either construction on one or more lots in an area that is mostly developed or new construction between two existing structures.

Land Banking: Acquisition of land for the purpose of reserving it for specified future development types. The land bank concept can include management of existing publicly owned lands, with designated reservations or restrictions for future uses.

Land Trusts: A land trust is an organization created to own and steward land for the purpose of sustaining long-term affordability and other preservation goals (e.g., historical significance, agricultural value). The land trust organization leases development rights to individuals or nonprofit organizations that agree to reasonable limitations on resale of real property, while maintaining basic owner equity and tenure rights.

Land Use Assumptions: The proposed and existing land use intensities and densities (i.e., retail,

various residential densities, office, manufacturing) used in developing land use planning documents. These land uses are often represented in terms of population and employment numbers.

Land Use: A term used to indicate the use of any parcel of land. The way in which land is being used is the land use.

Land Use Map The official land use map for a comprehensive plan that designates the general location and extent of the uses of land for housing, commerce, industry, open space, public facilities, and other land uses as required by the Growth Management Act.

Level of Service (LOS): A qualitative rating of how well some unit of transportation supply or other-public facility or service (e.g., street, intersection, sidewalk, bikeway, transit route, water, and sewer) meets current or projected demand.

Local Improvement District (LID): A quasi-governmental organization formed by landowners to finance and construct a variety of physical infrastructure improvements beneficial to its members.

LOS: See Level of Service.

Manufactured Home: A single-family dwelling built in accordance with the Department of Housing and Urban Development (HUD) Construction and Safety Standards Act, which is a national, preemptive building code. A structure built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities (see Chapter 46.04.302 RCW).

Mixed Use: The presence of more than one category of use in a structure; for example, a mixture of residential units and offices in the same building.

Mobile Home: A factory-built dwelling unit constructed prior to June 15, 1976, to standards other than the HUD code, and acceptable under applicable state codes in effect at the time of construction or introduction of the home into the state. Mobile homes have not been built since introduction of the HUD Manufactured Home Construction and Safety Standards Act.

Mode: Types of transportation available for use, such as a bicycle, an automobile, or a bus.

Multi-Modal: Referring to accessibility by a variety of travel modes, typically pedestrian, bicycle, transit, and automobile modes, but may also include water and air transport modes.

Multi-Family Dwelling: A structure or portion of a structure containing five or more dwelling units, including units that are located one over the other (see **Figure 10-3** on page 10-10).

Narrow Streets: Streets with reduced travel lane width or pavement width.

Natural Resource Lands: Natural resource lands are agricultural, forest, and mineral resource lands that have long-term commercial significance.

Non-motorized Mode: Any mode of transport that utilizes a power source other than a motor. Primary non-motorized modes include walking (i.e., pedestrian), horseback riding (i.e., equestrian), and bicycling.

On-Street Parking: Parking spaces in the right-of-way.

Open Space: Land or water area with its surface open to the sky or predominantly undeveloped, which is set aside to serve the purposes of providing park and recreation opportunities, conserving valuable resources and structuring urban development and form. The term "open space" is often further divided into the following categories:

a. Common Open Space: Space that may be used by all occupants of a residential complex (*note*: parking areas and driveways do not qualify as open space);

b. Landscaped Open Space: An outdoor area including natural or planted vegetation in the form of hardy trees, shrubs, grass, evergreen ground cover, and/or flowers;

c. Private Open Space: Usable outdoor space directly accessible to a unit, with use restricted to the occupants of that unit; and

d. Usable Open Space: Usable open space is an outdoor area that is of appropriate size, shape, and siting to provide for recreational activity. Usable open space may be occupied by sculpture, fountains or pools, benches or other outdoor furnishings, or by recreational facilities such as playground equipment, swimming pools, and game courts.

Operating Costs: An estimate of the funds needed to continue operation of capital facilities on a yearly basis.

Park-and-Ride Lot: A parking lot where transit riders can leave their cars and ride a bus or train to another location.

Pedestrian Orientation: An area where the location and access to buildings, types of uses permitted on the street level, and storefront design are based on the needs of the customers on foot.

Figure 10-3 Multi-Family Dwelling (Garden Apartment)

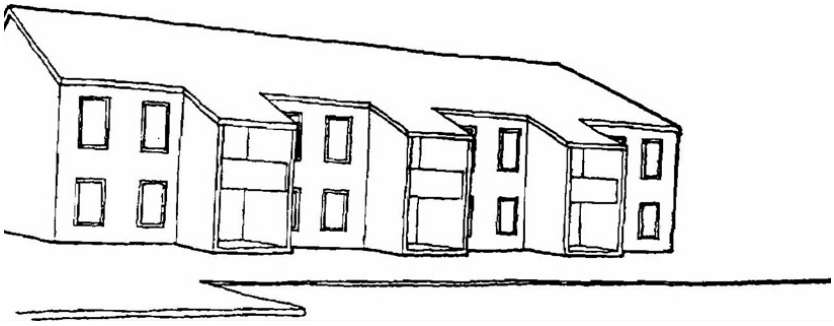


Figure 10-4 Townhouse



Permeability: The rate at which water moves through undisturbed soil. It depends largely on the texture, structure, porosity, and density of the soil. Ratings range from very slow (less than .06 inches per hour) to very rapid (more than 20 inches per hour).

Planned unit development (PUD): A special zoning designation subject to discretionary approval under Chapter 17.32 PTMC. As regulated under Chapter 17.32 PTMC, PUDs are residential developments that are planned and/or developed in several stages consistent with a unified site design and may consist of clusters of multi-unit structures interspersed with areas of common open space. In appropriate circumstances, the PUD allows an applicant to take advantage of flexible zoning standards, modification of requirements of the city's engineering design standards, and bonus densities. Once approved, prescriptive regulations relating to bulk, dimension, and infrastructure may be varied to allow design innovations and special features in exchange for additional and/or superior site amenities or community benefits.

Plat: A map of the design of a land subdivision.

Policy: An agreed course of action adopted and pursued by decision-makers to achieve one or several goals and objectives and that is used as a guide for formulating programs.

Port Townsend Municipal Code (PTMC): All the regulatory and penal ordinances and certain of the administrative ordinances adopted by the City of Port Townsend, Washington, and codified pursuant to the provisions of Chapter 35.21.500 through 35.21.570 of the Revised Code of Washington (RCW).

Prime Agricultural Land: Soils with little or no limitations or hazards for crop production.

Proportionate Share: Adjusted to something else according to a certain rate of comparative relation. The act of adjusting, dividing, or prorating the cost of providing public infrastructure between the general taxpaying public and the builder or developer of a new structure or development.

Public Access: A means of physical approach to and along the shoreline available to the general public. Public access may also include visual approach (see The Port Townsend Shoreline Master Program).

Public Facility: Any use of land, whether publicly or privately owned, for transportation, utilities, or communication, or for the benefit of the general public, including streets, schools, libraries, fire and police stations, municipal and county buildings, powerhouses, recreational centers, parks, and cemeteries.

Recreation, Active: Leisure-time activities, usually of a formal nature and often performed with others, requiring formal equipment and taking place at prescribed places, sites, or fields. (Comment: The term active recreation is more a word of art than one with a precise definition. It obviously includes swimming, tennis and other court games, baseball and other field sports, track, and playground activities. There is a legitimate difference of opinion as to whether park use per se may be considered active recreation, although obviously some parks contain activity areas that would qualify).

Recreation, Passive: Activities that involve relatively inactive or less energetic activities, such as walking, sitting, picnicking, card games, chess, checkers, and similar table games. (Comment: The reason for the differentiation between active and passive recreation is their potential impacts on surrounding land uses. Passive recreation can also mean space for nature walks and observation).

Regional Transportation Plan: The Transportation Plan for the regionally designated transportation system that is produced by the Regional Transportation Planning Organization.

Regional Transportation Planning Organization (RTPO): A voluntary organization established under Chapter 47.80.020 RCW, consisting of local governments within a region and containing one or more counties that have common transportation interests.

Residential Use: Any land use that provides for living space. Examples include artist studio/dwellings, boarding houses, caretaker's quarters, single and multi-family homes, special residences, floating homes, and mobile homes.

Rezone: Reclassification of a currently zoned area for a different use.

Rezoning: Rezoning is a legislative act and can be legal only if enacted by the governing body.

Rezoning can take two forms:

a. A comprehensive revision or modification of the zoning text and map; and

b. A change in the map, such as the zoning designation of a particular parcel or parcels.

Right-of-Way: Land in which the state, county, or city owns the fee simple title or has an easement dedicated or required for a transportation or utility use. The right-of-way is the right to pass over the property of another. It refers to a strip of land legally established for the use of pedestrians, vehicles, or utilities.

Runoff: That portion of precipitation that flows over the land surface and enters the storm drainage system during and immediately following a storm event. The rapidity of runoff and the amount of water removed are affected by slope, texture (that is the structure and porosity of the soil surface), vegetation, and prevailing climate.

Sanitary Sewers or Wastewater Collection & Treatment Systems: Those sewers that carry waterborne wastes from household industrial and commercial users from the point of origin to the treatment plants for treatment and disposal.

SEPA: See State Environmental Policy Act.

Single-Family Unit: Any one-family dwelling having a permanent foundation. The term includes single-family detached and attached structures that can be defined as follows:

a. Single-Family Detached Unit: A building containing one dwelling unit and that is not attached to any other dwelling by any means and is surrounded by yards or open space; and

b. Single-Family Attached Unit: A one-family dwelling attached to up to three other one-family dwellings by a common vertical wall (see also duplex, triplex, and fourplex).

Special Needs Housing: Housing that is provided for low income or indigent persons and where applicable their dependents who, by virtue of disability or other personal factors, face serious impediments to independent living and who require special assistance and services in order to sustain appropriate housing on a permanent, long term, or transitional basis.

Standpipe: A large vertical pipe or cylindrical tank for storing water.

State Environmental Policy Act (SEPA): The state law passed in 1971 requiring state and local agencies to consider environmental impacts in the decision-making process (codified at Chapter 43.21C RCW). A Determination of Environmental Significance (DS) must be made for all nonexempt projects or actions that require a permit, license, or decision from a government agency. If the action does not have significant adverse environmental impacts, a Declaration of Nonsignificance (DNS) is issued. If the action or project could have major impacts, an

Environmental Impact Statement (EIS) is required. SEPA requires consideration of alternatives and mitigation of environmental impacts for major public and private projects and programs.

Streetscape: The visual character of a street as determined by elements such as structures, access, greenery, open space, and view.

Taking: The appropriation by government of private land for which fair and just compensation must be paid. Under the U.S. and State Constitutions, property cannot be condemned through eminent domain for public use or purpose without just and fair compensation.

Through Traffic: Traffic traveling through a specific area to a destination beyond.

Transportation Improvement Program (TIP): A jurisdiction's six-year road improvement program.

Townhouse: A one-family dwelling in a row of at least three such units in which each unit has its own front and rear access to the outside, no unit is located over another unit, and each unit is separated from any other unit by one or more vertical common fire-resistant walls (see also duplex, triplex, fourplex, and single-family attached unit). (See **Figure 10-4** on page 10-10).

Transfer of Development Rights (TDR): A program in which the unused portion of a "sending" property's zoned capacity - one of the separable rights of property - is sold to the developer of a "receiving" site, who is allowed to add the capacity to the zoned limit of that site. TDRs can be used to prevent the demolition of affordable housing units, especially in downtowns, or to protect historically significant property or open space.

Transit: A multiple-occupant vehicle operated on a for-hire, shared-ride basis, including bus, ferry, rail, shuttle bus, or vanpool. Public transportation as used in this document means public bus, trolley, light rail, heavy rail, and commuter rail transport, but not ferries or van pools.

Transportation Demand Management (TDM): Refers to policies and public and private programs that manage the demand placed on transportation supply. TDM measures are frequently directed toward increasing the use of transit and car pools.

Trip: A one-direction movement that begins at the origin and ends at the destination. For example, a trip movement from a residence to a work place is a trip from home to work.

Trip Generation: The second step in forecasting the number of trips generated by the forecasted land use. The number of trips made to and from each type of land use by day. Trip generation provides the linkage between land use and travel. Trips generated at the home end are generally termed "production." Trips generated by business are generally termed "attractions."

Triplex: A building containing three dwelling units, each of which has direct access to the outside or to a common hall.

Urban Growth Areas (UGAs): Areas where urban growth will be encouraged. Counties and cities cooperatively establish the urban growth areas, and cities must be located inside urban growth areas. Once the UGAs are established, cities cannot annex land outside the urban growth area. Growth outside of urban growth areas must be rural in nature.

Vehicle, Off Road (ORV): Vehicles that are designed for use on a variety of unimproved surfaces, including dune buggies and all-terrain vehicles, trail bikes, mopeds, and motor bikes. [*Note*: As recreational vehicles, the ORV can be detrimental to the landscape and trails. Many ORVs are noisy and pose dangers to wildlife].

Watershed: The geographic region within which water drains into a particular river, stream, or body of water. A watershed includes hills, lowlands, and the body of water into which the land drains.

Zero lot line: The location of a structure on a lot in such a manner that one or more sides of the structure rests directly on a lot line.

Zoning Map: The official zoning map provides the locations and boundaries of the zoning districts within the City.

This table lists all ordinances codified in the Port Townsend Comprehensive Plan. Its location in the comprehensive plan is cited by chapter number at the end of the ordinance description.

2539	Adopts comprehensive plan (I, IV)
2571	Amends Table IV-2, land use (IV)
2606	Amends Table IV-2, land use (IV)
2670	Amends Chapters IV, land use, VI, transportation, VII, capital facilities and utilities, and VIII, economic development (IV, VI, VII, VIII)
2716	Amends Chapters IV, land use, and VII, capital facilities and utilities (IV, VII)
2782	Amends Chapters VII, capital facilities and utilities, and X, glossary (VII, X)
2783	Amends Chapters VII, capital facilities and utilities, and VIII, economic development (VII, VIII)
2825	Amends Chapters IV, land use, VII, capital facilities and utilities, VIII, economic development and IX, GMA and CWPP consistency (IV, VII, VIII, IX)
2842	Adopts site specific amendments; amends land use map, Table IV-2, land use, and urban waterfront and shoreline master program (IV)
2879	Amends Chapters II, introduction, IV, land use, V, housing, VI, transportation, VII, capital facilities and utilities, IX, GMA and CWPP consistency, land use map, PTMC Titles 12 and 17 (II, IV, V, VI, VII, IX)
2898	Amends Chapters IV, land use, and V, housing, Chapter 17.08 PTMC and

	PTMC 17.16.020 (IV, V)
2938	Adopts updated Shoreline Master Program; repeals Urban Waterfront Plan (1990) and Comprehensive Public Access Plan (1992) (IV)
2945	Amends Chapters II, introduction, IV, land use, VIII, economic development, and X, glossary, PTMC 12.20.060, 17.08.020, 17.08.040 and 17.08.060, Table 17.20.030, 17.22.010 and 17.22.020, Tables 17.22.020 and 17.30.010, 17.30.106 [17.30.160], 17.54.020, 19.04.260, 19.05.060 [19.05.160] and 20.04.090; repeals Ch. 17.29 PTMC (II, IV, VIII, X)
2967	Amends Chapter IV, land use, PTMC 17.16.010(B)(3) and (4), and Table 17.16.030 (IV)
3075	Adds new section to Ch. 17.24 PTMC; amends land use map, Chapters II, introduction, IV, land use, V, housing, VII, capital facilities and utilities, VIII, economic development, X, glossary, and PTMC 20.01.040 (II, IV, V, VII, VIII, X)
3119	Adds new Goal 8 to Chapter VIII, economic development; amends land use and zoning maps, non-motorized transportation plan, Goal 4 of Chapter IV and Table IV-2, land use (IV, VIII)
3154	Adopts 2016 Periodic Update to the Comprehensive Plan
3229	Amends Ch. 4, land use; adds Appendix 6, Rainier Street/Upper Sims Way subarea plan (IV)
3321	Amends Chs. 2, 4, 6 and 9, comprehensive plan (II, IV, VI, IX)
3322	Amends zoning map and Appendix 6; amends Ch. 4, comprehensive plan (IV)

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Ken Clow, Public Works Director	
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