

PROJECT MEMO



TO:	Lara Thomas	DATE:	April 10, 2024
FROM:	Nicole Stickney Seattle - (206) 267-2425	PROJECT NO.:	2230425.30
		PROJECT NAME:	Duvall 2024 Comprehensive Plan Update
SUBJECT:	April 3 – Steering Committee Meeting #3 Summary		

Summary

AHBL continues to support the City of Duvall's Comprehensive Plan Update process. On Wednesday, April 3, 2024 we facilitated the third meeting of the city's steering committee for the project, which was held via Zoom. Senior planner Emily Weimer and planner Allison Conley attended from AHBL. The meeting included a presentation by Transpo Group, represented principal transportation planner Patrick Lynch professional engineer Jessica Lambert, continuing a discussion from the previous Steering Committee meeting about Multimodal Transportation service and the role that will play in the Transportation Element of the Comprehensive Plan. City Engineer Larissa Grundell was also in attendance, together with Community Development Director Lara Thomas, and Public Works Director Steven Leniszewski. The meeting was recorded. There were 5 committee members in attendance.

Meeting Purpose and Activities

Slides produced for the meeting are attached to this memo. Emily Weimer began the meeting with a short introduction and information about upcoming dates of future steering committee meetings along with a reminder about the Community Survey, which closes on April 15th. We additionally provided a reminder regarding the upcoming Open House event (May 1, 2024).

The central focus of the first portion of the meeting was a presentation by Transpo Group. Patrick Lynch and Jessica Lambert dove into Multimodal Transportation options and plan as well as a discussion of calculating Levels of Service (LOS). This was a continuation of the conversation of the previous Steering Committee meeting, during which multimodal transportation planning was a potential concern for some in the Committee.

Following was a presentation on Capital Facilities Planning, along with an activity to simulate the difficulty faced by the City in selecting projects to fund with limited resources. Then there was a Q&A session and a discussion on the night's topics.

Findings/Observations

- We generally followed the meeting practices that were used during the last meeting (providing scheduled breaks, inviting people to freely chat and discuss items, etc.) This meeting proceeded a bit more quickly. We attribute this to a slightly decreased attendance as well as the review nature of the Transpo Group presentation.
- Questions, comments, and discussion of the Transpo Group's presentation centered on the logistics of collecting data/ using data and building the GIS inventory of the existing sidewalk and trail network.
- There was a discussion about the ownership and operation of certain transportation assets- namely traffic signals (WSDOT) and Metro transit routes. The City does not control either of these, so although the city may put some resources towards interagency cooperation and advocacy for adequate transit service, the involvement is inherently minimal. What the City can engage with though, is improving access to and maintaining safe and clean bus stops.
- Before the Capital Facilities planning presentation, the group was asked to complete an activity wherein they allocate \$100 to up to 5 projects from a list of 7 provided by AHBL. Additionally the group was asked to nominate any additional categories they wanted to include, which resulted in *Economic Development*. The Top 3 categories in total funding were New City Hall, Habitat Restoration and Economic Development.



- As indicated by the slides, the Capital Facilities presentation was an overview of Capital Facilities planning.
- Following the presentation, the group was asked to repeat the exercise with a few limitations including a smaller budget and funding mandates. The results were indeed affected by the restrictions placed on the spending- Habitat Restoration and Economic Development remained in the Top 3.

City's Capital Facility Discussion

- The meeting ended with an overview of the City's recent and upcoming spending on Capital Facilities, covered by Lara Thomas and Steven Leniszewski, some in response to the categories present in the activity.
- Lara Thomas discussed some of the City's on-going habitat restoration projects and mentioned that those types of projects are very labor-intensive and hence expensive, particularly because they need to be continuously tended to for several years.
- Steven and Lara outlined some of the recently completed projects and those in the planning stages and those that will be of concern in the future. This included the Main Street overhaul, Big Rock and Sewer system upgrades. Upcoming projects include the 3rd Ave NE Reconstruction including Coe Clemens Creek culvert replacement as well as a restructuring of City departments resulting in a reorganization and refresh of the City Hall and Visitor's Center. Future concerns include water management, new City buildings and roads.
- Steven outlined the general health and well-being of the Public Works department, indicating that utilities are self-sufficient due to fee collection, and much equipment has been recently upgraded.
- The rest of the conversation centered around the economics of Capital Facilities planning. This included the most fruitful sources of grants, possible public/ private partnerships, how fees are spent or reserved, whether or not development has paid off, and a lack of public grants due to the high-income levels of Duvall.

Input Received

- The City requested an additional Steering Committee Meeting to delve into further Elements of the Comprehensive- possibly looking at Land Use and Housing before planning process is opened to the general public.

NS/ac

c: Wayne Carlson, Emily Weimer, Ali Masterson, Allison Conley – AHBL; Niomi Montes de Oca, Larissa Grundell – City of Duvall; Patrick Lynch, Jessica Lambert – Transpo Group



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Agenda

- Transportation Non-Motorized Level of Service discussion
- Answer questions
- Spend \$100 - Creative Activity
- Brief: Capital Facilities Planning
- Revisit the funding allocation activity

Break Times:
6:45
7:30
Wrap up by 8pm

A circular logo featuring a stylized landscape scene with a bridge, buildings, and mountains, divided into four quadrants by a cross.

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Future Meetings

Final Steering Committee Meeting

April 17th

- Check back / Review Transportation
- Economic Development



Community Survey closes April 15, 2024

Open House

Wednesday May 1, 2024

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REMINDER: Videos are available



What is the Purpose of the Comprehensive Plan?

The Comprehensive Plan is a roadmap for the city's growth, development, and land use policies for 20 years. It addresses key aspects such as housing, transportation, economic development, environmental sustainability, and community amenities. It is a living document that guides decision-making and ensures our city continues to be a wonderful place to live, work, and play in 2044.

Include Me!

Take a Survey

Participate

Watch

Sequence

Below is a sequence that the planning process will follow. Within each block, a series of events will occur:

Public Outreach	Steering Committee Recruitment	Public Workshop #1	Public Workshop #2	Public Notifications		
Substantive Work	Analysis of Existing Policy and Populations Data	Drafting	Revision	Final Drafting		
Public Review Agency Review Public Comment Work Acceptance	Steering Committee Meeting #1	Steering Committee Meeting #2	Early Draft Sent to PSRC	Draft Sent to Commerce	SEPA	Final Drafts Sent to Agencies
City Council & Planning Commission	Monthly Updates to Council and Commission			Hearings	Adoption	

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Our Transportation Consultant

LEVEL OF SERVICE DISCUSSION



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Spend \$100 Activity

DECIDE WITH YOUR DOLLARS!

You have \$100 to allocate on items in a discretionary part of the budget for the community. What will the funding go for?

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Suggested categories (each person picks 5)

- Parks
- Recreation programs
- Habitat restoration
- Trail development
- New City Hall
- Main Street improvements – Art, Signage, Landscape
- Clean energy infrastructure (charging stations)



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CAPITAL FACILITES

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Why Does Capital Facilities Planning Matter?

- Planning ahead is *good management*
- Capital facility plans can help use limited funding wisely and most efficiently to maximize funding opportunities
- Planning ahead to determine ALL needs helps **prioritize** projects, **coordinate** related projects, and be **prepared** for loans/ grants
- Decide what we need - and what we want - to implement the community's vision



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Growth Management Act Requirements

- An **inventory** of existing capital facilities owned by public entities (locations & capacities) and the **forecast** of the future needs for them
- The proposed new or expanded facilities, locations /capacities
- **At least a 6-year financing plan** within projected funding capacities identifying public funding sources
- **A city must reassess the land use element** if probable funding falls short of meeting existing needs and to ensure that the land use element, capital facilities plan element, and financing plan are coordinated / consistent



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Capital Facilities Plan = A Plan for Investments

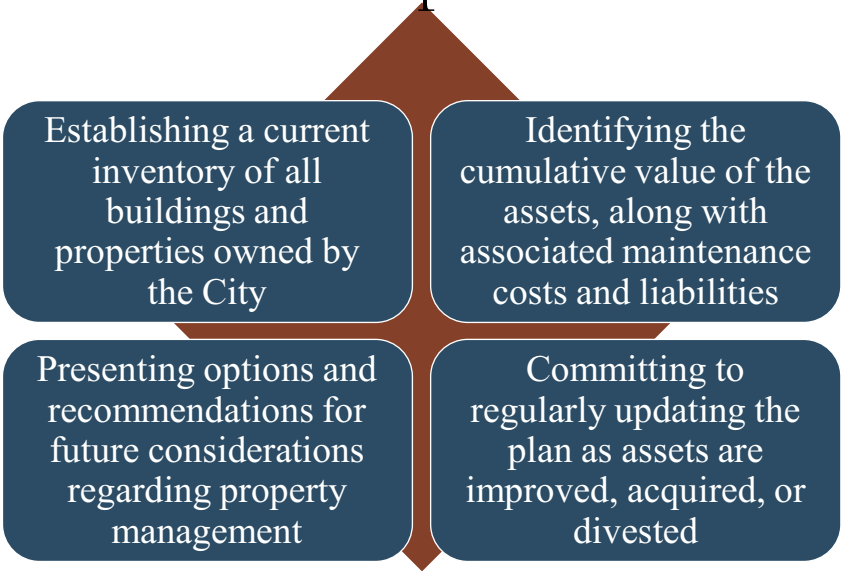
A Community’s adopted Capital Facilities Plan is an investment strategy, defining:

- **Which** public facilities are needed
- **Where** they will be provided
- **When** projects will occur
- **How** they will be financed



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Duvall’s 2024-2029 Capital Facilities Plan



- Establishing a current inventory of all buildings and properties owned by the City
- Identifying the cumulative value of the assets, along with associated maintenance costs and liabilities
- Presenting options and recommendations for future considerations regarding property management
- Committing to regularly updating the plan as assets are improved, acquired, or divested

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What are Some Examples of Capital Facilities?

- Sewer system
- Water system
- Stormwater system
- Streets & Bridges
- Parks / Rec. Facilities

- Sidewalks
- Bridges
- Schools & Libraries
- Municipal Buildings
- Telecom system



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What types of costs must be contemplated?

Environmental Analysis

Energy conservation measures

Equipment

Interest / financing

Design

Permits

Construction

Land Purchase

Engineering



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Capital Facilities

KEY
CONCEPTS

Maintenance

Collaboration

Funding Sources

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Key Concept: Maintenance

• On-going maintenance is the biggest cost-saver for public facilities

• DID YOU KNOW? *Regular maintenance will save 4X the cost of street reconstruction!*





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Key Concept: Collaboration

- Multi-Jurisdictional Coordination
- Private and non-profit partnerships
- Grants
- Dedication of streets, systems, open space, and so forth by developers

...Even Eagle Scout's projects!





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Key Concept: Funding Sources

- Grants and /or low-interest loans
- Bonds
- Levy
- Tax proceeds
- Transportation Benefit District
- Fees (water bill, sewer bill)





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Spend \$90 Activity

DECIDE
WITH
YOUR
DOLLARS!

You have \$90 to allocate on items in a discretionary part of the budget for the community. What will the funding go for?

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Categories (plus others that were suggested)

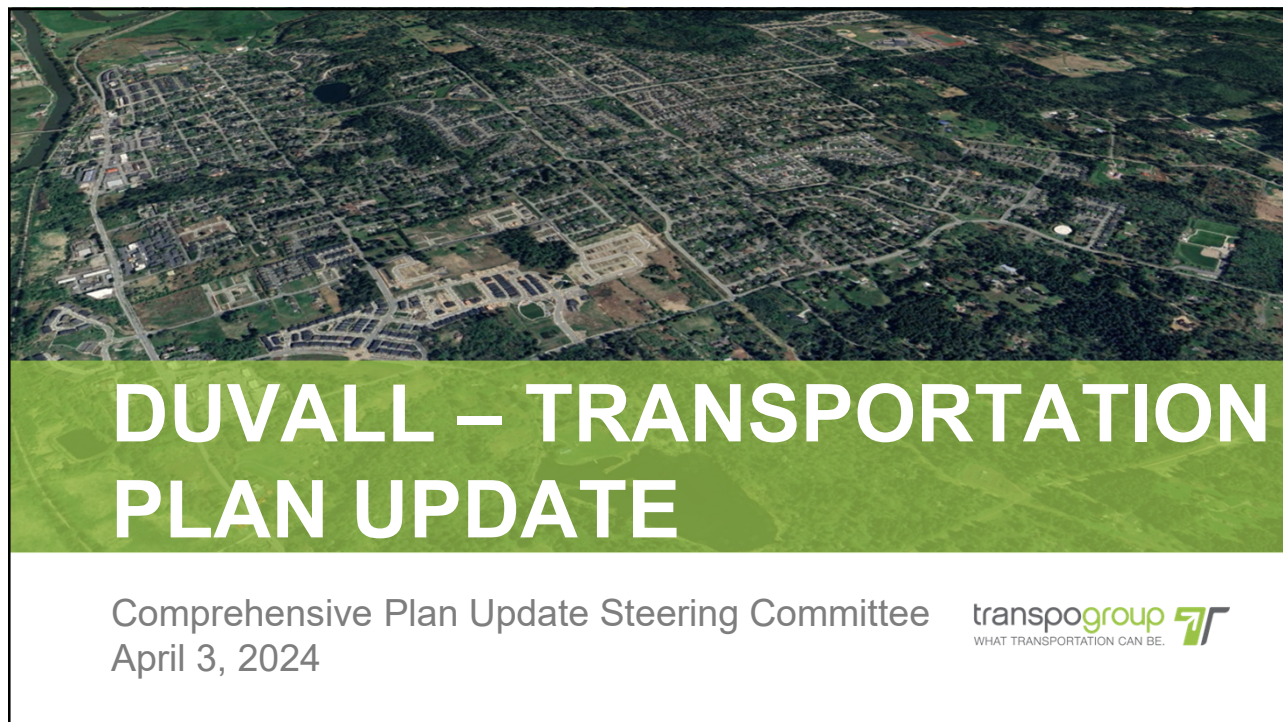
- Parks
- Recreation programs
- Habitat restoration
- Trail development
- New City Hall
- Main Street improvements – Art, Signage, Landscape
- Clean energy infrastructure (charging stations)

An illustration at the bottom of the slide depicts a small town with several buildings, including a prominent red-roofed structure. A bridge spans a body of water in the foreground, and a range of mountains is visible in the background under a clear sky.

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The Twist!

- **COLLABORATION:** If you had planned to spend at least \$20 on parks you can leverage \$10 in state funds from a grant (add \$10 to your budget)
- **MANDATES:** If you spend any money on city hall you must add 25% of the cost for energy conservation measures per state program (*you may reallocate the \$ if you decide to not do the project after all*)
- **MAINTENANCE:** Any money that you previously dedicated towards **trails** or **habitat restoration** you must keep (can't reallocate) AND you must double it for future maintenance purposes
- **NEW PROJECT REQUEST:** A local Tribe and community group have request \$15 be allocated for a cultural program where the city would buy property that has a significant feature; there is a derelict home on the site that needs to be removed and it has asbestos, so the actual cost is \$25. Another community group says the project should be used for a commercial development which will generate property tax revenue and create jobs.



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■ APPROACH

- Introductions
- Brief Refresher - MMLOS
- MMLOS Example
- Next Steps



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MULTIMODAL LOS DISCUSSION

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TRADITIONAL HIGHWAY CAPACITY MANUAL VEHICULAR LOS STANDARDS



Roadway
Volume-to-Capacity
(*vehicle throughput*)

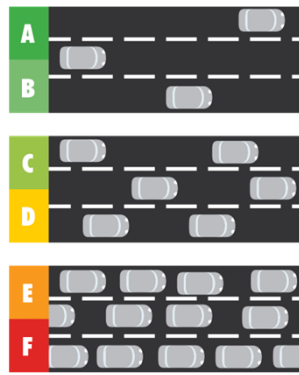


Intersection Delay/
seconds per vehicle
(*driver inconvenience*)

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ADOPTED DUVALL VEHICULAR LOS STANDARDS



Arterial Street
Throughput



Intersection
Seconds of
Delay per
Vehicle

LOS C

- All intersections on City principal, minor, collector, and lower classified roadways

LOS D

- Intersections along SR 203 (Main Street)

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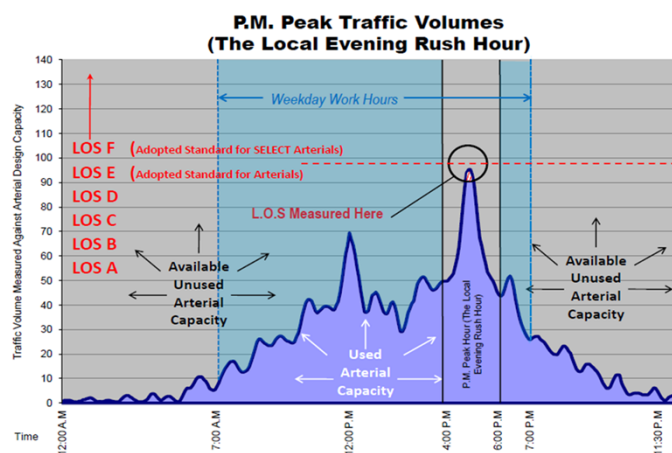
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TRADITIONAL HIGHWAY CAPACITY MANUAL VEHICULAR LOS STANDARDS

Issues with vehicular LOS

- Counts Cars, Not People
- Vehicle Thru-put/Intersection Delay = Measures of Driver Inconvenience
- Demand exceeds supply during narrow PM Peak Hour; Does not equal "Failure"
- Major funding decisions using public tax dollars that will last for decades
- Auto-centric LOS standards require auto-centric "capacity" (widening) mitigation
- Contributes to urban sprawl and even more traffic congestion



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YOU GET WHAT YOU MEASURE



Inadequate Metrics Result in Inadequate Outcomes

Key Concepts

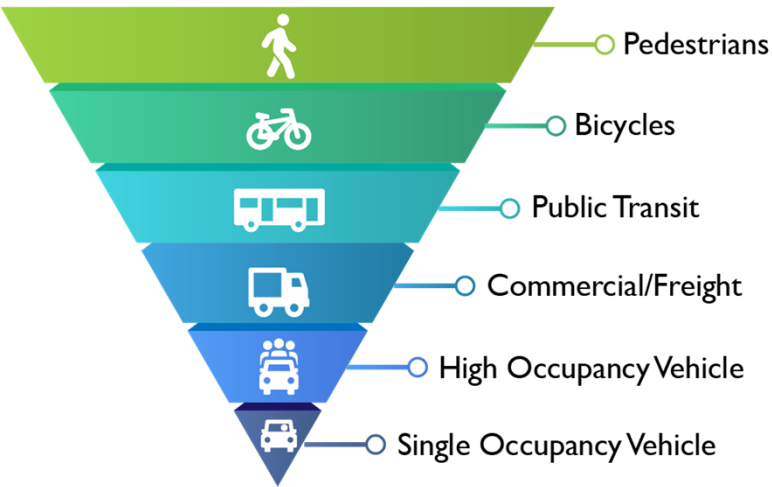
- WA Comprehensive Plan and Concurrency Requirements
- Traditional Vehicular LOS Standards & Perspectives
- Outcomes Resulting from Inadequate Tools & Metrics

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COMPLETE STREETS: WHO ARE WE PLANNING FOR?




BALANCE

ALL mobility needs for **ALL** modes must be carefully considered, **BALANCED**, and implemented for the **MULTIMODAL** transportation system to provide space and safety for **EVERYONE**.

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MAPLE VALLEY MMLOS EXAMPLE PROGRAM

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MAPLE VALLEY - MMLOS STANDARDS

Active Transportation Networks

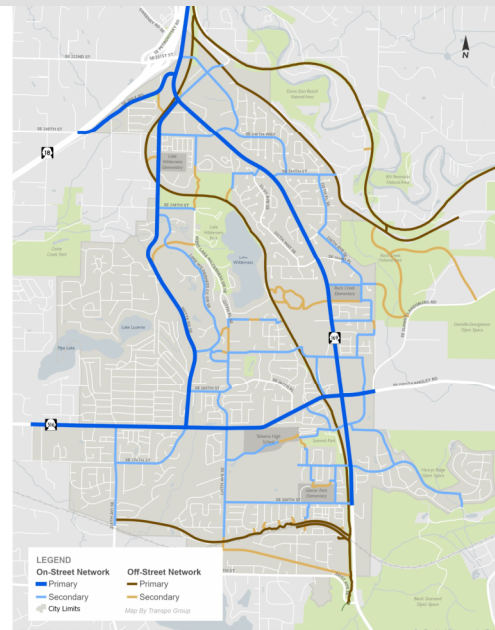
- Sidewalks, Bikeways, Off-Road Trails
- Primary Network
- Secondary Network
- Degree of completeness and/or whether it meets City street standard

Vehicles

- HCM Delay at Intersections

Transit

- Transit Agency: Bus Route Availability, Frequency
- City: ADA Accessibility, Crossings, Amenities



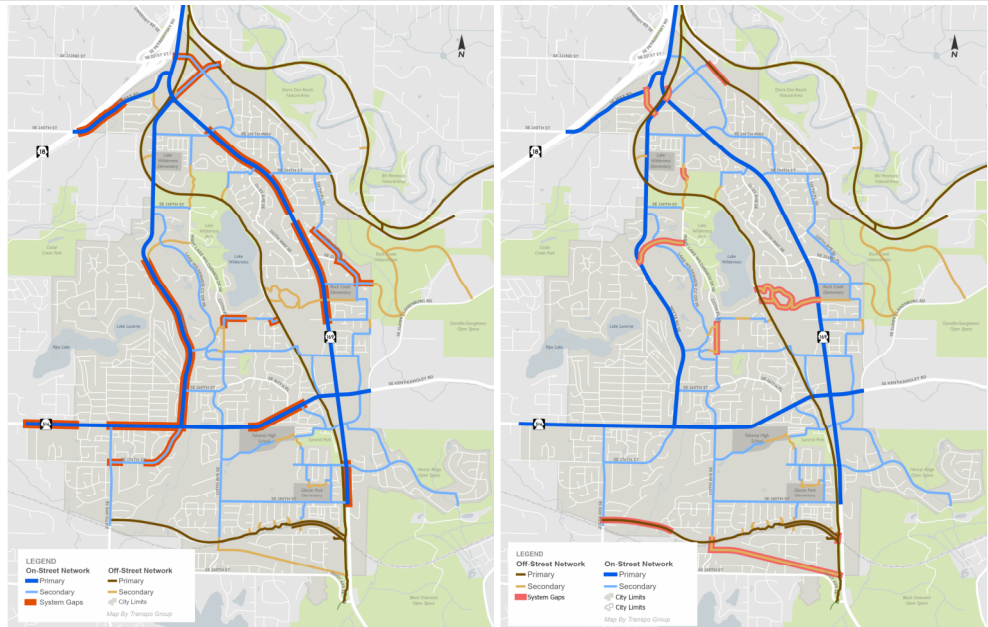
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MAPLE VALLEY MMLOS STANDARDS

ACTIVE TRANSPORTATION: SIDEWALKS, BIKEWAYS, OFF-ROAD TRAILS

1. Develop basic network for each mode (Example → ped/bike/trail)

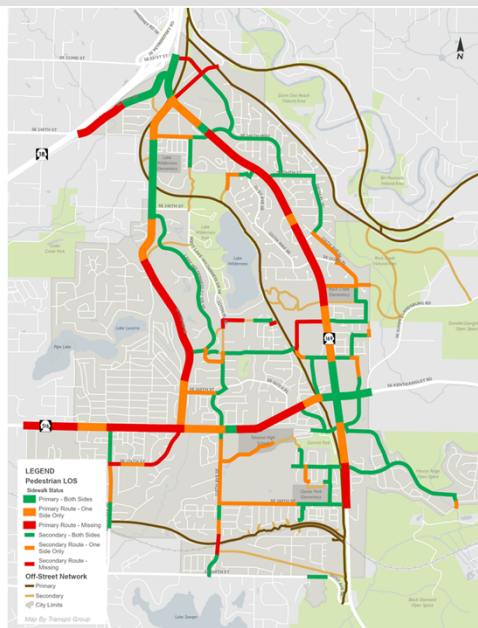


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MAPLE VALLEY MMLOS STANDARDS

ACTIVE TRANSPORTATION: SIDEWALKS, BIKEWAYS, OFF-ROAD TRAILS

2. Identify gaps in network not up to LOS standard for each mode
3. Identify improvements needed to bring network up to LOS standard for each mode



LOS	Primary Route	Secondary Route
Meets City standards, facilities on both sides	Meets City standards, facilities on one or both sides	
Facilities exist, but only on one side	N/A	
No facilities exist, does not meet standards	No facilities exist, does not meet standards	

Additional Work:

- Sidewalk, bikeway, or trail segments needing improvement can be scored or weighted for project prioritization
- Multimodal TIF project list
- Concurrency mitigation
- Programming in 6-Year TIP
- Inclusion in grant applications

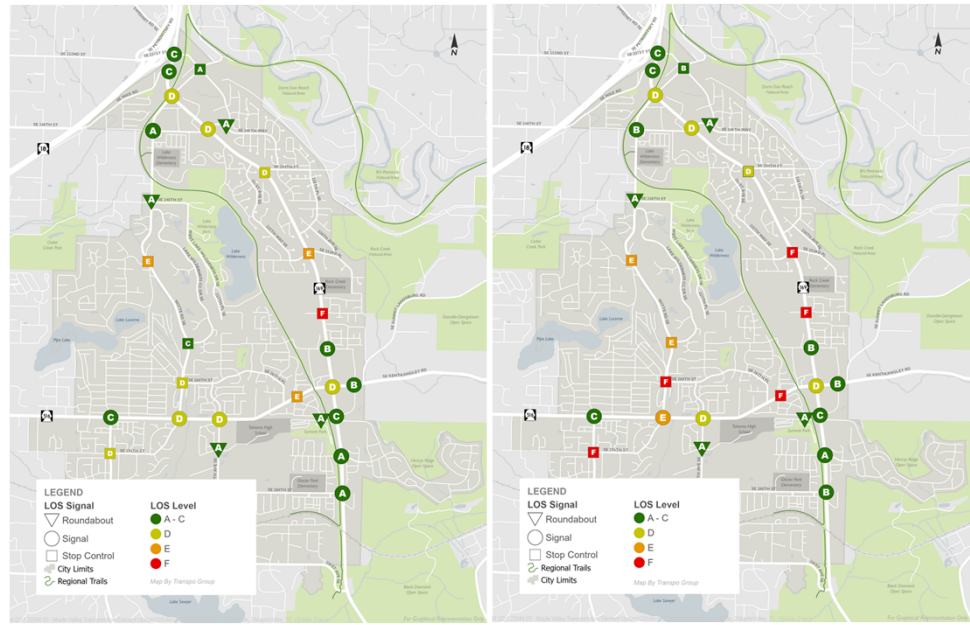
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MAPLE VALLEY MMLOS STANDARDS

VEHICULAR TRANSPORTATION: AUTOS & FREIGHT TRUCKS (AND BUSES)

4. Identify existing LOS for vehicle delay at intersections
5. Identify future LOS for vehicle delay at intersections without improvements



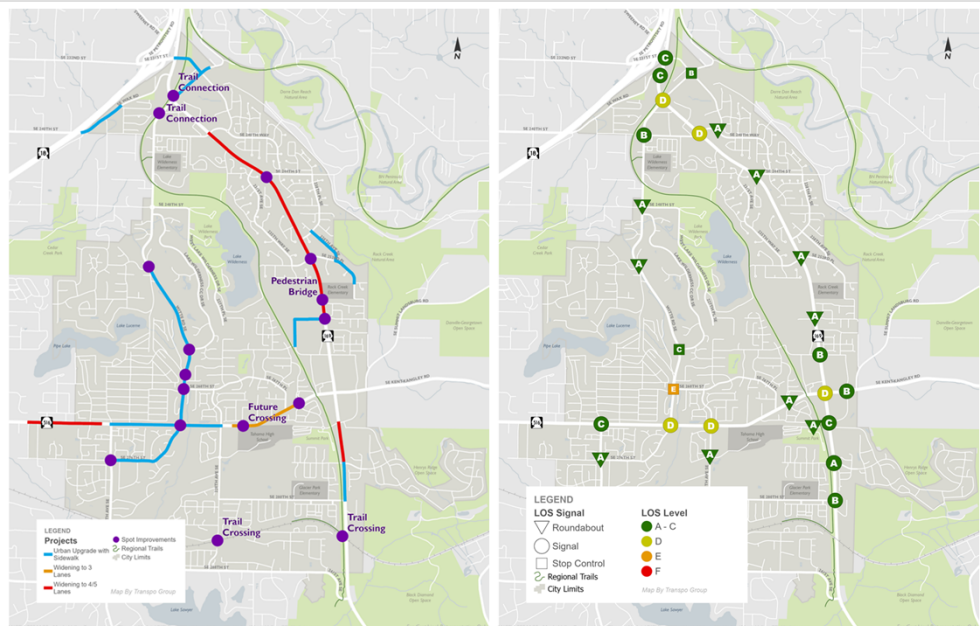
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MAPLE VALLEY MMLOS STANDARDS

CITY INVESTMENTS NEEDED TO MAINTAIN LOS IN THE FUTURE TRAILS

6. Identify projects needed to maintain future MMLOS for active transportation network and vehicle delay at intersections

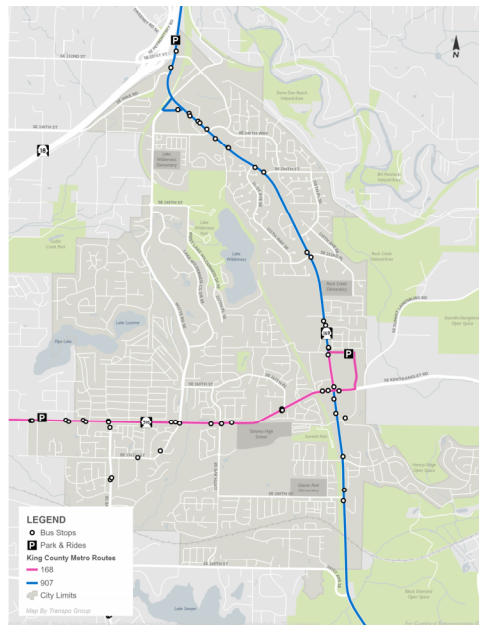


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MAPLE VALLEY MULTIMODAL LOS STANDARDS LOCAL AND REGIONAL TRANSIT SYSTEM – METRO CONNECTS 2050 PLAN

7. Identify future LOS for bus route availability, accessibility, and amenities



LOS	Standard	Amenities	Access
Green	For Frequent Services	High quality stop amenities	Sidewalks and marked crosswalks serving all stops
Orange	For Express and Local Services	Stop amenities, where feasible	Sidewalks and marked crosswalks serving stops, where feasible
Red	N/A	No amenities	No designated pedestrian facilities serving stops

Existing and Future Metro Transit Service

- **Metro:** Route Availability, Frequency, Stops
- **City:** Accessibility, ADA sidewalks, crossings
- **City: Amenities** – Stops with Weather Shelters, benches, schedule information

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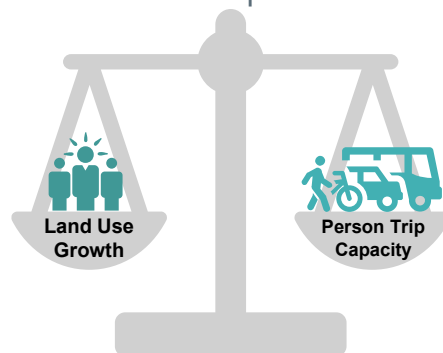
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MAPLE VALLEY MULTIMODAL LOS STANDARDS MMLOS INTEGRATION WITH CONCURRENCY

Next steps in using MMLOS as part of Concurrency

- **Active Transportation** = % completeness of network
- **Transit** = % completion of transit access and stop amenities based on frequency and span of bus schedules
- **Vehicles** = pm peak intersection operations – HCM LOS



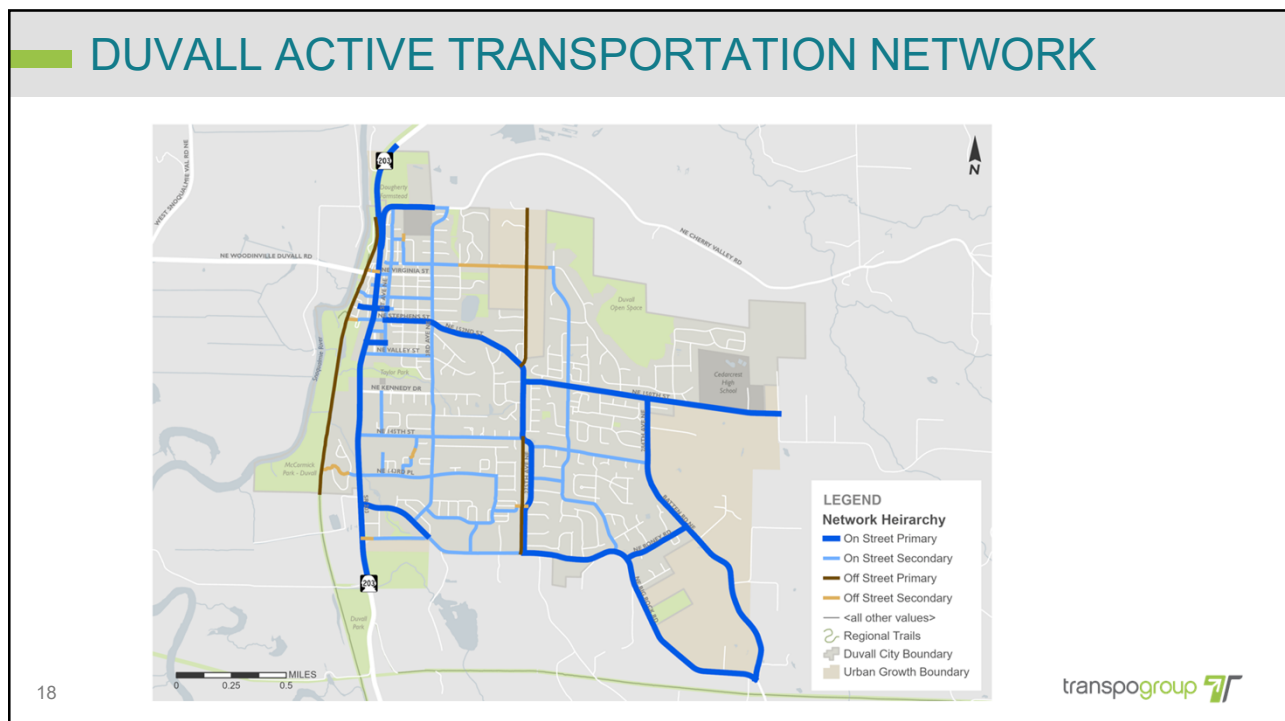
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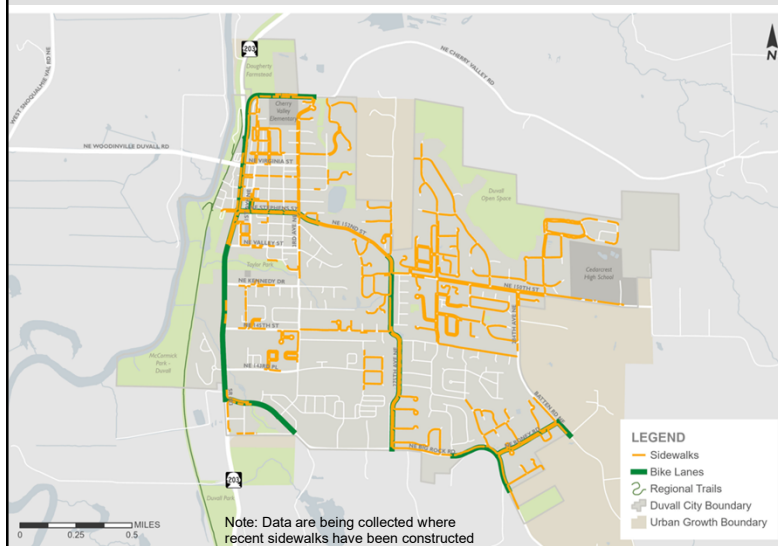
CURRENT DUVALL MMLOS PROGRESS

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DUVALL EXISTING PED/BIKE NETWORK



Citywide Pedestrian Network

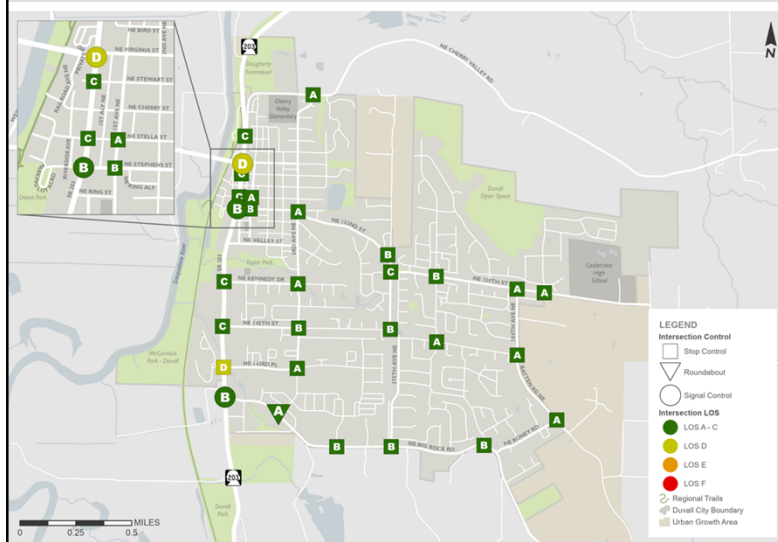
- Walking trips are usually shorter and have local neighborhood destinations
- Identify:
 - Local walking destinations in Duvall
 - Primary & secondary corridors that connect
 - Network gaps and improvement needs
- Integrate with transit, bicycle, and trail networks and ADA Transition Plan
- Incentivize walking in Duvall

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EXISTING DUVALL VEHICULAR LOS & STANDARDS

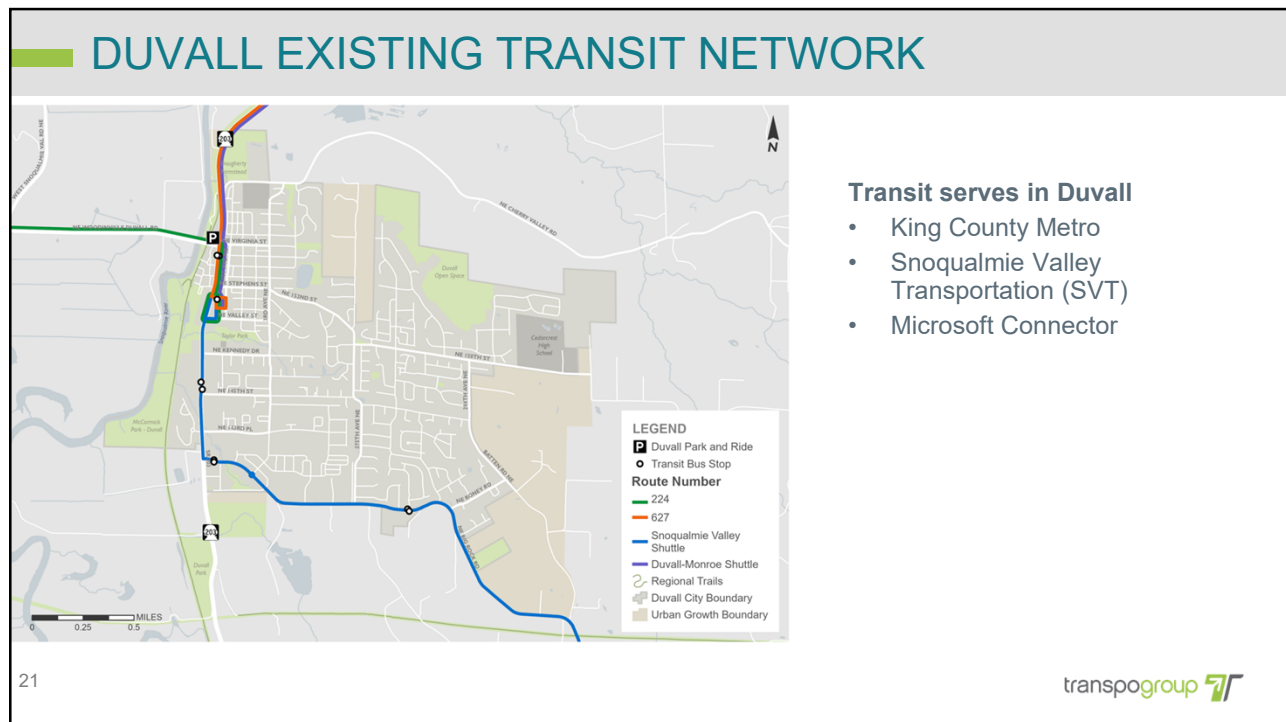


- Under existing conditions (Fall 2023) all intersections meet or exceed the currently adopted LOS C or D standard

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