



**CITY OF WASHOUGAL
CITY COUNCIL WORKSHOP AGENDA
Monday, June 10, 2024
5:00 PM**

MEETING INFORMATION

Please click the link below to join the webinar:
<https://us02web.zoom.us/j/88562159730>

I. CALL TO ORDER

II. ROLL CALL

III. PUBLIC COMMENTS

IV. NEW BUSINESS

- A. Community Development: 2024-2025 Comp Plan Update Public Participation Plan**
- B. Community Development: 2023 Annual Report**
- C. Public Works: Six Year Transportation Improvement Program**
- D. Ordinance: Supplemental Budget #2**

V. REPORTS AND COMMUNICATIONS

- A. CITY MANAGER**
- B. MAYOR**
- C. CITY COUNCIL**

VI. ADJOURNMENT

UPCOMING MEETINGS: Monday, June 24, 2024 - Workshop at 5:00 pm and Council at 7:00 pm

BUSINESS OF THE CITY COUNCIL
City of Washougal, Washington

FOR AGENDA OF:

6/10/2024

SUBJECT:

MEETING INFORMATION

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/88562159730>

DEPT. OF ORIGIN:

Administration

REVIEWED AT:

TO BE RETURNED TO COUNCIL:

No

EXPENDITURE REQUIRED:

BUDGETED:

APPROPRIATION REQUIRED:

SUMMARY STATEMENT

RECOMMENDED ACTION

Workshop Coversheet
BUSINESS OF THE CITY COUNCIL
City of Washougal, Washington

FOR AGENDA OF:

6/10/2024

SUBJECT:

2025-2045 Comprehensive Plan Update Public Participation Plan

DEPT. OF ORIGIN:

Community Development

REVIEWED AT:

June 1, 2024 City Council Planning Session

June 10, 2024 City Council Workshop

TO BE RETURNED TO COUNCIL:

Yes

ATTACHMENTS:

- ▢ **Comp Plan Workshop Draft 6.10.24..pdf**
- ▢ **GMA Public Participation Plan (DRAFT)**
- ▢ **Climate Element Public Participation Plan (DRAFT)**
- ▢ **Middle Housing Public Engagement Plan (DRAFT)**

EXPENDITURE REQUIRED:

\$0

BUDGETED:

\$0

APPROPRIATION REQUIRED:

\$0

SUMMARY STATEMENT

RECOMMENDED ACTION

2024-2025 Comprehensive Plan Update: Public Participation Plans

June 10, 2024



City of Washougal

Public Participation Goals and Objectives

- Communicate to the community with timely, engaging, easy to understand, and accurate information.
- Educate the public as to the Growth Management Act, planning process and data relevant to the Washougal Comprehensive plan update.
- Involve the community in the identification, refinement and prioritization of policy updates needed to guide growth and development in Washougal over the next 20 years.
- Ensure community members have an opportunity to provide input on decisions related to the Comprehensive Plan update and understand how their feedback is incorporated into plans and development of regulations.
- Reach a broad and diverse range of the community members and ensure communications strategies are designed to engage historically underrepresented community members.



Community Members & Interested Groups

- Elected and Appointed Officials
- Businesses and Employers
- Community Based Organizations & Service Organizations
- Environmental Advocacy Groups
- Schools and Youth
- Developers / Property Owners
- Transportation Agencies and Organizations
- Regulatory Agencies
- Faith-Based Organizations
- Utilities & Contracted Services

Full list on pg 5-7 in GMA PPP – who are we missing?



Communications Methods

- Project Branding
- Print Materials
 - Mailers
 - Factsheets
 - Postcards
- Digital Materials
 - Project website
 - Videos
 - Graphics
- Media
- Comment Forms
- Email Communication
- Language Translation
- Public Noticing Requirements



Engagement Strategies

- Open House
- Charettes or Workshops
- Public Meetings
- Information Booth
- Online Survey
- Canvassing
- Advisory Committee
 - Technical Advisory Committee for Middle Housing
- Community Ambassador Group
- Outreach through Community-Based Organizations
- Community Interviews



Questions? Any changes?

We'll see you on the 24th



2025-2045 Comprehensive Plan Update:

Public Participation Plan: GMA

City of Washougal 2025 Comprehensive Plan Update

Introduction

The City of Washougal, incorporated in 1909, is a rapidly growing community located in southeast Clark County, Washington approximately 5 miles east of Vancouver, Washington. Over the next 20 years, the City of Washougal expects to grow to a population just over 27,000 persons. In order to plan for future growth and comply with Washington State's Growth Management Act (GMA), the City of Washougal is updating their comprehensive plan and capital facilities plans over the next 18 months. The City of Washougal will adopt new regulations that will plan for future growth and ensure there are adequate resources available for the community.

The Washington State Growth Management Act (GMA) was adopted to address ways to accommodate growth, and requires cities and counties to develop comprehensive plans and development regulations for their communities. Within the GMA there are requirements for cities and counties to ensure that their plans are adequate to accommodate future growth, protect critical environmental areas, and conserve natural resource lands, such as farms and forests. The GMA requires communities to review and, if necessary, revise their plans and regulations every ten years to ensure they remain up-to-date and in compliance with changing GMA policies.

The Washougal Comprehensive Plan was last updated in 2016, with a planning horizon through 2035. This last update was limited to a minor statistical update with no changes to the urban growth boundary. The current plan update will have a planning horizon of 2045 and will include updates to capital facilities plans. These capital facilities plans encompass stormwater, water and sewer facilities, transportation facilities, parks and recreation facilities, and city owned buildings. The plan will also assess and analyze land-use and development regulations, with a specific focus on middle housing development. The plan will also integrate recent state mandates in the GMA including housing, critical areas, and the recently released guidance on climate change.

To ensure the comprehensive plan update reflects the needs of the community, a community engagement effort will launch early in the process with ongoing updates to the community as new City policies and possible regulatory changes are considered.

Purpose

Washington State legislation requires cities and counties to execute a public participation program as part of the comprehensive planning update process. This Public Participation Plan (PPP) will outline the process for ensuring community participation is central to the comprehensive plan update for the City of Washougal.

The City of Washougal's comprehensive planning process will begin July 2024 and will conclude by the end of 2025 with the adoption of an updated comprehensive plan and associated capital facilities plans and development regulations. The PPP will outline the key milestones of the comprehensive planning process and identify the points for which the public can provide input and feedback as new plans and regulations are developed, reviewed and adopted.

The City of Washougal has received Washington State grant funds for the purpose of developing plans specific to middling housing and climate. Public participation plans (PPP) will be developed specifically to identify the goals, objectives and process for informing and engaging the public around the development of plans and regulations specific to Middle Housing and Climate and satisfy House Bills 1181 and 1110. The Middle Housing PPP and the Climate PPP will supplement this overall GMA PPP and will reference areas of the GMA PPP as the methods and strategies overlap and integrate within the overall GMA public participation process.

The GMA PPP, Middle Housing PPP and Climate PPP will be reviewed and adopted by the City Council in June of 2024. Periodic updates to the plan will occur quarterly as more detailed information is developed.

Public Participation Goals and Objectives

The primary goal for the GMA public participation process is to provide information to the public and to seek the community's input for the 2025 - 2045 Comprehensive Plan Update. The public participation process for the 2025 – 2045 Comprehensive Plan Update aims to meet the following objectives:

- Communicate to the community with timely, engaging, easy to understand, and accurate information.
- Educate the public as to the Growth Management Act, planning process and data relevant to the Washougal Comprehensive plan update.
- Involve the community in the identification, refinement and prioritization of policy updates needed to guide growth and development in Washougal over the next 20 years.
- Ensure community members have an opportunity to provide input on decisions related to the Comprehensive Plan update and understand how their feedback is incorporated into plans and development of regulations.
- Reach a broad and diverse range of the community members and ensure communications strategies are designed to engage historically underrepresented community members.

Key Messages

- The City of Washougal is launching a community-wide effort to update the Washougal Comprehensive Plan.
- A comprehensive plan is a roadmap that guides future development and growth within a city or community. It outlines long-term goals, policies and strategies to address various aspects of community life including land use, transportation, housing, economic development and environmental protection.
- Washington state law requires that cities plan for growth and update their comprehensive plan every 10 years. New regulations require that cities include plans specific to housing and climate elements in their Comprehensive Plan update.
- The City of Washougal will also be updating their Capital Facilities Plans which includes physical infrastructure like roads, utilities, parks and public buildings.
- The City of Washougal wants to hear from the community – there will be many opportunities throughout the planning process for community members to provide input to the comprehensive planning process.

City of Washougal Community Demographics

The following demographic information is derived primarily from the U.S. Census American Community Survey 5-Year Data 2018-2022 Data Profile as well as the 2020 Decennial Census.

Race and Ethnicity¹

82.4% of Washougal residents identify as White. The remainder of residents identify as Black or African American (1.2%), American Indian or Alaska Native (0.9%), Asian (2.3%), Native Hawaiian or Pacific Islander (0.3%), Some Other Race (2.9%). 10% of Washougal residents identify with two or more races. 7.6% of Washougal residents identify as Hispanic or Latino².

Languages Spoken at Home³

93.2% of Washougal residents speak only English at home. Other languages spoken at home include Spanish (4.1%), Other Indo-European languages (1.5%), and Asian and Pacific Island

¹ U.S. Census Bureau. "RACE." *Decennial Census, DEC Demographic and Housing Characteristics, Table P8*, 2020, <https://data.census.gov/table/DECENNIALDHC2020.P8?g=160XX00US5376405>. Accessed on May 28, 2024.

² U.S. Census Bureau. "ACS Demographic and Housing Estimates." *American Community Survey, ACS 5-Year Estimates Data Profiles, Table DP05*, 2022, <https://data.census.gov/table/ACSDP5Y2022.DP05?g=160XX00US5376405>. Accessed on May 28, 2024.

³ U.S. Census Bureau. "Language Spoken at Home." *American Community Survey, ACS 5-Year Estimates Subject Tables, Table S1601*, 2022, <https://data.census.gov/table/ACSST5Y2022.S1601?g=160XX00US5376405>. Accessed on May 28, 2024.

languages (1.2%).

Income⁴

The median household income in Washougal is \$97,295 which is higher than the state median household income (\$91,306).

Age⁵

Age	Washougal
Under 19	25.4%
20-34	19.3%
35-54	28%
55-64	11.4%
65-74	10.2%
75+	5.7%

People with Disabilities⁶

11.7% of Washougal residents live with a disability. The highest percentages of those with disabilities have a cognitive (6.8%), independent living (5.6%) or ambulatory (4.8%) disability.

Housing⁷

76.4% of Washougal residents live in single family detached homes. 14.9% of Washougal

⁴ U.S. Census Bureau. "Income in the Past 12 Months (in 2022 Inflation-Adjusted Dollars)." *American Community Survey, ACS 5-Year Estimates Subject Tables, Table S1901, 2022*, <https://data.census.gov/table/ACSST5Y2022.S1901?g=160XX00US5376405>. Accessed on May 28, 2024.

⁵ U.S. Census Bureau. "Age and Sex." *American Community Survey, ACS 5-Year Estimates Subject Tables, Table S0101, 2022*, <https://data.census.gov/table/ACSST5Y2022.S0101?g=160XX00US5376405>. Accessed on May 30, 2024.

⁶ U.S. Census Bureau. "Disability Characteristics." *American Community Survey, ACS 5-Year Estimates Subject Tables, Table S1810, 2022*, <https://data.census.gov/table/ACSST5Y2022.S1810?g=160XX00US5376405>. Accessed on May 30, 2024.

⁷ U.S. Census Bureau. "Selected Housing Characteristics." *American Community Survey, ACS 5-Year Estimates Data Profiles, Table DP04, 2022*, <https://data.census.gov/table/ACSDP5Y2022.DP04?g=160XX00US5376405>. Accessed on May 30, 2024.

residents live in middle housing (1-4 attached units), 4.9% occupy multi-family homes (5 or more attached units) and about 3.8% live in a mobile home.

75% of Washougal residents are homeowners and 25% are renters. Median gross rent in Washougal is \$1,397

Community Members and Interested Groups

Engaging with our community members and interested groups will aid in ensuring the Washougal community understands the GMA process, and when and how to provide meaningful input. We will launch a Community Ambassador program that activates key members of the Washougal community as community liaisons. These ambassadors will understand why we are updating the comprehensive plan, what is required to be updated, when community members can provide feedback and how their feedback will integrate into the update process.

Interest Area/Organization Type	Organization Name
Elected and Appointed Officials	• City Council • Planning Commission • Parks and Recreation Board • Art Commission
Businesses and Employers	• Camas-Washougal Rotary • Columbia River Economic Development Council (CREDC) • Camas Washougal Chamber of Commerce • Workforce Southwest Washington
Community Based Organizations & Service Organizations	• Akin (formerly Children's Home Society) • Camas-Washougal Community Chest • Inter-Faith Treasure House • Goodwill • ReFuel Washougal • Unite! Washougal Community Coalition • Impact Camas-Washougal • Washougal Arts and Culture Alliance • Meals on Wheels • Washougal Lions Club • Soroptimist International of Camas-Washougal • Council for the Homeless
Environmental Advocacy	• Sierra Club (Local group - Loowit) • East County Citizens Alliance • Columbia Land Trust • Lower Columbia Estuary Partnership • Friends of the Columbia Gorge

Interest Area/Organization Type	Organization Name
	• Columbia Gorge Refuge Stewards • Audubon Society (Local chapter)
Schools & Youth	• Washougal School District ◦ Washougal High School ◦ Cape Horn-Skye Elementary ◦ Columbia River Gorge Elementary ◦ Gause Elementary ◦ Hathaway Elementary ◦ Canyon Creek Middle School ◦ Jemtegaard Middle School • Washougal School District Family Community Resource Center • Washougal School District Community Education Preschool • The Panther Foundation • East County Little League • Boys & Girls Club of Southwest Washington
Developers/Property Owners	• Port of Camas-Washougal • Vancouver Housing Authority • Evergreen Habitat for Humanity • Homeowners Associations • Building Industry Association of Clark County • Clark County Association of Realtors • Property Owners
Transportation	• C-TRAN • SW WA Regional Transportation Commission • Burlington Northern Santa Fe Railroad • Bike Clark County • WSDOT
Regulatory Agencies	• Washington State Department of Health • Washington State Department of Commerce • Washington State Department of Ecology • Washington State Department of Fish & Wildlife • Washington Department of Natural Resources • Clark County • Southwest Clean Air Agency
Faith-Based Organizations	• Bethel Community Church • First Christian Church • Gateway Community Church • LDS Church • New Horizon Church • Riverside Seventh Day Adventist Church • Salmon Falls Chapel

Interest Area/Organization Type	Organization Name
	• St Anne's Episcopal Church • St Matthew Lutheran Church • The Salvation Army • Washougal Church of Christ • Warehouse Christian Church • Washougal United Methodist Church
Utilities and Contracted Services	• Clark Public Utilities District • NW Natural • Waste Connections

Communications Methods

The Washougal community responded to a community-wide survey in May 2024. Utilizing the insight collected from this survey regarding community member's preferred communication methods, the engagement strategy will employ multiple communication methods to reach broad members of our community.

Project Branding

Development of a comprehensive plan update brand for the city aims to create an inviting and authentic identity that captures the community's attention and encourages active engagement. The goal is to design a brand that reflects both the city's current character and its future vision. This project brand will signal to Washougal residents an opportunity to envision the future of Washougal while fostering engagement and emphasizing a commitment to staying rooted in the community. The package will include a project logo, name, and typography as an easy way to identify the project's communication while ensuring it is accessible and flexible. This project brand will be complementary to the current Washougal branding and is only intended to be utilized for the 2025 – 2045 Comprehensive Plan Update.

Print Materials

Printed materials such as mailers, factsheets, flyers and postcards will be used to share project information, timelines, and announcements about engagement activities and public events related to the comprehensive planning process. The materials will utilize the project brand, and will be written in plain language to be easy to digest and understand. Initial materials will include a 2025 - 2045 Comprehensive Plan Update flyer that describes the process, timeline and ways to connect with project staff, and provide comments or questions. Topic specific materials may be created to further explore middle housing, climate, or other technical aspects.

Printed materials will be distributed through in-person engagement activities or postal mail channels. They can also be linked as digital copies on the project website or social media sites.

Digital Materials

Digital materials encompass information shared via digital channels, such as the project website, social media posts, online open houses and informational videos. Digital materials will be used in addition to print materials to ensure we are reaching the broadest possible range of

the community. A project webpage will be created to host information specific to the 2025 Comprehensive Plan Update, and will be linked within the City's existing website, <https://www.cityofwashougal.us/>. The existing City social media channels include Facebook, X, Instagram, and YouTube.

Digital materials will be linked in email distributions, on the City's social media accounts, or through the website and can be made accessible through screen readers and translated via online translation services. Digital content may also include paid advertising boosts that are targeted to specific online communities or groups.

A key component of the digital outreach includes video creation to explain the purpose of a Comprehensive Plan, why it matters to the Washougal community and how to get involved. There will be a longer-form video (no more than 4 minutes) produced as well as short-form videos to be utilized throughout the planning process on social media channels and the project website.

Media

The City will utilize media releases and outreach to announce the project milestones and to advertise key opportunities for public participation. Communication channels may include The Columbian, Camas-Washougal Post Record, City newsletters, City utility bills, and other local publications.

Comment Forms

The public will be able to submit comments and questions specific to the 2025 – 2045 Comprehensive Plan Update via an online comment form on the 2025 – 2045 Comprehensive Plan Update webpage. Comments will also be accepted via written formats such as emails, or hand-written letters. Printed comment forms will be available at engagement events.

Comments and summaries of engagement events will be tracked in a communication database and summarized as part of the community engagement summary and distributed to decision makers at key milestones in the process.

Email Communication

Email distribution lists maintained by the city in addition to a contact list developed as part the engagement program for the 2025 – 2045 Comprehensive Plan update will be used to distribute periodic emails with project updates, or to announce upcoming engagement opportunities.

Language translation

Printed materials will be available in translated languages upon request. Translators and ASL interpreters will be available upon request at in person meetings or events. Information for how to request translated materials or an interpreter will be included on printed mailers and flyers.

Public noticing requirements

Public noticing requirements for all engagement activities associated with the Comprehensive Plan Update will conform to existing public noticing requirements for the City of Washougal.

Engagement Strategies

The following table describes the public engagement strategies that will be implemented throughout Washougal's Comprehensive Plan update process. The table includes identification of the intended audience, and the level of involvement the activities will achieve, using the International Association's Public Participation (IAP2) engagement spectrum.

The IAP2 Spectrum is an internationally recognized model developed to help clarify the role of the public in planning and decision making, and how much influence the community has over planning or decision-making processes. The model identifies five levels of community engagement, ordered as follows by increasing impact on decision-making: (1) inform; (2) consult; (3) involve; (4) collaborate; and (5) empower. The GMA PPP will rely primarily on informing and consulting with the public.

Strategy	IAP2 Level	Description
Open House	Inform/Consult	- Comprehensive Planning kick-off with the community - Visioning for the next 20 years - What is a Comp plan update? - How can you be involved - Open House - Share analysis, draft policies and plan developments
Charrettes or Workshops	Consult/Involve	- Youth focused design charrette coordinated with local schools and youth organizations. Topics could include: - Climate Change and Resiliency - Envisioning the future of Washougal - Parks and Recreation planning
Public Meetings	Consult	- Public hearings - Adoption of 2025 Comprehensive Plan Update and policies
Information booth	Inform/Consult	- Community Events (to be determined) - Fall Pumpkin Harvest Festival - Spring Extravaganza - National Night Out - Pop Up table at Safeway
Online Survey	Consult	- Visioning survey - Housing focused survey
Canvassing	Inform	Target specific neighborhoods and businesses to inform about engagement opportunities/ surveys

Strategy	IAP2 Level	Description
Advisory Committee	Consult	- Comprehensive Plan Update Advisory Group - Mix of City/Agency staff, community members, elected officials, and industry specific experts - Meet up to five times during process
Community Ambassador Group	Inform / Consult	- Community leaders - Meet up to four times during process - Host community events including house parties / information sessions
Outreach through Community-based organizations	Consult	Utilize existing relationships and partnerships within the community to share project information and gather feedback from specific groups and communities. - Provide a project update at organization member events - Staff a table or booth and organization community events - Partner with an organization to share out engagement opportunities to their membership or contacts.
Community Interviews	Consult/Involve	- Issue-specific focus groups or interviews with industry and technical experts, topics or issues could include: - Climate - Housing - Youth

Engagement Schedule

The following phased engagement schedule will be refined as the technical schedule is finalized. It will be critical to link the engagement efforts and specific questions posed to the community and ensure they align and integrate into the overall planning effort. The following chart reflects a phased engagement approach.

Phase 1: <i>Foundational Analysis</i> (Timeframe)	Phase 2: <i>Draft Policies / Plans</i> (Timeframe)	Phase 3: <i>Review and Final Adoption</i> (Timeframe)
Objectives		
- Build early project awareness - Gather ideas, priorities, and concerns	- Share analysis findings - Seek input on proposed goals, policies, regulations	- Review draft plans and policies - Continue building planning understanding

Phase 1: <i>Foundational Analysis</i> <i>(Timeframe)</i>	Phase 2: <i>Draft Policies / Plans</i> <i>(Timeframe)</i>	Phase 3: <i>Review and Final Adoption</i> <i>(Timeframe)</i>
Gain baseline context	and plan strategies Regularly inform community about updates on development of plan/policies and timeline for decisions	and buy-in
Outcomes		
- Community informed baseline data set - Board public awareness and understanding of project goals and timeline - Community established goals and vision for 2025 Comprehensive Plan update - Initial policy ideas	- Community informed analyses - Community supported goals/policies - Regular communication regarding engagement opportunities, meeting schedules, and project timelines	Adopt 2025 Comprehensive Plan Update and associated public facilities plans, climate, and Middle Housing plan
Strategies		
- Open house and workshops - Outreach to CBOs - Survey - Booths/tabling at community events - Community interviews/focus groups - Community Ambassadors - Advisory Committee meetings - Charrettes	- Advisory Committee - Community Ambassadors - Public meetings - Open House or workshops - Mailer - Interviews/focus groups - Outreach to CBOs	- Public meetings - Advisory Committee
<i>Targeted communications methods such as the website, social media, emails, and mailers will be utilized throughout the process to ensure the community is informed about engagement opportunities and project milestones.</i>		

Public Participation Plan: Climate Element

City of Washougal 2025 - 2045 Comprehensive Plan Update

Note: The Public Participation Plan for the Climate Element is a supplemental public participation plan to the GMA Comprehensive Plan Update Public Participation Plan.

Introduction

In 2023, the WA State legislature passed and signed into law **HB 1181**, which adds a required climate goal to the Growth Management Act (GMA) and requires local comprehensive plans to have a climate element with resilience and greenhouse gas emissions mitigation sub-elements:

- The **resilience sub-element** must include goals and policies to improve climate preparedness, response and recovery efforts. This is mandatory for all counties and cities fully planning under the GMA and encouraged for others.
- The **greenhouse gas (GHG) emissions sub-element** must include goals and policies to reduce emissions and vehicle miles traveled. This sub-element is mandatory for the state's 11 largest counties and the cities within those counties.
- Climate elements must maximize economic, environmental, and social **co-benefits** and prioritize **environmental justice** in order to avoid worsening environmental health disparities.

The WA Department of Commerce issued intermediate guidance for development of the Climate element. This guidance includes recommendations regarding public participation, including the following:

- County and city staff should establish a **work plan** at the outset of the project that outlines the entire periodic update process — including any new elements, such as climate. The work plan should also include a public participation plan that should be adjusted throughout the project.
- Your planning process should include a strategy to **engage a diversity of community members** in equitable and meaningful ways. [County and city staff] should work with community partner organizations to the fullest extent possible to anticipate barriers to public engagement and to make engagement more accessible.
- It is also important to **coordinate climate engagement efforts** with any broader engagement strategy that is required as part of your comprehensive plan update process.

Purpose of the Public Participation Plan

This **Climate Public Participation Plan (Climate PPP)** presents the public participation goals, objectives and strategies for development of the City of Washougal's Climate Element, as part of the broader 2025 Comprehensive Plan Update process. This plan also meets requirements for the City of Washougal's Department of Commerce Climate Planning Grant.

Goal and Objectives

The primary goal of the Public Participation Climate Element sub-plan is to gather feedback to inform the Climate Element, including foundational analysis, and new policies and plans as part of the 2025 – 2045 Comprehensive Plan Update. The Climate PPP aims to meet the following objectives:

- Gather community and partner perspectives to inform the development of the Climate Element of the 2025 – 2045 Comprehensive Plan Update.
- Enhance community awareness and understanding of climate issues and the Climate Element of the 2025 – 2045 Comprehensive Plan Update

Community Members and Interested Groups

The GMA Public Participation Plan (GMA PPP) outlines a comprehensive list of Washougal community members and interest groups. The following organization types referenced in the GMA PPP are relevant to the Climate PPP:

- Elected and Appointed Officials
- Regulatory Agencies & Municipalities
- Neighborhoods & Housing Communities
- Community-Based Organizations
- Service Organizations
- Developers/Property Owners
- Transportation
- Youth
- Environmental Advocacy
- Utilities & Contracted Services

Communication Methods

The table below describes climate-specific content that will be created for the public.

Method	Description
Print Materials	● Climate-focused factsheet ● Flyers to market climate-focused public events ● Boards/interactive activity for tabling/booths that is specific to climate
Digital Materials	● Climate-focused website content (factsheet info, FAQs)
Comment Form & Email Correspondence	● See GMA PPP
Language Translations	● TBD

Method	Description
Public Noticing Requirements	• See GMA PPP
Messaging	• List of key climate-related messages / FAQ
Media	• See GMA PPP

Engagement Strategies

Engagement around the Climate Element will take place in coordination with the GMA Public Participation Plan. The table below outlines the engagement strategies from the GMA Public Participation Plan that will include Climate-focused content and used to gather feedback to inform the Climate element of the Comprehensive Plan update.

Strategy	Description
Open House, Workshops and Charettes	• Climate-focused workshop to inform vulnerability assessment • Climate-focused section of broader GMA open house/workshop • Design your future Washougal - with climate resiliency in mind (youth focused)
Public Meetings	• Presentations to City Council and Planning Commission, as needed throughout GMA update
Information booth	• Climate-focused boards / interactive activity
Online Survey	• Climate-related questions as part of broader GMA survey
Canvassing	• Canvas neighborhoods with equity priority communities to share engagement opportunities or survey information
Community Interviews	• Climate focused questions included on community interviews • Climate-related group/audience representation
Advisory Committee and Community Ambassador Group	• Climate-related group/audience representation
Outreach through Community-based organizations	• Climate-related group/audience partnership

Engagement Schedule

Climate-focused engagement will take place throughout the Comprehensive planning process and will align with the engagement schedule outlined in the GMA Public Participation Plan. The engagement schedule will include specific climate-focused strategies including:

Phase 1: <i>Foundational Analysis</i>	Phase 2: <i>Draft Policies</i>	Phase 3: <i>Draft & Final Element</i>
Strategies		
● Climate-focused workshop ● Booths/tabling ● Online Survey ● Planning Commission – intro meeting ● CBO outreach / engagement	● Design workshop ● Booths/tabling ● Online Survey ● Planning Commission – analysis review & policy priorities ● Council - analysis review & policy priorities ● CBO outreach / engagement	● Broader GMA open house/workshop ● Planning Commission – review draft ● Council meeting – review draft

Public Engagement Plan: Middle Housing

City of Washougal 2025-2045 Comprehensive Plan Update

Note: The Public Engagement Plan for Middle Housing is a supplemental engagement plan to the GMA Comprehensive Plan Update Public Participation Plan.

Introduction

Under the Growth Management Act (GMA), the Housing Element (RCW 36.70A.070(2) and WAC 365-196-410) outlines comprehensive planning requirements for local jurisdictions. This element mandates that cities and counties plan for a range of housing types and densities to accommodate projected growth and to ensure the availability of affordable housing.

In 2021, the state legislature passed and signed into law **HB 1220**, which amended the GMA and mandated that local governments "plan for and accommodate" housing affordable to all income levels. The bill emphasizes the need for inclusive planning that ensures housing availability for a diverse range of income groups, and that addresses policies and regulations that result in racially disparate impacts, displacement, and exclusion in housing.

To implement HB 1220, the Department of Commerce provided detailed projections of housing needs, including units for moderate, low, very low, and extremely low-income households, and emergency housing, emergency shelters, and permanent supportive housing.

In the 2023-24 legislative session, **HB 1110**, also known as the "middle housing" bill, was adopted to further the development of middle housing across Washington State. This legislation requires certain Washington cities to adopt regulations that allow for the development of middle housing types in residential areas. Middle housing is a term for buildings that are compatible in scale, form and character with detached single-family homes. Examples include: duplexes, triplexes, fourplexes, fiveplexes, sixplexes, courtyard apartments, cottage housing, and townhomes. These buildings are typically "house-scale" – as they are similar in bulk and form as single-family detached houses.

HB 1110 directs the Department of Commerce to offer technical assistance, including the development of model ordinances, to aid local jurisdictions in the implementation process. These model ordinances encompass the requirements of HB 1110 and include common development standards designed to support middle housing development. Local jurisdictions, such as Washougal, have the flexibility to adopt optional standards that are not explicitly specified in HB 1110 to suit local preferences and conditions.

Purpose

The **Middle Housing Public Engagement Plan (PEP)** presents the public engagement goals, objectives and strategies for development of middle housing development regulations as part of the City of Washougal's broader comprehensive plan update process. This plan also meets requirements for the City of Washougal's Department of Commerce Middle Housing grant.

Goals and Objectives

The primary goal of the Middle Housing sub-plan is to gather feedback and build public support for middle housing development regulations. The middle housing public engagement plan aims to meet the following objectives:

- Educate the public on middle housing, ensuring that Washougal community members understand the benefits of middle housing development, including how it can address housing needs and promote sustainable growth.
- Gather community and partner perspectives to inform the development of middle housing regulations in the City of Washougal.

Community Members and Interested Groups

The GMA Public Participation Plan (GMA PPP) outlines a comprehensive list of Washougal community members and interest groups. The following Organization types referenced in the GMA PPP are relevant to the development of Middle Housing regulations:

- Elected and Appointed Officials
- Neighborhoods & Housing Communities
- Community-Based Organizations
- Developers/Property Owners
- Transportation
- Environmental Advocacy
- Utilities & Contracted Services
- Schools

Communication Methods

To ensure the public understands housing and middle housing topics and have ample opportunities and methods for providing feedback, we anticipate the following communication methods:

Method	Description
Print Materials	• Introduction to Middle Housing factsheet • Flyers to market housing-focused public events • Boards/interactive activity for tabling/booths specific to Middle Housing

Method	Description
Digital Materials	• Middle Housing focused webpage content (factsheet info, FAQs) • Story Maps • 2-3 minute informational video explaining housing and land-use planning under GMA • Graphics and infographics demonstrating: ◦ What is middle housing? ◦ Why are we planning for middle housing? ◦ How much growth are we planning for?
Comment Form & Email Correspondence	• See GMA PPP
Language Translations	• TBD
Public Noticing Requirements	• See GMA PPP
Messaging	• List of key housing-related messages / FAQ
Media	• See GMA PPP

Engagement Strategies

The following engagement strategies will be undertaken to reach identified audiences and solicit feedback on housing policies and plan development.

Strategy	Description
Open House, Workshops and Charettes	• Middle Housing focused section of broader GMA open house/workshop
Public Meetings	• Presentations to City Council and Planning Commission, as needed throughout GMA update
Information booth	• Middle housing focused boards / interactive activity
Online Survey	• Housing related questions in online survey or housing specific survey
Community Interviews	• Middle housing focused questions included in community interviews • Housing group/audience representation

Strategy	Description
Technical Advisory Committee	• Technical Advisory Committee on Middle Housing • Housing group/audience representation
Outreach through Community-based organizations	• Community briefings and presentations to housing related organizations or groups. • Gather feedback from housing related groups/organizations through direct outreach such as interviews, focus groups and surveys or their members
Community Ambassador Group	• Community leaders • Meet up to four times during process • Host community events including house parties / information sessions

Engagement Schedule

Middle Housing focused engagement will take place throughout the Comprehensive planning process and will align with the engagement schedule outlined in the GMA Public Participation Plan.

Phase 1: <i>Analysis & Community Visioning</i>	Phase 2: <i>Draft Policies & Housing Regulations</i>	Phase 3: <i>Review & Finalize Middle Housing policies and regulations</i>
Strategies		
• Middle Housing factsheets • Middle Housing webpage • Survey - focused on housing needs • Focus Groups/Interviews • TAC meetings • Middle Housing display/ info section at Comprehensive Plan Kick-off open house • Middle Housing materials shared at booths/tabling events in the community	To be determined	To be determined

Workshop Coversheet
BUSINESS OF THE CITY COUNCIL
City of Washougal, Washington

FOR AGENDA OF:

6/10/2024

SUBJECT:

Community Development: 2023 Annual Report

DEPT. OF ORIGIN:

Community Development

REVIEWED AT:

TO BE RETURNED TO COUNCIL:

No

ATTACHMENTS:

▯ **CD 2023 Annual Report.pdf**

EXPENDITURE REQUIRED:

BUDGETED:

APPROPRIATION REQUIRED:

SUMMARY STATEMENT

RECOMMENDED ACTION

Community Development 2023 Annual Report

6/10/2024 – City Council Workshop Presentation | Presented by Mitch Kneipp, Community Development Director



City of Washougal

CD 2023 Annual Report

What we'll cover:

- **Code Compliance**
- **Planning**
- **Building**
- **2024 Goals**
- **Strategic Plan Goals (CD Related)**
- **Looking Ahead**

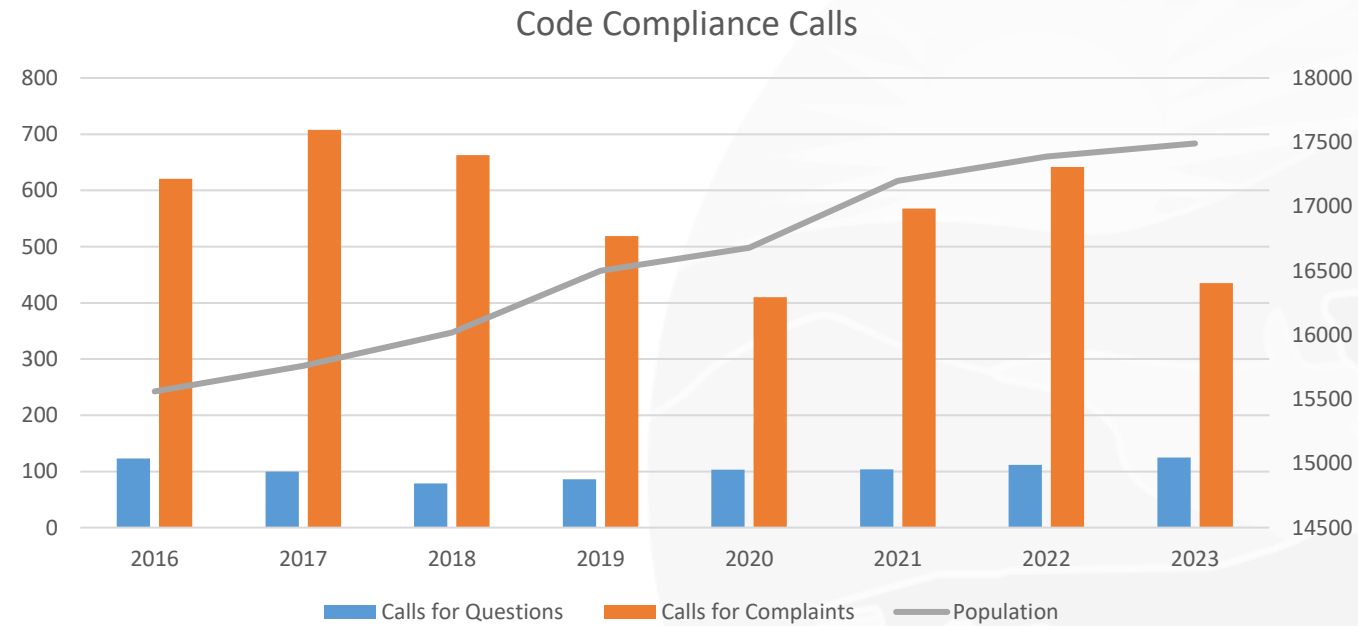


CD 2023 Annual Report

Code Compliance



CD 2023 Annual Report



	2016	2017	2018	2019	2020	2021	2022	2023
Calls for Questions	123	100	79	86	103	104	112	125
Calls for Complaints	621	708	663	519	410	568	642	435
Population	15560	15760	16020	16500	16680	17200	17390	17490
Total Calls	744	808	742	605	513	672	754	560

Code Compliance



CD 2023 Annual Report



Code Compliance



City of Washougal

CD 2023 Annual Report



Code Compliance



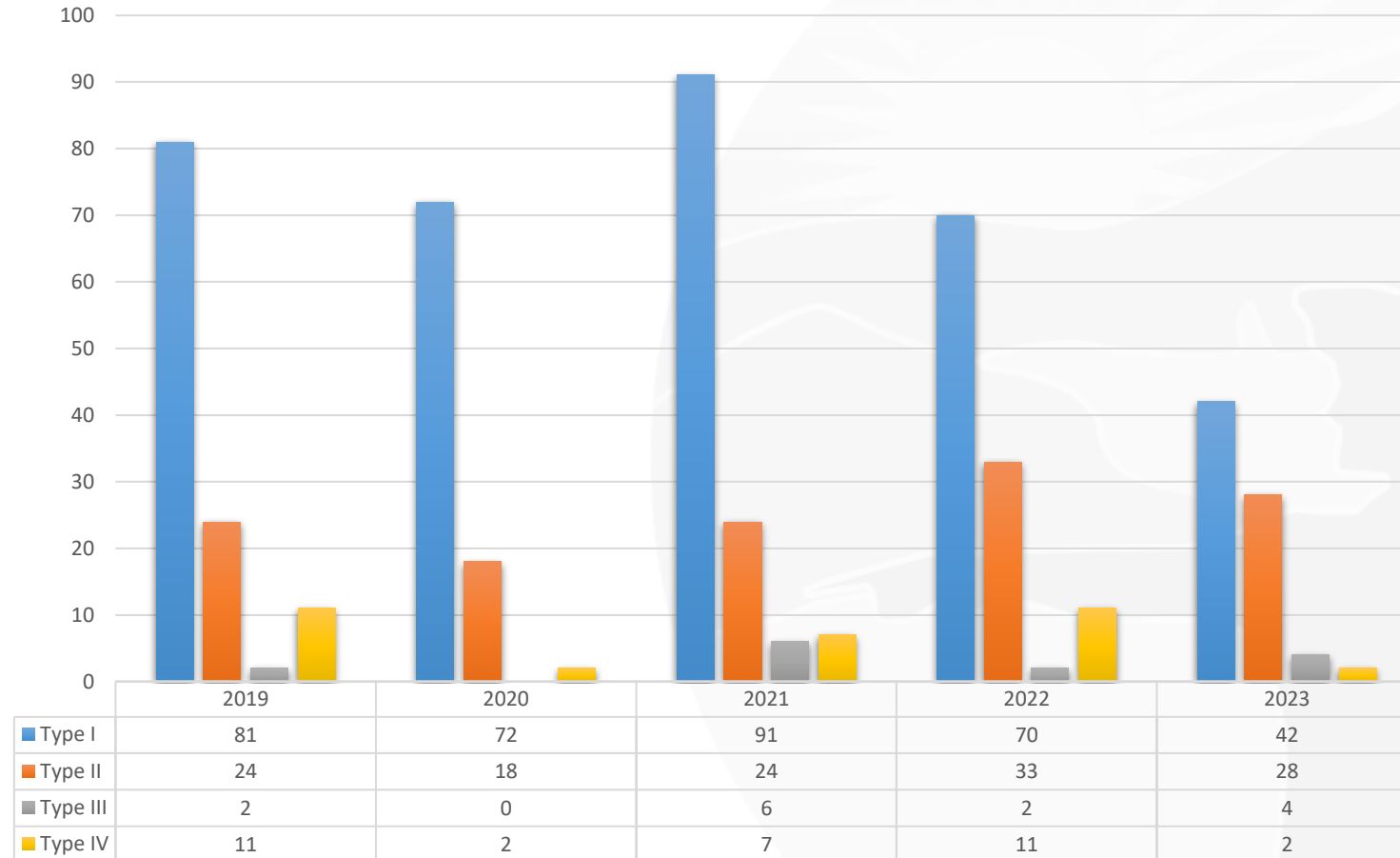
City of Washougal

CD 2023 Annual Report

Planning



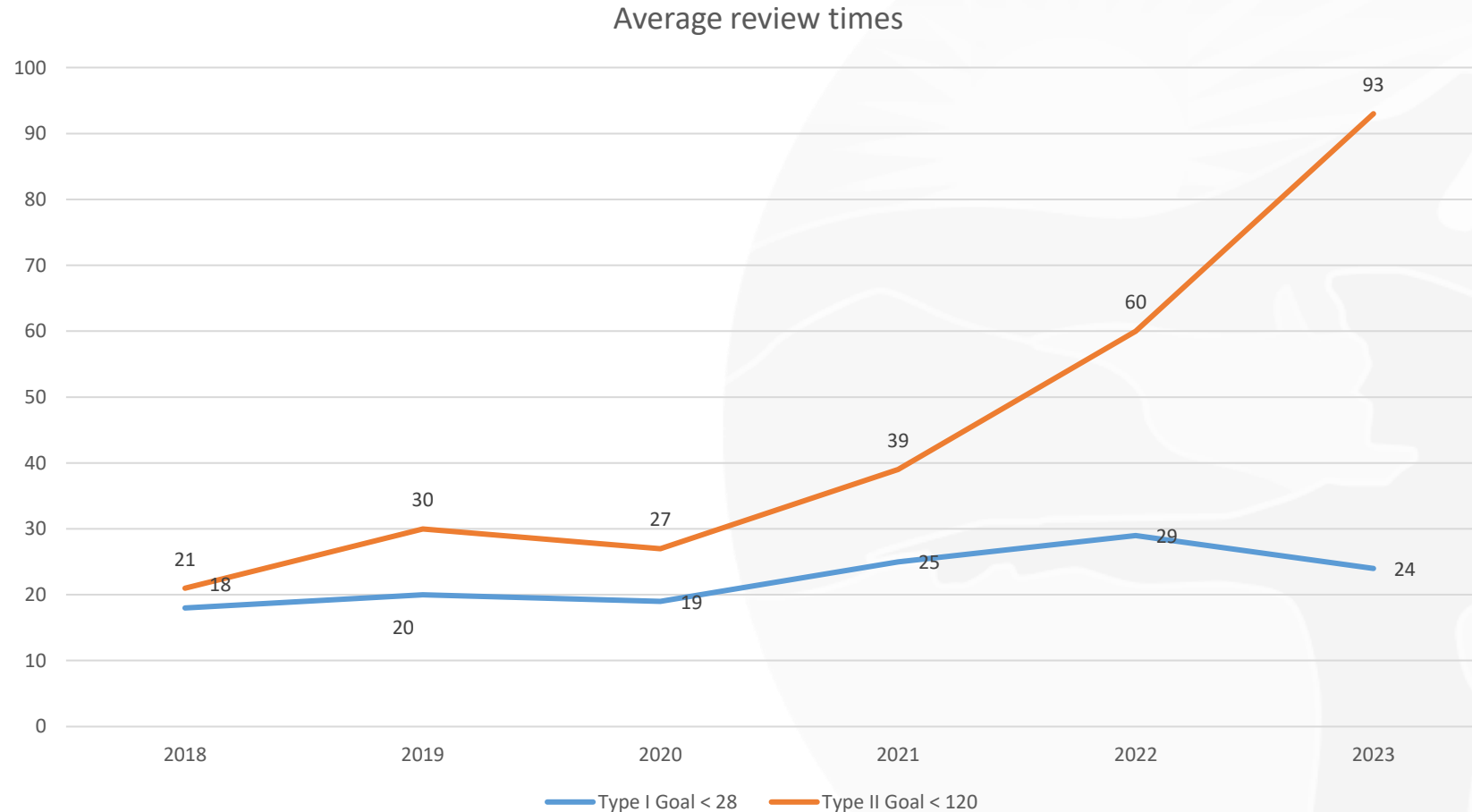
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Land Use Applications



CD 2023 Annual Report



Type I & II Land Use Average Review Times

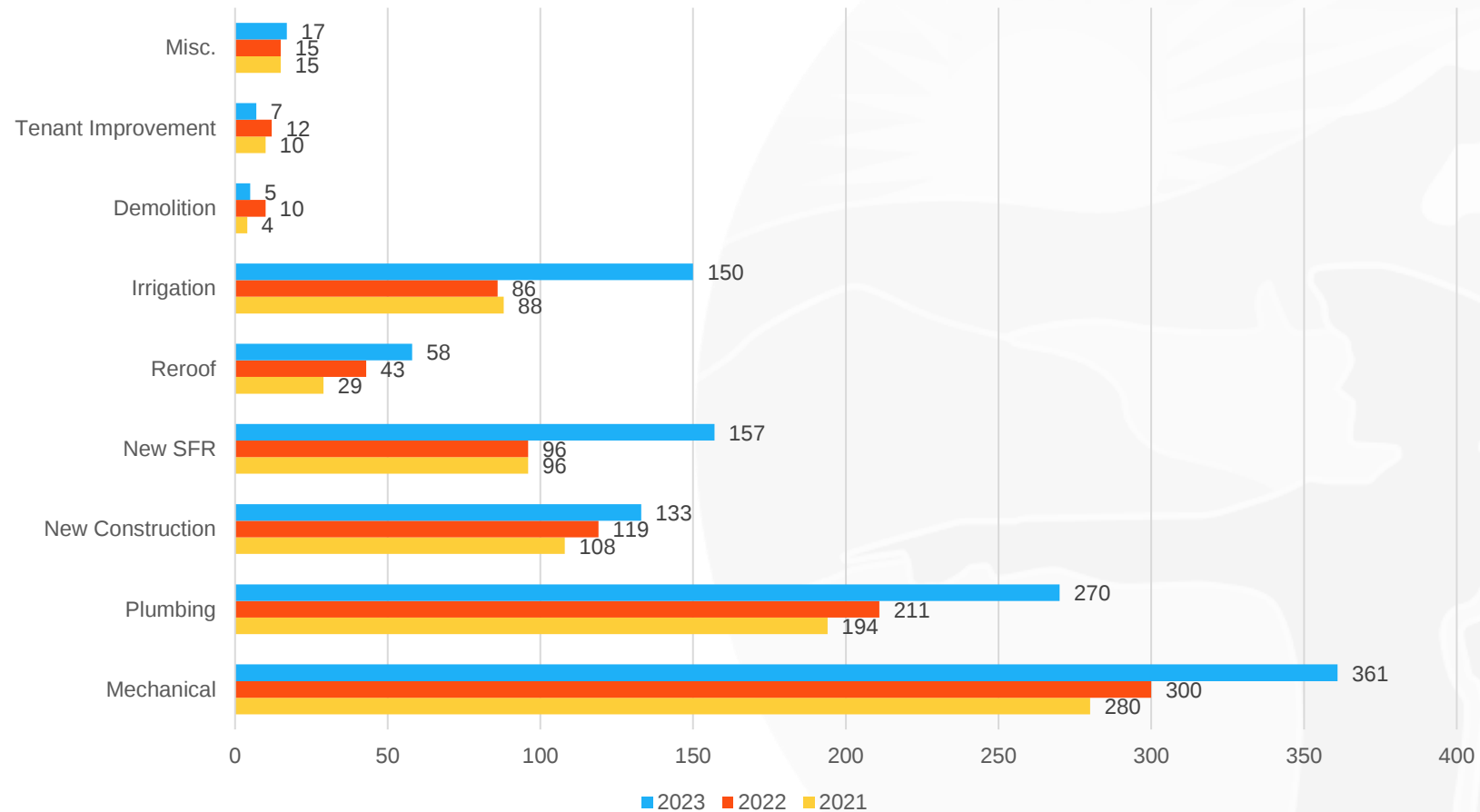


CD 2023 Annual Report

Building



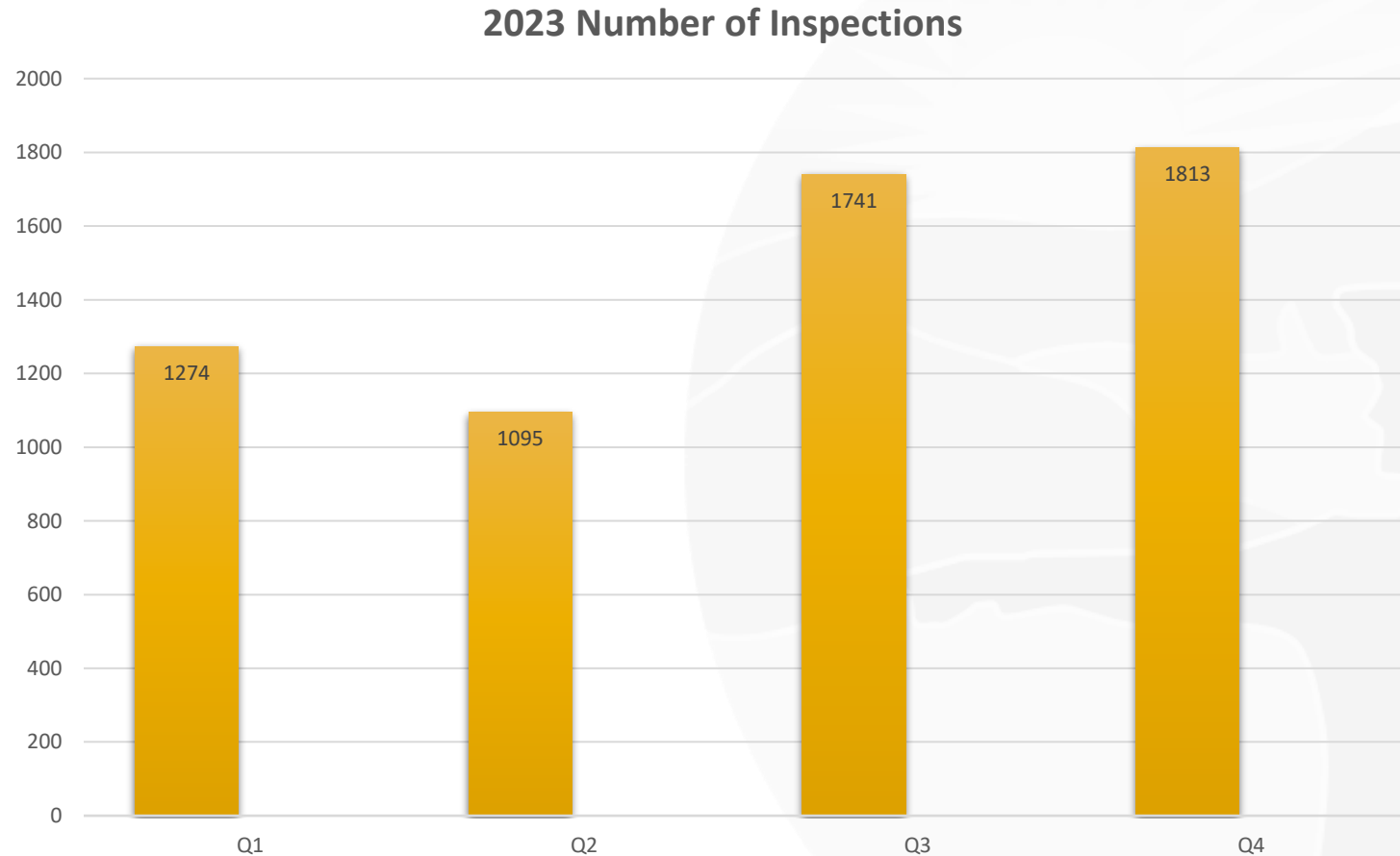
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2021 / 2022 / 2023 Building Permits



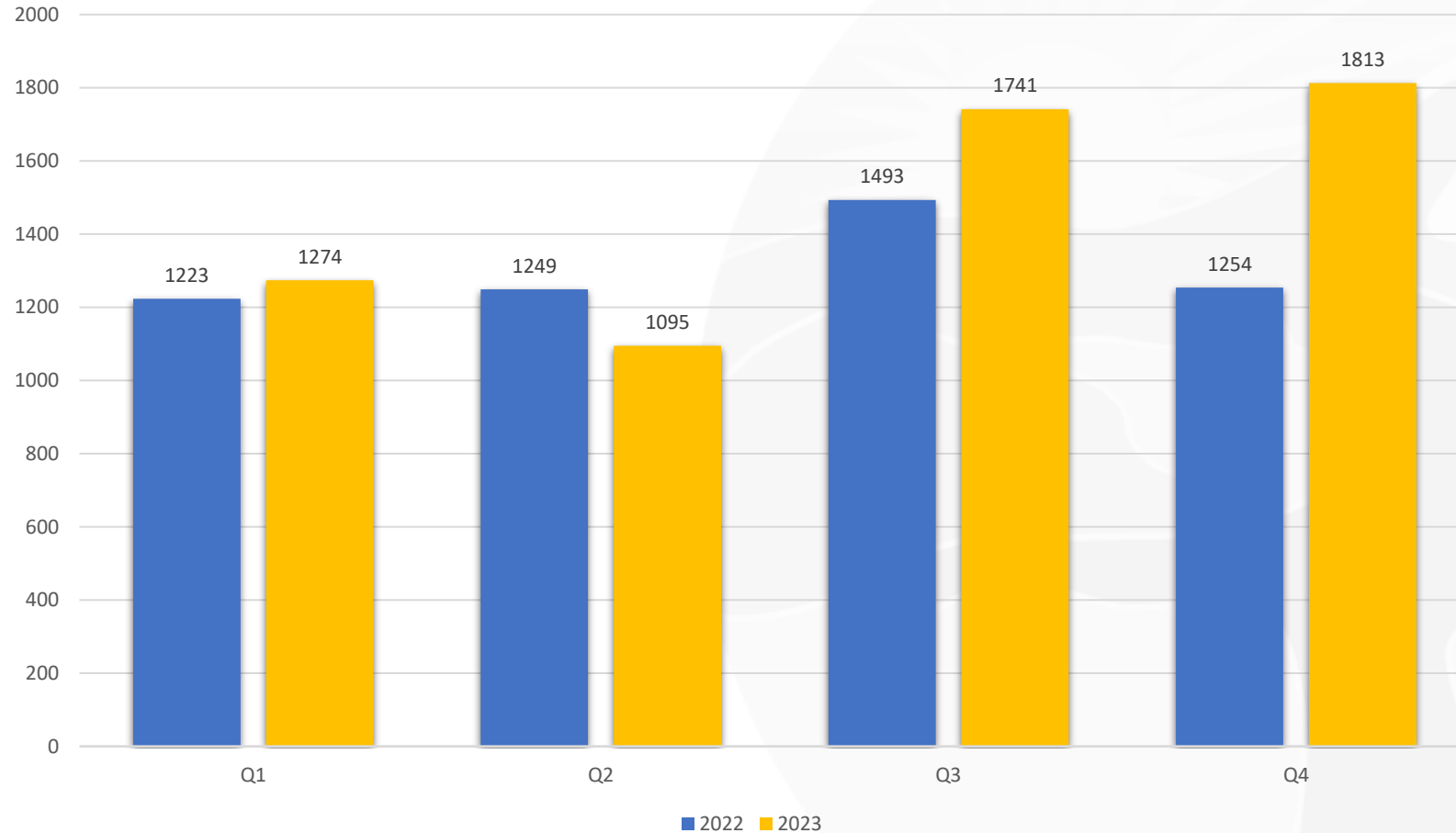
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2023 Number of Inspections by Quarter



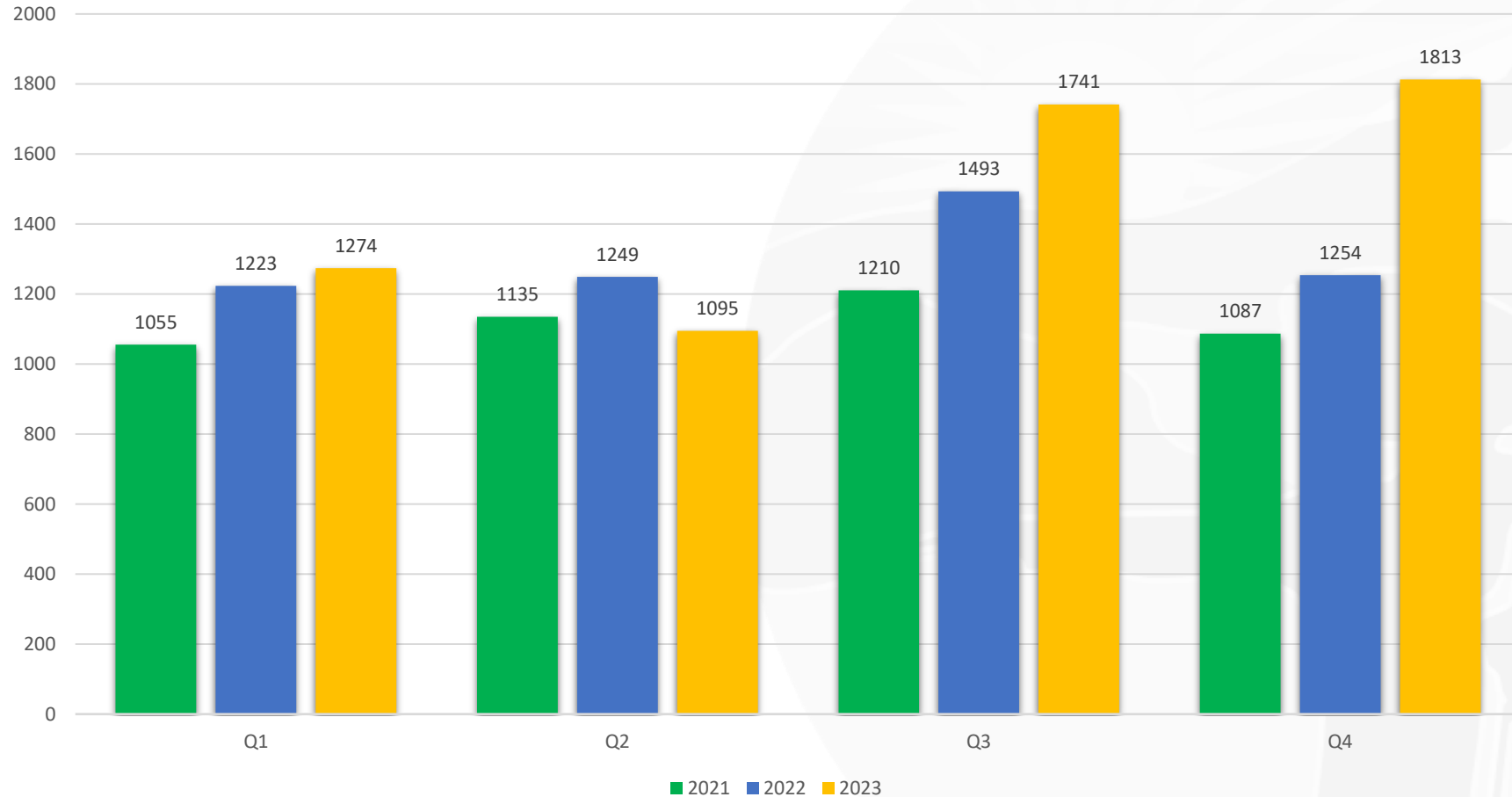
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2022 vs 2023 Inspections by Quarter



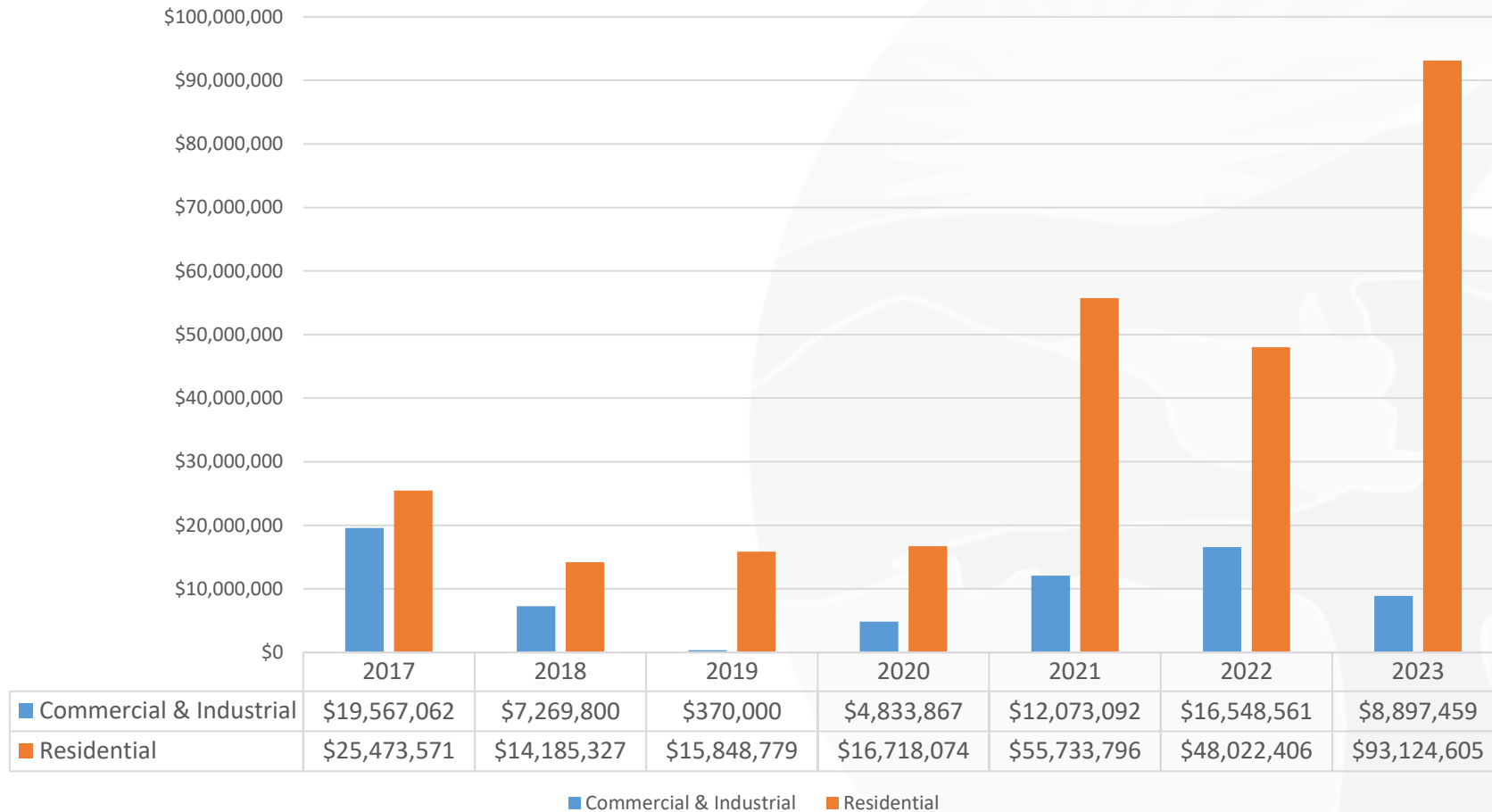
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Inspections – 2021 vs 2022 vs 2023



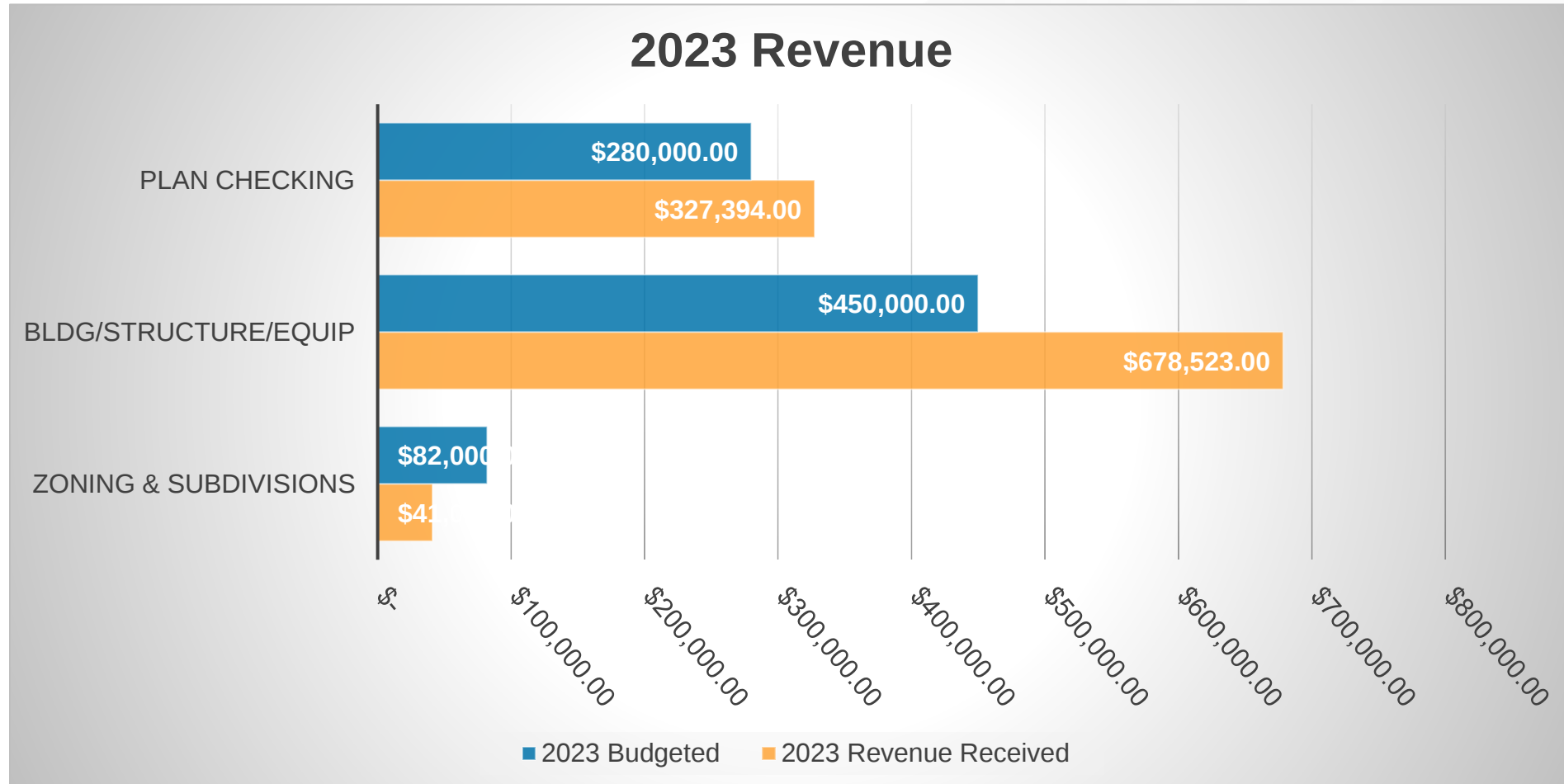
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Building Permit Valuation



CD 2023 Annual Report



2023 CD Revenue



CD 2023 Annual Report

2024 Goals

- Complete review of CD procedures toward permit streamlining**
- Finalize a DA with one or more town center property owners**
- Community Aesthetics Program Launch and Code Changes**
- Keep GMA Comprehensive Plan Update moving forward**

*** Also, a 2024 City Manager Goal**

*** Also, a Strategic Plan Goal**



CD 2023 Annual Report

Strategic Plan Goals (CD Related):

- **Develop a Parking Management Plan***
- **Incorporate “Smart Growth” into the Comprehensive Plan and development code**
- **Establish an urban forestry ordinance**

*** Also, a 2024 City Manger Goal**



CD 2023 Annual Report

Looking Ahead:

- **Comprehensive Plan Update (Due December 31, 2025)**
 - **Transportation/Parks/Water/Sewer/Stormwater/Facilities CFP's**
 - **Work to meet Housing and Job Requirements**
 - **Development Regulations and Code Updated**
 - **Urban Forestry**
- **Permitting Streamlining / Electronic Submittals**
- **Community Aesthetics Program**



CD 2023 Annual Report

Thank you!

Questions?



Community Development 2023 Annual Report

6/10/2024 – City Council Workshop Presentation | Presented by Mitch Kneipp, Community Development Director



City of Washougal

Workshop Coversheet
BUSINESS OF THE CITY COUNCIL
City of Washougal, Washington

FOR AGENDA OF:

6/10/2024

SUBJECT:

Adoption of a comprehensive transportation program for the ensuing six calendar years per Revised Code of Washington (RCW) 35.77.010.

DEPT. OF ORIGIN:

Public Works

REVIEWED AT:

City Council June 10, 2024

TO BE RETURNED TO COUNCIL:

Yes

ATTACHMENTS:

- ❏ **6 Year Transportation Improvement Program**
- ❏ **6 Year Transportation Improvement Program**
- ❏ **2025 6 Year TIP COPY.pdf**

EXPENDITURE REQUIRED:

N/A

BUDGETED:

N/A

APPROPRIATION REQUIRED:

N/A

SUMMARY STATEMENT

Per RCW 35.77.010, the State of Washington requires each legislative body or town/city to adopt a comprehensive transportation program for the ensuing six calendar years.

Adoption must be provided by July 1st of the State's fiscal year and is to ensure each City have advanced plans looking to the future in carrying out a coordinated transportation plan. Some transportation related grants require the project to be noted on the City's Six Year TIP for eligibility.

RECOMMENDED ACTION

Set a public hearing for June 24, 2024, Council Meeting for adoption of Six Year Transportation Improvement Program.

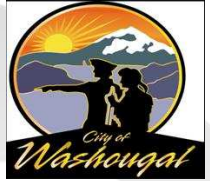
Six Year Transportation Improvement Program

6-10-23 – City Council Workshop| Presented by Scott Collins, City Engineer



City of Washougal

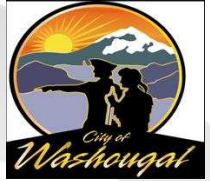
STATE REQUIREMENTS



- Washington State requires each legislative body or each town or city per Revised Code of Washington (RCW) 35.77.010 to adopt a comprehensive transportation program for the ensuing six calendar years
- Must be adopted by July 1st of the start of the state's fiscal year.
- Purpose is to assure each city shall perpetually have available advanced plans looking to the future for not less than six years as a guide in carrying out a coordinated transportation plan



SIX YEAR TIP



- Most projects on the list do not currently have a funding source.
- Some grant sources require a project to be on the agency's six year TIP to be eligible for funding
- Projects that have obligated (authorized) construction funding are pulled from the list
- List has identified 22 transportation related projects as part of the 2025 Six Year TIP
- Projects identified in TIP fell in line with years identified in our Transportation Capitals Facilities Plan and potential project grant applications



City of Washougal



SIX YEAR TIP



City of Washougal Six Year Transportation Improvement Program 2025-2030														
Facility	Cross Streets	Project Description (include bike/ped facilities if part of project)	Project Cost Estimate	Improvement Type	Funding Status	Start Date	Funding Source				Expenditure Schedule			
							Grants	Local Funds	TIF	Other	1st	2nd	3rd	4th thru 6th
32nd Street	Evergreen Way to 34th Street	Widen to 3 lanes, plus bike lanes and sidewalk	\$17,430,138	Widening	Unfunded	TBD	\$8,715,069	\$5,054,740	\$1,045,808	\$2,614,521	\$700,000	\$600,000		\$16,130,138
32nd Street	Addy Street to Stiles Road	Safety enhancements to improve striping, add shoulders and install guardrail	\$896,000	Safety	Funding Secured	Sep-23	\$896,000	\$0	\$0	\$0	\$114,000	\$20,000	\$762,000	
6th Street	C Street to E Street	Striping to 3 lanes, plus bike lanes and sidewalk	\$368,985	Bike/Ped	Unfunded	TBD	\$147,594	\$147,594	\$0	\$73,797				\$368,985
27 th Street/ Index Street	SR-14 to Index/ 27th St. to west terminus	Widen to Industrial Collector standard, including modifications to lighting, storm drainage, and utilities	\$4,750,734	Widening	Unfunded	TBD	\$1,187,684	\$1,425,220	\$1,425,220	\$712,610				\$4,750,734
27th Street	Index to Main	Shared Use Pathway	\$1,917,500	Bike/Ped	Partially Funded	Oct-23	\$1,040,250	\$0	\$877,250	\$0	\$224,000	\$250,000		\$1,443,500
27th Street/ Index Street	Addy to Private Drive west of 27th	Street connection with pedestrian facilities	\$9,839,604	New Construction	Unfunded	TBD	\$2,459,901	\$4,427,822	\$491,980	\$2,459,901			\$900,000	\$8,939,604
2nd St	2nd St and A St	Roadway realignment	\$2,336,906	Reconstruction	Unfunded	TBD	\$0	\$2,009,739	\$327,167	\$0		\$1,168,453	\$1,168,453	
S 4th Street	S. 2nd St to S. Mariana Way	Street connection with bike and pedestrian facilities	\$947,062	New Construction	Unfunded	TBD	\$0	\$814,473	\$132,589	\$0			\$947,062	
Misc. Pedestrian Connections	Various locations	Added sidewalk connections	\$3,500,000	New Construction	Unfunded	TBD	\$1,750,000	\$1,575,000	\$0	\$175,000		\$300,000	\$500,000	\$2,700,000
Systemic Stop Controlled Intersections	Various locations	Safety improvements for stop controlled intersection which include signage and striping	\$350,000	Safety	Unfunded	TBD	\$315,000	\$35,000	\$0	\$0		\$350,000		
Washougal River Road	Shepherd Road, 18th/O, 25th	Intersection improvements including bike and ped	\$3,607,800	Reconstruction	Unfunded	TBD	\$1,262,730	\$1,082,340	\$721,560	\$541,170		\$350,000	\$3,257,800	



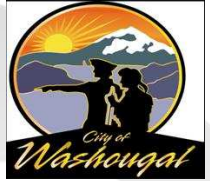
SIX YEAR TIP



City of Washougal Six Year Transportation Improvement Program 2025-2030														
Facility	Cross Streets	Project Description (include bike/ped facilities if part of project)	Project Cost Estimate	Improvement Type	Funding Status	Start Date	Funding Source				Expenditure Schedule			
							Grants	Local Funds	TIF	Other	1st	2nd	3rd	4th thru 6th
Miscellaneous west city collectors	Various locations	Roadway improvements with bike and pedestrian access	\$6,540,108	Bike/Ped	Unfunded	TBD	\$0	\$0	\$0	\$6,540,108		\$500,000	\$500,000	\$5,540,108
32nd Street	Main Street to E Street	Grade separation and intersection/road improvements along 32nd Street. Includes bike and pedestrian facilities with a multi-use path	\$65,000,000	Grade Separation	Partially Funded	Aug-23	\$50,476,000	\$0	\$171,900	\$14,524,000	\$3,200,000	\$3,500,000	\$2,000,000	\$56,300,000
Washougal River Road	N. 18th St to E Street	Safety improvements which include segment lighting, bridge endpoint protection, and striping improvements	\$515,400	Safety	Unfunded	TBD	\$463,860	\$51,540	\$0	\$0		\$257,700	\$257,700	
Citywide Pavement Preservation Program	Various locations	Pavement maintenance of all City Streets	\$6,000,000	Resurfacing	Funding Secured	Ongoing		\$6,000,000			\$1,000,000	\$1,000,000	\$1,000,000	\$3,000,000
Traffic Calming Program Projects	Various locations	Installation of traffic calming devices	\$550,000	Traffic Calming	Unfunded	TBD		\$300,000		\$250,000	\$60,000	\$75,000	\$75,000	\$400,000
Shepherd Road	3rd Avenue to Washougal River	bike & ped facilities	\$4,566,864	Bike/Ped	Unfunded	TBD	\$1,141,716	\$2,283,432		\$1,141,716			\$400,000	\$4,166,864
39th Street	W street to Evergreen Way	Bike & ped sidewalks	\$3,043,760	Bike/Ped	Unfunded	TBD	\$760,940	\$1,521,880		\$760,940		\$280,000	\$1,381,880	\$1,381,880
Main Street	Washougal River road to 27th Street	Pavement maintenance, ADA Improvements, striping improvements, sharrow bike markings	\$739,325	Resurfacing	Funded	Jan-24	\$628,426		\$110,899		\$739,325			
Evergreen Way	42nd Street to Schmid Ballfields	Added sidewalk connection	\$616,193	Bike/Ped	Funded	Jan-24	\$523,764		\$92,429		\$616,193			
27th Street	Main Street to SR 14	Widen for turn lanes, bicycles, and sidewalks	\$4,727,750	Widening	Unfunded	TBD	\$1,181,938	\$1,418,325	\$1,418,325	\$709,163				\$4,727,750
Crown Road	NE 7th to UGA	Widen to 3 lane arterial plus bike lanes and sidewalk	\$7,586,526	Bike/Ped	Funded	Jan-24	\$1,517,305	\$1,593,170	\$682,787	\$3,793,263		\$500,000	\$1,000,000	\$6,086,526



32nd Street Underpass



Description: Project constructs a much-needed grade separation and road improvements along 32nd Street. In addition to the new railroad bridge and underpass, roadway improvements will include .2 miles of complete street enhancements, intersection improvements from A street to F Street, and a sidewalk multi-use path.

Funding: Partial – Federal/State (RCE/Appropriations)

<i>Phase</i>	<i>Estimated Cost</i>	<i>Funded</i>
Design/ROW /CON	*\$65,000,000	\$50,647,900

**Estimated cost is preliminary and will likely change*

Status: Selected progressive design build delivery method and in process of obtaining State approval to proceed



City of Washougal

32nd Street Corridor Improvements



Description:

The nature of the project is to widen the existing 32nd Street corridor from Webster Lane to W Street to allow for safer pedestrian and bicycle traffic.

The project includes pedestrian crossing improvements, intersection improvements, ADA curb ramp replacement, retaining walls, guardrail, street lights, curb & gutter, sidewalk, and pavement widening.

Funding:

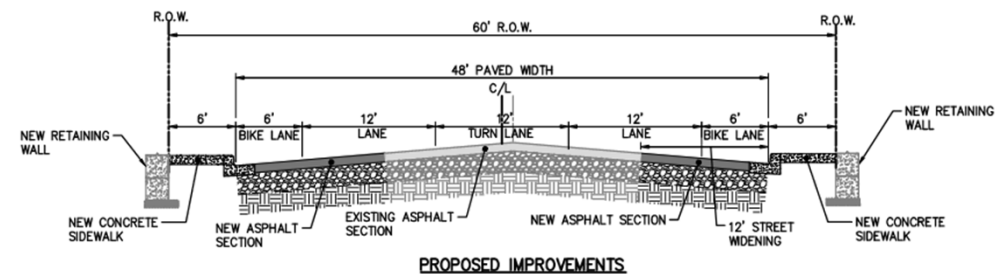
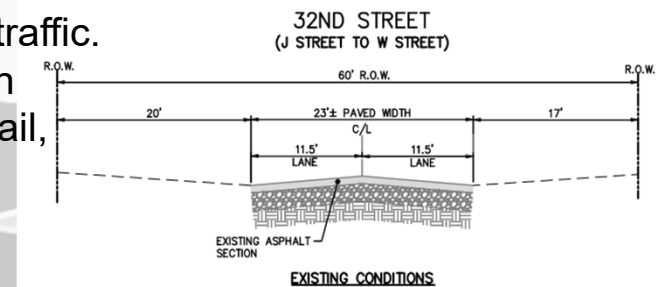
<i>Phase</i>	<i>Estimated Cost</i>	<i>Funded</i>
Design	\$1,300,000	\$660,000
ROW	\$1,000,000	\$0
Construction	\$11,300,000	\$0
Total	\$13,600,000	\$660,000

Status:

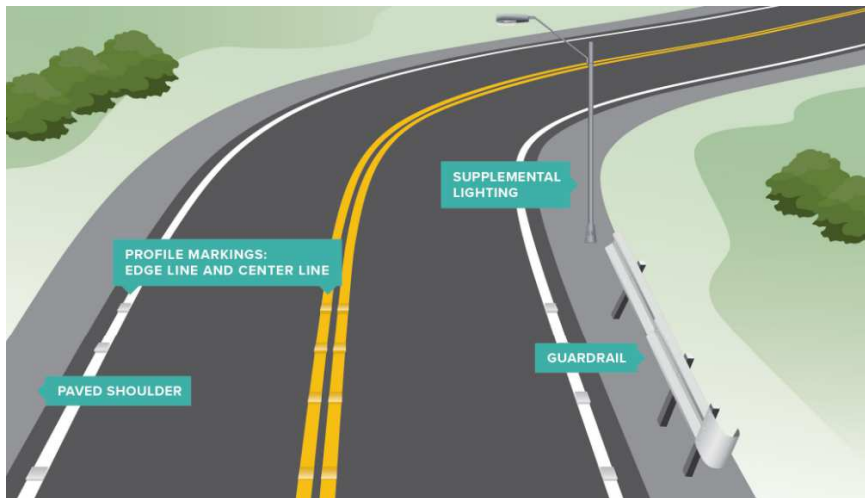
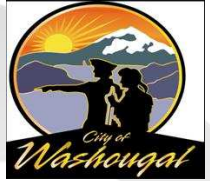
In the process of receiving STBG grant for design by RTC board June 4th.
Design phase must be obligated by September 13, 2024.



City of Washougal



32nd Street Safety Improvements



Description:

Project installs safety improvements from W Street to City limits which includes centerline and edge line striping, widening shoulders, new street lighting, and installation of guard rail.

Funding:

Fully Funded – Federal (HSIP)

<i>Phase</i>	<i>Estimated Cost</i>	<i>Funded</i>
Design	\$118,050	\$118,050
ROW	\$20,000	\$20,000
Construction	\$762,000	\$762,000
Total	\$900,050	\$900,050

Status:

Finalizing scope change with WSDOT and FHWA to start design.



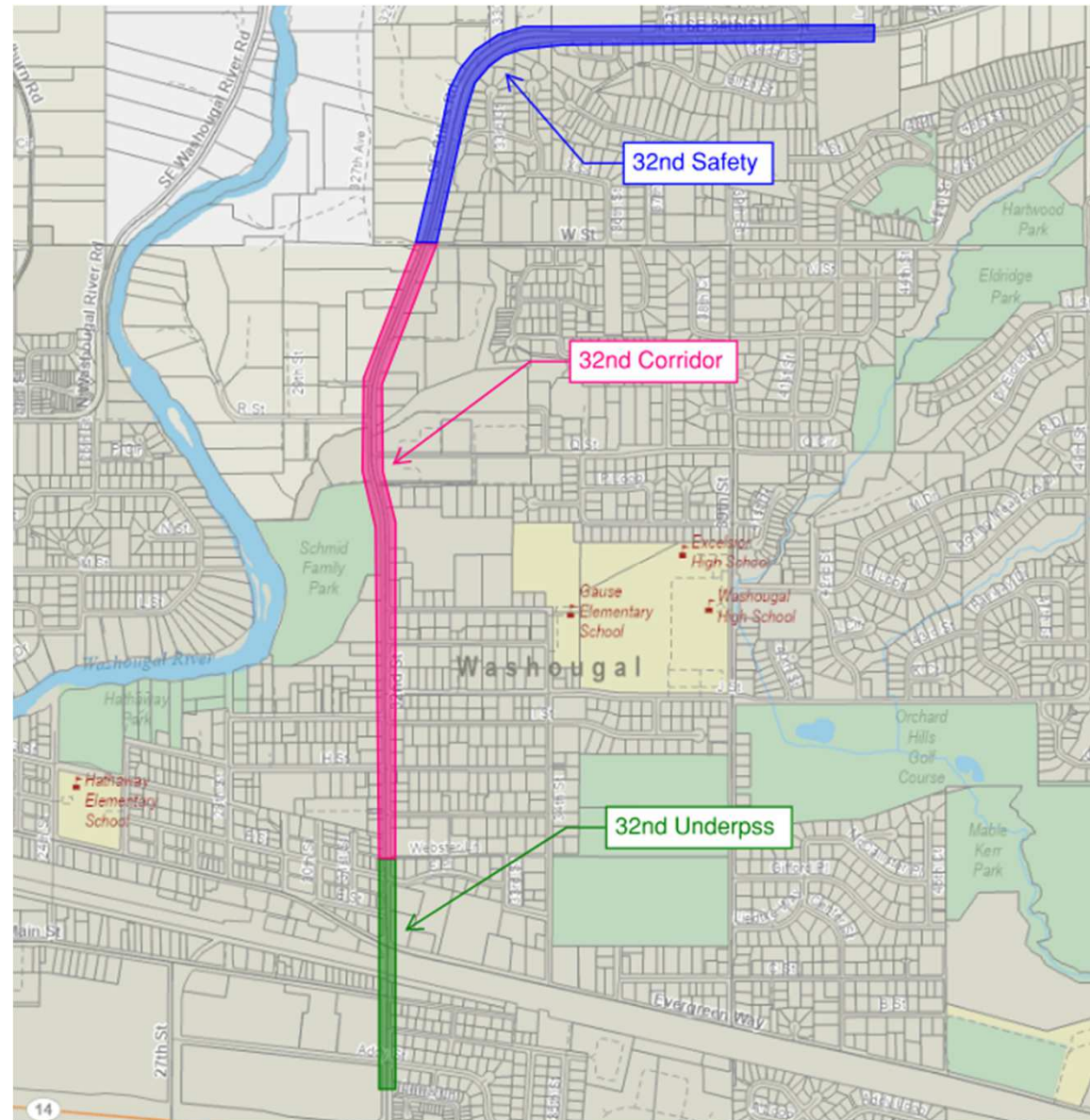
City of Washougal

32nd Project Areas

By rescoping and securing additional grant dollars, the City is positioned to complete street improvements along 32nd Street north of Highway 14

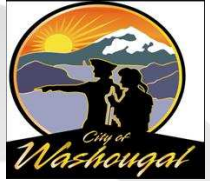


City of Washougal



Recommendation

- Schedule a public hearing for June 24th Council Meeting for Adoption of Six Year Transportation Improvement Program



Six Year Transportation Improvement Program

6-10-23 – City Council Workshop| Presented by Scott Collins, City Engineer



City of Washougal

Resolution No. _____

A RESOLUTION authorizing the City of Washougal to adopt a Six-Year Transportation Improvement Program for the years 2025-2030.

WHEREAS, Pursuant to RCW 35.77.010, the State of Washington requires each legislative body or town/city to adopt a comprehensive transportation program for the ensuing six calendar years; and

WHEREAS, the adopted plan must be provided by July 1st each year of the State's fiscal year and is to ensure each City have advanced plans looking to the future in carrying out a coordinated transportation plan;

WHEREAS, City Staff prepared a proposed Six Year Transportation Improvement Program for the period of 2025 to 2030; and

WHEREAS, the city the City Council conducted a public hearing on June 24, 2024 regarding the proposed plan; and

WHEREAS, Council finds that the proposed plan is consistent with the transportation element of the City's Comprehensive Plan.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF WASHOUGAL, WASHINGTON as follows:

Section I

That the City of Washougal is hereby authorized to adopt a Six-Year Transportation Improvement Program for the years 2025-2030.

Section II

This resolution shall take effect after its passage and posting according to law.

PASSED by the Council of the City of Washougal on the 24th day of June 2024.

**City of Washougal,
Washington**

Mayor, Dave Stuebe

ATTEST:

Finance Director / City Clerk

APPROVED AS TO FORM:

City Attorney

City of Washougal Six Year Transportation Improvement Program 2025-2030														
Facility	Cross Streets	Project Description (include bike/ped facilities if part of project)	Project Cost Estimate	Improvement Type	Funding Status	Start Date	Funding Source				Expenditure Schedule			
							Grants	Local Funds	TIF	Other	1st	2nd	3rd	4th thru 6th
32nd Street	Evergreen Way to 34th Street	Widen to 3 lanes, plus bike lanes and sidewalk	\$17,430,138	Widening	Unfunded	TBD	\$8,715,069	\$5,054,740	\$1,045,808	\$2,614,521	\$700,000	\$600,000		\$16,130,138
32nd Street	Addy Street to Stiles Road	Safety enhancements to improve striping, add shoulders and install guardrail	\$896,000	Safety	Funding Secured	Sep-23	\$896,000	\$0	\$0	\$0	\$114,000	\$20,000	\$762,000	
6th Street	C Street to E Street	Striping to 3 lanes, plus bike lanes and sidewalk	\$368,985	Bike/Ped	Unfunded	TBD	\$147,594	\$147,594	\$0	\$73,797				\$368,985
27 th Street/ Index Street	SR-14 to Index/ 27th St. to west terminus	Widen to Industrial Collector standard, including modifications to lighting, storm drainage, and utilities	\$4,750,734	Widening	Unfunded	TBD	\$1,187,684	\$1,425,220	\$1,425,220	\$712,610				\$4,750,734
27th Street	Index to Main	Shared Use Pathway	\$1,917,500	Bike/Ped	Partially Funded	Oct-23	\$1,040,250	\$0	\$877,250	\$0	\$224,000	\$250,000		\$1,443,500
27th Street/ Index Street	Addy to Private Drive west of 27th	Street connection with pedestrian facilities	\$9,839,604	New Construction	Unfunded	TBD	\$2,459,901	\$4,427,822	\$491,980	\$2,459,901			\$900,000	\$8,939,604
2nd St	2nd St and A St	Roadway realignment	\$2,336,906	Reconstruction	Unfunded	TBD	\$0	\$2,009,739	\$327,167	\$0		\$1,168,453	\$1,168,453	
S 4th Street	S. 2nd St to S. Mariana Way	Street connection with bike and pedestrian facilities	\$947,062	New Construction	Unfunded	TBD	\$0	\$814,473	\$132,589	\$0			\$947,062	
Misc. Pedestrian Connections	Various locations	Added sidewalk connections	\$3,500,000	New Construction	Unfunded	TBD	\$1,750,000	\$1,575,000	\$0	\$175,000		\$300,000	\$500,000	\$2,700,000
Systemic Stop Controlled Intersections	Various locations	Safety improvements for stop controlled intersection which include signage and striping	\$350,000	Safety	Unfunded	TBD	\$315,000	\$35,000	\$0	\$0		\$350,000		
Washougal River Road	Shepherd Road, 18th/O, 25th	Intersection improvements including bike and ped	\$3,607,800	Reconstruction	Unfunded	TBD	\$1,262,730	\$1,082,340	\$721,560	\$541,170		\$350,000	\$3,257,800	
Miscellaneous west city collectors	Various locations	Roadway improvements with bike and pedestrian access	\$6,540,108	Bike/Ped	Unfunded	TBD	\$0	\$0	\$0	\$6,540,108		\$500,000	\$500,000	\$5,540,108
32nd Street	Main Street to E Street	Grade separation and intersection/road improvements along 32nd Street. Includes bike and pedestrian facilities with a multi-use path	\$65,000,000	Grade Separation	Partially Funded	Aug-23	\$50,476,000	\$0	\$171,900	\$14,524,000	\$3,200,000	\$3,500,000	\$2,000,000	\$56,300,000
Washougal River Road	N. 18th St to E Street	Safety improvements which include segment lighting, bridge endpoint protection, and striping improvements	\$515,400	Safety	Unfunded	TBD	\$463,860	\$51,540	\$0	\$0		\$257,700	\$257,700	
Citywide Pavement Preservation Program	Various locations	Pavement maintenance of all City Streets	\$6,000,000	Resurfacing	Funding Secured	Ongoing		\$6,000,000			\$1,000,000	\$1,000,000	\$1,000,000	\$3,000,000
Traffic Calming Program Projects	Various locations	Installation of traffic calming devices	\$550,000	Traffic Calming	Unfunded	TBD		\$300,000		\$250,000	\$60,000	\$75,000	\$75,000	\$400,000

City of Washougal Six Year Transportation Improvement Program 2025-2030														
Facility	Cross Streets	Project Description (include bike/ped facilities if part of project)	Project Cost Estimate	Improvement Type	Funding Status	Start Date	Funding Source				Expenditure Schedule			
							Grants	Local Funds	TIF	Other	1st	2nd	3rd	4th thru 6th
Shepherd Road	3rd Avenue to Washougal River Road	bike & ped facilities	\$4,566,864	Bike/Ped	Unfunded	TBD	\$1,141,716	\$2,283,432		\$1,141,716			\$400,000	\$4,166,864
39th Street	W street to Evergreen Way	Bike & ped sidewalks	\$3,043,760	Bike/Ped	Unfunded	TBD	\$760,940	\$1,521,880		\$760,940		\$280,000	\$1,381,880	\$1,381,880
Main Street	Washougal River road to 27th Street	Pavement maintenance, ADA Improvements, striping improvements, sharrow bike markings	\$739,325	Resurfacing	Funded	Jan-24	\$628,426		\$110,899		\$739,325			
Evergreen Way	42nd Street to Schmid Ballfields	Added sidewalk connection	\$616,193	Bike/Ped	Funded	Jan-24	\$523,764		\$92,429		\$616,193			
27th Street	Main Street to SR 14	Widen for turn lanes, bicycles, and sidewalks	\$4,727,750	Widening	Unfunded	TBD	\$1,181,938	\$1,418,325	\$1,418,325	\$709,163				\$4,727,750
Crown Road	NE 7th to UGA	Widen to 3 lane arterial plus bike lanes and sidewalk	\$7,586,526	Bike/Ped	Funded	Jan-24	\$1,517,305	\$1,593,170	\$682,787	\$3,793,263		\$500,000	\$1,000,000	\$6,086,526

Workshop Coversheet
BUSINESS OF THE CITY COUNCIL
City of Washougal, Washington

FOR AGENDA OF:

6/10/2024

SUBJECT:

Finance: Supplemental Budget #2 Update

DEPT. OF ORIGIN:

Finance

REVIEWED AT:

TO BE RETURNED TO COUNCIL:

Yes

ATTACHMENTS:

▮ **2024 Supplemental Budget #2 Presentation**

EXPENDITURE REQUIRED:

BUDGETED:

APPROPRIATION REQUIRED:

SUMMARY STATEMENT

RECOMMENDED ACTION

2024 Budget Amendment #2 Update

6/10/2024 | Presented by Daniel Layer



City of Washougal

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Agenda

- 2024 Supplemental Budget by Fund
 - Changes from 5/28/2024 presentation are highlighted
- 2024 Supplemental Budget Key Items:
 - American Rescue Plan Act (ARPA) Funds
- 2024 Supplemental Budget Summary



City of Washougal

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2024 Supplemental Budget by Fund



City of Washougal

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2024 Supplemental Budget: General Fund Beginning Fund Balance

➤ Increase the opening fund balance:

- Unspent ARPA funds ~ \$924,654
- 2023 Surplus ~ \$1,098,000

Total Increase to Fund Balance: \$2,022,654



City of Washougal

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2024 Supplemental Budget: General Fund Revenues

- Changes to the following revenues:
 - Federal Grants (Police) ~ **(\$131,000)**
 - Investment Interest ~ \$17,500

Total Decrease to Revenues: (\$113,500)



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2024 Supplemental Budget: General Fund Expenditures

- Increase the following expenditures:
 - Enhance the Part-Time Deputy City Clerk Position:
 - Finance Salaries & Wages ~ \$2,000
 - Finance Personnel Benefits ~ \$15,500
 - Offset by additional revenues



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2024 Supplemental Budget: “Public Works (PW) Bridge”

- As discussed previously during the 2023 Public Works Annual Report, PW needs project management support
- In addition, there are ongoing needs for enhanced maintenance of General fund facilities and assets
- Pending retirement of a Maintenance Worker 1



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2024 Supplemental Budget: “Public Works (PW) Bridge”

- We plan to “bridge” the issues as follows:
 - Converting existing Maintenance Worker 1 to support project management (exact position title & salary range to be provided 6/10/24)
 - Create two (2) limited term Maintenance Worker positions through 2026
 - Make at least one of the positions permanent in 2027+ budget
- **Estimated 2024 Cost ~ \$84,200 (\$64,200 GF, \$20,000 utilities)**

Facilities \$3,500

Streets \$5,000

Water \$8,300

Parks \$54,000

Cemetery \$1,700

Sewer \$8,300

Stormwater \$3,400



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2024 Supplemental Budget: General Fund Expenditures (cont.)

- Increase the following expenditures:
 - \$64,200 for the "Public Works Bridge":
 - Facilities Salaries & Wages ~ \$2,500
 - Facilities Personnel Benefits ~ \$1,000
 - Parks Salaries & Wages ~ \$29,000
 - Parks Personnel Benefits ~ \$25,000
 - Transfer to Street Fund ~ \$5,000
 - Transfer to Cemetery Fund ~ \$1,700



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2024 Supplemental Budget: General Fund Expenditures (cont.)

- Increase the following expenditures:
 - Transfers to other funds:
 - Strategic Plan Implementation Fund ~ \$83,800 (2023 Surplus)
 - Building Contingency Capital Fund ~ \$950,000 (2023 Surplus)
 - Building Contingency Capital Fund ~ \$532,607 (ARPA Funds)
 - Transportation Capital Fund ~ \$392,047 (ARPA Funds)
 - Equipment Rental & Repair Fund (ER&R) ~ (\$131,000)

Total Increase to Expenditures: \$1,909,154



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2024 Supplemental Budget: Strategic Plan Implementation Fund

- Increase the following revenues:
 - Transfer From General Fund ~ \$83,800 (2023 Surplus)



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2024 Supplemental Budget: Street Fund - “Public Works Bridge”

- Increase the following revenues:
 - Transfer From General Fund ~ \$5,000 (2023 Surplus)
- Increase the following expenditures:
 - Salaries & Wages ~ \$3,500
 - Personnel Benefits ~ \$1,500



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2024 Supplemental Budget: Cemetery Fund - “Public Works Bridge”

- Increase the following revenues:
 - Transfer From General Fund ~ \$1,700 (2023 Surplus)
- Increase the following expenditures:
 - Salaries & Wages ~ \$1,200
 - Personnel Benefits ~ \$500



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2024 Supplemental Budget: First Quarter Percent REET Fund

- Increase the following expenditures:
 - Transfer to Building Contingency Capital Fund ~ \$1,000,000 (TownCenter Revitalization Project)



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2024 Supplemental Budget: Parks Development Fund (Park Impact Fees)

- Increase opening fund balance ~ \$60,000
 - Increase the following revenue:
 - Interest on investments ~ \$20,000
 - Park Impact Fees ~ \$100,000
- Total increase in revenues: **\$120,000**



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2024 Supplemental Budget: Parks Development Fund (cont.)

- Increase the following expenditure:
 - Transfer to Building Contingency Capital Fund ~ \$1,800,000 (TownCenter Revitalization Project)



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2024 Supplemental Budget: Second Quarter Percent REET Fund

- Increase the following expenditures:
 - Capital Outlays – 2023 PMP Carryover ~ \$176,500
 - Transfer to Building Contingency Capital Fund ~ \$90,000 (TownCenter Revitalization Project)

Total: \$266,500



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2024 Supplemental Budget: Transportation Development Fund (Impact Fees)

- Increase the following expenditure:
 - Transfer to Transportation Capital Fund ~ \$843,328
 - Will be discussed later on in this presentation



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2024 Supplemental Budget: Fire Impact Fees Fund

- Increase the following expenditure:
 - Transfer to Building Contingency Capital Fund ~ \$256,250 (Fire Station #43 Replacement Design/Consult)



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2024 Supplemental Budget: Parks Capital Project Fund

- Increase the following revenue:
 - Judgments/Settlements ~ \$29,000
- Increase the following capital expenditure:
 - Hartwood Barn Repair ~ \$51,000

Total Project Budget: \$51,000



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2024 Supplemental Budget: Parks Capital Project Fund (cont.)

- Increase the following capital expenditure:

- Schmid Park Conceptual Design



Total Project Budget: \$100,000

Total Expenditures: \$151,000



City of Washougal

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2024 Supplemental Budget: Building Contingency Capital Project Fund

- Increase the following revenues:

- State Appropriation ~ \$1,950,000
- Pending State RCO Grant ~ \$500,000
- Interest on Investments ~ \$100,000
- Transfers from Other Funds ~ **\$4,628,857**
 - Transfers from General Fund ~ \$1,482,607 (ARPA & 2023 Surplus)
 - Transfer from First Quarter Percent REET fund ~ \$1,000,000
 - Transfer from Second Quarter Percent REET fund ~ \$90,000
 - Transfer from Fire Impact Fees Fund ~ \$256,250
 - Transfer from Park Development Fund ~ \$1,800,000



Total Increase to Revenues: \$7,178,857

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2024 Supplemental Budget: Building Contingency Capital Project Fund

➤ Increase the following expenditures:

- Capital Outlays – Buildings/Structures ~ **\$9,324,326**
 - 2023 Security Improvements Closeout ~ \$10,726 (ARPA)
 - 2023 Facilities Major Maintenance Closeout ~ \$75,750 (Fund Balance)
 - Police Facilities Master Plan Savings ~ **(\$59,000)**
 - Fire Station #43 Replacement Design ~ \$256,250 (Fire Impact Fees)
 - PW Ops Center Bldg. Maint. & Repair ~ \$515,600 (next slide)
 - Washougal TownCenter Revitalization Project ~ \$8,525,000 (future slide)



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2024 Supplemental Budget: Building Contingency Capital Project Fund

➤ Public Works Operations Center Building Maintenance & Repair Project:

- 2024 Budget: \$1,300,000
- Amendment: 515,600
- Amended Budget: **\$1,815,600**



- Funding: \$500k ARPA, \$1,315,600 Local Transfers

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2024 Supplemental Budget: Building Contingency Capital Project Fund

➤ Downtown Revitalization Capital Project:

- 2024 Budget: \$ 1,500,000
- Amendment: 8,525,000
- Amended Budget: **\$10,025,000**



- Funding: \$3.1m ARPA, \$1.95m State Appropriation, \$1.8m PIFs, \$1.5m REET1, \$90k REET2, \$500k RCO Grant, \$150k interest earned, \$700k GF 2023 surplus, \$59k GF Transfer, \$176k fund bal.



City of Washougal

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2024 Supplemental Budget: Transportation Capital Project Fund

➤ Increase the following revenues:

- State Grants ~ \$1,812,190 (RTC & TIB)
- Transfers from other funds:
 - General Fund ~ \$392,047 (ARPA)
 - Transportation Development Fund ~ \$843,328

Total Increase to Revenues: \$3,047,565



City of Washougal

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2024 Supplemental Budget: Transportation Capital Project Fund (cont.)

➤ Increase the following expenditures:

➤ Capital Outlays ~ **\$2,850,565**

- Columbia River Trail Lighting Project ~ \$192,950 (ARPA)
- Railroad Crossing Improvements Project ~ \$2,097 (ARPA)
- 2024 Main Street Overlay Project ~ \$739,325 (\$628k TIB Grant, 111K TIFs)
- Evergreen Sidewalks – 42nd Street to Schmid Ballfields ~ \$616,193 (\$523.7k TIB grant, \$92.5k TIFs)
- **32nd Street Widening Project ~ \$1,300,000 (\$660k pending RTC Grant, \$640k TIFs)**



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2024 Supplemental Budget: Water/Sewer Fund - “Public Works Bridge”

➤ Increase the following expenditures:

➤ Water:

- **Salaries & Wages ~ \$5,900**
- **Personnel Benefits ~ \$2,400**

➤ Sewer:

- **Salaries & Wages ~ \$5,900**
- **Personnel Benefits ~ \$2,400**

Total Increase to Expenditures: **\$16,600**



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2024 Supplemental Budget: Stormwater Fund

- Increase the following revenues:
 - State Grants ~ \$520,502 (Department of Ecology)



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2024 Supplemental Budget: Stormwater Fund (cont.)

- Increase the following expenditures:
 - “Public Works Bridge”
 - Salaries & Wages ~ \$2,400
 - Personnel Benefits ~ \$1,000
 - Stormwater Services ~ \$8,000 (Stormwater Master Plan Closeout)



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2024 Supplemental Budget: Stormwater Fund (cont.)

➤ Increase the following expenditures:

➤ Capital Outlays:

- Lift Station No. 1 Relocation ~ \$218,000
- Annual Catch Basins & Drainage Improve ~ (\$137,000)
- Vault Filter Replacements ~ \$130,000 (DOE Stormwater Capacity Grant)
- Campen Creek Stormwater Improve ~ \$390,502 (DOE Passthrough Grant - LCEP)
- TownCenter Revitalization Stormwater Improve ~ \$200,000

Total Increase to Expenditures: \$812,902



City of Washougal

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2024 Supplemental Budget: Water/Sewer Capital Fund

➤ Increase the following expenditures:

➤ Capital Outlays:

- Lift Station No. 1 Relocation ~ \$461,000

Total Increase to Expenditures: \$461,000



City of Washougal

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2024 Supplemental Budget: ER&R Fund - Vehicles

- Increase the beginning fund balance:
 - 2023 Unspent Appropriation ~ \$48,000
- Increase the following expenditures:
 - Capital Outlays: **\$170,000**
 - Community Development ~ \$48,000
 - Police ~ \$122,000



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2024 Supplemental Budget: ER&R Fund - Equipment

- Changes to the following revenues:
 - Federal Grants ~ \$174,500 (BWC & Police Pursuit)
 - Transfer from general fund ~ **(\$131,000)**

Total Increase to Revenues: \$43,500

- Increase the following expenditures:
 - Capital Outlays:
 - Police Drones ~ \$43,500



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2024 Supplemental Budget Key Items



City of Washougal

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2024 Supplemental Budget: American Rescue Plan Act (ARPA) Funds

- The City received \$4,500,628
 - Programed: \$ 121,119 Security Improvements
 - \$ 200,000 Columbia Trail Lighting
 - \$ 800,000 PW Ops Center Bldg. Maint./Repair
 - \$ 200,000 Railroad Crossing Improve
 - \$3,179,509 Downtown Revitalization Project
 - \$4,500,628 Total**



City of Washougal

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2024 Supplemental Budget Summary



City of Washougal

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2024 Supplemental Budget: Summary



City of Washougal

Fund Title	Increase to Beg. Fund Balance	Increase to Revenues	Increase to Expenditures
General Fund	\$2,022,654	(\$113,500)	\$1,909,154
Strategic Plan Implementation Fund	\$0	\$83,800	\$0
Street Fund	\$0	\$5,000	\$5,000
Cemetery Fund	\$0	\$1,700	\$1,700
First Qtr. Percent REET Fund	\$0	\$0	\$1,000,000
Park Development Fund	\$60,000	\$120,000	\$1,800,000
Second Qtr. Percent REET Fund	\$0	\$0	\$266,500
Transportation Development Fund	\$0	\$0	\$843,328
Fire Impact Fees Fund	\$0	\$0	\$256,250
Parks Capital Project Fund	\$0	\$29,000	\$151,000
Facilities Capital Project Fund	\$0	\$7,178,857	\$9,324,326
Transportation Capital Projects Fund	\$0	\$3,047,565	\$2,850,565
Water/Sewer Funds (All)	\$0	\$0	\$477,600
Stormwater Fund	\$0	\$520,502	\$812,902
ER&R Funds (All)	\$48,000	\$43,500	\$213,500
TOTAL	\$2,130,654	\$10,916,424	\$19,911,825

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Next Step ~ 6/10/2024

- Budget Amendment #2 Update
- Budget amendment ordinance



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Questions



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