

# Friday Harbor Comprehensive Plan

## Project Management and Meetings – BERK and Friday Harbor Staff

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The staff at BERK consulting and the Town of Friday Harbor have been in ongoing communication for the last several months to manage the Comprehensive Plan project, with a particular focus on the Climate Element and other new Growth Management Act. The attached documents include several months of meeting reports, agenda, notes, and budget updates. The purpose of these reports is to satisfy the requirements of the 2023-2025 Climate Planning Grant that was awarded to the Town of Friday Harbor (Contract number 24-63610-121). These documents will serve as Deliverable 1 of this grant which is defined as “Monthly summaries of the results of the work undertaken”.

There are two months in which no meetings were held and therefore no update was provided. The November 2024 and February 2025 meetings were cancelled due to a lack of availability between the consultants and the staff due to either travel or illness. The monthly meetings that followed each of these meetings (December 2024 and March 2025, respectively) include progress updates and budget updates that include the work undertaken during November 2024 and February 2025. Additional meetings were held beyond the grant requirement and the meeting notes and agendas for these are included as well. All formal meetings between BERK and Friday Harbor staff are as follows:

- |                               |                              |
|-------------------------------|------------------------------|
| ▪ February 2024 – 1 Meeting   | ▪ October 2024 – 1 Meeting   |
| ▪ March 2024 – 1 Meeting      | ▪ November 2024 – 0 Meetings |
| ▪ April 2024 – 1 Meeting      | ▪ December 2024 – 1 Meeting  |
| ▪ May 2024 – 1 Meeting        | ▪ January 2025 – 1 Meeting   |
| ▪ June 2024 – 1 Meeting       | ▪ February 2025 – 0 Meetings |
| ▪ July 2024 – 2 Meetings      | ▪ March 2024 – 1 Meeting     |
| ▪ August 2024 – 2 Meetings    | ▪ April 2024 – 1 Meeting     |
| ▪ September 2024 – 2 Meetings | ▪ May 2024 – 1 Meeting       |

# Friday Harbor Comprehensive Plan

## Billing and Progress Report: May 2025

### Efforts During Billing Period

- Code Review and Memo Draft
- Draft Comprehensive Plan – drafting each element
- Continued Work on Transportation Element
- Finalize Climate Element pre-work and draft policies

### Budget Status

Below is our current budget status.

### Summary (including Transpo) – corrected to include Task 9 Transportation Reserve

<b>Contract</b>	<b>\$341,060</b>
Prior Billing	\$233,936.93
Current Billing	\$12,077.50
JTD	\$246,014.43
Balance	\$95,045.57
Percent Expended	72%

## Billing Status by Task

TASK	CONTRACT TOTAL	PRIOR BILLING	CURRENT BILLING	JTD Prior + Current	BALANCE
Task 1: Project Kick-off and Management	\$11,990.00	\$11,578.75		\$11,578.75	\$411.25
Task 2: Capacity and Growth Evaluation	\$34,320.00	\$34,310.00		\$34,310.00	\$10.00
Task 3: Review Existing Plan and Development Regulations	\$11,460.00	\$11,145.00		\$11,145.00	\$315.00
Task 4: Community Profile and Existing Conditions Report	\$26,020.00	\$26,718.75		\$26,718.75	(\$698.75)
Task 5: Infrastructure Evaluation	\$61,000.00	\$20,014.35		\$20,014.35	\$40,985.65
Task 6: Public Engagement	\$17,080.00	\$18,122.50		\$18,122.50	(\$1,042.50)
Task 7: Draft Comprehensive Plan	\$56,170.00	\$19,057.50	\$1,341.25	\$20,398.75	\$35,771.25
Task 8: Final Comprehensive Plan	\$18,180.00				\$18,180.00
Task 9: Climate Resilience	\$99,760.00	\$89,245.00	\$10,736.25	\$99,981.25	(\$221.25)
Expenses	\$5,080.00	\$3,745.08		\$3,745.08	\$1,334.92
<b>Total</b>	<b>\$341,060.00</b>	<b>\$233,936.93</b>	<b>\$12,077.50</b>	<b>\$246,014.43</b>	<b>\$95,045.57</b>

## Upcoming Tasks

- Draft Comprehensive Plan
- Code Audit Memo

## Notes

Ann Mueller and Kevin Ramsey are working through utilities section and housing section respectively, anticipating that these sections will be complete by end of the month

Climate Deliverables to be sent for final review by 6/11 to be submitted to commerce by 6/15.

- Deliverable 5 and Deliverable 1 still pending and to be sent over shortly

Transportation update: need additional information about multi-modal level of service

### Progress in May

- Worked on a code review and a memo has been drafted that explains all changes that need to be made to FHMC
- Rest of Comprehensive Plan is still ongoing.
- Climate Element – scope of work completed
- Will be reaching out throughout the coming weeks to ensure that we have all the information we need to continue on the Comp Plan Elements
- Question on new legislation regarding siding – City is not allow to limit the siding on homes SB 5772. Noted that this does apply to Friday Harbor and the design requirements have to change to accommodate it.

# Friday Harbor Comprehensive Plan

## Billing and Progress Report: April 2025

### Efforts During Billing Period

- Code Review and Memo Draft
- Climate Goal and Policy Memo Work
- Copy edit of Climate Vulnerability and Risk Assessment
- BERK Team reset on Draft Comprehensive Plan
- Finalize Engagement Memo and send over for review and commerce submission
- Continued Work on Transportation Element

### Budget Status

Below is our current budget status.

### Summary (including Transpo) – corrected to include Task 9 Transportation Reserve

<b>Contract</b>	<b>\$341,060</b>
Prior Billing	\$220,046.93
Current Billing	\$13,890
Balance	\$107,123.07
Percent Expended	68%

## Billing Status by Task

	Contract Total	Prior Billing	Current Billing	JTD Prior + Current	Balance
Task 1: Project Kick-off and Management	\$11,990	\$11,578.75		\$11,578.75	\$411.25
Task 2: Capacity and Growth Evaluation	\$34,320	\$34,047.50	\$262.50	\$34,310	\$10
Task 3: Review Existing Plan and Development Regulations	\$11,460	\$11,145		\$11,145	\$315
Task 4: Community Profile and Existing Conditions Report	\$26,020	\$26,718.75		\$26,718.75	(\$698.75)
Task 5: Infrastructure Evaluation	\$61,000	\$20,014.35		\$20,014.35	\$40,985.65
Task 6: Public Engagement	\$17,080	\$18,122.50		\$18,122.50	(\$1,042.50)
Task 7: Draft Comprehensive Plan	\$56,170	\$18,045	\$1,012.50	\$19,057.50	\$37,112.50
Task 8: Final Comprehensive Plan	\$18,180				\$18,180
Task 9: Climate Resilience	\$99,760	\$76,630	\$12,615	\$89,245	\$10,515
Expenses	\$5,080	\$3,745.08		\$3,745.08	\$1,334.92
	\$341,060	\$220,046.93	\$13,890	\$233,936.93	\$107,123.07

## Upcoming Tasks

- Draft Comprehensive Plan
- Deliverables 1 and 5 for Task 9

# Friday Harbor Comprehensive Plan

## Billing and Progress Report: March 2025

### Efforts During Billing Period

- Final Land Capacity Memo – Prep for Council Retreat
- Draft Goals and Policies
- Transportation Analysis (The Transpo Group)

### Budget Status

Below is our current budget status.

#### Summary

Contract	\$258,060.00
Prior Billing	\$198,532.58
Current Billing	\$1,500
Balance	\$58,027.42
Percent Expended	77%

#### Summary (including Transpo)

<b>Contract</b>	<b>\$319,060.00</b>
Prior Billing	\$216,686.93
Current Billing	\$3,360.00
Balance	\$99,013.07
Percent Expended	68%

## Billing Status by Task

	Contract Total	Prior Billing	Current Billing	JTD Prior + Current	Balance
Task 1: Project Kick-off and Management	\$11,990.00	\$11,578.75		\$11,578.75	\$411.25
Task 2: Capacity and Growth Evaluation	\$34,320.00	\$34,047.50		\$34,047.50	\$272.50
Task 3: Review Existing Plan and Development Regulations	\$11,460.00	\$11,145.00		\$11,145.00	\$315.00
Task 4: Community Profile and Existing Conditions Report	\$26,020.00	\$26,718.75		\$26,718.75	(\$698.75)
Task 5: Infrastructure Evaluation	\$61,000.00	\$18,154.35	\$1,860.00	\$20,014.35	\$40,985.65
Task 6: Public Engagement	\$17,080.00	\$18,122.50		\$18,122.50	(\$1,042.50)
Task 7: Draft Comprehensive Plan	\$56,170.00	\$16,545.00	\$1,500.00	\$18,045.00	\$38,125.00
Task 8: Final Comprehensive Plan	\$18,180.00				\$18,180.00
Task 9: Climate Resilience	\$77,760.00	\$76,630.00		\$76,630.00	\$1,130.00
Expenses	\$5,080.00	\$3,745.08		\$3,745.08	\$1,334.92
	\$319,060.00	\$216,686.93	\$3,360.00	\$220,046.93	\$99,013.07

## Upcoming Tasks

- Draft Comprehensive Plan
  - Policy rewrites
- Planning Commission Draft



# Friday Harbor Comprehensive Plan

## Billing and Progress Report: January 2025

### Efforts During Billing Period

- Secondary Land Capacity Memo
- Engagement Summary
- Transportation Analysis (The Transpo Group)

### Budget Status

Below is our current budget status.

#### Summary

Contract	\$258,060.00
Prior Billing	\$194,492.58
Current Billing	\$7,090.00
Balance	\$63,567.42
Percent Expended	75%

#### Summary (including Transpo)

<b>Contract</b>	<b>\$319,060.00</b>
Prior Billing	\$196,449.43
Current Billing	\$12,826.25
Balance	\$109,784.32
Percent Expended	66%

## Billing Status by Task

	Contract Total	Prior Billing	Current Billing	JTD Prior + Current	Balance
Task 1: Project Kick-off and Management	\$11,990.00	\$11,578.75		\$11,578.75	\$411.25
Task 2: Capacity and Growth Evaluation	\$34,320.00	\$27,407.50	\$6,082.50	\$33,490.00	\$830.00
Task 3: Review Existing Plan and Development Regulations	\$11,460.00	\$8,032.50	\$675.00	\$8,707.50	\$2,752.50
Task 4: Community Profile and Existing Conditions Report	\$26,020.00	\$26,543.75	\$175.00	\$26,718.75	(\$698.75)
Task 5: Infrastructure Evaluation	\$61,000.00	\$9,046.85	\$5,736.25	\$14,783.10	\$46,216.90
Task 6: Public Engagement	\$17,080.00	\$17,077.50		\$17,077.50	\$2.50
Task 7: Draft Comprehensive Plan	\$56,170.00	\$16,387.50	\$157.50	\$16,545.00	\$39,625.00
Task 8: Final Comprehensive Plan	\$18,180.00				\$18,180.00
Task 9: Climate Resilience	\$77,760.00	\$76,630.00		\$76,630.00	\$1,130.00
Expenses	\$5,080.00	\$3,745.08		\$3,745.08	\$1,334.92
	\$319,060.00	\$196,449.43	\$12,826.25	\$209,275.68	\$109,784.32

## Upcoming Tasks

- Meeting with Town Council
- Meeting with San Juan County
- Presentation to County Council
- SEPA work
- Draft Comprehensive Plan
  - Policy rewrites

# BERK - Friday Harbor Check-in

February 11<sup>th</sup>, 2025 | 1:00-2:00 pm

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## Meeting Objectives

- Discuss Transportation Element and Intersection Analysis
- Share Engagement Summary
- Discuss Land Capacity Analysis
- Goals and Policy Discussion

## Agenda

1:00-1:05 pm      Welcome

1:05-1:45 pm      Task updates

- Task 5 (lead with this to accommodate Transpo)
- Task 6: Engagement Summary
- Task 2: Capacity and Growth Evaluation
  - Discuss updates to LCA + employment stuff
  - Review Kevin Gifford guidance and recommendation
  - Discuss Town review of secondary LCA
- Task 4: Community Profile and existing conditions
  - Need to sort out a discrepancy in the billing with our Billing department
  - Transpo accidentally billed 6000 to this task as it should have been billed to task 5 where there is more money. This is currently over budget so we will likely need to issue a retraction on the invoice
- Task 7: Draft Comp Plan
  - Discuss goals and policies and how we want to structure them.

- Kamal would prefer nested goals and policies based on analysis, policy audit, and engagement.
  - Would allow for clearer connection of action (policy) → outcome (goal)

# Notes

- Transportation Element updates from Transpo Group
  - staff had talked about how to develop the traffic volumes
  - volumes represent average hourly volume
- Taken volumes from key intersections analyzed, created LOS analysis
- Current Friday Harbor LOS is different from intersection, delay and level of service
- FH purposely set standard at what they could fund and what the system can handle
  - Recommendation is to align the control delay and the volume standards with the industry standards
  - Ryan, want to go to the industry standard and start getting away from the Friday Harbor Specific standards and possibly align with the county and the national standard.
  - Transpo needs the future land use map to determine the future traffic analysis
- Want to add the multi modal level of service
  - make sure it's pretty simple
  - Jesse don't want to be forced to add a bunch of new facilities but do want to identify some future facilities
  - want to show future connectivity with the sidewalks
  - Jesse wants to modify some of the code to make sure that new sidewalks get built but not that they stifle development too much.

## LCA notes

- Need to remove the overlay district
- Ryan will be sending over new M-8 zones that will allow for some townhome style housing
- Will still need to upzone M-14 to M-20 and keep things like density bonuses and other incentive zoning in place
  - Need to follow up about this
- Up the density bonus percentage to 40% bonus if building all affordable units
- Up density bonus percentage to 60% if building all permanently affordable units

# Notes from Monthly Meeting 12.31.2024

ADU question regarding how many we can assume we can add

- one vs two adus and what characteristics - meeting - talk to kevin Ramsey about this

- don't need to factor in HOA restrictions because the town wouldn't be able to enforce CCNRs

Notes on upzoning certain parcels based on characteristics in certain lots

- there are concerns in the Larson/Carter/Tucker area related to flooding and stormwater

- consider a stormwater management thing in the rezone?

Increasing Maximum allowed lot coverage to 70% in all residential zones – getting rid of PRD; requiring standards that were previously recommended such as lot coverage – 20ft of vegetation, 1 meter to serve multiple lots in PRD. In exchange the developer used to get rid of minimum lot sizes

1 acre or more parcel would give you bonus density to r-24 so long as you have affordable status,

Increasing density in the multi-family zone to get density in multi-family but then maybe add a provision to build out at higher density with some affordability requirement.

- possibly we can get an upzone at multi-family but we still need a density bonus

Talk with Kevin Ramsey about it – ami study from the state

Have other jurisdictions discussed “quality of the build”

Even market rate is built below builder grade in FH – still charging market rate

Provide additional information on quality of build question and maintenance questions – helps peoples rents or they can self report to maintain the standard. Tends to keep quality higher and rents more stable.

Building to higher standard of IRC building code would give them some type of incentive –

**Airport overlay needs to be added to the comp plan** – limit density for residential, or other high occupancy uses (nursing care etc) near airports. WSDOT has guidelines that we need to look at and determine where the airport overlay area is. Port wants us to copy and paste their overlay district. Could also increase build quality through

ADU \_ Duplex question

[https://wacities.org/docs/default-source/legislative/073123hb1110interpretationfaqs.pdf?sfvrsn=dc21274f\\_1](https://wacities.org/docs/default-source/legislative/073123hb1110interpretationfaqs.pdf?sfvrsn=dc21274f_1) review this

[https://www.ezview.wa.gov/Portals/\\_1976/Documents/mid-housing-resources/Commerce%20E2SHB%201110%20Middle%20Housing%20Fact%20Sheet%2020230515%20.pdf](https://www.ezview.wa.gov/Portals/_1976/Documents/mid-housing-resources/Commerce%20E2SHB%201110%20Middle%20Housing%20Fact%20Sheet%2020230515%20.pdf) review this

Review ADU guidance

Mixed use – want the third story to be residential – can go to 35 if completely **need to review city code about the mixed use commercial.**

# BERK - Friday Harbor Check-in

November 5<sup>th</sup>, 2024 | 1:00-2:00 pm

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## Meeting Objectives

- Discuss Transportation Analysis
- Discuss Focus Groups
- Talk about Schedule and Commerce Climate Grant Implications

## Agenda

1:00-1:05 pm      Welcome

1:05-1:45 pm      Task updates

- Task 5 (lead with this to accommodate Transpo)
- Task 6: Engagement
  - Discuss focus groups and show powerpoint, to finalize after meeting
  - Desired outcomes?
- Task 2: Capacity and Growth Evaluation
  - No updates to LCA
  - ADU situation based on last meeting
  - Review Kevin Gifford guidance and recommendation
- Task 3:
  - no update
- Task 4: Community Profile
  - No update
- Task 7: Draft Comp Plan
  - Discuss planning commission meeting



- Task 9: Climate
  - Discuss commerce climate grant and implications of delaying the deadline on this grant
  - Kamal to share review of commerce climate grant
  - Deliverable 5 is the crux of this potential problem

# Notes

- Paul Sherman from Transpo is joining the call
  - Need to know where the intersection analysis is going to be done
  - PM peak hour and other commute stuff will be less applicable here
    - Seasonal variation
  - Intersections of note:
    - Front street spring street roundabout
    - 1<sup>st</sup> and spring
    - 2<sup>nd</sup> and spring
    - East street and first south
      - “Vary A street”
    - Argyle ave and Grover street
  - Scoped for two additional intersections
    - Currently in “nice to have” mode rather than “need to have” mode
    - Turn point way out of town “used to be the truck route”
      - Argyle to spring is where they are actually going
  - Seasonal Split
    - Heart of summer (peak season)
    - Off peak season
  - Main issue is vehicle pedestrian interaction rather than vehicular wait times at these intersections
  - LOS is currently pretty high but in a jurisdiction like this it’s a big deal to wait for ferry
  - There’s no real way to get across because of the high amount of pedestrians

# Friday Harbor Comprehensive Plan

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## Billing and Progress Report: October 2024

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### Efforts During Billing Period

- Continued Land Capacity work
- Focus Group Final Preparation
- Transportation Analysis (The Transpo Group)
- Continued work on Comprehensive Plan Draft

### Budget Status

Below is our current budget status.

#### Summary

Contract	\$258,060.00
Prior Billing	\$163,832.58
Current Billing	\$6,431.25
Balance	\$85,673.75
Percent Expended	66%

#### Summary (including Transpo)

Contract	\$319,060.00
Prior Billing	\$172,731.33
Current Billing	\$11,828.10
Balance	\$132,378.15
Percent Expended	58%

## Billing Status by Task

	Contract Total	Prior Billing	Current Billing	JTD Prior + Current	Balance
Task 1: Project Kick-off and Management	\$11,990.00	\$11,541.25		\$11,541.25	\$448.75
Task 2: Capacity and Growth Evaluation	\$34,320.00	\$20,992.50	\$2,322.50	\$23,315.00	\$11,005.00
Task 3: Review Existing Plan and Development Regulations	\$11,460.00	\$8,032.50		\$8,032.50	\$3,427.50
Task 4: Community Profile and Existing Conditions Report	\$26,020.00	\$18,990.00	\$260.00	\$19,250.00	\$6,770.00
Task 5: Infrastructure Evaluation	\$61,000.00	\$8,898.75	\$5,396.85	\$14,295.60	\$46,704.40
Task 6: Public Engagement	\$17,080.00	\$17,077.50		\$17,077.50	\$2.50
Task 7: Draft Comprehensive Plan	\$56,170.00	\$9,678.75	\$2,536.25	\$12,215.00	\$43,955.00
Task 8: Final Comprehensive Plan	\$18,180.00				\$18,180.00
Task 9: Climate Resilience	\$77,760.00	\$74,562.50	\$1,312.50	\$75,875.00	\$1,885.00
Expenses	\$5,080.00	\$2,957.58		\$2,957.58	
	\$319,060.00	\$172,731.33	\$11,828.10	\$184,559.43	\$132,378.15

## Upcoming Tasks

- Transpo Intersection Analysis
- .Focus Groups conducted
- Final Housing Allocations from County and finalizing allocations
  - Discuss letter to State of Washington RE: Allocations
- Draft Comprehensive Plan

## Schedule for next three months

	Nov	Dec	Jan
<b>Task 1. Project Kickoff and Management</b>			
Ongoing Check In Meetings			
<b>Task 2. Capacity and Growth Evaluation</b>			
Draft Capacity and Growth Evaluation			
Final Capacity and Growth Evaluation			
<b>Task 4. Community Profile and Existing Conditions Report</b>			
Departmental Meetings			
Prepare Public Information Materials			
<b>Task 5. Infrastructure Evaluation</b>			
Town provides Traffic Count Data			
Fold into Existing Conditions Report			
Fold into Land Capacity			
<b>Task 6. Public Engagement</b>			
Conduct Engagement Activities			
Summarize Engagement			
Present to Planning Commission & Town Council			
<b>Task 7. Draft Comprehensive Plan</b>			
Templates			
Draft Elements & Staff Reports			
Create Draft Plan			
Prepare Planning Commission Draft			
Prepare SEPA Checklist/Draft Determination			
<b>Task 8. Final Comprehensive Plan</b>			
Incorporate Revisions			
<b>Task 9. Climate Resilience (dates depend on Commerce approval)</b>			
Project Management			
Vulnerability & Risk Assessment			
Integrate Goals & Policies			
Community Engagement			

# Friday Harbor Comprehensive Plan

## Billing and Progress Report: September 2024

### Efforts During Billing Period

- Land capacity analysis model cleaning with new SJC allocation
- Focus Group Preparation
- Workforce profile
- Continued work on comprehensive plan draft

### Budget Status

Below is our current budget status. Amended to remove task 5 expenses.

#### Summary

Contract	\$258,060.00
Prior Billing	\$156,050.08
Current Billing	\$7,782.50
Balance	\$92,105.55
Percent Expended	60%

## Billing Status by Task

	Contract Total	Prior Billing	Current Billing	JTD Prior + Current	Balance
Task 1: Project Kick-off and Management	\$11,990.00	\$11,541.25		\$11,541.25	\$448.75
Task 2: Capacity and Growth Evaluation	\$34,320.00	\$15,240.00	\$5,752.50	\$20,992.50	\$13,327.50
Task 3: Review Existing Plan and Development Regulations	\$11,460.00	\$8,032.50		\$8,032.50	\$3,427.50
Task 4: Community Profile and Existing Conditions Report	\$26,020.00	\$18,902.50	\$87.50	\$18,990.00	\$7,030.00
Task 5: Infrastructure Evaluation (removed until contract added)					
Task 6: Public Engagement	\$17,080.00	\$17,077.50		\$17,077.50	\$2.50
Task 7: Draft Comprehensive Plan	\$56,170.00	\$8,051.25	\$1,627.50	\$9,678.75	\$46,491.25
Task 8: Final Comprehensive Plan	\$18,180.00				\$18,180.00
Task 9: Climate Resilience	\$77,760.00	\$74,247.50	\$315.00	\$74,562.50	\$3,197.50
Expenses	\$5,080.00	\$2,957.58		\$2,957.58	
<b>Total</b>	<b>\$258,060.00</b>	<b>\$156,050.08</b>	<b>\$7,782.50</b>	<b>\$163,832.58</b>	<b>\$92,105.00</b>

## Upcoming Tasks

- CVRA Finalized
- Focus Groups conducted
- Final Housing Allocations from County and finalizing allocations
- Draft Comprehensive Plan (will likely need to move out to November)

## Schedule for next three months

	Nov	Dec	Jan
<b>Task 1. Project Kickoff and Management</b>			
Ongoing Check In Meetings			
<b>Task 2. Capacity and Growth Evaluation</b>			
Draft Capacity and Growth Evaluation			
Final Capacity and Growth Evaluation			
<b>Task 4. Community Profile and Existing Conditions Report</b>			
Departmental Meetings			
Prepare Public Information Materials			
<b>Task 5. Infrastructure Evaluation</b>			
Town provides Traffic Count Data			
Fold into Existing Conditions Report			
Fold into Land Capacity			
<b>Task 6. Public Engagement</b>			
Conduct Engagement Activities			
Summarize Engagement			
Present to Planning Commission & Town Council			
<b>Task 7. Draft Comprehensive Plan</b>			
Templates			
Draft Elements & Staff Reports			
Create Draft Plan			
Prepare Planning Commission Draft			
Prepare SEPA Checklist/Draft Determination			
<b>Task 8. Final Comprehensive Plan</b>			
Incorporate Revisions			
<b>Task 9. Climate Resilience (dates depend on Commerce approval)</b>			
Project Management			
Vulnerability & Risk Assessment			
Integrate Goals & Policies			
Community Engagement			



# BERK - Friday Harbor Bi-Monthly Check-in

September 10<sup>th</sup>, 2024 | 2:00-3:00 pm

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## Meeting Objectives

- Discuss Land Capacity Analysis & Income Allocations with Kevin Gifford
- CVRA initial thoughts and to-dos
- Look at Schedule & Budget
- Discuss next steps for Draft Comprehensive Plan

## Agenda

2:00-2:05 pm      Welcome

1:05-1:45 pm      Task updates

- Task 2: Capacity and Growth Evaluation
  - Review LCA by income allocation and discuss potential adequate provisions for low income housing
- Task 3: no update
- Task 4: Community Profile
  - Taxable retail sales work has been on the backburner since last week. Will be moving forward likely starting next week
- Task 5: The Transpo Group
  - Nearing date that we discussed review of policy audit, status update?
- Task 6: Engagement
  - Currently over budget on this. Need to rethink final engagement and focus groups (see task 9)
- Task 7: Draft Comp Plan
- Ongoing activity

- Task 9: Climate
  - CVRA is complete and copy edits are complete
  - Discussion of focus groups
  - Discuss intermediate engagement summary
  - Discuss survey

# BERK - Friday Harbor Check-in

September 3<sup>rd</sup>, 2024 | 1:00-2:00 pm

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## Meeting Objectives

- Find date for 3<sup>rd</sup> engagement
- Discuss San Juan County Land Capacity Analysis
- CVRA initial thoughts and to-dos

## Agenda

1:00-1:05 pm      Welcome

1:05-1:45 pm      Task updates

- Task 2: Capacity and Growth Evaluation
- Task 3: no update
- Task 4: Community Profile
- Taxable retail sales
- Task 5: The Transpo Group
- Task 6: Engagement
- Discuss trip 3 if needed and if virtual would be a better use of time/budget
- Task 7: Draft Comp Plan
- Ongoing activity
- Task 9: Climate
- CVRA is complete and copy edits are complete
- Review scope of climate planning grant and determine if additional deliverables are required before community engagement summary

# Notes

- Engagement
  - On schedule 9/24 Marketplace, is that worthwhile to table versus do targeted engagement?
  - Targeted engagement is needed with businesses and for climate focus group (virtual).
  - Survey, there are 11 so far. Add link/advertisement via Ferry.
  - Another Facebook push for Survey.
  - Intermediate engagement summary for KPG Psomas. To help with streetscape.
- Climate Vulnerability Assessment. BERK finished copy edit. Good for staff review.
  - Wait for Climate policies until we have targeted engagement.
- Employment/Customer info - Taxable Retail Sales. BERK will identify the data granularity and forms. May need Town Finance signature.
- Need policies for Moderate Density (0-50% AMI). Remove barriers. There are three allocation options. 916 units total. Much more units at lower income bracket. Not so realistic. Will plan in next 2 weeks. Meeting with SJC on 9/19. Net new 1,350 (54%). 4,100 (60%). Water/Sewer at 4,300 population. Ask Kevin Ramsey to join.
- Multifamily units - have 3 story walk up units to help with affordability (old staff report from 2010 had identified). Concern about reality and need for infrastructure, e.g. hospital, etc.

# Friday Harbor Comprehensive Plan

## Billing and Progress Report: August 2024

### Efforts During Billing Period

- Land capacity analysis model creation and data cleaning
- Engagement event 2 and materials creation
- Workforce profile and community profile
- Climate vulnerability and risk assessment draft creation
- Continued work on comprehensive plan draft

### Budget Status

Below is our current budget status.

#### Summary

Contract	\$258,060.00
Prior Billing	\$127,804.13
Current Billing	\$37,144.70
Balance	\$93,111.17
Percent Expended	64%

## Billing Status by Task

	Contract Total	Prior Billing	Current Billing	JTD Prior + Current	Balance
Task 1: Project Kick-off and Management	\$11,990.00	\$11,241.25	\$300.00	\$11,541.25	\$448.75
Task 2: Capacity and Growth Evaluation	\$34,320.00	\$7,855.00	\$7,385.00	\$15,240.00	\$19,080.00
Task 3: Review Existing Plan and Development Regulations	\$11,460.00	\$6,602.50	\$1,430.00	\$8,032.50	\$3,427.50
Task 4: Community Profile and Existing Conditions Report	\$26,020.00	\$16,080.00	\$2,822.50	\$18,902.50	\$7,117.50
Task 5: Infrastructure Evaluation		\$6,958.75	\$1,940.00	\$8,898.75	(\$8,898.75)
Task 6: Public Engagement	\$17,080.00	\$16,387.50	\$690.00	\$17,077.50	\$2.50
Task 7: Draft Comprehensive Plan	\$56,170.00	\$2,625.00	\$5,426.25	\$8,051.25	\$48,118.75
Task 8: Final Comprehensive Plan	\$18,180.00				\$18,180.00
Task 9: Climate Resilience	\$77,760.00	\$58,645.00	\$15,602.50	\$74,247.50	\$3,512.50
Expenses	\$5,080.00	\$1,409.13	\$1,548.45	\$2,957.58	\$2,122.42
<b>Total</b>	<b>\$258,060.00</b>	<b>\$127,804.13</b>	<b>\$37,144.70</b>	<b>\$164,948.83</b>	<b>\$93,111.17</b>

## Upcoming Tasks

- CVRA Finalized
- Focus Groups
- Final Housing Allocations from County and finalizing allocations
- Adequate Provisions Recommendations
- Draft Comprehensive Plan (will likely need to move out to October/November)

## Schedule for next three months

	September	October	November
<b>Task 1. Project Kickoff and Management</b>			
Ongoing Check In Meetings			
<b>Task 2. Capacity and Growth Evaluation</b>			
Draft Capacity and Growth Evaluation			
Final Capacity and Growth Evaluation			
<b>Task 3. Review Existing Plan and Development Regulations - Completed</b>			
<b>Task 4. Community Profile and Existing Conditions Report</b>			
Departmental Meetings			
Prepare Public Information Materials			
<b>Task 5. Infrastructure Evaluation</b>			
Town provides Traffic Count Data			
Fold into Existing Conditions Report			
Fold into Land Capacity			
<b>Task 6. Public Engagement</b>			
Conduct Engagement Activities			
Summarize Engagement			
Present to Planning Commission & Town Council			
<b>Task 7. Draft Comprehensive Plan</b>			
Templates			
Draft Elements & Staff Reports			
Create Draft Plan			
Prepare Planning Commission Draft			
Prepare SEPA Checklist/Draft Determination			
<b>Task 8. Final Comprehensive Plan</b>			
Incorporate Revisions			
<b>Task 9. Climate Resilience (dates depend on Commerce approval)</b>			
Project Management			
Vulnerability & Risk Assessment			
Integrate Goals & Policies			
Community Engagement			

# BERK - Friday Harbor Bi-Monthly Check-in

August 13<sup>th</sup>, 2024 | 1:00-2:00 pm

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## Meeting Objectives

- Discuss Climate Vulnerability Assessment
- Discuss Land Capacity Analysis
- Discuss Workforce Profile
- Engagement

## Agenda

1:00-1:05 pm      Welcome

1:05-1:45 pm      Task updates

- Task 2: Capacity and Growth Evaluation – Jobs and housing allocations
- Task 3: no update
- Task 4: no update
- Task 5: The Transpo Group
- Task 6: Engagement
- Task 7: Draft Comp Plan
- Task 9: Climate



# Notes

- Task 2 Capacity and Growth allocation - integrate into HAP - ongoing for task 2.
  - **Housing Capacity Update Memo-** Went through Housing Capacity Update memo and addressed questions
    - The Town is onboard to use sales tax to project seasonal work vs year round job growth.
    - Exhibit 2: Area 1, 2, 3, 4 (industrial and public utility is defined) - in Exhibit 7 - in Area 1 assigned 1.4 acres and up to 11 housing capacity - where is that coming from? Area 1 is a shipyard and marina and there is 1 parcel that is single family that doesn't have extra density. Other parcel is lagoon parcel and restricted covenant and can't be built on. No anticipated higher density.
      - Based on anticipated density of single family zone. BERK to remove area from analysis/ remove 11 additional units. 2.61 acres is open space covenant and can't build on it. Remove it as potential area to meet housing target.
    - Exhibit 4: Possible expansion in Area 1 and 3. But why is there nothing for area 4?
      - Reason for not using Area 4 / not contributing to job capacity - adding those parcels to town wouldn't increase jobs but more of an admin. Already captured in Town.
      - Bringing in port area to southern most lot - Ryan informed us that putting in incubator for wood working and industrial zone. 4 parcels to put more industrial uses and storage. This info is in the Master Program and in the Master Plan (Town shared previously).
        - Kamal to reach out to Kevin G and share Port Master Plan to make better estimate for UGA expansion.
    - Tourism and Equivalent/Demand for services section- use sales and tax on page 7. Town supportive of using this approach.
      - Kamal to find model for Chelan and data sources, and will send it over.
    - Industrial, Land, Public Facilities and Unique Uses section page 7 - are we going to use it or should Ryan give a thumbs up?
      - Kamal said this speaks to accessory uses near the airport. This paragraph is recommendation of how another county does it. Having those

underutilized parcels in UGA expansion contributes to regional job center (airport) and has accessory uses.

- Ryan supports this methodology.
- Ryan met with County confirming 3,963 as final population projection by 2035. (4,306 was math error). Taking in 54% of new population growth of San Juan County (60% was for original number of 4,306). Policy decision that will have to look at.
  - Ryan Talked about allocation - model from state is not very indicative of San Juan county as a whole. Across County need 500 new units for 30% or less AMI into 3 UGAs, that triples the units we already have. Asked County for data to show population that we currently have - there will be natural increase and more people will slide into this income bracket but this seems way too much. We should be planning but dis-ingenuine to put in Comp plan right off the bat- want implementable and measure success/ failure. We shouldn't just add numbers- there needs to be realism. Friday Harbor is different than other places in state, with lack of resources we won't attract. Put more into 30-80% AMI. Middle income folks need housing in general- we shouldn't short change them just to hit numbers. We currently have 13%, bump up to 20% at that threshold - current discussion.
  - Kamal to bring this up at next team meeting.
- No update on Task 3 or 4.
- Task 5 is Transpo- Council meeting contract increase on consent agenda for Thursday 8/15. Kamal/BERK will let Transpo know.
- Transportation policy analysis - Ryan won't get to it until second week in September
  - Kamal will continue to follow up with status updates on next agenda
- Engagement - Kamal shared engagement board with the updates suggested by Ruta and Ryan- got approval to print
  - BERK will bring shade tent, tackle box, easels.
  - Table and chairs will be provided.
  - Will bring one pagers in Spanish and English, with links to surveys.
    - Kamal to send the links to the PDF of one pager, links to surveys in English and Spanish.
- Contact information -
  - Ryan to send Ashley's (Valmark) information/ email
  - Kamal hasn't gotten through to Friends of San Juan- will reach out to them again.

- Draft Comp Plan updates - no updates, template is done, a lot of work will be done during SEPA. There will be a big push following October Engagement.
- Task 9: Climate Vulnerability Assessment- will send draft by mid Wednesday 8/21
  - Need it back from Town by Thursday 8/29. One week for Town review is sufficient.
- Kamal to send over monthly report and last month's expenditures by EOD.

# BERK - Friday Harbor Monthly Check-in

July 30, 2024 | 1:00-2:00 pm

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## Meeting Objectives

- Discuss Climate Vulnerability Assessment
- Discuss Land Capacity Analysis
- Discuss Housing Needs Assessment with Kevin Ramsey
- Discuss Workforce Analysis
- Talk about engagement updates from Cascadia and San Juan County

## Agenda

1:00-1:05 pm      Welcome

1:05-1:45 pm      Task updates

- Task 2: Capacity and Growth Evaluation – Jobs and housing allocations
- Task 3: Commerce Workbook and Document Audit Pending
- Task 4: Community Profile is progressing
- Task 5: The Transpo Group
- Task 6: Engagement
- Task 7: Draft Comp Plan
- Task 9: Climate

# Notes

## Workforce analysis

- BERK has the tool that we can plug into the housing needs assessment for the workforce analysis
- Need to just get the data from LEHD and send it over to ryan so that he can input it into the HNA

## Amendment request

- Need to get it done today

## Water Plan

- There is an update that we need to incorporate into the land capacity analysis because there is a capacity cap at the sewer plant that could be a constraint to the LCA
- Need to match the numbers up sooner rather than later so that it can match up with the LCA to make sure that they are on the same order of magnitude
- Need to prove that it can definitely serve the UGA area

Need to really kick focus grouping into gear especially re: climate

There was a miscommunication on the engagement at the fair

# BERK - Friday Harbor Monthly Check-in

July 9, 2024 | 1:00-2:00 pm

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## Meeting Objectives

- Discuss Climate Vulnerability Assessment
- Discuss Land Capacity Analysis
- Discuss Housing Needs Assessment with Kevin Ramsey
- June Monthly Report review
- Engagement Planning

## Agenda

1:00-1:05 pm      Welcome

1:05-1:45 pm      Task updates

- Task 2: Capacity and Growth Evaluation – Jobs and housing allocations –
  - Updates and thoughts from Kevin Gifford RE: LCA
  - Updates and thoughts from Kevin Ramsey RE: HNA
- Task 3: Commerce Workbook and Document Audit Pending
  - No updates currently
- Task 4: Community Profile is progressing
  - Departmental meetings are being scheduled with EMS, Fire, Police, Parks, and Public Services
    - Need to schedule meeting with Streets and Parks department
    - Meeting with Sheriff this week
  - Starting write up on Capital Facilities in early July after CVA submitted to commerce – the CVI and community profile should help inform the Capital Facilities element
- Task 5: The Transpo Group
  - Touch base about Stefanie e-mail

- Does the City plan on moving forward with contracting traffic count data?
- Task 6: Engagement
  - Go over Survey – decide on if complete and should be QR coded
  - Discuss timeline of the two days
- Task 7: Draft Comp Plan
  - No updates currently
- Task 9: Climate
  - Discuss Vulnerability and Risk Assessment
  - Deadline review for CVRA – moved to August

1:45-2:00 Review Monthly Progress Spreadsheet and data requests

- Any issues with the invoice?
- Data requests

# BERK - Friday Harbor Monthly Check-in

June 11, 2024 | 1:00-2:00 pm

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## Meeting Objectives

- Discuss Climate Vulnerability Assessment
- May Monthly Report review
- Discuss housing and jobs allocations
- Discuss Examples of Engagement

## Agenda

1:00-1:05 pm      Welcome

1:05-1:45 pm      Task updates

- Task 2: Capacity and Growth Evaluation – Jobs and housing allocations – should discuss file sharing of current phase of housing action plan
  - Ryan attempting to reverse engineer numbers for land capacity analysis and housing capacity
  - Will be adding to shared folder
  - Friends of San Juan have submitted a PRR for all documents related to land capacity analysis
- Task 3: Commerce Workbook and Document Audit Pending
  - RDI Analysis is completed, summary is incoming
    - Policy recommendations and review to be added to pending Housing action plan
- Task 4: Community Profile is progressing
  - Departmental meetings are being scheduled with EMS, Fire, Police, Parks, and Public Services
    - Need to schedule meeting with Sheriff, Parks
  - Starting write up on Capital Facilities in early July after CVA submitted to commerce – the CVI and community profile should help inform the Capital Facilities element
- Task 5: The Transpo Group



- Stefanie is continuing on this work – nothing to report from BERK
  - Update from town on next step?
  - Meeting is scheduled for 6.11 to get final areas of where traffic counts will be conducted
    - Further updates will be determined at the meeting today
  - MM level of service
    - Looking into changing concurrency of major arterials
    - Using new characterization of roads is the likely path forward
  - Trouble with truck routes going through single family neighborhoods and based on current classifications we can't really expand
- Task 6: Engagement
  - Plan is still in Phase 1
  - Discuss examples and date to send over full engagement activities write up
  - To-Dp
    - What are the questions and what are the best ways to get answers to those questions (online and in person)
  - Friday Harbor Then and now (Ryan and Ruta)
    - Housing themes (old headlines from historic society)
    - Sidewalks
    - Utilities

#### Moving forward

- Penny activity could be a good path forward (for fair booth)
  - Maybe we can color the pennies differently based on town residents vs county residents
- Street Design house design non-motorized etc.
- What I want to see in Friday Harbor in 20 years
  - "headline writing activity"
- Task 7: Draft Comp Plan
  - No updates currently
- Task 9: Climate
  - Discuss Vulnerability and Risk Assessment
  - Discuss KPFF field work
  - Deadline review for CVI

- Progress Reports due to commerce
  - Deadlines coming up:
  - Draft capacity analysis – changing to a status report
  - UGA analysis
  - Don't have growth allocations from the county
    - ◆ Therefore we will have a capacity analysis but won't be able to check them against the growth analysis
  - Will email commerce
    - ◆ Changing land capacity analysis to a status report
    - ◆ Aside from the land capacity analysis we can get job work done so that we have something to compare it to
  - Whatever we turn in should look and feel like a land capacity analysis and a jobs analysis we can turn it in and send on the 30<sup>th</sup>. July 5<sup>th</sup> is the latest
- Need to meet with Kevin G. to discuss the land capacity analysis for Jobs and Housing
  - Stephanie can point to the douglas county and Lisa can point to the Burien examples (in Burien Teams Channel)
- Need to update schedule with these deadlines
- Climate Vulnerability Assessment
  - Climate resiliency channel has a lot of information that would be helpful for the CVA
  - Lisa added to Friday Harbor Teams chat

#### 1:45-2:00 Review Monthly Progress Spreadsheet and data requests

- Any issues with the invoice?
- Data requests

# BERK - Friday Harbor Check-in

May 14, 2024 | 1:00-2:00 pm

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## Meeting Objectives

- Discuss Climate Vulnerability Assessment
- March Monthly Report review
- Discuss housing and jobs allocations
- Plan for departmental meetings to inform community profile and capital facilities element

## Agenda

1:00-1:05 pm      Welcome

1:05-1:45 pm      Task updates

- Task 2: Capacity and Growth Evaluation – Jobs and housing allocations – should discuss file sharing of current phase of housing action plan
- Task 3: Commerce Workbook and Document Audit Pending
  - CPPs and RDI analysis currently pending, memo to be written this month and into next month
- Task 4: Community Profile is progressing
  - Departmental meetings are being scheduled with EMS, Fire, Police, Parks, and Public Services
- Task 5: The Transpo Group
  - Stefanie is continuing on this work – nothing to report from BERK
  - Space here for status update from town
- Task 6: Engagement
  - Plan is in Phase 1, initial calls are starting next week and will pick back up when Kamal gets back from OOO
- Task 7: Draft Comp Plan

- No updates currently
- Task 9:
  - Discuss Vulnerability and Risk Assessment
  - Discuss KPFF field work
  - Deadline shift

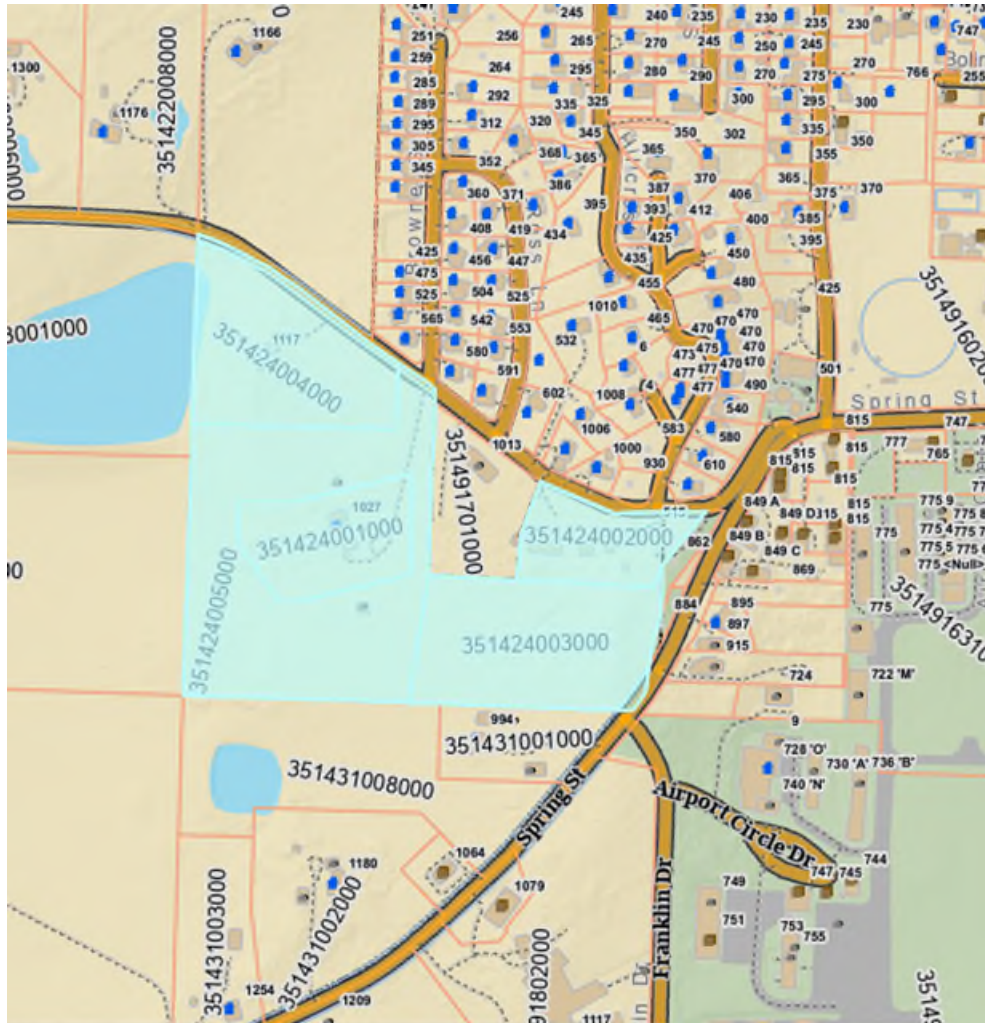
1:45-2:00 Review Monthly Progress Spreadsheet and data requests

- Any issues with the invoice?
- Data requests

## Notes

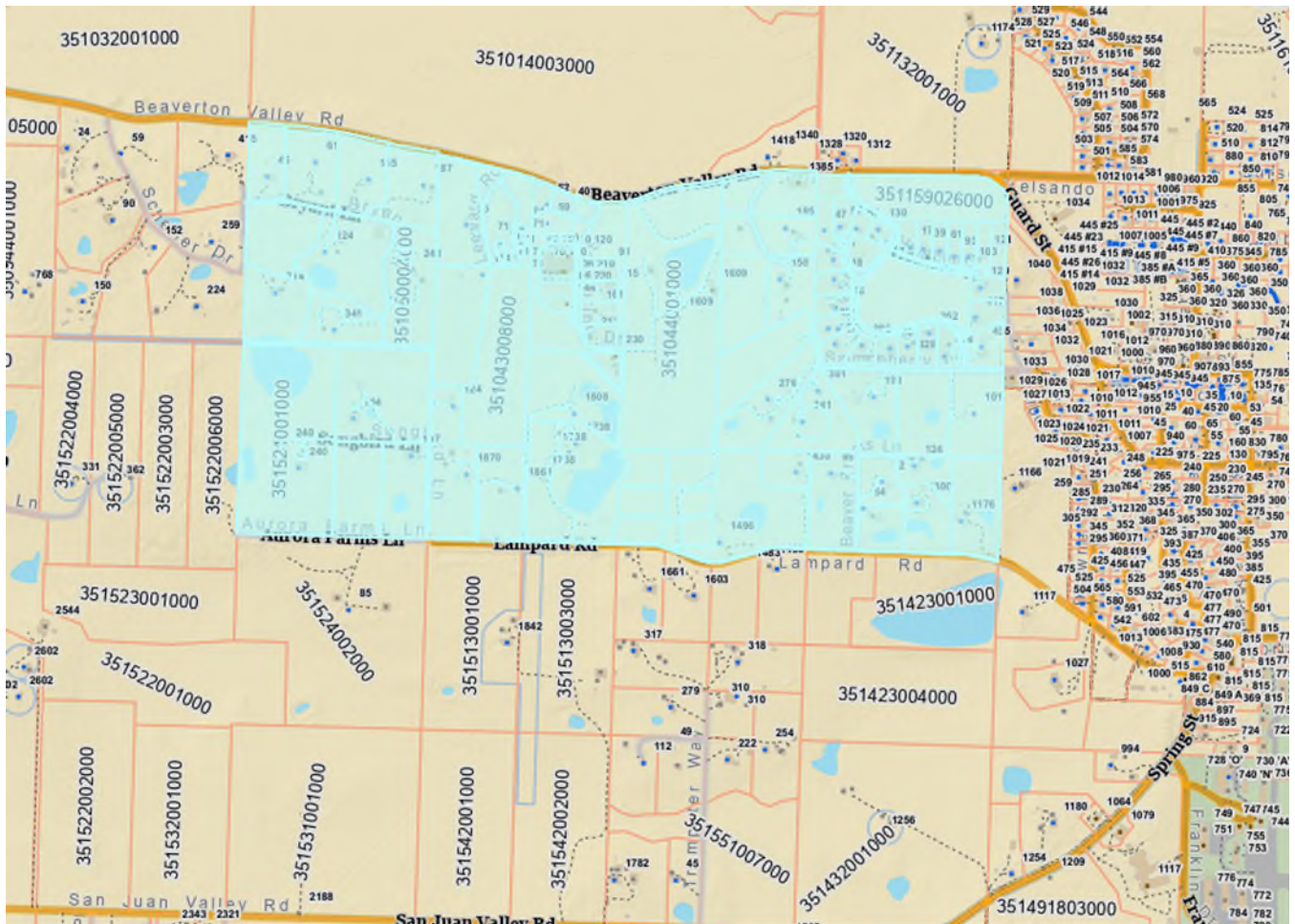
- What was the counties reaction to the UGA expansion after 2021
- County has housing and population allocations but jobs allocations
- Answer: we would like to bring those in – should probably include those in for the jobs allocations
  - County wants the land capacity analysis to show that
  - County has already done population allocations: passed the resolution last month
- “if there is not going to be an employment allocation, your review or justification of the UGA expansion would have to show two things:
  - 1) is the area already urban or maybe an essential public service
  - 2) if they are not already urban we would need to link to the population allocation and relate it to the amount of industrial or job related land.
- There were two requests for the county
  - Annex the undeveloped land in the southern SFR area of the area 3





- ASK: WOULD LIKE TO SEE AN ANALYSIS OF POTENTIALLY ANNEXING THE PROPERTY NORTH OF LAMPARD BETWEEN BEAVERTON VALLEY ROAD AND SONG BIRD LAND





- Ryan will send over a map
- For Kevin Gifford: There should also be an analysis of zoning changes and incentives to potentially get some more density in the downtown if no UGA expansion (or limited UGA expansion) is anticipated
  - Currently FAR is 49% in the downtown – with commercial space street frontage required
  - There is joint planning policy to keep 20% surplus UGA (beyond what is needed); not sure how we would include this and be able to justify it. Maybe let's not include it in the analysis
- Question for Task 4: can we get the net new housing targets
  - There will be some net new housing targets as part of the housing action plan
    - When Ryan shares that I can get it to Josh
  - When we see the almost final draft of the housing action plan – we can see some of the housing at income levels, and includes some analysis of vacation homes

- Need to peer review the land capacity analysis of the housing action plan as well
  - How many houses FH needs vs how much capacity we have currently to meet those needs
- KPFF field work
  - Ferry terminal area
  - Port area – outfalls and pump stations
- CVA Deadline shift is amenable – Internal Deadline for the CVA is June 29<sup>th</sup> and External deadline to commerce would be July 15<sup>th</sup>
- Sea level rise data
  - Ryan will update on Thursday (meeting at 9:00 am)
- Get access database of Outfalls from Jesse
- Kamal: Share utilities GDB with KPFF
- Commerce guidelines are that communities create a climate advisory body
  - Town staff could be technical advisory body
  - County shut down the countywide task force
- Kamal: Could we send the list of the likely questions to Ryan and Ruta of the engagement cold calls before doing them (try to send these next week)
  - Include questions related to climate in these calls
  - We could reach back out to climate consultant team and see what they are up to related to focus grouping and tagging on climate engagement onto other engagement
- Photos for Comp plan – reach out Ryan about Matt the photographer and parking enforcement
- Additional engagement
  - Participatory design
  - More tactile engagement
  - Getting our own booth for the engagement at the county fair
  - Examples of engagement – booths with Redmond are a good example
    - Send some over to Ryan and Ruta



# BERK - Friday Harbor Check-in

April 16, 2024 | 1:00-2:00 pm

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## Meeting Objectives

- Review Current Draft of Engagement Plan
- March Monthly Report review
- Climate Element Update

## Agenda

1:00-1:05 pm      Welcome

1:05-1:35 pm      Task updates

- Task 2: Capacity and Growth Evaluation – Housing Action Plan and Peer Review Pending
- Task 3: Commerce Workbook and Document Audit Pending – to be completed in by Mid-may
  - Critical areas ordinance question
- Task 4: Community Profile is progressing and review is ongoing
  - Ask: Neighborhood Boundaries (even if it's just streets we can geolocate)
  - Ask: Housing stock and tenure permit data if possible
- Task 5: The Transpo Group
  - Space here for Stefanie and Kamal to discuss Task 5 schedule updates.
  - Infrastructure plans
  - Traffic Counts plan of attack and potential date we can expect them
  - Transportation basemap GIS data with functional classes
  - Update on transportation element goals and policies (to be completed around mid-may)
- Task 6: Engagement Plan initial draft complete to be reviewed by FH
- Task 7: Template has been created and is being cleaned up to be reviewed by FH

- Task 9:
  - CIA is ongoing, commerce climate workbook started audit in April - ongoing
  - Vulnerability and Risk assessment is starting now – will have Kevin Gifford reach out with data requests
  - Community Engagement work ongoing
  - Discuss KPFF field work to I.D assets and potential dates to do so
  - Discuss Deliverable 2 (Climate Impacts Assessment Memo) and Deliverable 3

1:35-1:45 pm Climate Update – Memo Review

1:45-2:00 Review Monthly Progress Spreadsheet and data requests

- Any issues with the invoice?
- Data requests

# BERK - Friday Harbor Check-in

March 12, 2024 | 1:00-2:00 pm

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## Meeting Objectives

- Review Current Draft of Engagement Plan
- Review KPFF and Transpo Roles
- February Monthly Report review
- Climate Change Element Update

## Agenda

1:00-1:05 pm	Intros	
1:05-1:15 pm	Review Progress on Engagement Plan	Kamal
	<ul style="list-style-type: none"><li>▪ Plan to be completed before next monthly check-in.</li></ul>	
1:15-1:20 pm	Review Monthly Progress Spreadsheet	Kamal
	<ul style="list-style-type: none"><li>▪ Any issues with the invoice?</li></ul>	
12:20-12:25 pm	Clarify any changes to schedule – Climate Change Grant Scope	Kamal
12:25-12:40 pm	Address GIS Data Needs for Climate Element	Ben S.
	<ul style="list-style-type: none"><li>▪ GIS layers or spatial data requests (Land Use, Zoning, Streets, etc.)<ul style="list-style-type: none"><li>▫ Get Critical Assets and Critical Areas GIS Layers if available.</li></ul></li></ul>	
12:40-1:00 pm	Next steps or Questions	Kamal
	<ul style="list-style-type: none"><li>▪ Planning Continue Policy Audit, Finalize Engagement Plan and begin creating materials/surveys for review.</li><li>▪ Complete February Write-up.</li></ul>	

- GIS + Planning teams to continue with Community Profile, Climate Impacts/ Vulnerability Assessment.

## Notes

- Jesse Douglas – Friday Public Works Director in attendance
- Engagement Notes
  - Lisa – Newest climate guidance shows that best practice is to create a climate guidance commission
    - Don't necessarily need to change the activities that we have in mind
    - County has sent public participation for climate element
      - Will get it from Ryan
        - Overlap as much as possible might want to be added to those meetings
- Review monthly progress
  - It seems like the periodic update grant requires that we specifically itemize the housing element
- Housing action plan notes
  - The home trust wants to know how many 1 and 2 bedroom houses they anticipate in the next 25 years
  - Not sure if that's something we will be able to include in the HAP but could be in the housing element. Home trust is trying to develop a potential 35 unit building and want to distribute based on need
  - Will share examples of how we've done that in the past to help inform HAP (which will help inform housing element) @Lisa G.
- Invoice
  - No issue with invoices, Kamal will share
- GIS needs notes
  - We can talk later about assets and how they are classified
  - Critical areas critical assets and where that data is stored
    - FH uses the counties data for the most part

- Attempt to go from FastCAD to GDB model
  - Slowly working on stormwater layer
    - Don't have sewer lids, don't have valves, lift stations, etc. in map format
  - Staff knowledge later on in the process would be important and maybe part of the Public works meeting
- Notes on Sea Level Rise data
    - Request for data needed GDB on
    - Definitely want to see the data that was already created (Ryan will coordinate with Ben on This)
  - Scope changes to Climate Work
    - KPFF climate support slight changes as well
      - We had set aside budget for support
        - Therefore doesn't change scope with BERK and the town
      - Notes in comments of scope document (KPFF Scope)
      - Stability Assessment was completed that could also inform KPFF work
      - Road end infrastructure was deeded to Port of Friday Harbor for public access
      - More of the work is related to shoreline facilities and shoreline infrastructure
      - Kamal: Move Scope of KPFF climate support into clientshare folder