

## Town of Friday Harbor

PO Box 219 / Friday Harbor / WA / 98250

(360) 378-2810 / fax (360) 378-5339 / [www.fridayharbor.org](http://www.fridayharbor.org)

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### MEMORANDUM

To: Town Council

From: Ryan Ericson, Community Development Director

Date: September 30, 2024

Re: Town of Friday Harbor Comprehensive Plan Update

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At the October 17, 2024, Town Council meeting Staff will present the results from the gap analysis completed by BERK related to the 2025 comprehensive plan update. Town Staff has assembled a Workshop Binder with the first eight documents. Additional materials will be provided for the binder through adoption in December of 2025. The documents will also be available electronically.

The Table of Contents for the Binder is as follows (greyed items are future items):

1. Kick Off Memorandum
2. Public Participation Plan
3. Policy Audit Findings Memorandum
4. Department of Commerce 2025 Update Checklist
5. Racially Disparate Impacts Memorandum
6. Racially Disparate Impacts Workbook
7. Land Capacity Analysis Memorandum
8. Climate resiliency audit memorandum
9. Population Projections and Housing Unit Allocation by income
10. Proposed Urban Growth Area Expansion
11. Draft Water System Comprehensive Plan
12. Draft Sewer System Comprehensive Plan
13. Draft Stormwater comprehensive Plan
14. Land Capacity Analysis – Final
15. Chapter 1 Why and How Friday Harbor is planning under the GMA and Chapter 2 Comprehensive Plan Update process and administration (Draft/Final).
16. Chapter 3 contains the Land Use Element designating the proposed general distribution and general location of appropriate land uses.
17. Chapter 4 contains the Housing Element that ensures the vitality and character of established residential neighborhoods.
18. Chapter 5 Transportation Element
19. Chapter 6 Capital Facilities Element.
20. Chapter 7 Utilities Element.
21. Chapter 8 Parks & Recreation Element.
22. Chapter 9 Economic Development Element
23. SEPA Analysis
24. Current Comprehensive Plan (2018 through 2020 amendments)

### Overview of the provided documents

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The Department of Commerce has developed tools to assist local governments with the Periodic update to ensure compliance with recently adopted state legislation. These tools are the Periodic Update Checklist, the Racially Disparate Impacts Workbook, and the Climate Resiliency Workbook. Staff will be presenting each checklist/workbook at Town Council meetings and will concurrently present the documents at the following Planning Commission meeting.

### Commerce Periodic Comprehensive Plan Checklist

This is a living document. As items are completed, the Director will update Town Council to keep the checklist current.

### Current Comprehensive Plan Policy Audit

BERK has completed the initial review of the existing Comprehensive Plan identifying gaps and providing suggestions on how to reach compliance. To address needs for affordable housing and future job growth as well as meet legislation passed in 2021 and 2023, significant amendments are required to the Housing Element and Land Use Element of the Comprehensive Plan. In addition, the Town will need to integrate climate resiliency goals and policies throughout the comprehensive plan.

### Racially Disparate Impacts

There are two documents completed by BERK addressing racially disparate impacts: a workbook which evaluates the Town's existing comprehensive plan, and a policy audit. This table explains the evaluation scoring methodology.

Criteria	Evaluation
The policy is valid and supports meeting the identified housing needs. The policy is needed, and addresses identified racially disparate impacts, displacement and exclusion in housing.	S Supportive
The policy can support meeting the identified housing needs but may be insufficient or does not address racially disparate impacts, displacement and exclusion in housing.	A Approaching
The policy may challenge the jurisdiction's ability to meet the identified housing needs. The policy's benefits and burdens should be reviewed to optimize the ability to meet the policy's objectives while improving the equitable distribution of benefits and burdens imposed by the policy.	C Challenging
The policy does not impact the jurisdiction's ability to meet the identified housing needs and has no influence or impact on racially disparate impacts, displacement or exclusion.	NA Not applicable

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### **Land Capacity Analysis Memorandum**

A land capacity analysis looks at the existing zoning for each parcel, residential density, the Town's population forecast, job growth, and land available (vacant and underutilized) to accommodate the future Friday Harbor economic growth required to support the new population. In the memorandum BERK explains the methods for the land capacity analysis. Staff has directed BERK to complete the method in the memorandum for differentiating the full time and seasonal job growth. This analysis will assist with understanding the housing needs of local businesses.