

Staff Report

Agenda Item:	2025 Code Amendments and Comprehensive Plan Certification	Meeting Date:	June 9, 2025
		Prepared by:	Mayor Kimber Ivy

History of Agenda Item:

1. **2024 0512**: Details provided to Council as stated in the 0410 2025 Meeting.
2. **2025 0609**: All previous documents included and updated.

Summary: The City of Roy is required to update its Comprehensive Plan and development regulations under the Growth Management Act (GMA) as part of the 2024 periodic update cycle. BHC Consultants was retained to assist with this work. The attached March 11, 2024 memo outlines necessary updates to ensure compliance with state law and to maintain eligibility for funding through Puget Sound Regional Council (PSRC) programs.

Task A: Code Amendments for GMA & PSRC Certification

Scope: Required by both GMA and PSRC. Completion is necessary for certification of the updated Comprehensive Plan and continued eligibility for PSRC funding.

Code Sections Involved:

- **Title 11 – Land Development Code**
 - Zoning updates (housing definitions, ADU regulations, shelter and emergency housing use)
 - Essential Public Facilities siting
 - Subdivision standards (plat duration)
- **Title 3 – Finances and Taxation**
 - Impact fee exemptions for early learning and low-income housing

Budget Estimate: \$15,000–\$18,000

Timeline: April–October 2025

Deliverables:

- Code redlines
- SEPA checklist and determination
- Staff report and recommendation
- Ordinance preparation
- Final documents for code publishing

Task B: Code Amendments for GMA Compliance Only

Scope: Additional code updates required for GMA compliance but not needed for PSRC certification.

Code Sections Involved:

- **Title 10 – Building Regulations**
 - Stormwater management (corrective action for septic failure)
 - Critical Areas Ordinance (updated definitions, buffers, monitoring, best available science)

- **Title 14 – Comprehensive Plan**
 - Emergency amendment definitions
 - Tribal planning participation policies

Budget Estimate: \$10,000–\$13,000

Timeline: April–October 2025

Deliverables: Same process as Task A, tailored to these sections

Task C: Optional Preapplication Conference Procedure

Scope: Requested by the City to streamline permit review and improve applicant experience.

Code Sections Involved:

- **Title 11 – Land Development Code**
 - New procedures and potential fee recommendations for preapplication conferences

Budget Estimate: \$6,000–\$7,000

Timeline: April–October 2025

Deliverables:

- Code amendments and peer city comparisons
- Staff report and recommendation
- Preapplication form

Recommendation:

1. Review and authorize Tasks A and B immediately to ensure GMA compliance and PSRC certification.
2. Consider whether to proceed with Task C to support internal process improvements.

Cost-Saving Opportunity

Conducting Tasks A and B concurrently may allow for:

- Combined public hearings
- Consolidated SEPA review
- Reduced overall cost toward the lower end of estimates

Conclusion:

The proposed code amendments and comprehensive plan certification tasks represent essential steps in maintaining the City of Roy’s compliance with state law and regional planning requirements. Completion of Tasks A and B will ensure the City meets the obligations of the Growth Management Act (GMA) and secures certification from the Puget Sound Regional Council (PSRC), which is vital for continued eligibility for regional funding opportunities. While Task C is optional, it offers valuable internal process improvements that could streamline permitting and enhance customer service.

The combined estimated fiscal impact ranges from \$31,000 to \$38,000, depending on the scope and scheduling efficiencies. This investment supports regulatory compliance, housing affordability goals, environmental protections, and strategic long-term planning. City Council is encouraged to move forward with authorizing Tasks A and B promptly and consider Task C based on available resources and staff capacity.

BHC- “The Task Order Memo is essentially a menu of 3 options for amendments to the Roy City Code. Task A is the priority as it responds to GMA and PSRC requirements. Task B is the second priority as it responds to GMA requirements. Task C is lowest priority, but it would enable the City to conduct and bill for preapplication conferences. The memo provides an estimated scope of work and budget for each task; however, there are efficiencies and cost savings to consolidating these tasks.”

Motion for consideration:

"I move approve/reject the proposal for (Tasks A-C)_____ in the amount outlined."

Estimated Fiscal Impact:

Task A – Required for GMA & PSRC Certification

- **Estimated Cost:** \$15,000 – \$18,000
- **Purpose:** Updates to zoning, housing definitions, subdivision standards, and impact fees. Required to obtain PSRC certification, which keeps the City eligible for regional funding.
- **Value Justification:** Without PSRC certification, Roy could lose access to **transportation and infrastructure grants** administered by PSRC. This task is an investment to retain funding eligibility.

Task B – Required for GMA Compliance (Not PSRC)

- **Estimated Cost:** \$10,000 – \$13,000
- **Purpose:** Updates to critical areas, stormwater management, and comprehensive planning policies (emergency amendments and tribal coordination).
- **Value Justification:** Required to remain compliant with Washington State law. Noncompliance could result in legal challenges or state penalties.

Task C – Optional (Preapplication Conference Procedure)

- **Estimated Cost:** \$6,000 – \$7,000
- **Purpose:** Introduces a formal preapplication process to streamline permit applications and improve applicant communication.
- **Value Justification:** Could reduce processing time, staff workload, and future legal complications related to incomplete applications.

Total Potential Cost (All Tasks):

- **Maximum:** \$38,000
- **Minimum (if efficiencies realized):** ~\$31,000
- **Funding Source:** Presumably from the **City Planning or General Fund** (may also be eligible for reimbursement via Commerce grants).

Cost Savings Opportunity

- BHC noted that combining Tasks A and B for public hearing and SEPA processes could reduce costs toward the lower end of the estimate range.

Attachments:

1. BHC documents have been provided.
2. **URGENT NOTICE TO CITY COUNCIL (attached)**

Subject: Immediate Vote Required – 2025 Code Amendments & Comprehensive Plan Certification

URGENT NOTICE TO CITY COUNCIL

Subject: Immediate Vote Required – 2025 Code Amendments & Comprehensive Plan Certification

To: Roy City Council

From: Mayor Kimber Ivya

Cc: Planning Staff, Legal Counsel

Attachments:

- Staff Report: 2025 Code Amendments & Comprehensive Plan Certification
- Task Order Memo (BHC Consultants – April 21, 2025)
- Summary Sheet (Attached Below)

ACTION REQUIRED:

The Council **must vote immediately** on the authorization of **Tasks A and B** related to 2025 Code Amendments and Comprehensive Plan Certification. These tasks are **legally required** to maintain the City's compliance with:

- The **Growth Management Act (GMA)**
- The **Puget Sound Regional Council (PSRC)** for continued grant eligibility

CONSEQUENCES OF DELAY:

- **Loss of PSRC Certification**, jeopardizing eligibility for key infrastructure and transportation funding
- **Noncompliance with GMA**, risking legal consequences or state enforcement
- **Budget Inefficiencies**, as delay will increase consultant costs and may require duplicate hearings or reviews
- Missed opportunity to combine SEPA and public hearing processes, **driving costs up** by thousands

RECOMMENDED MOTION:

"I move to approve _____, in an amount not to exceed \$_____, to ensure GMA compliance and PSRC certification."

ATTACHMENT: COUNCIL SUMMARY SHEET

Quick Reference – 2025 Code Amendments & Comprehensive Plan Certification

TASK	SCOPE	WHY IT MATTERS	ESTIMATED COST	TIMELINE
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TASK A	Code Amendments for GMA & PSRC Certification	Legally required; PSRC certification required to secure grants	\$15,000– \$18,000	April–Oct 2025
	Includes zoning, ADU rules, essential facilities, and impact fees	Without this, PSRC will withhold plan certification		
TASK B	Code Amendments for GMA Compliance (not PSRC)	Required by state law; prevents legal risk or penalties	\$10,000– \$13,000	April–Oct 2025
	Covers stormwater, critical areas, tribal planning policies	Brings Title 10 & Title 14 into legal compliance		
COMBINED	Approval enables cost-saving consolidation (SEPA + hearings)	Immediate action avoids duplication and inefficiencies	\$31,000– \$38,000	Must begin immediately

Notes:

- PSRC has **withheld final plan certification** pending these code updates.
- Delays will not only affect compliance but also **Roy’s ability to compete for regional and transportation funds**.
- Council has already received the required technical reports, legal guidance, and fiscal outlines.