

Port Townsend, WA Resubmittal Cover Page

Grant Category:

Inflation-Reduction-Act-Urban-and-Community-Forestry: Inflation Reduction Act - Urban and Community Forestry

River Network Phase 1 Recommended Subawards

Project Title:

Urban Forestry's Future: Plans and Code

Project Contact Information:

Primary Contact:

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Proposal Abstract (100 word maximum):

Port Townsend is an Olympic Peninsula Tree City without an Urban Forestry Plan despite being a Tree City for more than two decades. We request funding to develop an Urban Forestry Plan in concert with an update of our Tree Conservation Ordinance and Municipal Code, and with synchronicity of our Comprehensive Plan update. We will engage a professional arboricultural planning service with demonstrated capacity to provide a timely plan and code update at cost and contract with Washington State University Jefferson County Extension Office to help organize effective community engagement.

Non-Federal Funds Match Waiver:

Applicant is seeking non-federal funds match waiver

Funding Request:

Requested Funding Amount: \$240,517.20

A. Project Narrative

1. Project Title: *Urban Forestry's Future: Plans and Code*

2. Project Applicant: *City of Port Townsend, Washington*

3. Contact Information: *Emma Bolin, Planning & Community Development Director, 250 Madison Street, Port Townsend WA 98368; ebolin@cityofpt.us; 360-390-4048 and Robin Hill, Development Projects Administrator & ISA/TRAQ certified Arborist, rhill@cityofpt.us; 360-379-4665*

4. Project Summary: <100 words

Port Townsend is an Olympic Peninsula Tree City without an Urban Forestry Plan despite being a Tree City for more than two decades. We request funding to develop a Plan in concert with an update of our Tree Conservation Ordinance and Municipal Code and other relevant documents. We will engage a professional arboricultural planning service with demonstrated capacity to provide a timely plan and code update at cost and provide public outreach.

5. Project Scope Alignment

The area of Port Townsend that is ranked as impacted by the Climate and Economic Justice Screening Tool (CEJST, Figure 1) includes most of our southern shoreline and adjacent areas of moderate elevation as well as approximately 2/3 of our population. The rankings for disadvantage include: the presence of formerly used defense sites; expected population loss from natural hazards; and a preponderance of low-income households. It is notable that part of the area of impact is our Historic District, which according to the American Community Survey of the US Census, has been among our most impoverished due to older residents being on fixed incomes in homes owned long term, becoming house rich but financially strapped by rising taxes and inflation. Because our available housing stock is near zero, with a less than 1% vacancy rate, this population cannot relocate to smaller, more affordable units because they don't exist. This problem area coincides with the area highlighted by our Climate Action Committee's (a joint committee of the City of Port Townsend and Jefferson County) mapping for low tree cover, as these historic areas were subject to total clearcutting prior to building more than a century ago.

Following extensive efforts by our Planning staff, Planning Commission and City Council, the City of Port Townsend recently updated our residential zoning codes for flexibility in providing more affordable housing to low-income families and households. These code changes allow for more units to be built on a single lot, including tiny homes on wheels as long-term rentals (one of only a few cities in Washington state allowing such structures for this purpose). We are hopeful that our new code changes will have positive impacts for our unhoused and low-income populations.

However, we also need to be thinking about our disappearing tree canopy as we create more housing for these underserved populations who deserve to have access to tree canopy and all the benefits that come with neighborhood canopy. Our community does not have an Urban Forestry Plan and our Tree Conservation Code is out of date. Development of an Urban Forestry Plan and an update of our Tree Conservation Code can go hand in hand with our new zoning

code changes to serve those who need equitable housing without disparity of environment. A significant amount of the tactical housing infill will likely occur on empty lots in our Historic District and in the Castle Hill area (Figure 1), both of which are included in the area of impact delineated by the CEJST. Densification brings its own burdens, in particular to tree canopy cover, and care must be taken to protect and improve our canopy while we densify.

We propose the following work efforts listed in 5a, b, c, and d, and along with projects listed in 6a, and b

5a. Tree Conservation Ordinance Amendment: Zoning changes in the area of impact will need to expand beyond density changes. At this time, our code exempts construction on individual lots from protection of existing trees, and tree protection is enacted only at the parcel level (~40,000 square feet). However, Port Townsend's unique history as a fully platted jurisdiction prior to any significant residential construction has produced a piecemeal lot-by-lot development rather than subdivision development of full parcels, particularly as construction expanded out from the Historic District. Consequently, trees are often clear-cut from these individual lots for the builder's convenience, not because they interfere with a building footprint. The Jefferson County/Port Townsend Climate Action Committee's (CAC's) [Forests and Trees Greenhouse Gas Inventory Report](#) noted that the City of Port Townsend lost 1% of its tree canopy over the 2011-2018 time period. Our unique platting also designates more than 30% of land in the city as right of way, offering extensive areas that may be used for public nonmotorized trails and planting of appropriate trees and shrubs in areas where densification has impacted tree coverage on private lots.

Port Townsend has been a TreeCity for more than two decades. The initial impetus to achieve that status came from a multiyear effort to comply with RCW 76.09.240, which required cities and counties to assume jurisdiction over Class IV Forest Practice Approvals from the State Department of Natural Resources (DNR) prior to December 31, 2005. A multiyear collaboration of an advisory committee of city and county residents, retired DNR staff, various forestry professionals, local arborists and plant specialists resulted in our current Tree Conservation Ordinance and Municipal Code language in 2003. The resulting code is 20 years old and does not address the impacts of climate change or concepts of the importance of equitable tree canopy coverage that includes native and introduced species which are appropriate for the current climate but resilient for changing conditions.

5b. Urban Forestry Plan and Inventory with Community Outreach & Capacity Building:

Although the number of communities with urban forestry plans has risen dramatically in recent years, with the greatest increase in the Pacific Northwest (PNW) and Hawaii (Ten-Year Urban & Community Forestry Action Plan p.28), our small PNW community does not yet have such a plan. We here propose to develop an urban forestry plan in concert with updating our Tree Conservation code by engaging a professional arboricultural planning service with demonstrated capacity to provide a timely plan at cost. Our CAC's tree cover map that is part of the recent [Forests and Trees Greenhouse Gas Inventory Report](#) will assist in the process of completing a tree inventory in the project area. Our city's Parks, Recreation, Trees and Trails

Advisory Board (PRTTAB) is starting an update of our street tree list as well as a list of appropriate species for our parks and urban forests with due consideration of climate impacts.

As part of the development of the Urban Forestry Plan, the professional arboricultural planning service will lead an outreach effort with the community in identifying strengths, weaknesses, opportunities, and threats to urban forestry within the City to help inform the plan and the new Tree Conservation Code with the inclusion of Planning Commission, PRTTAB, and CAC input. The culmination of the Plan will include implementation recommendations for initiating a resident Adopt A Tree program to ensure that newly installed trees in all our neighborhoods will be irrigated for the interval required by code, and invasive plants will be minimized. Other implementation recommendations may include a resident-based Street Tree Canopy expansion program.

5c. Update to Engineering and Design Standards to Chapter 6, Appendix D: Finally, we propose to update the list and guidelines for ROW/street plantings of trees and shrubs that are a part of Port Townsend's Engineering and Design Standards (EDS) as Chapter 6, Appendix D, Trees and Vegetation. The full EDS has not been updated since 1997 and a full update is under discussion by staff. As our community looks to change our car-centric culture by putting more emphasis on nonmotorized transportation and transit, we anticipate the development of more pedestrian and bicycle trails, edge lane roads and transit-friendly routes. We have more than 30 miles of trails in our ROWs at this time. However, the current EDS content for vegetation does not address any of these changes in vegetation patterns or any climate change concerns. The updated EDS tree and shrub list would take climate change into consideration in two ways. The list would use carbon sequestration as a factor in selection of tree type. It would also utilize existing climate projections for the area and identify species that will do well in the future climate and help mitigate heat island effects. Updating the full EDS is coming and this would take care of one small but important part of it.

5d. Community Based Organization Assistance – Washington State University Extension: The Community Based Organization (CBO), facilitated by the Washington State University Extension Office, plays a central role in a collaborative project with the City and Urban Forestry Plan consultant aimed at implementing forestry plan objectives within the community. Acting as a contractor the CBO's responsibilities encompass diverse tasks including advising the plan consultant, engaging with the community, organizing outreach events, and facilitating educational initiatives. Post-plan adoption, the CBO will continue its involvement in grant activities, focusing on initiatives such as educational courses, material development, tree giveaways and events. They will also work in the community as a contractor for other tree grants the City has been awarded for DNR tree stewardship and the Banked Capacity Street & Rain Garden construction to ensure neighborhood care and maintenance.

Overall, the CBO's mission is to support the successful execution of the forestry plan objectives, foster community involvement, and advance youth participation in environmental initiatives.

Collaboration includes:

Advising consultant and work with other partners as CBO

Community Engagement

- Recruiting advisory committee (if needed)
- Assistance with developing educational and outreach strategy
- Facilitating community conversations about community engagement
- Assistance with engagement events (plant giveaways, volunteer work parties)

The CBO may be active in grant activities post-plan adoption such as:

- Designing and conducting an educational course to assist the city develop a skilled volunteer base as part of a one-day workshop offered upon plan development.
- Material Development such as how-to guides and engagement kits
- The City has also received two other grants 1. tree planting in the Castle Hill area coordinated with City street projects and 2. DNR Tree steward grant working with local high school nursery. It's expected that the CBO will operate plan implementation efforts to advance all three efforts for youth participation and engagement, urban school forests, junior forester clubs, and curriculum integration.

6. Implementation Strategy/Methodology/Timeline

6a. Street & Rain Garden Construction: The Quimper Peninsula is a glacially influenced feature of the northeast Olympic Peninsula boundary. The predominant Clallam soil series consists of well-drained, often cobbly soils that have a very slowly permeable cemented layer at a depth of 20 to 40 inches. Virtually the entire area is underlain by this nearly impervious glacially deposited clay/silt layer at variable depth, producing perched wetlands at elevation and contributing to drainage problems during our rainy winter season. The development of rain gardens as green stormwater infrastructure in areas where drainage is a problem has been limited by the impervious layer's variable depth and distribution since percolation is inhibited or prevented. However, the City has just invested in hardpan penetration auger equipment (auger is 16 ft long and 1 ft in diameter and deployed with the City excavator) with the intent to drill through the hardpan so that the resulting holes would be filled with cobble for pervious drainage and allow rain gardens to contribute to the function of our critical groundwater recharge areas.

There are currently almost no rain gardens or swales in the Castle Hill area, so incorporation of rain gardens into the road improvements will contribute significantly to stormwater management and groundwater recharge. Rain garden and swale construction is already included in the locally funded street project in our CEJST area. The project area for locally funded road improvement was selected via a series of workshops, public hearings, and City Council discussions. Priority was given to projects in existing functional plans which were established by the community. Key considerations included a project scale appropriate to the budget available; whether the project would reduce long term costs; whether geographic and other equity considerations were addressed, including ADA accessibility and whether the

location would benefit the greatest number of residents. Stormwater needs can often make projects infeasible.

The Castle Hill project will provide green stormwater infrastructure and sustainably improve a network of important neighborhood connector streets. However, it cannot be stretched sufficiently to include the canopy that would complete the infrastructure to provide full benefit for the neighborhood. Note that the trees for this project are proposed for funding via a separate proposal.

6b. Timeline: The project started in April 2024 contacting WSU to discuss possible CBO activities and funding need. We anticipate starting the search for a capable arboricultural consultant to lead the effort for the development of our Urban Forestry Plan in the May 2024 The consultant's effort would include public outreach and engagement/public comment related to scoping and submittal of a State Environmental Policy Act (SEPA) Checklist suitable for a threshold determination for the draft Urban Forestry Plan and is expected to continue into throughout 2024 and first and second quarter 2025 Once the draft plan is fully underway and public outreach and engagement are complete, we intend to begin the process of updating our Tree Conservation Ordinance and relevant Municipal Code and EDS in the second or third quarter of 2025. These efforts would result in the completed Urban Forestry Plan and Tree Conservation Ordinance being presented to City Council for approval and potential incorporation as an Appendix to our Comprehensive Plan by July 2025. Plan implementation efforts through WSU as a CBO contractor will be launched and continue for the duration of the grant period until March 30, 2028.

7. Capability and Capacity

Project will be overseen by Emma Bolin, Port Townsend's Director of Planning & Community Development (PCD) and her staff. Emma Bolin will work closely with the City's Department of Public Works to coordinate the Engineering Design Standard update and coordinate the capital construction projects asThe City will be hiring WSU Jefferson County Extension office to facilitate community outreach and capacity building.

8. Project Partners

8a. Local 20/20: [Local 20/20](#), a nonprofit organization based in Jefferson County with a mission of *"Working together toward local sustainability and resilience – integrating ecology, economy and community through action and education"*, recognizes the importance of tree canopy in the face of climate change. Their efforts in the [Climate Change Preparedness Plan for the North Olympic Peninsula](#) identifies both increased temperatures and more intense precipitation as climate projections for the future for the North Olympic Peninsula, including the City of Port Townsend. Their letter of support is included in this application.

8b. Admiralty Audubon: Admiralty Audubon Society is the East Jefferson County (WA) chapter of the National Audubon Society. The chapter mission is to *"initiate, promote, assist, and encourage the understanding and appreciation of nature and the conservation of wildlife and*

wilderness, natural resources, and natural beauty". The chapter is the Adopt A Park organization for Kah Tai Lagoon Nature Park, which lies within the CEJST boundary, and supports Washington Conservation Corps crews who have worked on invasives in the park. Kah Tai is the focus of a locally funded urban forestry project identified for this proposal. The chapter also maintains a native plant garden at our Salish Coast Elementary School, also within the CEJST boundary. Their letter of support is included in this application.

8c. Washington State University Jefferson County Extension Office: The WSU Extension Office programs connect the people and communities of Jefferson County with the knowledge base of Washington State University to promote quality of life and advance economic well-being through fostering inquiry, learning, and the application of research. Washington State University educators work with partners in the communities to provide educational programs and leverage the broad resources of a major university to resolve issues and create a positive future for the residents of Jefferson County.

9. Communications Plan

9a. Public engagement: As part of the development of the Urban Forestry Plan, WSU will lead an outreach effort with the community in identifying strengths, weaknesses, opportunities, and threats to urban forestry within the City to help inform the Plan and the new Tree Conservation Code with the inclusion of Planning Commission, PRTTAB, and CAC input. The culmination of the Plan will include implementation recommendations for initiating a resident Adopt A Tree program to ensure that newly installed trees in all our neighborhoods will be irrigated for the interval required by code, and invasive plants will be minimized. Other implementation recommendations may include a resident-based Street Tree Canopy expansion program, and forming an advisory committee and hold a one-day tree workshop for staff and members of the advisory board in an effort to train the trainers who will disseminate additional community education throughout time.

9b. City newsletter articles and radio program for outreach about project: The City of Port Townsend mails a newsletter to every residential water/sewer/stormwater customer monthly along with their monthly bill, and the newsletter provides an opportunity to highlight upcoming projects, launch surveys, and generate community interest and input. The City Manager also hosts a weekly program on our community radio station KPTZ as another convenient way to engage the public in events and projects that may be of interest to them. All methods of outreach will include prominent acknowledgement of the source of funding.

9c. Volunteer Adopt A Park Groups to Remove Invasives: The City has a number of Adopt A Park groups engaged in the removal of invasive species. For example, the Admiralty Audubon Society adopted Kah Tai Lagoon Nature Park more than two decades ago and continues to hold monthly workparties to pull scot's broom, English holly, English ivy, and spurge laurel. Sather Park is adopted by the Sather Park No Ivy League, who have successfully controlled a major infestation of English ivy in the mature forested park. The Kiwanis maintain the City's Entrance Park and the Rotary maintains both Rotary Park and Gateway Park, removing invasives and

planting appropriate species. The Master Gardeners maintain and improve the Dahlia Demonstration Garden. Our downtown rain gardens are adopted by Main Street.

9d. Planting of Native Tree Species in Parks and on Elementary School Grounds: Many of our forested community parks benefit from our Adopt A Park program. The Sather Park No Ivy League is dealing with the damage incurred by an outbreak of laminated root rot in the many mature Douglas firs at Sather Park and are working to plant natives and other appropriate species that are resistant to the disease. Admiralty Audubon plants young native trees and shrubs at Kah Tai Lagoon Nature Park every autumn after growing them up from bare root stock purchased from our Jefferson County Conservation District and the Washington State Conservation District sales. The chapter has planted many hundreds of native plants at Kah Tai and also provides native plants for an Adopt A Native Tree (or Shrub) celebration for our Autumnal Arbor Day event, a Tree City standard. The chapter has also planted and maintains a native species garden of trees and understory at the entrance to our local elementary school and holds regular weeding of the beds to remove invasives. WSU will help provide planting standards and guidance for the urban forestry plan and tree conservation code.

Metrics for engagement:

Metric	Target Value (at project completion)	Metric Notes	Associated Activities (not covered by requested grant funds)
# of people reached with education and outreach activities	50 people	Outreach events are planned. Recruitment for workshop participants targeted in disadvantaged areas of the city.	Adopt a Park invasives removal and tree planting in on school grounds to occur as part of volunteer events with non-profit partners.
# of new urban forestry plan developed	One	Implementation efforts will focus on equity in CEJST area	
# of volunteers participating	50 people		Adopt a Park invasives removal and tree planting in

			on school grounds to occur as part of volunteer events with non-profit partners.
# of acres UTC mapped	Entirety of city limits.		
# of CBO events/activities	At least 3 classes, work parties, or giveaway tree events or a combination thereof		

10. Evidence of Disadvantaged Community Status for projects requesting Match Waiver (if applicable):

This proposal requests a match waiver because it includes our CEJST region not just our city boundaries although our CEJST region includes approximately 2/3 of our population. The city-wide tree inventory and urban forestry management plan covering a broad area other than City Disadvantaged Community portions will include information on how the city will prioritize equity and be utilized to inform future decisions to allocate resources equitably.

Budget Narrative

Project Title: Urban Forestry's Future: Plans and Goals

Personnel:

Personnel costs for City management of the project such as setting expectations for project timeline, reviewing draft deliverables for the Urban Forestry Plan and Draft Tree Conservation Ordinance, attending, and helping to prepare for City outreach. It is based on salary and benefits for the Department of Planning and Community Development Director at \$88.26/hour for 200 hours. Replacement of these hours may occur at a lower rate for support staff to perform the same tasks. Personnel costs for contractual labor to produce the Urban Forestry Plan and lead public outreach by consultant are included in the contractual costs.

Fringe Benefits:

Fringe benefit costs for City management of the grant, oversight of the Urban Forestry Plan and outreach are reflected in Indirect Costs as part of the 10% of the project's modified direct costs. Fringe benefit costs for contractual labor to produce the Urban Forestry Plan and lead public outreach by consultant are included in contractual costs.

Supplies:

Supply costs for handouts and outreach supplies to produce the Urban Forestry Plan are reflected in the contractual labor to produce the Urban Forestry Plan by consultant.

Travel:

Travel costs for contractual staff to visit Port Townsend for Outreach events to produce the Urban Forestry Plan are reflected in contractual labor to produce the Urban Forestry Plan by consultant.

Contractual:

Consultant personnel costs to draft the Urban Forestry Plan and update the City Tree Conservation Ordinance

Task	Notes	Total
Urban Forestry Plan: Consultant costs include Project Manager, Content writer, Urban Forestry Climate Consultant, GIS Specialist, Graphics Specialists, and tree inventory staff	Ranging salaries, max no more than \$265/hour +5% inflation = \$278/hour @ 300 hours	\$83,400.00

Tree Conservation Ordinance: Consultant cost to develop draft code, attend City board and Council meetings, and meet with staff, make responsive edits and complete State Environmental Policy Checklist	Ranging salaries, max no more than \$265/hour +5% inflation = \$278/hour @180 hours	\$50,040.00
Consultant costs to develop Engineering Design Standards	Ranging salaries, max no more than \$265/hour +5% inflation = \$278/hour @ 3 hours of work estimated. No expenses anticipated. The engineering design standard update is simple and can be combined with outreach for other tasks	\$1,000.00
Estimated expenses for travel and supplies	8% of Consultant cost total	\$16,560.00
WSU Jefferson County Extension Office will be contracted by the City as a Community Based Organization to assist with public engagement and plan implementation	Subcontract for WSU staff time, program development cost and materials, events, trainings, workshops.	\$50,000.00
Total Consultant Costs		\$201,000.00

Indirect Costs:

10% of Total Modified Total Direct Cost is listed as \$21,865.20. It will be used for indirect administrative costs to pay invoices, publish a Request for Proposals, selection interviews, contracting, and reporting on grant deliverables.

BUDGET TABLE

Applicant: City of Port Townsend

Project: Urban Forestry's Future: Plans and Goals

	Funds (requested)	Total
Personnel		
Planning Department Project Management, and workproduct review. 200 hours at \$88.26/hour for Director's salary and benefits	\$17,652.00	\$17,652.00
		\$0.00
		\$0.00
Fringe Benefits		\$0.00
		\$0.00
		\$0.00
		\$0.00
Travel		\$0.00
		\$0.00
		\$0.00
		\$0.00
Equipment		\$0.00
		\$0.00
		\$0.00
		\$0.00
Supplies		\$0.00
		\$0.00
		\$0.00
		\$0.00
Contractual		\$0.00
Tree Conservation Ordinance Amendment	\$50,000.00	\$50,000.00
Urban Forestry Plan	\$100,000.00	\$100,000.00
Engineering Design Standards Update	\$1,000.00	\$1,000.00
Community Engagement Outreach via WSU	\$50,000.00	\$50,000.00
Total Direct Costs:	\$218,652.00	\$218,652.00
Indirect Cost:	\$21,865.20	\$21,865.20
Total Project Cost:	\$240,517.20	\$240,517.20