

- Meetings may be viewed on the [City of Anacortes website](#), on the City of Anacortes [YouTube](#) Channel, or on TV [Channel 10](#).
- To watch, listen to, or participate in the meeting live, visit <https://us02web.zoom.us/j/84685300609> or telephone 1-253-215-8782 and enter Meeting ID 846 8530 0609.
- The public is encouraged to comment via email to [pced@cityofanacortes.org](mailto:pced@cityofanacortes.org), via written comment addressed to PCED, P.O. Box 547, Anacortes, WA 98221. Public comments received prior to 3:00 p.m. the day of the meeting will become part of the record for the meeting, just as if presented in person.
- Complete guidelines for virtual participation in Anacortes Planning Commission meetings are available [here](#) (page 2). View the quick video example for connecting to the meeting [here](#).

**Anacortes Planning Commission**  
**Municipal Building - Council Chambers**  
**904 6th Street**

**January 10, 2024**  
**6:00 PM**

**PRELIMINARY AGENDA**  
[Packet Materials](#) / [Watch Meeting](#)

1. **Roll Call**
2. **Minutes**
  - a. No minutes to review.
3. **Public Comment**
4. **Public Hearings**
5. **Other Business**
  - a. Election of Officers
  - b. Introduction to Planning in the City of Anacortes
6. **Adjournment**

*\*Citizens wishing to comment on items not on the agenda may do so under Public Comment. Citizens wishing to comment during a public hearing may do so as those items are considered by the Planning Commission during the course of the meeting.*

*The City of Anacortes is committed to making public meetings available and accessible to all members of the community. For assistance with special needs, please contact the City Clerk at 360-299-1960 in advance of the meeting.*



# Planning Commission Agenda Bill

**Meeting Date:** January 10, 2024

**Agenda Item:** 5.b.

**Subject:** Introduction to Planning in the City of Anacortes

**Staff Contact:** John Coleman

**Approved for Submittal to Commission by**

LIBBY GRAGE

John Coleman

**Action Type**

Discussion

**Summary Statement:** Planning, Community, and Economic Development (PCED) Department staff will present information about how planning is conducted in the City of Anacortes. Topics covered will include:

- The regulatory framework for planning in Washington State (GMA, SMA, etc.)
- The City of Anacortes's responsibilities in planning for growth
- The Anacortes Comprehensive Plan and development regulations
- Project review

**Background:**

**Previous Action:** N/A

**Competing Viewpoints Considered:** N/A

**Recommended Motion:** None. Discussion item only.

**Alternative Actions:** N/A

**Attachments (listed in order presented):**

1. Planning Under GMA (1-10-24)



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# Planning under the Growth Management Act (GMA)

City of Anacortes – Planning, Community & Economic  
Development (PCED)

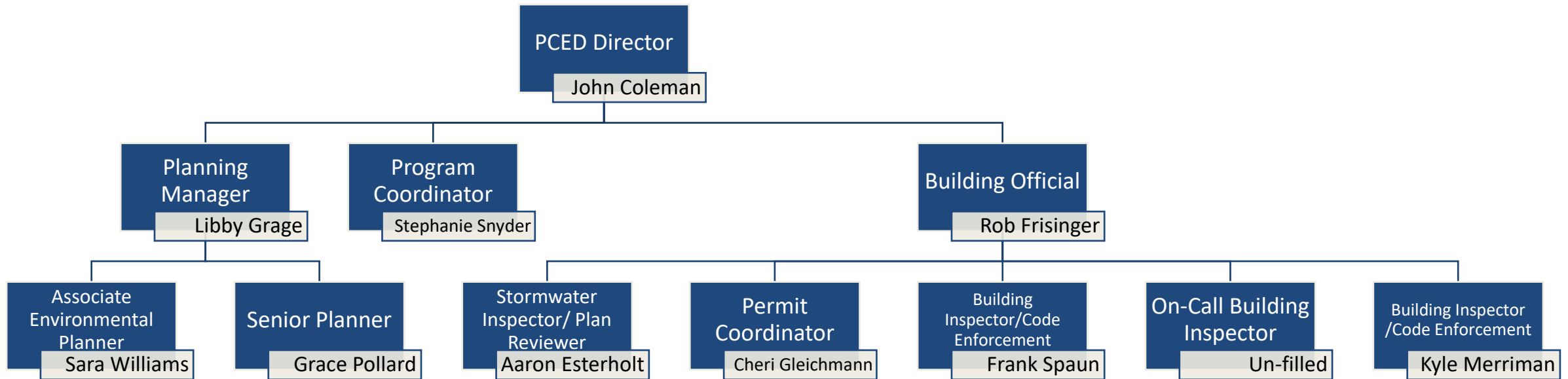
**January 10, 2024 Planning Commission Meeting**





- PCED – Who we are & what we do
- Comprehensive Plan per GMA
- Development Regulations
- Other Plans and Guidelines
- Zoning
- Planning Commission's Role

# PCED Organization Chart





# What We Do



- Front line customer service at the permitting counter (or by phone, email)
  - Residents, builders, developers, businesses, city departments and other agencies
- Economic Development activities
  - Coordinate with Chamber and Port to promote business retention, growth, and attraction, and tourism promotion
- Staff support for Council committees, Planning Commission, City Council
- Administer the Community Development Block Grant (CDBG)
- Prepare, administer and implement land use plans, policies, and codes that guide and regulate the physical development of the city
  - Building Permit review, issuance, inspection
  - Code compliance investigation & enforcement
  - Land use permit review, processing, tracking
  - Long range planning – Legislative actions

# ••• Comprehensive Planning



## **RCW 36.70A - Growth Management Act**

- **Requires cities and counties to have:**
  - Comprehensive Plans
  - Urban Growth Area boundaries
  - Critical Areas Ordinances

# ••• Comprehensive Planning



## Anacortes Comprehensive Plan Elements

- Land Use
- Housing
- Economic Development
- Environment & Conservation
- Parks, Rec. & Open Space
- Transportation
- Capital Facilities
- Utilities

New Element in 2025  
**\*Climate\***

# ••• Comprehensive Planning



## **Growth Management Act Requires:**

- Comp Plan to comply with Development Regulations (Zoning)
- Comply with Countywide Planning Policies and County Comp Plan
- County officially designates UGA
- Periodic Updates (next due in 2025)



## **Periodic Updates – Countywide Process**

- Framework Agreement
- Countywide, Cooperative Process
- Update UGAs based on County Population & Employment Projections
- Divvy-up Population & Jobs to Each Jurisdiction



## **Periodic Updates – City process**

- Cities Study Ability to Accommodate that Growth & Makes Plans to do so
- Land Capacity Analysis
- Update UGA or Amend Zoning Regulations
- Inventory existing Capacities & Plan Upgrades Necessary to accommodate Growth
- Critical Area Ordinance review/update
- Commensurate Development Regulation Updates



## Land Use Regulations:

- Detailed regulations set forth in Municipal Code, i.e. Zoning & other info in Title 19 AMC – Unified Development Code (<https://anacortes.municipal.codes/AMC/19>)
- Specify what is allowed in each zoning designation
- Specifies standards for new construction and other land uses



## Building Code:

- Detailed regulations of the WA Building Codes, adopted by reference in Chapter 19.14 AMC – International Codes (<https://anacortes.municipal.codes/AMC/19.14>)
- Specify the means of construction for buildings and structures in the state
- Specifies energy code requirements in structures

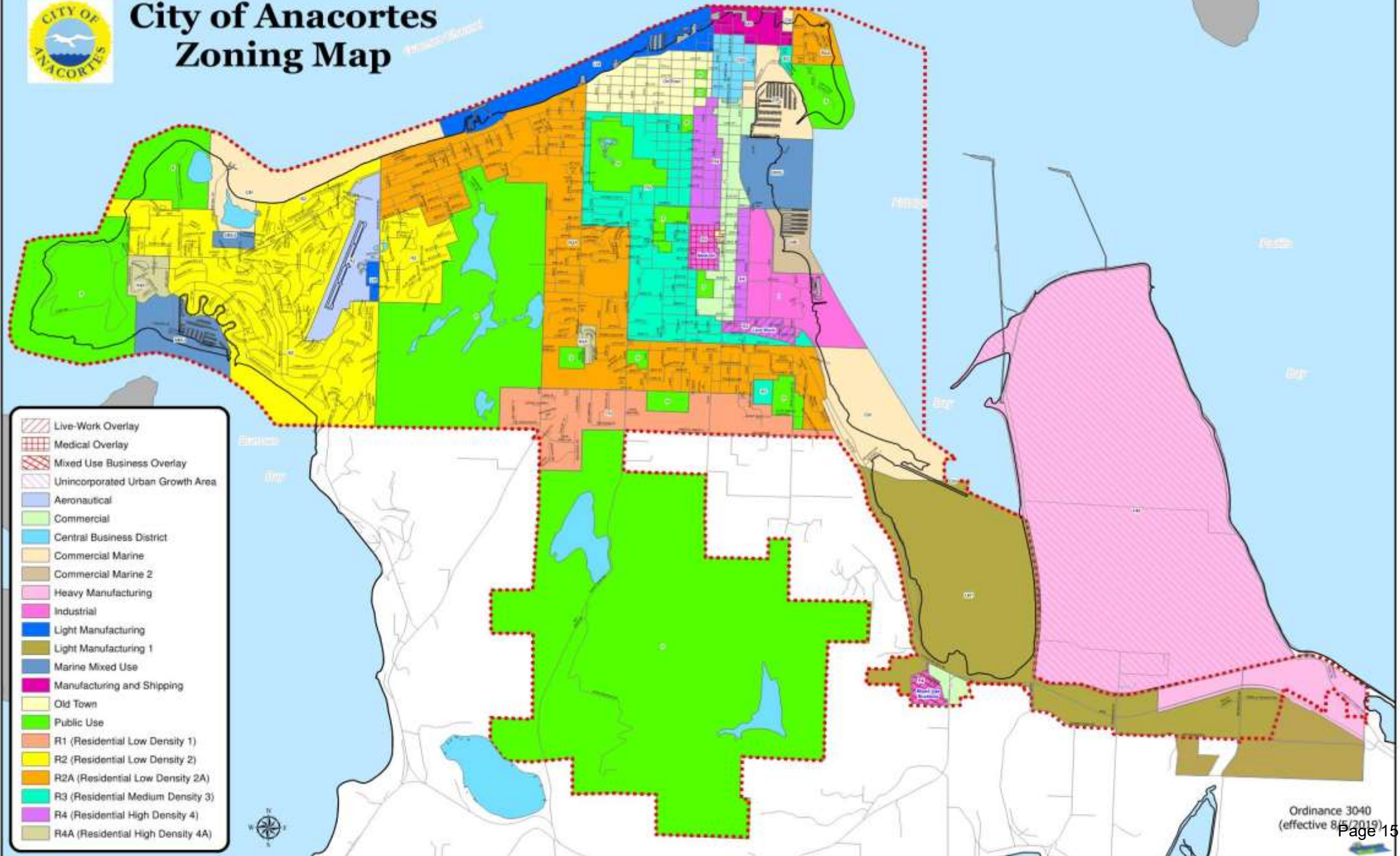
# ••• Other Plans & Standards



- Shoreline Master Plan  
(<https://www.anacorteswa.gov/DocumentCenter/View/861/2010-Shoreline-Master-Program-PDF>)
- Housing Action Plan (<https://www.anacorteswa.gov/1416/Housing-Action-Plan>)
- Design Standards and Guidelines (Division 6 of Title 19 AMC)
- Specifies energy code requirements in structures
- Zoning Map



# City of Anacortes Zoning Map

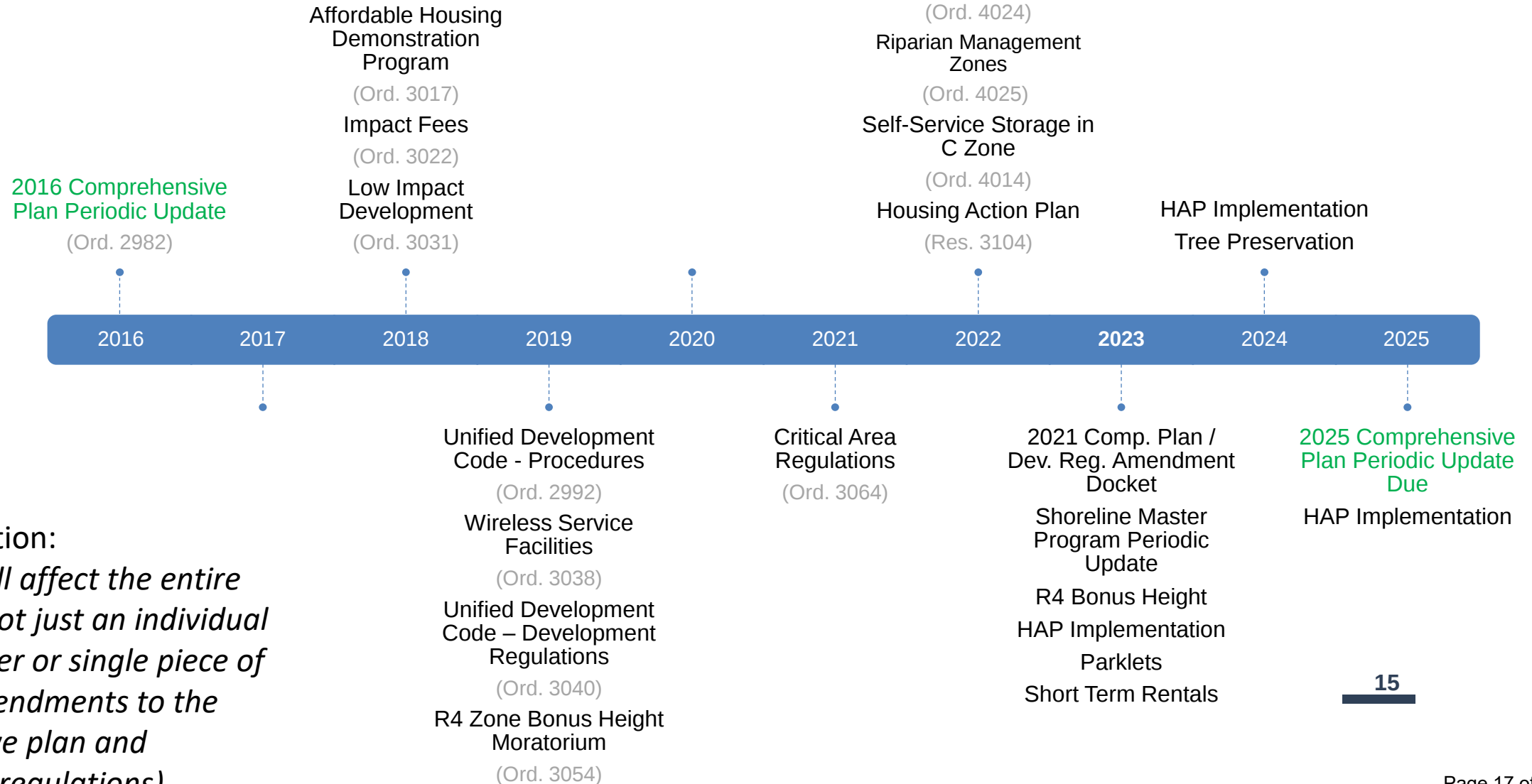


# ••• Planning Commission's Role



- Legislative Amendments – Hold Public Hearing & Make Recommendation to Council
  - Legislative actions affect the entire community, not just an individual property owner or single piece of land
  - Comp Plan, Development Regulations, SMP, Other Planning Documents (i.e. HAP)
- Quasi Judicial Public Hearings per Ch 19.20 AMC – Application Procedures (<https://anacortes.municipal.codes/AMC/19.20>)
  - Make Recommendation to Council
  - Make Final Decision on application

# ●●● Long Range Planning



Legislative action:  
*One which will affect the entire community, not just an individual property owner or single piece of land (e.g. amendments to the comprehensive plan and development regulations)*

# ●●● 2023 – 2025 Legislative Work Plan



| Work Plan Item                     | Status                                                                                                         |
|------------------------------------|----------------------------------------------------------------------------------------------------------------|
| R4 Bonus Height                    | <ul style="list-style-type: none"><li>Completed</li></ul>                                                      |
| SMP Periodic Update                | <ul style="list-style-type: none"><li>Staff coordinating with DOE on CA integration, then back to CC</li></ul> |
| Housing Action Plan Implementation | <ul style="list-style-type: none"><li>Near-term implementation actions to PC in Fall 2023, on to CC</li></ul>  |
| Parklets                           | <ul style="list-style-type: none"><li>CC in 2024</li></ul>                                                     |
| Short Term Rentals                 | <ul style="list-style-type: none"><li>PC meetings in Winter 2024</li></ul>                                     |
| Tree Preservation                  | <ul style="list-style-type: none"><li>Community discussions beginning in 2024</li></ul>                        |
| 2025 Comp. Plan Periodic Update    | <ul style="list-style-type: none"><li>Developing a work program</li></ul>                                      |

# 2025 Periodic Update



- GMA - Mandatory Topics to Review and Revise
  - Amendments to the GMA
  - Urban growth areas & population projections
  - Mandatory elements
    - Land use, Housing, Capital Facilities, Climate, Utilities, Transportation, Economic Development
  - Development Regulations
  - Critical Areas





# Planning, Community & Economic Development Department

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Anacortes, WA 98221

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Building: 360-293-1901 [buildingpermit@cityofanacortes.org](mailto:buildingpermit@cityofanacortes.org)

