

- 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, 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

May 22, 2024
6:00 PM

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

1. **Roll Call**
2. **Minutes**
 - a. Minutes of 04/24/2024 were submitted for approval.
3. **Public Comment**
4. **Public Hearings**
5. **Other Business**
 - a. 2025 Comprehensive Plan Update - Draft Land Capacity Analysis
 - b. Planning Commission Procedures
6. **Planning Department Update**
7. **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.

Anacortes Planning Commission Minutes - April 24, 2024

Roll Call

Chairperson Linda Martin called to order the Anacortes Planning Commission meeting of April 24, 2024 at 6:00 p.m. Commissioners Frank Jeretzky, Paul Ryan, Luke Currier, and Linda Martin were present.

Commissioners Jim Stoneman and William McCombs participated in the meeting remotely via Zoom.

Commissioner Mike Mills was absent.

Minutes

Minutes of 02/28/2024 and 03/27/2024 were submitted for approval.

Frank Jeretzky moved to accept the minutes as presented, Luke Currier seconded. All ayes.

General Public Comment

No public comment received.

Public Hearings

SDP-2024-0001 - Shoreline substantial development permit application for the installation of fiber conduit at Cap Sante Marina (Port of Anacortes)

Libby Grage reviewed the power point presentation for the Cap Sante Marina North & West Basin Fiber Conduit installation. The Port has an increased need for additional bandwidth. She reviewed the project area and construction information. She clarified that this is a Type 3 Planning Commission review, which means that the Commissioners hold the public hearing and makes the decision. Ms. Grage reviewed the history of this proposal. The pre-application meeting and neighborhood meetings were held in Jan 2024. The application was submitted on January 8, 2024 and deemed complete on February 5th. The public comment period ended April 5th. This proposal is within the shoreline jurisdiction and requires this permitting process. This project has been classified as an "accessory utility". The project is consistent with applicable SMP policies and development regulations; there is no net loss of shoreline ecological functions projected and there are requirements to ensure this. Staff recommends approval of the application subject to the proposed conditions in the staff report.

Linda Martin referenced the last recommendation in the packet. She wondered why it calls out a 2 year and 5 year timeframe if this is supposed to happen this spring.

Libby clarified that the Shoreline Management Act has a requirement for these timing thresholds to ensure these types of projects are completed in a timely manner. Although this is projected to happen this spring, things can change.

Kevin Anderson, Port of Anacortes, commented that this provides service to the rest of the marina. These trenches are about 1 foot deep and this location was chosen to make this less impactful to the paved surfaces and public access.

Paul Ryan asked if the conduit is metal where it's surface mounted.

Mr. Anderson said there is UV stabilized PVC that is mounted with metal brackets in the corner at the bend. The Port proposed using anchors there instead of moving the riprap.

Mr. Ryan asked if maintenance will be an issue.

Kevin deferred to Jenkins, the project manager.

Jenkins Dawson, Port of Anacortes, clarified that the bracket is designed for longevity and the contour of the area.

Dr. Martin pointed out that there is a comment about the industry standard for fiber of 18 inches. This proposal

is for 12 inches.

Jenkins commented that they usually go 12 inches deep because this is low voltage fiber.

Frank Jeretzky referenced the map with the white dots. He asked if this project services the entire marina.

Jenkins clarified that this is just from the Harbormasters office around to J-L docks. We upgraded the southern portion a few years ago.

Mr. Jeretzky wondered if the intent is to have service throughout the entire marina.

Mr. Dawson clarified the marina has service throughout, but this project fills in the gaps.

Ashlan Chidester, Anacortes, owner Mega Corp Telecommunications, said he is a certified fiber optics engineer. He recommends avoiding surfacing. He did a survey and feels that they could bypass this by drilling through and mounting it will be unsightly. He feels that the depth should be 18 inches due to substrate and riprap. In his opinion, 12 inches is a subpar recommendation. He has concerns about the connections proposed. He is concerned that this has not been thought out.

Frank Jeretzky asked how the Commissioners determine if the concerns raised need to be addressed.

John Coleman clarified that the Planning Commission is reviewing the permitting in the shoreline, not the project details. The Commissioners need to determine if this is in compliance with the Shoreline Master Program and should be approved. We don't expect you to know the specifics of the installation. We appreciate the comments from the public. He pointed out that if this were happening outside the shoreline jurisdiction, there would be no public comment or Planning Commission hearing.

Public Hearing closed.

Luke Currier moved to approve the application as submitted with the 9 conditions in the staff report. Frank Jeretzky seconded. All ayes.

2025 Comprehensive Plan Update Public Participation Plan

John Coleman reviewed the power point presentation on the Public Participation Plan (PPP) for the 2025 Comprehensive Plan update. Staff is floating the idea of branding it as "Planacortes 2025". The City needs to update the Comprehensive Plan by the end of 2025. We've put together a public participation plan to guide how people participate in this process. He reviewed the topics that will be reviewed in the Comprehensive Plan update. The big change for this update is the requirement to include the Climate element and housing per AMI/income bands. We are projected to grow by approximately 5000 people during this planning period. We have a housing deficit in the lower income brackets. More affordable housing is provided with a variety of housing types, including middle housing (duplexes, triplexes, cottage housing, etc). We made code changes approximately 5 years ago to make development of those housing types easier and saw developers creating those types of homes based on the needs of the community. He pointed out that we are studying the available land within the City to better understand how much land we have in each zone. This land capacity analysis will tell us how much undeveloped or underdeveloped land we have. This will help us determine if the growth projections can be accommodated.

Mr. Coleman reviewed the PPP which encourages residents to participate early and often. There were some minor updates to the PPP, which were provided tonight. The significant change is that we now have a webpage, we have an email address for the Comprehensive Plan, and we added additional participants that are key members of our community. This is a living document that will be updated as we continue through the process. We are required to reach members of the community that may not normally attend Planning Commission meetings or may not have internet access, so we are working to go to where those individuals are. The Planning Commission is the main forum for participation. The Commission will make recommendations to City Council. The Planning Commission process is where the bulk of the public participation should happen.

John reviewed the PPP goals (see slide 12). The climate element will have a lot of focus for gathering public input. Land use changes will be significant too. He reviewed the communication tools that we are using. Examples include: surveys, news releases, social media, open houses, etc. We are planning outreach meetings to increase engagement. He reviewed the schedule, pointing out that most of 2024 will be outreach and workshops; Then in 2025, we will compile the information received during the PPP to create the draft Comprehensive Plan elements. Those elements will come forward for Planning Commission review and public hearings. We hope to have a recommendation regarding changes to the UGA (if needed) by March 2025. This allows the County to do the work necessary for any possible changes to our UGA.

Public Hearing opened

Sandi Phinney, Anacortes resident, commented that she works for Community Action of Skagit County and their mission is to help people exit poverty. We appreciate how much staff has put into the plan to include those that would not otherwise be engaging in the planning process. We look forward to supporting this process.

Crystle Stidham, Anacortes resident, CEO of Skagit Transit, said they are also working on their long range plan. We are familiar with the GMA requirements. We want to encourage decision makers to incorporate public transportation in all the plans. We work with Community Action and other non profit agencies too, so we understand those needs.

Brenda Tredwell, Anacortes resident, Port of Anacortes Director of Planning, thanked staff for this planning process. We understand how important it is to bring all community members into this process. We want to invite all to the Wednesday night summer concert series because it's a great way to each community members.

Paul Ryan asked if there will be GIS maps for the different land types that may be proposed.

Mr. Coleman agreed. We will have plenty of maps for review, especially for the land capacity analysis and UGA expansion. He clarified that all of the Planacortes 2025 documents will be on the webpage!

Paul Ryan wondered if the wastewater plan will be included, especially if we are thinking about annexing.

John Coleman pointed out that if there is a need to annex, we will definitely look at what it will take to serve that area with infrastructure. We will look to see if a new pump station will be needed to serve each area.

Mr. Ryan asked if there is enough Planning staff for this process.

John Coleman said that there are grants to help pay for staff, but a large percentage of the funds will go to the consultants.

Linda Martin asked if there is historical data regarding the housing deficit at the lower AMI. She's also interested in the data for the employment projections. She asked for clarification as to how we arrived at those projections.

Mr. Coleman reminded the Commissioners that staff brought some of that to the Planning Commission a few months ago. He pointed out that Skagit Council of Governments (SKOG) is working with us on that information. SKOG provided a methodology document. We will make sure it's on the new website.

Dr. Martin stated that she reviewed the Department of Commerce website for population projections, but was unable to find historical documentation that Anacortes will have the employment and population growth figures that have been presented.

John Coleman clarified that information is in the methodology. It explains how we arrived at the figures that were approved by the SKOG steering committee. He reminded the Commissioners that some of the projections are making up for the deficit that is already in Anacortes. For example, individuals with lower wage jobs are expected to live in the city because cities have a variety of housing types and supported housing through other agencies. It is not feasible to house those individuals in the county as the services they need are not there. The 0-30% AMI may include individuals that are unemployed; such as, disabled, retired, etc; so there is not a clear correlation between the housing and employment figures. The City does not need to provide that type of housing, rather we need to make sure that we have the policies in place to support the different types of housing that are projected.

Linda Martin said she likes to see the trend lines - where we have been and where we are projected to go.

Mr. Coleman stated that we used the OFM population projections. We just sent those figures off for evaluation,

so we expect that data to come back in the next few months. The Department of Commerce provided their HAP tool. We put population projections in and it tells you the figures for the housing bands.

Linda Martin asked if the Comprehensive Plan update process can be advertised in the City's utility bills.

John Coleman said we are planning on that.

Public Hearing closed.

Luke Currier moved to accept Public Participation Plan as presented. Paul Ryan seconded. All ayes.

Other Business

Planning Commission Procedures

John Coleman said the Planning Commission procedures were a mismatch of things, so we wanted to bring forward new procedures, so everyone understands how these meetings shall proceed. He presented the Planning Commission procedures. This is a total rewrite, so there is no previous information to review and contrast. He reminded them that all Planning Commission members need to be present to vote on these. Tonight we do not have all the members, so we will not have a motion to approve tonight. This will come back to the Planning Commission when all members are present.

Linda Martin asked how John would like suggestions for changes brought forward.

Mr. Coleman clarified that you can discuss them now or send staff an email, and we will update the document.

Linda Martin stated she would prefer to have all members review until the next meeting, at which time we can discuss it.

Planning Department Update

Mr. Coleman addressed the current staffing in the Planning Department. We have 3 full-time planners plus himself that do planning work. Libby, Grace and the assistant planner position that has been vacant since February. Then, since March 28th, we've only had one staff person in the office due to an unforeseen staff issue. We are getting by, but it's been tough. Also, City Council has been working with the Port to come up with an Events Center for the Cap Sante area & 9th Street. The City and Port hired an architect to come up with a basic design, layout and cost for the Event Center. The architect firm was hired about 1 week ago. They are starting the planning of this project. Once that is ready, it will be brought forward and there will be public participation.

Adjournment

The meeting was adjourned at 7:31 p.m.



Planning Commission Agenda Bill

Meeting Date: May 22, 2024

Agenda Item: 5.a.

Subject: 2025 Comprehensive Plan Update - Draft Land Capacity Analysis

Staff Contact: John Coleman

Approved for Submittal to Commission by

LIBBY GRAGE

John Coleman

Action Type

Discussion

Summary Statement: The City conducted a Land Capacity Analysis as part of the early stages of the 2025 Comprehensive Plan update process. At tonight's meeting, Andrew Oliver, a member of the Comprehensive Plan update consultant team, will present draft methodology and initial results of the Land Capacity Analysis.

Background: The Growth Management Act requires that counties and cities review their Comprehensive Plans and development regulations every 10 years to ensure that they are consistent with amendments to the GMA and to respond to updated population projections. On December 20, 2023 the Growth Management Act Steering Committee approved initial allocations of population, housing and employment growth in Skagit County. Staff presented those population and employment projections to the PC in February of 2024. These projections are used by cities, towns, and Skagit County as they begin their planning processes to update their comprehensive plans by December 31, 2025. Each jurisdiction must conduct land capacity analysis (LCA) to determine if there is sufficient capacity of land in their city limits and urban growth area (UGA) to accommodate projected growth. The LCA is used to help the city formulate land use policies in the 2025 Comprehensive Plan and determine if the UGA will need to be expanded to accommodate projected growth.

At tonight's PC meeting, Andrew Oliver, a member of the city's consulting team, will be presenting the recently drafted LCA to the public for the first time. The information in the LCA will be important for the Planning Commission, City Council and public to understand as we progress through the update process. The Planning Commission is not expected to make a recommendation on the LCA.

Previous Action: None

Competing Viewpoints Considered: N/A

Recommended Motion: N/A - discussion only

Alternative Actions: N/A

Attachments (listed in order presented):

1. Land Capacity Analysis Methodology DRAFT v2 2024-05-15
2. Powerpoint Presentation

Anacortes Comprehensive Plan

Land Capacity Analysis Methodology **DRAFT v2**

May 15, 2024

Introduction

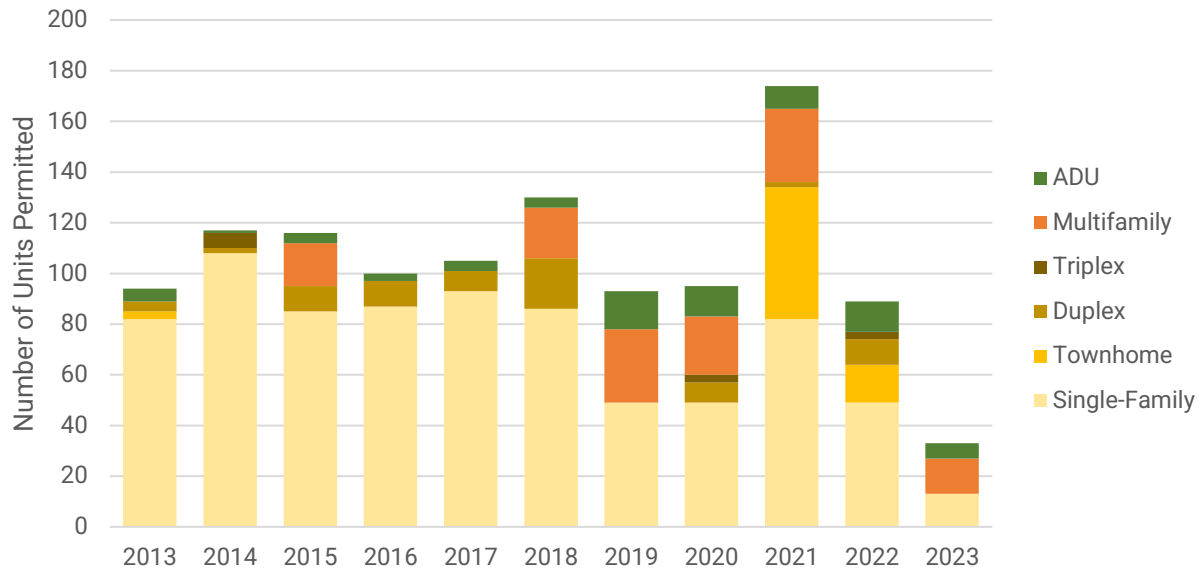
Leland Consulting Group (LCG) was retained as part of a consultant team led by MAKERS Architecture & Urban Design to assist the City of Anacortes in its 2025 Comprehensive Plan update. As part of this work, LCG conducted a Land Capacity Analysis (LCA) to determine potential development capacity for housing and jobs in the city through 2045, including capacity for housing units by income band to comply with recent updates to the GMA resulting from the passage of HB 1220. This report details the methodology and results of this analysis, which was based on the methodologies in the following documents and guidebooks:

- Department of Commerce *2012 UGA Guidebook*
- Department of Commerce *2018 Buildable Lands Guidelines*
- Department of Commerce *2023 Commerce Guidance for Updating Your Housing Element*
 - Note: this guidebook also adds methodology for housing unit capacity analysis by income band to comply with HB 1220
- Anacortes' 2015 Land Capacity Analysis methodology
- Recent Land Capacity Analysis Methodologies used in Snohomish and Whatcom Counties

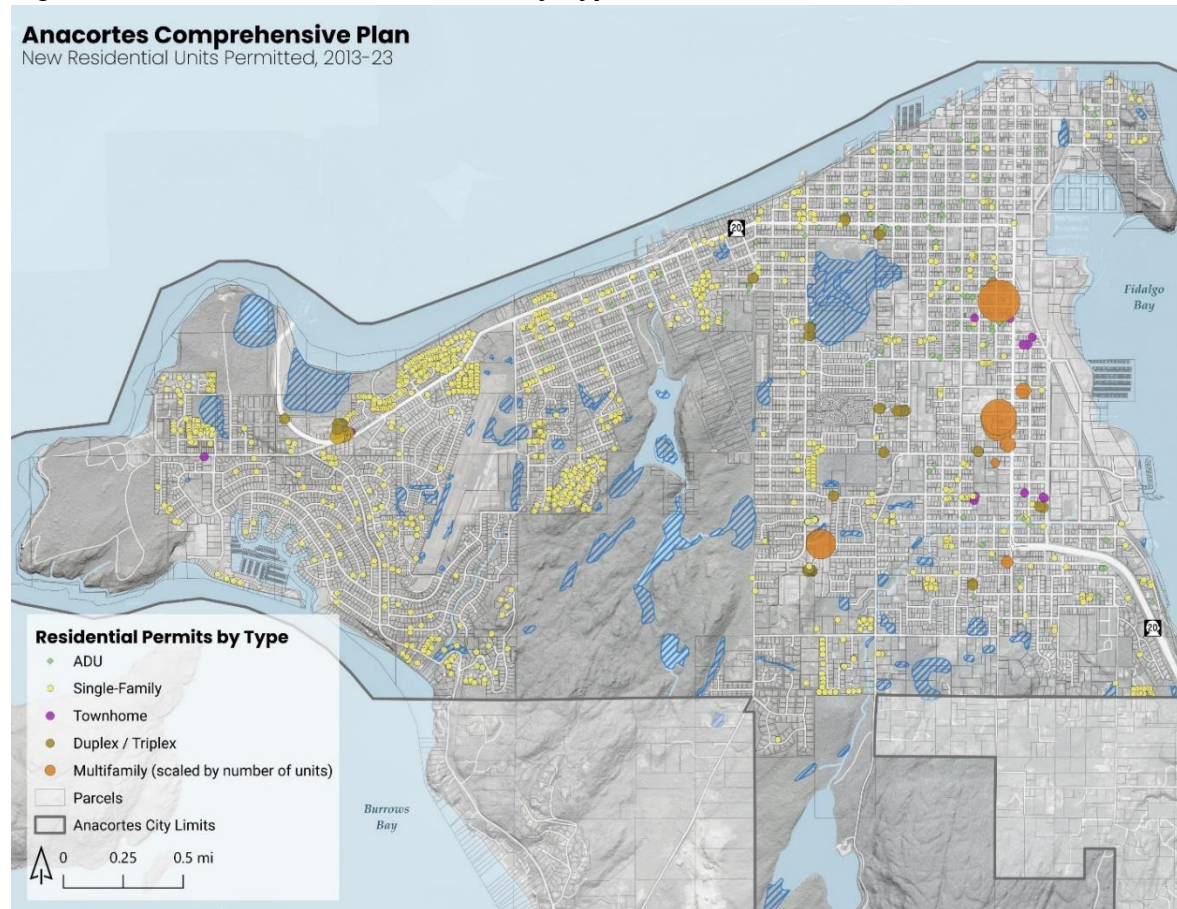
Review of Development Since 2013

Residential development in Anacortes over the past 10 years was analyzed using permit data provided by the city. Overall, a total of **1,146 housing units** have been permitted since 2013. As shown below in Figure 1, there has been an increase in middle housing types (duplexes, triplexes, and townhomes) and accessory dwelling units (ADUs) in recent years. Middle housing types accounted for 14 percent of all permits since 2013, ADUs accounted for 7 percent, and 12 percent of permitted units since 2013 were apartments.

The map below in Figure 2 shows the locations of permitted residential development since 2013. Single-family development has been focused primarily in new subdivisions with some scattered development around the city. Multifamily development has occurred mostly in the R-4 zone.

Figure 1. Housing Units Permitted in Anacortes by Type, 2013-2023

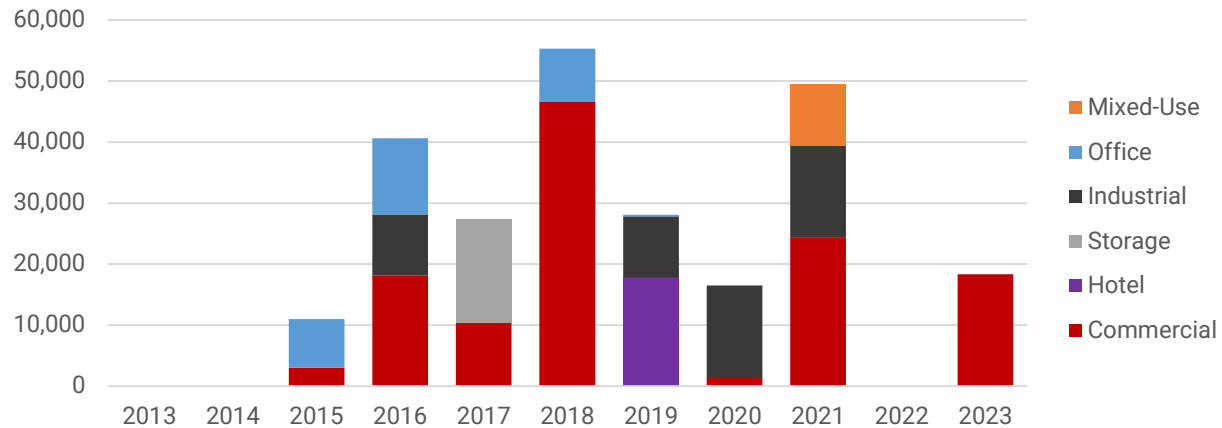
Source: City of Anacortes, Leland Consulting Group

Figure 2. Residential Permit Locations by Type, 2013-2023

Source: City of Anacortes, Leland Consulting Group

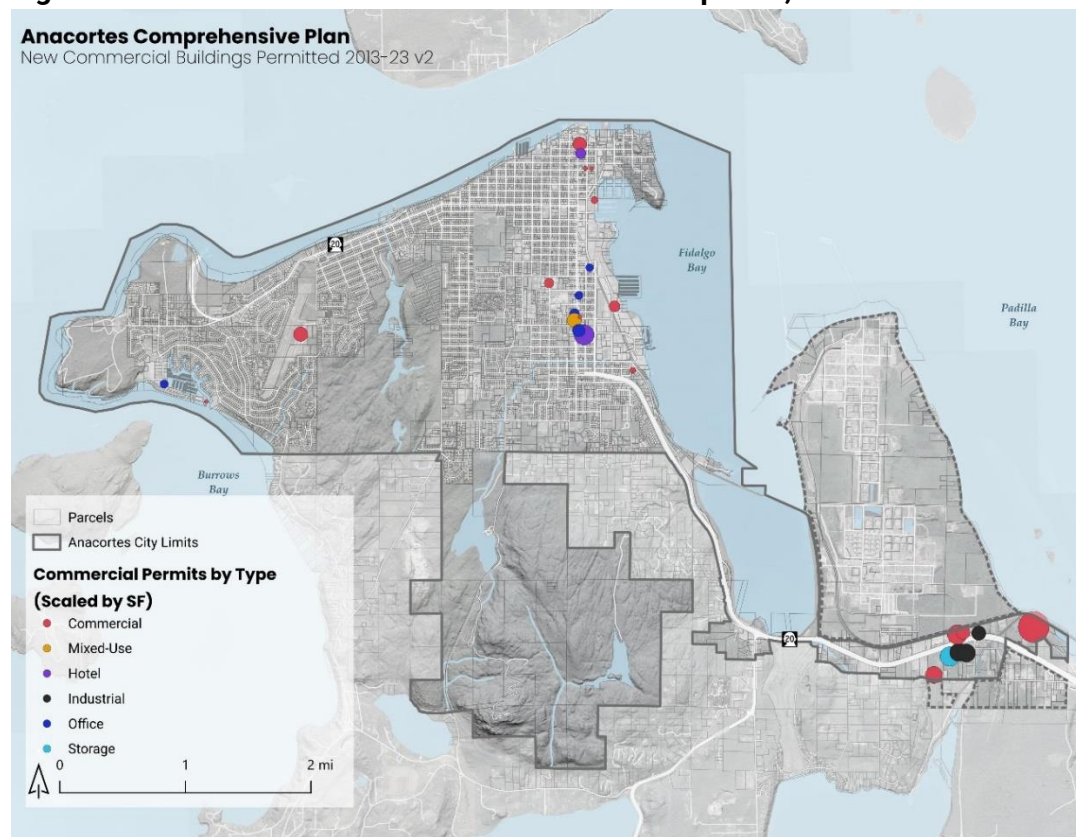
There has also been some commercial development in the past decade, primarily marine, storage, and industrial buildings, along with some office development and a hotel expansion. As shown below in Figure 3, commercial development has slowed down overall since the pandemic. The map in Figure 4 shows the locations of this development, much of which is clustered near the refinery along March Point Road.

Figure 3. Square Feet of Commercial Development Permitted in Anacortes by Type, 2013-23



Source: City of Anacortes, Leland Consulting Group

Figure 4. Locations of Commercial Permitted Development, 2013-2023



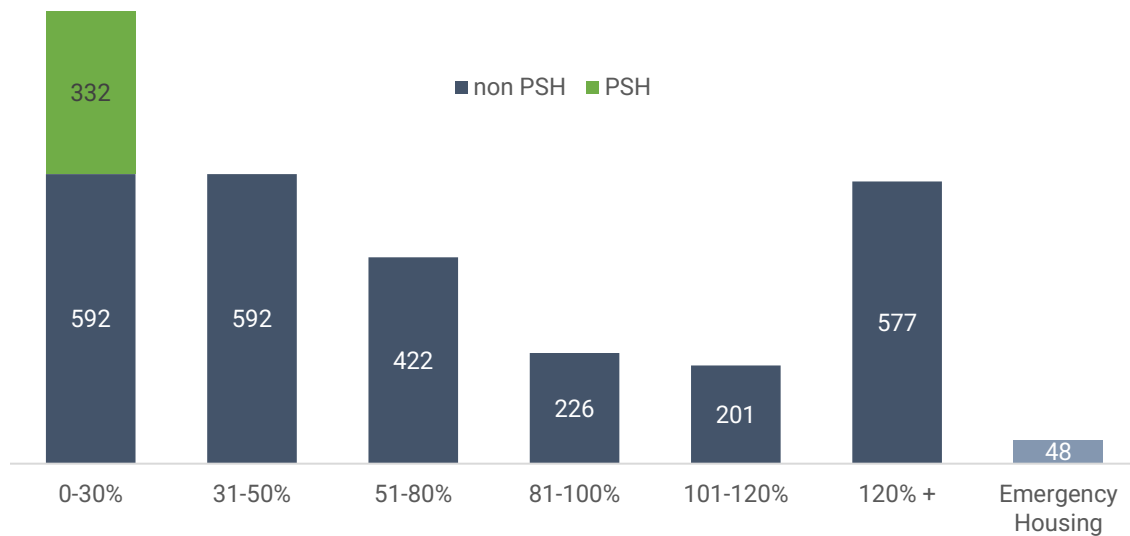
Source: City of Anacortes, Leland Consulting Group

Housing Needs and Employment Projections

In accordance with the GMA, all Skagit County jurisdictions are required to demonstrate that they have sufficient land capacity to accommodate the projected 2045 housing needs and jobs growth based on the Washington Office of Financial Management countywide forecasts as allocated to jurisdictions through the Countywide Planning Policies. As detailed in Skagit County Growth Management Act Steering Committee (GMASC) Resolution 2023-01, Anacortes' projected housing need is **2,942 new Housing Units between 2020 and 2045** and **3,145 new jobs between 2022 and 2045**. Per the GMA, (HB 1220), Anacortes must show capacity to accommodate the projected housing needs and employment growth within the city limits and urban growth area.

The housing unit projections are further broken down by what income band the housing units can serve, expressed as a percentage of the HUD Area Median Income (AMI). For reference, the 2024 AMI for Skagit County used in this analysis was **\$102,800**. The AMI is determined by the U.S. Department of Housing and Urban Development (HUD), and is generally higher than the Census-reported Median Household Income for a given city, since it is a countywide metric and adjusted for household size. The HUD AMI is used to determine eligibility and income limits for subsidized affordable housing units.

The projected housing needs for families earning under 30% AMI are broken down into permanent units (i.e. standard housing units) and permanent supportive housing (PSH), defined in the Department of Commerce guidebook as "subsidized, leased housing for people who are experiencing homelessness or are at risk of homelessness and living with a disabling condition." Finally, each jurisdiction received a projection for emergency housing needs, defined as "temporary accommodations for households who are experiencing homelessness or are at imminent risk of becoming homeless." Anacortes' housing baseline and 2045 projections by income band are shown below. Note that housing which has been developed or permitted since 2020 is counted towards meeting these projections, the baseline year for these housing unit projections is set by the Department of Commerce.

Figure 5. Net New Housing Units Needed in Anacortes, 2020-2045

Source: Skagit County Growth Management Act Steering Committee Resolution 2023-01

Parcel Classification

To determine developable land capacity in Anacortes, a set of assumptions was used to classify parcels as vacant, partially-used, or redevelopable. Critical area acreage was then deducted to arrive at net buildable parcel acreage by zone. The assumptions and methodology for this process are detailed below.

Parcels Excluded From Analysis

To develop the set of potential vacant, partially-used, and redevelopable parcels, assessment use codes from Skagit County assessor data were used to identify and remove certain parcels which are not considered as potential candidates to accommodate future growth within the next 20 years, based on Commerce guidance and staff input.

Parcels classified with the following assessment use codes were reviewed and excluded, when appropriate:

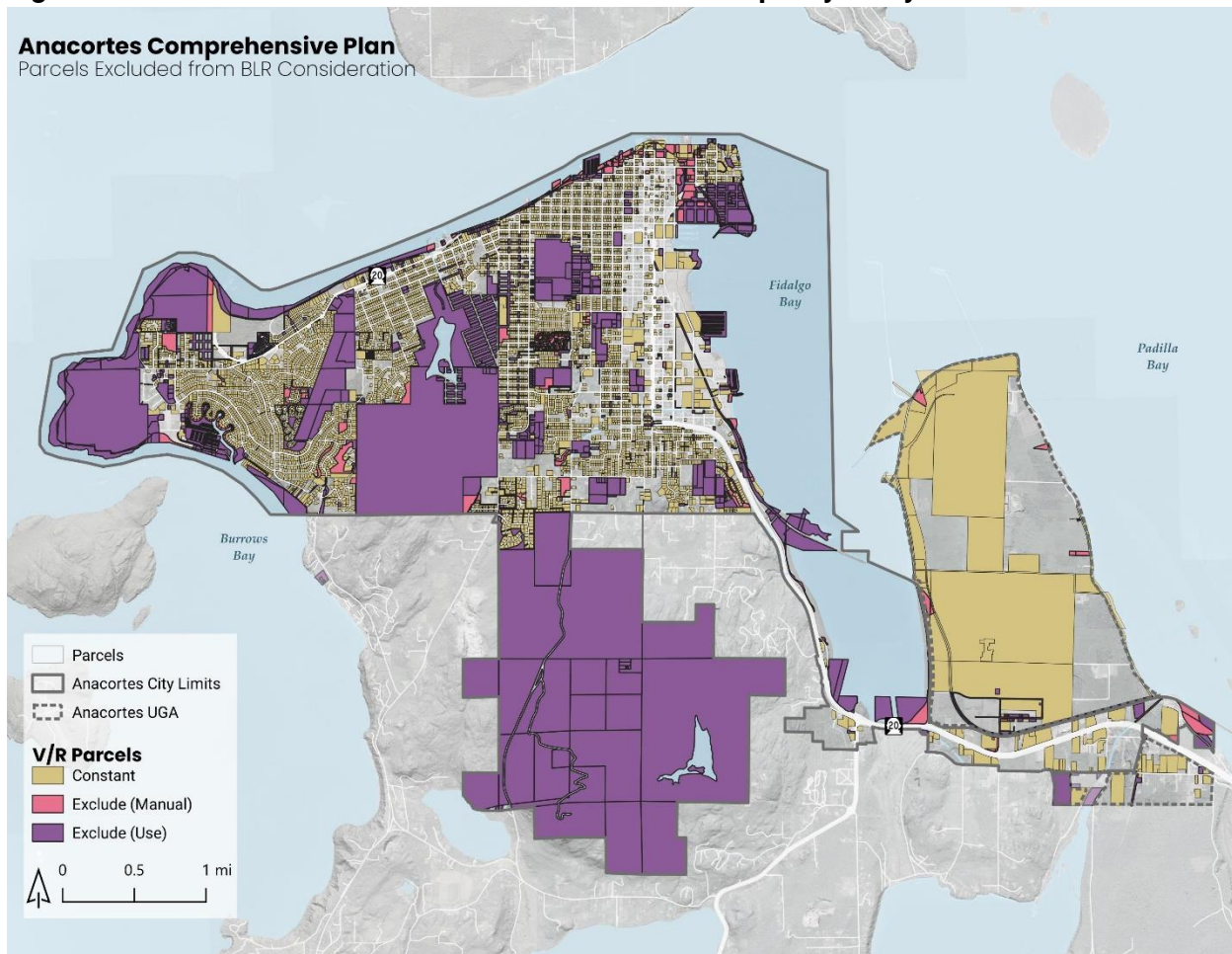
- (150) Mobile Home Parks
- (430) Aircraft Transportation
- (450) Highway & Street Right-Of-Way
- (480) Utilities
- (490) Other Transport/Community/Utilities
- (680) Education Services (Schools)
- (470) Communications
- (760) Parks
- (770) Cemetery
- (830) Current Use Farm and Agriculture

- (860) Reforestation
- (880) Designated/Classified Forest
- (890) Other Resource Protection
- (930) Water Areas
- (9790) Condo Moorage
- (740) Recreational Activities
- Parcels zoned P (Public)

Some parcels were removed manually based on visual inspection and staff input, including:

- Common areas of condominiums
- Small easements and sections of Right-Of-Way
- Parcels along the shoreline which are predominantly water
- Parcels needed for public purposes (such as wastewater treatment plant)

Finally, parcels with recently completed (in the last 10 years) or permitted development were excluded from consideration. The parcels removed from consideration in this land capacity analysis are shown below in Figure 6. This map also shows parcels classified as “Constant,” i.e. parcels which are not expected to redevelop over the planning horizon since they do not fall into any of the classifications discussed below (Vacant, Partially-Used, or Redevelopable).

Figure 6. Parcels Removed from Consideration in Land Capacity Analysis

Next, the remaining parcels in the city were classified as vacant, partially-used, or redevelopable, using the criteria below:

Vacant

Parcels in all zones were classified as **Vacant** if the Skagit County Assessor's improvement (building) value was less than \$10,000, or if the Assessor classified the parcel as "Unimproved Land."

Partially-Used

The **Partially-Used** classification refers to parcels in low- and medium-density residential zones (R1, R2, R2A, R3) which are large enough to be subdivided without rezoning. Parcels listed in Assessor data as a single-family use where the parcel size was greater than 3 times the minimum lot size were classified as Partially-Used. Per Commerce guidance, very high value properties where the improvement (building) value was greater than the 93rd percentile of improvement values in the city (\$772,368) were excluded, since it is unlikely that high-value homes on large properties would subdivide.

Redevelopable

This category applies to parcels which are not in low and medium-density residential zones. Parcels are considered **Redevelopable** if the improvement (building) value is less than the land value, or if the parcel currently shows a single-family use code in a zone that allows multifamily housing or commercial/industrial development. Per staff, some port-owned properties in active waterfront use, boat storage and parking lots are classified as Redevelopable rather than vacant, even though they do not have structures. Additionally, per staff, refinery-adjacent parcels in the HM zone were visually inspected and those without current structures were classified as Redevelopable.

Critical Areas

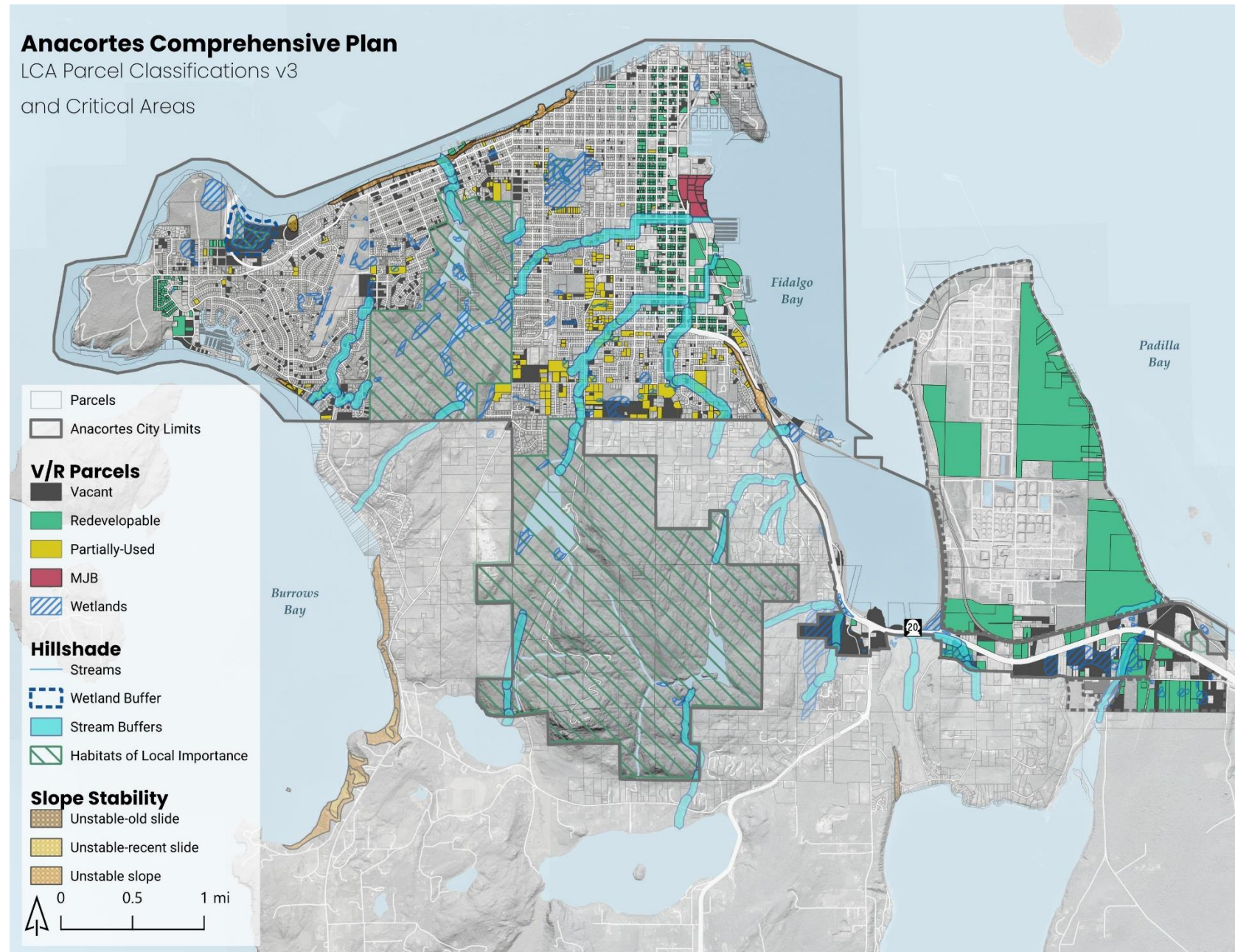
After determining the set of Vacant, Partially-Used, and Redevelopable parcels, the next step is to remove critical area acreage from the developable acreage of the parcels. For this analysis, mapped **wetlands**, **streams** with RMZ buffers, **habitats of local importance**, and **unstable slopes** were removed from the potentially developable parcel acreage. Note that Ship Harbor Wetland included a buffer of 300 feet per City staff, and for other wetland areas, wetland buffer widths can be highly variable depending on wetland category, functions provided, adjacent development, and other factors. Therefore, buffers were not applied to other wetlands in the analysis. It is assumed that associated buffer deductions for these other wetlands are accounted for in the reduction factors applied later in the analysis.

Total Acreage

The table below shows the Vacant, Partially-Used, and Redevelopable acreage in each zone, after the critical area acreage was removed. The locations of these parcels and of the critical areas are shown in the map below. Note that the MJB site has a separate analysis of potential development discussed later in this report and is therefore shown in its own category.

Zone Name	Abbreviation	Gross Vacant Acres (Less Critical Areas)	Gross Partially Used Acres (Less Structures and Critical Areas)	Gross Redevelopable Acres (Less Critical Areas)
RESIDENTIAL ZONES (AMC 19.40.030)				
Residential Low Density 1	R1	32.2	24.0	0.0
Residential Low Density 2	R2	69.9	5.7	3.4
Residential Low Density 2A	R2A	58.9	13.8	0.0
Residential Medium Density 3	R3	10.1	14.7	0.5
Residential Medium Density 3A	R3A	0.0	0.0	0.0
Old Town	Old Town	0.6	0.1	1.8
Residential High Density 4	R4	20.1	0.0	53.7
Residential High Density 4A	R4A	1.0	0.0	16.4
MIXED-USE ZONES (AMC 19.40.040)				
Central Business District	CBD	5.1	0.0	14.8
Commercial	C	18.3	0.0	29.8
Marine Mixed-Use	MMU	17.5	0.0	9.2
Commercial Marine	CM	5.9	0.0	2.4
Commercial Marine 2	CM2	0.4	0.0	15.0
Public Use	P	0.8	0.0	0.0
INDUSTRIAL ZONES (AMC 19.40.050)				

Light Manufacturing	LM	9.8	0.0	2.3
Light Manufacturing 1	LM1	100.0	0.0	98.6
Manufacturing and Shipping	MS	0.7	0.0	0.4
Heavy Manufacturing	HM	42.4	0.0	667.4
Industrial	I	3.9	0.0	37.0
Aeronautical Zone	AZ	0.0	0.0	0.0



Reduction Factor

Commerce’s HB 1220 guidance indicates that jurisdictions should reduce the amount of vacant and redevelopable acreage by a reasonable amount to account for land which may not be available for redevelopment due to the need for new **right-of-way, public space, stormwater facilities, or other dedications**, as well as a reasonable estimate of the amount of land that will remain **unavailable due to the market**. The Department of Commerce suggests a minimum reduction of 15% for vacant parcels and 25% for redevelopable parcels. Using these as minimum reductions, LCG extrapolated development trends from the past decade in each zone to see what share of Vacant/Partially-Used/Redevelopable acreage would develop if those trends continued. Based on this assessment, the reduction factor was increased for zones with comparatively less development and a larger amount of developable land. Following guidance in Commerce’s 2018 *Buildable Lands Guidelines*, reduction factors for vacant parcels were up to 50 percent in residential zones and up to 20 percent in commercial zones. Reduction factors for partially-used or redevelopable parcels were up to 60 percent in residential zones and up to 40 percent in commercial zones. One exception was the HM zone, where reduction factors were increased to 60 percent for vacant and 90 percent for redevelopable due to uncertainty over the potential for refinery expansion. Final reduction factors for Anacortes are shown below.

Figure 7. Reduction Factors Used in Anacortes Land Capacity Analysis

Zone Name	Vacant Reduction Factor	Redevelopable / Partially-Used Reduction Factor
RESIDENTIAL ZONES (AMC 19.40.030)		
R1	28%	31%
R2	15%	25%
R2A	15%	25%
R3	18%	25%
R3A	100%	100%
OT	15%	25%
R4	50%	60%
R4A	15%	25%
MIXED-USE ZONES (AMC 19.40.040)		
CBD	20%	40%
C	20%	40%
MMU	20%	40%
CM	20%	40%
CM2	15%	25%
P	20%	40%
INDUSTRIAL ZONES (AMC 19.40.050)		
LM	20%	40%
LM1	20%	40%
MS	20%	40%
HM	60%	90%
I	20%	40%
AZ	20%	40%

Housing and Job Density Assumptions

Having established the amount of available developable acreage, the next step in the analysis is to determine the share of this acreage which will redevelop as residential and nonresidential uses in each zone. As shown below, **Residential** zones are assumed to redevelop with 100% residential uses, and **Commercial Marine, Public, and Industrial** zones are not expected to see any residential development.

For the remaining mixed-use zones, recent development and policy trends were analyzed to develop assumptions for the residential/commercial mix. In 2019, the City updated development standards in the CBD and C zones to encourage more residential development. Since then, about 60 percent of development or permitted development acreage in the **C zone** has been residential. Given that the previous LCA assumed only 20 percent residential in this zone, an assumption of 50 percent was selected. In the **CBD zone**, less than 5 percent of development has been residential in recent years. However, given the changes in development regulations and the overall strong housing market in Anacortes and the region, this was increased to an assumption of 20 percent for this analysis.

One portion of the Marine Mixed Use zone contains the proposed **MJB** development, which was analyzed separately and is discussed later in this report. For the remainder of the MMU zone acreage in the western part of the city, a mix of condominiums and marine uses have been developed over the past decade, so an even split of commercial and residential was assumed.

Figure 8. Assumed Residential/Commercial Share for Anacortes Land Capacity Analysis

Zone		% Residential
RESIDENTIAL ZONES (AMC 19.40.030)		
Residential Low Density 1	R1	100%
Residential Low Density 2	R2	100%
Residential Low Density 2A	R2A	100%
Residential Medium Density 3	R3	100%
Residential Medium Density 3A	R3A	100%
Old Town	OT	100%
Residential High Density 4	R4	100%
Residential High Density 4A	R4A	100%
MIXED-USE ZONES (AMC 19.40.040)		
Central Business District	CBD	20%
Commercial	C	50%
Marine Mixed-Use	MMU	50%
Commercial Marine	CM	0%
Commercial Marine 2	CM2	0%
Public Use	P	0%
INDUSTRIAL ZONES (AMC 19.40.050)		
Light Manufacturing	LM	0%
Light Manufacturing 1	LM1	0%
Manufacturing and Shipping	MS	0%
Heavy Manufacturing	HM	0%
Industrial	I	0%

Residential Density

The next step was to estimate the density at which the resulting residential acreage could redevelop. Because Anacortes measures density in low- and medium-density residential zones by gross acreage (including one-half the width of the adjacent right-of-way) rather than net parcel acreage, and since allowed units based on site acreage are rounded up to the nearest whole number for fractions of 0.5 or higher per AMC 19.42.100(C), calculating density based on the zoning code is complex. Because of these provisions, the achieved densities in low- and medium-density zones (R1, R2, R3, and Old Town) can exceed the stated maximum density in the zoning code. In order to estimate future densities in these zones, different density calculations were developed for Partially-Used parcels and for Vacant parcels, since the Partially-Used category represents parcels which are large enough to be subdivided. For **Partially-Used** parcels, density assumptions were based on the minimum number of lots which could be achieved per acre, assuming one unit per lot, even if this exceeded the stated minimum density (due to the “rounding-up” provision discussed above). For **Vacant** parcels, assumed future density was based on the achieved density over the past 10 years or the maximum allowed density in the zoning code, whichever was greater.

In high-density residential zones (R4 and R4A), density assumptions were based on assumed **future development trends**. Given the changes in development standards intended to spur more multifamily development in the R4, it was assumed that 20 percent of future development would be multifamily residential, 10 percent would be duplexes or other middle housing, and the remaining 70 percent would be single-family. Given multifamily densities between 60-100 units per acre, seen in recent projects in the zone, this results in an assumed overall density of 20 units per acre. Assumed density in the R4A is assumed to be the maximum allowed under the zoning code. The table below shows the assumed residential density in each zone:

Figure 9. Assumed Densities for Anacortes Land Capacity Analysis

Zone	Minimum Lot Size	Minimum Density (du/ac)	Maximum Density (du/ac)	Minimum Lots per Acre	10 Years Achieved Residential Density (du/ac)	Assumed Density (du/ac) (Partially Used)	Assumed Density (du/ac) (Vacant/ Redevelopable)
R1	15,000		2	2.9	2.2	2.9	2.2
R2	7,500		4	5.8	4.5	5.8	4.5
R2A	6,000		6	7.3	4.2	7.3	6.0
R3	4,500			9.7	6.8	9.7	6.8
R3A	3,000			14.5		14.5	14.5
OldTown	6,000		9	7.3	7.9	7.3	7.9
R4	3,000			14.5	15.1		20.0
R4A	3,000		18	14.5	10.0		18
CBD		15					60.0
C		15			20.6		50.0
MMU		15			4.5		15.0

Employment Density

To determine density of employment capacity on the nonresidential acreage in Anacortes, a job density assumption was developed for each zone measured in jobs per acre, following a similar methodology as the previous Land Capacity Analysis. In the **C** and **CBD** zones, achieved job density over the past decade was calculated using permit data and those averages were used to develop assumptions for future jobs per acre. Absent recent permit data in **CM** and **CM2** zones, job density assumptions were used from the previous LCA. In the **MMU** and **Industrial** zones, the previous LCA assumption of 7.8 jobs per acre was used, since it fits within documented EPA average job density for industrial and warehousing uses, and there was not a sufficient sample size of data to calculate averages of recent development. In the **HM** zone, this was decreased to 5.0 jobs per acre to reflect uncertainty over the employment density of potential future refinery areas.

Figure 10. Job Density Assumptions Used for Anacortes Land Capacity Analysis

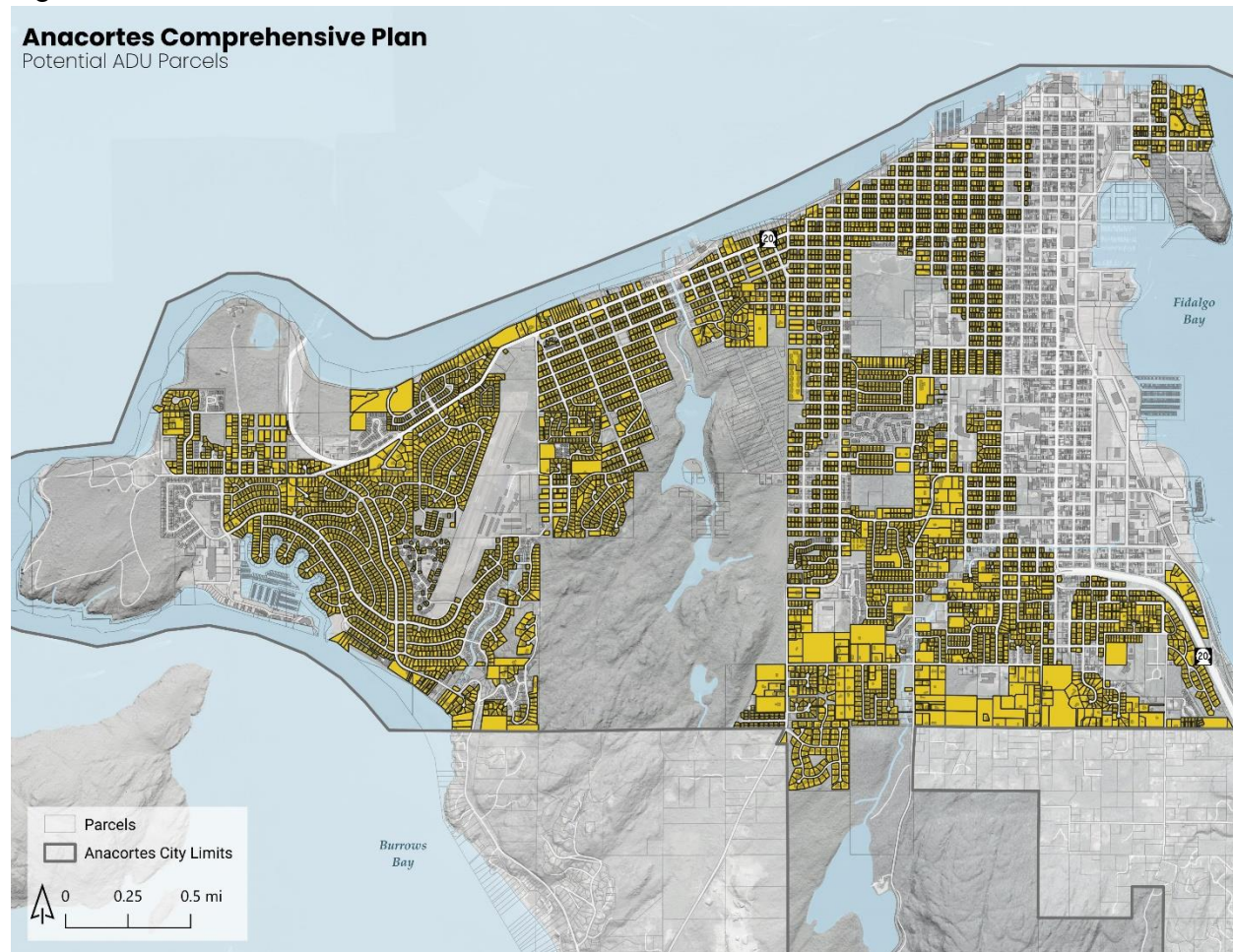
Zone Name	Abbreviation	10 years Achieved Jobs per Acre	Previous LCA Jobs/Acre	Assumed Jobs/Acre
MIXED-USE ZONES (AMC 19.40.040)				
CBD	CBD	37.0	21.8	37.0
C	C	45.0	21.8	45.0
MMU	MMU			7.8
CM	CM		15.0	15.0
CM2	CM2		15.0	15.0
P	P			
INDUSTRIAL ZONES (AMC 19.40.050)				
LM	LM		7.8	7.8
LM1	LM1		7.8	7.8
MS	MS		7.8	7.8
HM	HM		7.8	5.0
I	I		7.8	7.8
AZ	AZ			7.8

Additional ADU Capacity

HB 1337, passed by the legislature in 2023, requires that cities allow two ADUs, detached or attached, on all parcels currently zoned for low-density residential (i.e. single-family). As part of this capacity analysis, LCG considered the additional housing capacity that this new legislation could create in Anacortes. Parcels in the existing low- and moderate-density zones (R1, R2, R2A, R3, Old Town) were considered for this analysis. The built square footage was first removed from the parcel acreage, and then the remaining acreage within the allowed lot coverage ratio (per the zoning code) was calculated. Assuming at least 1,000 square feet would be required to construct an ADU, this resulted in a total of **5,952 parcels** which have sufficient space for an

ADU, as shown below on the map in Figure 11. Based on Commerce guidance and regional trends, LCG assumed that **five percent** of homeowners might choose to develop an ADU over the planning horizon. Assuming that a small share of those might also choose to construct 2 ADUs given new legislation, averaging **1.2 ADUs per lot**, this would result in an ADU capacity of **357 units**. This would average out to about **18 ADUs per year**, compared to **10.8 ADUs per year** which have been permitted on average yearly since 2019, according to city data.

Figure 11. Potential ADU Parcels in Anacortes



Source: City of Anacortes, LCG, Department of Commerce

MJB Site

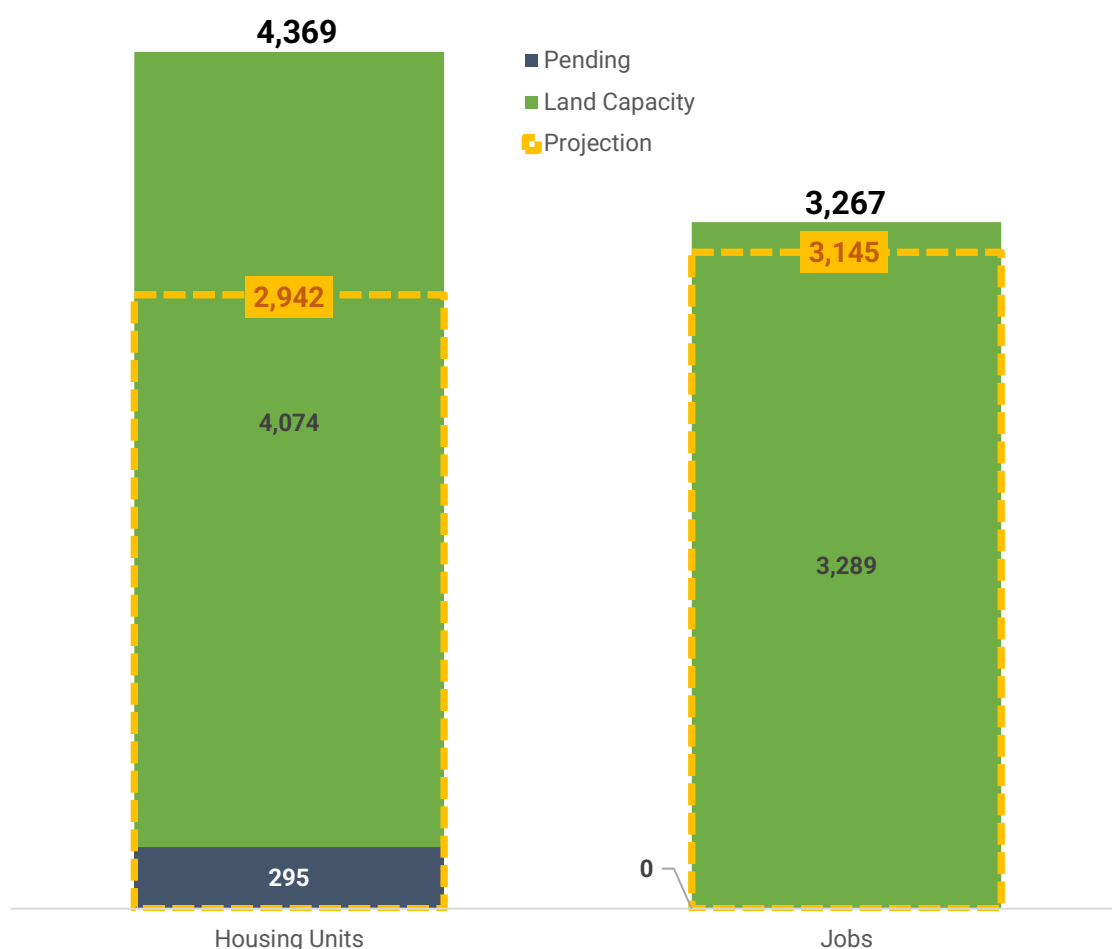
There are several parcels in the MMU zone in the east of the city that are owned by **MJB Properties LLC** and have been discussed as a potential master planned redevelopment site for several years, shown in red on the map on page 8. Because of existing planning efforts and studies involving this site, these parcels were excluded from the LCA acreage and assigned an estimated capacity of 414 units and 53 jobs, based on the developer's 2023 Traffic Impact Analysis for the site.

Results

Overall Results

Figure 12 below shows the overall results of the housing and jobs capacity analysis. Pending units developed since the baseline and/or permitted but not yet constructed are shown in dark blue, and additional zoned capacity for housing and jobs calculated as detailed above is shown in green. The targets are shown in dashed yellow boxes. Overall, **Anacortes has sufficient capacity to accommodate both housing and jobs projections.** The residential/commercial split in mixed-use zones described above, which assumes a higher share of housing than the previous LCA based on 2019 changes to development regulations, still provides sufficient jobs capacity, particularly when combined with additional industrial capacity in the refinery and other industrial/manufacturing zones.

Figure 12. Anacortes Housing Unit and Jobs Projections and Capacity Through 2045



The table below in Figure 13 shows the breakdown of total unit and job capacity by zone, after applying the densities discussed above to the net acreage (less critical areas and after market and infrastructure deductions) and subtracting units which would be lost to redevelopment.

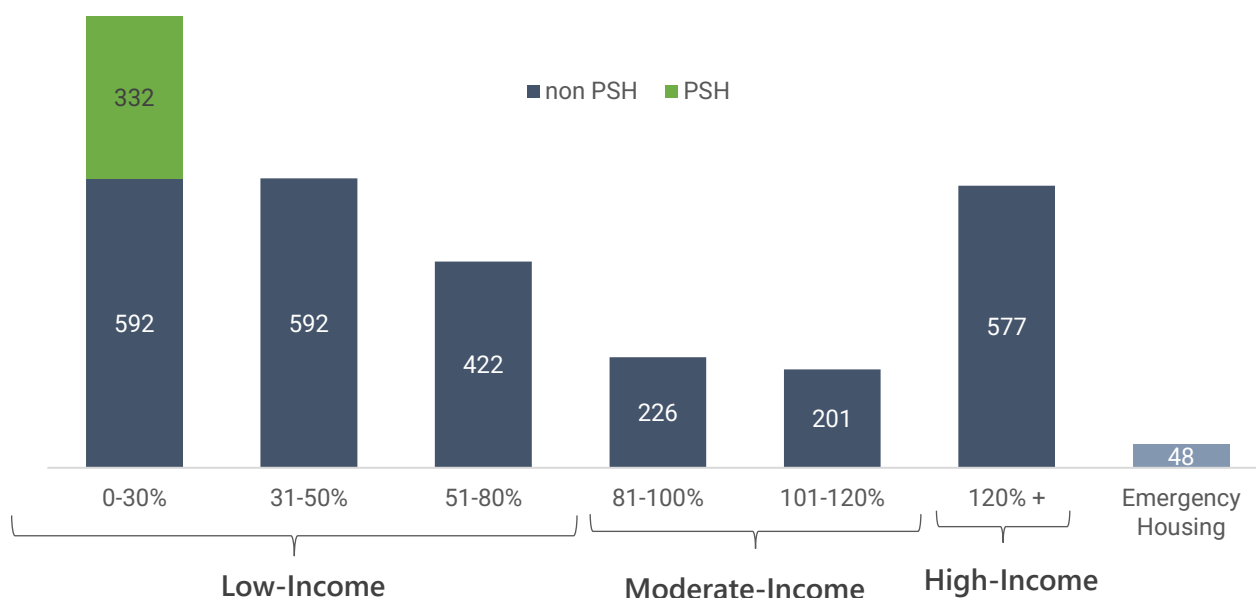
Figure 13. Housing Unit and Job Capacity by Zone in Anacortes, 2023-2045

Zone	Zone Abb	Net Housing Unit Capacity	Net Job Capacity
RESIDENTIAL ZONES (AMC 19.40.030)			
Residential Low Density 1	R1	99	0
Residential Low Density 2	R2	307	0
Residential Low Density 2A	R2A	376	0
Residential Medium Density 3	R3	166	0
Residential Medium Density 3A	R3A	0	0
Old Town	OT	14	0
Residential High Density 4	R4	457	0
Residential High Density 4A	R4A	159	0
MIXED-USE ZONES (AMC 19.40.040)			
Central Business District	CBD	315	385
Commercial	C	1,159	731
Marine Mixed-Use	MMU	251	76
Commercial Marine	CM	0	92
Commercial Marine 2	CM2	0	174
Public Use	P	0	0
INDUSTRIAL ZONES (AMC 19.40.050)			
Light Manufacturing	LM	0	71
Light Manufacturing 1	LM1	0	1,085
Manufacturing and Shipping	MS	0	6
Heavy Manufacturing	HM	0	419
Industrial	I	0	197
Aeronautical Zone	AZ	0	0
SPECIAL			
MJB Site		414	53
Additional ADUs		357	0
Pending		295	0

Housing Needs by Income Band

HB 1220 requires jurisdictions to analyze their housing capacity by what household income level the new units can serve. Each county establishes income-based projections for each city within the county, and the cities must then demonstrate that they have sufficient land capacity for the number of units allocated in each income band, as well as capacity for emergency housing unit projected needs. Anacortes' existing and projected housing unit needs for the 2020-2045 period are shown below in Figure 14.

Figure 14. Anacortes Projected Housing Needs by Income Band, 2020-2045



Source: Skagit County Growth Management Act Steering Committee Resolution 2023-01

Pending Units by Income Band

The first step in this analysis is to break down the units which have been built since 2021, are proposed, or are under construction based on the income level that they will serve. LCG analyzed existing average rents by zone and by unit size based on data from CoStar and corroborated with data from the Washington Center for Real Estate Research at the University of Washington. Average ownership housing prices from Zillow and Redfin were also analyzed. These rents and housing prices were then compared to the HUD Area Median Income (AMI) for the appropriate household size to determine what income levels (as a percentage of the AMI) could afford to rent or purchase housing in Anacortes without being cost-burdened (defined as spending more than 30 percent of household income on housing costs). This analysis showed that on average, apartments in the city are renting for **60-80% AMI**, condominiums are selling for around **120%**

Income Categories

This analysis uses three main income categories:

Low-Income (Households earning under 80% AMI)

Moderate-Income (Households earning 80-120% AMI)

High-Income (Households earning more than 120% AMI)

AMI, and single-family homes are selling for around **160-170% AMI**. Therefore, pending multifamily units were assigned to the low-income (0-80% AMI) category, middle housing such as duplexes, triplexes, and townhomes was assigned to the middle-income (100-120% AMI) category, and single-family housing assigned to the high-income (120% AMI+) category.

Land Capacity by Income Band

The next step in this analysis is to break down the land capacity for future units into income bands that those units could serve. Following Department of Commerce guidance, this is accomplished by grouping zones into **zone categories** based on the housing types that are allowed. This classification is shown below, along with the net unit capacity by zone:

Zone	HB 1220 Zone Category	Net Unit Capacity
R1	Low Density	99
R2	Low Density	307
R2A	Low Density	376
R3	Moderate Density	166
R3A	Moderate Density	0
OT	Moderate Density	14
R4	Low-Rise	457
R4A	Low-Rise	159
CBD	Mid-Rise	315
C	Mid-Rise	1,159
MMU	Mid-Rise	251
CM	Low-Rise	0
CM2	Low-Rise	0
MJB Site	Mid-Rise	414

Following this classification, the zone categories are then aggregated and future capacity assigned to various income bands based on the zone category. This breakdown is shown below, with pending units by zone category also shown:

HB 1220 Zone Category	Housing Types Allowed	Pending Units	Additional Unit Capacity	Assumed Affordability Level for Capacity Analysis
Low Density	Detached single-family homes	144	781	120% + AMI
Moderate Density	Townhomes, duplex, triplex, quadplex	109	180	80-120% AMI
Low-Rise	Walk-up apartments, condominiums (2-3 stories)	43	616	0-80% AMI
Mid-Rise	Apartments, condominiums		2,139	0-80% AMI
ADU	Accessory Dwelling Units		357	80-120% AMI

Finally, the housing targets by income band are compared with the above capacity breakdown by income band. The results are shown below in Figure 15. Figure 15. Anacortes Housing Targets and Capacity by Income Band

Figure 15. Anacortes Housing Targets and Capacity by Income Band

Income Band	Housing Needs	Aggregated Housing Needs	Pipeline Units	Remaining Housing Needs	Total Capacity	Surplus/ Deficit
0-30 PSH	332	1,938	43	1,895	2,755	860
0-30 Non PSH	592					
30-50	592					
50-80	422					
80-100	226	427	109	318	538	220
100-120	201					
120+	577	577	143	434	781	347
Total	2,942	2,942	295	2,647	4,074	1,127

Source: Washington Department of Commerce, Leland Consulting Group

This analysis shows that Anacortes has sufficient zoned capacity to meet both its overall housing target as well as its housing targets for low-, moderate-, and high-income households.

Adequate Provisions

The next step in the HB 1220 analysis requires cities to conduct an analysis of potential barriers to the construction of these units outside of land capacity, including development regulations, funding barriers, and permitting or process obstacles, using several checklists provided by the Department of Commerce. This analysis is forthcoming in May 2024.



Anacortes Comprehensive Plan

5/22/24 Planning Commission LCA/HB 1220

PREPARED FOR



MAY 2024

PREPARED BY



LELAND CONSULTING GROUP

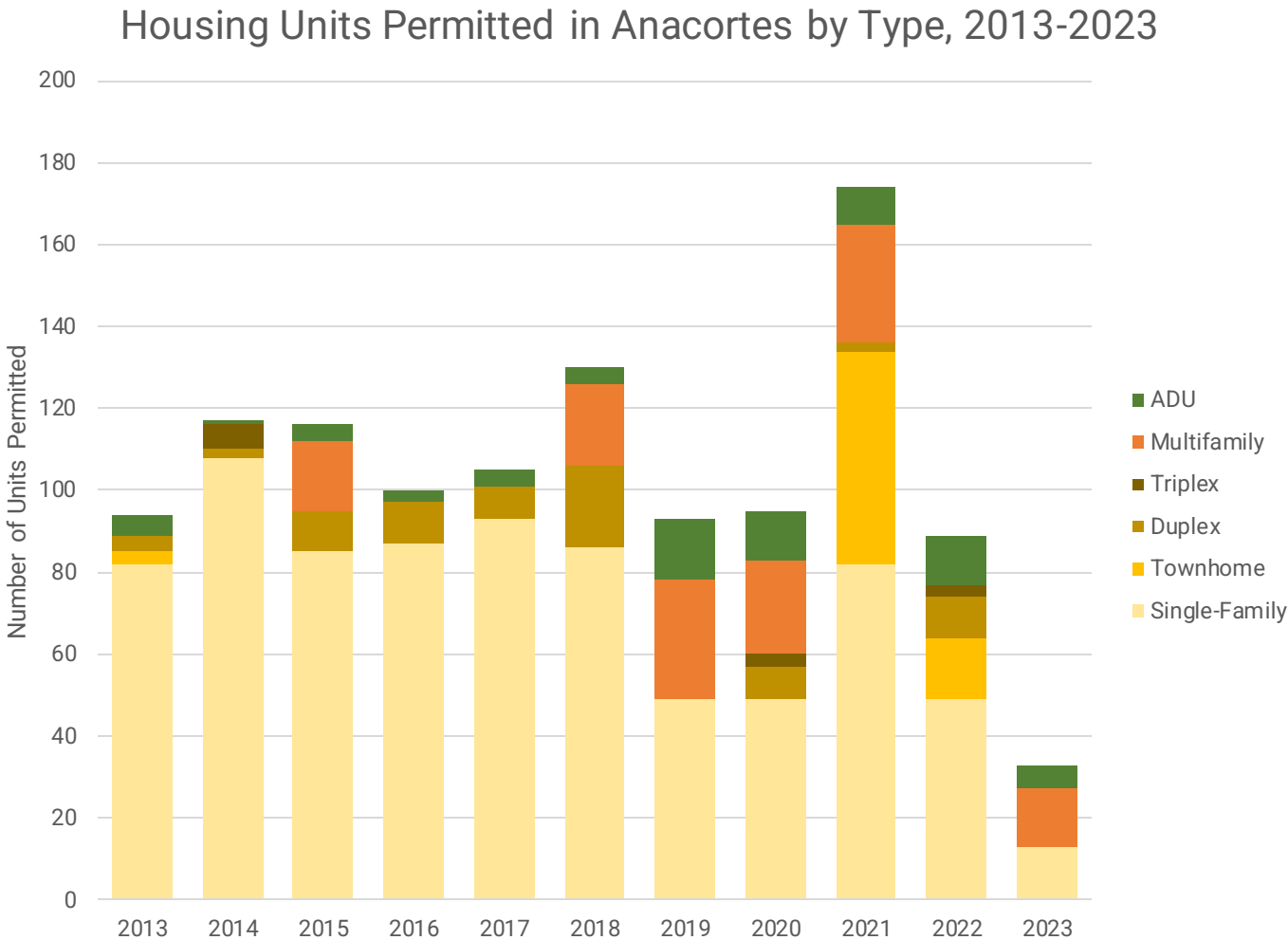
MAKERS

architecture • planning • urban design

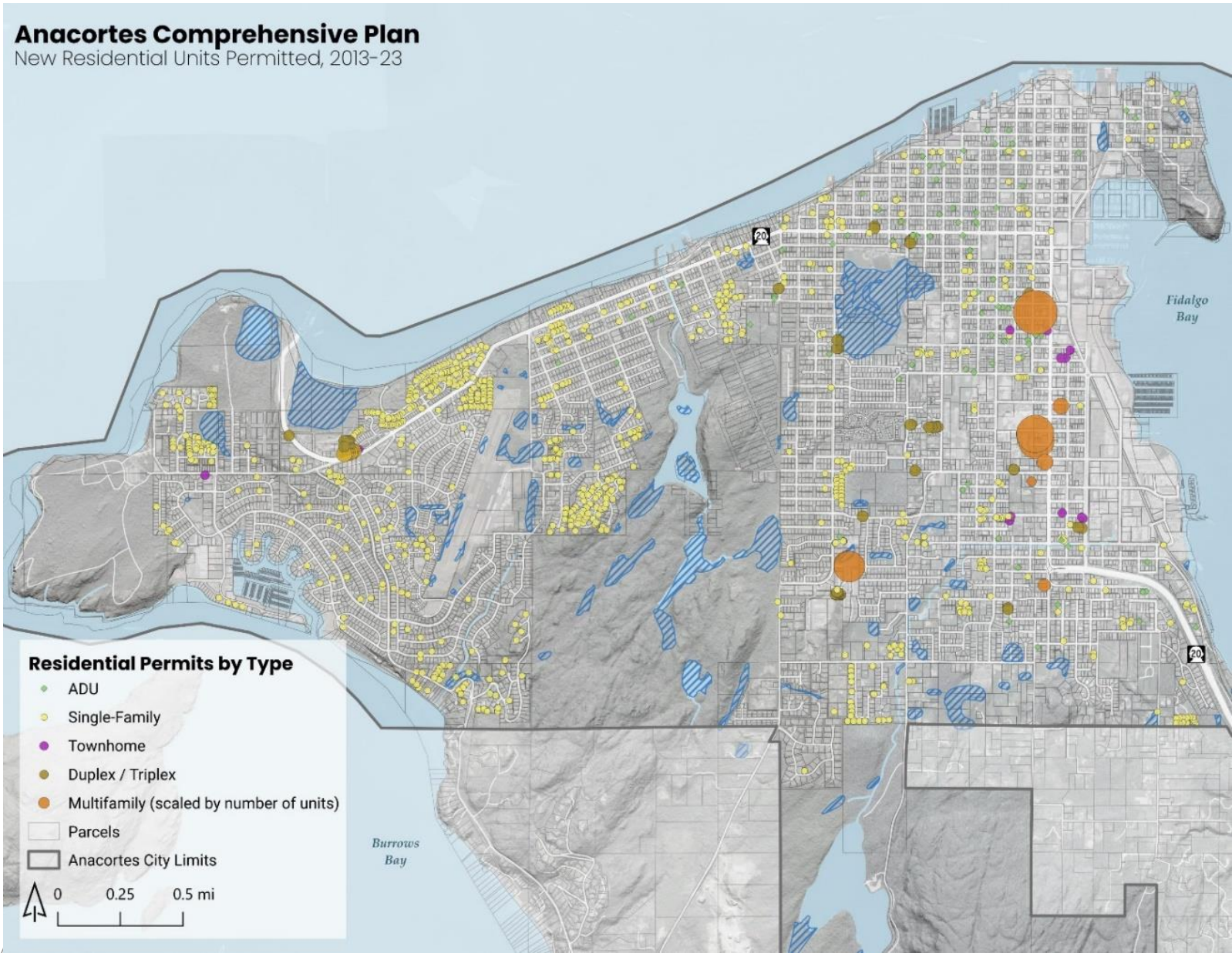
Development Since 2013

Residential Permits Since 2013

- 1,146 units have been permitted since 2013
- There has been an increase in ADUs and middle housing types in recent years

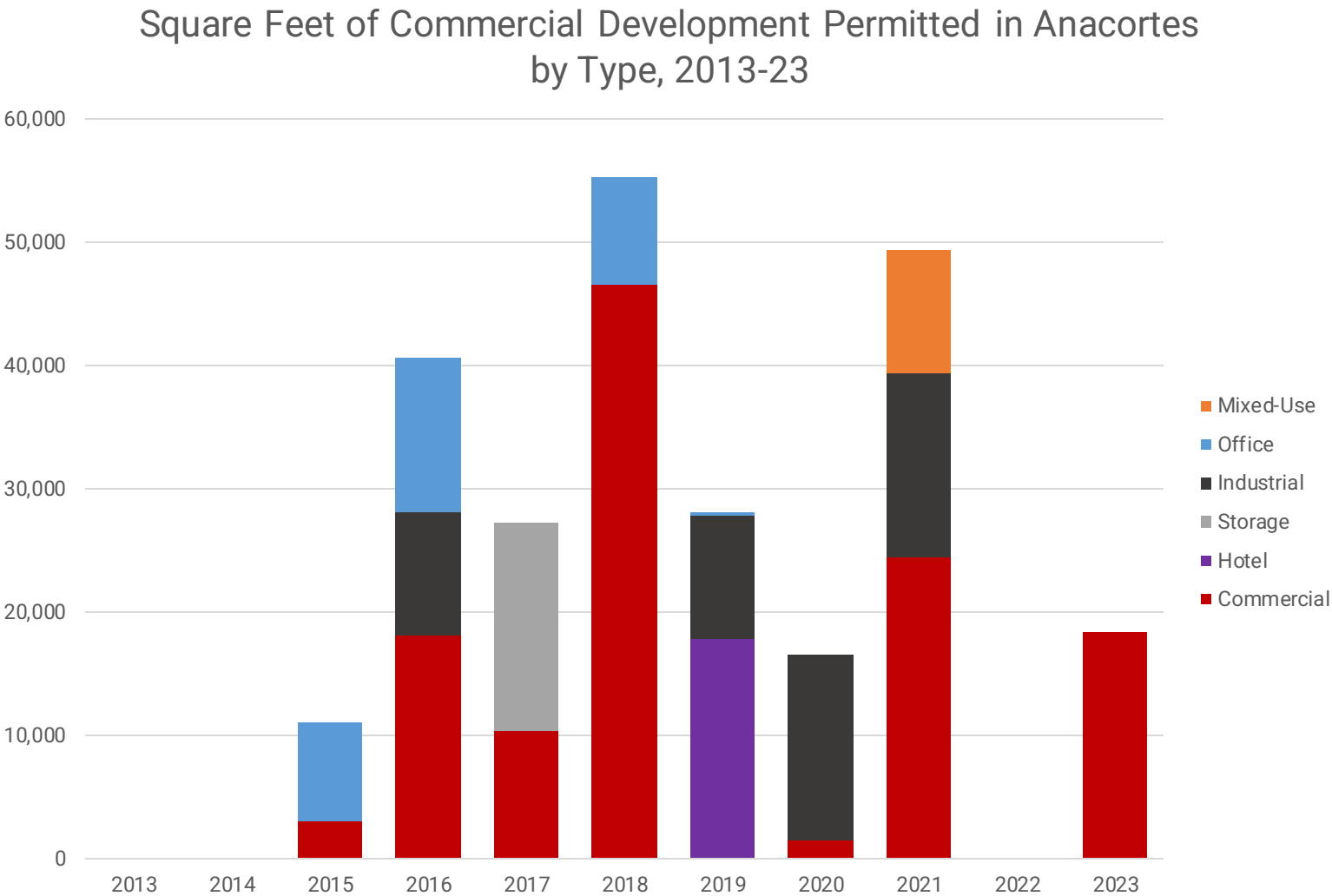


Residential Permits Since 2013

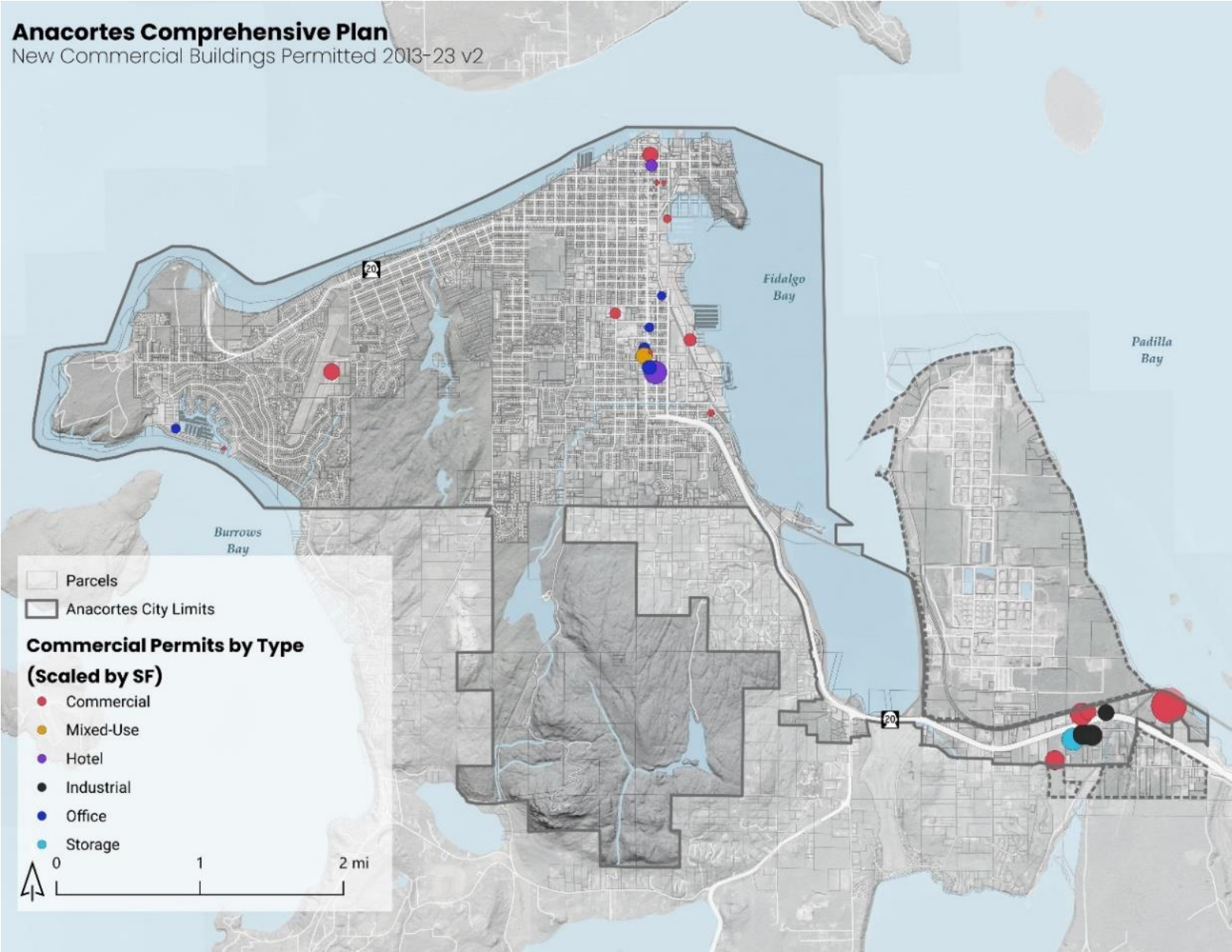


Commercial Permits Since 2013

- There has been some commercial development since 2013 as well, including marine and industrial buildings as well as some office and hotel development.

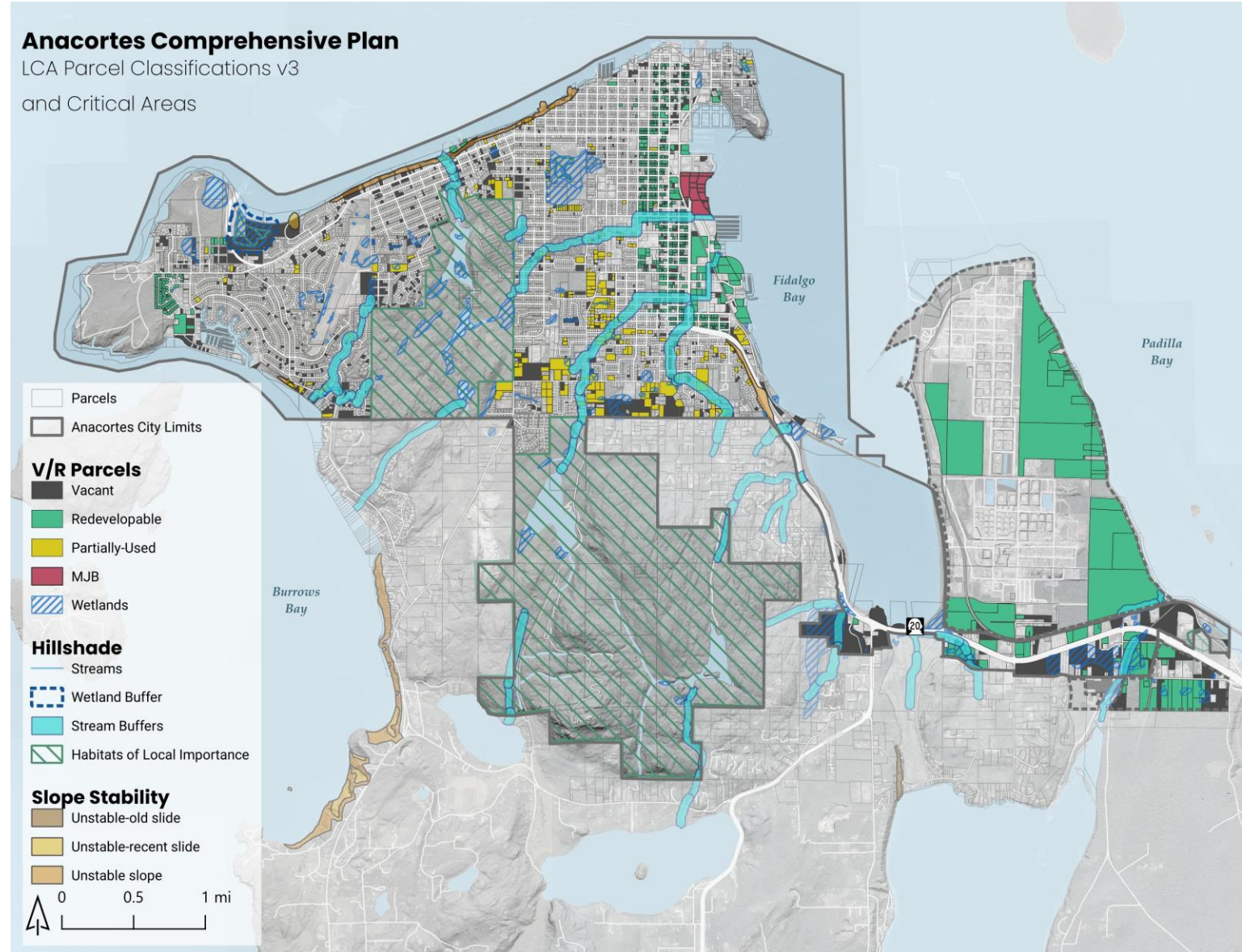


Commercial Permits Since 2013



Parcel Status v3

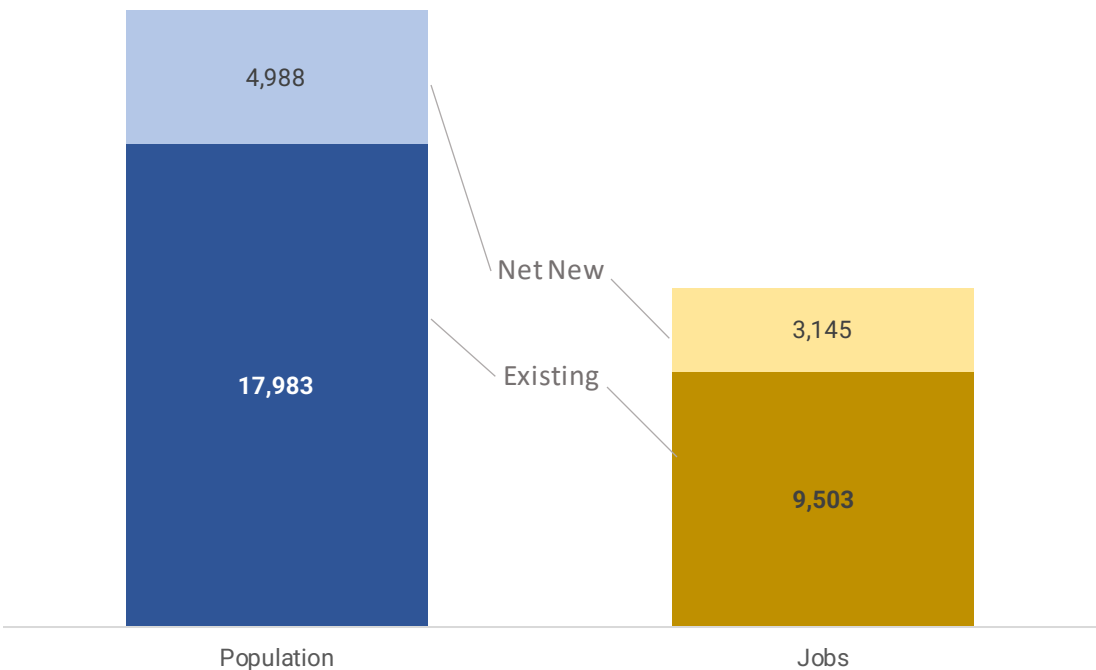
- Status reflects two rounds of city feedback
- There are a few “Redevelopable” parcels in R4 (parking lots)
- Added refinery areas visually



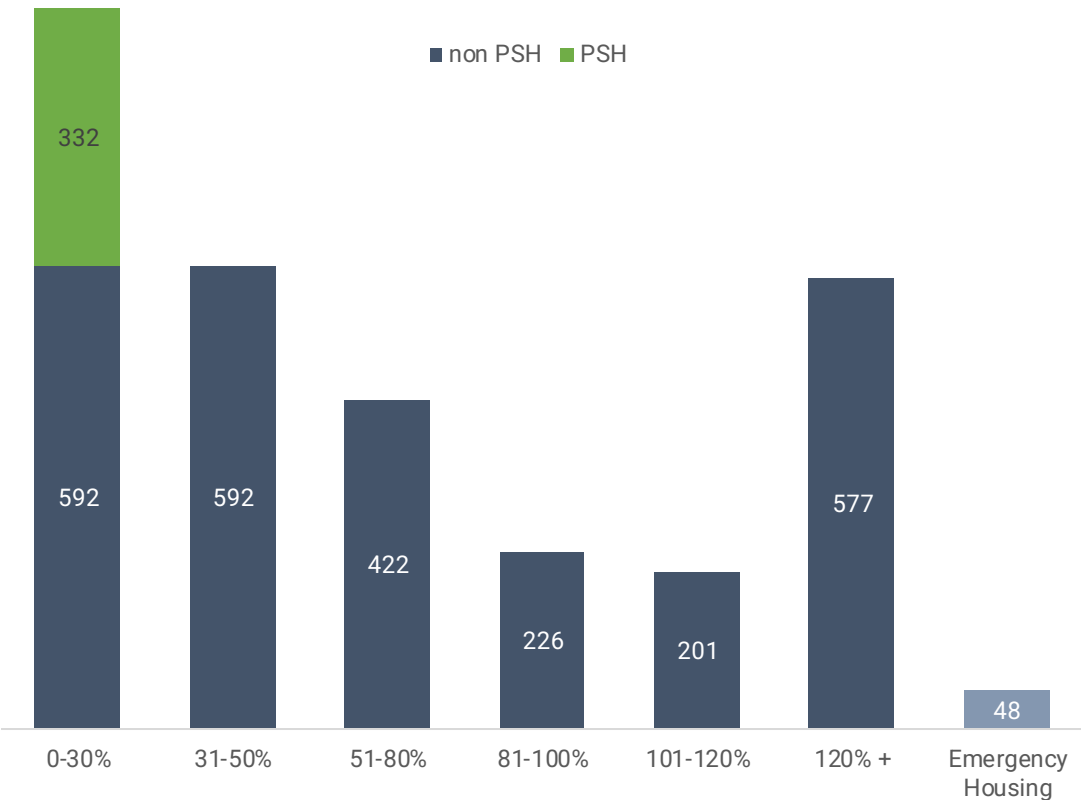
Land Capacity Analysis

Projections

Anacortes Projected Housing and Jobs, 2022-2045

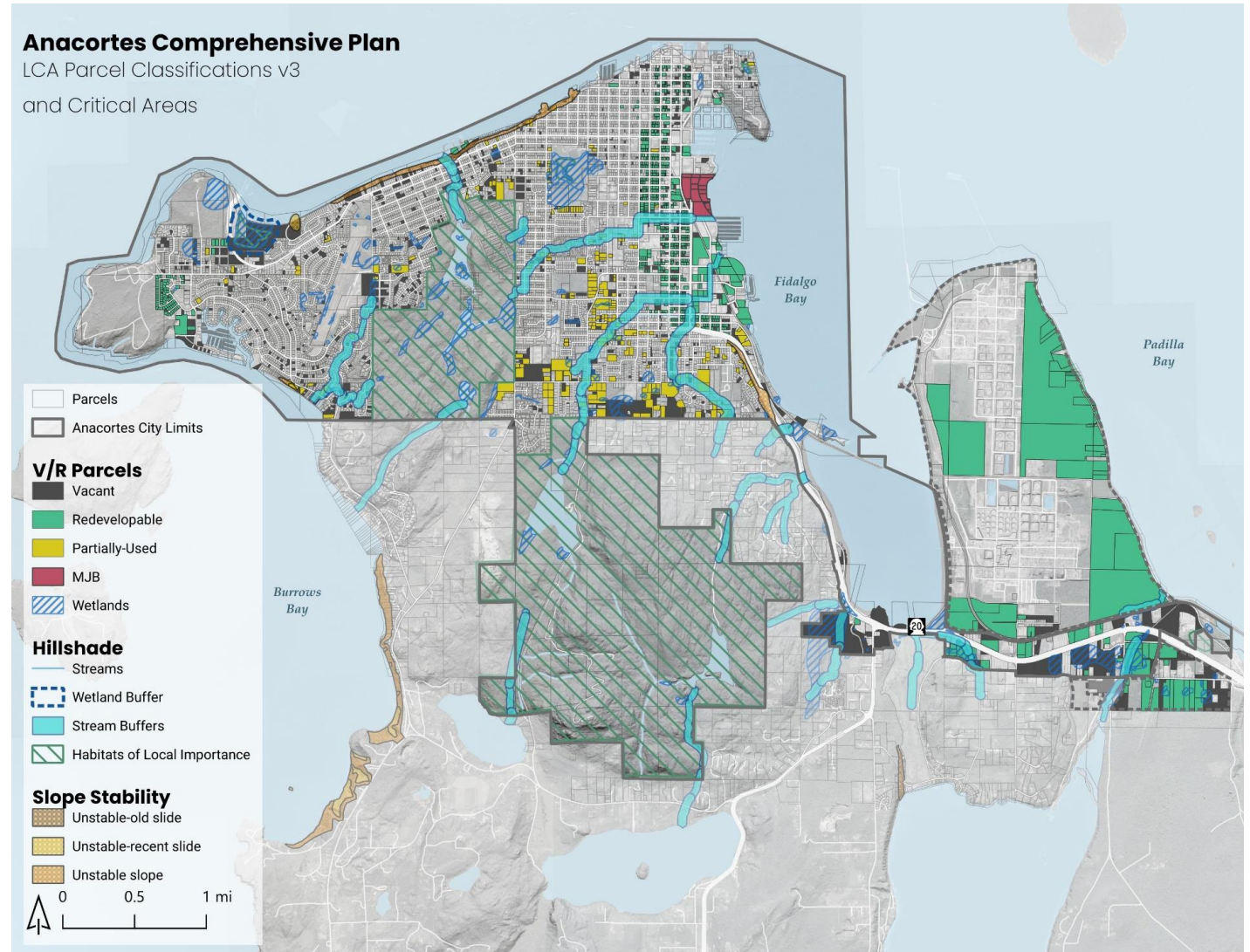


Net New Housing Units Needed in Anacortes, 2020-2045



Parcel Classification

- **Vacant** – Value less than \$10,000
- **Partially-Used** – Low- and medium-density residential zones large enough to be subdivided (excluding very high value parcels)
- **Redevelopable** – Building value is less than land value, or single-family use in denser zone
- Exclude **Critical Areas** – Wetlands, streams, habitats, unstable slopes

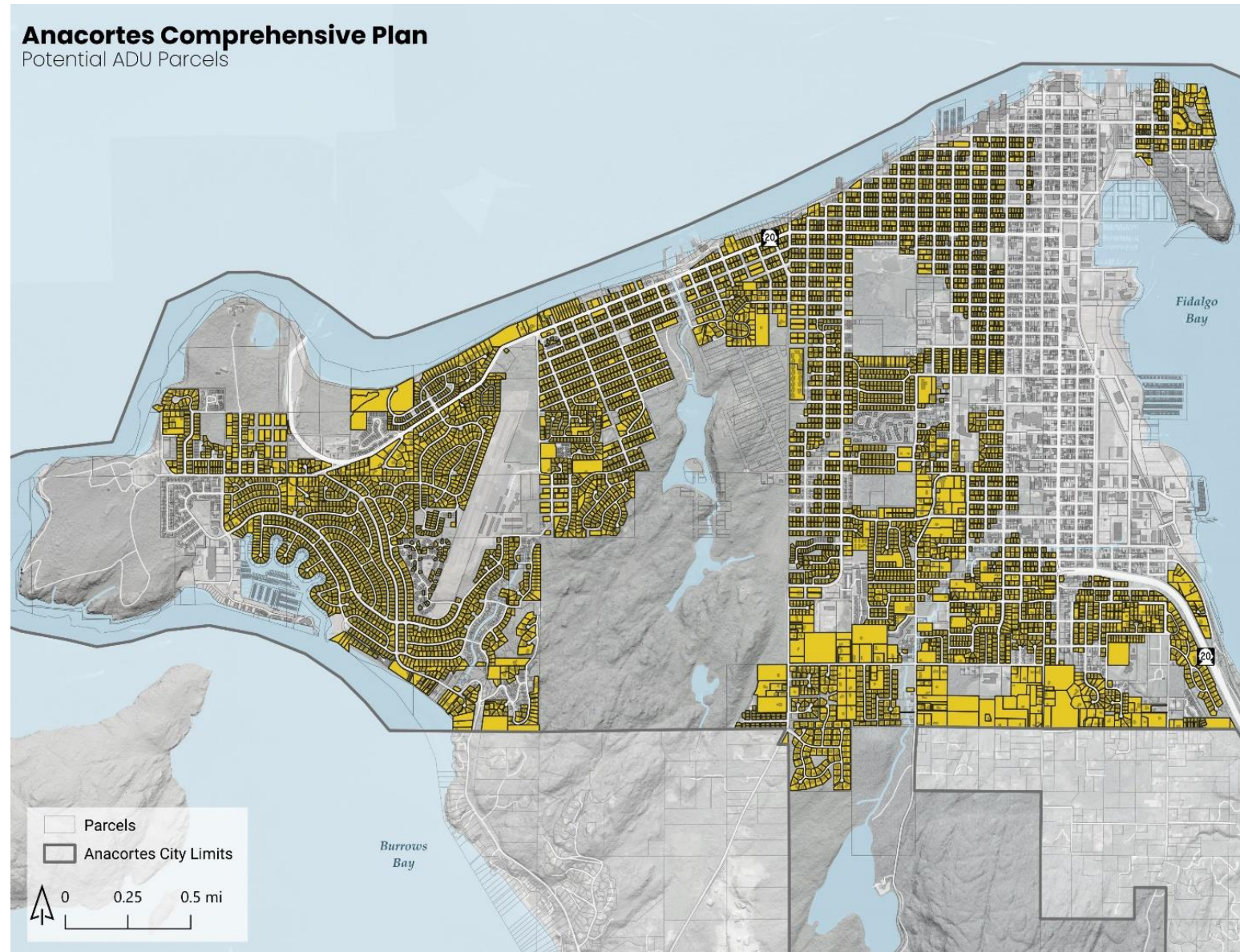


Reductions and Assumptions



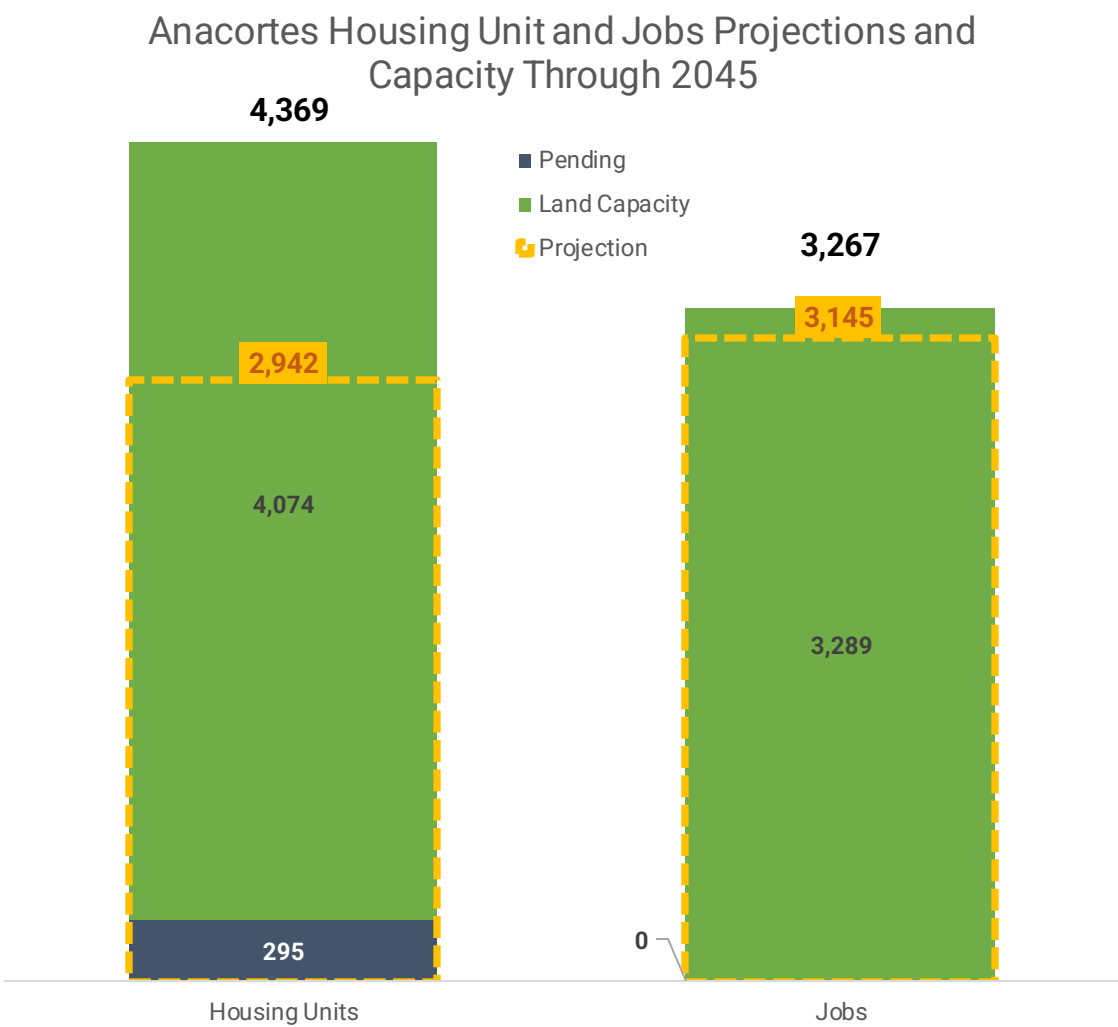
ADUs

- Parcels with **1,000 square feet** remaining within lot coverage ratio (after excluding existing buildings) may be able to accommodate an ADU
- Assume **5%** of owners may choose to build an ADU over the next 20 years, and some may build more than 1
- Resulting capacity for **357 ADUs**



Overall Results

- Anacortes has sufficient zoned capacity to meet housing unit and job projections through 2045.



Housing Needs by Income

Housing Needs by Income

- HB 1220 requires cities to show capacity to accommodate a breakdown of their overall housing target by the **income levels** that the new housing units can serve
- This corresponds with **expected demand for new housing units** which can accommodate households at a variety of income levels in Anacortes over the next 20 years.



High Income (>120% AMI)

Lower Density Single Family + Middle Housing



Moderate Income (80-120% AMI)

Moderate Density + Middle Housing



Low Income (0-80% AMI)

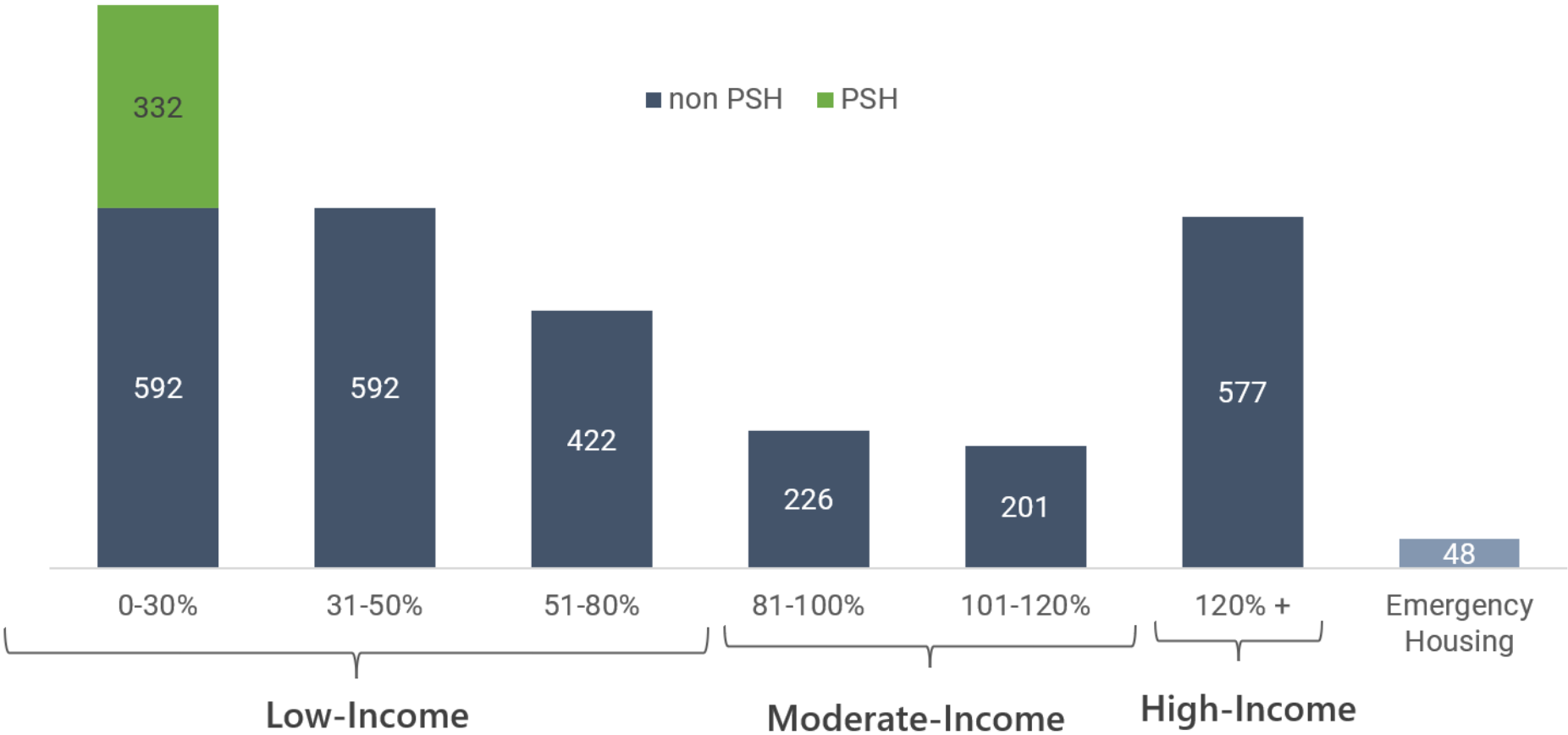
Multifamily + ADUs

HB 1220

- Breakdown of zoned capacity by income band
- Emergency housing
 - Hotel and emergency housing allowed by right in same zone
- Adequate Provisions Analysis
 - Ensures recent production aligns with need
 - Analysis of barriers to production
- Racially Disparate Impacts Analysis
 - Evaluates policies that can have disproportionate impacts on BIPOC residents



Income Band Targets



Zone Categories

HB 1220 Zone Category	Housing Types Allowed	Pending Units	Additional Unit Capacity	Assumed Affordability Level for Capacity Analysis
Low Density	Detached single-family homes	144	781	120% + AMI
Moderate Density	Townhomes, duplex, triplex, quadplex	109	180	80-120% AMI
Low-Rise	Walk-up apartments, condominiums (2-3 stories)	43	616	0-80% AMI
Mid-Rise	Apartments, condominiums		2,139	0-80% AMI
ADU	Accessory Dwelling Units		357	0-80% AMI

Income Band Results

Income Band	Housing Needs	Aggregated Housing Needs	Pipeline Units	Remaining Housing Needs	Total Capacity	Surplus/ Deficit
0-30 PSH	332	1,938	43	1,895	2,755	860
0-30 Non PSH	592					
30-50	592					
50-80	422					
80-100	226	427	109	318	538	220
100-120	201					
120+	577	577	143	434	781	347
Total	2,942	2,942	295	2,647	4,074	1,127



Planning Commission Agenda Bill

Meeting Date: May 22, 2024

Agenda Item: 5.b.

Subject: Planning Commission Procedures

Staff Contact: John Coleman

Approved for Submittal to Commission by

LIBBY GRAGE

John Coleman

Action Type

Discussion

Summary Statement: Rules of Procedure define the process the Planning Commission shall follow when holding a public meeting. The Planning Commission Rules of Procedure has not been updated in the recent past. Staff has drafted a major rewrite of the Rules of Procedure that reflects current regulations and city processes. The updated procedures specify the duties of the commission members, the election of a Chairperson and Chairperson pro tem, the public hearing procedures and other processes. If passed, the updated Rules of Procedure will supersede any previously adopted. As drafted, the PC cannot vote on the proposed procedures unless all the PC members are present at the meeting.

Chairperson Martin submitted draft changes to the procedures; that draft is also attached.

Staff recommends that the Planning Commission review the draft and the proposed amended draft, discuss any changes that the PC may like to have included, and make a motion to adopt the updated Rules of Procedure.

Background: The existing Planning Commission Rules of Procedure are outdated, thus it is recommended that updated Rules of Procedure be adopted.

Previous Action:

Competing Viewpoints Considered:

Recommended Motion: Make a motion to adopt the updated Planning Commission Rules of Procedure which shall supersede any previously adopted Rules of Procedure.

Alternative Actions:

Attachments (listed in order presented):

1. PC Rules of Procedure (4-24-24)
2. PC Rules of Procedure - LMrevisions

Anacortes Planning Commission

Rules of Procedure

1	General Provisions	
1.1	Authority.....	
1.2	Mission Statement.....	
2	Organization Of The Planning Commission.....	
2.1	Membership.....	
2.2	Election of Officers.....	
2.3	Duties of Chairperson and Vice-Chairperson.....	
3	Meetings.....	
4	Agenda.....	
5	Work Sessions.....	
6	General Public Comment.....	
7	Public Hearing Procedures.....	
8	Conflict of Interest and Appearance of Fairness.....	
9	Code of Ethics and Decorum.....	
10	Amending Rules of Procedure.....	

1. GENERAL PROVISIONS

1.1 Authority. The Planning Commission has all the powers and performs each and all the duties specified in Anacortes Municipal Code (AMC) Title 19.

1.2 Mission Statement.

The primary mission of the Anacortes Planning Commission is to thoroughly review and refine the City's Comprehensive Plan and Development Regulations in order to ensure that growth in Anacortes will bring us to what the community has decided is the vision for the city. The Planning Commission seeks out public involvement in updating the vision for the city. As the population grows, public services must be provided for, using means established by the Planning Commission and the City Council. The Planning Commission's role in updating the Comprehensive Plan and Development Regulations ensures that developments are consistent with what the community envisions for Anacortes. The Planning Commission will also advise the City Council on policy and guide the development of the City.

The Planning Commission will perform application review and/or public hearings as specified in Title 19 AMC. The Planning Commission will make determinations on permit applications or make recommendations to the City Council on various permit types as specified in Title 19, as it may be amended from time to time.

The Planning Commission shall carry out the responsibilities designated by ordinance and other duties assigned by the City Council. The members of the Planning Commission accept the responsibility of the office and declare their intention to execute the duties defined under the State and Municipal law to the best of their ability and to respect and observe the requirements established by the City Council.

2. ORGANIZATON OF THE PLANNING COMMISSION

2.1 Membership:

- a) The Planning Commission consists of seven members with a term of office of six years.
- b) When terms expire, the Mayor shall appoint new members or reappoint existing members pursuant to AMC 2.42.020.
- c) If a Commission member has more than four (4) total absences from regularly scheduled meetings in a calendar year, the Chairperson shall inform the Mayor who may appoint a new Commission member to fill the member's term.
- d) No person shall hold the office or be a member of the Planning Commission unless that person is a resident of the city or the urban growth area.
- e) If a member of the Planning Commission ceases to be a resident of the city or urban growth area, the office must be vacated.

2.2 Election of Officers:

- a) Officers must be appointed each year at the Planning Commission's first regular meeting of the year. This must be done by nomination and voting. Nominations are made by members; members do not nominate themselves unless no nominations are made.
- b) A Chairperson and Vice-Chairperson must be elected by a majority of the Commission members at the first regular meeting of each year. A quorum must be present to elect the Chairperson and Vice-Chairperson. The newly elected officers must assume their role at beginning of the next meeting.
- c) If the term of the Chairperson ends prior to the election of the Chairperson and the Vice-Chairperson, the Commission must elect an interim Chairperson until the regularly-scheduled election.
- d) In the absence of the Chairperson and the Vice-Chairperson, a Chairperson pro tem must be elected informally by the members present to conduct the meeting.

- e) In the event of the resignation of the Chairperson or the Vice-Chairperson, the Commission must expeditiously elect a new officer to fill the vacancy for the unexpired term.
- f) The Planning Commission, by majority vote of those present, may create special committees and assign one or more members to such committees.

2.3 Duties of the Chairperson and Vice-Chairperson:

- a) The Chairperson calls meetings to order, records attendance into the record, and assigns subcommittees and duties as needed.
- b) The Chairperson keeps members on track with the agenda and ensures that the Planning Commission moves through its tasks punctually.
- c) The Chairperson opens the floor for motions made by members, asks for discussion from members, asks for seconds to the motions, calls for voting by reading the motion into the record and may state in the record the vote of each member.
- d) The Chairperson presides at all Commission meetings and has the powers generally assigned such office in conducting the meetings.
- e) It is the Chairperson's duty to see that the transaction of the Planning Commission's business is in accord with these Procedures.
- f) The Vice-Chairperson must, in the absence of the Chairperson, perform all of the duties of the Chairperson at a regular or special meeting.
- g) In the absence of the Chairperson and Vice-Chairperson, the present members may elect a temporary Chairperson to preside at the meeting.

3. MEETINGS

- a) The Planning Commission must determine a regular meeting time (time, place, and frequency) as necessary.
- b) All meetings of the Planning Commission must be open to the public.
- c) Executive sessions may be held only in accord with the requirements imposed by RCW 42.30.110 and RCW 42.30.140.
- d) To conduct official Planning Commission business, a quorum must be present. If no quorum exists due to members leaving the meeting, no official action can be taken.
- e) The Planning Commission meetings must be governed by the guidelines and procedures contained in the current edition of *Roberts Rules of Order*.

- f) To the extent it does not violate public notice requirements, the printed agenda of a regular meeting may be modified, supplemented, or revised at the beginning of the meeting by the affirmative vote of the majority of Commission members present.
- g) The Planning Commission may devote part of its meetings to an informational study session during which no comments from the public will be permitted, unless the Chairperson or a majority, on a case-by-case basis, decides otherwise.
- h) Action is taken by a majority vote of the members present and voting. Any member may abstain from voting. A tie vote means a motion fails.
- i) After 9:00 PM, the Planning Commission must hear no new agenda items unless a majority of the Commissioners present decide otherwise.
- j) A staff person will be responsible for the written recording of all Planning Commission meetings.
- k) All approved minutes will be retained by the City of Anacortes in accordance with retention requirements under the Public Records Act at Chapter 42.56 of the Revised Code of Washington.

4. AGENDA

- a) The preparation of the agenda will be the duty of the Planning Director or his/her designee, and he or she will coordinate that preparation with the Chairperson.
- b) The agenda may be divided into sections and continue until subsequent meetings when it is apparent that one meeting will not be sufficient to complete the scheduled business.
- c) Copies of the agenda will be available to all Planning Commission members at least two days prior to a regular meeting date.
- d) The agenda will indicate whether the Planning Commission intends to take formal action on a particular matter.
- e) The Planning Commission may continue a public hearing to a future date for reasonable purposes. A continued public hearing does not require new public notice.
- f) Once a public hearing is closed, it cannot be re-opened without issuance of a new public notice.

5. STUDY SESSIONS

- a) The Planning Commission may conduct informal study sessions to carry out its duties.
- b) The Commission may consider information and recommendations from staff and comments from the public during the study session.

6. PUBLIC COMMENT

- a) A opportunity for public comment will be provided at each Planning Commission meeting consistent with the requirements of Chapter 42.30 of the Revised Code of Washington.
- b) The Public Comment period is for comments not related to items on that meeting's agenda.
- c) If appropriate, there will be an opportunity for the public to comment on agenda items as they are addressed by the Commission.
- d) Each speaker is limited to 3 minutes speaking time.
- e) Members of the public wishing to provide comment may only speak if acknowledged by the Chairperson.
- f) If audience comment or behavior becomes disruptive, the Chairperson may recess or adjourn the meeting.

7. PUBLIC HEARING PROCEDURES

- a) The Chairperson must open the public hearing on the subject case by identifying the proposal.
- b) The Chairperson must state that the testimony and input will be taken in the prescribed fashion.
- c) All persons wishing to speak on the matter before the Planning Commission must first be recognized by the Chairperson.
- d) Any commenter must state his or her name and address for the record, as well as any group or organization he or she represents.
- e) All statements by the speaker must be addressed to the Planning Commission.
- f) The Chairperson may limit the amount of time allowed to any person or group to allow efficient and thorough hearing procedures.
- g) The Chairperson may limit input to avoid duplication.
- h) There will be no cross-examination of speakers.
- i) The presentation order will be as follows:
 - 1) Staff Planner: Presentation of staff report and other materials and correspondences into the record.

- 2) Proponent: Presentation and statements by representatives of the proponent/applicant.
- 3) Chair: Open public hearing.
- 4) Members of the Public: Presentations and statements by the public who wish to speak for or against the proposal/application. The hearing is to gather information; questions from the public are not answered at the public hearing. Questions about the proposal/application must be addressed to staff during regular city hall business hours or in writing to the Planning, Community and Economic Development Department.
- j) After the public testimony portion, the public hearing is then closed.
- k) Planning Commissioners then deliberate on the proposal/application and the testimony received.
- l) Commissioners may ask questions of staff and applicants to clarify their understanding of relevant points or to gather additional information. All questions shall be posed through the Chairperson who shall ask the appropriate party for answers.
- m) A motion for disposition may then be made. For proposals that require a recommendation from the Planning Commission to the City Council, the motion may be to continue the hearing to gather more information, to recommend approval, approval with conditions, denial of the proposal/application, or to forward to the City Council with no recommendation. For proposals/applications that require a decision by the Planning Commission, the motion may be to continue the hearing to gather more information, to approve, approve with conditions, or to deny the proposal/application.
- n) Planning Commission recommendations must be transmitted to the City Council in writing and must include the recommendation, findings of fact, the planning staff report, other correspondences, if any, and a summary of testimony presented to the Planning Commission. Planning Commission decisions must be in writing and must include the decision, findings of fact, the planning staff report, other correspondences, if any, and a summary of testimony presented to the Planning Commission.

8. CONFLICT OF INTEREST AND APPEARANCE OF FAIRNESS

All members of the Planning Commission must act in accordance with the Appearance of Fairness Doctrine at Chapter 42.36 of the Revised Code of Washington. If any Commissioner has a personal interest in any matter before the Planning Commission that would prejudice their actions, they must publicly disclose the conflict of interest and recuse himself or herself from participating in the proceedings and voting on the matter.

9. CODE OF ETHICS AND DECORUM

- a) A Planning Commissioner is a representative of the City of Anacortes and, therefore, a Commissioner's actions should reflect that representation.
- b) Members of the Planning Commission must fully comply with RCW Chapter 42.23, the Code of Ethics for Municipal Officers.
- c) Members of the Planning Commission must fully comply with RCW Chapter 42.30, Open Public Meetings Act, including RCW 42.30.205 which requires training on the OPMA's requirements.
- d) While the Planning Commission is in session, a Commission member must neither, by conversation or otherwise, delay or interrupt the meeting or the peace of the Planning Commission, nor disrupt any Commission member while speaking nor refuse to obey the orders of the Chairperson.
- e) To preserve the integrity of the Planning Commission, if a Commission member reasonably believes that he/she has a conflict of interest in regard to a matter before the Planning Commission, the Commissioner should recuse himself/herself from discussion or vote on the matter and must leave the Council Chambers while the matter is under consideration. A Commission member may seek advice from the City Attorney in making this determination.

10. AMENDING RULES OF PROCEDURE

- a) The Planning Commission, at a regularly scheduled meeting, may amend these Rules of Procedure by motion and a consensus.
- b) All members must be present to amend the Rules of Procedure.

Planning Commission Chair

Date

Anacortes Planning Commission

Rules of Procedure

1	General Provisions	
1.1	Authority.....	
1.2	<u>Roles of the Planning Commission</u> Mission Statement	
2	Organization Of The Planning Commission.....	
2.1	Membership.....	
2.2	<u>Quorum</u>	
2.3	2 Election of Officers.....	
2.4	3 Duties of Chairperson and Vice-Chairperson.....	
3	Meetings.....	
4	Agenda.....	
5	Work Sessions.....	
6	General Public Comment.....	
7	Public Hearing Procedures.....	
8	Conflict of Interest and Appearance of Fairness.....	
9	Code of Ethics and Decorum.....	
10	Amending Rules of Procedure.....	

1. GENERAL PROVISIONS

1.1 Authority. The Planning Commission has all the powers and performs each and all the duties specified in Anacortes Municipal Code (AMC) Title 19, Title 2.42, and RCW 35.63.

~~1.2 Roles of the Planning Commission~~ ~~Mission Statement~~.

The Planning Commission is an appointed independent review body of local citizens that provides recommendations to the Anacortes City Council. The Planning Commission also provides guidance and direction for Anacortes' future growth through continued review and improvement to the City's comprehensive land-use plan, zoning code, shoreline management, environmental protection, and related land-use documents.

The Planning Commission is tasked with considering the long-term growth and development of the community. Commissioners also consider the impact of land-use decisions on community livability, economic opportunity, housing affordability, public services, and the environment. The Commission brings a long-term community perspective to land-use policy and is responsible for maintaining an accessible and transparent process that informs and educates the public.

The primary mission of the Anacortes Planning Commission is to thoroughly review and refine the City's Comprehensive Plan and Development Regulations in order to ensure that growth in Anacortes will bring us to what the community has decided is the vision for the city. The Planning Commission seeks out public involvement in updating the vision for the city. As the population grows, public services must be provided for, using means established by the Planning Commission and the City Council. The Planning Commission's role in updating the Comprehensive Plan and Development Regulations ensures that developments are consistent with what the community envisions for Anacortes. The Planning Commission will also advise the City Council on policy and guide the development of the City.

~~The Planning Commission will perform application review and/or public hearings as specified in Title 19 AMC. The Planning Commission will make determinations on permit applications or make recommendations to the City Council on various permit types as specified in Title 19, as it may be amended from time to time.~~

~~The Planning Commission shall carry out the responsibilities designated by ordinance and other duties assigned by the City Council. The members of the Planning Commission accept the responsibility of the office and declare their intention to execute the duties defined under the State and Municipal law to the best of their ability and to respect and observe the requirements established by the City Council.~~

2. ORGANIZATON OF THE PLANNING COMMISSION

2.1 Membership:

- a) The Planning Commission consists of seven members with a term of office of six years.
- b) When terms expire, the Mayor shall appoint new members or reappoint existing members pursuant to AMC 2.42.020.
- c) If a Commission member has more than four (4) total absences from regularly scheduled meetings in a calendar year, the Chairperson shall inform the Mayor who may appoint a new Commission member to fill the member's term.
- d) No person shall hold the office or be a member of the Planning Commission unless that person is a resident of the city or the urban growth area.
- e) If a member of the Planning Commission ceases to be a resident of the city or urban growth area, the office must be vacated.

2.2 Quorum

- a) *A quorum will consist of four (4) members of the Commission, and no action can be taken in the absence of a quorum except to adjourn the meeting to a subsequent date.*

2.3 Election of Officers:

- a) *The officers of the Commission will consist of a Chairperson and a Vice-Chairperson . must be elected by a majority of the Commission members at the first regular meeting of each year. A quorum must be present to elect the Chairperson and Vice-Chairperson. The newly elected officers must assume their role at beginning of the next meeting.*
- b) Officers *are elected* must be appointed each year at the Planning Commission's first regular meeting of the year. This *is* must be done by nomination and voting *of the Commissioners.* Nominations are made by members; members do not nominate themselves unless no nominations are made. *Question: Is the second sentence necessary?*
- c) ~~If the term of the Chairperson ends prior to the election of the Chairperson and the Vice-Chairperson, the Commission must elect an interim Chairperson until the regularly scheduled election.~~

- ~~d) In the absence of the Chairperson and the Vice Chairperson, a Chairperson pro tem must be elected informally by the members present to conduct the meeting.~~

- e) ~~In the event of the resignation of the Chairperson or the Vice-Chairperson, the Commission must expeditiously elect a new officer to fill the vacancy for the unexpired term.~~
- f) The Planning Commission, by majority vote of those present, may create special committees and assign one or more members to such committees.

2.4 Duties of the Chairperson and Vice-Chairperson:

- a) The Planning Commission Chair, or in his or her absence, the Planning Commission Vice-Chair, shall be the Presiding Officer of the Planning Commission. In the absence of both the Chair and the Vice-Chair, the Commission shall appoint one of the other members of the Commission to act as a temporary Presiding Officer.
- b) The Chairperson calls meetings to order, records attendance into the record, and assigns subcommittees and duties as needed.
- c) The Chairperson keeps the meeting to its order of business, controls discussion in an orderly manner, and permits audience participation at the appropriate times. Every Commissioner who wishes an opportunity to speak must be recognized by the Chair. ~~members on track with the agenda and ensures that the Planning Commission moves through its tasks punctually.~~
- d) The Chairperson opens the floor for motions made by members, asks for discussion from members, asks for seconds to the motions, calls for voting by reading the motion into the record and may state in the record the vote of each member.
- e) ~~The Chairperson presides at all Commission meetings and has the powers generally assigned such office in conducting the meetings.~~
- f) It is the Chairperson's duty to see that the transaction of the Planning Commission's business is in accord with these Procedures.
- g) ~~The Vice-Chairperson must, in the absence of the Chairperson, perform all of the duties of the Chairperson at a regular or special meeting.~~
- h) ~~In the absence of the Chairperson and Vice-Chairperson, the present members may elect a temporary Chairperson to preside at the meeting.~~

3. MEETINGS

- a) The Planning Commission and City staff shall ~~must~~ determine a regular meeting time (time, place, and frequency) as necessary.
- b) All meetings of the Planning Commission are ~~must be~~ open to the public.
- c) Executive sessions may be held only in accord with the requirements imposed by RCW 42.30.110 and RCW 42.30.140.
- d) ~~To conduct official Planning Commission business, a quorum must be present. If no quorum exists due to members leaving the meeting, no official action can be taken.~~

- e) The Planning Commission meetings ~~are~~ must be governed by ~~the guidelines and procedures contained in~~ the current edition of *Roberts Rules of Order*.

- f) To the extent it does not violate public notice requirements, the printed agenda of a regular meeting may be modified, supplemented, or revised at the beginning of the meeting by the affirmative vote of the majority of Commission members present.
- g) The Planning Commission may devote part of its meetings to an informational study session during which no comments from the public will be permitted, unless the Chairperson or a majority, on a case-by-case basis, decides otherwise. *(Question: Is this section necessary?)*
- h) Action is taken by a majority vote of the members present ~~and voting~~. Any member may abstain from voting. A tie vote means a motion fails.
- i) After 9:00 PM, the Planning Commission must hear no new agenda items unless a majority of the Commissioners present decide otherwise. *(Question: Is this a new rule?)*
- j) A staff person will be responsible for the written recording of all Planning Commission meetings.
- k) All approved minutes will be retained by the City of Anacortes in accordance with retention requirements under the Public Records Act at Chapter 42.56 of the Revised Code of Washington.

4. AGENDA

- a) The preparation of the agenda will be the duty of the Planning Director or his/her designee, and he or she will coordinate that preparation with the Chairperson.
- b) The agenda may be divided into sections and continue until subsequent meetings when it is apparent that one meeting will not be sufficient to complete the scheduled business. *(Question: Is this section necessary ?)*
- c) Copies of the agenda will be available to all Planning Commission members at least two days prior to a regular meeting date.
- d) The agenda will indicate whether the Planning Commission intends to take formal action on a particular matter.
- e) The Planning Commission may continue a public hearing to a future date for reasonable purposes. A continued public hearing does not require new public notice.
- f) Once a public hearing is closed, it cannot be re-opened without issuance of a new public notice.

5. STUDY SESSIONS *(Question – is this section necessary? See Meetings # g).*

- a) The Planning Commission may conduct informal study sessions to carry out its duties.
- b) The Commission may consider information and recommendations from staff and comments from the public during the study session.

6. PUBLIC COMMENT

- a) An opportunity for public comment will be provided at each Planning Commission meeting consistent with the requirements of Chapter 42.30 of the Revised Code of Washington.
- b) The Public Comment period is for comments not related to items on that meeting's agenda.
- c) If appropriate, there will be an opportunity for the public to comment on agenda items as they are addressed by the Commission.
- d) Each speaker is limited to 3 minutes speaking time.
- e) Members of the public wishing to provide comment may only speak if acknowledged by the Chair~~person~~.
- f) If audience comment or behavior becomes disruptive, the Chair~~person~~ may recess or adjourn the meeting.

7. PUBLIC HEARING PROCEDURES

- a) The Chair~~person~~ must open the public hearing on the subject case by identifying the proposal.
- b) The Chair~~person~~ must state that the testimony and input will be taken in the prescribed fashion.
- c) All persons wishing to speak on the matter before the Planning Commission must ~~first~~ be recognized by the Chair~~person~~.
- d) Any commenter must state his or her name and city ~~address~~ for the record, as well as any group or organization he or she represents.
- e) All statements by the speaker must be addressed to the Planning Commission.
- f) The Chair~~person~~ may limit the amount of time allowed to any person or group to allow efficient and thorough hearing procedures.
- g) The Chair~~person~~ may limit input to avoid duplication.
- h) There will be no cross-examination of speakers.
- i) The presentation order will be as follows:
 - 1) Staff Planner: Presentation of staff report and other materials and correspondences into the record.

- 2) Proponent: Presentation and statements by representatives of the proponent/applicant.
- 3) Chair: Open public hearing.
- 4) Members of the Public: Presentations and statements by the public who wish to speak for or against the proposal/application. The hearing is to gather information; questions from the public are not answered at the public hearing. Questions about the proposal/application must be addressed to staff during regular city hall business hours or in writing to the Planning, Community and Economic Development Department.
- j) After the public testimony portion, the public hearing is then closed.
- k) Planning Commissioners then deliberate on the proposal/application and the testimony received.
- l) Commissioners may ask questions of staff and applicants to clarify their understanding of relevant points or to gather additional information. All questions shall be posed through the Chairperson who shall ask the appropriate party for answers.
- m) A motion for disposition may then be made. For proposals that require a recommendation from the Planning Commission to the City Council, the motion may be to continue the hearing to gather more information, to recommend approval, approval with conditions, denial of the proposal/application, or to forward to the City Council with no recommendation. For proposals/applications that require a decision by the Planning Commission, the motion may be to continue the hearing to gather more information, to approve, approve with conditions, or to deny the proposal/application.
- n) Planning Commission recommendations must be transmitted to the City Council in writing and must include the recommendation, findings of fact, the planning staff report, other correspondences, if any, and a summary of testimony presented to the Planning Commission. ~~Planning Commission decisions must be in writing and must include the decision, findings of fact, the planning staff report, other correspondences, if any, and a summary of testimony presented to the Planning Commission.~~

8. CONFLICT OF INTEREST AND APPEARANCE OF FAIRNESS

All members of the Planning Commission must act in accordance with the Appearance of Fairness Doctrine at Chapter 42.36 of the Revised Code of Washington. If any Commissioner has a personal interest in any matter before the Planning Commission that would prejudice their actions, they must publicly disclose the conflict of interest and recuse himself or herself from participating in the proceedings and voting on the matter.

9. CODE OF ETHICS AND DECORUM

- a) A Planning Commissioner is a representative of the City of Anacortes and, therefore, a Commissioner's actions should reflect that representation.
- b) Members of the Planning Commission must fully comply with RCW Chapter 42.23, the Code of Ethics for Municipal Officers.
- c) Members of the Planning Commission must fully comply with RCW Chapter 42.30, Open Public Meetings Act, including RCW 42.30.205 which requires training on the OPMA's requirements.
- d) While the Planning Commission is in session, a Commission member must neither, by conversation or otherwise, delay or interrupt the meeting or the peace of the Planning Commission, nor disrupt any Commission member while speaking nor refuse to obey the orders of the Chairperson.
- e) To preserve the integrity of the Planning Commission, if a Commission member reasonably believes that he/she has a conflict of interest in regard to a matter before the Planning Commission, the Commissioner should recuse himself/herself from discussion or vote on the matter and must leave the Council Chambers while the matter is under consideration. A Commission member may seek advice from the City Attorney in making this determination.

10. AMENDING RULES OF PROCEDURE

- a) The Planning Commission, at a regularly scheduled meeting, may amend these Rules of Procedure by motion and a consensus. *(Question – are the words “and a consensus necessary?”)*
- b) All members must be present to amend the Rules of Procedure.

Planning Commission Chair

Date