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

January 22, 2025
6:00 PM

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

1. **Roll Call**
2. **Pledge of Allegiance**
3. **Minutes**
 - a. Minutes of 10/09/2024
4. **Public Comment**
5. **Public Hearings**
6. **Other Business**
 - a. Election of Officers
 - b. 2025 Comprehensive Plan Update - Proposed amendments to the goals and policies in the Capital Facilities & Utilities elements
 - c. 2025 Comprehensive Plan Update - Housing Action Plan (HAP) strategies discussion, continued
 - d. Planning Commission Rules of Procedure discussion
7. **Planning Department Update**
8. **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.*

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Anacortes Planning Commission Minutes - October 9, 2024

Roll Call

Chairperson Linda Martin called to order the Anacortes Planning Commission meeting of October 9, 2024 at 6:00 p.m. Commissioners Jim Stoneman, Frank Jeretzky, and Mike Mills were present. Commissioners Paul Ryan and William McCombs participated in the meeting remotely via Zoom. Commissioner Luke Currier was absent (excused).

Minutes

Minutes of 08/14/2024 were submitted for approval.

Linda Martin requested that these be carried over to next meeting as they were unavailable for the commissioners to review until today. The commissioners agreed.

Public Comment

No public comment taken.

Public Hearings

Other Business

2025 Comprehensive Plan Update - Presentation and discussion of preliminary Transportation Element goal and policy amendments

Andy Rheume introduced Chris Comeau from Transpo Group. He's the project manager for the Transportation element of the Comprehensive Plan update. Transpo is also working on a broader review of our transportation system. They will be building a Transportation Master Plan for Anacortes.

Chris Comeau said we are updating the Transportation element of Comprehensive Plan and the Transportation Master Plan for the entire city. The memo has links to legislation that drove changes in the requirements. He reviewed the discussion items for tonight. Transportation effects and is affected by the Land Use element, so we will review some of that too. A new concept and terminology is "active transportation", which replaced the word "non-motorized transportation". Multi-modal levels of service is new too. Cities don't control transit, so you have to work with those providers. We review driving, walking, biking, etc. The City of Anacortes is in good shape for goals and policies, but there are a few changes being brought forward to provide clarity and update language.

Mr. Comeau reviewed the public engagement activities that have happened. There were many comments provided at those activities. There's also a survey online. It just closed, so the results are still being compiled. He gave examples from the online survey. There's consistency between what people say they like and what they want to see prioritized for improvement. He reviewed some upcoming opportunities for public input. He pointed out that Skagit Council of Governments (SCOG) is also reviewing transportation at the regional level.

Chris Comeau moved on to the Growth Management Act (GMA) and RCW changes. We have to make sure there are ways for people to get around as development occurs. Streets need to be designed so that everyone can use them and they are safe. Concurrency is a big consideration. This balances growth with impacts and making sure infrastructure is adequate. Local jurisdictions need to determine what's adequate for them. The focus should be the community priorities. Transportation needs to be designed to the land use and the goals of the local agency. An agency cannot deny development if they agree to put in active transportation facilities or transportation demand management. Transportation impact fee (TIF) regulations also changed to include sidewalks and bikeways on the project list for TIF's.

Mr. Comeau reviewed the transportation demand management, which is trying to reduce the single occupancy vehicle use. Single occupancy vehicles are not efficient for moving people around. He moved on to RCW's for state highways. One new concept is that any project that costs \$500,000 or more and near

population centers must be reviewed with the lens of complete streets. If there is a need that's been identified, the State needs to figure out how to make that happen. Department of Transportation also needs to work with cities, to put levels of traffic stress type 1 or 2 on the highway. An example could be protection along the state highway for bicycles and pedestrians. He showed the map from DOT for Skagit for population centers, which clarified that it's not always cities or UGA's. In urban areas, complete streets includes pedestrians, bicycles, public transit, commercial & freight, high occupancy vehicles, and single occupancy vehicles. The emphasis is moving away from vehicles and focusing on protecting all modes of transportation.

Chris Comeau moved on to the COA street system and transit system maps. They've been working with Skagit Transit as they just updated their program. He showed the sidewalk inventory map, multi-use trails map and the bike lane map. He pointed out that there is a large interest in seeing trail connectivity. Trails need to be designed for ADA accessibility when possible. Land use and transportation are integrated and was taken into account when reviewing the transportation plan. He referenced the 2016 Walks & Bike document and built off that for the draft active transportation plan. Primary is the core routes; the secondary routes are lower volume streets that get you to a destination, such as neighborhoods. Regarding SR20, it's the state's responsibility to make sure those improvements are completed. The city makes recommendations to the state. There were some connections that we recommend removing as they are not feasible. The network needs to be established to see where the gaps are. He showed the map, stating that the red and orange lines need to be reviewed and addressed if possible. The standards will be tracked, monitored and published yearly. COA will look at the projects completed annually to see what transportation elements were connected. Then that information will be used to make informed decisions on where projects need focus. One of the Transportation element requirements is to show the state how those will be achieved while taking into account needs and funding. He reviewed some lower cost projects as well. He reviewed the proposed policies. Anacortes is bronze-level certified bike friendly community. Regarding transit, the City needs to work with Skagit Transit for ADA connectivity so that both agencies benefit.

Jim Stoneman referenced the survey, summarizing that the highest thing people didn't like was pavement. He asked if there is more information on that.

Chris Comeau clarified that many people said the streets need to be repaved, which is what that captured. Mike Mills said Anacortes has a federal bike route. He wondered if that should be added.

Mr. Comeau stated that can be added.

Linda Martin had a few comments about the policies, but most are wordsmithing. She recommended removing the acronyms when possible. Please link to the concurrency report and city safety action plan. Chris Comeau pointed out that a glossary of acronyms can be added so that they are well defined. He clarified that the concurrency report is not done. That will happen after the Comprehensive Plan process. This differs from the Transportation Improvement Plan (TIP). This is a 6-year plan that is rolling and informed by the Comprehensive Plan updates.

Mr. Mills said there are some words that need clarification: (1) transit, which is used many places. He asked that we clarify that this is public transit; (2) street, which is used many times to include the right-of-way and ROW corridor, not just the actual pavement; (3) rollers/pedestrians/bikes/non-motorized/etc needs to be clarified. He suggests using multi-modal instead to add clarity. We have a transportation network, but we reference it as a transportation system.

Chris Comeau agreed and commented that there is a legal requirement to call it a transportation system. For mitigation impact fees, it has to be identified as a system improvement. It needs to be on a list, part of a system and shown to be needed to accommodate growth. System and network are used interchangeably. Linda Martin referenced policy T1.9C which mentions grade separated intersections along SR20. She asked for clarification.

Mr. Comeau gave a hypothetical example of SR20 entering town and where the side streets come into SR20, grade separating would have one of the roads going up and over the other road, similar to an overpass. Grade separating is a safety measure to remove those conflicts, but it's expensive. This language is from the existing plan, we are just consolidating.

John Pope, Anacortes resident and co-chair of Anacortes Bikes, said this language may be in reference to the side roads, not SR20. The intent was to protect bicyclists and pedestrians.

Chris Comeau clarified that this is specifically about roads, not bike improvements. The proposal is to consolidate 7 policies into one. He agreed that we want to protect the bike lanes.

Frank Jeretzky asked if it would be less confusing to say overpasses.

Chris Comeau stated that can be changed. We just brought this over "as is" and consolidated goals & policies from several places into one place.

Mike Mills wondered how commissioners could provide grammatical corrections and suggestions to Transpo Group.

Libby Grage said commissioners could send them to her and she will forward them to Transpo Group.

Jim Stoneman asked if there is a better way to word Goal T2 as it seems redundant.

Dr. Martin moved on to T2.3 that mentions equity analysis and safety action plan.

Mr. Comeau clarified that plan is not ready but is in process. When this plan is done, it can use the safety action plan and recommendations to support some of this. The equity analysis is required by DOT.

Andy Rheame pointed out that the safety action plan looks at more than just transportation. The ADA transition plan is going to City Council next week. That will help us identify where we need to make improvements to our system. We received grants for both of those plans. For example, there are 125 barriers to disabled people on Commercial Ave that have been identified that we are working on.

Mr. Stoneman asked for clarification as to why motorcycle was deleted in this section.

Chris Comeau stated that a motorcycle is a motorized vehicle and would use a vehicle travel lane. Calling it out separately seemed redundant.

Mike Mills pointed out that motorcycle riders are more vulnerable than in a vehicle.

Chris Comeau agreed, but in terms of design of streets and how they use the street is in line with vehicles.

Keep in mind this is a recommendation.

Mike Mills pointed out that battery operated motorcycles exist and will likely increase. He suggested including them now.

Mr. Comeau said the commissioners can recommend keeping it. This is how the city looks at streets from a design standpoint.

Andy Rheame clarified that we aren't wanting to create facilities for motorcycles. We want to see how they can be incorporated into our system.

Jim Stoneman said he understands why it was removed but it doesn't hurt to keep it in there.

Paul Ryan commented that motorcycle awareness is important to Anacortes. We have events around them! He recommends keeping obstructions, such as landscaping, out of the way so that we are keeping motorcycles safe.

Linda Martin moved on to T2.22 which talks about transit, vehicle miles and greenhouse gas emissions. There may be quite a few policies already that would relate to the Climate element; this would be one of them. She wondered if transit vehicles are diesel powered.

Chris Comeau clarified that most are currently diesel, but many are changing to electric, so this needs to be included. He asked if the Commission is wanting to cross reference this section to the Climate element. This is specifically called out in State law & GMA. The Comprehensive Plan needs to be internally consistent and complete integrated, so there is lots of overlap. We will cross reference climate issues whenever possible. The intent is to take the demand off the roads.

Mike Mills moved on to T2.23, the inventory of ideas that the city can sponsor to encourage modes of transportation. He wonders if we could encourage partnerships with bike organizations in the area. He moved on to T3.7, freight rail safety, asking if this applies to anything within city limits.

Libby Grage clarified it is in the UGA, not city limits.

Mr. Comeau commented that this is current language and can be removed. He moved on to current policy T3.10. Transpo is wondering if "should" needs to be changed as that language is not strong. We suggest rewording or removing.

John Coleman stated that LTI uses our shipping terminal. There is an agreement on how that is managed,

where they can drive/transport those items.

Chris Comeau suggested re-wording this policy to reference that agreement. It needs to be reworded so that the concern is clear and there is something being done to manage the situation.

Mr. Mills expressed concern that there's language in this regarding the airport, but that is owned by the Port. Some of this suggests proactive language on those properties, but they are not city property.

John Coleman said there is an agreement between the City and the Port about the airport that has been codified.

Mike Mills said we need to make sure that the language we use in this document is consistent with that agreement.

Ms. Grage clarified that those policies are all not proposed to change.

Mike Mills expressed concern including it in this document when the airport is not in the city's purview.

Chris Comeau stated that the GMA requires cities to inventory transportation elements such as air, marine, freight, rail, etc. These are trying to get at the overall vision of the city and what they are trying to accomplish. He reached out to the Port and Skagit Regional Airport and they provided input.

Linda Martin moved on to T4.16. She asked if this is outdated as the plan is going to Council. She recommended using "most current".

Mike Mills wondered how battery powered wheelchairs and scooters should be referenced.

Mr. Comeau clarified that wheelchairs, whether powered or not, are treated as non-motorized for accessibility. They are part of the pedestrian realm, especially from a vulnerability standpoint. It's not possible to call out every single type of non-motorized transportation. There's a wide variety of electric bikes. They are bikes, but the higher powered / higher classes are not allowed on the sidewalks. There are regulations, but hard to enforce.

Mike Mills said since the plan is looking 20 years into the future, we will likely see an increase in these types of transportation. He suggested including definitions.

Paul Ryan asked if this should be included in the ACFL conversation too. He agrees that definitions are needed.

John Coleman stated that the ACFL has user rules and a board that reviews those, so that's separate. In the Comprehensive Plan goals, we are making sure that people that are using non-vehicle options, making sure there is a place for them. The higher speed / power bikes are governed by the state and federal regulations, so he's not sure we need to include those details.

Mike Mills said he just wants to define what we mean by non-motorized and give examples.

Chris Comeau clarified they will come up with language; such as, the city should continue look into the evolving needs for transportation. He will provide additional language.

2025 Comprehensive Plan Update - Continued discussion of Land Use and Housing Element goal and policy amendments (time-permitting)

Libby Grage pointed out that the Commission left off mid-housing element. She suggested starting there. She pointed out that she has not had the opportunity to address the questions that the Commissioners had about Land Use policies and Housing.

Linda Martin started with section H-2. In H2.1 she recommends defining "over time" because it is too vague. The intent is good but needs to be clarified.

Libby Grage said she will work with Makers on changes.

Paul Ryan suggested changing to "between the planning period of the Comprehensive Plan".

Linda Martin moved on to H3.5 stating that "high opportunity areas" needs to be defined.

Libby Grage pointed out that is a term used by various agencies, all defined differently. She will bring this back to the Commission. It relates to neighborhoods that have good access to amenities for residents; such as, schools, parks, etc.

Linda Martin said in H3.6 she prefers "consider", instead of "explore". She asked staff to consider taking out the last sentence in H3.7.

Libby Grage clarified this is pointing to HAP as something to consider as part of the process of looking at a

multi-family tax exempt program. It is not requiring that we use those recommendations.

Mike Mills suggested ending the sentence after HAP.

Frank Jeretzky wondered if the County has to approve if we want to have tax exemption for multi-family.

John Coleman clarified that the multi-family tax exemptions programs are passed at the city level. The county collects a certain amount of tax regardless. If the multi-family tax exemption program is passed, the amount that is not paid by the developer, the balance is passed on to the community members. That would be discussed during the tax exemption process.

Linda Martin said that H3.9 is poorly worded. She suggested starting with "prioritize affordable housing". In H3.10 she suggests ending the last sentence after "families". We've addressed the RDI in many other places.

In H4.6 she suggests deleting "throughout Anacortes".

Frank Jeretzky and Paul Ryan agreed.

Linda Martin moved on to policy H6.1. She recommended taking out the proposed changes and keeping the original policy. The HAP is a menu of ideas and there is not an intent to enact all of them.

Libby Grage said she will be working on the staff recommendations for HAP items that Commissioners are working in teams. She's hoping to have that completed on October 21st and brought to you on October 30th.

John Coleman commented that staff is still working on the remaining portions of the Land Use element.

Planning Department Update

Updated PC Tentative Schedule for 2025 Comprehensive Plan Update

John Coleman reminded the Commissioners that there is no meeting next week. Then we will have the open house on October 23rd. He reviewed the rest of the schedule.

October 23rd Open House for the 2025 Comprehensive Plan Update

Libby Grage said there will be more information about the Climate element updated on the website! We're formulating the plan for the open house, but there will be stations where public can interact with staff and consultants.

Mike Mills asked if there is a role for the Planning Commission at the open house.

John Coleman suggested being present and interact.

Adjournment

Linda Martin adjourned the meeting at 8:04 p.m.



Planning Commission Agenda Bill

Meeting Date: January 22, 2025

Agenda Item: 6.a.

Subject: Election of Officers

Staff Contact: John Coleman

Approved for Submittal to Commission by

Libby Grage
John Coleman

Action Type

Motion

Summary Statement: Per Section 2.4 of the [Planning Commission's Rules of Procedure](#), Planning Commission officers are elected each year at first regular meeting. January 22, 2025 is the first regular meeting of 2025.

The officers of the Planning Commission consist of a **Chair** and a **Vice-Chair**. The current Chair is Dr. Linda Martin; the current Vice-Chair is Frank Jaretzy.

The election is done by nomination and voting of the Commissioners. Nominations are made by members; members do not nominate themselves unless no nominations are made.

Background: [AMC 2.42 Planning Commission Planning Commission Rules of Procedure](#)

Previous Action:

Competing Viewpoints Considered: N/A

Recommended Motion: I move to elect _____ as 2025 Anacortes Planning Commission Chair.

I move to elect _____ as 2025 Anacortes Planning Commission Vice-Chair.

Alternative Actions: N/A

Attachments (listed in order presented): None



Planning Commission Agenda Bill

Meeting Date: January 22, 2025

Agenda Item: 6.b.

Subject: 2025 Comprehensive Plan Update - Proposed amendments to the goals and policies in the Capital Facilities & Utilities elements

Staff Contact: Libby Grage, Andrew Rheaume, John Coleman

Approved for Submittal to Commission by

Libby Grage
John Coleman

Action Type

Discussion

Summary Statement: At the January 22, 2025 meeting, the Planning Commission will begin reviewing preliminary proposals for amendments to the goals and policies of the Comprehensive Plan Capital Facilities and Utilities elements. The attached staff memo provides more detailed description the Capital Facilities and Utilities elements, including GMA requirements for each element, 2016 Plan goals, and a summary of preliminary amendment proposals. The detailed text of the proposed Capital Facilities and Utilities amendments can be found in the attached goal and policy revision trackers.

Background: See attached staff memo.

Previous Action: None

Competing Viewpoints Considered: A public comment period and public hearing will be advertised and held in the near future.

Recommended Motion: None - presentation and discussion only.

Alternative Actions: N/A

Attachments (listed in order presented):

1. Staff Memo, 1/17/25
2. Attachment A: Draft Capital Facilities Goals & Policies Revision Tracker
3. Attachment B: Draft Utilities Goals & Policies Revision Tracker



Date: January 17, 2025

To: Planning Commission

From: Planning, Community & Economic Development Department (PCED)

Re: Staff Memo - 2025 Comprehensive Plan & Development Regulations Update
Capital Facilities and Utilities Elements Goals and Policies
Preliminary amendment proposals

Introduction

At the January 22, 2025 meeting, the Planning Commission will begin reviewing proposed amendments to the goals and policies of the Comprehensive Plan's Capital Facilities and Utilities Elements. This memo was prepared in advance of the meeting to provide background information meant to aid the Planning Commission and community members in reviewing and commenting on the proposed revisions. The city will continue to collect public comments throughout the review and update process.

The drafts have been released well in advance of the 2025 Comprehensive Plan adoption timeframe (in later 2025) to provide an opportunity for community members to help guide the direction of the plan updates at the earliest possible stage in the update process.

Background

Comprehensive Plan Update Overview

The City of Anacortes is currently engaged in a 10-year periodic review and update of its Comprehensive Plan and development regulations, as required under the Washington State Growth Management Act (GMA). The City's update process began in January 2024 and must be completed by December 31, 2025.

The periodic review and update includes, but is not limited to, the following:

- Incorporation of updated 20-year growth projections and review of the urban growth area
- Updates to comply with recent changes in state law, including:

- HB 1220 (2021) related to planning for and accommodating housing needs by income level and addressing racially disparate impacts; and
- HB 1181 (2023) related to climate planning and environmental justice
- Consideration of the proposals docketed by City Council in Resolution 3161.
- Actions to implement the 2023 Anacortes Housing Action Plan
- Updates to development regulations, including critical areas regulations

Public Review Process

The City is using a 2-phase public review process:

1. **Phase 1:** Preliminary draft amendment proposals for each Comprehensive Plan Element are being released as they become available. Staff will introduce each draft element at a Planning Commission meeting and publish notices advertising written public comment periods and public hearing(s). The feedback gathered over this time will inform the development of a cohesive draft updated Comprehensive Plan that includes required updates to all elements, integration of climate element goals and policies, and associated supporting background and environmental information (“2nd Draft”).

So far, draft goal and policy amendment proposals [have been published](#) for the Land Use, Housing, and Transportation elements of the Comprehensive Plan.

2. **Phase 2:** Once completed, the 2nd Draft will undergo environmental review and be published for public review and comment. This is estimated to occur around June 2025. The Planning Commission will conduct a public hearing or hearings, deliberations, and make a recommendation to City Council. Then City Council will conduct its review and adoption process.

Development of the Preliminary Amendment Proposals

Starting in early 2024, city staff and consultants began gathering information, analyzing data, and auditing the 2016 Comprehensive Plan to identify changes needed to comply with GMA requirements for periodic updates. Throughout the spring and summer of 2024, city staff conducted outreach and engagement efforts to gather community feedback and raise awareness about the update process.

In late summer 2024, the City Council held a public hearing, docketed multiple amendment requests (Res. 3161), and provided direction on which Housing Action Plan (HAP) recommendations to consider during the 2025 update process.

The following documents and activities have helped to inform the development of the 1st phase preliminary amendment proposals:

- [Periodic Update Checklist for Fully-Planning Cities, WA State Department of Commerce](#)
- [2016 Plan Audit - Land Use, Housing, Economic Development Elements](#)
- [2023 Anacortes Housing Action Plan](#)
- [Resolution 3161 Establishing a Docket for the 2025 Comp Plan and Development Regulations Periodic Update](#)
- [Land Capacity Analysis](#) & Adequate Provisions Analysis
- [Racially Disparate Impacts Analysis](#)
- June 5, 2024 Community Open House #1 ([Summary](#) and [board feedback](#))
- October 23, 2024 Community Open House #2 ([Summary](#) and [board feedback](#))
- [Written comments received to date](#)
- Conversations and comments provided during community events
- Public Engagement Summary

Capital Facilities Element

This section describes the statutory requirements for the Capital Facilities Element, summarizes the 2016 Comprehensive Plan Capital Facilities Element goals, and summarizes the preliminary draft amendment proposals. The full text of proposed changes can be found in **Attachment A**.

Overview

The Capital Facilities Element identifies the existing publicly owned facilities, current capital facility needs, future needs to serve the growth anticipated in the land use element, and how to fund them. The Growth Management Act provides statutory requirements for local governments in planning for Capital Facilities in the Revised Code of Washington (RCW) 36.70A.070(3). The rules in Washington Administrative Code ([WAC](#)) [365-196-415](#) provide guidance to meet the statutory requirements.

Capital facilities include:

- water systems,
- sanitary sewer systems,
- stormwater facilities,
- reclaimed water facilities,
- schools,
- parks and recreational facilities,
- police and fire protection facilities.

Capital facilities that support other comprehensive plan elements, such as transportation or utilities, may be addressed in the Capital Facilities element or in the specific applicable element.

Per RCW 36.70A.070(3), the capital facilities element must contain:

- (a) An inventory of existing capital facilities owned by public entities, including green infrastructure (new in 2023; HB 1181), showing the locations and capacities of the capital facilities;
- (b) A forecast of the future needs for such capital facilities based on the land use element;
- (c) The proposed locations and capacities of expanded or new capital facilities;
- (d) At least a six-year plan that will finance such capital facilities within projected funding capacities and clearly identifies sources of public money for such purposes; and
- (e) A requirement to reassess the land use element if probable funding falls short of meeting existing needs and to ensure that the land use element, capital facilities plan element, and financial plan within the capital facilities plan element area coordinated and consistent. Park and recreation facilities shall be included in the capital facilities plan element.
- (f) The county or city shall identify all public entities that own capital facilities and endeavor in good faith to work with other public entities, such as special purpose districts, to gather and include within its capital facilities element the information required by this subsection. If, after a good faith effort, the county or city is unable to gather the information required by this subsection from the other public entities, the failure to include such information in its capital facilities element cannot be grounds for a finding on noncompliance or invalidity. A good faith effort must, at a minimum, include consulting the public entity's capital facility or system plans and emailing and calling the staff of the public entity. (new in 2023; HB 1181).

2016 Capital Facilities Element

The City's 2016 Comprehensive Plan Capital Facilities Element comprises:

- The Capital Facilities goals and policies (Volume 1) and background information (Volume 2)
- The 6-year financing plan ([2024-2029 Capital Facilities Plan](#))

The Comprehensive Plan Capital Facilities Element Volume 1 has 9 goals, each with its own set of supporting policies. For the 2025 update, we intend to amend the policies

under each of these goals to address HB 1181 (2023) and make any necessary additions/amendments to the goals as determined through the public process.

These are the existing Capital Facilities Element goals:

- **Goal CF-1. Support Existing Development and Future Growth.** Provide capital facilities and public services necessary to support existing and new development envisioned in the land use element.
- **Goal CF-2. Level of Service.** Utilize level of service standards that correspond with the land use element and provide a realistic assessment of City resources.
- **Goal CF-3. Correct Deficiencies.** Identify deficiencies in public facilities serving existing development based on adopted level of service standards and the means and timing by which those deficiencies will be corrected.
- **Goal CF-4. Financial Feasibility.** Ensure that planned capital facilities are financially feasible.
- **Goal CF-5. Development Costs.** Require new development to pay its share of the cost of new facilities needed to service such growth and development.
- **Goal CF-6. Sewer Connection.** Develop codes and policies to require connection to the sanitary sewer system when development or subdivision of land occurs.
- **Goal CF-7. Design and Location.** Design and locate capital facilities with features and characteristics that support the environmental, energy efficiency, aesthetic, technical innovation, cost effectiveness, and sustainability goals.
- **Goal CF-8. Essential Public Facilities.** Ensure that Essential Public Facilities are sited and designed in compliance with the State Growth Management Act.
- **Goal CF-9. Anacortes Airport.** Coordinate with Port of Anacortes in planning activities associated with the airport.

The 2016 Capital Facilities Element's Volume 2 contains a summary of the City's water, sewer, and stormwater system inventories, future facility needs, and likely funding sources for the plan horizon. This information will be updated at a future date.

Preliminary Draft Amendment Proposals

Attachment A of this document includes the initial draft amendment proposals for Capital Facilities goals and policies. The attachment presents the existing goals and policies as currently written, a strike-through/underline version showing proposed changes, and the rationale for the proposed changes.

The following summarizes the preliminary draft amendment proposals for the Capital Facilities Element (see **Attachment A** for the specific proposed text changes):

- A new policy referencing water, sewer, stormwater, and transportation system plans that evaluate existing and future conditions necessary to accommodate projected growth
- Specified timing for capital facility inventory updates
- Specified coordination with specific public entities and tribal governments to ensure ability to provide services at adopted level of service over the timeframe of the plan
- Revised level of service standards for public services and facilities necessary for development
- A new policy directing the development of a funding prioritization process to help guide funding decisions and enhance transparency
- A new policy regarding how development will address system deficiencies
- Consolidation of overlapping policies and relocation, when applicable, to improve readability and clarity
- Updates to increase specificity in policies to make them easier to implement
- Language updates to reflect the status of policies that have been implemented

We plan to revisit the Capital Facilities Element when the Climate Element work has been completed in Spring of 2025 so that climate-focused goals and policies can be integrated into the Capital Facilities element. Additionally, updates to the City's master plans for water, wastewater, and stormwater are currently underway. The findings and recommendations of these updated plans are likely to necessitate additional updates to goals and policies and will be used to update the Volume 2 background information for this element.

Utilities Element

This section describes the statutory requirements for the Utilities Element, summarizes the 2016 Utilities Element's goals, and summarizes preliminary draft amendment proposals. The full text of proposed changes can be found in **Attachment B**, Utilities Goals and Policies Revision Tracker (dated January 17, 2025).

Overview

The Utilities Element shows how the utility providers will serve the growth anticipated in locations and densities proposed in Anacortes' planning area. GMA outlines requirements for the Utilities Element in RCW 36.70A.070(2). [WAC 365-196-420](#) contains guidance for meeting the statutory requirements.

The Utilities element must contain:

- The general location, proposed location, and capacity of all existing and proposed utilities including, but not limited to, electrical, telecommunications, and natural gas systems.

HB 1181 added the following requirement in 2023:

- Identify all public entities that own utility systems and endeavor in good faith to work with other public entities, such as special purpose districts, to gather and include within its utilities element the information required by this subsection. If, after a good faith effort, the county or city is unable to gather the information required in (a) of this subsection from the other public entities, the failure to include such information in its utilities element cannot be grounds for a finding on noncompliance or invalidity. A good faith effort must, at a minimum, include consulting the public entity's capital facility or system plans and emailing and calling the staff of the public entity.

2016 Utilities Element

The 2016 Comprehensive Plan Utilities Element goals and policies are below. For the 2025 update, we intend to amend the policies under each of these goals to address HB 1181 (2023) and make any necessary additions/amendments to the goals as determined through the public process.

- **Goal U-1. Quality Utility Services.** Facilitate provision of quality utility services throughout Anacortes to meet the needs of residents and businesses.
- **Goal U-2. Sustainable Utility Infrastructure.** Work with utility providers and other partners to plan for sustainable utility infrastructure that supports City and regional growth plans.
- **Goal U-3. Sensitive Design.** Mitigate negative impacts of utility systems to community members.
- **Goal U-4. Coordination.** Support coordination with service providers to minimize cost and service disruption.
- **Goal U-5. Sustainable Design.** Minimize negative impacts of utility systems to the environment.
- **Goal U-7. Hazardous Liquid and Gas Pipelines.**
- **Goal U-8. Sustainable Water Policy.** Ensure availability of water for future generations.

Preliminary Draft Amendment Proposals

Attachment B to this document includes the initial draft amendment proposals for Utilities goals and policies. The attachment presents the existing goals and policies as

currently written, a strike-through /underline version showing proposed changes, and the rationale for the proposed changes.

The following summarizes the preliminary draft amendment proposals for the Utilities Element (see **Attachment B** for the specific proposed text changes):

- Updates to reflect status of construction and near completion of the fiberoptic network
- New goal and policies around increasing recycling and composting in Anacortes (this item was part of the 2021 docket, and is now one the 2025 docket)

We plan to revisit the Utilities Element when the Climate Element work has been completed in Spring of 2025 so that climate-focused goals and policies can be integrated into the Utilities element. Additionally, we are currently coordinating with other utility service providers, such as Puget Sound Energy, to provide information about projected growth and to obtain their most current planning information. This coordination will result in updates to the inventory and capacity info in Volume 2 of the Utilities element, and potentially additional updates to the Utilities goals and policies.

Anacortes Comprehensive Plan Update

Capital Facilities Goals and Policies

Revision Tracker

DRAFT January 17, 2025

Introduction

This goals and policies revision tracker shows the existing goals and policies from the Capital Facilities element of the 2016 Anacortes Comprehensive Plan, revisions proposed to the goals and policies as part of the 2025 periodic update, and rationale for the proposed revisions.

Further updates to the Capital Facilities element policies are planned in order to meet Climate element requirements and better connect policies that are both Capital Facilities and Climate related.

Capital Facilities Element

Goals and Policies

Goal or Policy	Existing Page Number	Existing Goal or Policy Text	First Draft Proposed Policy Revision <i>The policies will undergo at least another round of revisions before their estimated final adoption in 2025</i>	Reasoning for Proposed Policy Change
Goal CF-1		Goal CF-1. Support Existing Development and Future Growth. Provide capital facilities and public services necessary to support existing and new development envisioned in the land use element.		
Policy CF-1.1		Plan for needed public and private capital facilities based on adopted level-of-service standards and forecasted growth in accordance with the Land Use Element of the Comprehensive Plan.		
Policy CF-1.2		Accommodate new residential, commercial, and industrial development only when required facilities and services are available prior to or concurrent with development. Concurrency means that facilities are available within 6 years of construction of the new development.	Accommodate new residential, commercial, and industrial development only when required facilities and services are available prior to or concurrent with development. Concurrency means that <u>adequate public</u> facilities are available <u>when the impacts of development occur, or</u> within 6 years of construction of the new development <u>a specified time thereafter</u> .	Updated to better match the definition provided in WAC 365-196-210 and the provisions in AMC 19.22.040(A)(1), which require adequate water, sewer, and stormwater facility capacity to be available prior to the actual use of the facilities.
Policy CF-1.3		MISSING		
			New policy <u>Develop and update system plans that evaluate existing conditions and future conditions necessary to accommodate growth projected in the Comprehensive Plan. System plans shall use best available techniques and when possible, modeling will be used to identify capital facility needs. Plans include but are not limited to: Water System Plan, General Sewer Plan, Stormwater Master Plan, Transportation Master Plan.</u>	The City's system plans contain more detail than is needed in the comprehensive plan. However, the detail is necessary to show how adequate provisions can be made to provide facilities and plan for long-term expenses. Therefore, the Comp Plan adopts the system plans by reference to meet GMA requirements for the capital facilities element.
Policy CF-1.4.		Coordinate planning for city capital facilities and services and prepare a Capital Facilities Plan that includes: A. A long-range plan for capital improvements and construction needed to support the level and distribution of the adopted 20-year population and employment growth target, B. A demonstration of how facility and service needs are determined. C. At least a six-year finance plan, which is to be updated concurrently with the budget, demonstrating how needs are to be funded. D. Population and employment projections consistent with those used in developing the Anacortes Comprehensive Plan.	Coordinate planning for city capital facilities and services and prepare a Capital Facilities Plan that includes: A. A long-range plan for capital improvements and construction needed to support the level and distribution of the adopted 20-year population and employment growth target, B. A demonstration of how facility and service needs are determined. C. At least a six-year finance plan, which is to be updated concurrently with the budget, demonstrating how needs are to be funded.	Capitalization and specificity.

Goal or Policy	Existing Page Number	Existing Goal or Policy Text	First Draft Proposed Policy Revision <i>The policies will undergo at least another round of revisions before their estimated final adoption in 2025</i>	Reasoning for Proposed Policy Change
		E. A strategy for achieving consistency between the land use and the capital facility plan beyond the six-year capital improvement plan, including identified potential funding sources.	D. Population and employment projections consistent with those used in developing the Anacortes Comprehensive Plan Land Use Element . E. A strategy for achieving consistency between the land use and the capital facility plan Capital Facilities Plan beyond the six-year capital improvement plan, including identified potential funding sources.	
Policy CF-1.5		When planning, developing, and administering the City's capital facilities plan, give primary consideration to the following: A. Protect public health and safety. B. Provide infrastructure to support the vision of Anacortes's future as articulated in the Comprehensive Plan. C. Support the provision of City services consistent with the expectations of the community, as expressed in the City's adopted level of service standards. D. Maintain, rehabilitate, or replace the City's facilities and infrastructure as necessary to extend the useful life of existing facilities and ensure continued efficiency. E. Develop and operate capital investments in a way that is fiscally responsible.	When planning, developing and administering the City's capital facilities plan Capital Facilities Plan , give primary consideration to the following: A. Protect public health and safety. B. Provide infrastructure to support the vision of Anacortes's future as articulated in the Comprehensive Plan. C. Support the provision of City services consistent with the expectations of the community, as expressed in the City's adopted level of service standards. D. Maintain, rehabilitate, or replace the City's facilities and infrastructure as necessary to extend the useful life of existing facilities and ensure continued efficiency. E. Develop and operate capital investments in a way that is fiscally responsible.	Capitalization
Policy CF-1.6.		Locate, inventory and monitor the capacity of existing capital facilities owned by the City. Inventories should be updated periodically.	Locate, inventory and monitor the capacity of existing capital facilities owned by the City. Inventories should be updated periodically when a new capital facility is added or an old one is replaced, but no less than every periodic update cycle .	Provides more specificity for the interval of inventory updates.
Policy CF-1.7.		Coordinate with other agencies, including the Anacortes School District, to ensure that the levels of service are consistent between the providers' plan and this Capital Facilities Element, and that the providers can continue to achieve their level of services over the 20-year timeframe of the Comprehensive Plan.	Coordinate with tribal governments and other public entities that provide capital facilities and services agencies , including the Port of Anacortes and Anacortes School District, to ensure that the levels of service are consistent between the providers' plan and this Capital Facilities Element, and that the providers can continue to achieve their level of services over the 20-year timeframe of the Comprehensive Plan.	Seems best to expand beyond coordination with the school district to include other partners. Especially for transportation facilities with the tribe and potential future event center with the port.
Policy CF-1.8		Encourage joint siting and shared use of facilities for schools, community centers, health facilities, cultural and entertainment facilities, public safety/public works, libraries, museums, swimming pools, and other social and recreational facilities.	Encourage joint siting and shared use of facilities for schools, community centers, health facilities, cultural and entertainment facilities, public safety/public works, libraries, museums, swimming pools, and other social and recreational facilities.	Relocate Policy under Goal CF-7 regarding design and location.
Policy CF-1.9		Participate in processes for determining the location of capital facilities of regional or statewide importance.	Participate in processes for determining the location of capital facilities of regional or statewide importance.	Relocate this policy to Goal CF-7.

Goal or Policy	Existing Page Number	Existing Goal or Policy Text	First Draft Proposed Policy Revision <i>The policies will undergo at least another round of revisions before their estimated final adoption in 2025</i>	Reasoning for Proposed Policy Change										
Policy CF-1.10.		Conduct vulnerability assessments and prepare disaster preparedness plans for critical infrastructure.												
Policy CF-1.11		Evaluate the feasibility of the City providing broadband services. A. Conduct a fiber-optic infrastructure feasibility study and business model analysis. B. Author and work toward implementation of a Broadband Strategic Plan which describes in detail the technology and economic context and outlines the community’s options and intended plan to address its broadband needs.	Evaluate the feasibility of the City providing broadband services. A. Conduct a fiber-optic infrastructure feasibility study and business model analysis. B. Author and work toward implementation of a Broadband Strategic Plan which describes in detail the technology and economic context and outlines the community’s options and intended plan to address its broadband needs.	The feasibility study and plan referenced in this policy have been completed.										
Goal CF-2.		Level of Service. Utilize level of service standards that correspond with the Land Use Element and provide a realistic assessment of City resources.	Level of Service. Utilize level of service standards that correspond with <u>the growth, densities and distribution of growth anticipated</u> in the Land Use Element and provide a realistic assessment of City resources.	Reworded for clarity.										
Policy CF-2.1		Establish the following levels of service for City-provided facilities and services. The standards are to guide the future delivery of community services and facilities, and to provide a measure to evaluate the adequacy of actual services. Table CF-1. Level of Service Standards for services/facilities necessary for development. <table><tr><th>Service or Facility</th><th>Level of Service Standard</th></tr><tr><td>Water</td><td>A flow volume that meets instantaneous demand together with projected fire flows consistent with the Anacortes Water System Plan, the Skagit County Coordinated Water System Supply Plan and the 1996 Memorandum of Agreement Regarding Utilization of Skagit River Basin Water Resources for Instream and Out of Stream Purposes.</td></tr><tr><td>Wastewater</td><td>Collection and treatment of peak wastewater discharge, including infiltration and inflow, consistent with the</td></tr></table>	Service or Facility	Level of Service Standard	Water	A flow volume that meets instantaneous demand together with projected fire flows consistent with the Anacortes Water System Plan, the Skagit County Coordinated Water System Supply Plan and the 1996 Memorandum of Agreement Regarding Utilization of Skagit River Basin Water Resources for Instream and Out of Stream Purposes.	Wastewater	Collection and treatment of peak wastewater discharge, including infiltration and inflow, consistent with the	Establish the following levels of service for City-provided facilities and services. The standards are to guide the future delivery of community services and facilities, and to provide a measure to evaluate the adequacy of actual services. Table CF-1. Level of Service Standards for services/facilities necessary for development. <table><tr><th>Service or Facility</th><th>Level of Service Standard</th></tr><tr><td>Water</td><td><u>Drinking water will meet Washington Department of Health standards for no bacteria and adequate chlorination. Water pressure will be a minimum of 35 PSI, Fire flows will meet the standard for the land use as detailed in the Anacortes Water System Plan. The city upholds the goal of achieving the reservoir volume determined in the Anacortes Water System Plan.</u> A flow volume that meets instantaneous demand together with projected fire flows consistent with the Anacortes Water System Plan, the Skagit County Coordinated Water System Supply Plan and the 1996 Memorandum of Agreement Regarding Utilization of</td></tr></table>	Service or Facility	Level of Service Standard	Water	<u>Drinking water will meet Washington Department of Health standards for no bacteria and adequate chlorination. Water pressure will be a minimum of 35 PSI, Fire flows will meet the standard for the land use as detailed in the Anacortes Water System Plan. The city upholds the goal of achieving the reservoir volume determined in the Anacortes Water System Plan.</u> A flow volume that meets instantaneous demand together with projected fire flows consistent with the Anacortes Water System Plan, the Skagit County Coordinated Water System Supply Plan and the 1996 Memorandum of Agreement Regarding Utilization of	The current policy provides clear level of service standards for some facilities and services, and for others it refers to an external document. Staff are proposing to provide within the table a specific level of service for each facility/ service that is necessary for development. Names of the plans external to the comprehensive plan have been updated to reflect current common names used throughout the municipal corporations of Washington. The Police and Fire/EMS levels-of-service have been updated per the police chief’s and fire chief’s recommendations.
Service or Facility	Level of Service Standard													
Water	A flow volume that meets instantaneous demand together with projected fire flows consistent with the Anacortes Water System Plan, the Skagit County Coordinated Water System Supply Plan and the 1996 Memorandum of Agreement Regarding Utilization of Skagit River Basin Water Resources for Instream and Out of Stream Purposes.													
Wastewater	Collection and treatment of peak wastewater discharge, including infiltration and inflow, consistent with the													
Service or Facility	Level of Service Standard													
Water	<u>Drinking water will meet Washington Department of Health standards for no bacteria and adequate chlorination. Water pressure will be a minimum of 35 PSI, Fire flows will meet the standard for the land use as detailed in the Anacortes Water System Plan. The city upholds the goal of achieving the reservoir volume determined in the Anacortes Water System Plan.</u> A flow volume that meets instantaneous demand together with projected fire flows consistent with the Anacortes Water System Plan, the Skagit County Coordinated Water System Supply Plan and the 1996 Memorandum of Agreement Regarding Utilization of													

Goal or Policy	Existing Page Number	Existing Goal or Policy Text		First Draft Proposed Policy Revision <i>The policies will undergo at least another round of revisions before their estimated final adoption in 2025</i>		Reasoning for Proposed Policy Change
			Sewer System Utility/Comprehensive Plan.		Skagit River Basin Water Resources for Instream and Out of Stream Purposes.	
		Stormwater	Consistent with the requirements of the current Department of Ecology Surface Water Design Manual and Surface Waste Water Comprehensive Plan adopted by the City.	Wastewater	Wastewater effluent and biosolids from the Wastewater Treatment Plant will meet environmental quality standards established by the Washington State NPDES Wastewater Treatment Plant Permit. The wastewater collection system will have no sewer overflows and only one combined sewer overflow will be discharged per year. The wastewater utility will strive to achieve the future condition of the system as detailed in the General Sewer Plan. Collection and treatment of peak wastewater discharge, including infiltration and inflow, consistent with the Sewer System Utility/Comprehensive Plan.	
		Parks	As adopted in the Anacortes Parks & Recreation Comprehensive Plan			
		Transportation	LOS C for City street corridors. Washington State Department of Transportation LOS requirements apply to the State Routes within the City (LOS D). For a complete description of LOS standards for transportation, refer to the Transportation Element.			
		Police Protection	1.7 officers per 1,000 people Average 5 minute response to emergency calls from time of dispatch. Average 15 minute response to non-emergency calls from time of dispatch.	Stormwater	Provide stormwater runoff treatment and detention to the standards established by the current Western Washington Phase II Municipal Stormwater Permit. To limit potential for flooding, stormwater pipes will be designed to convey the 25-year 24-hour storm event. The stormwater utility is strive to achieve the future condition of the system as detailed in the Consistent with the requirements of the current Department of Ecology Surface Water Design Manual and Surface Waste Water Comprehensive Plan adopted by the City. the Stormwater Master Plan.	
		Fire Protection	Initial response –imminent rescue capability From time of 911 call to any structure, vessel, vehicle, wildland fire, and hazardous materials incident; arrive with the closest fire engine staffed with 3 firefighters within 7 minutes 90% of the time. Effective response force From time of 911 call, to any structure, boat, vehicle, wildland fire, and hazardous	Parks	As adopted in the Anacortes Parks & Recreation Comprehensive Plan. NOTE: TO BE UPDATED WITH PARKS AND REC ELEMENT.	

Goal or Policy	Existing Page Number	Existing Goal or Policy Text		First Draft Proposed Policy Revision <i>The policies will undergo at least another round of revisions before their estimated final adoption in 2025</i>		Reasoning for Proposed Policy Change
			materials incident; be able to assemble an Effective Response Force of 12 firefighters within 11 minutes 90% of the time. Fire prevention Provide an initial fire inspection of High Risk Business Occupancies twice a year, and other Business Occupancies annually.	Transportation	<u>Level of service “C”</u> for City street corridors. Washington State Department of Transportation <u>Level of service “D” for state routes requirements apply to the State Routes</u> within the City <u>as throughout the state.</u> (LOS-D). For a complete description of LOS standards for transportation, refer to the Transportation Element <u>and the Transportation Master Plan.</u>	
				Police Protection	1.7 <u>1.83</u> officers per 1,000 residents people Average 5 minute response to emergency calls from time of dispatch. Average 15 minute response to non-emergency calls from time of dispatch.	
				Fire Protection and EMS Services	<u>Fire Suppression</u> Initial response —imminent rescue capability From time of 911 call dispatch to any all structure fires: vessel, vehicle, wildland fire, and hazardous materials incident; arrive with the closest fire engine staffed with 3 firefighters within <u>320 seconds (5:20)</u> 7 minutes 90% of the time. <u>Imminent rescue capability – From time of dispatch to all structure fires: assemble a minimum of 3 firefighters within 420 seconds (7 min.) 90% of the time.</u> Effective response force - From time of 911 call, of <u>2nd Alarm</u> to any structure fires: boat, vehicle, wildland fire, and hazardous materials incident; be able to	

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				assemble an Effective Response Force of 12 firefighters within 11 minutes 90% of the time. Fire prevention - Provide an initial fire inspection of High Risk Business Occupancies twice a year, and other Business Occupancies annually. <u>EMS Initial Response – From time of dispatch to all Advanced Life Support EMS incidents: arrive with the closest EMS unit within 300 seconds (5min) 90% of the time.</u>	
Goal CF-3.		Correct Deficiencies. Identify deficiencies in public facilities serving existing development based on adopted level of service standards and the means and timing by which those deficiencies will be corrected.	Correct Deficiencies. Identify deficiencies in public facilities serving existing <u>and future</u> development based on adopted level of service standards, and the means and timing by which those deficiencies will be corrected.		
Policy CF-3.1.		Identify needs for additional capital facilities based on adopted levels of services and forecasted growth, and determine the means and timing for providing needed additional facilities.	Identify needs for additional capital facilities based on adopted levels of services and forecasted growth, and determine the means and timing for providing needed additional facilities.		
Policy CF-3.2.		In conjunction with the budget, confirm that long-term financial capacity exists to provide adequate capital facilities and to ensure consistency between the Capital Facilities Plan, Land Use Element, and other elements of the Comprehensive Plan.			
Goal CF-4.		Financial Feasibility. Ensure that planned capital facilities are financially feasible.			
			New policy <u>Develop and implement a funding prioritization process and criteria to help guide future funding decisions and provide transparency to the public.</u>		The Commerce Capital Facilities Plan Guidebook recommends jurisdictions have a funding prioritization process in-place to help guide future funding decisions and provide transparency to the public.
Policy CF-4.1.		If projected funding is inadequate to finance needed capital facilities that provide adequate levels of service, adjust the level of service, the planned growth, and/or the sources of revenue to maintain a balance between available revenue and needed capital facilities.			

Goal or Policy	Existing Page Number	Existing Goal or Policy Text	First Draft Proposed Policy Revision <i>The policies will undergo at least another round of revisions before their estimated final adoption in 2025</i>	Reasoning for Proposed Policy Change
Policy CF-4.2,		Capital improvements that are needed to correct existing deficiencies or maintain existing levels of services should have funding priority over those that would significantly enhance service levels above those designated in the Comprehensive Plan.		
Policy CF-4.3.		Use debt when the City Council determines that it is appropriate to accelerate completion of priority capital improvements, in addition to setting aside cash reserves over time to fund the projects, based on financial planning principles appropriate to the type and magnitude of the expenditure.		
Policy CF-4.4.		Identify specific sources and realistic projected amounts of public money that will provide full funding for the capital improvement projects needed for existing and future development.	Identify specific sources and realistic projected amounts of public money funds that will provide full funding for the capital improvement projects needed for existing and future development.	
Policy CF-4.5.		Identify the process and actions needed to develop and implement new or increased sources of revenue that are needed to make the Capital Facilities Element financially feasible.	Identify the process and actions needed to develop and implement new or increased sources of revenue that are needed to make the Capital Facilities Element financially feasible. Explore funding approaches that don't put the full burden of capital facilities to support future growth on existing tax and rate payers. Funding sources examples include connection fees, designated area surcharge fees, and impact fees.	
Policy CF-4.6.		Use local funding to leverage other resources such as grants, public/private partnerships, and investments by businesses locating in Anacortes.		
Policy CF-4.7		Seek to coordinate, where appropriate, City investment in public facilities with business, employment, and economic development opportunities.		
Goal CF-5.		Development Costs. Require new development to pay its share of the cost of new facilities needed to service such growth and development.		
CF-5.1		Utilize guidelines established by state law for imposition of impact fees on new development. Monitor use of and update impact fees as appropriate.		
CF-5.2		Seek opportunities for joint development of facilities through tools such as development agreements, in-lieu payments, and mitigation fees.		
			New Policy:	This new policy is proposed to have development activity address any system issues within the frontage

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			When system deficiencies are identified in a system plan, those deficiencies shall be addressed as part of the improvements required of development/redevelopment when the deficiency is inside or adjacent to the project	of the project, prior to the project building surface improvements such as sidewalk, curb and gutter, and half the street. Systems that have a system plan identifying upgrades could include the water system, sewer system, storm system. Size and proportionality should be considered so that a small project doesn't trigger a large amount of system upgrades
Goal CF-6		Sewer Connection. Develop codes and policies to require connection to the sanitary sewer system when development or subdivision of land occurs.	Sewer Connection. Develop Maintain codes and policies to require connection to the sanitary sewer system when development or subdivision of land occurs.	Connection to a sewer system within 200 feet of a property is required in AMC 13.04.040 since 1949.
Policy CF6.1		Allow connection to sanitary sewer only within city limits, consistent with GMA requirements.		
Policy CF-6.2.		Encourage conversion from on-site wastewater disposal systems as sewer lines become available.		
Policy CF-6.3.		Give priority to water and sewer line extensions where on-site disposal systems have created known pollution or health hazards.		
Goal CF-7.		Design & Location. Design and locate capital facilities with features and characteristics that support the environmental, energy efficiency, aesthetic, technical innovation, cost-effectiveness and sustainability goals.		This might need to be reviewed for consistency with the climate change element.
Policy CF-7.1		Design natural infrastructure into projects whenever feasible to mimic natural ecological processes and minimize the need for built infrastructure.		
Policy CF-7.2		Incorporate consideration of physical health and well-being into decisions regarding the location, design, and operation of capital facilities.		
Policy CF-7.3.		Provide capital facilities that support and implement sustainability, reduction of greenhouse gas emissions, and environmental stewardship, as appropriate.		This might need to be reviewed for consistency with the climate change element.
Policy CF-7.4		Reduce energy use and consumption of potable water by city buildings and operations, and promote the use of renewable energy sources, as appropriate.		
Policy CF-7.5.		Use environmentally sensitive building techniques and low impact surface water methods wherever feasible.	Use environmentally sensitive building techniques and stormwater low impact surface water methods wherever feasible. development techniques as required by Washington State NPDES Phase II Municipal Stormwater Permit.	

Goal or Policy	Existing Page Number	Existing Goal or Policy Text	First Draft Proposed Policy Revision <i>The policies will undergo at least another round of revisions before their estimated final adoption in 2025</i>	Reasoning for Proposed Policy Change
Policy CF-7.6.		Design capital facilities that are oriented towards and accessible by transit and non-motorized modes of travel.	Design capital facilities that are oriented towards and accessible by transit and non-motorized modes of travel.	Remove, this should be in the transportation element.
Policy CF-7.7.		Design capital facilities that are adaptable, with flexibility to expand or be converted to other uses as the city's needs change over time.		
Policy CF-7.8.		Strive for resilient capital facilities by considering the potential impacts of changing conditions – such as climate change, technological change and human-caused disasters – in planning and investment decisions.	Strive for resilient capital facilities by considering the potential impacts of changing conditions – such as climate change, sea level rise , technological change and human-caused disasters – in planning and investment decisions.	
Policy CF-7.9.		Consider future climate conditions during siting and design, including changes to temperature, precipitation and sea level, to help ensure facilities function as intended over their planned life cycle.		
			Relocated Policy CF-1.8 Encourage joint siting and shared use of facilities for schools, community centers, health facilities, cultural and entertainment facilities, public safety/public works, libraries, museums, swimming pools, and other social and recreational facilities.	This policy better fits under this section.
			Relocated Policy CF-1.9. Participate in processes for determining the location of capital facilities of regional or statewide importance.	This policy better fits under this section.
Goal CF-8.		Essential Public Facilities. Ensure that Essential Public Facilities are sited and designed in compliance with the State Growth Management Act.		
Policy CF-8.1.		Coordinate with other jurisdictions to ensure the efficient and equitable siting of essential public facilities.		
Policy CF-8.2.		Proposed or new improvements to existing essential public facilities should be sited consistent with the Anacortes Comprehensive Plan and Countywide Planning Policies.		
Policy CF-8.3.		The process to site proposed new or expansions to existing essential public facilities shall include the following: A. An inventory of similar existing essential public facilities, including their locations and capacities. B. A forecast of future needs for the essential public facility. C. An analysis of the potential social, economic, financial and infrastructure impacts, including an assessment of the proportionate financial impacts on affected jurisdictions.		

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		D. An analysis of the proposal's consistency with the city's comprehensive plan and development regulations, and plans and policies of other affected jurisdictions. E. An analysis of alternatives to the facility, including decentralization, conservation, demand management and other strategies. F. An analysis of alternative sites based on siting criteria developed through an inter-jurisdictional process. G. An analysis of environmental impacts and mitigation. H. Extensive public involvement.		
Policy CF-8.4.		Seek to mitigate disproportionate financial burdens to the City due to the siting of essential public facilities through joint planning or interlocal agreements.		
Policy CF-8.5.		Work with Skagit County and other municipalities to standardize review procedures and criteria for siting of Statewide and Countywide essential public facilities and incorporate these procedures within interlocal agreements.		
Goal CF-9.		Anacortes Airport. Coordinate with Port of Anacortes in planning activities associated with the airport.		
CF-9.1.		Recognize the Anacortes Airport as an essential public facility with specific limitations agreed to by the Port of Anacortes and the Federal Aviation Administration.		
CF-9.2.		Ensure development at and near the Anacortes Airport is consistent with the 20-year development agreement between the Port of Anacortes and the City of Anacortes and the 30-year Anacortes Airport Subarea Plan goals and policies.		
CF-9.3.		Encourage the adoption of development regulations that will protect the airport from height hazards, and require avigation easements and/or aviation disclosure notices for new development where appropriate.	Encourage the adoption of <u>Adopt</u> development regulations that will protect the airport from height hazards, and require avigation easements and/or aviation disclosure notices for new development where appropriate.	Updated to provide clearer direction.
	New subheading: Climate focused goals and policies			
TBD	TBD	TBD	TBD	TBD

Anacortes Comprehensive Plan Update

Utilities Goals and Policies

Revision Tracker

DRAFT January 17, 2025

Introduction

This goals and policies revision tracker shows the existing goals and policies from the Utilities element of the 2016 Anacortes Comprehensive Plan, revisions proposed to the goals and policies as part of the 2025 periodic update, and rationale for the proposed revisions.

Further updates to the Utilities element policies are planned in order to meet Climate element requirements and better connect policies that are both Utilities and Climate related.

Utilities Element

Goals and Policies

Goal or Policy	Existing Page Number	Existing Goal or Policy Text	First Draft Proposed Policy Revision <i>The policies will undergo at least another round of revisions before their estimated final adoption in 2025</i>	Reasoning for Proposed Policy Change
Goal U-1.		Quality Utility Services. Facilitate provision of quality utility services throughout Anacortes to meet the needs of residents and businesses.		
Policy U-1.1.		Work with utility providers to ensure that reliable, quality services are provided at reasonable, equitable rates in all areas of the city.		
Policy U-1.2.		Support the timely expansion and maintenance of utility infrastructure in order to meet the evolving needs of the community.		
Policy U-1.3.		Encourage the use of new technologies that will enhance the quality of services and that are financially feasible.		
Policy U-1.4		Utilize a variety of methods to protect and advance community interests, such as partnerships, interlocal agreements and franchise agreements.		
Policy U-1.5.		Explore options for improving telecommunication services in Anacortes, with high-speed internet being a high priority, including potential development of a broadband/fiber master plan and policies requiring installation of conduit where needed.	Explore options for improving telecommunication services in Anacortes, with high-speed internet being a high priority, including potential development of a broadband/fiber master plan and policies requiring installation of conduit where needed. Maintain and enhance the fiberoptic network throughout Anacortes to meet the expanding needs for high-speed internet of residents and businesses.	Fiberoptic network is under construction and nearing completion of project.
Goal U-2.		Sustainable Utility Infrastructure. Work with utility providers and other partners to plan for sustainable utility infrastructure that supports City and regional growth plans.		
Policy U-2.1.		Support utility service areas that are consistent with growth and development patterns outlined in the City’s Comprehensive Plan and Skagit County’s Comprehensive Plan.		
Policy U-2.2.		Coordinate the formulation and periodic update of the utility element (and relevant implementing development regulations) with adjacent jurisdictions.		
Policy U-2.3.		Coordinate, and seek to cooperate, with other jurisdictions in the implementation of multi-jurisdictional electric utility facility additions and improvements.		
Policy U-2.4.		Share information with utility providers and other partners, to facilitate coordinated planning for sustainable regional utility infrastructure.		
Policy U-2.5.		Coordinate review of significant development proposals with utility providers to determine whether there is available capacity to		

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		accommodate development without lowering service standards and identify any needed system improvements.		
Policy U-2.6.		Encourage the joint use of utility corridors and facilities, provided that such use is consistent with limitations as may be prescribed by applicable law and prudent utility practice, in order to pool utility resources and to minimize the amount of land area impacted by utility infrastructure.		
Policy U-2.7.		Provide timely and effective notice to utilities of the construction, maintenance or repair of streets, roads, highways or other facilities, and coordinate such work with the serving utilities to ensure utility needs are appropriately considered and to facilitate coordination of trenching activities.		
Policy U-2.8.		Support the use of utility corridors for recreation and open space purposes, where appropriate.		
Goal U-3.		Sensitive Design. Mitigate negative impacts of utility systems to community members.		
Policy U-3.1.		Minimize impacts to the community associated with the construction, operation and maintenance activities of utility providers, such as loud noises, service outages, transportation disruptions and public safety hazards.		
Policy U-3.2.		Work with utility providers to inform the community about utility activities and to provide opportunities for public engagement in the planning processes, as appropriate.		
Policy U-3.3.		Minimize visual impacts to the community associated with the siting and design of utility infrastructure, for instance by regulating light and glare, screening and landscaping, and location of above-ground facilities.		
Policy U-3.4.		Require installation of new utilities underground, as well as converting existing overhead wiring to underground when feasible through local improvement districts, contract agreements between property owners and utility companies, and by other legal means.		
Goal U-4.		Coordination. Support coordination with service providers to minimize cost and service disruption.		
Policy U-4.1.		Coordinate the timing of construction activities with public and private utilities to minimize disruption to the public and reduce costs of utility delivery.		
Policy U-4.2		Promote co-location of new and private utility distribution facilities.		

Goal or Policy	Existing Page Number	Existing Goal or Policy Text	First Draft Proposed Policy Revision <i>The policies will undergo at least another round of revisions before their estimated final adoption in 2025</i>	Reasoning for Proposed Policy Change
Policy U-4.3.		Promote awareness by property owners of proper procedures for notification of utility providers prior to construction activities (e.g. Call Before You Dig, etc.).		
Goal U-5.		Sustainable Design. Minimize negative impacts of utility systems to the environment.		
Policy U-5.1		Encourage siting, construction, operation and maintenance activities that are consistent with environmental best management practices.		
Policy U-5.2.		Encourage utilities to adopt efficient practices and explore alternative energy resources, in order to help meet long-term energy needs and reduce environmental impacts associated with traditional energy supplies.		
Policy U-5.3.		Work with utilities to limit trimming of trees to that which is necessary for the safety and maintenance of transmission facilities.		
Policy U-5.4.		Encourage development of vegetation management policies and plans for utility corridors.		
Policy U-5.5.		Promote education of the public on choosing and maintaining vegetation with growth habits that will not interfere with nearby utilities.		
Goal U-6.		Energy Conservation. Encourage conservation of energy resources, including the reduction of energy consumption in city facilities.		
Policy U-6.1.		Residential, commercial and industrial development shall be encouraged to use energy-efficient, cost-effective and environmentally sensitive technologies and resources in new construction.		
Policy U-6.2.		Encourage the use of alternative energy resources in the design and construction of new development.		
Policy U-6.3.		Encourage the use of solar energy for water and space heating and consider developing ordinances to protect solar access.		
Policy U-6.4.		Consider incentive programs to seek and implement alternative energy resources in building and site design, and land use.		
Goal U-7.		Hazardous Liquid and Gas Pipelines.		Add a goal here – there isn’t currently one.
Policy U-7.1.		Require proposed developments, expansion of existing uses and construction projects, both public and private, located near hazardous liquid and gas pipelines to: A. Show the location of the pipelines in relation to proposed structures, utilities, or clearing and grading. B. Use techniques prior to and during construction to minimize the potential for disturbing the pipelines.	<u>Adopt regulations to</u> require proposed developments, expansion of existing uses and construction projects, both public and private, located near hazardous liquid and gas pipelines to: A. Show the location of the pipelines in relation to proposed structures, utilities, or clearing and grading. B. Use techniques prior to and during construction to minimize the potential for disturbing the pipelines.	Updated to be more direct.

Goal or Policy	Existing Page Number	Existing Goal or Policy Text	First Draft Proposed Policy Revision <i>The policies will undergo at least another round of revisions before their estimated final adoption in 2025</i>	Reasoning for Proposed Policy Change
		C. Identify and mitigate potential impacts on pipelines from erosion, stormwater discharge and other hazards. D. Use site design techniques to minimize potential hazards. E. Develop emergency plans for dealing with pipeline failure, as appropriate.	C. Identify and mitigate potential impacts on pipelines from erosion, stormwater discharge and other hazards. D. Use site design techniques to minimize potential hazards. E. Develop emergency plans for dealing with pipeline failure, as appropriate.	
Policy U-7.2.		Notify and coordinate with the pipeline operator when developments are proposed near a hazardous liquid pipeline corridor to reduce the potential for problems.		
Policy U-7.3.		Consider appropriate uses near hazardous pipeline corridors and require appropriate mitigation measures that help reduce adverse impacts in the event of a pipeline failure.		
Policy U-7.4.		Establish minimum setback requirements to protect transmission pipelines from development, and to protect development from transmission pipelines.		
Goal U-8.		Sustainable Water Policy. Ensure availability of water for future generations.		
Policy U-8.1.		In future updates to the City's Water System Plan, the City should plan for future use of its water right to support, in descending order of priority, (1) the City's existing retail and wholesale customers at reasonable trendline projections from their existing committed volumes; (2) future residential users in the Service area; (3) reasonable expectations of agricultural users in the service area; and (4) future commercial and industrial users in the service area.		
Policy U-8.2.		In future updates to the City's Water System Plan, the City should examine the demand forecast of the "future industrial block" to align with the priorities set out in Policy U-8.1.		
Policy U-8.3.		In future updates to the City's Water System Plan, the City should examine the "future ag block" demand forecast as needed to plan for a more accurate and reasonable forecast based on predicted future climate conditions and demand.		
Policy U-8.4.		The City must encourage and support timely updates to the Skagit County Coordinated Water System Plan that reflect current water law including the instream flow rule, supply restrictions, predicted climate models, and a 50-year demand forecast, facilitating timely infrastructure planning to jointly, with Skagit PUD, supply water to current and future users in the service area.		
Policy U-8.5.		The City should work with Skagit PUD to explore coordinated solutions to regional problems, and explore changes to the City's and Skagit PUD's service areas to align those service areas with reasonable and political boundaries.		

Goal or Policy	Existing Page Number	Existing Goal or Policy Text	First Draft Proposed Policy Revision <i>The policies will undergo at least another round of revisions before their estimated final adoption in 2025</i>	Reasoning for Proposed Policy Change
Policy U-8.6.		The City should explore options to increase drought tolerance, e.g., water shortage.		
Policy U-8.7.		The City must not sell or lease its water rights.		
Policy U-8.8.		The City may not enter into any contracts for the sale of water in excess of 4,000,000 gallons per year to any non-municipal or non-residential water reseller for a term longer than five years without first conducting a public hearing.		
			New Goal and Policies Goal 9. Toward Zero Waste. Increase recycling and composting to 65% of the municipal solid waste stream. Policy U-9.1. Provide weekly curbside food waste collection including small containers for residents that do not require yard waste bins. Policy U-9.2. Facilitate or require multi-family dwellings to offer food waste collection. Policy U-9.3. Perform a waste characterization study and analyze results to identify waste stream components that can be targeted for reduction through producer responsibility or consumer education. Policy U-9.4. Construct solid waste rate schedules to incentivize increased diversion or reduced frequency of pickup. Policy U-9.5. When it becomes feasible, reduce garbage collection frequency to reduce trips, personnel costs, and greenhouse gas emissions.	This proposed new goal and policies were docketed by City Council in 2021 (Res. 3042) and have been included in 2025 Docket.
	New subheading: Climate focused goals and policies			
TBD	TBD	TBD	TBD	TBD



Planning Commission Agenda Bill

Meeting Date: January 22, 2025

Agenda Item: 6.c.

Subject: 2025 Comprehensive Plan Update - Housing Action Plan (HAP) strategies discussion, continued

Staff Contact:

Approved for Submittal to Commission by

Libby Grage
John Coleman

Action Type

Discussion

Summary Statement: The Anacortes City Council requested that, as part of the 2025 Comprehensive Plan Update, the Planning Commission study certain recommendations and strategies from the 2023 Housing Action Plan. On August 28 and September 11, 2024 MAKERS staff presented updated recommendations for some of the HAP strategies.

The Planning Commission divided into teams to review and develop recommendations on their assigned HAP strategies. On November 6, 2024, Planning Commission members began reporting their recommendations to the rest of the PC and the public.

The table summarizing each HAP strategy, Council Planning Committee comments, Planning Department recommendations, and Planning Commission initial recommendations has been updated to reflect the results of the 11/6/24 meeting. Staff recommend we continue working down the list as time permits.

Background: [2023 Housing Action Plan](#)
[City Council Recommended HAP Measures for PC review](#)

Previous Action:

Competing Viewpoints Considered: Proposed development regulation amendments to implement recommended HAP strategies will be drafted and undergo public review, comment and public hearings later in the 2025 Comprehensive Plan update process (likely mid-2025).

Recommended Motion: None - discussion only

Alternative Actions: N/A

Attachments (listed in order presented):

1. HAP Strategy List (for tracking recommendations)

Anacortes Housing Action Plan

Recommendations to Consider

Version Date: January 17, 2025

Note: This document will be updated with additional staff and PC recommendations as they are completed.

Item	Page	Title / HAP strategy summary	Strategy Type	Priority	Comments from Council Planning Committee	Recommendations Planning Department	Planning Commission Teams – Initial Rec.
2.1	13	Allowed Uses. Action: Allow more housing types in more residential zones to promote middle housing and affordable housing.					<i>Assigned: Commissioners Jeretzky & Stoneman</i>
2.1.1	16	Residential Low Density 1 (R1) Zone Allow cottage units in the R1 zone	Regulatory	High	Cottages are likely to be especially appropriate for the R1 zone.	Make changes as per HAP recommendations	11/6/24 Move forward with PCED recommendation
2.1.3	16	Residential Low Density 2A (R2A) Zone Allow triplexes and townhouses (up to 4 units) in the R2A zone	Regulatory	High		Make changes as per HAP recommendations: - Allow on alley loaded lots only - Limit max unit size (1,000-1,200 gfa)	11/6/24 Move forward with PCED recommendation
2.1.5	18	Group Living Assisted living – change from C to P in R3, R3A, and R4A Nursing homes – change from C to P in R4	Regulatory	High	Include Rooming House and Adult Family Home; HACS proposes further study of Nursing Home and Assisted Living Facility to ensure sufficient standards exist in code.	Make changes as per HAP recommendations: - For R3 and R3A zones – consider maximum occupancy of 10 units or beds; minimum spacing of 1,000 feet between facilities; and maximum size of porte cochere features for passenger loading (accommodate	11/6/24 Move forward with PCED recommendation

Item	Page	Title / HAP strategy summary	Strategy Type	Priority	Comments from Council Planning Committee	Recommendations Planning Department	Planning Commission Teams – Initial Rec.
						vehicles no longer than 30')	
2.1.6	18	Adult Family Homes Amend definition for consistency with RCW 70.128.140	Regulatory	High		Make changes as per HAP recommendations - NOTE: DRAFT Ord. 4092 addressing SB 5290 (2023) would amend 19.43.120 and 19.41.050 for consistency with state law. PC recommended approval of this change, among others, to implement SB 5290, at their 11/30 PC meeting.	11/6/24 Move forward with PCED recommendation
2.1.7	19	Prohibit New Large- Lot Single-Family Uses in Medium and High- Density Zones Prohibit new SFR uses in R3A, R4, and R4A zones	Regulatory	High	Rework as a maximum lot size and apply to consolidation via BLA; apply to all zones	Instead of outright prohibiting SFRs, establish a minimum density in the R4 zone for lots that are >= 6,000 sq. ft.	11/6/24 Move forward with PCED recommendation
2.1.8	19	Duplex Cottages Allow duplex cottages in all zones where cottage housing is allowed	Regulatory	High	See Cedar Springs Lane development as an example of where this type has already been permitted.	Make changes as per HAP recommendations	11/6/24 Move forward with PCED recommendation
2.1.9	19	Single Room Occupancy Housing Define, permit, and set standards for single room occupancy housing Updated MAKERS rec based on HB 1998 (enacted 2024): Replace current	Regulatory	High	Limit to mixed-use zones.	Make changes to comply with ESHB 1998 (2024), effective 6/6/24. RCW 36.70A.535 – Co- living housing. Must allow co-living housing as a permitted use on any lot that allows at least six multifamily residential units. Cannot	

Item	Page	Title / HAP strategy summary	Strategy Type	Priority	Comments from Council Planning Committee	Recommendations Planning Department	Planning Commission Teams – Initial Rec.
		“rooming house” term/definition with new “Co-living housing” term and definition and allow by right in R4, R4A, CBD, C, MMU (wherever multifamily with 6+ units is allowed by right currently)				require min. room dimensional standards larger than required by state building code; cannot require a mix of unit sizes or number of bedrooms, or to include other uses.	
2.1.10		Supportive Housing Make updates to comply with state law regarding permanent supportive housing, transitional housing, emergency housing, and emergency shelters			Add design standards as allowed by state law.	Make changes as per HAP recommendations and state law - Consider allowing in lower intensity zones subject to max. occupancy and min. spacing standards? See 2.6.1 for parking - Require operational plans and information-sharing on supportive housing uses.	
	27	Streamline ADU regulations Action: Streamline ADU regulations to make them easier to finance, permit, and build.					<i>Assigned: None.</i>
2.3	27	ADU Regulations	Regulatory	High	Partially completed already; remainder is required by state law.	Recommendation still being developed	

Item	Page	Title / HAP strategy summary	Strategy Type	Priority	Comments from Council Planning Committee	Recommendations Planning Department	Planning Commission Teams – Initial Rec.
2.4	29	2.4 Adjust form and intensity standards Action: Adjust the residential zones' form and intensity (dimensional) standards to improve the physical and economic feasibility of building small homes, multifamily housing, and affordable housing.					<i>Assigned: Commissioners Mills and Martin</i>
2.4.1	31	Minimum Lot Sizes Reduce minimum lots sizes for duplexes and lot area needed for each additional attached dwelling in the R2, R2A, R3, R3A, R4, R4A zones	Regulatory	High	Focus on regulating by height, setbacks, open space, parking minimums rather than lot size and effective limits on the size of the units.	Make changes as per HAP recommendations - Link reduced duplex lot sizes to caps on unit gross floor area (GFA) most zones	
2.4.2	34	Maximum Lot Coverage Increase from 50% to 60% in the R4 and R4A zones	Regulatory	High		Make changes as per HAP recommendations	
2.4.4	35	Density Update density standards	Regulatory	High		- Add a minimum density of 15 du/ac for lots >=6,000 sq. ft. in the R4 zone. - Consider adding minimum density for some or all other zones based on the density range for the applicable comp plan land use designation - Retain maximum density standards. Consider updating applicability to apply only to creation of	

Item	Page	Title / HAP strategy summary	Strategy Type	Priority	Comments from Council Planning Committee	Recommendations Planning Department	Planning Commission Teams – Initial Rec.
						new lots (except for unit lot subdivisions of attached dwellings) and to construction of more than one principal residential structure on an existing lot	
2.4.5	36	Setbacks Reduce minimum street and interior side setbacks for upper floors in certain zones	Regulatory	High		Make changes as per HAP recommendations	
2.4.6	36	Height Bonus Program Adjust “Small unit” bonus height provisions (increase max. unit size from 600sf to 650 sf)	Regulatory	High		Make changes as per HAP recommendations	
2.4.7	36	Elevator Penthouse Increase the height allowance for elevator penthouse structures	Regulatory	High		Make changes as per HAP recommendations	
2.5	38	Adjust Definitions and Design Standards Action: Adjust other development regulations to help reduce barriers to housing production.					<i>Assigned: Commissioners Ryan and McCombs</i>
2.5.1		Family Definition Amend the definition of family for consistency with state law			Required.	Make changes as per HAP recommendations	

Item	Page	Title / HAP strategy summary	Strategy Type	Priority	Comments from Council Planning Committee	Recommendations Planning Department	Planning Commission Teams – Initial Rec.
2.5.2	38	Design Standards Applicability Clarify applicability of Ch. 19.61, 19.62, and 19.63 to townhouses	Regulatory	High		Make changes as per HAP recommendations	
2.5.3	39	Block Frontage Standards Clarify Undesignated block frontage requirements	Regulatory	High		Make changes as per HAP recommendations	
2.5.4	40	Usable Residential Open Space Adjust required amount and design of usable open space for multifamily development	Regulatory	High		Make changes as per HAP recommendations	
2.5.5	41	Townhouse Open Space Adjust required dimensions for townhouse open space	Regulatory	High		Make changes as per HAP recommendations	
2.5.6	41	Parking Lot Landscaping Simplify planting area widths to allow more efficient use of land	Regulatory	High		Make changes as per HAP recommendations	
2.5.7	43	Service Areas and Mechanical Equipment	Regulatory	High		Make changes as per HAP recommendations	

Item	Page	Title / HAP strategy summary	Strategy Type	Priority	Comments from Council Planning Committee	Recommendations Planning Department	Planning Commission Teams – Initial Rec.
		Clarify applicability and offer more flexibility					
2.5.8	43	Building Design Revise articulation standards to improve clarity	Regulatory	High		Make changes as per HAP recommendations	
2.5.9	44	Building Materials Clarify applicability of durable materials on ground floor	Regulatory	High		Make changes as per HAP recommendations	
2.5.10	44	Blank Walls Update standards to reduce construction cost impacts	Regulatory	High		Make changes as per HAP recommendations	
	45	Adjust parking standards Action: Adjust parking standards for middle housing, affordable housing, senior housing, and consider additional parking strategies to promote mixed-use development. Allow on-street parking to meet parking needs and adjust parking standards.					Assigned: Commissioners Currier & Mills
2.6.1	45	Minimum Parking Standards Revise parking standards for middle housing and affordable housing to simplify, consider allowing fee-in-lieu payments	Regulatory	Medium	Consult with AHA and AFC about their parking experience	Recommendation still being developed	
2.6.3	46	Guest Parking Consider waiving guest parking requirements for more areas or remove	Regulatory	Medium	Allow only when nearby streets are fully constructed	Recommendation still being developed	

Item	Page	Title / HAP strategy summary	Strategy Type	Priority	Comments from Council Planning Committee	Recommendations Planning Department	Planning Commission Teams – Initial Rec.
		requirements for multifamily uses					
	63	Land Use Element updates					
4.3.2	64	R1 Zone Re-examine the purpose, priorities, and development regulations for the R1 zone	City wide Planning	Medium		Recommendation still being developed	
		These Items Are Required					
2.1.10	21	Supportive Housing	Regulatory	High	Add design standards as allowed by state law.	Recommendation still being developed	
2.4.8	37	Religiously-Owned Land Density Bonus	Regulatory	High		Recommendation still being developed	
2.5.1	38	Family Definition	Regulatory	High		See 2.5.1 above	



Planning Commission Agenda Bill

Meeting Date: January 22, 2025

Agenda Item: 6.d.

Subject: Planning Commission Rules of Procedure discussion

Staff Contact: John Coleman

Approved for Submittal to Commission by

Libby Grage
John Coleman

Action Type

Discussion

Summary Statement: The Planning Commission Chair requested that the Planning Commission review a portion of the Planning Commission Rules of Procedure. The Planning Commission will discuss if they want to amend the General Provisions section of the document.

Background: The Planning Commission adopted the current Rules and Procedures in August of 2024. Since that time, there has been a discussion about the RCW section referenced in the document. The Chair requested to continue that discussion and possibly amend the Rules of Procedure.

Previous Action: The Planning Commission adopted the current Rules and Procedures in August of 2024

Competing Viewpoints Considered:

Recommended Motion:

Alternative Actions:

Attachments (listed in order presented):

1. PC Rules of Procedure SIGNED (8-14-24)

Anacortes Planning Commission

Rules of Procedure

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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

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.

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 vacancies occur or 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) unexcused absences from regularly scheduled meetings in a calendar year, the Chair shall inform the Mayor who may appoint a new Commission member to complete 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 Chair and a Vice-Chair.

2.4 Officers

Officers are elected each year at the Planning Commission's first regular meeting of the year. This is done by nomination and voting of the Commissioners. Nominations are made by members; members do not nominate themselves unless no nominations are made.

- a) If either the Chair or the Vice-Chair positions become vacant during the calendar year, the Commission must elect a replacement to serve until the next regularly-scheduled election
- b) The Planning Commission may create special committees and assign up to three members to such committees.

2.5 Duties of the Chair and Vice-Chair:

- a) The Planning Commission Chair, or in his or her absences, 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 Chair calls meetings to order, records attendance into the record, and assigns subcommittees and duties as needed.
- c) The Chair 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.
- d) The Chair 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) It is the Chair's duty to see that the transaction of the Planning Commission's business is in accord with these Procedures.

3. MEETINGS

- a) The Planning Commission and City staff shall determine a regular meeting time (time, place, and frequency) as necessary.
- b) All meetings of the Planning Commission are 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) The Planning Commission meetings are governed by the current edition of *Roberts Rules of Order*.
- e) 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.
- f) Action is taken by a majority vote of the members present. Any member may abstain from voting. A tie vote means a motion fails.
- g) After 9:00 PM, the Planning Commission must hear no new agenda items unless a majority of the Commissioners present decide otherwise.
- h) A city staff person will be responsible for the written recording of all Planning Commission meetings.
- i) 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 Chair.
- 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 and final meeting packet materials 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) 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, while specifically pertaining to the City of Anacortes.
- 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.
- f) If audience comment or behavior becomes disruptive, the Chair may recess or adjourn the meeting.

7. PUBLIC HEARING PROCEDURES

- a) The Chair must open the public hearing on the subject case by identifying the proposal.
- b) The Chair 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 be recognized by the Chair.
- d) Any commenter must state his or her name and city of residence 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 may limit the amount of time allowed to any person or group to allow efficient and thorough hearing procedures.
- g) The Chair may limit input to avoid duplication.
- h) There will be no cross-examination of or dialogue with 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 Chair 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.

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 Chair.
- 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 a vote.
- b) A super-quorum of six of the seven members must be present to amend the Rules of Procedure.

L. Martin

Planning Commission Chair

August 14, 2024

Date