

## **Growth Management Act Steering Committee Meeting**

Wednesday, September 19, 2018  
Anticipated start time is 2:30 p.m. following the SCOG Board of Directors meeting  
[Anacortes City Council Chambers](#)  
904 6<sup>th</sup> Street, Anacortes, WA 98221

### **AGENDA**

1. **Call to Order and Roll Call** – *Commissioner Lisa Janicki, Skagit County, Chair*
2. **Approval of [May 30, 2018 Meeting Minutes](#)** – *Commissioner Lisa Janicki, Skagit County, Chair*
3. **2019 GMA Work Program** – *Kevin Murphy, Skagit Council of Governments*
  - a. [Growth Management Act Technical Advisory Committee Recommendation](#)
  - b. [Countywide Planning Policy Scoping for 2019 GMA Work Program – Discussion Menu](#)
4. **Adjournment**

[Meeting Packet](#)

**Growth Management Act Steering Committee Officers**

Commissioner Lisa Janicki ..... Chair            Mayor Julia Johnson ..... Vice-Chair

**Growth Management Act Steering Committee Membership and Votes**

Anacortes .....	1	Skagit County.....	3
Burlington .....	1	Hamilton.....	1
Concrete.....	1	La Conner .....	1
Mount Vernon .....	1	Lyman .....	1
Sedro-Woolley .....	1		

**Quorum Requirement**

A quorum consists of a majority (6) of the members (11).

# GROWTH MANAGEMENT ACT STEERING COMMITTEE MEETING MINUTES

May 30, 2018  
Skagit County Commissioners Hearing Room  
1800 Continental Place, Mount Vernon, WA 98273

## MEMBERS PRESENT

Commissioner Lisa Janicki, Skagit County, Chair; Mayor Jill Boudreau, City of Mount Vernon; Commissioner Ken Dahlstedt, Skagit County; Mayor Laurie Gere, City of Anacortes; Mayor Ramon Hayes, Town of La Conner; Mayor Julia Johnson, City of Sedro-Woolley; Mayor Jason Miller, Town of Concrete; and Commissioner Ron Wesen, Skagit County.

## AGENDA

1. Roll Call: Commissioner Janicki called the meeting of the Growth Management Act Steering Committee (GMASC) to order at 9:05 AM. Roll was taken with a quorum present.
2. Approval of December 20, 2017 Meeting Minutes: Mayor Gere moved to approve the December 20, 2017 meeting minutes. Mayor Boudreau seconded the motion, and the motion carried unanimously.
3. Election of 2018 Vice-Chair: Commissioner Janicki reported the vice-chair position alternates between a county commissioner and a mayor. Commissioner Wesen asked if the vice-chair will serve for a year, and Kevin Murphy confirmed the vice-chair will serve for 2018. Mayor Boudreau moved to nominate Mayor Julia Johnson to be the GMASC Vice-Chair in 2018. Commissioner Dahlstedt seconded the motion. The motion carried unanimously.
4. Town of Lyman Joins the 2002 Framework Agreement: Kevin Murphy explained that the 2002 Framework Agreement describes how towns that were not a party to the original agreement can join and become members of the Growth Management Act Steering Committee. Mr. Murphy reported the Town of Lyman has executed the Framework Agreement, the staff support agreement, and sent letters of notification to all GMASC members. Mr. Murphy noted every eligible jurisdiction in Skagit County is now party to the 2002 Framework Agreement.
5. Adjournment: The meeting was adjourned at 9:12 AM.

Respectfully Submitted,

\_\_\_\_\_  
Kevin Murphy, Executive Director  
Skagit Council of Governments

Date: \_\_\_\_\_

Approved,

\_\_\_\_\_  
Commissioner Lisa Janicki, Skagit County  
Growth Management Act Steering Committee Chair

Date: \_\_\_\_\_

# GMA Technical Advisory Committee Recommendations to Consider for the 2019 GMA Work Program

## Background and Context

On July 12, the GMA TAC reviewed the Countywide Planning Policy (CPP) Scoping for 2019 GMA Work Program Discussion Menu. Mount Vernon, Sedro-Woolley, Concrete and Burlington were not represented. During that discussion, the GMA TAC identified Housing as the priority that should be focused and would recommend the GMA SC consider moving forward with. Economic development was mentioned as well, particularly related to housing which was discussed as a critical component to the desired economic growth.

The discussion also identified a number of ways to moving housing forward and the TAC stated housing is a regional issue that needs regional attention/solutions. TAC members recognize actions/next steps may not result in an action by the GMA SC, but rather would be helpful to GMA planning for all jurisdictions. Overall, the TAC felt strongly that actions regarding housing are needed and cover a number of areas including:

- Increasing the production of new housing units for the range of incomes and markets in the Skagit County.
  - Workforce housing and connection to economic strategies/desired economic outcomes
  - Low income/affordable housing
  - Subsidize housing
  - Homeless shelters/housing
  - Market rate and overall housing pipeline
  - Rehabilitation and retention of existing units
- Generally seen as agreement there are problems with housing in the county, but we currently don't have a shared vision or shared outcomes and have a lack of agreement among jurisdictions/stakeholders on actions that would improve the housing situation. In addition, we do not have common understanding of what would be effective solutions, scale of those solutions or agreement on options.
- Barriers exist but more work needs to be done to understand and propose solutions to surmounting those barriers. Also, a lack of understanding/agreement on the magnitude of the barriers and little to no information on the effectiveness/agreement of proposed solutions. We do not know or agree on what would be the most impactful actions to take in order to help prioritize/reach agreement.

## Options considered by the TAC and suggested for discussion:

1. Engage in a facilitated process with decision makers, community leaders and stakeholders to identify and agree on a "shared vision" or outcomes desired for housing in Skagit County. If agreement could be reached, identify actions and begin

implementation. This may lead to Countywide Planning Policy changes and other GMA plan related actions. May also identify immediate actions organizations/jurisdictions could take or additional proposed work. For example, if “workforce” housing was identified as a need, than additional work would be need to be done to define that need, understand the market and the collective ability to satisfy the market and understand effective changes/actions that would improve or reach the shared vision or outcome desired.

2. Identify actions from existing work done by SCOG, Skagit County, Cities, etc., and engage in a facilitated process (similar to option 1) to agree on priorities and next actions steps. Identify agencies responsible for actions, timeframes, expected outcomes, etc. This option skips the shared vision and just focuses on getting agreement on actions to be taken and by whom. This may lead to Countywide Planning Policy changes and other GMA plan related actions. For example affordable housing targets have been suggested to be included in CPPs and GMA comprehensive plans.
3. Hire a consultant to scope out what would be an effective way forward given the current situation, past work/experiences and come back with recommended steps. Identify a steering group for this work who would direct the work of the consultant. Consultant would be expected to have frank conversations with numerous leaders, organizations, staff, etc. to get at recommend steps to move housing forward and reach agreement.
4. Shared resource, among GMA SC members, for housing and buildable lands analysis. As part of the overall housing discussion, the GMA TAC felt that it would be helpful to share a planner to assist in any of the above work and with buildable lands work, which is integral to any housing work. The buildable lands would include preparing the methodology and conducting the buildable lands analysis for all jurisdictions. The planner would also assist GMA SC members in housing analysis and recommendations tailored to each jurisdictions with the desire to be done consistently across jurisdictions when appropriate. If desired the position could draft changes to codes, development regulations, plans or polices. The position would likely need to be supported for three years or so depending upon scope of work. This option had the broadest support at the GMA TAC meeting.

The options are not strictly stand-alone and could be combined. For example, options 1 and 2 could be combined to provide a shared vision and agreement on actions facilitated by a consultant and include a staff position to draft implementation actions.

Discussion Menu

			Potential Roles & Responsibilities for Updating CPPs			
CPP Subject Area	Problem Statement	Scope Options	GMASC	GMATAC <sup>1</sup> (Local Planners)	SCOG Staff <sup>2</sup>	Consultants/Other Organizations
<b>All CPPs</b>	A couple issues have been identified with the CPPs by SCOG staff: (1) some GMA references are out of date as GMA has been amended but the CPPs do not reflect these changes to state law; and (2) the CPPs do not reference guiding city and town comprehensive plans, only the county comprehensive plan. The 2002 Framework Agreement states there needs to be a mechanism to systematically and logically update the CPPs, as necessary.	(1) Clean up references and check policies for relevance. Est. 40 - 50 hours of staff time by SCOG and/or GMATAC members. (2) Thorough review of all CPPs including revising, adding and deleting based on GMASC and TAC suggestions. No supporting analysis would be included. Est. 80 - 100 hours. (3) Consultant thorough review including some analysis of potential implications of Economic Development and Housing policies. <b>\$40,000</b>	(1) Direct work program, including scope of any revisions; (2) discuss and recommend any proposed CPPs revisions to Board of County Commissioners per 2002 Framework Agreement; and (3) establish steering committee for contract if necessary.	(1) Recommend revision/deletion of current policies for discussion, potential future action by GMASC; (2) propose new policies; and (3) propose a mechanism to systematically and logically update the CPPs.	(1) Update references and citations for consistency with GMA (est. 40 hours); and (2) Included references to city and town comprehensive plans (est. 4 hours).	Contract for complete CPP assessment. Could include suggested revisions for focus areas (e.g. housing, economic development) and mechanism to systematically and logically update the CPPs. Estimated consultant cost: <b>\$40,000</b> . A one-time increase in local GMA dues for 2019 could be considered to fund the project. Other funding options could be considered.
<b>Economic Development</b>	Economic development CPPs are based largely on a 2003 economic development strategy. Policies may still be appropriate, but haven't been revised in over 10 years. Based on 6/12 discussion on CPPs, potential policies to consider for addition include for fiber optic network, economic opportunity zones and water availability.	(1) Revise and add to existing CPP 5 at the same level of detail as current CPPs. For example add fiber reference. No analysis or background data/information. Est. 10 - 20 hours of SCOG staff time or GMASC/TAC members to draft suggestions, review and revise. (2) Develop CPPs that guide comprehensive plans and state the broad shared economic strategy of Skagit County. Assumes no analysis just process with EDASC, chambers, Ports, etc. on writing a shared view and to identify appropriate CPPs. May need to have public meetings for input to draft recommendations. Est. 160 - 200 hours. (3) Contract out development of a shared Countywide Economic Development Strategy that would include analysis and development of a shared view of what the strategy would be. Part of this would identify appropriate CPPs. <b>\$60,000</b>	(1) Direct work program, including scope of any revisions; (2) discuss and recommend any proposed CPPs revisions to Board of County Commissioners per 2002 Framework Agreement; and (3) establish steering committee for contract if necessary.	(1) Recommend revision/deletion of current policies for discussion, potential future action by GMASC; and (2) propose new policies.	(1) Recommend revision/deletion of current policies for discussion; and (2) propose new policies. Est. 10 - 20 hours.	Contract for update to 2003 countywide economic development strategy or create new economic development plan. Estimated consultant cost: <b>\$60,000</b> . .9% economic development funding could be considered to fund project. Other funding options include partnering with other organizations and sharing costs. Potential partners include EDASC, Ports, chambers and others.
<b>Housing</b>	Housing CPPs were last updated in 2007 and policies on affordable housing are limited. There has been a suggestion from the GMATAC about potentially allocating affordable housing, similar to how population and employment are allocated in the CPPs to urban growth areas.	(1) Add or revise CPPs to guide the development of work that all comprehensive plans must cover in the next update. Est. 20-40 hours, assumes no new analysis or method developed. (2) Take Option 1 and include analysis and develop a methodology to be followed for Housing elements. Est. 100 - 200 hours with some analysis. (3) Develop CPPs, methodologies, and conduct the analysis for each jurisdiction prior to development of new allocations. This could be split over multiple years and could be done by a consultant contract. Public outreach should be considered. Est. 300 - 500 hours and/or contract. <b>\$40,000 – 60,000</b>	(1) Direct work program, including scope of any revisions; (2) and discuss and recommend any proposed CPPs revisions to Board of County Commissioners per 2002 Framework Agreement.	(1) Recommend revision/deletion of current policies for discussion, potential future action by GMASC; (2) propose new policies; and (3) propose methodology for affordable housing allocations.	Work with GMATAC on creating methodology for affordable housing allocations (est. 80 hours).	Contract for analysis, methodology of new housing allocations for each jurisdiction. Estimated consultant cost: <b>\$40,000 – \$60,000</b> . A one-time increase in local GMA dues for 2019 could be considered to fund the project. Other funding options could be considered.
<b>Buildable Lands</b>	Exploring opportunities for consistent methods of evaluating land capacity have been expressed by GMATAC. There are currently no agreed upon standards for conducting land capacity analyses among cities, towns and Skagit County.	(1) CPPs adjusted to state that Buildable Lands should be done and reasonable methodology followed. This would be a step back from current CPP. (2) Develop a methodology and have GMASC approve it as per current CPP 1.8 prior to development of next set of allocations. Est. 100 - 200 hours. (3) Option 2 plus prepare the analysis for all the jurisdictions as a base line using current adopted plans and development regulations. This would require consistent GIS data across all jurisdictions and GIS skills SCOG does not currently have. Coordination with staff from Skagit County GIS along with the GMATAC would be required. Could be done as a contract, SCOG does not possess enough hours to do the work without hiring someone. <b>\$80,000 - \$100,000</b>	(1) Direct work program, including scope of any revisions; and (2) discuss and recommend any proposed CPPs revisions to Board of County Commissioners per 2002 Framework Agreement.	(1) Recommend revision/deletion of current policies for discussion, potential future action by GMASC; and (2) propose new policies.	Conduct cursory research on joint land capacity methods from other areas in Washington state (est. 40 hours).	Contract for preparation of Buildable Lands methodology and initial monitoring. Estimated consultant cost: <b>\$80,000 – \$100,000</b> . A one-time increase in local GMA dues for 2019 could be considered to fund the project. Other funding options could be considered.
Non-CPP Subject Area	Problem Statement	Scope Options	GMASC	GMATAC* (Local Planners)	SCOG Staff**	Consultant/Other Organizations
<b>Travel Demand Modeling<sup>3</sup></b>	Exploring opportunities for shared contracting between SCOG for the regional travel demand model and local government modeling has been expressed to provide efficiencies through eliminating duplication of work.	(1) SCOG will review model needs of jurisdictions as part of model update process. Cost is within the current expected scope. (2) Examine City specific modeling needs within the SCOG contract but may need to be paid for (at least in part) by sources beyond what SCOG has. (3) Cities pool funds to contract for shared needs. <b>\$150,000</b>	Would require coordination with SCOG Transportation Policy Board - not a 2002 Framework Agreement duty.	Would require coordination with SCOG Technical Advisory Committee - not a 2002 Framework Agreement duty.	Administer contract (est. 160 hours).	Contract for travel demand modeling services to include SCOG regional travel demand model and local modeling needs for comprehensive planning purposes. Estimated consultant cost: <b>\$150,000</b> . Existing SCOG funds may cover most of project, or could compete for competitive STBGP funds if necessary.

Footnotes:

<sup>1</sup> GMATAC (Local Planners) hours are not estimated here. The extent of involvement on these tasks by GMATAC (Local Planners) depends, in part, on future workload at local jurisdiction and ability to commit time to CPP review and update outside of regularly scheduled GMATAC monthly meetings.

<sup>2</sup> SCOG staff estimates of potential hours available for GMASC/GMATAC CPP tasks are about 40 hours per year. Implementing growth monitoring program, and meeting administration is estimated at 140 hours per year already. Total hours are estimated for GMA support are 180 total for all SCOG staff in 2019.

<sup>3</sup> Travel demand modeling contracting can be conducted under other SCOG funding sources for transportation planning (e.g. FHWA, FTA, RTP & STP). SCOG will need to complete an update to the regional travel demand model by around 2020.