

GROWTH MANAGEMENT ACT STEERING COMMITTEE MEETING

October 20, 2021

Anticipated start time is 2:30 p.m. following the SCOG Board of Directors meeting

[GoToMeeting](#)

Dial In: 1 (866) 899-4679

Access Code: 818-817-773

AGENDA

1. **Call to Order and Roll Call** – *Mayor Steve Sexton, City of Burlington, Chair*
2. **Written Public Comments** – *Mark Hamilton, Skagit Council of Governments*
3. **Approval of [June 16, 2021 Meeting Minutes](#)** – *Mayor Steve Sexton, City of Burlington, Chair*
4. **[GMA Support Work Program: Boundary Review Board](#)** – *Kevin Murphy, Skagit Council of Governments*
5. **[Draft 2022 GMA Work Program and Budget](#)** – *Kevin Murphy, Skagit Council of Governments*
6. **Next Meeting:** December 15, 2021, *Time and Location to Be Determined*
7. **Adjourned**

[Meeting Packet](#)

GROWTH MANAGEMENT ACT STEERING COMMITTEE OFFICERS

Mayor Steve SextonChair Commissioner Peter BrowningVice-Chair

GROWTH MANAGEMENT ACT STEERING COMMITTEE MEMBERSHIP AND VOTES

Anacortes.....1	Lyman.....1
Burlington1	Mount Vernon1
Concrete.....1	Sedro-Woolley1
Hamilton.....1	Skagit County3
La Conner1	

QUORUM REQUIREMENT

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

GROWTH MANAGEMENT ACT STEERING COMMITTEE MEETING MINUTES

June 16, 2021

GoToMeeting Remote Meeting

MEMBERS PRESENT

Mayor Steve Sexton, City of Burlington, Chair; Commissioner Peter Browning, Skagit County, Vice-Chair; Mayor Jill Boudreau, City of Mount Vernon; Mayor Laurie Gere, City of Anacortes; Commissioner Lisa Janicki, Skagit County; Mayor Julia Johnson, City of Sedro-Woolley; Mayor Jason Miller, Town of Concrete; Mayor Steve Sexton, City of Burlington; and Commissioner Ron Wesen, Skagit County.

STAFF PRESENT

Kevin Murphy, Executive Director; and Mark Hamilton, Senior Transportation Planner.

OTHERS PRESENT

The following Growth Management Act Technical Advisory Committee (GMATAC) member attended the meeting: George Kosovich, Housing Resource Coordinator, Skagit County Public Health. Three members of the public also attended the meeting.

AGENDA

1. Call to Order and Roll Call: Mayor Sexton called the meeting of the Growth Management Act Steering Committee (GMASC) to order at 2:41 p.m. Roll was taken with a quorum present.
2. Written Public Comments: Mr. Hamilton mentioned that a verbal public comment period would not occur at the meeting, but written public comments were accepted prior to the meeting, after the meeting materials were made available. No public comments were received.
3. Approval of March 17, 2021 Meeting Minutes: Mayor Boudreau moved to approve the March 17, 2021 meeting minutes as presented. Mayor Johnson seconded the motion, and the motion carried unanimously.
4. Approval of 2020 Growth Monitoring Report by Resolution 2021-01: Mr. Murphy provided an overview of the 2020 Growth Monitoring Report to the GMASC. He focused primarily on the employment section since the rest of the report was presented at an earlier GMASC meeting. The Employment Security Data that informed the report was provided to Skagit Council of Governments staff with a number of changes that affected the employment estimates. Changes included removal of a few large employers that had previously been mistakenly reported as being in Skagit County, a data misrepresentation from previous years. Staff recommends approval of Resolution 2021-01.

Commissioner Browning moved to approve Resolution 2021-01 To Adopt the Skagit Population, Employment and Housing Growth Monitoring Program: 2020 Growth Monitoring Report as presented. Commissioner Wesen seconded the motion, and the motion carried unanimously.

5. Boundary Review Board: Mr. Murphy provided an update on work being done on the Skagit County Countywide Planning Policies (CPP) specifically related to the Washington State

Boundary Review Board for Skagit County. He presented a revised version of CPP 12.17 following the direction of the GMASC at the March meeting, aligning the CPP with RCW 36.93.230 while removing provisions in excess of Washington state law. Mr. Murphy also outlined the process in the 2002 Framework Agreement for the review of legislative bodies as CPP revisions are being considered.

The GMATAC has recommended that the GMASC consider other proposed revisions to the CPP at the September meeting of the GMASC, without taking any action on this agenda item at the June meeting.

Commissioner Wesen inquired about what the GMATAC concerns are with the revision language the GMASC directed staff to prepare for CPP 12.17. Mr. Murphy answered that the concern from some cities has been that the language does not provide any certainty about dissolution of the Boundary Review Board. Some GMATAC members would prefer a dissolution date be set for the Boundary Review Board in the CPP, using directive language to ensure the Boundary Review Board would be dissolved instead of merely providing the option for dissolution.

6. Next Meeting: The next meeting is September 15, 2021 at 2:30 p.m. The meeting location is to be determined.
7. Adjournment: The meeting adjourned at 3:00 p.m.

Respectfully Submitted,

Kevin Murphy, Executive Director
Skagit Council of Governments

Date: _____

Approved,

Mayor Steve Sexton, City of Burlington
Growth Management Act Steering Committee Chair

Date: _____

GMA SUPPORT WORK PROGRAM: BOUNDARY REVIEW BOARD

Recommendation

The Growth Management Act Technical Advisory Committee (GMATAC) recommends adoption of the following Countywide Planning Policy (CPP) 12.17 language:

12.17 Cities and towns are the appropriate purveyors of urban services. In the interest of facilitating the cost effective and orderly provision of urban services, the annexation of urban growth areas shall be encouraged and facilitated. The following policies are intended to promote municipal annexation, discourage urban growth in advance of annexation, and ensure that urban services can be provided in a logical cost-effective manner:

1. On or before June 30, 2025 the Board of County Commissioners shall, as authorized by RCW 36.93.230, take action to disband the Washington State Boundary Review Board for Skagit County. Subsequent to the disbandment of the boundary review board, municipal annexations shall be subject to the following:
 - a. Annexations of land recently included in an urban growth area shall not be final until any appeal periods, or any proceedings associated with the urban growth area change, have lapsed or concluded;
 - b. With the exception of existing non-municipal urban growth areas, Skagit County shall ensure that urban growth does not occur in advance of municipal annexation;
 - c. The area(s) to be annexed shall be contiguous with existing municipal boundaries and shall avoid irregular boundaries by following existing features such as parcel lines or roadways, provided that such boundaries remain consistent with Chapter 36.70A RCW;
 - d. Consistent with Washington state law, the annexation should include consideration of services and applicable infrastructure, as well as providing for the assumption of assets and obligations affected by the transfer of governance within the annexation area(s);
 - e. If a public hearing is required by Washington state law on the proposed annexation, it shall be held at least 60 days prior to the effective date of the annexation. Notice of the hearing shall be provided to Skagit County and any affected special purpose districts; and
 - f. Annexations shall be consistent with the Skagit County Countywide Planning Policies.

Background

The 2021 GMA Support Work Program and Budget includes the following task:

“GMA Task 3.1 – Boundary Review Board:

Continue discussions started in 2020 regarding the dissolution of the Boundary Review Board (BRB) with County and City/Town staff in context with CPP 12.17. This work will

be led by the GMA TAC. The GMA TAC anticipates gathering information from various special purpose districts to inform analysis and options for consideration by the GMASC or other agencies. SCOG staff would assist in the information gathering.”

Work on Task 3.1 began in February 2021. At its March 2021 meeting, the GMASC passed a motion to direct staff to draft an amendment to CPP 12.17. This amendment removes criteria in the adopted countywide planning policies which exceed the requirements of RCW 36.93.230 to disband a boundary review board. This amendment requested by the GMASC is included below with additions underlined (“additions”) and deletions struck through (“~~deletions~~”):

12.17 The Washington State Boundary Review Board for Skagit County ~~should~~ may be disbanded pursuant to RCW 36.93.230 provided that ~~the following tasks are accomplished: (a) that~~ ALL cities and towns and the County have adopted comprehensive plans and development regulations consistent with the requirements of these Countywide Planning Policies and RCW 36.70A. ~~including appropriate urban levels of service for all public facilities and services; (b) that ALL cities and the County have adopted a concurrency ordinance that requires the adopted urban levels of service addressed in (a) above be accomplished in time frames that are consistent with RCW 36.70A.; (c) that special purpose districts that serve UGAs have adopted urban levels of service standards appropriate for their service areas; (d) that ALL cities and the County have an adopted capital facility plan for urban levels of service that indicates sources of revenue and a timeline for meeting such service; and (e) that ALL cities and special purpose districts have in place adopted “interlocal agreements” that discuss arrangements for transfer of assets and obligations that may be affected by transference of governance or annexation of the service area consistent with the requirements of applicable RCWs.~~

The suggested language proposed by the GMASC reads as follows:

12.17 The Washington State Boundary Review Board for Skagit County may be disbanded pursuant to RCW 36.93.230 provided that ALL cities and towns and the County have adopted comprehensive plans and development regulations consistent with the requirements of these Countywide Planning Policies and RCW 36.70A.

The GMATAC reviewed the requested amendment language at their April and May 2021 meetings and recommends adopting the amendment language presented above. In general, the GMATAC supports the inclusion of stronger language reflecting an intent to disband the Skagit County Boundary Review Board, along with criteria to facilitate this process.

Next Steps

The 2002 Framework Agreement includes Section 6: Role with Legislative Bodies (Page 8), which highlights the importance of referring draft CPPs to member jurisdictions at the earliest possible time, to provide meaningful opportunity for public comment and solicit input from city-town councils and the County Commissioners. The Framework Agreement explicitly states that the GMA Committee, which is composed of the GMASC and GMATAC, shall not substitute for or replace duties and responsibilities of member jurisdiction legislative bodies.

To meet the intent of the Framework Agreement, SCOG staff recommends that Framework Agreement members shepherd a GMA Support Work Program: Boundary Review Board recommendation through local processes to gather feedback from legislative bodies and the

public. Any feedback received should be provided in writing to SCOG staff by November 30, 2021 so that it may be compiled and presented to the GMASC prior to the December meeting.

As the recommending authority to County Commissioners, the GMASC may choose to make a recommendation on CPPs in December, or at a future meeting. County Commissioners may take one of two actions on any CPP recommendation from the GMASC:

1. Adopt any new CPP or CPP amendment proposed by the GMASC, but not change the proposed CPP or CPP amendment in any manner whatsoever; or
2. Decline to adopt any new CPP or CPP amendment proposed by the GMASC.

There is also a CPP dispute resolution process that any GMASC member may invoke, which is included in Section 9: Dispute Resolution (Page 9-11) of the Framework Agreement and illustrated on a [PowerPoint presentation slide](#) prepared in 2018 by SCOG staff. A notice of dispute can occur after any GMASC CPP recommendation to the County Commissioners.

Adopted by Growth Management Act Steering Committee on **December XX**, 2021

DRAFT - 2022 Growth Management Act (GMA) Support Work Program and Budget

As per the GMA support agreement, SCOG will continue to provide administrative support and coordinate Growth Management Act Steering Committee (GMASC) activities and work program. Staff has estimated the work to include administrative and technical support. Annually the GMASC will establish a work program and budget. Total proposed 2022 work program is \$40,000.

GMA Task 1 - Administrative Support:

Provide administrative support and coordinate efforts of the Growth Management Act Steering Committee and the GMATAC. Anticipated activities include preparing agendas, minutes of the GMASC, resolutions and maintaining related supporting materials.

Estimated cost \$10,000

GMA Task 2 - Technical Support:

Task 2.1 - Growth Monitoring

- A. Prepare the annual Growth Monitoring Report based on the methodology agreed to in 2018 as described in Countywide Planning Policies. Coordinate with jurisdictions on collection and reporting of data. Focus for 2022 will be on updating the baseline report, no new information is anticipated.

Estimated cost \$15,000

Task 2.2 – Population and Employment Allocation

Support the development of an allocation methodology for population and forecast/allocation for employment. SCOG will begin the development of new regional forecasts in 2022 to support transportation planning and travel demand model development. SCOG is planning on hiring a consultant to support that work. This task would supplement that contract to develop GMA specific allocation methods of county wide population and employment targets and revise or develop new methods of allocating those countywide numbers to UGAs. These new targets would be for consideration for allocations to be used in the periodic updates to GMA plans due in June of 2026. The consultant cost is expected to total \$40,000 and this task would support that work with \$10,000. The remaining \$5,000 is to provide for SCOG staff time in development of the GMA allocation methodology.

Estimated cost \$15,000

Cost Allocation: As per the interlocal agreement regarding staffing service for GMA support, costs are to be share among the 2002 Framework Agreement participates based on their respective share of population annual reported by the Office of Financial Management (OFM), see table.

Allocation based on April 2021 population estimates from OFM.

2022 DRAFT GMA Work Program Budget						
Total Draft Budget	\$40,000					
	OFM Population			2022	2021	Change from
	2021	%	Cost Allocation	Cost Allocation	Cost Allocation	2020 to 2021
Skagit County	53,260	40.41%	\$16,163.88	\$16,163.89	\$15,012.73	\$1,151.16
Anacortes	18,050	13.69%	\$5,478.00	\$5,478.00	\$5,057.19	\$420.81
Burlington	9,540	7.24%	\$2,895.30	\$2,895.30	\$2,629.28	\$266.01
Concrete	770	0.58%	\$233.69	\$233.69	\$215.56	\$18.13
Hamilton	300	0.23%	\$91.05	\$91.05	\$85.09	\$5.96
La Conner	985	0.75%	\$298.94	\$298.94	\$275.13	\$23.81
Lyman	455	0.35%	\$138.09	\$138.09	\$127.64	\$10.45
Mount Vernon	36,540	27.72%	\$11,089.53	\$11,089.53	\$10,224.99	\$864.54
Sedro-Woolley	11,900	9.03%	\$3,611.53	\$3,611.53	\$3,372.40	\$239.13
Total	131,800	100%	\$40,000.00	\$40,000.00	\$37,000.00	\$3,000.00

DRAFT - GMA Schedule - Major Related Components

	2021				2022				2023				2024				2025			
	1st Qrt	2nd Qrt	3rd Qrt	4th Qrt	1st Qrt	2nd Qrt	3rd Qrt	4th Qrt	1st Qrt	2nd Qrt	3rd Qrt	4th Qrt	1st Qrt	2nd Qrt	3rd Qrt	4th Qrt	1st Qrt	2nd Qrt	3rd Qrt	4th Qrt
GMASC																				
County Wide Planning Policies Changes if Desired					Scope			Draft		Final										
Population and Employment Allocations					OFM #s						Initial				Reconciliation					
Growth Monitoring				Adopt				Adopt				Adopt				Adopt				Adopt
Annual Work Program			Draft	Adopt			Draft	Adopt			Draft	Adopt			Draft	Adopt			Draft	Adopt
Jurisdictions																				
Comprehensive Plans																				
Buildable Lands - Jurisdictional Analysis													Complete						30-Jun	
Department of Commerce																				
GMA Administrative Rule Updates			Scope		Draft		Final													
SCOG																				
Regional Transportation Plan		Adopt																		
HH travel Survey			Conduct		Final															
Travel Demand Model Update		Final																		
Regional Forecasts (population, employment, households)													Final							