

# GROWTH MANAGEMENT ACT STEERING COMMITTEE MEETING

September 20, 2023

Anticipated start time is 9:30 a.m. following the SCOG Transportation Policy Board meeting

In Person: [Burlington City Council Chambers](#), 833 South Spruce Street, Burlington, WA 98233

Remote: [GoToMeeting](#)

Dial In: 1 (877) 309-2073

Access Code: 454-764-389

## AGENDA

1. **Call to Order and Roll Call** – *Mayor Matt Miller, Anacortes, Chair*
2. **Written Public Comments** – *Mark Hamilton, Skagit Council of Governments*
3. **Consent Agenda**
  - a. Approval of [June 29, 2023 Growth Management Act Steering Committee Meeting Minutes](#)
4. **Action Items**
  - a. [Amend the 2023 GMA Support Work Program and Budget](#) – *Kevin Murphy, Skagit Council of Governments*
  - b. [Draft 2024 GMA Support Work Program and Budget](#) – *Kevin Murphy, Skagit Council of Governments*
5. **Discussion Items**
  - a. Growth Projections and Allocations Project Update – *Mark Hamilton, Skagit Council of Governments*
6. **Next Meeting:** December 20, 2023, Time TBD, *[Burlington City Council Chambers and Remote](#)*
7. **Adjourned**

[Meeting Packet](#)

## GROWTH MANAGEMENT ACT STEERING COMMITTEE OFFICERS

Mayor Matt Miller..... Chair

Commissioner Peter Browning..... Vice-Chair

## GROWTH MANAGEMENT ACT STEERING COMMITTEE MEMBERSHIP AND VOTES

Anacortes..... 1  
Burlington ..... 1  
Concrete..... 1  
Hamilton..... 1  
La Conner ..... 1

Lyman..... 1  
Mount Vernon ..... 1  
Sedro-Woolley ..... 1  
Skagit County ..... 3

## QUORUM REQUIREMENT

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

**Title VI Notice to the Public:** The Skagit Council of Governments fully complies with Title VI of the federal Civil Rights Act of 1964 and related statutes, and does not discriminate on the basis of race, color or national origin. For more information, or to obtain a Title VI Complaint Form, visit SCOG's website at <http://scog.net/about/nondiscrimination/>.

**Aviso resumido del Título VI al público:** El Consejo de gobiernos de Skagit cumple plenamente con el Título VI de la Ley federal de derechos civiles de 1964 y los estatutos relacionados, y no discrimina por motivos de raza, color u origen nacional. Para mayor información, o para obtener un Formulario de queja del Título VI, visite el sitio web del SCOG en <http://scog.net/about/nondiscrimination/>.

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**Aviso de la ADA para el público:** El Consejo de Gobiernos de Skagit cumple plenamente con la Sección 504 de la Ley de Rehabilitación de 1973 y la Ley de Americanos con Discapacidades de 1990 (ADA) y no discrimina por motivos de discapacidad. Para obtener más información, o para presentar una queja, póngase en contacto con el Coordinador de la ADA, Kevin Murphy en 360-416-7871 or [kmurphy@scog.net](mailto:kmurphy@scog.net).

# GROWTH MANAGEMENT ACT STEERING COMMITTEE MEETING MINUTES

June 29, 2023

Burlington City Council Chambers

## MEMBERS PRESENT

Mayor Matt Miller, City of Anacortes, Chair; Mayor Jill Boudreau, City of Mount Vernon; Commissioner Peter Browning, Skagit County; Mayor Ramon Hayes, Town of La Conner; Commissioner Lisa Janicki, Skagit County; Mayor Julia Johnson, City of Sedro-Woolley; Mayor Marla Reed, Town of Concrete; Mayor Steve Sexton, City of Burlington; and Commissioner Ron Wesen, Skagit County.

## STAFF PRESENT

Kevin Murphy, Executive Director; Debbie Carter, Executive Assistant and Clerk of the Board; Mark Hamilton, Senior Transportation Planner; Grant Johnson, Associate Planner; and Madeline Pysner, Intern.

## OTHERS PRESENT

The following Growth Management Act Technical Advisory Committee (GMATAC) members attended the meeting: Libby Grage, City of Anacortes; Brad Johnson, City of Burlington; Claire Kamak and Marianne Manville-Ailles, City of Mount Vernon; Nicole McGowan, City of Sedro-Woolley; Sarah Reuther, Skagit County; and Scott Thomas, Town of La Conner.

Lexine Long from the Washington State Department of Commerce attended the meeting.

Representative Sam Low from Washington state's 39<sup>th</sup> Legislative District attended the meeting.

Eleven members of the public attended the meeting.

## AGENDA

1. Call to Order and Roll Call: Mayor Miller called the meeting of the Growth Management Act Steering Committee (GMASC) to order at 3:30 p.m. Roll was taken with a quorum present.
2. Written Public Comments: Mr. Hamilton said that no public comments were received for the meeting.
3. Consent Agenda
  - a. Approval of December 21, 2022 Growth Management Act Steering Committee Meeting Minutes: Mayor Boudreau moved to approve the December 21, 2022 Growth Management Act Steering Committee Meeting Minutes. Commissioner Janicki seconded the motion and it carried unanimously.

4. Action Items

- a. Election of Vice-Chair: Mayor Miller asked if there were any nominations for the Vice-Chair position.

Commissioner Wesen moved to nominate Commissioner Peter Browning as Vice-Chair of the GMASC and Commissioner Janicki seconded the motion. The motion carried unanimously.

- 5. Workshop with GMA Technical Advisory Committee: the GMASC and GMATAC participated in a workshop focused on changes to Washington state's Growth Management Act over the past few years. For the workshop, presentations were made by Ms. Long and Mr. Murphy. Ms. Long presented on changes to the GMA applicable to counties in Washington state planning under this statewide framework, including Skagit County. Mr. Murphy presented on the countywide GMA work program that is administered by the Skagit Council of Governments.

Workshop discussions covered a wide range of GMA-related topics, focusing mainly on implications of GMA changes to planning for housing and transportation in Skagit County. Mr. Long and Mr. Murphy answered questions from GMASC and GMATAC members throughout the workshop.

- 6. Next Meeting: The next meeting is September 20, 2023, with the meeting start time to be determined, at the Burlington City Council Chambers and GoToMeeting.
- 7. Adjourned: The meeting adjourned at 5:30 p.m.

Respectfully Submitted,

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

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

Approved,

\_\_\_\_\_  
Mayor Matt Miller, City of Anacortes  
Growth Management Act Steering Committee Chair

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

## **AmendedFinal - 2023 Growth Management Act (GMA) Support Work Program and Budget**

Adopted ~~December 21~~September xx, 2023~~2~~, by the Growth Management Act Steering Committee

As per the GMA support agreement, Skagit Council of Governments (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, and policy support. Annually the GMASC will establish a work program and budget. Total proposed 2023 work program is \$~~62,000~~50,000.

### **GMA Task 1 - Administrative Support:**

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

Estimated cost \$12,000

### **GMA Task 2 - Technical Support:**

#### *Task 2.1 - Growth Monitoring*

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 2023 will be on updating the baseline report, no new information is anticipated.

Estimated cost \$18,000

#### *Task 2.2 – Growth Allocations*

Support the development of an allocation methodology for population and housing as per new GMA requirements along with forecast/allocation for employment. SCOG will begin the development of new regional forecasts in 2023 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, housing, and employment targets. SCOG would work with the GMATAC to revise or develop new methods of allocating those countywide numbers to Urban Growth Areas (UGAs). These new targets would be for consideration for allocations to be used in the periodic updates to GMA plans due in June of 2025. The consultant cost is expected to total \$45,000. This task would support that work with \$15,000 and the remaining \$30,000 is supported by SCOG's transportation work program. The remaining \$5,000 is to provide for SCOG staff time in development of the GMA allocation methodology. This task is focused on a technical allocation process and would not include significant policy changes, multiple scenarios/forecasts or what

if type of analysis. If policy changes, such as to the County wide Planning Policies, were to be requested, that work would be outside the scope of the work SCOG staff would perform and be done by members of the 2002 framework agreement.

Estimated cost \$20,000

### **Task 3 Policy Support:**

#### **Task 3.1 – Countywide Planning Policy updates**

##### **A. Housing**

Review and update the CPPs to address recent legislative changes, such as HB 1220. In addition, consider amending CPPs to address the following housing topics:

- Add policy language aimed at significantly increasing housing production within existing UGAs in areas with good access to transit, jobs, and services.
- Add policy language addressing the siting of publicly funded or subsidized housing, including permanent supportive housing, transitional housing, shelters, and housing for populations with special needs.
- Add policy language addressing coordination with publicly funded housing authorities.

Coordinate the CPP update with other efforts, especially the North Star project. Community engagement and comments would be received through the review and recommendation process at the GMASC meetings and would follow the 2002 Framework Agreement procedures for changes to CPPs. No SCOG staff time or resources are included for outreach or community engagement in this task beyond the GMASC/GMATAC meeting process. This work would be led by SCOG staff with support from GMATAC, member staff, and possibly North Star consultant team members.

Note this work will continue into 2024 and is included in the draft 2024 GMA Work Program and Budget.

Estimated cost \$12,000

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

**Allocation** based on April 2022 population estimates from OFM.

2023 Draft GMA Work Program Budget -August 2022					
Total Budget	\$50,000				
	OFM Population		2023	2022	Change from
	2022	%	Cost Allocation	Cost Allocation	2021 to 2022
Skagit County	52,970	40.36%	\$20,179.05	\$16,163.89	\$4,015.16
Anacortes	17,880	13.62%	\$6,811.43	\$5,478.00	\$1,333.43
<del>Burlington</del>	<del>9,800</del>	<del>7.47%</del>	<del>\$3,733.33</del>	<del>\$2,895.30</del>	<del>\$838.04</del>
Concrete	810	0.62%	\$308.57	\$233.69	\$74.88
Hamilton	295	0.22%	\$112.38	\$91.05	\$21.33
La Conner	980	0.75%	\$373.33	\$298.94	\$74.40
Lyman	425	0.32%	\$161.91	\$138.09	\$23.82
Mount Vernor	35,500	27.05%	\$13,523.81	\$11,089.53	\$2,434.28
Sedro-Woolle	12,590	9.59%	\$4,796.19	\$3,611.53	\$1,184.66
Total	131,250	100%	\$50,000.00	\$40,000.00	\$10,000.00

2023 Final Amended GMA Work Program Budget			
Total Budget	\$62,000		
	OFM Population		2023
	2022	%	Cost Allocation
Skagit County	52,970	40.36%	\$25,022.02
Anacortes	17,880	13.62%	\$8,446.17
Burlington	9,800	7.47%	\$4,629.33
Concrete	810	0.62%	\$382.63
Hamilton	295	0.22%	\$139.35
La Conner	980	0.75%	\$462.93
Lyman	425	0.32%	\$200.76
Mount Vernor	35,500	27.05%	\$16,769.52
Sedro-Woolle	12,590	9.59%	\$5,947.28
Total	131,250	100%	\$62,000.00

**August 22, 2023**

**Draft - 2024 Growth Management Act (GMA) Support Work Program and Budget**

Adopted xxxxx, xx, 2023, by the Growth Management Act Steering Committee

As per the GMA support agreement, Skagit Council of Governments (SCOG) will continue to provide administrative support and coordinate Growth Management Act Steering Committee (GMASC) activities and work program. Staff have estimated the work to include administrative, technical, and policy support. Annually the GMASC will establish a work program and budget. The total proposed 2024 work program is \$116,000.

**GMA Task 1 - Administrative Support:**

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

Estimated cost \$12,000

**GMA Task 2 - Technical Support:**

*Task 2.1 - Growth Monitoring*

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 2024 will be on updating the baseline report, no new information is anticipated.

Estimated cost \$18,000

*Task 2.2 – Growth Allocations – Reconciliation Process*

Support the growth allocation reconciliation process, if needed. Appendix B of the CPP describes the growth allocation procedures, which includes reconciliation of the growth allocations to the jurisdictions comprehensive plan's ability to accommodate those allocations. Jurisdictions can request adjusting their growth allocations. Given the uncertainty of the housing allocations it is likely that one or more jurisdictions would be requesting an adjusted growth allocation.

Estimated cost \$8,000

*Task 2.3 – Housing Land Capacity Support*



Support the development and coordination of housing land capacity methodologies for addressing the required housing allocation categories in HB 1220. Review commerce guidance, data sources, and propose methodologies to be used in jurisdictions land capacity analysis. SCOG staff would perform the above work, while the GMATAC and their staff/consultants would collaborate and test/vet the methodologies. This task does not include evaluation of strategies, plan options, or implementation actions to accommodate the required housing allocations. That work would be completed as part of the jurisdiction's comprehensive plan process.

Estimated cost \$30,000

#### *Task 2.4 – Multimodal Level of Service Coordination*

Recent changes in Washington state law (HB1181) requires jurisdictions to establish multimodal level of service requirements for all locally owned arterials, locally and regionally operated transit routes that serve urban areas and active transportation facilities. WSDOT is responsible for setting level of service standards (LOS) for highways of statewide significance in coordination with RTPOs. SCOG is responsible for other state highways and coordinate LOS standards on regionally significant facilities owned by local jurisdictions. SCOG will assist in coordinating the new multimodal LOS standards among the local jurisdictions for the upcoming 2025 GMA comprehensive plan requirements with WSDOT and Skagit Transit. SCOG will conduct limited research on possible LOS from other GMA jurisdictions, stay abreast of guidance from Department of Commerce and facilitate coordination among agencies in Skagit County. This work will not include technical analysis such as possible LOS options or travel demand modeling analysis.

Estimated cost \$8,000

### **Task 3 Policy Support:**

#### *Task 3.1 – Countywide Planning Policy update*

##### *A. Housing – Continued from 2023*

Review and update the CPPs to address recent legislative changes, such as HB 1220. In addition, consider amending CPPs to address the following housing topics:

- Add policy language aimed at significantly increasing housing production within existing UGAs in areas with good access to transit, jobs, and services.
- Add policy language addressing the siting of publicly funded or subsidized housing, including permanent supportive housing, transitional housing, shelters, and housing for populations with special needs.
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Coordinate the CPP update with other efforts, especially the North Star project. Community engagement and comments would be received through the review and recommendation process at the GMASC meetings and would follow the 2002 Framework agreement procedures for changes to CPPs. No SCOG staff time or resources are included for outreach or community engagement in this task beyond the GMASC/GMATAC meeting process. This work would be

led by SCOG staff with support from GMATAC, member staff, and possibly North Star consultant team members.

Note this work will begin in 2023. The focus in 2024 is expected to finish up the draft CPP amendments, follow the process in the 2002 Framework Agreement, and develop final CPP recommendations for consideration by the Board of County Commissioners.

*B. Climate and Resiliency*

Update the CPPs to address HB 1181 which added a new goal to GMA relating to climate and resiliency. Review Commerce Department guidance, current CPP language and recommend new CPP addressing required climate element of comprehensive plans. Coordinate policy review and gap analysis with local comprehensive plan development, especially Skagit County. Community engagement and comments would be received through the review and recommendation process at the GMASC meetings and would follow the 2002 Framework agreement procedures for changes to CPPs. No SCOG staff time or resources are included for outreach or community engagement in this task beyond the GMASC/GMATAC meeting process.

Estimated cost \$40,000

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

**Allocation** based on April 2023 population estimates from OFM.

Total Budget	\$116,000				
	OFM Population		2024	2023	Change from
	2023	%	Cost Allocation	Cost Allocation	2023 to 2024
Skagit County	53,065	40.20%	\$46,636.41	\$20,179.05	\$26,457.36
Anacortes	18,020	13.65%	\$15,836.96	\$6,811.43	\$9,025.53
Burlington	9,905	7.50%	\$8,705.05	\$3,733.33	\$4,971.72
Concrete	810	0.61%	\$711.87	\$308.57	\$403.30
Hamilton	295	0.22%	\$259.26	\$112.38	\$146.88
La Conner	980	0.74%	\$861.28	\$373.33	\$487.95
Lyman	425	0.32%	\$373.51	\$161.91	\$211.60
Mount Vernor	35,590	26.96%	\$31,278.43	\$13,523.81	\$17,754.62
Sedro-Woolle	12,900	9.77%	\$11,337.22	\$4,796.19	\$6,541.03
Total	131,990	100%	\$116,000.00	\$50,000.00	\$66,000.00