



Community Development Department Memo

To: City of Burlington, Planning Commission

From: Brad Johnson, Community Development Director BJ

Date: January 17, 2023

Subject: Planning Commission Meeting Agenda (January 18, 2023 Meeting)

Summary

The Planning Commission's agenda for January 18, 2023 include two important items. More detail on these agenda items is provided below.

1. **Comprehensive Plan – First Hearing on Final Adoption.** The Burlington Comprehensive Plan consists of two volumes. Volume I includes the plan document and Volume II includes the supporting documentation, studies, and technical data. As noted in the public participation plan adopted by the Planning Commission, a minimum of two hearings will be held on the Comprehensive Plan documents and development regulations prior to final adoption. The Community Development Department has completed a final draft of Volume I of the Comprehensive Plan for the Planning Commission's review. A second hearing will be held on this document in February, at which time the Planning Commission may consider adopting a formal recommendation and written findings of fact.

The final draft of the Comprehensive Plan includes the following substantive changes:

- a. Amended policy 2.4.6 to add additional clarity regarding the provision of sewer service, annexation policies, and the use of septic systems in the Urban Holding (UH) designation. The UH map designation applies to the City's unincorporated UGA.
- b. Changed the names of the City's overlay areas from "growth areas" to "Priority Development Areas" (PDAs) and "Special Development Areas" (SDAs). The previous term was easily confused with the term Urban Growth Area. Also, the

new terms clearly distinguish between PDAs, where growth is encouraged, and SDAs, where special use regulations or planning policies apply.

- c. Amended the Land Use Element to provided summary tables and footnotes illustrating the City’s allocated population and employment growth and capacity by Comprehensive Plan Map designation.
- d. Revised policies in section 4.4.4 to strengthen coordination with Skagit County Health Department regarding septic systems and sewer connections.
- e. Added cost and revenue summaries for each category of facility in the Public Facilities and Services Element.
- f. Added new policy language to the Transportation Element (8.5.2) addressing pedestrian, bicycle, and safety improvement along the SR-20 corridor.
- g. Added policy language to the Transportation Element clarifying the relationship and need for coordination between the Skagit Council of Governments, Skagit Transit, the Washington State Department of Transportation, and the City of Burlington (policy 8.7.2).
- h. Added policy language specifying that the City believes the Washington State Department of Transportation has an obligation to address safety and mobility deficiencies along the SR-20 corridor (policies 8.7.3.4 and 8.7.4.6).
- i. Added a funding summary to the end of the Transportation Element.

Note: The maps and illustrations included in the Comprehensive Plan are placeholders and will be replaced with more detailed and formal illustrations prior to final adoption.

2. 2023 Capital Improvement Plan (CIP) – Planning Commission Review. The City Administrator has prepared a draft CIP for the Planning Commission’s review. It is anticipated that two hearings will be required for this item. The second hearing will occur in February, at which time the Planning Commission may consider adopting a formal recommendation and written findings of fact. The Community Development Department recommends the Planning Commission consider the following changes to the draft CIP to ensure it is consistent with Growth Management Act requirements and the draft Comprehensive Plan:

- a. Include more detailed language addressing the relationship between the CIP and Comprehensive Plan. Specifically the CIP should state that it is being adopted as part of the comprehensive plan in order to address the capital facility planning requirements of RCW 36.70A.070(3)(d).

- b. Provide a funding summary for each section addressing the total cost of the identified projects and the sources of funding available to pay for the projects. Similar funding summaries are included in Volume I of the Comprehensive Plan and should be included in the CIP. This will allow short-term revenue and cost forecasts to be updated annually as part of the CIP adoption cycle for greater accuracy.
- c. Identify projects that are growth related and/or eligible for impact fee funding. The CIP includes two categories of projects including (1) those projects that are necessary to support the City's planned growth, and (2) projects that are needed for other reasons, such as maintenance and repair.
- d. Remove projects that lack identified sources of revenue, or where sufficient funds have not been identified to pay for the project. Consistent with RCW 36.70A.070(3)(d), the CIP must identify the specific sources of revenue that will be used to pay for each project.
- e. Include a written description documenting how each project is consistent with the goals and policies of the Comprehensive Plan. The draft Comprehensive Plan includes goal, policies, and priorities that guide the provision of public facilities and services. In order to address the consistency requirements of RCW 36.70A.070 the CIP should include documentation demonstrating consistency with the Comprehensive Plan. Including a consistency analysis will provide a framework for reviewing future CIP modifications.