

This attachment includes the goals and policies from the Burlington Comprehensive Plan that should be considered when evaluating changes to the CIP. Changes to the CIP must, by law, be consistent with these goals and policies. The Planning Commission will need to evaluate if the proposed CIP changes are consistent with these goals and policies

6.4 Goals and Policies

The goals and policies in this section will guide future investments in publicly owned facilities, coordinate and inform the provision of public services, and coordinate the actions of public agencies and private utility providers. These goals and policies are also intended to ensure consistency with other elements of the Comprehensive Plan. The bold headings below identify the City's goals for public facilities and services. Each goal is followed by a list of policies. The goals describe *what* the City is trying to achieve, while the policies describe *how* the goals will be achieved. All decisions made by the City of Burlington, and by other government agencies, shall be consistent with these goals and policies.

6.4.1 Consistency and Coordination: Capital investments can be a powerful tool for shaping the City's form and achieving the goals of the comprehensive plan. At the same time, ill-considered public investments may not achieve the City's goals, or, in some cases, may actually undermine the City's ability to implement the comprehensive plan. Because the City relies on other public agencies to provide important services, such as education, transit, and flood control, coordination and cooperative planning are essential. All capital planning decisions made by public agencies in the City of Burlington will be reviewed for consistency with the Comprehensive Plan.

1. All public agencies operating in the City of Burlington shall maintain detailed capital plans covering a period of at least six years. Capital plans shall be updated annually, be based on the population and employment projections adopted by the City, and be consistent with the Comprehensive Plan.
2. In order to ensure a high level of coordination between public agencies, the Community Development Department will annually contact public agencies to solicit updated capital plans and discuss upcoming capital improvement projects or major service changes. The following methods may be used to ensure capital plans prepared by a public agencies are up-to-date and consistent with the Comprehensive Plan. A "conforming capital plan" is a plan that has been reviewed and approved by the City as being consistent with the City's Comprehensive Plan.
 - a. Zoning. Land shall only be assigned a PFT or PC designation if the agency or department requesting the designation or proposing a public project has adopted a conforming capital plan;
 - b. Permits. Capital projects will only be considered permitted uses and granted permits if they are identified in a conforming capital plan;
 - c. Funding. No impact fees shall be collected, and no City funds or resources shall be used to support a capital project unless the project is identified in a conforming capital plan;

- d. Formal Support. The City will not formally endorse, or support, and may actively oppose, capital projects that are not identified in conforming capital plan.
3. In order to ensure consistency with Comprehensive Plan, the following order of priorities shall be used to guide investments in, and the provision of, public facilities and services:
 - a. Maintaining existing capital facilities;
 - b. Replacing and upgrading deficient capital facilities;
 - c. Providing new capital facilities or additional capacity to support development in Priority Development Areas;
 - d. Providing new capital facilities or additional capacity to support development in other areas of the City;
 - e. Providing new capital facilities or additional capacity to support the annexation and development of the City's unincorporated UGA;
 - f. Providing new capital facilities or additional capacity to facilitate the expansion of the City's UGA, but only if there are no other reasonable alternatives to accommodate projected population and employment growth.
4. City services, capital infrastructure, or other resources shall not be used to facilitate urban growth or intensive levels of development beyond, or outside of, existing established urban growth areas.
5. Except in limited circumstances, urban services, such as sanitary sewer, shall not be extended to serve properties in the City's unincorporated UGA prior to annexation.
6. The Skagit County Health Department shall not issue permits for new septic systems or authorize the repair of existing septic systems without prior written approval from the City of Burlington. The Skagit County Health Department shall promptly report any septic systems failures to the City.

6.4.2 Value and Cost Effectiveness: Maximize the return on public investments, in terms of the benefits delivered.

1. Adopt level of service standards and detailed capital plans for all capital intensive programs such as transportation, sewer, water, stormwater, City facilities, transit service, education, parks, flood control, and fire protection. Revenue generation and service needs should be

monitored on an ongoing basis and capital plans shall be refined and improved as additional information becomes available.

2. Ensure new public facilities and capital investments incorporate efficiency measures that reduce water and energy consumption and gradually upgrade existing facilities and infrastructure. Consider the use of energy efficient lighting, HVAC systems, solar power, and electric vehicles.
3. Design public facilities and infrastructure with a long term view to reduce future repair, maintenance, and servicing costs, and to protect public investments from natural disasters and other hazards.
4. Implement demand management and efficiency strategies that reduce or eliminate the need for expensive public infrastructure, such as:
 - a. Land use plans that concentrate development in areas where infrastructure and services are already available;
 - b. Manage stormwater and mitigate flood risks by incorporating low impact development (LID) measures, protecting existing water courses, and restoring natural flood and stormwater storage areas;
 - c. Implementing fee structures and utility pricing strategies that encourage conservation and discourage the wasteful use of scarce public resources;
 - d. Where possible satisfying service demands by shifting to less costly alternatives;
 - e. Partnering with other public agencies and private organizations to ensure existing facilities are fully utilized before constructing new facilities and to share facilities and resources;
 - f. Before constructing or expanding facilities or buildings assess the capacity and suitability of existing buildings and facilities. The adaptive reuse of existing buildings and facilities should be prioritized over the construction of new buildings or additions.

6.4.5 Funding: Adequately fund the facilities and services needed to support the City's projected population and employment growth using funding sources that don't disproportionately burden those who are least able to pay.

1. Impacts fees should be used to substantially offset the cost of growth related park, fire, transportation, and school impacts. The City will seek to cover up to 80 percent of growth related capital costs through impact fee collections.

2. New development shall incorporate onsite improvements necessary to support the development, maintain established levels of service, and contribute to, and function as part of, the City's broader infrastructure system.
3. Require mitigation in the form of offsite improvements or financial contributions when development will cause system impacts that negatively affect established level of service standards.
4. Strategically pool existing revenue sources and consider the expanded use of bonding to increase investment potential.
5. Aggressively pursue available grant opportunities and take actions to ensure the City is well positioned to compete for scarce grant funding sources.
6. Consider establishing an impact fee waiver or reduction program for projects that provide critical public benefits, such as housing for low income households.
7. Growth in unincorporated Skagit County can financially impact the City of Burlington. Such impacts are most pronounced for services, such as EMS, provided by the City, but also affect the demand for transportation and parks. The City will work with Skagit County to mitigate the impacts associated with growth in unincorporated areas by considering options such as:
 - a. Impact fee revenue sharing for EMS, parks, and transportation;
 - b. Pursuing agreements that limit growth in unincorporated Skagit County outside of established urban growth areas;
 - c. Promoting land use policies that limit growth in unincorporated Skagit County and direct development to established cities and urban growth areas.

6.5 Implementation

The City will implement the Public Facilities and Services Element through long range capital planning by establishing level of service standards, and through its development review and permitting functions. This plan creates a system for continuously assessing capital facility needs and adjusting land use plans, regulations, and revenue sources as needed. The policies in this section are intended to create a mechanism for aligning the capital plans of public agencies with the Burlington Comprehensive Plan, and ensuring public facilities and services keep pace with development.

6.5.1 Capital Planning

The City will coordinate and manage a long range capital planning program for all capital projects carried out by public agencies in the City of Burlington. As part of this effort, public agencies, including both City departments and outside agencies, with capital intensive programs will be asked to prepare, and annually update, detailed capital plans covering at least a six year period. These plans will be reviewed for consistency with the comprehensive plan. A capital plan that has been reviewed and approved shall be considered a “conforming plan”.

The following criteria will be used to evaluate capital plan provided by public agencies:

1. Elements of the plan that relate to population or employment growth, such as student enrollment, travel demand, or water use, shall be based on, and clearly cite, the City’s adopted population and employment projections;
2. Capital plans shall establish clear, quantifiable, and easily monitored level of service standards;
3. The impacts of projected population and employment growth shall be quantified and any capital improvements necessary to support population and employment growth shall be clearly identified;
4. If new land will be needed to accommodate capital projects an analysis shall be provided identifying the approximately location and characteristics of the necessary land;
5. Capital plans shall be fully consistent with the Comprehensive Plan.

6.5.2 Plan Approval Process

Capital plans shall be reviewed and approved by the Planning Commission and City Council annually following a recommendation from the City’s Community Development Department. Table 6.10 illustrates the programs subject to capital planning requirements and their approval status.

Conforming Plans have not been approved by the City of Burlington for the Housing Authority, Dike District 12, or the Burlington Edison School District. Dike District 12 and the Housing Authority have not submitted plans for review. The capital plan submitted by the Burlington Edison School District does meaningfully account for the City’s projected population and housing growth and is not considered a conforming plan. These agencies are not eligible for permits or City funding until conforming capital plans have been submitted and approved.

Table 6.10 - Status of Capital Plans				
Program	Agency/Department	Plan Title	Year Adopted	Conforming (Y/N)
Transportation	City/Public Works	Burlington Comprehensive Plan and Transportation Improvement Plan (TIP)	2023	Yes
Sewer	City/Public Works	Wastewater Comprehensive Plan	2023	Yes
Water	Skagit PUD	Water System Plan and Limited Water System Plan Update	2013 and 2021	Yes
Stormwater	City/Public Works	Surfacewater Management Plan	2023	Yes
Transit	Skagit Transit	Six-Year Transit Development Plan		Yes
Fire	City/Fire Department	Burlington Comprehensive Plan & Six-Year Capital Improvement Plan	2023	Yes
Parks	City/Parks Department	Parks Recreation and Open Space (PROS) Plan	2020	Yes
Education	School District	Capital Improvement Plan	2016	No - plan does not address City’s projected population growth
City Facilities	City/Public Works	Burlington Comprehensive Plan & Six-Year Capital Improvement Plan	2023	Yes
Housing	Housing Authority	N/A	N/A	No – no plan submitted
Flood Control	Dike District	N/A	N/A	No – no plan submitted

7.3 Parks and Recreation Goals and Policies

The following goals and policies are intended to ensure the City's park system, open space areas and recreation program needs are met. These goals and policies are based on, and consistent with, the goals and policies identified in the City's Parks and Recreation Plan. The bold headings below identify the City's goals related to parks and recreation. Each goal is followed by a list of policies. The goals describe *what* the City is trying to achieve, while the policies describe *how* the goals will be achieved.

7.3.1 Capacity: Over the next 20 years the City is expected to add 3,808 residents and 3,516 jobs. Most, if not all, of this growth will be accommodated within the City's existing municipal boundaries. At the same time, the percentage of attached housing units, such as townhomes, apartments, and condominiums, is expected to increase from 48 percent to 60 percent. This growth is expected to increase the demand for parks and recreation programs. This demand will be accommodated efficiently and cost effectively by increasing the accessibility and capacity of existing parks, and to a lesser extent, by developing new facilities.

1. Increase the number of people living and working near parks by allowing higher residential and employment densities in areas within walking distance of parks, trails, and open space areas.
2. Enlarge the effective service area and allow more people to access the City's existing parks by constructing trails, paths, bicycle lanes, and pedestrian improvements that connect parks to residential and commercial areas.
3. New park capacity should be added first in underserved areas that are not within walking distance of an existing park.
4. Urban growth area expansions and annexations shall not be approved unless a financially feasible plan is developed to maintain existing levels of service and provide new park facilities in the expansion area without compromising the City's ability to serve existing areas.
5. Major public projects shall incorporate improvements that address the City's park, open space, and active transportation needs.
6. Support the City's position as destination for regional sporting events and as a gateway to the North Cascades Highway by expanding the number, and capacity, of RV pump out stations.

7.3.2 Access and Inclusion: Large areas of the City have convenient access to parks and recreation facilities, but significant gaps remain. Also, many of the City's parks cannot be easily accessed by pedestrians or bicyclists. Access to parks will be particularly important as additional growth occurs in the commercial core where little public open space exists. Over the next twenty years the City will increase the percentage of the City's land area and population base that can access a park within a one-quarter mile walking distance.

1. Priority should be given to constructing non-motorized transportation facilities including, trails, paths, bicycle lanes, crosswalks, and sidewalks that provide access to public facilities, major attractions, and link parks and open space areas together.
2. New developments adjacent to, or near, existing parks should be provide pedestrian access to the park.
3. Parks and recreation facilities should be designed, operated, and maintained to provide access and opportunity for all members of the community regardless of age or disability. Take steps to reduce social, language, or financial barriers that may limit accessibility.
4. Develop and implement a consistent signage program for parks, linear open space areas, and paths.
5. Conduct a detailed study to identify areas of the City that lack a park within walking distance and potential locations for new neighborhood or linear parks.
6. Make urban design and streetscape improvements in the City's Priority Development Areas such as pocket parks, plazas, landscaped medians and planter strips, and enhanced street frontage landscaping.

7.3.3 Conservation and Environmental Management: While much of the City has been extensively developed, a number of large habitat blocks and important ecological features remain, including Gages Slough, Burlington Hill, and the Skagit River Corridor. In many cases preserving land in theses area provides multiple overlapping public benefits including opportunities for walking and wildlife viewing, flood control, storm-water management, and the preservation of natural hydrologic processes. Over the next 20 years the City will incrementally expand the amount of publicly owned or controlled land in the special management areas.

1. Prioritize the acquisition of land and easement rights in the Gages Slough special management area that achieve multiple overlapping public benefits including access, wetland restoration, storm-water management, and flood control.
2. Parks shall be designed and managed to enhance and protect critical areas.

3. Parks and open space areas that contain wetlands or wetland buffers shall not be sold or otherwise made available for private development.
4. Impacts to wetland and wetland buffers on publicly owned parks or open space areas shall be offset on a one for one basis by acquiring additional land to protect wetlands and wetland buffers.

7.3.5 Maintenance: Park maintenance and repairs will be prioritized over new developments.

1. Financial plans and projections shall be produced when considering the addition of new parks and trails. These plans and projections must clearly identify short term costs, such as acquisition and development activities, and long term expenses, such maintenance and operations. Parks and trails will only be added or developed when sufficient resources are available to cover the short and long term expenses.
2. Prioritize maintenance activities that reduce the need for costly repairs.
3. Maintain parks and open space areas using practices that conserve water and energy, utilize integrated pest management, and protect water quality, fish and wildlife habitat, and wetlands.

7.3.6 Health and Physical Activity: Many health benefits are associated with physical activity and access to open space. In order to promote health and wellness the City will take actions to increase the number of people engaging in regular physical activity, tree cover will be increased, and parks and transportation improvements will be provided so that all residents and employees have a park within walking distance of their home or workplace.

1. Special consideration shall be given to permitting more intensive residential development near parks and recreation facilities.
2. Create a system of multi-use paths that connect park and open space areas together and permit easier access to parks.
3. Support programs that promote health and wellness and allow residents of all ages and abilities to engage in regular physical activity.
4. Promote the benefits of an active lifestyle through partnerships with other public agencies such as the Burlington Edison School District and the Skagit County Public Health Department.

7.3.7 Financial Sustainability: The City’s parks and open space areas represent major investments. While adding new facilities creates additional benefits, new facilities also create ongoing maintenance and operations expenses. In evaluating potential park improvements the City will prioritize investments that serve the largest number of people at the lowest cost.

1. When possible, transportation and park money should be pooled to facilitate the construction of trails, multi-use paths, and pedestrian improvements that provide overlapping transportation and recreation benefits.
2. Actively seek partnerships with other agencies and organizations to improve efficiency, minimize redundant efforts, and provide access to specialized programs and facilities.
3. Evaluate potential funding sources for park and recreation services that would provide a stable and dedicated revenue stream. In particular the creation of Transportation Benefit District (TBD) should be evaluated to fund trails and multiuse paths and to allow more REET revenue to be directed to park projects.
4. Conduct a study of park funding options and develop a detailed funding strategy and impact fee program.
5. The following order of priorities should generally be used to guide the acquisition and development of new parks, trails, and open space areas:
 - a. Multi-use paths, trails, and open space linkages between existing parks, public services and major attractions;
 - b. Open space land that provides multiple overlapping public benefits including storm-water management, flood control, wetland protection, and wildlife habitat;
 - c. New parks and recreation facilities within the City’s existing municipal boundaries that serve underserved areas;
 - d. New parks and recreation facilities needed to serve annexations and urban growth area expansions, but only when associated with a long term financial plan showing how the associated costs will be addressed.

7. Funding

Through the year 2036 the City estimates that \$10,402,335 will be available to fund park projects. At the same time, the total cost of the park projects identified in this plan is estimated to be \$56,298,581, resulting in a funding gap of approximately \$45,896,246. In order to address the gap the City should explore potential cost savings or new revenue sources. A detailed analysis of project costs and potential funding sources is provided in the Capital Facilities Element and Volume II.

8.3 Land Use Assumptions

Over the next 20 years the population is expected to increase by 3,808 and employment is expected to increase by 3,516, bringing the City's total population and employment to 14,272 and 13,412, respectively. As described in more detail in the Land Use Element, all of the projected growth is expected to be accommodated within the City's existing municipal boundaries. No UGA expansions are anticipated and growth will be accommodated through infill and redevelopment. Most of the City's commercial growth, and a large share of its residential growth, will occur along the Burlington Boulevard corridor in the Commercial Core and Northern Gateway Priority Development Areas. The key land use assumptions affecting transportation are:

- Employment and residential densities will both increase significantly along the Burlington Boulevard corridor. The density of new residential development is expected to average 32 dwelling units per acre and non-residential densities are expected to reach 30 employees per acre.
- Residential densities will also increase in the Downtown growth area
- Car dealers, large format retailers and other uses drawing regional traffic will continue to develop on the west side of I-5. These uses will be prohibited or discouraged in other areas.
- Industrial developments and other similar uses will be clustered along the BNSF rail line in the Northern and Southern Industrial areas.

8.4 Level of Service Standards

A Level of service (LOS) standard is way of describing a community's minimum expectations for public services and facilities. With respect to the transportation system, LOS standards have been established to address congestion, the completeness of the street network, and the quality of available transit service.

8.4.1 Street Improvements and Connectivity

1. Controlled intersections with pedestrian crossing improvements should be available at intervals of 600 feet or less along principle arterials. This standard is intended to help prioritize City projects and identify appropriate traffic mitigation measures for large scale developments.
2. For new development, block lengths should not exceed 400 feet in residential areas or 600 feet in commercial areas. Longer block lengths may be appropriate in industrial areas.

Street network connectivity standards should be incorporated into the City's development regulations, particularly for land divisions and new large scale developments. Minor deviations from this standard are acceptable provided the goal of providing a dense network of fully connected streets is achieved.

3. All street segments shall include curbs, gutters, and sidewalks on both sides. This standard should be incorporated into the City's development regulations and be used to prioritize local street improvements.

8.4.2 Traffic Congestion and Intersection Delays

1. Intersections must function at service level of service "D" or better. This standard should be incorporated into the City's concurrency standards.
2. The State of Washington has adopted a level of service standard of "D" for highways of statewide significance, which includes SR-20 and I-5. The City is not obligated to improve WSDOT intersections or roads, but is required to track monitor the level of service.

8.4.3 Transit Service

1. Service along the Burlington Boulevard corridor will maintain peak hour headways of 30 minutes or better and off-peak headways of one hour or better. These service frequencies should be maintained from 6 AM – 10 PM seven days a week. The City should work with Skagit Transit and the Skagit Council of Governments to ensure Skagit Transit's planned improvements are consistent with projected growth patterns and local comprehensive plans.
2. Intercity and regional express service headways shall be one hour or better during peak hours and every two hours in off-peak times. The City should work with Skagit Transit and the Skagit Council of Governments to ensure Skagit Transit's planned improvements are consistent with projected growth patterns and local comprehensive plans.

8.4.4 Non-Motorized Transportation

1. Provide a network of non-motorized transportation routes consisting of trails, multiuse paths, enhanced pedestrian amenities, or bike lanes, at intervals of one-quarter mile or less.
2. Ensure all parks, schools, public facilities, and transit centers have direct access to a non-motorized transportation route.
3. The mileage of non-motorized transportation routes should equal or exceed 0.000416 miles for each residential equivalent (RE).

8.5 Future Needs

8.5.1 Streets and Sidewalks

As shown below by Table 8.1 the City has approximately 30.37 miles of streets that are not fully improved and lack curbs, gutters, sidewalks, storm-water infrastructure, or full width paving. This represents approximately 64 percent of the total street millage within the City’s municipal boundaries. In order to address this backlog the City will need to develop a multiyear plan identify a dedicated local funding source.

Transportation improvements to serve new development are generally provided by the developer or funded through mitigation payments. As noted in this report the creation of a fully connected street network is essential. In order to ensure new developments contribute to, and become a part of, the City’s transportation network, and changes should be made to the City’s development regulations to discourage dead-end streets and looping discontinuous roads. New developments should be served by a grid of interconnected streets with intersections at frequent intervals. Also pedestrian and bicycle amenities should be incorporated into all new developments.

As shown on Map 8.4, several new arterial street connections are planned to serve isolated areas of the City, improve emergency response times, and provide redundancy. These new connections include a railroad overpass, a new Gages Slough crossing, and a new north-south connection between George Hopper and Cascade Mall Drive. Capacity enhancements are limited to critical intersections and arterials street segments. Over the next 20 years three arterial intersections must be improved to maintain adopted level of service standards and four signalized intersections will be created to meet address the City’s intersection spacing standards. By 2036 all five of WSDOT’s intersections in the City of Burlington will fall below the State’s minimum level of service. WSDOT intersections are not included on the list of planned improvements because they are managed by the State. Improvements involving WSDOT facilities are listed separately in Table 8.10.

Table 8.7 Local Arterial Intersection Conditions in 2036		
Location	2036 Level of Service	Status Without Changes
George Hopper Road & Bouslog Road	D	Pass
Spruce Street & Rio Vista Avenue	D	Pass
Anacortes Street & Rio Vista Avenue	D	Pass
Whitmarsh Road & Pease Road	D	Pass
Skagit Street & Fairhaven Avenue	D	Pass
Burlington Boulevard & George Hopper Road	E	Fail
Burlington Boulevard & Pease Road	E	Fail
Spruce Street & Greenleaf Avenue	F	Fail

*Citywide level of service standard “D” - Source Transportation Solutions Inc. (TSI), 2017

Location of Deficiency	2036 LOS Without Changes	Proposed Changes	2036 With Changes
Burlington Blvd & George Hopper Rd	E	Interchange Improvements	D
		Signal Timing Improvements	
Burlington Blvd & Pease Rd	E	Gilkey Railroad Overpass	C
		McCorquedale Road Extension to Costco Drive	
		Signal Timing Improvements	
Spruce St & Greenleaf Ave	E	Install Signal or Roundabout	A

**Citywide level of service standard "D" - Source Transportation Solutions Inc. (TSI), 2017*

Location	2036 Level of Service	Status
SR-20 & Spruce Street	E	Fail (2036)
SR-20 & Avon Avenue	F	Fail (2016)
SR-20 & Skagit Street	F	Fail (2016)
SR-20 & Section Street	F	Fail (2016)
SR-20 & Cherry Street	F	Fail (2036)
SR-20 & Regent Street	E	Fail (2036)

**WSDOT level of service standard "D" – Source Transportation Solutions Inc. (TSI), 2017*

8.5.2 Non-Motorized Transportation

In order to facilitate the City’s goal of establishing a grid of non-motorized routes at one-quarter mile intervals a number of improvements will be required, including new multi-use paths, bike lanes, and enhanced pedestrian amenities. The non-motorized transportation plan is illustrated on Map 8.5. This plan represents a demand management strategy that is intended to accommodate new land uses and development intensities in the City’s core areas without the need for costly road capacity improvements. In addition this plan is intended to connect residential areas, schools, parks, and commercial areas consistent with goals and policies of the land use element, housing element, and parks and recreation element.

Poor walking conditions and safety issues are present along the SR-20 corridor between Burlington Boulevard and City’s eastern boundary. Currently this stretch of highway lacks curbs, sidewalks, marked crosswalks, and controlled intersections. This City considers this section of highway to be deficient, unsafe, and a barrier to accommodating the City’s planned development. In order to address the transportation and safety deficiencies effecting this section of highway the City has identified a program of improvements, including the construction of three new controlled intersections, a multiuse path, and continuous sidewalks. These improvements are necessary for ensuring consistency between WSDOT’s actions and the City’s Comprehensive Plan as required by RCW 36.70A.103.

SR-20 is operated by the Washington State Department of Transportation (WSDOT). Addressing the safety and transportation deficiencies along this corridor will require WSDOT’s participation and cooperation. The improvements identified by the City may be necessary for the Washington State Department of Transportation (WSDOT) to meet its obligations under the State’s “complete streets” requirements. The City of Burlington expects WSDOT to permit and fully or partially fund the completion of the SR-20 improvements identified in this plan.

8.5.3 Transit Service

Transit service is provided by Skagit Area Transit (SKAT) and the City has little direct control over SKAT's long range plans. However, the City will continue to lobby SKAT and the City's regional planning partners to ensure new service is added to high demand corridors, particularly along Burlington Boulevard as necessary to ensure consistency with adopted land use plans. It is the City's position that SKAT should prioritize service improvements on urban routes with high ridership that serve areas with the greatest potential for population and employment growth, particularly Route 208, which serves Burlington and Mount Vernon along the Burlington Boulevard/Riverside Drive corridor. Under performing routes and rural routes with low ridership should be deprioritized or discontinued.

8.5.4 Summary of Future Needs

- Basic street improvements are needed. 30.37 miles of public and private streets lack fully improved right-of-way, including full width paving, sidewalks, and storm-water infrastructure. There are also 8.28 miles of deficient streets within the City's unincorporated urban growth area. These deficiencies must be addressed if land is annexed by the City.
- Traffic calming and safety improvements in residential areas are needed. Residents frequently express concerns about the need for sidewalks and traffic calming measures in residential areas to address speeding and unsafe walking conditions.
- New connections and access improvements are needed. Travelers in Burlington frequently experience delays caused by trains. Some areas of the City suffer from poor connectivity due to a lack of rail or water crossings, a lack of controlled intersections along busy arterials, or a lack of parallel or redundant routes.
- Arterial intersection delays must be addressed. By 2036 three of the City's arterial intersections will fall below the City's adopted level of services standard, and all of the intersections managed by WSDOT along the SR-20 corridor will fall below the State's adopted level of service standard.
- Future population and employment growth along the Burlington Boulevard corridor will create a need for more frequent transit service and expanded hours of operation. SKAT should consider expanding the frequency and hours of operation of the Route 208. SKAT should also consider establishing a circulator route within the City of Burlington.

8.6 Planned Improvements

As documented in the previous sections, improvements are needed to address existing deficiencies in the City's transportation system and accommodate future growth. The following project list has been developed to address these deficiencies. Projects are grouped into three categories, including:

- **Capacity:** Changes that are based on vehicle traffic and necessary to comply with Washington State Growth Management Act (GMA) concurrency requirements. This category includes intersection controls, such as signal improvements and roundabouts, turning lanes, and other similar projects. All capacity projects are eligible for impact fee funding.
- **Supports Plan:** This category of projects includes street improvements, sidewalks, multiuse paths, and other improvements that are necessary to support the City's planned growth and development. Most projects in this category are part of a demand management strategy aimed at shifting demand to less expensive modes that require less costly improvements. Projects in this category improve access to areas of the City that are difficult or time consuming to get to, facilitate development, improve emergency response times, or create redundant routes to address blockages or delays from train traffic, accidents, or natural disasters. Most, but not all of the projects in this category are intended to address growth related impacts and are eligible for impact fee funding.
- **Community Improvements:** Includes changes to improve the safety, convenience, comfort, and attractiveness of the City's transportation infrastructure and foster economic activity. Quality of life improvements include things such as traffic calming measures, streetscape improvements, public parking, and enhanced signage. Projects in this category are not intended to address growth related impacts and are not eligible for impact fee funding.

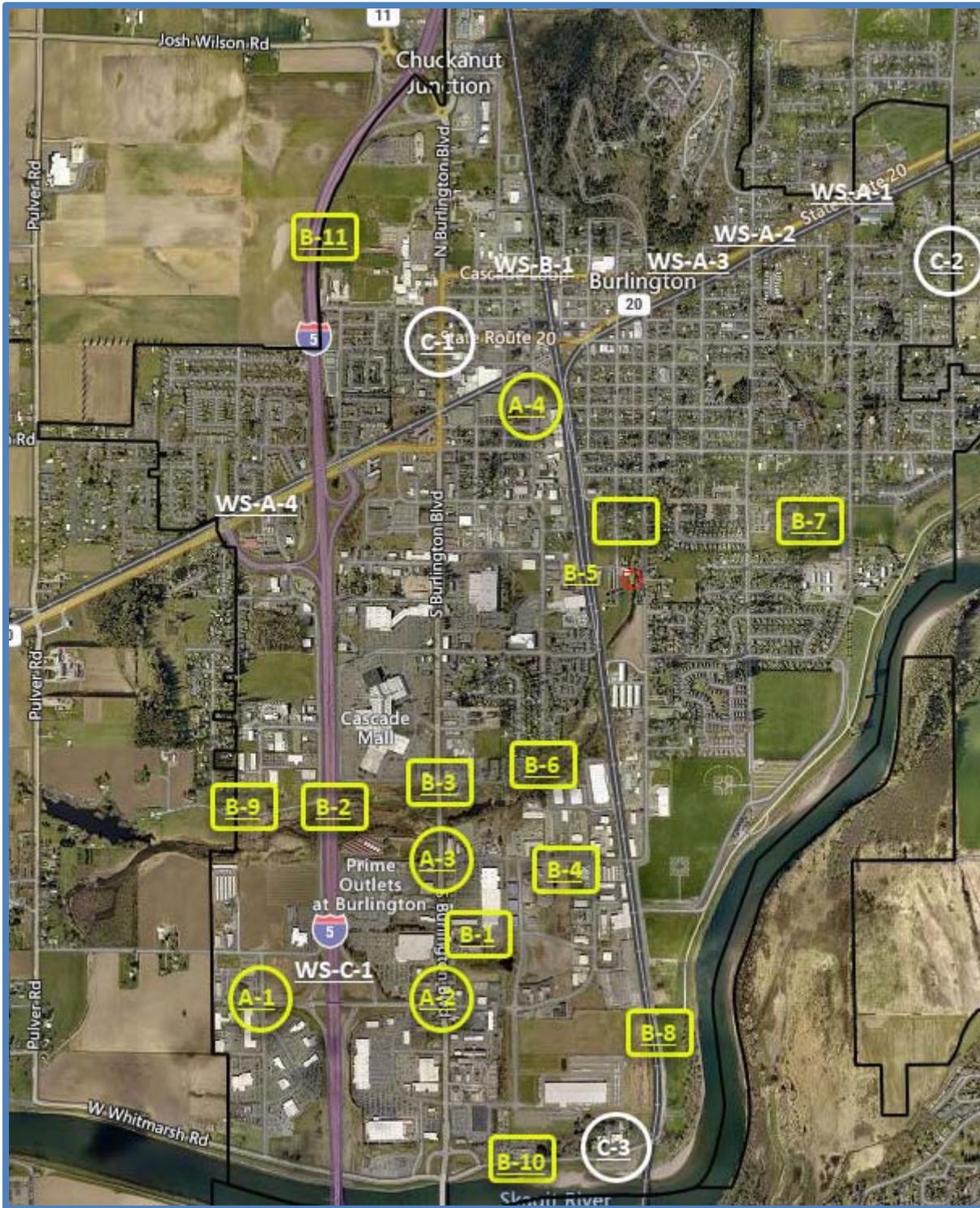
Table 8.9 Planned Improvements – City Projects

Map ID	Project & Description	Category	Location	Cost/Impact Fee Eligible
A-1	Widen East George Hopper – Add Sidewalks	Capacity	East of I-5 Overpass	\$2,000,000 Yes
A-2	Signal Timing Improvements	Capacity	Intersection of George Hopper and Costco Drive	\$669,000 Yes
A-3	Signal Timing Improvements	Capacity	Burlington Boulevard and Pease Road	\$250,000 Yes
A-4	Construct Controlled Intersection	Capacity	South Spruce Street and Greenleaf	\$1,750,000 Yes
B-1	Extend East McCorquedale Road	Supports Plan	Between Burlington Boulevard and Walnut Street	\$3,200,000 Yes
B-2	Construct New Frontage Road	Supports Plan	Along I-5 Between George Hopper and Cascade Mall Drive	\$4,500,000 Yes
B-3	New Multiuse Path	Supports Plan	Burlington Boulevard – Pease Road to Tammi Wilson Trail	\$324,000 Yes
B-4	Reconstruct Pease Road to urban standards and construct multiuse path	Supports Plan	Burlington Boulevard to Anacortes Street	\$1,500,000 Yes
B-5	Construct Grade Separated Rail Crossing and Street Extension	Supports Plan	Spruce Street to Anacortes Street	\$15,000,000 Yes
B-6	Street Construction – North-South Connector	Supports Plan	Spruce Street to Pease Road	\$15,000,000 Yes
B-7	New Multiuse Path –Rotary Park Connector	Supports Plan	Skagit to Section Street	\$578,000 Yes
B-8	New Multiuse Path – Whitmarsh Road	Supports Plan	Whitmarsh Road – Skagit River to Pease Road	\$538,000 Yes
B-9	Extend Multiuse Path – Tammi Wilson Trail	Supports Plan	Stevens Road – Goldenrod Road to City Limits	\$585,000 Yes
B-10	Extend Multiuse Path – Dike Trail	Supports Plan	Skagit River Dike – I-5 to Skagit River Park	\$483,150 Yes
B-11	Extend Multiuse Path – Burlington High School Trail	Supports Plan	Chuckanut Transit Center to BESD Trail	\$87,150 Yes
B-12	Bike Lane Network Buildout	Supports Plan	Citywide – Striping and Signage	\$500,000 Yes
B-13	Local Street Improvements and Traffic Calming	Supports Plan	Citywide – Sidewalks and Intersection Improvements	\$24,053,040 Yes
C-1	Intersection Improvement and Gateway	Community Improvement	Burlington Boulevard and Fairhaven Avenue	\$3,000,000 No
C-2	Reconstruct Gardner Road	Community Improvement	Rio Vista to SR-20	\$1,800,000 No
C-3	Reconstruct Whitmarsh Road	Community Improvement	Burlington Boulevard to Pease Road	\$2,000,000 No
Total				\$77,817,364

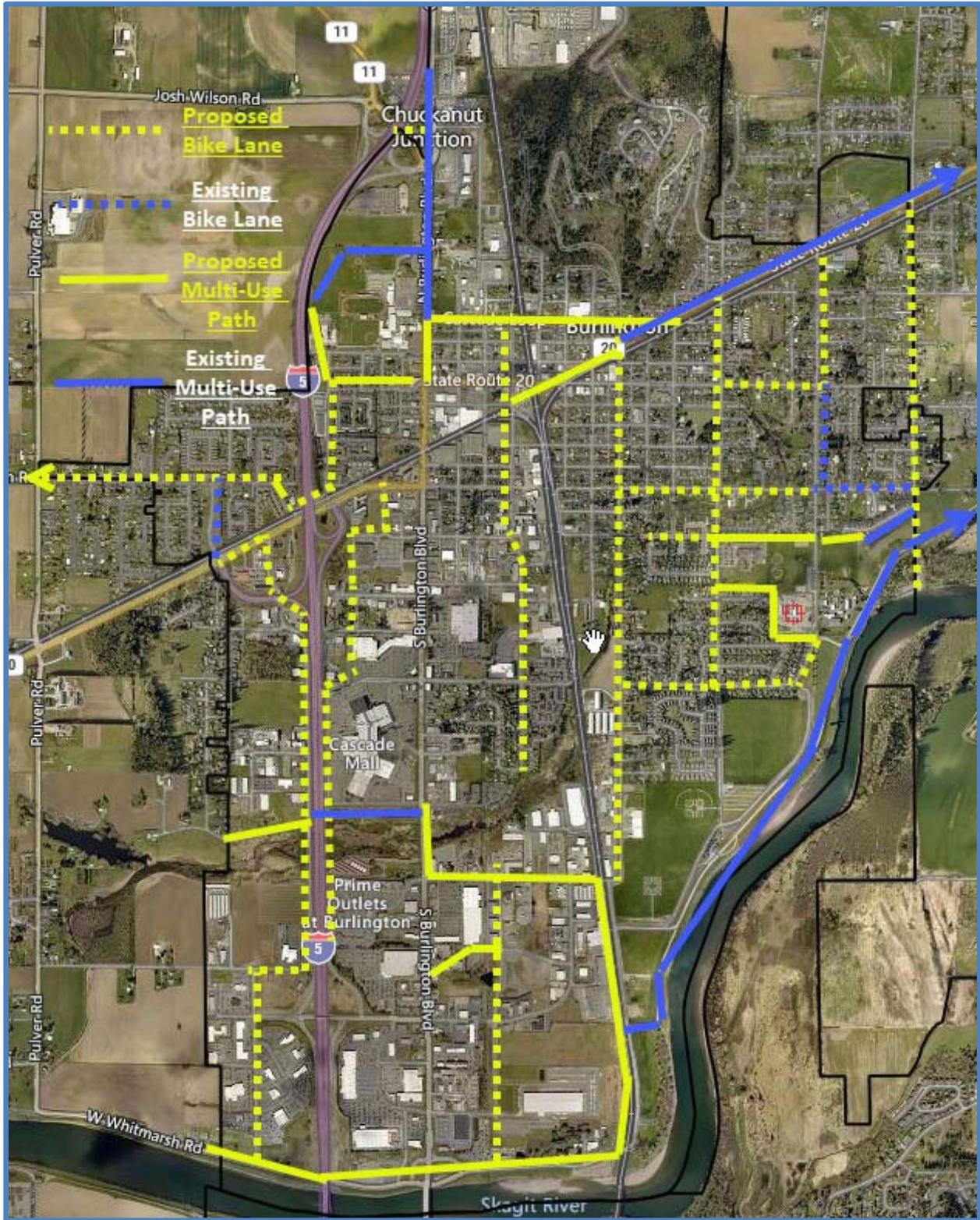
Table 8.10 Planned Improvements – City and WSDOT Partnership				
Map ID	Project & Description	Category	Location	Cost/Impact Fee Eligible
WS-A-1	Construct Controlled Intersection and Pedestrian Crossing	Capacity	SR-20 and Section Street	\$1,750,000 Yes
WS-A-2	Construct Controlled Intersection and Pedestrian Crossing	Capacity	SR-20 and North Skagit Street	\$1,750,000 Yes
WS-A-3	Construct Controlled Intersection and Pedestrian Crossing	Capacity	SR-20 and Anacortes Street/Cascade Highway	\$1,750,000 Yes
WS-A-4	Reconstruct SR-20 to Urban Standards with Complete Streets Improvements	Capacity	SR-20 – Burlington Boulevard to City Limits	\$6,930,000 Yes
WS-B-1	Extend Multiuse Path	Supports Plan	SR-20 – Skagit Street to Burlington Boulevard	\$2,250,000 Yes
WS-C-1	Reconfigure Interchange	Community Improvement	George Hopper and I-5	\$5,000,000 No
Total				\$19,430,000

The projects listed in table 8.10 are not necessary to address concurrency requirements within the City of Burlington (RCW 36.70A.070) but the City may choose to partner with WSDOT on these projects to the extent they advance the City's quality of life or connectivity goals. With respect to the SR-20 corridor projects it is the City of Burlington's position that SR-20 is not constructed to urban standards, does not include complete street improvements, and does not include adequate infrastructure for the safe and efficient movement of pedestrians, bicycles, and vehicles. The projects listed above are necessary to address these deficiencies and should be fully or partially funded by WSDOT.

Map 8.4 Proposed Arterial Street and Intersection Projects



Map 8.5 Proposed Non-Motorized Transportation Plan
Locations are Conceptual



8.7 Goals and Policies

The following goals and policies are intended to ensure the City's future transportation needs are met and to ensure a high level of coordination between transportation planning and the other elements of the Comprehensive Plan, particularly the Land Use Element. The bold headings below identify the City's transportation goals. Each goal is followed by a list of policies. The goals describe *what* the City is trying to achieve, while the policies describe *how* the goals will be achieved.

8.7.1 Access and Resilience: Past development practices, particularly along Burlington Boulevard, have resulted in a disconnected street network, created isolated parcels with limited access, and reduced the number of potential routes. In order to facilitate infill and redevelopment, it will be necessary to build a finer grained and more robust street network. Over the next 20 years new corridors will be established parallel to Burlington Boulevard, an additional east-west railroad crossing will be constructed, and average block lengths will be reduced. The transportation needs of the City's residents and businesses will be met by providing additional flexibility and choices, without promoting any one mode to the detriment of another.

1. Improve the redundancy of the City's arterial street network and provide quicker access to areas that are cutoff by physical barriers by considering the following strategies:
 - a. In addition to Burlington Boulevard, establish one or more continuous route north-south routes from Highway 20 to Whitmarsh Road;
 - b. Establish a new grade separated crossing of the north-south BNSF right-of-way for the purpose of connecting South Spruce Street to South Anacortes Street.
 - c. Pursue opportunities to work with BNSF and other agencies to create additional grade separated crossings, crossing improvements, and quiet zones.
2. Establish and maintain a fully interconnected street system with a dense network of streets intersecting at regular, and frequent, intervals. Dead end streets, cul-de-sacs, looping roads, isolated development sites, and disconnected street patterns should be avoided and eliminated when possible. New developments should be fully connected to the City's street network and should be designed to facilitate the development of adjacent parcels and allow for the logical and orderly extension of streets, sidewalks, and paths with the overall objective of minimizing required travel distances.
3. Controlled intersections, with pedestrian crossings, should be provided at intervals of 600 feet, or less, along principal arterials.

4. Conduct a study to assess how well connected the City's street network is, identify potential improvements, and prioritize future investments.
5. Adopt sidewalk requirements that ensure sidewalks are free from obstructions and adequately sized based on traffic volumes and speeds, anticipated levels of use, and urban design considerations.
6. Work with rail operator and state and federal agencies to reduce wait times and blockages associated with train traffic, and consider grade separation and crossing improvements.
7. Ensure adequate provisions are made for freight and deliveries:
 - a. Ensure new commercial and industrial developments incorporate design features to accommodate freight handling and deliveries and reduce conflicts between general traffic and trucks.
 - b. Preserve or expand the current supply of industrially zoned land along rail lines to accommodate existing and future developments that rely on, or benefit from, rail access.
 - c. Design standards and code requirements for land designated CI on the Comprehensive Plan Map should reflect the needs of freight access, commercial vehicles traffic, and industrial development.
8. Consider the needs of those who are dependent on cars for transportation, including families with young children, people with disabilities, and those who have difficulty getting around by providing conveniently located parking spaces at parks and public facilities, and by providing ADA accessible curb parking at regular intervals in the City's downtown.
9. Manage the City's publicly owned parking supply in downtown Burlington more efficiently by installing short term loading and drop off spaces at convenient intervals.

8.7.2 Consistency: Most of the City's future population and employment growth will be accommodated through infill and redevelopment and a large share of this growth will be concentrated along the Burlington Boulevard corridor. This pattern of development is intended to reduce travel distances and improve the convenience of walking and transit use by increasing the number of people living near stores, restaurants, and services. In order to support this pattern of development the City will ensure all transportation related plans and expenditures are consistent with the comprehensive plan.

1. The Capital Improvement Plan (CIP) and Transportation Improvement Plan (TIP) shall be consistent with the Comprehensive Plan and shall be reviewed annually by the Planning Commission for internal consistency and consistency with the Comprehensive Plan.

2. The City's Comprehensive Plan, CIP, and TIP, and the Skagit Regional Transportation Plan shall be consistent with one another.
3. Consistent with RCW 36.70A.070.(6)(c) Skagit Transit (SKAT) should work with the Skagit Council of Governments (SCOG) and Skagit Regional Transportation Planning Organization to ensure its Six-Year Transit Development Plans, capital expenditures, and service levels are consistent with the comprehensive plans adopted by the cities in Skagit County. SKAT should work with other agencies and jurisdictions in Skagit County to develop regionally coordinated level of services standards that support urban development in established urban growth areas.
4. Develop design specifications and cross section detail for different street classifications and segments. All subsequent public and private street improvements shall be consistent with the adopted standards and specifications.
5. Consistent with RCW 36.70A.103 and RCW 36.70A.070(6)(c) State agencies, including WSDOT, shall ensure their plans, capital expenditures, and actions are consistent with the Burlington Comprehensive Plan.

8.7.3 Demand Management: New road capacity and infrastructure is extremely expensive. Future transportation expenditures will be minimized reducing travel distances, making it possible to accomplish multiple tasks in one trip, and by shifting demand to less costly and more efficient modes. By 2036 the number of vehicle miles traveled, on a per capita basis, will be reduced by 30 percent, 14 percent of workers will commute by walking, bicycling, or riding transit, and five percent of the City's residents will work from home.

1. Improve convenience and reduce trip lengths by permitting and encouraging intensive mixed-use, residential, and commercial uses in the Commercial Core, Northern Gateway, and Downtown growth areas. Special consideration should be given to authorizing the construction of infill housing, such as townhomes, duplexes, and small lot development within walking distance of commercial areas.
2. Encourage more trips to be made on foot or by bicycle by taking the following actions:
 - a. Provide sidewalks along both sides of streets and install pedestrian crossings at regular intervals;
 - b. Ensure new development includes direct and convenient pedestrian connections;

- c. Enhanced pedestrian amenities, such as wider sidewalks, landscaping, and additional lighting, should be provided in the City's most important commercial corridors where high volumes of pedestrian traffic are expected or encouraged;
 - d. Develop and implement a wayfinding and signage program that identifies the location of multi-use paths, bicycle lanes, public facilities, parks, schools, and transit routes.
 - e. Provide bicycle racks or storage facilities at public facilities such as schools, municipal offices, and parks. Bicycle racks and storage facilities shall also be required for large commercial and residential developments.
3. Work with Skagit Transit to improve service along the Burlington Boulevard corridor, establish minimum levels of transit service based on vehicle headways, and implement passenger counts based on jurisdiction and route segments. Transit service along high performing urban routes should be prioritized over low performing rural routes.
 4. Provide for the safe movement of pedestrians and bicycles along the SR-20 corridor.

8.7.4 Health and Safety: A large number of people are injured or killed in transportation related accidents each year and lack of physical activity is a significant contributor to heart disease, obesity, diabetes and other conditions. Changes to the transportation system can reduce the probability of serious accidents and improve public health. By 2036 the number of people who engage in physically active transportation, such as walking or bicycling, will be increased, a larger percentage of the City's population will live within walking distance of a school or park, and the number of serious accidents will be reduced.

1. Establish a network of multi-use paths and bicycle lanes that connect to parks, schools, and public attractions.
2. Provided enhanced pedestrian amenities along the Burlington Boulevard and Fairhaven Avenue, such as wider sidewalks, pedestrian oriented signage and lighting, landscaped buffers, crosswalks improvements, and curb bulb-outs.
3. Establish and implement a wayfinding and signage system that identifies safe routes walking and cycling routes to school and work with the Burlington Edison School district to make this information available to students and school district employees.
4. Reduce speeding and unsafe driving through enforcement and traffic calming measures such as curb bulb-outs, narrower travel lanes, on-street parking, neighborhood traffic circles, and the construction of a dense fully connected street-network.

5. Continually monitor and evaluate emergency response times and incorporate accident information provided by the City's police and fire departments into future transportation plans.
6. Coordinate with WSDOT to enhance the safety of the SR-20 corridor including, but not limited to the construction of, controlled intersections, pedestrian crossings, sidewalks, traffic calming measures, streetscape improvements, and multiuse paths.

8.7.5 Financial Sustainability:

1. When evaluating major land use changes, such as urban growth area expansions and annexations, the short and long term financial implications of transportation needs shall be considered. Preference shall be given to land use options that reduce the need for expensive transportation infrastructure by reducing trip lengths or shifting demand to less expensive modes.
2. Transportation expenditures should generally be prioritized in the following order:
 - a. Maintenance and repair;
 - b. Safety improvements, including the provision of sidewalks, pedestrian crossings, streetscape improvements, and neighborhood traffic calming measures;
 - c. New connections within the City's existing municipal boundaries that improve access to underserved areas;
 - d. Expansions of existing facilities to provide additional capacity within the City's existing municipal boundaries;
 - e. Improvements necessitated by the annexation of land in the City's urban growth area.
 - f. Improvements necessitated by an expansion of the City's urban growth area.
3. Establish a transportation benefits district to stabilize transportation revenues and provide a dedicated funding source for transportation improvements.
4. Impact fee tiers, or zones, should be established to reflect the disproportionate transportation impacts of development in outlying areas and to recognize the demand management benefits of directing growth to central areas, such as the Commercial Core, Northern Gateway, and Downtown growth areas.

5. Consider partnering with Skagit County to establish a program to collect impact fees in unincorporated Skagit County for the purposes of mitigating the impacts of unincorporated development on City transportation infrastructure.

8.8 Funding

Through the year 2036 the City estimates that \$69,247,364 will be available to fund transportation improvements. At the same time, the total cost of the transportation projects identified in this plan is estimated to be \$97,247,364, resulting in a funding gap of approximately \$28,216,009. In order to address the gap the City should explore potential cost savings or new revenue sources.

A large portion of the projected transportation costs (\$19.43 million) are associated with the SR-20 corridor. The SR-20 corridor is managed by the Washington State Department of Transportation (WSDOT). Provided WSDOT assumes responsibility for these costs, the total gap between revenues and expenditures will be narrowed to \$8,734,792. Additional revenue could be generated by revising the City's impact fees schedule and creating a Transportation Benefits District (TBD). A detailed analysis of project costs and potential funding sources is provided in the Capital Facilities Element and Volume II.

9.3 Goals and Policies

The goals and policies of this section are intended to inform guide how the Comprehensive Plan will be used, updated, and amended. They are also intended to explain how the public will be involved in planning decisions. Each goal is followed by a list of policies. The goals describe *what* the City is trying to achieve, while the policies describe *how* the goals will be achieved. All decisions made by the City of Burlington, and by other government agencies, shall be consistent with these goals and policies.

9.3.1 Long Term Vision: By thinking long term the City can effectively prioritize its actions, avoid costly mistakes, and anticipate problems before they develop. Amendments to the Comprehensive Plan will only be made after careful consideration of long term costs, benefits, and risks. Long term, community-wide interests will be favored over narrow short term benefits.

1. When considering potential changes to the Comprehensive Plan long term costs, benefits, and risks should be carefully evaluated. Factors that should be considered when evaluating Comprehensive Plan amendments include, but are not limited to:
 - a. Long term impacts on the City's budget and fiscal condition;
 - b. Changes to the natural environment;
 - c. Housing supply;
 - d. Employment and economic development;
2. Comprehensive plan amendments that lead to changes or impacts that are irreversible, or difficult to reverse, should be subjected to the highest level of scrutiny. Generally slow, measured, incremental changes should be favored over dramatic changes.
3. Whenever possible the City should pursue innovative policy approaches that are forward looking and based on the best knowledge and information available.

9.3.2 Consistency: The effectiveness of the Comprehensive Plan depends on consistency. Comprehensive plans with conflicting provisions are difficult to interpret and implement. Inconsistencies in the plans of neighboring jurisdictions make cooperation and coordination difficult and increase the likelihood of disputes. Inconsistent application and interpretation of comprehensive plan provisions and development regulations erodes public trust in the City and reduces the credibility of the planning process. The City's Comprehensive Plan will be internally consistent, consistent with Countywide Planning Policies, and the plans of neighboring jurisdictions.

1. The Comprehensive Plan shall be an internally consistent document and all components of the Comprehensive Plan shall function in an interrelated and self-reinforcing fashion. No component or provision of the Comprehensive Plan may render another component or provision ineffective or inoperable.
2. Implementation measures, including but not limited to, development regulations and capital spending programs, and functional or implementation plans such as the City's Sewer Comprehensive Plan, Surface Water Management Plan, Transportation Improvement Plan (TIP), and Capital Improvement Plan (CIP), shall be consistent with, and implement, the goals and policies of the Comprehensive Plan.
3. Provide opportunities for all City departments to review proposed amendments to the Comprehensive Plan.
4. Proposed amendments to the Comprehensive Plan shall be provided to neighboring jurisdictions, State agencies, and the Skagit County Council of Governments to help ensure interjurisdictional consistency.
5. Support cooperation and coordination between municipalities, Skagit County, and special service districts particularly with respect to:
 - a. Population, housing, and employment allocations;
 - b. Uniform analytical models for tracking and reporting land consumption and development activity;
 - c. Methods of modeling and reporting the impacts of local decisions or actions on regionally significant environmental functions such as flooding, water quality, habitat loss, and water supply;
 - d. Ensuring the plans and actions of neighboring jurisdictions are consistent with one another;
 - e. The provision of social services, subsidized housing, and emergency services;
6. State agencies, regional planning organizations, and special purpose districts shall comply with the City's Comprehensive Plan and development regulations.

9.3.3 Public Participation: Public participation is essential to formulating and realizing long term priorities. If managed effectively, public participation can give a voice to those who might not otherwise participate, build public trust in government, and create a sense of ownership public decisions. It also allows citizens to hold their government accountable and ensure permit decisions are consistent with adopted regulations and policies. However, if managed

ineffectively, public participation can allow a few powerful voices to dominate the decision making process. All members of the public, particularly those who are traditionally least inclined, or least able, to participate, will feel they are able to effectively engage with their local government and will perceive the public involvement process as fair and respectful.

1. Opportunities for public participation and citizen oversight shall be incorporated into all decisions involving the Comprehensive Plan and associated implementation measures.
2. Public participation measures should be tailored to the characteristics of the decision being made and the public should have a clear understanding of how their input will be used to inform the decision making process.
3. For major planning decisions, public participation measures should involve a broad, and representative, segment of the population, and efforts should be made to reach out to those who might be apprehensive about participating.
4. Provide clear and easy to navigate procedures for appealing permit decisions.
5. Information regarding long range planning, public hearings, public participation opportunities, and major permit decisions should be posted on the City's website.
6. Every effort should be made to produce planning related materials using plain, easily understood language, free of technical jargon. When possible, handouts, public notices, and other similar communications should be made available in English and Spanish.

9.3.4 Fair and Expedient Permit Decisions: To the maximum extent possible development regulations will be drafted in a clear and unambiguous fashion and permit decisions will be made solely on the basis of adopted laws, regulations, and policies. The public will have a clear understanding of when, and under what conditions, permit decisions will be made.

1. All permit decisions shall be based exclusively on adopted policies and regulations.
2. Avoid unnecessary or redundant permit review procedures.
3. Improve permit processing times and the clarity and consistency of permit decisions.
4. Land use decisions and amendments to the Comprehensive Plan or development regulations shall not result in an unconstitutional taking of private property. In accordance with GMA requirements, the City shall use the Washington State Attorney General's advisory memorandum on avoiding unconstitutional takings to guide its decisions.
5. Variances shall not be used as substitute for, or as a method to circumvent, the legislative process. Variances should only be granted to provide relief from a unique and site specific

hardship, or to prevent an unconstitutional taking of private property. Under no circumstances shall a variance process be used to change allowable uses, residential densities, or lot size requirements.

9.3.5 Effectiveness and Periodic Evaluations: The Comprehensive Plan is a long range document and should be administered consistently. This does not however, mean it should never be changed. The future is difficult to predict and community priorities evolve over time. The City will monitor the effectiveness of the Comprehensive Plan and development regulations and make periodic adjustments as necessary to ensure the goals of the Comprehensive Plan are achieved.

1. An annual report, summarizing development activity, Comprehensive Plan amendments, significant permit decisions, and the City's progress towards achieving the goals of the Comprehensive Plan should be produced by the Planning Department and distributed to the Planning Commission, Elected Officials, neighboring jurisdictions, The Skagit Council of Governments, and members of the public. The report should be drafted using consistent metrics so change can be easily monitored over time.
2. Prior to each GMA mandated periodic update cycle the Planning Department shall prepare a detailed report on land consumption, housing production, development activity, and the City's progress towards achieving the goals of the Comprehensive Plan. This report should be used to identify potential changes to the Comprehensive Plan and establish a scope of work for the period update.
3. At the end of each year the Planning Department and Planning Commission shall work together to establish a work plan for the following year. The work plan should identify specific tasks and projects to be completed during the course of the year and should be consistent with available resources. The work plan should be developed based on the following order of priorities:
 - a. Public health, safety, or environmental concerns of an immediate nature;
 - b. Efforts to achieve or maintain legal or regulatory compliance;
 - c. Changes necessary to achieve the goals of the Comprehensive Plan;
 - d. All other work, including proposals to amend the Comprehensive Plan
4. A process shall be provided to allow the public to suggest changes to the Comprehensive Plan and development regulations. The following schedule should be used to guide this process.

- a. Requests to amend the comprehensive plan and development regulations should be accepted between January 1st and June 1st of each year for possible action the following year.
 - b. The Community Development Department should compile requests and produce a draft work plan and docket proposal for the Planning Commission's consideration. The draft work plan and docket proposal should be submitted to the Planning Commission no later than August 1st.
 - c. The Planning Commission should make a recommendation on the draft docket and work plan prior to October 1st
 - d. The City Council shall take action no later than December 31st to establish the docket and work plan for the following year.
5. Requests to amend the Comprehensive Plan or development regulations should not be accepted while the City is working to complete a GMA mandated periodic update.