

**From:** [Gilberto Estrada](#)  
**To:** [Melanie Corey](#); [Brad Johnson](#)  
**Cc:** [Miranda Sires](#); [Greg Young](#); [CSD - Peter M. Ruffatto](#); [Renee Sinclair](#)  
**Subject:** RE: City of Burlington - Capital Planning Coordination  
**Date:** Wednesday, May 15, 2024 7:37:37 AM

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**EXTERNAL EMAIL**

Hello Mr. Johnson, good morning, hope this email finds you well.  
As per today we don't have any changes. Please let me know if you need additional information.

Have a great day.

Sincerely,

**Gilberto Estrada**  
Property Manager  
Housing Authority of Skagit County  
1650 Port Drive, Burlington, WA 98233  
[gestrada@skagitcountyha.org](mailto:gestrada@skagitcountyha.org)  
**360-428-1959 EXT. 207**  
Fax: 360-424-6005

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**From:** Melanie Corey <mcorey@skagitcountyha.org>  
**Sent:** Friday, April 26, 2024 5:09 PM  
**To:** Brad Johnson <bradmj@burlingtonwa.gov>  
**Cc:** Miranda Sires <MirandaS@burlingtonwa.gov>; Greg Young <gregy@burlingtonwa.gov>; CSD - Peter M. Ruffatto <pruffatto@csdlaw.com>; Gilberto Estrada <gestrada@skagitcountyha.org>; Renee Sinclair <rsinclair@skagitcountyha.org>  
**Subject:** RE: City of Burlington - Capital Planning Coordination

I am currently out of the office. Gilberto Estrada can review the spreadsheet that was provided last year and see if there are any updates or changes. Please reach out to him.

We are considering applying for funding for a 31 unit development in land adjacent to Burlington, but I think this was already on the spreadsheet.

We would be happy to develop additional housing, but we do not have property in the City limits at this time.

Thanks,

Melanie Corey  
Executive Director  
Housing Authority of Skagit County

1650 Port Drive  
Burlington WA, 98233  
360-428-1959 Ext. 212

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**From:** Brad Johnson <[bradmj@burlingtonwa.gov](mailto:bradmj@burlingtonwa.gov)>  
**Sent:** Friday, April 26, 2024 3:50 PM  
**To:** Melanie Corey <[mcorey@skagitcountyha.org](mailto:mcorey@skagitcountyha.org)>  
**Cc:** Miranda Sires <[MirandaS@burlingtonwa.gov](mailto:MirandaS@burlingtonwa.gov)>; Greg Young <[gregy@burlingtonwa.gov](mailto:gregy@burlingtonwa.gov)>; CSD - Peter M. Ruffatto <[pruffatto@csdlaw.com](mailto:pruffatto@csdlaw.com)>  
**Subject:** RE: City of Burlington - Capital Planning Coordination

Melanie,

As we have previously explained, this is annual process. We did discuss this last year, and you did provide us with some capital planning documents. The reason we are reaching out again, is because we are updating our capital plans for 2024. Accordingly, we need to know if anything has changed. Have you added any projects that weren't discussed last year? Have you completed or abandoned any of your previous projects?

Also, as you may be aware, because of recent changes to state planning laws, we now have additional responsibilities related to affordable housing. To help us address these new requirements, it would be helpful if you could answer the following question: What plans, if any, does the Housing Authority of Skagit County have for addressing future affordable housing needs based on the population and housing projections adopted by the governments of Skagit County? It's possible the Housing Authority does not have any plans for the future. If so, it would be helpful for us if you could confirm that. The adopted projections were included in our original email.

We are trying to coordinate the delivery of services, identify gaps, and develop plans for addressing future needs. As we explained below, the governments of Skagit County are obligated to plan for future affordable housing needs. We have adopted official housing projections that identify housing needs based on income levels. In order to address our obligations, we'd like to know how many additional affordable housing units your agency plans on providing so that we can include those numbers in our calculations. If you do not have any plans for providing additional affordable housing units, we would also like to know that so we can identify appropriate solutions.

Thank you,

**Brad Johnson**

Community Development Director  
City of Burlington  
360-755-9717 (7201)  
[bradmj@burlingtonwa.gov](mailto:bradmj@burlingtonwa.gov)

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**From:** Melanie Corey <[mcorey@skagitcountyha.org](mailto:mcorey@skagitcountyha.org)>  
**Sent:** Thursday, April 25, 2024 9:33 AM  
**To:** Brad Johnson <[bradmj@burlingtonwa.gov](mailto:bradmj@burlingtonwa.gov)>  
**Cc:** Miranda Sires <[MirandaS@burlingtonwa.gov](mailto:MirandaS@burlingtonwa.gov)>; Greg Young <[gregy@burlingtonwa.gov](mailto:gregy@burlingtonwa.gov)>; CSD - Peter M. Ruffatto <[pruffatto@csdlaw.com](mailto:pruffatto@csdlaw.com)>  
**Subject:** RE: City of Burlington - Capital Planning Coordination

**EXTERNAL EMAIL**

Good morning,

I believe our attorneys have had discussions about this last year, and I have an email from you on November 3, 2023, in which you state that you have received our spreadsheet about our upcoming projects. Are we missing something?

We also are very interested in coordinating with the City regarding maximizing affordable housing; however, we do not own any land within the City limits which would facilitate development at this time. Therefore, all we can project at this time is the improvements we may pursue on our current buildings.

Thanks,

Melanie Corey  
Executive Director  
Housing Authority of Skagit County  
1650 Port Drive  
Burlington WA, 98233  
360-428-1959 Ext. 212

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**From:** Brad Johnson <[bradmj@burlingtonwa.gov](mailto:bradmj@burlingtonwa.gov)>  
**Sent:** Wednesday, April 24, 2024 4:45 PM  
**To:** Melanie Corey <[mcorey@skagitcountyha.org](mailto:mcorey@skagitcountyha.org)>  
**Cc:** Miranda Sires <[MirandaS@burlingtonwa.gov](mailto:MirandaS@burlingtonwa.gov)>; Greg Young <[gregy@burlingtonwa.gov](mailto:gregy@burlingtonwa.gov)>  
**Subject:** RE: City of Burlington - Capital Planning Coordination

Melanie,

We haven't heard back from the Housing Authority on this. This City is very interested in coordinating with the Housing Authority to maximize the delivery of affordable housing options. It is important that we receive your capital planning information by May 4, 2024.

Thanks,

**Brad Johnson**  
Community Development Director  
City of Burlington  
360-755-9717 (7201)

[bradmj@burlingtonwa.gov](mailto:bradmj@burlingtonwa.gov)

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**From:** Brad Johnson

**Sent:** Thursday, April 4, 2024 4:40 PM

**To:** Melanie Corey <[mcorey@skagitcountyha.org](mailto:mcorey@skagitcountyha.org)>

**Cc:** Miranda Sires <[mirandas@burlingtonwa.gov](mailto:mirandas@burlingtonwa.gov)>; Greg Young <[gregy@burlingtonwa.gov](mailto:gregy@burlingtonwa.gov)>

**Subject:** City of Burlington - Capital Planning Coordination

Melanie,

As required by the Washington State Growth Management Act (GMA) the City is currently preparing an updated Capital Improvement Plan (CIP). The updated CIP will cover a six-year period between 2025 and 2030. As part of this effort, we are required to coordinate with other public agencies to ensure public facilities are adequate to serve the City's projected growth. The CIP is also intended to ensure capital projects planned by agencies operating within the City of Burlington are feasible and consistent with the City's zoning and development regulations.

Importantly, under the City's adopted comprehensive plan and development regulations, all public agencies operating in the City of Burlington are required to provide capital planning information for a six-year period. Updated information must be provided on an annual basis. Consistent with Burlington Comprehensive Plan Policies (BCPP) and the Burlington Municipal Code (BMC), we are not able to issue permits or approvals to public agencies unless they have provided the required capital planning information (BCPP 6.4.1 and BMC 17.68.050).

Of particular importance for the Housing Authority, capital planning information that directly relates to population and housing growth, such as the need for publicly supported housing, must be based on, and clearly cite, the official growth projections for the City of Burlington (BCPP 6.5.1.1). For the period between 2022 and 2045, the official adopted growth projections show Burlington will grow by 4,819 people and 2,843 housing units. Copies of the relevant growth projections have been provided below.

The City requires the following capital planning information for the six-year period between 2025 and 2030:

1. A list of any proposed construction projects in the City of Burlington, including new facilities, remodels, and demolitions.
2. Estimated costs for the identified construction projects.

3. A description of how the City's projected growth is expected to impact the services provided by your agency, particularly with respect to the projected need for new affordable housing units.

Please provide the information identified above by May 4, 2024.

Thank you,

**Brad Johnson**

Community Development Director

City of Burlington

360-755-9717 (7201)

[bradmj@burlingtonwa.gov](mailto:bradmj@burlingtonwa.gov)

Population projections:

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**Housing projections:**

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