



# Planning & Development Services

---

1800 Continental Place ▪ Mount Vernon, Washington 98273  
office 360-416-1320 ▪ pds@co.skagit.wa.us ▪ www.skagitcounty.net/planning

## Memorandum

**To:** Skagit County Board of County Commissioners

**From:** Robby Eckroth, Senior Planner

**Date:** November 30, 2023

**Re:** Deliberations and Potential Adoption of the Proposed Updates to the 2024-2029 Capital Facilities Plan and Transportation Improvement Program

---

## Summary

Planning and Development Services (PDS) is providing this memo in advance of the December 11, 2023, Board of County Commissioners (BoCC) meeting. The purpose of this memo is to provide a synopsis of the 2024-2029 Capital Facilities Plan (CFP). The following sections describe the regulatory background of the proposal; a summary of public comments and transmittal of the Planning Commission's Recorded Motion; and the Department's analysis with requested action from the BoCC. The Ordinance and final copy of the updated CFP for potential adoption by the BoCC are attached.

---

## Background

Goal 12 of the Washington State Growth Management Act (GMA) provides that the County must "ensure that those public facilities and services necessary to support development shall be adequate to serve the development at the time the development is available for occupancy and use without decreasing current service levels below locally established minimum standards." That goal is implemented in Skagit County planning documents in a variety of ways, including Skagit County Code Chapter 14.28, Concurrency, and through this update of the Capital Facilities Plan.

The CFP document has two main parts: (1) county-owned or operated capital facilities, and (2) special purpose district capital facilities.

**County-owned or operated capital facilities.** The County's plan combines both an inventory of the County's existing capital facilities and the required financing plan for fulfilling unmet needs. The County's transportation financing plan is a separate document called the Transportation Improvement Program (TIP), which is incorporated into the CFP by reference.



# Planning & Development Services

---

1800 Continental Place ▪ Mount Vernon, Washington 98273  
office 360-416-1320 ▪ pds@co.skagit.wa.us ▪ [www.skagitcounty.net/planning](http://www.skagitcounty.net/planning)

**Special purpose district capital facilities.** The second half of the proposal includes the aggregated information from the various special purpose districts throughout the County that provide services necessary for development (fire, water, sewer, etc.) The County does not have authority to manage or approve those inventories or plans, but GMA requires that the County, in its role as a regional government, to both acquire and present that information for use by the various special purpose districts in coordinating their own planning.

## Proposal Plan Updates

The proposal amends the Comprehensive Plan to update both the required capital facilities inventory and the six-year financing plan. The capital facilities planning policies in Comprehensive Plan Chapter 10 remain the same. A track-changes version of the new plan is attached (**Exhibit A**) and made available to the public on the webpage ([www.skagitcounty.net/cfp](http://www.skagitcounty.net/cfp)) for comparison to last year's plan. The changes are updates to the projects and values contained in last year's plan. The County's transportation financing plan is a separate document called the Transportation Improvement Program (TIP), which is incorporated into the CFP by reference. Updates were made to County facilities, parks, school districts, the Bayview UGA, the dike districts, fire districts and special districts and water districts. Inclusion of a capital facilities project in the CFP (or the TIP) does not authorize the project to be constructed. Some of the more significant changes are summarized below:

- Staff updated school district enrollment numbers according to date from the Washington Office of Superintendent of Public Instruction for the 2022-2023 school year.
- The Public Health Department relocated from the Administration Building to the Market Building at 301 Valley Mall Way in Mount Vernon.
- The Public Health Department received a Community Development Block Grant to benefit the Concrete Community Center through improvements to the kitchen, restrooms, HVAC, and an electric generator that will support year-round emergency shelter needs. These improvements are scheduled for 2024.
- Public Health has received multiple grants toward construction of a Crisis Stabilization Center, a behavioral health facility that will be located on the County's Stabilization Campus in Sedro-Woolley. Construction of this 21,500-sf facility will start in 2024 and ultimately provide three with 16 beds each to include toward Mental Health Crisis Stabilization, Withdrawal Management/ Detox, and Inpatient/ Co-occurring Treatment.
- Fire District 4 may potentially build a new fire station at 24435 Gunderson Road near Clear Lake but the future need at this location is still in discussion.

The remainder of the updates are focused on removing projects that have been completed and updating future projects to better reflect anticipated costs, funding sources, and timing of completion.



# Planning & Development Services

---

1800 Continental Place ▪ Mount Vernon, Washington 98273  
office 360-416-1320 ▪ [pds@co.skagit.wa.us](mailto:pds@co.skagit.wa.us) ▪ [www.skagitcounty.net/planning](http://www.skagitcounty.net/planning)

## Summary of Planning Commission's Recorded Motion

The Planning Commission deliberated on the proposed CFP updates on November 28, 2023, subsequent to the public hearing on November 14, 2023. Skagit County PDS staff received no public comments regarding the updates to the plan. The motion carried 8-0-0 (one seat being vacant). The Transportation Improvement Program (TIP) had its own public hearing and comment period with the Board of County Commissioners. This document serves as formal transmittal of the Planning Commission recommendation within two weeks of signature; per 14.08.080(8) Review by Planning Commission.

The previous staff reports, public noticing documents, and other supporting materials concerning this Planning Docket are available at the following project webpage: [www.skagitcounty.net/cfp](http://www.skagitcounty.net/cfp)

## Department Recommendation

The Planning Commission passed a Recorded Motion on November 28, 2023, recommending that the Board of County Commissioners (BoCC) approve the proposed updates to the 2024-2029 Capital Facilities Plan and Transportation Improvement Program. The Department, in concurrence with the Planning Commission, recommends adoption of the 2024-2029 Capital Facilities Plan.

## Requested Board Action

The Department will present the draft Capital Facilities Plan to the Board of Commissioners with the 2024 budget. The BoCC is authorized by SCC 14.08.090 to take the following actions concerning the proposed CFP update:

1. Adopt the proposed updates.
2. Adopt the proposed updates with modifications. Per SCC 14.08.090(2) (b) (i-v), substantial changes to any of the proposals shall require an additional opportunity for public review prior to final action.
3. Decline to adopt any of the proposed updates.
4. Defer any action on the proposed updates.

---

### Attachments:

1. An Ordinance Adopting the 2024-2029 Capital Facilities Plan.

**Exhibit A.** Skagit County Capital Facilities Plan 2024-2029 annual amendments.

**Exhibit B.** Planning Commission Recorded Motion, signed November 28, 2023.