

Planning Commission 2022 Project Plan*	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Stormwater												
Planning Docket												
AgriTourism												
Capital Facilities Update												
Wireless Facilities												

\* All projects and timelines are subject to change based on priorities and needs. Timelines do not include adoption by Board of Commissioners. This chart is updated quarterly.  
(Last update: March 2022)



# Planning & Development Services

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## Memorandum

To: Board of County Commissioners  
From: Hal Hart, AICP / Planning Director  
Re: Planning & Development Services Work Program  
Date: February 16, 2022

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### Summary

The Planning and Development Services (PDS) Team is providing this memo in preparation of a February 22, 2022 briefing with the Board of County Commissioners. This memo includes legislative as well as operational or administrative projects that the Department will pursue in 2022. Following a work session (to be scheduled) of the Board of County Commissioners on the proposed work program, PDS requests that the Board of County Commissioners adopt a resolution establishing the Department's work program. The purpose of adopting a resolution is so that PDS, the Planning Commission, and the public have assurance that the legislative proposals have the support of a majority of the Board of County Commissioners.

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### Planning and Development Services Work Program

The following bullets describe the projects and the resources needed in 2022. There is a legislative section and an operations section. A number of projects are due to State and Federal mandates. Estimated resources are provided only to communicate the relative magnitude of the task in terms of full time employees and consultant services.

### Legislative Work Program

- **Shoreline Management Program Update.** PDS resumed work to complete the periodic and comprehensive updates of the County's Shoreline Management Program in 2021. The Planning Commission recorded motion and draft SMP were provided to the Board on December 14, 2021. The Board will hold a public hearing on March 1, 2022. The amendments will work their way through the State review process and return to the Board for final action in late 2022. **Resources:** .25 FTE and Consultant Assistance (\$44,000)  
**Leads:** Hal Hart, Peter Gill, Betsy Stevenson

- **2021 Comprehensive Plan Amendments Docket.** Last year's docket is under review by Planning Commission. A Recommendation on the docket is anticipated to come in February. PDS plans for three public meetings with the Board in early 2022. **Resources:** .15 FTE  
**Leads:** Hal Hart, Peter Gill, Jenn Rogers
- **Impact Fee Schedule Update.** Work with the Cities to get updated fee schedules and Capital Facility Plans. A public hearing will be held on February 22, 2022. Update our fee schedule based on new fees. **Resources:** .10 FTE  
**Leads:** Hal Hart, Jenn Rogers, Peter Gill
- **2022 Comprehensive Plan Amendments Docket.** The Board establishes an annual docket of Comprehensive Plan, and development code amendments. Once the docket is established, PDS will work with the Planning Commission to make recommendations on each of the petitions. PDS plans for a 10 - 12 month process. **Resources:** .35 FTE  
**Leads:** Hal Hart, Jenn Rogers, Peter Gill
- **Agritourism.** Pursuant to Ordinance #O20180010, the Board has authorized the Department to prepare a work program to study tourism activity vertical integration on agricultural lands. This item was adopted as a high priority Long Range Work program item for 2019. PDS is working with a consultant to complete this project in 2022. **Resources:** .35 FTE and Consultant Assistance (\$20,000) **Leads:** Hal Hart, Peter Gill, Jenn Rogers, Zoning Staff
- **Stormwater Management Updates and Land Disturbance Chapter.** In 2015, the Department adopted an update to its stormwater management regulations to comply with the County's National Pollutant Discharge Elimination System (NPDES) permit. New code is being developed to streamline permitting and provide performance standards outside the NPDES permit area. These updates will be adopted with a new Land Disturbance chapter, which will harmonize the requirements for floodplain management, critical areas review, and stormwater requirements into a single clearing and grading ordinance.  
**Resources:** .5 FTE **Leads:** Hal Hart, Peter Gill, Jenn Rogers, Building Services staff
- **Wireless Facilities.** The Department proposes to update SCC 14.16.720 to address the aesthetics and placement of small cell new technology, in anticipation of 5G service. Consultant services could expedite this work. The FCC has provided new guidance and rules on how to permit these structures. **Resources:** .15 FTE and Consultant assistance (\$5,000).  
**Leads:** Hal Hart, Peter Gill, Jason D'Avignon, Jenn Rogers, Public Works Staff Torey Nelsen
- **Rainwater Catchment on Guemes Island.** Pursuant to Ordinance #O20200005, the Board of County Commissioners direct staff to remove barriers to rainwater catchment where appropriate in the code on Guemes Island; and to direct staff to create an design guide built

to County development and health standards, which may be used to permit a rainwater catchment system in-lieu of an independently designed system. **Resources:** .10 FTE and Consultant Assistance (\$30,000) **Leads:** Hal Hart, Peter Gill, Jenn Rogers, Natural Resources Staff

- **Capital Facilities Plan (CFP).** The County updates the CFP every year with the budget, allowing the County to keep up-to-date inventories and project lists, adopt new impact fee schedules when submitted by school districts, cities and towns, and ensures long-range financial planning for capital facilities. **Resources:** .15 FTE **Leads:** Hal Hart, Jenn Rogers, Peter Gill, Kim Adams
- **IBC and Fire Code Sprinkler Amendment.** Skagit County has updated our building code references to the 2018 editions. A section of the fire code update regarding sprinklers does not reference the correct code section. To ensure clarity, this should be corrected. An amendment to correct this will go directly to the Board for final decision. **Resources:** .10 FTE **Leads:** Hal Hart, Peter Gill, Jack Moore, Fire Marshall

#### **Operational or Administrative Projects**

- **Permit process Improvements.** The Latimore Company is working with staff to refine the permit review process. A customer feedback forum provided feedback to inform ongoing process improvements in the Department. We will continue to meet with other internal staff teams to implement changes and adapt in 2022. **Leads:** Hal Hart, Permit Managers
- **Permit Software Replacement** – Planning & Development Services, along with IS and other stakeholders expect to choose a permitting software by late January/early February of 2022. All three vendors require 1-2 years to implement, so PDS will be working with IS and the software vendor throughout 2022 and 2023. Coordination will continue with Information Services including the hire and training of the permit software technician in PDS. One of the key issues is to ensure greater transparency/permit tracking for the public as the permit review advances through the process. **Leads:** Hal Hart, Gwen Hoops, Permit Managers
- **Granicus Project** – This ongoing work allows us to adapt to digital permitting, improve our customer service. Our department continues to work with IS and Granicus on a temporary application submission and payment online portal. The goal is to have a more user-friendly service in the interim of getting new permit software. PDS currently accepts all applications through our main email address. This service should be up and running to the community this year. **Leads:** Hal Hart, Gwen Hoops, Information Services
- **Flood Permit Administration** improvements related to risk reduction and flood insurance discounts for residents. Refocusing half of existing employees time to flood management, including working on two FEMA programs Skagit County currently participates in, the National Flood Insurance Program including the Community Assistance Visit (CAV), as well

as the Community Rating System (CRS) program providing a 25% discount to all flood policy holders. Resources: .50 FTE **Leads:** Hal Hart, Jack Moore, Randy Johnson

- **Cooperation** with La Conner reviewing and inspecting building and fire permits and performing preventative fire inspections. Resources: Up to .20 FTE  
**Leads:** Hal Hart, Jack Moore
- **Growth Monitoring.** Consistent with Comprehensive Plan policies, the department would like to work with GIS to monitor and report on land conversion, housing trends, and critical area restoration and mitigation. **Resources:** .15 FTE for 12 months and intern assistance.  
**Leads:** Hal Hart, Peter Gill, Jenn Rogers, Gwen Hoops

Projects to be included as time and resources allow.

- **Transportation Impact Fees.** The department will work with Public Works to develop impact fees for significant development projects within unincorporated Skagit County.
- **Sea Level Rise.** As a follow up to the Shoreline Master Program, PDS staff would work with Skagit County departments and the public to evaluate potential risks and likely impacts of sea level rise. The result being recommendations on how integrate mitigation measures into future projects and plans.
- **Comprehensive Plan Periodic Update.** This is a significant project that involves working with SCOG on Countywide Planning Policies and population forecasts in 2022, then addressing any state GMA rule changes that would need to be applied to the Skagit County Comprehensive Plan in 2023-2024. This will need to be completed by June 2025.
- **Channel Migration Mapping.** Work with Public Works and Skagit County Floodplain manager to develop a channel migration on the Skagit and Sauk Rivers for regulatory purposes.
- **South Mount Vernon Housing Strategy.** Housing partnerships (work with Capital Facilities Department on County Fairgrounds project and Mount Vernon downtown redevelopment); add housing density to unincorporated UGAs and other areas of the County adjacent to employment growth; evaluate a standalone UGA, and similar approaches that are consistent with the Rural housing element, as in village/cottage development in LAMIRDS, ADU's. Work to amend Countywide Planning Policies in order to strengthen housing policies in the cities consistent with the County needs.

**Resolution No. \_\_\_\_\_**

## **2022 Legislative Work Plan for Planning and Development Services**

**Whereas** land use plans, policies, and development regulations require regular updates to adapt to changing circumstances and comply with new state and federal mandates;

**Whereas** the Planning & Development Services Department ("the Department") has limited resources for legislative matters;

**Whereas** the Board of County Commissioners desires to allocate and prioritize the Department's legislative resources;

**Now Therefore Be It Resolved that the Board of County Commissioners** authorizes and directs the Department to proceed with the development of legislative proposals on the expected completion timeframe as listed below.


- Shoreline Management Program Update (local adoption). 2022 Q1
- Wireless Facilities Code Amendments. 2022 Q3
- Impact Fee Schedule Update. 2022 Q1
- 2021 Comprehensive Plan Amendments Docket. 2022 Q2
- Rainwater Catchment Design Guide for Guemes Island. 2022 Q3
- 2022 Comprehensive Plan Amendments Docket. 2022 Q4
- Agritourism Study and Amendments. 2022 Q4
- Stormwater Management Updates and Land Disturbance Chapter. 2022 Q4
- Annual Capital Facilities Plan Update. 2022 Q4
- IBC and Fire Code Sprinkler Amendment. 2022 Q4


SIGNED this 7 day of March 2022.



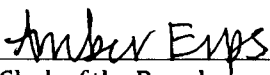
BOARD OF COUNTY COMMISSIONERS  
SKAGIT COUNTY, WASHINGTON

  
Peter Browning, Chair

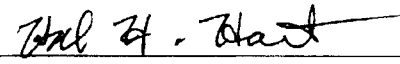
  
Ron Wesen, Commissioner

  
Lisa Janicki, Commissioner


Attest:

  
Clerk of the Board

Recommended:

  
Department Head

Approved as to form:

  
Civil Deputy Prosecuting Attorney