



PLANNING & DEVELOPMENT SERVICES

GARY R. CHRISTENSEN, AICP, DIRECTOR

BILL DOWE, CBO, DEPUTY DIRECTOR

PATTI CHAMBERS
Administrative Coordinator

TIM DEVRIES, CBO
Building Official

MEMORANDUM

To: Board of County Commissioners
From: Gary R. Christensen, AICP, Director
Date: June 4, 2009
Re: 2009 Department Long Range/Legislative Work Program

Earlier this year (March), the Commissioners adopted the Department's 2009 Long Range/Legislative Work Program. See attached previously transmitted Department memo regarding this matter dated March 11, 2009. Since then the Department has provided periodic status reports, the last of which was in April. The attached Department 2009 Long Range/Legislative Work Program matrix provides that latest project update.

Much has changed since the last status report. The County and Department have had to reduce operating expenses, generally as a result of the economic times. The Department has accomplished this by making difficult choices resulting in staff layoffs and fewer monies available for professional services. As a result there are fewer resources available to dedicate to the legislative work program. More specifically, the long range planning team has seen its staff reduced by 2/3 and only one senior planner remains who does not also have management responsibilities. See attached Department organizational chart. In addition, the professional services 2009 budget monies have been reduced by 64%.

It is ultimately the Commissioners' decision as to what the Department and the Skagit County Planning Commission (the Planning Agency) will work on. Given the above described circumstances, the Department suggests that the legislative work program be reprioritized and become more narrowly focused and shorter term in its obligations. For purposes of discussion, the Department proposes that it proceed with the following legislative work program projects:

1. Miscellaneous Code Amendments (Unified Development Code, (UDC))
2. Open Space Concept Plan
3. Sanfi Acres

Per the Commissioners' direction, the Department will also continue its work on the Skagit Alternative Futures project.

In addition, it is possible that the Department could proceed later this year with one additional project. That project could be a newly established priority or one of the 2008 Comprehensive Plan Amendment docketed items (Guemes Island Subarea Plan or Master Planned Resort and RV Park

Mailing Address: 1800 Continental Place • Mount Vernon, WA 98273

Temporary Physical Location: 1700 E. College Way, Mount Vernon

Phone: (360) 336-9410 • Fax: (360) 336-9416

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amendments or Individual Comprehensive Plan Map amendments). See attached legislative work program project #5 for a more detailed list of docketed items. This work is however contingent on first addressing items 1-3 above and ongoing work on Alternative Futures.

The Department plans to discuss this matter with the Planning Commission on June 16 at their next scheduled meeting.



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To: Board of County Commissioners
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Date: March 11, 2009
Re: 2009 Department Long Range/Legislative Work Program

The Department has met with the Commissioners a number of times to discuss, and seek direction and confirmation as to the Department's long-term work program, projects and priorities. Previously, we reviewed approximately 55 work program items that addressed long-term projects; and, a list of 24 "trailing issues" identified by the Department and Planning Commission through the 2005 GMA Update process.

The Department has met with County Administration and discussed the long-term work program, county budget, current development trends and revenues, and the demand for services. When reviewing the long-term work program projects there are many choices to make and the decisions are not easy ones. Some projects are "mandatory, requiring action" while others are "discretionary, would like to take action." The Commissioners will need to find a balance between work that must be done and work that it would like to accomplish. This requires that county policies and priorities be viewed concurrently with the challenges of readily available financial resources and staffing levels, and the demands to take action (time).

The Department recommends that the attached 2009 Long Range/Legislative Work Program receive priority status and that the county appropriate the necessary resources to show substantial progress and/or complete the work. By committing to a focused list of major projects, the Department seeks to avoid creating "false hope or expectations" that other projects are being worked on. This is not to say that other projects will not be worked on it simply means that projects may have to be re-prioritized, delayed or additional resources sought (either county funds or outside sources (grants)) to address the additional work load. This business model worked well last year and allowed the Department to commit and best utilize its available resources, complete projects, and to avoid distractions and competition for limited Department resources. The current economic climate and financial times require that the county be prudent and use its resources wisely. The Department will provide periodic "status reports" so that the Commissioners can monitor projects, resources and timelines. When major projects are completed, then new projects can be added to the Department's long term work program provided that the necessary resources exist or provisions are made for appropriate allocations.

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Planning and Development Services Long Range/Legislative Work Program - 2009

The following items will likely come before the Planning Commission in 2009.

Project	Description	Status	Timeline
1. Miscellaneous development code amendments	Draft and process a lengthy list of development regulation amendments to update the code and minimize ambiguities and address legal issues.	Department is currently drafting code language. No deadline is mandated.	Planning Commission public hearing and deliberations tentatively scheduled for June, 30, 2009 ; deliberations in July, 2009 . Board of County Commissioners review and possible adoption in August, 2009 . See item #1.
2. Forest practices code amendments	Amendments to SCC 14.18 (Land Divisions) and 14.24 (Critical Areas) to address forest practices, non-conversion and conversion permits.	Department is developing code amendments, which will be processed with miscellaneous code amendments. State law required County to assume conversion permits by Dec. 31, 2008 (no penalties for non-action), many counties have yet to take action to assume regulatory authority. <u>Department has meet with FAB and county staff to review alternatives.</u>	
3. UGA Open Space Concept Plan	Adopt plan for greenbelts and open space areas within and between UGAs	Planning Commission public hearing held March 17. Deliberations began on April 21, <u>will meet again on June 16 to discuss modifications to the OS Concept Plan, then decide to proceed or table planning effort. additional meetings needed.</u> No deadline mandated.	Board of County Commissioners adoption tentatively -schedule is unknown for July, 2009 .
4. Ag-NRL code amendments addressing wetland mitigation banks	County to consider whether additional requirements should be placed on mitigation banks in Ag-NRL; or whether banks should be outright prohibited.	Board of County Commissioners adopted interim moratorium (O20070009) on mitigation banks in Ag-NRL on March 17.	Planning Commission hearing on proposed permanent regulations scheduled for held on May 5, with and deliberations on May 19. Board of County Commissioners action was taken on June 3, Ordinance to be signed on June 8, 2009, tentatively - scheduled for June

**Planning and Development Services
Long Range/Legislative Work Program – 2009**

Project	Description	Status	Timeline
5. 2008-09 Comprehensive Plan Amendment docket	Includes Guemes Island Subarea Plan; Master Planned Resort and RV park policy and code amendments; 3 individual map amendment requests (Stiles, Stockinger, Pomeroy); and corrections to Open Space designated properties	Department is evaluating Guemes Island subarea plan and Master Planned Resort/RV park policy and code amendments. Entire docket must be adopted at same time; tentatively schedule toward end of 2009.	Work is temporarily suspended based on Department resources. Tentative dates for Planning Commission consideration: Guemes Island subarea plan: July MPR and RV park policies: Sept. Miscellaneous map amendments: October.
6. Sanfi Acres settlement agreement	County to reconsider proposed redesignation of 1200 acres of Industrial Forest to Secondary Forest based on Board of County Commissioners-approved settlement agreement.	Department has requested environmental checklist and proposal documentation, prior to SEPA review and threshold determination. Settlement Agreement requires Board of County Commissioner Resolution to remand to Planning Commission.	<u>Board of County Commissioners approved Resolution (R20090231) on May 26, 2009, remanding matter to the Planning Commission. Proposal will likely be addressed with 2008-09 camp plan map amendments or proceed independent from 2008-09 Comprehensive Plan amendments.</u> By: Timing depends on property owners' submittal of SEPA checklist, to Planning Commission in October; Board of County Commissioners adoption tentatively scheduled for November or December, 2009.
7. Bayview Ridge Urban Growth Area (UGA) parks compliance.	Compliance order requires County to identify and map parks and recreation facilities per the 2004 parks LOS.	Department is developing the parks compliance proposal in consultation with Parks and Recreation, et al. <u>County action required by Compliance deadline is June 22, 2009.</u>	<u>County will seek settlement agreement and/or to request extended time to address WGMHB decision. Proposal likely to come before Planning Commission in October; Board of County Commissioners adoption likely in November or December, 2009.</u>

**Planning and Development Services
Long Range/Legislative Work Program – 2009**

Project	Description	Status	Timeline
8. NPDES Phase II Permit	County is required by state law to obtain Phase II NPDES stormwater permit for federally designated “urbanized area.” Compliance with the Permit is phased, code development being first.	Public Works staff is working with consultant to develop code changes, which must be adopted by August 19, 2009. Board of County Commissioners likely to adopt interim ordinance, then refer permanent proposal to Planning Commission.	Planning Commission consideration of permanent proposal tentatively scheduled for late fall 2009.

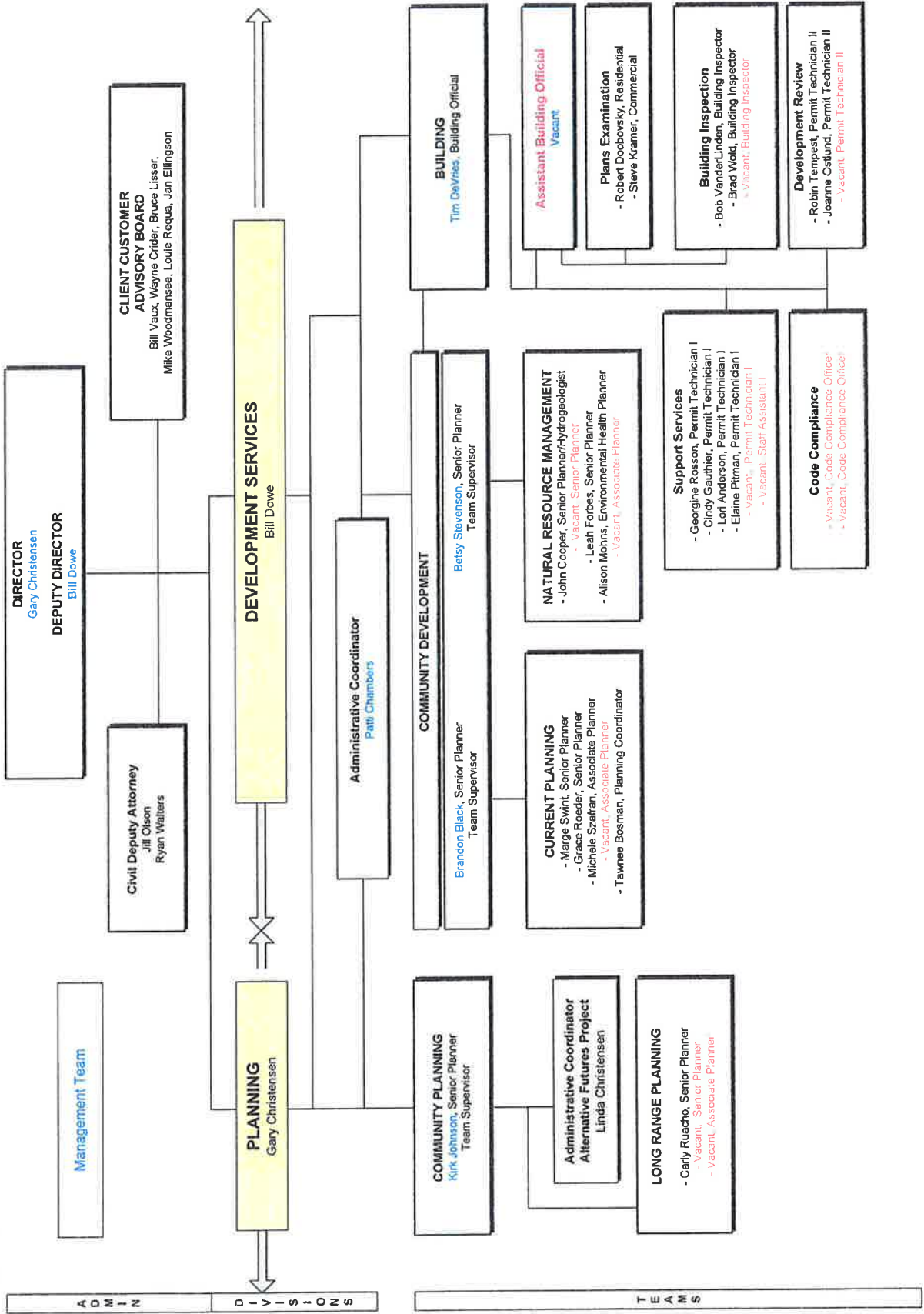
Planning and Development Services Long Range/Legislative Work Program – 2009

The following items will not come before the Planning Commission for hearing and deliberations in 2009. Briefings or status updates may be scheduled.

Project	Description	Status	Timeline
1. Alternative Futures	Evaluation of alternative development scenarios for Skagit Valley and selection of “preferred alternative” that maintains ecosystem, agriculture and forest lands and industries, and sustainable communities.	Committees are working to define and evaluate alternative futures. Board of County Commissioners to appoint Stakeholder Committee toward year’s end which will work through 2010 to recommend Preferred Alternative.	Recommendations to Planning Commission tentatively scheduled for 2011-2012.
2. Bayview Ridge Urban Growth Area (UGA) Implementation	Develop sufficient detail to administer, fund, and develop the BVR UGA. In Phase I, consultant HDR identifies options to pay for infrastructure and to provide urban services. Later phases integrate capital planning, management, and operations for urban services, parks master planning, standards for planned unit development, livable community goals, low impact development, and other public works standards.	Public Works is taking the lead on this project. Phase I draft technical memorandum will be presented to the Board of County Commissioners on June 30, 2009. currently under review, final to be issued in May.	Not expected to come before Planning Commission in 2009.
3. Climate Change & Sustainability Taskforce	On June 24, 2008, the Skagit County Commissioners approved Resolution 20080304, directing county departments to take action to reduce energy, fuel, and resource consumption; setting specific goals for regional reductions in greenhouse gas emissions; and creating a citizen taskforce to advise county government on policies, programs, and regulations needed to achieve those goals.	Department is facilitating the Land Use & Transportation workgroup. Status report was presented to Board of County Commissioners on April 21, 2009.	Final report will be submitted to the Board of County Commissioners fall 2009.

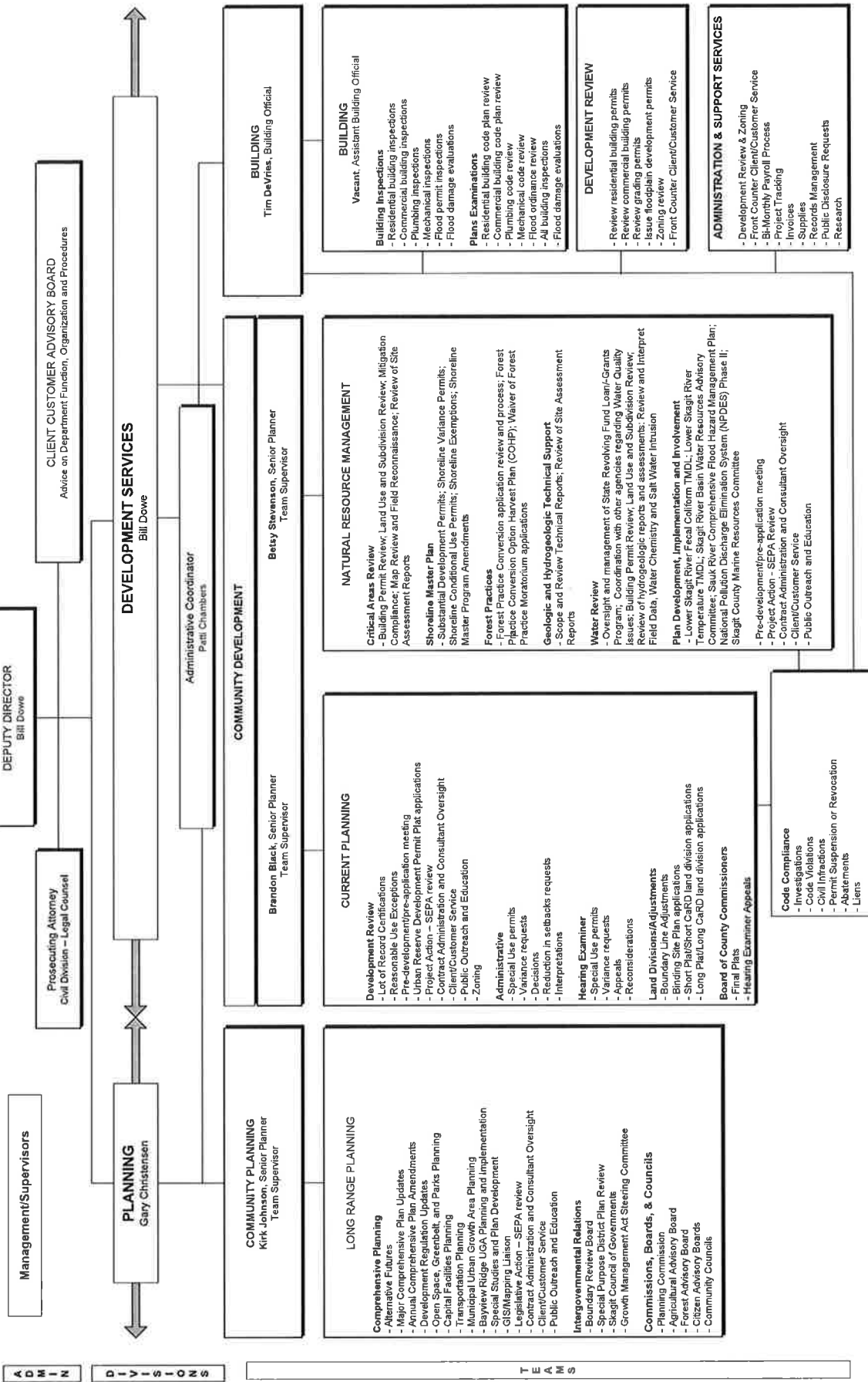
PLANNING & DEVELOPMENT SERVICES

Organization Chart
June 2009



PLANNING & DEVELOPMENT SERVICES

Organization Chart By Functions
June, 2009



ADMINISTRATIVE

DIVISIONS

TEAMS

DIRECTOR
Gary Christensen
DEPUTY DIRECTOR
Bill Dowe

Prosecuting Attorney
Civil Division - Legal Counsel

Management/Supervisors

PLANNING
Gary Christensen

COMMUNITY PLANNING
Kirk Johnson, Senior Planner
Team Supervisor

COMMUNITY DEVELOPMENT
Betsy Stevenson, Senior Planner
Team Supervisor

Administrative Coordinator
Patti Chambers

LONG RANGE PLANNING

Comprehensive Planning

- Alternative Futures
- Major Comprehensive Plan Updates
- Annual Comprehensive Plan Amendments
- Development Regulation Updates
- Open Space, Greenbelt, and Parks Planning
- Capital Facilities Planning
- Transportation Planning
- Metropolitan Growth Area Planning
- Bay Area Regional Planning and Implementation
- Local Strategic and Plan Development
- GIS/Mapping Liaison
- Legislative Action - SEPA review
- Contract Administration and Consultant Oversight
- Client/Customer Service
- Public Outreach and Education

Intergovernmental Relations

- Boundary Review Board
- Special Purpose District Plan Review
- Skagit County of Governments
- Growth Management Act Steering Committee

Commissions, Boards, & Councils

- Planning Commission
- Agricultural Advisory Board
- Forest Advisory Board
- Citizen Advisory Board
- Community Councils

CURRENT PLANNING

Development Review

- Lot of Record Certifications
- Reasonable Use Exceptions
- Pre-development/pre-application meeting
- Urban Reserve Development Permit Plat applications
- Project Action - SEPA review
- Contract Administration and Consultant Oversight
- Client/Customer Service
- Public Outreach and Education
- Zoning

Administrative

- Special Use permits
- Variance requests
- Decisions
- Reduction in setbacks requests
- Interpretations

Hearing Examiner

- Special Use permits
- Variance requests
- Appeals
- Reconsiderations

Land Divisions/Adjustments

- Boundary Line Adjustments
- Binding Site Plan applications
- Short/Long/Long CaRD land division applications
- Long Plat/Long CaRD land division applications

Board of County Commissioners

- Final Plats
- Hearing Examiner Appeals

NATURAL RESOURCE MANAGEMENT

Critical Areas Review

- Building Permit Review; Land Use and Subdivision Review; Mitigation Compliance; Map Review and Field Reconnaissance; Review of Site Assessment Reports

Shoreline Master Plan

- Substantial Development Permits; Shoreline Variance Permits; Shoreline Conditional Use Permits; Shoreline Exemptions; Shoreline Master Program Amendments

Forest Practices

- Forest Practice Conversion application review and process; Forest Practice Conversion Option Harvest Plan (COHP); Waiver of Forest Practice Moratorium applications

Geologic and Hydrogeologic Technical Support

- Scope and Review Technical Reports; Review of Site Assessment Reports

Water Review

- Oversight and management of State Revolving Fund Loan-Grants Program
- Coordination with other agencies regarding Water Quality Issues; Building Permit Review; Land Use and Subdivision Review; Review of hydrologic reports and assessments; Review and Interpret Field Data, Water Chemistry and Salt Water Intrusion

Plan Development, Implementation and Involvement

- Lower Skagit River Fecal Coliform TMDL; Lower Skagit River Temperature TMDL; Skagit River Basin Water Resources Advisory Committee; Sauk River Comprehensive Flood Hazard Management Plan; National Pollution Discharge Elimination System (NPDES) Phase II; Skagit County Marine Resources Committee

BUILDING
Tim DeVries, Building Official

Vacant, Assistant Building Official

Building Inspections

- Residential building inspections
- Commercial building inspections
- Plumbing inspections
- Mechanical inspections
- Flood permit inspections
- Flood damage evaluations

Plans Examinations

- Residential building code plan review
- Commercial building code plan review
- Plumbing code review
- Mechanical code review
- Flood damage review
- All Building inspections
- Flood damage evaluations

DEVELOPMENT REVIEW

- Review residential building permits
- Review commercial building permits
- Review grading permits
- Issue floodplain development permits
- Zoning review
- Front Counter Client/Customer Service

ADMINISTRATION & SUPPORT SERVICES

- Development Review & Zoning
- Building Code/Customer Service
- Monthly Payroll Process
- Project Tracking
- Invoices
- Supplies
- Records Management
- Public Disclosure Requests
- Research

Code Compliance

- Investigations
- Code Violations
- Civil Infractions
- Permit Suspension or Revocation
- Abatements
- Liens