



## TOWN COUNCIL MEETING

### AGENDA

Island County Hearing Room

June 22, 2015

6:30 pm

#### CALL TO ORDER

#### PLEDGE OF ALLEGIANCE

#### CHANGES AND APPROVAL OF AGENDA

#### APPROVAL OF MINUTES

- Regular Meeting of June 09, 2015

#### AUDIENCE INPUT - See NOTE

#### NEW BUSINESS

1. **Resolution #15-05 recommending Island County Commissioners formally adopt the Island County Comprehensive Plan Countywide Planning Policies** - *Staff recommends approval of Resolution #15-05 recommending Island County Commissioners formally adopt the Island County Comprehensive Plan Countywide Planning Policies.*
2. **Approval of Special Event Permit Application for Ragnar Relay Northwest Passage 2015** - *Staff recommends approval of Special Event Permit Application for Ragnar Relay Northwest Passage 2015.*
3. **Approval of Special Event Permit Application for Whidbey Island Race Week 2015** - *Staff recommends approval of Special Event Permit Application for Whidbey Island Race Week 2015.*
4. **Approval of May 2015 Payroll and June 2015 Claims Vouchers/Warrants** - *Staff recommends approval of the May 2015 payroll transactions and warrants #30791 to #30798 for a total of \$80,700.91 and June 2015 A/P transactions and warrants #30799 to #30855 for a total of \$172,543.09..*

#### STAFF REPORTS

#### COUNCIL REPORTS

#### AUDIENCE INPUT - See NOTE

#### ADJOURN

**NOTE:** Audience Input - This is time set aside for members of the public to speak to the Council about subjects of concern or interest, or items not already set aside for a public hearing. Questions presented may not be answered immediately if all information is not available, but will be responded to as soon as possible. To ensure your comments are recorded properly, you need to state your name and address clearly into the microphone. Please limit your comments to 5 minutes. Input requiring more lengthy comment is best submitted in writing.

**NOTE:** Persons with disabilities requiring elevator access to the Hearing Room, please call twenty-four (24) hours prior to the scheduled event to Clerk-Treasurer (360) 678-4461, ext 7.

**Town of Coupeville  
Regular Council Meeting  
June 9, 2015  
6:32 p.m.**

**PRESENT:** Mayor Nancy Conard, Councilmembers Pat Powell, Bob Clay, Molly Hughes, and Dianne Binder.

**Council Action:** A motion was made by Councilmember Molly Hughes, second by Councilmember Bob Clay, to excuse Councilmember Jackie Henderson from the meeting. The motion passed unanimously.

**STAFF PRESENT:** Clerk Treasurer Kelly Beech, Planner Tammy Baraconi

**CHANGES AND APPROVAL OF THE AGENDA**

**Council Action:** A motion was made by Councilmember Molly Hughes, second by Councilmember Dianne Binder, to approve the Agenda as submitted. The motion passed unanimously.

**APPROVAL OF MINUTES**

The minutes of the Regular Meeting of May 26, 2015 were approved as submitted.

**MAYOR'S REPORT**

- Mayor Conard introduced Tammy Baraconi and welcomed her as the Town Planner.
- Mayor Conard met with Greg Cane, Kelly Beech and Darla O'Connor, Community Programs Specialist with USDA, to go over the final requirements for the Madrona Way Project loans.
- Mayor Conard informed the Council that bids were opened for the Madrona Way Project, Phase I, and that the bids are still being evaluated by Greg Cane.
- Mayor Conard stated that the Whidbey General Hospital project is scheduled to go to the Historic Preservation Committee on June 25<sup>th</sup>. The hospital is expecting to submit their building permit application in June.
- Mayor Conard is working on securing a consultant to review the building permit application for the Whidbey General Hospital project.
- Mayor Conard is actively recruiting candidates for the Planning Commission and she is hoping to bring her selection to the next meeting. Planner Tammy Baraconi has scheduled training for the Planning Commission on December 3<sup>rd</sup>, where they will learn more about Comprehensive Plans and the Open Public Meetings Act.
- Finally, Mayor Conard reminded the Council that the second regular meeting in June has been moved to Monday, June 22<sup>nd</sup>.

**PRESENTATION**

Brad Johnson gave an Island County Comprehensive Planning Policies presentation. Questions were asked and answered.

**NEW BUSINESS**

**Resolution #15-06 Regarding USDA Wastewater Loan for Madrona Way**

Council Action: A motion was made by Councilmember Molly Hughes, second by Councilmember Dianne Binder to approve Resolution #15-06 Regarding USDA Wastewater Loan for Madrona Way Project. The motion passed unanimously.

**Resolution #15-07 Regarding USDA Water Loan for Madrona Way Project**

Council Action: A motion was made by Councilmember Bob Clay, second by Councilmember Molly Hughes, to approve Resolution #15-07 Regarding USDA Water Loan for Madrona Way Project. Questions were asked and answered. The motion passed unanimously.

**Resolution #15-08 Regarding USDA ACH Vendor Agreement for Water Loan for Madrona Way Project**

Council Action: A motion was made by Councilmember Pat Powell, second by Councilmember Dianne Binder to approve Resolution #15-08 Regarding USDA ACH Vendor Agreement for Water Loan for Madrona Way Project. Questions were asked and answered. The motion passed unanimously.

**Resolution #15-09 Regarding USDA ACH Vendor Agreement for Wastewater Loan for Madrona Way Project**

Council Action: A motion was made by Councilmember Pat Powell, second by Councilmember Dianne Binder to approve Resolution #15-09 Regarding USDA ACH Vendor Agreement for Wastewater Loan for Madrona Way Project. Questions were asked and answered. The motion passed unanimously.

**Tentative Item: Review of Bids, and Consideration of Award of Construction Contract for, Madrona Way Improvements, Phase 1**

No Action Taken

**ADJOURNMENT:** 7:47 pm

Respectfully Submitted:

MAYOR:

\_\_\_\_\_  
Kelly Beech, Clerk Treasurer

\_\_\_\_\_  
Nancy Conard

*A complete audio recording of this meeting is available upon request from the Clerk-Treasurer.*



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## STAFF REPORT

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**DATE:** June 9, 2015  
**TO:** Town of Coupeville City Council  
**FROM:** Tammy Baraconi, Town Planner   
**RE:** Approval of Resolution # 15-05 recommending Island County  
Commissioners formally adopt the Island County Comprehensive Plan  
Countywide Planning Policies

**ATTACHMENTS:** Island County Comprehensive Plan Countywide Planning Policies

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### Background

The Growth Management Act (GMA) requires that counties adopt Countywide Planning Policies (CWPPs) (RCW36.70A.210) to guide and coordinate issues of regional significance. The CWPPs are intended to guide intergovernmental planning efforts, fully implement the planning goals identified in the GMA and ensure that the actions of government agencies are coordinated and consistent with one another.

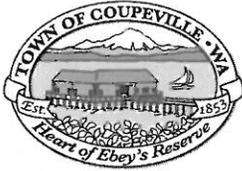
The Town of Coupeville along with Langley and Oak Harbor have been working with the County since 2013 to revise the CWPPs. General consensus was reached in February 2015.

As per RCW 36.70A.110 communities such as Coupeville, which are totally contained within a national historic reserve are exempted from the urban growth planning area imposed by the Growth Management Act. In return the Town and the County have established a joint planning area that allows for Town input on development directly adjacent to and impacting the Town.

The County is expecting a final decision from the Council on these items by the end of June to keep them on track for final approval of the Island County Comprehensive Plan.

### Findings

1. The Town of Coupeville and Island County conduct planning activities in accordance with Chapter 360.70 RCW (The Planning Enabling Act).
2. The planning activities of the Town of Coupeville and Island County are further regulated by the provisions of Chapter 36.70A RCW (The Growth Management Act).



3. The GMA requires that counties subject to the GMA adopt County Wide Planning Policies (CWPPs) and further requires that these policies be developed with the cooperation of the municipalities within the county (RCW 36.70A.210(2)).
4. The GMA requires that CWPPs be developed through a collaborative effort with the Town of Coupeville.
5. The Town of Coupeville attended approximately 14 meetings between March 2013 and January 2015 to discuss revisions to the CWPPs and the creation of a unified methodology for performing a buildable lands analysis.
6. The Town of Coupeville joined the work group in a general consensus on the proposed changes to the CWPPs.
7. The Island County Planning Commission and the Island County Department of Planning and Community Development have found that the CWPPs are consistent with all applicable Washington State Planning laws and regulations, particularly RCW 360.70A.210.

#### Conclusion

Staff recommends adoption of the findings and approval of the resolution recommending to Island County Commissioners formal adoption of the Island County Comprehensive Plan Countywide Planning Policies.

**RESOLUTION NO. 15-05**

**A RESOLUTION OF THE TOWN OF COUPEVILLE, ISLAND COUNTY, WASHINGTON, RECOMMENDING THE ISLAND COUNTY COMMISSIONERS FORMALLY ADOPT THE ISLAND COUNTY COMPREHENSIVE PLAN COUNTYWIDE PLANNING POLICIES**

WHEREAS, Island County and the Town of Coupeville conduct planning activities in accordance with Chapter 36.70 RCW, Enabling Act; and

WHEREAS, the planning process and the Island County Comprehensive Plan are further governed by Chapter 36.70A RCW, Growth Management Act (GMA); and

WHEREAS, the GMA requires that counties subject to the GMA adopt Countywide Planning Policies (CWPPs) and further requires that these policies be developed with the cooperation of the municipalities within the county (RCW 36.70A.210(2)); and

WHEREAS, the Town of Coupeville along with Island County and other County communities formed a work group for the purpose of facilitating the collaborative process and developing revised CWPPs; and

WHEREAS, the work group reached a general consensus on the proposed CWPPs in February 2015; and

WHEREAS, on March 9, 2015 the Island County Planning commission voted to recommend that the Island County Commissioners adopt the CWPPs;

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN OF COUPEVILLE, ISLAND COUNTY, WASHINGTON, AS FOLLOWS:**

Section 1. The Town Council hereby adopts the following findings of fact and conclusions of law.

Section 2. The Town Council recommends through resolution that the Island County Commissioners adopt the Island County Comprehensive Plan Countywide Planning Policies.

**FINDINGS OF FACT/CONCLUSIONS OF LAW:**

1. The Town of Coupeville and Island County conduct planning activities in accordance with Chapter 36.70 RCW (The Planning Enabling Act).
2. The planning activities of the Town of Coupeville and Island County are further regulated by the provisions of Chapter 36.70A RCW (The Growth Management Act).

3. The GMA requires that counties subject to the GMA adopt County Wide Planning Policies (CWPPs) and further requires that these policies be developed with the cooperation of the municipalities within the county (RCW 36.70A.210(2)).
4. The GMA requires that CWPPs be developed through a collaborative effort with the Town of Coupeville.
5. The Town of Coupeville attended approximately 14 meetings between March 2013 and January 2015 to discuss revisions to the CWPPs and the creation of a unified methodology for performing a buildable lands analysis.
6. The Town of Coupeville joined the work group in a general consensus on the proposed changes to the CWPPs.
7. The Island County Planning Commission and the Island County Department of Planning and Community Development have found that the CWPPs are consistent with all applicable Washington State Planning laws and regulations, particularly RCW 360.70A.210.

PASSED by the Town Council of the Town of Coupeville and APPROVED by the

Mayor this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

TOWN OF COUPEVILLE

By \_\_\_\_\_  
Nancy Conard, Mayor

ATTEST:

By \_\_\_\_\_  
Kelly Beech, Clerk-Treasurer

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF ISLAND COUNTY, WASHINGTON

IN THE MATTER OF SUPPORTING THE  
ADOPTION OF REVISED COUNTYWIDE  
PLANNING POLICIES AND  
ESTABLISHING A SCHEDULE AND  
PROCESS FOR FORMAL ADOPTION

RESOLUTION NO. C- 34 -15  
PLG-002-15

**WHEREAS**, Island County conducts planning activities in accordance with Chapter 36.70 RCW, the Planning Enabling Act; and

**WHEREAS**, the planning process and the Island County Comprehensive Plan are further governed by Chapter 36.70A RCW, the Growth Management Act (GMA); and

**WHEREAS**, the GMA requires that counties subject to the GMA adopt County Wide Planning Policies (CWPPs) and further requires that these policies be developed with the cooperation of the municipalities within the county (RCW 36.70A.210(2)); and

**WHEREAS**, CWPPs are written policy statements used to establish a countywide framework from which county and municipal comprehensive plans are developed and adopted in order to ensure consistency between plans as required by RCW 36.70A.100 & 210; and

**WHEREAS**, CWPPs are also intended to improve coordination between governmental agencies and prevent redundant or conflicting actions; and

**WHEREAS**, in order to address the requirements of the GMA, Island County, and the jurisdictions within Island County, first adopted CWPPs in 1992 which were subsequently revised in 1998 and 1999; and

**WHEREAS**, in the sixteen years since the CWPPs were last revised the GMA has evolved through legislative changes, judicial interpretations, and Growth Management Act Hearings Board decisions; and

**WHEREAS**, intergovernmental planning and coordination issues have become apparent which were not anticipated when the CWPPs were originally drafted; most notably it has become apparent that more specific standards, policies, and criteria are necessary to guide decisions about the size of Urban Growth Areas (UGAs) and the process for managing growth within UGAs; and

**WHEREAS**, the current CWPPs include outdated population projections, figures, and allocations, which are not consistent with current projections, figures, and allocations; and

**WHEREAS**, replacing the explicitly stated population projections and figures in the current CWPPs with a process and a methodology to guide future population forecasting and allocation efforts will reduce the need for future revisions to the CWPPs; and

**WHEREAS**, the current CWPPs should be revised in order to address inconsistencies with the GMA, improve intergovernmental coordination, and improve the efficiency and effectiveness of multi-jurisdiction planning efforts; and

**WHEREAS**, the GMA requires cities and counties planning under the GMA to establish and broadly disseminate to the public a public participation program identifying procedures providing for early and continuous public participation in the development and amendment of comprehensive land use plans and development regulations which implement such plans (RCW 36.70A.140); and

**WHEREAS**, on May 20, 2013 the Board of Island County Commissioners approved Resolution C-45-13 establishing a Public Participation Plan and Preliminary Schedule for the periodic review of the Island County Comprehensive Plan; and

**WHEREAS**, the Public Participation Plan and Preliminary Schedule adopted by the Board of Island County Commissioners identified updating the CWPPs as an essential component of the overall comprehensive plan update project; and

**WHEREAS**, the Public Participation Plan and Preliminary Schedule adopted by the Board of Island County Commissioners identified a number of "essential public participation" strategies which would be employed while updating the CWPPs; and

**WHEREAS**, the Island County Planning and Community Development Department employed all of the essential public participation strategies identified in the adopted Public Participation Plan and Preliminary Schedule; and

**WHEREAS**, the GMA requires that CWPPs be developed and revised through a collaborative effort with each of the affected jurisdictions; and

**WHEREAS**, an Intergovernmental Planning Group (IWG) comprised of representatives from the planning departments of Coupeville, Island County, Langley, and Oak Harbor was formed for the purpose of facilitating the collaborative process described above and developing revised CWPPs; and

**WHEREAS**, The IWG held approximately 15 meetings between March 2013 and February 2015 to discuss revisions to the CWPPs and the creation of a unified methodology for analyzing the quantity of buildable land in Island County's UGAs; and

**WHEREAS**, the IWG members reached a general consensus on the proposed changes to the CWPPs in December 2014 and made further refinements at IWG meetings in January 2015 and February 2015; and

**WHEREAS**, the Island County Planning Commission held a public hearing on March 9, 2015 to review and deliberate on the proposed changes to the CWPPs; and

**WHEREAS**, on March 9, 2015 the Island County Planning Commission voted to recommend that the Board of Island County Commissioners (BOCC) begin the process of adopting the revised CWPPs; and

**WHEREAS**, the revised CWPPs approved by the Island County Planning Commission and the Island Planning Commission's Findings of Fact are attached hereto as Exhibit A; and

**WHEREAS**, the BOCC's Findings of Fact and Statement Setting Forth the Factors Considered at the Hearing and Found to be Controlling is attached hereto as Exhibit B; and

**WHEREAS**, the revised CWPPs are currently being reviewed by the planning commissions and legislative bodies representing Coupeville, Langley, and Oak Harbor; and

**WHEREAS**, the Board of Island County Commissioners finds it necessary to provide a period of at least sixty days during which final changes to the proposed CWPPs can be proposed by the legislative bodies representing Coupeville, Langley, or Oak Harbor; and

**WHEREAS**, the GMA requires that any jurisdiction contemplating changes to its comprehensive plan or development regulations notify the Washington State Department of Commerce at least sixty days prior to adopting the amendment (RCW 36.70A.106(1) & WAC 365-196-630(1)); and

**WHEREAS**, even though the proposed revisions to the CWPPs will not amend a comprehensive plan or regulation, the BOCC finds that it would be prudent to notify the Department of Commerce of the proposed amendments to the CWPPs and provide a period of at least sixty days for State agencies to comment on the revised CWPPs; and

**WHEREAS**, because adopting the revised CWPPs will constitute a "non-project action" under the State Environmental Policy Act (SEPA) and will require Island County to issue a "threshold determination" and provide a period for public comment, the Board of Island County Commissioners finds that the Island County SEPA Official should issue a threshold determination and provide a period of at least sixty days for public comment pursuant to the integrated SEPA/GMA procedures identified in WAC 197-11-340;  
**NOW, THEREFORE,**

**IT IS HEREBY RESOLVED** that the Board of Island County Commissioners will take final action to adopt revised and updated Countywide Planning Policies by August 2015 substantially in the form approved by the Island County Planning Commission and attached to exhibit "A"; and

**BE IT FURTHER RESOLVED** that the Department of Planning and Community Development shall provide a copy of this resolution to the legislative authorities representing Coupeville, Langley, and Oak Harbor; and

**BE IT FURTHER RESOLVED** that the Department of Planning and Community Development shall provide the Washington State Department of Commerce with notice of Island County's intent to adopt revised Countywide Planning Policies; and

**BE IT FURTHER RESOLVED** that the Island County SEPA Official shall issue a threshold determination and provide a period of at least sixty days for public comment on the proposed revisions to the Countywide Planning Policies; and

**BE IT FURTHER RESOLVED** that the sixty day "notice of intent to adopt" and SEPA comment periods shall run together as a single combined comment period; and

**BE IT FURTHER RESOLVED** that any comments received during the sixty day combined comment period noted above will be used to inform the BOCC's decision on the final adoption of the proposed revisions to the CWPPs; and

**BE IT FURTHER RESOLVED** that Island County will work to reconcile and incorporate any comments or concerns provided by the legislative authorities of Coupeville, Langley, or Oak Harbor prior to adopting the proposed amendments to the Countywide Planning Policies, provided that such comments are received on or before July 1, 2015, and further provided that such comments shall be submitted in the form of an official action by the legislative body representing the municipality. If a municipality fails to take official action and provide Island County with comments on or before July 1, 2015, Island County will presume the jurisdiction concurs with the proposed revisions and will proceed with the final adoption process.

**ADOPTED** this 21<sup>st</sup> day of April, 2015 following a public hearing.

BOARD OF COUNTY COMMISSIONERS  
ISLAND COUNTY, WASHINGTON



Helen Price Johnson, Chair

Richard Hahnold, Member

Jill Johnson, Member

ATTEST:

Debbie Thompson  
Clerk of the Board

## **EXHIBIT A**

Planning Commission Findings of Fact and  
Revised Countywide Planning Policies approved by the Planning Commission



## ISLAND COUNTY PLANNING COMMISSION

PHONE: (360) 679-7339 ☐ from Camano (360) 629-4522, Ext. 7339 ☐ from S. Whidbey (360) 321-5111, Ext. 7339 FAX: (360) 679-7306 ☐ 1 NE 6<sup>th</sup> Street, P. O. Box 5000, Coupeville, WA 98239-5000  
Internet Home Page: <http://www.islandcounty.net/planning/>

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**To:** Board of Island County Commissioners

**From:** Island County Planning Commission

**RE:** Findings of Fact – 2016 Comprehensive Plan Review and Update:  
Countywide Planning Policies

**Date:** March 9, 2015

### Summary

The Washington State Growth Management Act (GMA) requires that cities and counties adopt comprehensive plans. The GMA further requires that counties adopt Countywide Planning Policies (CWPPs) (RCW 36.70A.210 & WAC 365-196-305) to guide and coordinate issues of regional significance. The CWPPs are intended to guide intergovernmental planning efforts, fully implement the planning goals identified in the GMA, and ensure that the actions of government agencies are coordinated and consistent with one another.

Island County initially adopted CWPPs in 1992. These CWPPs were subsequently revised in 1998 and 1999. Because Island County, and the municipalities within Island County, are currently reviewing and updating their comprehensive plans, and because previous review and update efforts have highlighted weaknesses and contradictory elements in the original CWPPs, updated CWPPs have been developed to address areas of concern and to facilitate countywide comprehensive planning efforts.

The development of revised CWPPs was a collaborative process. An Intergovernmental Working Group (IWG) comprised of representatives from the planning departments of Coupeville, Island County, Langley, and Oak Harbor was formed to facilitate this effort. Approximately 14 IWG meetings were held between March 2013 and January 2015 to discuss revisions to the CWPPs and the creation of a uniform buildable lands analysis methodology. Among IWG members a general consensus on the changes to the CWPPs was reached in December 2014. The IWG members then agreed to forward the proposed revisions to their respective planning commissions and elected bodies for further review.

## Findings

1. Island County conducts planning activities in accordance with Chapter 36.70 RCW (The Planning Enabling Act).
2. The planning activities of Island County, and the planning activities of municipalities within Island County, are further regulated by the provisions of Chapter 36.70A RCW (The Growth Management Act).
3. The GMA requires that counties subject to the GMA adopt County Wide Planning Policies (CWPPs), and further requires that these policies be developed with the cooperation of the municipalities within the county (RCW 36.70A.210(2)).
4. CWPPs are written policy statements used to establish a countywide framework from which county and municipal comprehensive plans are developed and adopted to ensure consistency between plans as required in RCW 36.70A.100. (RCW 36.70A.210 (1))
5. In order to address the requirements of the Washington State Growth Management Act, Island County, and the jurisdictions within Island County, adopted Countywide Planning Policies in 1992, which were subsequently revised in 1998 and 1999.
6. In the 16 years since the CWPPs were last amended the Growth Management Act has evolved through legislative amendments, judicial interpretations, and Growth Management Hearings Board decisions.
7. Intergovernmental issues have become apparent that were not anticipated in 1999. The revised CWPPs will provide clarity on these issues and provide procedures for coordinating multi-jurisdiction planning activities. Importantly, more specific standards are necessary to guide decisions about the size of urban growth areas and the process for managing growth within urban growth areas.
8. The current CWPPs include population projections from the late 1990s, which are not consistent with current population figures and projections. Because the population figures and projections included in the original CWPPs are no longer relevant or accurate, and because the process of amending the CWPPs is difficult, the Planning Commission finds that a methodology for conducting population forecasting and regional allocations should be included in place of specific population estimates and growth rates.
9. The Growth Management Act does not specifically address amendments to CWPPs; however, the GMA does not prohibit amendments to CWPPs and it has become apparent that Island County's CWPPs should be updated in order to better address countywide planning concerns and current legal requirements.

10. The original Island County CWPPs and subsequent versions state that the CWPPs may be amended through the same process as the original CWPPs were adopted, which appears to be through approval from Island County and each of the municipalities within Island County.
11. The GMA requires that CWPPs be developed through a collaborative effort with each of the affected jurisdictions.
12. To develop the revised CWPPs an Intergovernmental Working Group (IWG) comprised of representatives from the planning departments of Coupeville, Island County, Langley, and Oak Harbor was formed.
13. The IWG held approximately 14 meetings between March 2013 and January 2015 to discuss revisions to the CWPPs and the creation of a unified methodology for performing a buildable lands analysis.
14. Draft documents were prepared and distributed to IWG members and written comments were received and addressed throughout the process.
15. Among IWG members a general consensus on the proposed changes to the CWPPs was reached in December 2014.
16. The Island County Planning Commission has reviewed the revised CWPPs prepared by the IWG and the Island County Department of Planning & Community Development, and finds that these policies will address a pressing need to better coordinate regional planning efforts and the actions of government agencies within Island County.
17. The Island County Planning Commission further finds that the revised CWPPs prepared by the IWG and the Island County Department of Planning & Community Development are consistent with all applicable Washington State Planning laws and regulations, particularly RCW 36.70A.210 and WAC 365-196-305.
18. Because the revised CWPPs must be reviewed and approved by the planning commissions and elected bodies of each jurisdiction in Island County, the Planning Commission recognizes that further changes may need to be made to these policies in order to reconcile changes requested by each jurisdiction through their deliberations.
19. Island County Code (ICC 16.26.060.B) generally specifies that amendments to the Comprehensive Plan may not be considered more than once a year and that all proposed amendments should be considered concurrently. The Planning Commission finds that since Countywide Planning Policies are not part of the Island County Comprehensive Plan, the provisions of ICC 16.26.060.B are not applicable to this action.

Conclusion

The Island County Planning Commission has reviewed the revised Countywide Planning Policies and hereby recommends that the Board of Island County Commissioners adopt a resolution supporting the adoption of the revised CWPPs attached as exhibit "A" in conjunction with the City of Oak Harbor, the City of Langley, and Town of Coupeville.

Respectfully submitted through the Island County Planning Department to the Board of Island County Commissioners, pursuant to RCW 36.70.430, this 9<sup>th</sup> day of

March, 2015 by,

Vae Hillen

Chair, Island County Planning Commission

# Countywide Planning Policies

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## 1. General Provisions

### 1.1 Purpose

The Washington State Growth Management Act (GMA) requires that cities and counties adopt comprehensive plans. The GMA further requires that counties adopt Countywide Planning Policies (CWPPs) (RCW 36.70A.210 & WAC 365-196-305) to guide and coordinate issues of regional significance. The following goals and policies are intended to guide intergovernmental planning efforts, fully implement the planning goals identified in the GMA, and ensure that the actions of government agencies within Island County are coordinated and consistent with one another.

### 1.2 Applicability

These policies are intended to apply countywide. Any Government Agency or Special Service District within Island County that conducts planning activities or provides Public Services shall be subject to the goals and policies identified in these CWPPs; specifically:

1. Planning Policies and Development Regulations adopted or enforced by Government Agencies and Special Service Districts shall be consistent with these goals and policies.
2. All decisions by Government Agencies and Special Service Districts regarding the provision or construction of Public Services and facilities shall be consistent with these goals and policies.
3. These goals and policies should not be construed to otherwise reduce, diminish, or supersede those planning and land use powers reserved exclusively for the Municipalities or the County by Washington State law.

### 1.3 Definitions

The following definitions shall be used in the interpretation and application of the CWPPs.

1. Agency, Government: The County government of Island County, a Municipality within Island County, or a department or agency of the State of Washington.
2. County: The County government of Island County. This term is used throughout this document to differentiate between the jurisdictional limits of the government

of Island County, and the geographic area encompassed by Island County. See "Island County".

3. **Development Regulation:** Controls placed on development or land use activities by the County or Municipalities, including, but not limited to, zoning ordinances, critical areas ordinances, shoreline master programs, official controls, planned unit development ordinances, platting regulations, subdivision and short subdivision ordinances, and binding site plan ordinances together with any amendments thereto.
4. **Facility of Statewide or Countywide Significance:** Those facilities that are typically difficult to site, such as airports, state education facilities and state or regional transportation facilities as defined in RCW 47.06.140, regional transit authority facilities as defined in RCW 81.112.020, state and local correctional facilities, solid waste handling facilities, and inpatient facilities including substance abuse facilities, mental health facilities, group homes, and secure community transition facilities as defined in RCW 71.09.020. Public school facilities and municipal sewage treatment facilities shall also be considered Facilities of Statewide or Countywide Significance. Throughput transmission facilities and major utilities, as defined in Island County Code, shall not be considered Facilities of Statewide or Countywide Significance. This definition is intended to be used synonymously with the term "essential public facilities".
5. **Future Planning Area (FPA):** An area immediately outside of, and adjacent to, a Non-Municipal Urban Growth Area. Future Planning Areas are designated by the County to reserve areas which may be necessary for future Urban Growth and to protect land which has been identified as having long term rural significance such as critical areas, key entrance roads, and areas of historical significance. Broadly, such areas are intended to provide an opportunity for long term planning beyond the normal twenty year planning horizon.
6. **Joint Planning Area (JPA):** Areas immediately outside of, and adjacent to, Municipal Urban Growth Areas. JPAs are jointly designated by the County and Municipalities to reserve areas which may be necessary for future Urban Growth and to protect land which has been identified as having long term rural significance such as critical areas, key entrance roads, and areas of historical significance. Broadly, such areas are intended to provide an opportunity for long term planning beyond the normal twenty year planning horizon.
7. **Municipality or Municipal:** A legally incorporated or duly authorized association of inhabitants of a limited area for local government or other public purposes. For purposes of interpreting this document, "Municipality" or "Municipal" is intended to refer to the current incorporated jurisdictions in Island County (Coupeville, Langley, and Oak Harbor) as well as any city or town incorporated after the establishment of these CWPPs.

8. Planning Area: Four Planning Areas have been established in Island County for purposes of long term planning, population forecasting, and data analysis. The four Planning Areas include: Camano Island, North Whidbey, Central Whidbey, and South Whidbey. The specific boundaries of these areas are delineated on maps maintained by, and on file with, the County Planning Department.
9. Planning Goals or Planning Policies: Statements, goals, and specific policies expressed in the Growth Management Act, Countywide Planning Policies, or a comprehensive plan adopted by the County or a Municipality.
10. Rural Area(s): As used in this document the term "Rural Area" is intended to refer to all of the land area in Island County outside of Urban Growth Areas. Generally (with the exception of RAIDs) Rural Areas are intended to facilitate agriculture, forestry, and other resource dependent uses and activities which depend on rural resources and lands. Other uses may be permitted in the Rural Area when consistent with the County's definition of Rural Character.
11. Rural Area of Intense Development (RAID): Areas of existing more intense rural development designated by the County pursuant to RCW 36.70A.050(d) and WAC 365-196-425(6). This term is synonymous with, and intended to be used interchangeably with, the term "Limited Area of More Intense Rural Development" (LAMIRD) as used in the GMA. The County comprehensive plan contains a more complete definition as well as designation criteria for RAIDs.
12. Rural Character: Refers to patterns of land use and development established by the County in the Rural Element of the Island County Comprehensive Plan. For purposes of interpreting this document, the definition of Rural Character shall be the definition contained in the Island County Comprehensive Plan.
13. Service, Public: Includes fire protection and suppression, law enforcement, public health, education, recreation, environmental protection, and other services or facilities provide by Government Agencies or Special Service Districts. This term is synonymous with, and is intended to be used interchangeably with, the term "public facilities".
14. Service, Rural: Those Public Services and public facilities historically and typically delivered at an intensity usually found in rural areas, and may include domestic water systems, fire and police protection services, transportation and public transit services, and other public utilities associated with rural development and normally not associated with urban areas. Rural services are those services necessary to support development which is consistent with the definition of Rural Character and do not include storm or sanitary sewers, except as otherwise authorized by RCW 36.70A.110(4).
15. Service, Urban: Those Public Services and public facilities at an intensity historically and typically provided in cities, specifically including storm and

sanitary sewer systems, domestic water systems, street cleaning services, fire and police protection services, public transit services, and other public utilities associated with urban areas and normally not associated with Rural Areas. Urban Services are intended to accommodate and facilitate Urban Development consistent with the policies expressed in the comprehensive plans adopted by County and Municipalities.

16. Special Service District: Independent governmental units that exist separately from local governments to provide public services to limited areas using public funds, including but not limited to sewer and water districts, fire districts, and school districts.
17. Sprawl, Sprawling: Scattered, poorly planned Urban Development that often occurs in urban fringe and Rural areas. Generally sprawl is neither reflective of Urban Character nor Rural Character. Sprawl occurs at densities too high to maintain Rural Character, but too low to provide the full range of social, economic, and cultural amenities typically associated with cities and towns. Sprawl is also characterized by forms of development which are difficult or costly to serve with high quality Urban Services
18. Urban Character, Urban Form: Refers to a pattern of Urban Growth characterized by a high concentration of economic, social, and cultural amenities, as well as a full range of housing types and densities. Each Municipality in Island County has adopted a Comprehensive Plan which is expressive of their desired Urban Form and Character.
19. Urban Development, Urban Growth: A pattern of growth that makes intensive use of land for the location of buildings, structures, and impermeable surfaces to such a degree as to be incompatible with the primary use of land for the production of food, other agricultural products, or fiber, or the extraction of mineral resources, rural uses, rural development, and natural resource lands designated pursuant to RCW 36.70A.170. Additionally, the term Urban Development includes all forms of development that are inconsistent with the County's adopted definition of Rural Character.
20. Urban Growth Area (UGA): Areas within which Urban Growth is encouraged and outside of which growth can occur only if it is consistent with Rural Character and not Urban Development or urban in nature. In Island County UGAs have been established around each Municipality. In addition, a UGA has been established around Freeland in recognition of its existing pattern of Urban Development.
21. Urban Growth Area, Municipal (MUGA): Each Municipality in Island County has been included in an Urban Growth Area and is responsible for developing a comprehensive plan in compliance with the GMA and the County Wide Planning Policies developed jointly by the County and Municipalities. For purposes of

interpreting this document, the term "Municipal Urban Growth Area" shall mean an Urban Growth Area associated with an incorporated Municipality.

22. Urban Growth Area, Non-Municipal (NMUGA): An area characterized by an extensive pattern of Urban Development which was established prior to the adoption of the GMA and which does not include an incorporated Municipality. In Island County, a Non-Municipal Urban Growth Area has been established around the unincorporated area of Freeland in recognition of an existing pattern of Urban Development. The Freeland Non-Municipal Urban Growth Area is subject to the Planning Goals and Policies set forth in the County's Comprehensive Plan and the Freeland Subarea Plan.
23. Urban Growth Boundary (UGB): The line separating Urban Growth Areas from surrounding Rural Areas. The UGB is intended to preserve Rural Character in Rural Areas and prevent low-density Sprawling development by focusing and encouraging Urban Growth in designated Urban Growth Areas.

## 2. Countywide Planning Goals

Island County and the municipalities have identified the following goals as being of countywide concern. These goals are intended to establish a foundation for, and guide the interpretation of, the policies contained in this document.

1. Intergovernmental coordination: The County, the City of Langley, the Town of Coupeville, the City of Oak Harbor, State Agencies, and Special Service Districts will work together to address issues of regional, or countywide importance in a coordinated fashion. Proactive communication and coordination will improve the quality of planning activities and reduce the likelihood of disputes.
2. Joint City and County Planning: Decisions regarding Joint Planning Areas, Urban Growth Areas, areas for future UGA expansions, and areas of Long Term Rural Significance will be made by the County and Municipalities in a cooperative fashion.
3. Public Participation: Island County citizens will be involved in the planning process and public comments will be considered by the County and Municipalities before making planning decisions involving issues of countywide concern.
4. Urban Growth Areas: All decisions regarding the designation of new Urban Growth Areas, adjustments to existing Urban Growth Areas, population forecasting, and the allocation of population to Urban Growth Areas will be made using clearly stated and rational criteria.

5. Urban Development: The social and economic vitality of Island County's cities and towns will be reinforced by ensuring that Urban Growth occurs only within designated Urban Growth Areas.
6. Rural Development: Island County's unique rural atmosphere and lifestyle will be protected from Sprawling low density development and inappropriate uses; also, rural land use plans will ensure that permitted development is consistent with the availability of Rural Services and resources.
7. Public Services: Adopted land use and economic development plans will be reinforced and supported by Public Service and infrastructure investments. Decisions on infrastructure investments and the provision of Public Services will be made in a way which strengthens and reinforces adopted Planning Goals and Policies.
8. Urban Services: In order to protect and enhance the quality of life enjoyed by the residents of Island County's Municipalities and Urban Growth Areas, Urban Development will be provided with high quality Urban Services. The Municipalities will work to provide services at a level that promotes and fosters Urban Development in a manner consistent with their adopted Planning Goals and Policies. Urban Services will not be provided outside of Urban Growth Areas to protect Island County's Rural Character and prevent scattered Sprawling development patterns which are inefficient and costly to serve.
9. Facilities of Countywide or Statewide Significance: In recognition of the fact that some uses are difficult to site, but may be regionally significant or essential, the County, Municipalities, and State agencies will work together to develop consistent policies and regulations governing, but not prohibiting these facilities.
10. Transportation: Island County should be served by an efficient, well connected, multimodal transportation system. Transportation plans, spending decisions, and regulations will be consistent with, and reinforce adopted land use and economic development plans.
11. Affordable Housing: Opportunities for affordable housing will be provided throughout Island County and a full range of housing types and densities will be permitted in Island County's Urban Growth Areas and Municipalities in order to ensure that the supply of new housing is consistent with demand.
12. Economic Development: Develop a coordinated and diverse economic base that provides employment opportunities and improves the wellbeing of all economic segments of Island County's population. The County and Municipalities will consider economic development broadly by incorporating Planning Policies throughout their planning documents that are supportive of a coordinated economic development strategy.

13. Critical Areas: The County and Municipalities will work together to ensure that Planning Policies, and Development Regulations designed to protect Island County's natural resources and critical areas are consistent with one another.
14. Historic Preservation: Preserve and protect cultural resources as well as lands, sites, and structures that have historic or archaeological significance.
15. Water Resources: Protect the long term viability of Island County's drinking water supply and the rights of Island County's existing residents, by ensuring that allowed densities and land uses are consistent with known and /or verifiable water supplies.
16. Climate & Natural Disasters: In order to avoid unnecessary and costly infrastructure and to avoid exposing Island County residents to unnecessary risk, the County and municipalities will work proactively to prepare for, and if necessary, adapt to the impacts of changing climate patterns and natural disasters.
17. Public Health: Promote the health of people of all ages and abilities by adopting policies and regulations that encourage safe, healthy habits through the communities we plan, build, and preserve.

### **3. Countywide Planning Policies**

The following policies are intended to facilitate the realization of the countywide goals identified above. These policies are further intended to guide the development of County and Municipal comprehensive plans and Development Regulations where such plans and regulations involve issues of countywide concern.

#### **3.1 General Provisions**

1. Except as otherwise stated, Municipalities shall be responsible for establishing long range plans and Planning Policies for Municipal Urban Growth Areas. The Municipalities shall also be exclusively responsible for regulating land use and development within the incorporated portions of Municipal Urban Growth Areas.
2. The County shall be responsible for regulating land use and development activities within unincorporated portions of Municipal Urban Growth Areas; however, the County must coordinate with the associated Municipality to ensure that any new uses authorized by a County permit or Development Regulations are consistent with the Municipality's Planning Goals and Policies, as well as any applicable Countywide Planning Policies.
3. Growth and development within Non-Municipal Urban Growth Areas shall be planned for, managed, and regulated by the County.

4. The County and the Municipalities should coordinate where appropriate, the development and implementation of long-range plans for youth services, senior services, fire protection, police services; air quality, transportation, solid waste, public and private utilities, watershed and storm-water planning, and environmental plans for the protection of critical areas.
5. Growth and development outside of Urban Growth Areas shall be planned for, managed, and regulated by the County, except that planning within Joint Planning Areas shall be subject to the joint planning area policies described below in section 3.2.

### **3.2 Joint Planning Area Policies**

1. For each Municipal UGA, the County and the Municipality associated with the UGA shall collaboratively designate a Joint Planning Area (JPA). The County and Municipality shall also collaboratively produce a long term conceptual plan for the Joint Planning Area as follows:
  - a. Two broad overlay designations shall apply within JPAs as follows; Potential Growth Area (PGA) and Long Term Rural Significance (LRS). These designations need not be applied to all land within the JPA, land may be left undesignated; however, sufficient quantities of both PGA and LRS land should be designated to guide and control future development and UGA expansions.
  - b. Designate areas appropriate for future Urban Growth Area expansions. Land shall be assigned a JPA overlay designation of Potential Growth Area (PGA) if it is already characterized by Urban Development, served by Urban Services, particularly sanitary sewer, or is determined by the Municipality and the County to be the most logical and cost effective location to accommodate future Urban Growth Area expansions. Land which meets the criteria for an LRS designation shall not be assigned a Joint Planning Area overlay designation of PGA.
  - c. Designate areas of Long Term Rural Significance (LRS) which have been designated for agricultural or forestry uses. Lands which are extensively constrained by critical areas, flood hazards, or tsunami hazards should also be given an LRS designation. Lands which are judged by the County and/or Municipality to have long term cultural, scenic or environmental benefits may also be assigned an LRS designation. At a minimum, all lands which have been assigned a County Comprehensive Plan designation of Rural Agriculture (RA), Commercial Agriculture (CA), or Rural Forest (RF) shall be assigned an LRS designation along with any other lands which may be within contiguous blocks of RA, CA, or RF land.
  - d. When possible, a buffer of land should be provided between the UGB or lands designated as Potential Growth Areas, and lands which have been

assigned a comprehensive plan designation of Commercial Agriculture (CA), Rural Agriculture (RA), or Rural Forest (RF). When such a buffer is established it shall be assigned a designation of LRS. A buffer should not be established if it would result in highly irregular or impractically configured LRS overlay boundaries.

- e. With the exception of the Coupeville JPA, Joint Planning Area designations shall not be assigned in such a way that future UGA expansions are completely precluded, forestalled, or rendered impractical; areas must be provided to allow for future UGA expansions.
2. The County shall adopt the LRS and PGA designations as Comprehensive Plan overlay designations which will apply in addition to any underlying comprehensive plan or zoning designations.
  3. The County may adopt a Future Planning Area around the Freeland Non-Municipal Urban Growth Area and assign overlay designations similar to those discussed above.
  4. A conceptual JPA plan should be prepared by the County in cooperation with each Municipality consistent with the above criteria, the Planning Goals and Policies expressed in this document, and any applicable County Planning Goals and Policies. The County and Municipalities should then work together to resolve any concerns prior to final adoption by the County.
  5. Proposals to modify a UGA or Joint Planning Area may be made by a Municipality or the County. Modifications to JPA plans shall be subject to the procedures and criteria identified above and should generally only be made during the periodic update cycle mandated by the GMA.
  6. For lands assigned a designation of Potential Growth Area (PGA), the County shall adopt Planning Policies and Development Regulations which limit or restrict development which could interfere with the efficient utilization of such lands for future Urban Development. The County shall also adopt Planning Policies and Development Regulations which provide Municipalities notification of significant development proposals (such as land divisions, site plan approvals, or major transportation projects) within the JPA, and shall provide the affected Municipality with the ability to comment on such proposals.
  7. For lands assigned a designation of Long Term Rural Significance (LRS), the County shall adopt Planning Policies and Development Regulations which protect the agricultural, environmental, forestry, aesthetic, or cultural values of such lands.

### **3.3 Urban Growth Areas**

Consistent with the provisions of RCW 36.70A.110, a Municipal Urban Growth Area has been established around each Municipality. A Non-Municipal UGA has also been established in Freeland in recognition of the fact that Freeland is already characterized by Urban Development. Existing UGAs may only be modified when it can be demonstrated that the proposed modification is consistent with the following policies. These policies are intended to implement countywide planning goals 2.1, 2.2, 2.4, and 2.5 as well as GMA planning goals one, two, and four.

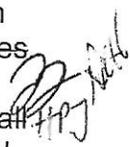
1. The review of a UGA for possible expansion is a significant undertaking. Generally UGAs should only be enlarged or modified during the periodic update process; however, UGAs may be modified outside of the periodic update process if necessary to accommodate major and unanticipated fluctuations in Island County's population, or if necessary to accommodate a large employer or institution which cannot reasonably be accommodated within an existing UGA.
2. Urban growth areas may be expanded if necessary to accommodate a 20 year supply of buildable land as required by RCW 36.70A.110, and by demonstrating that the expansion is necessary for one of the following reasons. For purposes of interpreting these policies "the start of the planning period" shall mean the date on which the most recent periodic update was completed.
  - a. Population growth in the UGA since the start of the planning period equals or exceeds fifty percent of the population growth allocated to the UGA at the start of the planning period; or
  - b. Employment growth in the UGA since the start of the planning period equals or exceeds fifty percent of the employment growth allocated to the UGA at the start of the planning period; or
  - c. Written notification is provided by the Department of Defense, or other reliable and verifiable information is obtained, indicating that prior to the next periodic update cycle, base staffing will increase in a manner which would result in population growth equal to or exceeding fifty percent of the population growth allocated to the UGA at the start of the planning period; or
  - d. An opportunity is presented to bring a large scale business, industry, institution, or other significant employer to Island County, and the County and Municipality agree that due to the facility or institution's unique characteristics there is no suitable land available inside the current UGA.

3. Urban Growth Areas shall be sized to include only the land necessary to accommodate twenty years of population and employment growth based on the methodology included in Appendix "A".
4. In considering potential UGA expansion scenarios, Municipalities should consider alternative measures such as, increasing the densities allowed within their existing UGA or altering the uses allowed by their land use plan and zoning regulations. The viability of such measures should then be discussed with the County. In determining the viability of such alternative measures, the Municipalities may consider a full range of economic, social, and real estate market factors.
5. If it is determined that an expansion or modification of a UGA is necessary, land shall be considered for inclusion within the UGA in the following order:
  - a. Land with a JPA overlay designation of PGA.
  - b. Land within a JPA which has not been assigned a JPA designation, provided such land is not extensively constrained by critical areas or located in a significant flood or tsunami hazard area.
  - c. Land with a JPA overlay designation of LRS and an underlying County comprehensive plan designation of Rural (R) which is not extensively constrained by critical areas and which does not contain significant flood or tsunami hazard areas.
  - d. Land with a JPA overlay designation of LRS and an underlying County comprehensive plan designation of Rural Agriculture (RA) or Rural Forest (RF) which is not extensively constrained by critical areas, and which does not contain significant flood or tsunami hazard areas.
6. Land which is extensively constrained by critical areas, or which is designated as resource land of long term significance and is identified by a County comprehensive plan designation of "Commercial Agriculture" (CA) shall be considered the absolute lowest priority for inclusion within a UGA and shall only be included within a UGA upon a demonstration of the following:
  - a. After a thorough consideration of all other reasonable measures the UGA must be expanded in order to relieve a critical shortage of buildable land; and,
  - b. No other land exists which can reasonably be added to the UGA.
  - c. The land being considered can be reasonably served by Urban Services.

7. Under no circumstances shall a UGA be expanded into a designated tsunami or flood hazard area unless the land is assigned an extremely low intensity comprehensive plan designation such as park or open space.
8. Urban Growth Areas may be reduced in size if:
  - a. Revised population estimates or allocations indicate that that the existing UGA is larger than necessary to accommodate a 20 year supply of buildable land.
  - b. Densities within the UGA have been increased such that the UGA is larger than necessary to accommodate a 20 year supply of buildable land.
  - c. It is determined that Urban Services including public sewer and water cannot reasonably be provided to the area included in the proposed UGA reduction. Any UGA reduction proposed on the basis of this criterion shall ensure that any population currently allocated to the area included in the proposed reduction is redistributed elsewhere within the UGA, or to another UGA.
9. Urban Growth Areas may be modified by simultaneously including and excluding land so that the total area of the UGA is not altered, provided that land shall be considered for inclusion based on the criteria expressed in policies 3.3.5, 3.3.6, and 3.3.7 above.
10. Land shall not be removed from a UGA if it is already characterized by Urban Development, permits have been issued authorizing Urban Development, or Urban Services have been extended into the area.
11. UGA modifications outside of the period update cycle may be proposed by a Municipality, the County, or an individual. Modifications proposed by Municipalities or individuals shall be submitted to the County in a manner consistent with the County's procedures for comprehensive plan amendments and placed on the County's annual review docket. Modifications proposed by individuals shall not be approved by the County unless the modification is supported by the legislative authority of the affected Municipality.
12. For any proposed UGA modification a current land capacity analysis shall be prepared and shall utilize the procedures described in Appendix A. The land capacity analysis should be performed by the jurisdiction initiating the UGA modification, unless the modification is initiated by an individual, in which case the land capacity analysis should be completed by the County.

### **3.4 Urban Development**

The following policies have been adopted to ensure that Urban Development occurs only within designated Urban Growth Areas, and that Urban Growth is orderly, compact, contiguous, and adequately served by Urban Services. These policies are intended to implement countywide planning goals 2.4, 2.5, and 2.8 as well as GMA planning goals one, two, and twelve.

1. Urban Development shall take place only within municipalities and UGAs.
2. Each Municipality shall prepare land use plans, Planning Policies, and Development Regulations for their UGA. These plans, Planning Policies, and Development Regulations shall be used to regulate development activities within the incorporated boundaries of the Municipality. For land within a Municipal UGA, but outside the incorporated boundaries of a Municipality, the County's Planning Policies and Development Regulations shall apply until such time that the land is annexed. Upon annexation the Municipality's Planning Policies and Development Regulations shall apply.
3. Urban Development shall be expressive of Urban Character. Planning Policies and Development Regulations should be adopted by the County and the Municipalities to ensure that Urban Development is not wasteful of land or resources, and that Urban Development proceeds in an orderly contiguous fashion.
4. Planning Policies and Development Regulations shall be adopted which require that new development, including subdivisions, short subdivisions, site plan approvals, and building permits for new homes and commercial or industrial buildings within a designated UGA be served by public sewer and water.
5. Development Regulations may be adopted by the Municipalities (or by the County in the case of the Freeland NMUGA) which allow variances or waivers to be granted from the above requirement in situations where public sewer and water cannot be provided economically due to topographical constraints or an inability to obtain the approval of intervening land owners. ~~Waivers or variances should only be granted to serve existing development or to permit the development of single family homes on existing lots. Waivers or variances shall not be used to permit land division or the establishment of new non-residential uses.~~ 
6. The construction or installation of new private wells and septic systems within Urban Growth Areas should be strongly discouraged and only allowed through a variance or waiver as described above in policy 3.4.5. When permitted, these systems should be considered an interim solution until public sewer or water service can be provided.

7. The Municipalities and County agree that steps should be taken during each periodic update cycle to increase the percentage of Island County's overall growth occurring within UGAs. The Municipalities and the County should work to foster, promote, and accommodate additional housing and job growth within existing UGAs and shall adopt policies to accomplish this objective.
8. Municipalities shall not annex land outside an Urban Growth Area.
9. Land recently added to a UGA shall not be annexed until any appeal periods or proceedings associated with the UGA expansion have lapsed or been resolved.
10. Each Municipality should include specific policies to guide the incorporation process in their comprehensive plans. Such policies must ensure that annexation ordinances contain language which makes Municipal Planning Policies and Development Regulations applicable to the area being annexed immediately upon annexation.
11. It is recognized that Urban Growth and Development should be regulated by the Municipalities. Accordingly, the following policies are intended to facilitate and encourage the annexation of land outside of existing Municipal boundaries but within Municipal UGAs. These policies are also intended to ensure that Urban Development occurs in a logical, incremental, and rational fashion, and to prevent the County from authorizing development within a Municipality's UGA which forestalls or frustrates future Urban Development or the realization of the Municipality's Planning Goals and Policies:
  - a. Land outside of existing Municipal boundaries but within a Municipal UGA shall be assigned a County comprehensive plan and zoning designation of Urban Holding "UH" until such time that it is annexed by a municipality. Once the annexation process is complete, the Municipality's Planning Policies, zoning designations, and Development Regulations shall be used to regulate development.
  - b. Island County will support the incorporation of Non-Municipal Urban Growth Areas and provide technical assistance as needed.
  - c. In allocating projected growth to UGAs, priority should be given to Municipal UGAs over Non-Municipal UGAs within the same planning area.
  - d. The County shall adopt Planning Policies and Development Regulations which prohibit Urban Development in areas subject to an Urban Holding designation, including land divisions at urban densities and site plan approvals for Urban Development, provided that minor redevelopment, remodeling, and improvements may be permitted in areas designated UH which are characterized by existing Urban Development.

### **3.5 Rural Development**

1. All development outside of UGAs shall be consistent with the County's definition of Rural Character.
2. Allowed land uses in the Rural Areas should primarily be agricultural or low density residential in nature. In order to support the economic and social vitality of existing cities and towns, non-residential, non-agricultural uses in Rural Areas should be limited to small scale home businesses and non residential uses which are directly related to, and supportive of, agricultural uses. Small scale recreation and tourist uses may also be appropriate in Rural Areas, and higher density housing and certain commercial uses may be permitted in the County's RAIDs. The County shall adopt Planning Policies and Development Regulations to ensure that the intent of this policy is carried out.
3. In establishing allowed densities and uses in Rural Areas, the County shall consider the long term availability of known and /or verifiable water supplies, the general suitability of the area for on-site septic systems, the presence of geologically unstable areas, and the presence of flood or tsunami hazards.
4. The County shall plan for the timely and efficient provision of Rural Services.
5. In general, public facilities and buildings should not be located in Rural Areas unless their function or service area is best served by a location outside of a UGA.
6. The Municipalities and the County have agreed that the percentage of growth occurring within UGAs should be increased. The County shall adopt Planning Policies and Development Regulations in order to achieve this objective.

### **3.6 Public Facilities and Services**

1. New Urban Services and facilities shall not be provided or extended outside of Urban Growth Areas. In particular, sanitary sewer systems may not be extended outside of existing UGAs unless necessary to respond to a documented public health hazard caused by existing development which cannot be remedied in any other reasonable way.
2. Public Services and facilities shall be provided in a manner which is consistent with, and helps to implement all aspects of locally adopted comprehensive plans and Development Regulations.
3. Public Services and facilities shall not be provided in a manner which is contrary to locally adopted comprehensive plans and Development Regulations.

4. Within UGAs, provisions must be made to ensure that necessary Urban Services are available or in place prior to, or concurrent with, Urban Development.
5. Consistent with GMA requirements, locally adopted comprehensive plans and Development Regulations shall specifically identify how Urban Services will be provided throughout UGAs.
6. With respect to services or facilities of regional significance, Municipalities and the County should coordinate capital facilities planning and funding within UGAs.
7. The County and the Municipalities will work together to implement, enforce, and update the Coordinated Water System Plan and any associated Planning Policies or Development Regulations.
8. Public Services and facilities should be located in areas which are accessible by all modes of transportation. In particular, public services serving low income or mobility impaired citizens should be located in close proximity to transit stops and in areas with a well developed network of sidewalks and paths.
9. In general, public facilities and buildings should not be located in Rural Areas. In evaluating the appropriate location for public buildings and facilities, sites should be considered in the following order of preference:
  - a. Sites within existing Municipalities.
  - b. Sites outside of existing Municipalities, but within UGAs.
  - c. Sites outside of an existing Municipality, or UGA, but within a Limited Area of More Intense Rural Development (RAID).
  - d. Sites in Rural Areas, but only when it can be shown that the Public Service requires a location in a Rural Area due to its unique operational characteristics or service area requirements.

### **3.7 Facilities of Countywide or Statewide Significance**

The County and the Municipalities are required by the GMA (RCW 36.70A.200) to include provisions in their comprehensive plans and Development Regulations addressing essential public facilities. The following policies are intended to guide the designation, location, expansion, and modification of Facilities of Countywide or Statewide Significance and to ensure full compliance with GMA requirements.

1. The County and Municipalities shall ensure that their Planning Policies and Development Regulations contain policies and procedures allowing for, and governing facilities of statewide or countywide significance.

2. The County and each Municipality should establish a process through their comprehensive plans or Development Regulations for identifying and regulating the location and development of essential public facilities. These policies and regulations should, at a minimum, include:
  - a. A process for determining whether or not a given facility or service meets the definition of an essential public facility.
  - b. A process, including specific criteria, for evaluating alternative locations.
  - c. Provisions to ensure that the environment, public health, and safety are protected.
  - d. For facilities outside of UGAs, provisions to ensure, to the extent possible, the facility is consistent with the County's adopted definition of Rural Character.
3. To the extent possible, essential public facilities should be located in a manner which is consistent with, and supportive of adopted land-use, transportation, and economic development plans.
4. Essential public facilities shall be located within a UGA unless it can be demonstrated that a rural location is the most appropriate location based on the specific characteristics and operational needs of the facility. Mere convenience or expediency is not sufficient to demonstrate compliance with this requirement.
5. Essential public facilities located outside of a UGA should be self contained and should not require the extension or provision of Urban Services. In the event that it is absolutely necessary to extend Urban Services to allow for the establishment of an essential public facility that would otherwise be impossible to establish, Urban Services shall be provided in a manner which precludes further extension or connections in the intervening areas. In such instances, the extension of Urban Services shall not be used to service Rural Development or to justify future UGA expansions.
6. The County and Municipalities shall not preclude the establishment or provision of an essential public facility when proposals for such services or facilities are consistent with these policies, as well as any Planning Policies and Development Regulations adopted by the County or Municipalities regulating essential public facilities.
7. The County, in collaboration with the affected municipality shall review proposals for Facilities of Countywide or Statewide Significance in unincorporated Municipal UGAs, taking into consideration these policies, as well as applicable County and Municipal policies and regulations.

### **3.8 Transportation**

1. The transportation element of the County's comprehensive plan should include Urban Growth Area components to ensure consistency among planning jurisdictions. All transportation planning, including that of Federal or State agencies, and Port Districts, should be jointly and cooperatively developed, adopted and implemented through coordinated and collaborative planning efforts.
2. The County and Municipalities should each actively participate in multi-county, multi-jurisdiction, regional transportation planning, including planning for Washington State Ferries.
3. The County and Municipalities will cooperate in the analysis of, and response to, any major industrial, retail, commercial, recreation, or residential development proposal that may impact the transportation systems in Island County.
4. The capacity of the transportation system must be planned, built, and managed to meet planned land use densities in UGAs.
5. The planned transportation system should be implemented in a coordinated and cost effective manner utilizing a fair and sufficient method of funding.
6. The County and Municipalities shall work together in identifying and preserving transportation corridors in JPAs and unincorporated UGAs. The location and extent of such corridors should be based on the street classifications and/or future street maps recommended or identified in the Transportation Elements of Municipal Comprehensive Plans.
7. The purchase of right-of-way, or the construction of transportation projects necessary to facilitate Urban Development, within unincorporated UGAs shall be the responsibility of the Municipality associated with the UGA.
8. The County and Municipalities will coordinate their respective transportation plans for consistency and interconnectedness in JPAs and unincorporated Municipal UGAs. For developments occurring in a JPA, or an unincorporated Municipal UGA, that may impact future transportation corridors, the County will notify the Municipality responsibility for the UGA or JPA of the development and provide the Municipality with an opportunity to comment on the proposal.
9. Pursuant to RCW 36.70A.430, a multi-jurisdiction environmental and permitting process should be established for reviewing and coordinating state and local permits for transportation projects that cross Municipal or County boundaries. This policy may be carried out through the development of inter-local agreements with the Municipalities within Island County as well as adjoining County's and Municipalities.

### **3.9 Housing**

In order to meet the need for affordable housing and to accommodate the housing needs for all economic segments of the population, the County and Municipalities will consider the following policies in the development of locally adopted comprehensive plans:

1. A wide range of housing development types and densities throughout Island County should be encouraged and promoted to meet the needs of a diverse population and provide affordable housing choices for all;
2. Manufactured home parks at urban densities, should be located within Municipalities, UGAs and/or unincorporated rural centers;
3. Multi-family housing should be located within Municipalities, UGAs and/or unincorporated Rural Centers;
4. The County and Municipalities should provide appropriately zoned lands and/or location criteria to assure the inclusion of multi-family housing and manufactured home parks within UGAs and should provide for other types of housing for individuals with special needs throughout the county.
5. In order to maximize economic opportunity and enhance the wellbeing of Island County's low income residents, publicly funded low income housing should be located in close proximity to employment centers, transit stops, and other public services.
6. The comprehensive plans of the County and the Municipalities should consider the following housing policies:
  - a. Development of boarding houses, single-room occupancy housing, scattered site housing, and accessory housing such as elder cottages, guest houses, and/or attached apartments;
  - b. Establishment of a public/private housing trust fund to provide loans and grants for development of low to moderate income housing and housing for persons with special needs;
  - c. Identification of publicly owned properties within UGAs or RAIDs that could serve as possible sites for the development of affordable low income housing; and
  - d. Identification of regulatory relief actions such as inclusionary zoning, density bonuses for the development of lower-cost housing or in-lieu payments into a housing trust fund, forgiveness of impact or mitigation fees for low-income housing as authorized under the GMA or priority

permit process treatment of housing developments intended for or including affordable housing.

7. Provisions for affordable housing will be required elements of the economic development and comprehensive plans of the County and Municipalities.

### **3.10 Land Use & Public Health**

Access to clean air and water, healthy food, affordable housing, adequate transportation, and opportunities for physical activity, are all key factors that contribute to a positive quality of life. The Growth Management Act (GMA) encourages the availability of affordable housing, efficient multimodal transportation systems, retaining open spaces, enhancing recreational opportunities and requires communities to plan for bicycle and pedestrian transportation and physical activity. Therefore, it is the policy of the County and the Municipalities that the following policies should be considered when developing or revising County or Municipal Planning Policies and Development Regulations:

1. Roadway systems should be planned, built, and managed to encourage alternative transportation modes to the single-occupant vehicle. Transportation systems should support active, independent mobility for users of all ages and abilities, including children, youth, families, older adults, and individuals with disabilities. Each jurisdiction should encourage:
  - a. Use of public transportation,
  - b. Development of linked on-street bicycle routes and pedestrian and bicycle corridors;
  - c. Adequate pedestrian facilities; and
  - d. Provisions for connections between different modes of transportation.
2. Development within UGAs should encourage enhanced community access and promote healthy active lifestyles through:
  - a. A dense mix of land uses;
  - b. Well connected street grids;
  - c. Non-motorized access to transportation
  - d. Appropriate pedestrian and bicycle facilities that allow for safe travel; and
  - e. Regionally connected trail systems

3. A countywide system of non-motorized trails should be established in accordance with the Island County Non-Motorized Trails Plan. Trail development should be completed through regional collaboration and prioritize linking multi-modal transportation, schools, urban development, places of employment, and recreational facilities.
4. Residents should have adequate access to "open space" areas. Open spaces include land which contains natural areas, habitat lands, natural drainage features, and/or other environmental, cultural and scenic resources. Such land should be preserved and provided to residents for recreational use when appropriate. Open spaces should be linked to non-motorized transportation and public transportation.
5. Residents should have access to healthy food choices. Consideration should be given to establishing land use patterns and Development Regulations that support such access. Land use and Development Regulation amendments should consider the potential to remove existing barriers to healthy food choices, if they exist. Home and community gardens within UGAs should be encouraged and supported through design and permitting processes.
6. Access to affordable housing influences, and is influenced by, residents health. Housing services should be planned with collaboration of health and economic development expertise. Development of multi-family affordable housing should be encouraged near major employment opportunities, public services including healthcare, public transportation, retail providing healthy food options, and open spaces such as parks and trails.

### **3.11 Economic Development & Employment**

To ensure future economic vitality, broaden employment opportunities, and meet the needs of projected growth while retaining a high-quality environment, the County and the Municipalities have determined that the following policies shall guide local economic development planning efforts:

1. Economic growth should be encouraged within the capacities of the County's natural resources, public services and public facilities;
2. The Economic Development Element of the Island County Comprehensive Plan and the comprehensive plans of the Municipalities should, at a minimum:
  - a. Consider the goods, services and employment requirements of existing and projected population:
  - b. Identify the land use, infrastructure, transportation, and labor market requirements of businesses which have the highest probability of economic success in Island County and the least negative impact on the quality of life;

- c. Based on citizen input, existing land use patterns and local capacity (geographic environmental and other considerations), determine areas suitable for retail, commercial and industrial uses; and
  - d. Encourage expansion of the tax base to support the infrastructure and services required to support a growing or changing population.
3. Future retail, commercial, and industrial development should be encouraged in UGAs and RAIDs as identified in the comprehensive plans adopted by the County and Municipalities.
  4. Land use regulations and infrastructure plans of the County and Municipalities should be amended or developed in a manner that supports economic development elements of locally adopted comprehensive plans.
  5. Economic development in each of Island County's Planning Areas should proceed in a coordinated fashion consistent with locally adopted comprehensive plans and development regulations.
  6. The County, Municipalities and Port Districts should work collaboratively to address issues of intergovernmental coordination and overlapping responsibility.

## **4. Administration and Implementation**

The purpose of this section is to ensure that the Countywide Planning Policies are administered jointly in a collaborative fashion by the County and Municipalities.

### **4.1 Countywide Planning Group**

1. A Countywide Planning Group (CPG) shall be formed for the purpose of discussing and coordinating countywide planning issues. This group shall be comprised of representatives from the planning departments of Coupeville, Island County, Langley, and Oak Harbor.
2. The CPG shall meet at least two times each year or more frequently as needed.
3. Matters of overlapping concern or jurisdiction should be discussed by the CPG before being advanced for legislative approval by the County or Municipalities.

### **4.2 Procedures for Adopting or Amending Countywide Planning Policies**

1. The Countywide Planning Policies shall be reviewed, updated, or amended as needed during the periodic update and review cycle required by RCW 36.70A.130, provided that any amendments or updates are consistent with the requirements of the GMA.

2. Amendments to the Countywide Planning Policies may be made outside of the normal periodic update cycle if necessary to address unforeseen or unanticipated events which must be addressed prior to the next periodic update cycle. In such instances, revisions may be proposed by a Municipality or the County and should be drafted jointly by the CPG prior to being advanced to the legislative bodies representing Coupeville, Island County, Langley, and Oak Harbor.
3. At least two years before the periodic review deadline established by RCW 36.70A.130 the CPG shall begin a series of meetings to discuss planning issues of countywide importance that may affect the periodic updates of the Municipalities or the County.
4. If necessary amendments or updates are identified during the CPG meetings they shall be forwarded to the BOCC for consideration. If the BOCC makes a decision to adopt the proposed revisions, they shall only become effective when ratified by the majority of legislative bodies representing Coupeville, Island County, Langley, and Oak Harbor.

#### **4.3 Population Projections and Land Capacity Analysis**

1. As part of the periodic review process required by RCW 36.70A.130, the CPG shall review, and if necessary, revise the 20 year population projection. The County should lead this effort in cooperation with the Municipalities.
2. In reviewing the 20 year population projection, the CPG shall utilize the medium series projection range issued by the Washington State Office of Financial Management (OFM) as a base, or starting point. The CPG shall then analyze the assumptions used in the development of OFM's forecasting model. In those instances where OFM's assumptions differ from locally observed conditions or trends, adjustments shall be made to the medium series projection.
3. Once a general consensus has been reached by the members of the CPG, the CPG's population projection recommendation shall be forwarded to the Island County Planning Commission and the Board of Island County Commissioners (BOCC) for consideration. Based on the Planning Commission's recommendation, the BOCC shall either adopt the 20 year population projection developed by the CPG or refer the matter back to the CPG for further work.
4. BOCC adoption of a population projection shall include a resolution identifying the population projection to be used. The population projection decision shall only become final when ratified by the majority of legislative bodies representing Coupeville, Island County, Langley, and Oak Harbor.
5. After the BOCC has adopted a population projection, the CPG shall develop a plan for allocating the projected population growth to each of Island County's

Planning Areas. This regional allocation process should be based on past growth trends, demographic characteristics, economic conditions, and housing market data.

6. After the regional allocation process described above is completed, the CPG shall divide each regional allocation into an urban component and a rural component; the urban component of each regional allocation shall then be assigned to the UGAs.
7. For each UGA, a land capacity analysis shall be performed to determine if the UGA has sufficient capacity to accommodate the projected growth in population and jobs. The land capacity analysis should be conducted by the jurisdiction responsible for the UGA and shall utilize the procedures described in Appendix A.
8. If, based on the results of the land capacity analysis described above, it is determined that a UGA does not have sufficient capacity to accommodate 20 years of population and job growth, the UGA may be expanded as necessary to accommodate the anticipated growth, provided that any proposed expansion shall be consistent with the applicable criteria contained in section 3.3 of these policies.
9. If, based on the results of the land capacity analysis described above, it is determined that a UGA has significantly more capacity than is required to accommodate 20 years of population and job growth, the UGA may be reduced in size if requested by the jurisdiction responsible for the UGA, provided that any proposed reduction shall be consistent with the criteria enumerated in sections 3.3.8 and 3.3.10.

#### **4.4 Monitoring and Reporting Procedures**

1. In order to facilitate future analysis, the County and Municipalities will maintain development records which include:
  - a. The number of housing units permitted and constructed annually. This information shall be collected and maintained in a manner which makes it possible to differentiate between new "additional" units and replacement units.
  - b. The number of land divisions approved, the size of the parcel divided, the number of new or additional lots created through each division, the gross and net density achieved by each division, and the quantity of land used for public purposes within each division.
  - c. The number of multi-family development projects approved, the number of units contained within each development, the gross and net density

achieved by each development, and the maximum density permitted in the zone where each project is located.

- d. The square footage of new commercial or industrial buildings permitted and constructed. This information should be collected and maintained so that it is possible to calculate the floor area or site coverage ratios of each development.
2. The data described above should be provided to Island County Planning Department by the end of January each year for the purpose of maintaining an accurate buildable lands inventory. Following the receipt of this information the County should produce an annual report summarizing development trends in Island County and distribute this report to the Municipalities and Special Service Districts as appropriate.
3. Arc GIS data should be provided to Island County by the end of January each year to reflect any changes made to Municipal land use or zoning maps. Additionally, Island County should provide updated parcel information to the Municipalities.

## 5. Fiscal Impact Statement

It is therefore the opinion of the Planning Officials of the Municipalities and the County that the Countywide Planning Policies, in themselves, have no fiscal impact and are an agreed upon method of guiding the planning activities required by the Growth Management Act. As the Growth Management Act and these policies are implemented to their maximum extent, County Government may lose some tax base needed to operate essential services which serve both the County and Municipalities. To compensate for this, legislation may be required to provide tax base sharing. Neither the fiscal impacts of implementing the Growth Management Act itself, nor the development of land use plans and Development Regulations necessary to implement the GMA, are addressed herein.

## **Appendix A: Buildable Lands Procedures**

### **Abbreviations & Definitions:**

1. Critical Area Constraint Factor (CF): A number representing the percentage of RAID or UGA land which is presumed to be constrained by critical areas, and therefore less likely to be available for development.
2. Development Potential (DP), Non-Residential & Multi-Family Residential: The number of acres available for non-residential and multi-family residential development in each industrial, commercial, mixed use, and multi-family zone. In this analysis, DP is used as a subtotal to express the gross capacity of vacant or re-developable parcels before the Total Development Potential is calculated.
3. Development Potential (DP), Single-Family Residential: The potential number of lots or dwelling units which can be created by dividing or developing vacant or partially vacant parcels in zones which permit single-family residential development. In this analysis, DP is used as a subtotal to express the gross capacity of vacant or partially vacant parcels before the Total Development Potential is calculated.
4. Partially Vacant Parcel (PVP): A partially vacant parcel is a parcel which contains an existing dwelling unit but which is large enough to be divided.
5. Public Purpose Land (PPL): Includes land required for such things as streets, drainage facilities, and parks/open space.
6. Re-Developable Parcel (RP): A parcel zoned for non-residential uses or multi-family residential uses that has the potential to be redeveloped and used more intensively.
7. Total Development Potential, Non-Residential & Multi-Family Residential (TDP): The total gross quantity of land available for multi-family or non-residential development before land is subtracted to account for public purposes and critical areas.
8. Total Net Capacity (TNC): The total net capacity of each single-family, multi-family, industrial, commercial, and mixed use zone after land is subtracted for public purposes and critical areas. Total Net Capacity is expressed in acres for multi-family and non-residential zones, and dwelling units or lots for single-family zones.
9. Total Development Potential, Single-Family Residential (TDP): The total gross number of lots or dwelling units which could be created by dividing and/or developing all vacant and partially vacant parcels available for single-family

development before land is subtracted to account for public purposes and critical areas.

10. Undevelopable Parcel (UP): Parcels which are not likely to be available for development because they are owned by a charitable organization, institution, or governmental entity. Undevelopable parcels shall be identified based on Assessor's parcel data. Parcels which are tax exempt based on Assessor's parcel data shall be considered undevelopable.
11. Vacant Parcel (VP): A parcel which is either vacant or has an improved value of less than \$4,000 based on Assessor's parcel data. Parcels which contain a mobile or manufacture home shall not be considered vacant even if they have an improved value of less than \$4,000.

### **Assumptions:**

1. Employment Density: For commercial and industrial lands the following assumptions should be used:
  - a. Commercial, UGA: 17 employees per acre
  - b. Industrial: 8 employees per acres
2. In RAIDs and UGAs, 15% of available land will be needed for public purposes.
3. Re-Development Factor: It is assumed that 50% of multi-family, commercial, and industrial parcels with an improvement to land value of less than 1:2 will be available for redevelopment during the planning period (20 years from the date of the most recent periodic update).
4. Household Size: For the 2016 periodic update an average household size for Island County of 2.36 was employed. This figure was based on data from the 2010 census. For each subsequent periodic update, the most current census data should be employed.
5. Partially Vacant Parcels: A parcel shall be considered Partially Vacant if it is at least twice the minimum lot size required by the zone in which it is located.

### **Rural Analysis Steps:**

1. Identify all parcels within a RAID or UGA and exclude these parcels from further analysis.
2. Separate parcels by zoning category and identify lands zoned park/open space, special review district, airport, or any other designation which does not allow for residential development. These parcels should be excluded from further analysis.

3. For each zoning designation, identify all undevelopable parcels (UP) based on tax classification. Parcels which are publicly owned or tax exempt (parks, schools, churches etc.) should be considered undevelopable and excluded from further analysis.
4. For each zoning designation, calculate the development potential of all vacant parcels (VP). The development potential of vacant parcels is determined by dividing the parcel area required by the minimum lot size allowed in the zone and rounding down. For example, a 17 acre parcel in the Rural zone could be divided into three five acre parcels ( $17/5 = 3.4$ ) and accommodate three dwelling units.
5. For each zoning designation calculate the development potential of all partially vacant parcels (PVP) by dividing the parcel area by the minimum lot size, rounding down and subtracting one to account for the existing dwelling unit. For example a 17 acre parcel in the Rural zone with an existing home on it could be divided into three five acre parcels and two *additional* homes could be constructed on the resulting parcels. [ $(17/5 = 3.4) - 1 = 2.4$ ].
6. For each zoning designation determine the total development potential (TDP) by adding the results from steps four and five together. This step allows the total build-out capacity for each, non-RAID, rural zoning designation to be determined (in dwelling units).
7. As a final step, add the resulting TDP figures for each zoning designation together to determine the total development potential for areas outside of RAIDs and UGAs. This step will allow the total build-out capacity of the rural area (excluding RAIDs) to be determined (in number of dwelling units).
8. In order to determine the number of people that can be accommodated, the dwelling unit totals from steps six or seven can be multiplied by the average household size for Island County. The average household size should be determined using the most recent census data available.

### **RAID Analysis Steps:**

#### General Steps

1. Identify all parcels which are either located within a UGA or outside of a RAID. Exclude these parcels from further analysis.
2. For each zoning designation, identify all undevelopable parcels (UP) based on tax classification. Parcels which are publicly owned or tax exempt (parks, schools, churches etc.) should be considered undevelopable and excluded from further analysis.

3. Separate residential RAIDs from nonresidential RAIDs by zoning designation. Residential RAID parcels should be analyzed separately from non-residential RAID parcels as described below.
4. Determine the critical area constraint factor for each RAID by combining all critical area GIS layers, calculating the number of acres constrained by critical areas within each RAID. The result is a critical area constraint factor for each RAID.

#### Determining the Capacity of Residential RAID Zones

1. For each residential RAID zoning designation calculate the development potential of all vacant parcels (VP). The development potential of vacant parcels is determined by dividing the parcel area by the minimum lot size allowed in the zone and rounding down.
2. For each residential RAID zoning designation calculate the development potential of all partially vacant parcels (PVP). For purposes of this analysis, a partially vacant parcel is a parcel that is at least two times as large as the minimum lot size allowed by the zone. Calculate the development potential of all partially vacant parcels (PVP) by dividing the parcel area by the minimum lot size allowed in the zone and rounding down and subtracting one in order to account for the existing dwelling unit.
3. For each residential RAID zoning designation determine the total development potential (TDP) by adding the results of steps one and two together. Next determine the amount of land needed for public purposes and deduct an appropriate amount of land. Finally, apply the critical area constraint factor and deduct an appropriate amount of land. This step allows the total net capacity (TNC) for each residential RAID zoning designation to be determined (in dwelling units).
4. Add the resulting TNC figures for each residential RAID zoning designation together to determine the total development potential for all residential RAID zones. This step will allow the total combined net capacity of residential RAID zones to be determined (in number dwelling units).
5. In order to determine the number of people which can be accommodated, the dwelling unit totals from steps three or four can be multiplied by the average household size for Island County. The average household size should be determined using the most recent census data available.

### Determining Capacity of Non-Residential RAID Zones

1. For each non-residential RAID zoning designation identify all vacant parcels (VP). Once all of the vacant parcels have been identified, calculate the total combined acreage of these parcels. The resulting number is the non-residential development potential of all vacant parcels (in acres) for each non-residential RAID zoning designation.
2. For each non-residential RAID zoning designation identify all re-developable parcels (RP). A parcel should be considered re-developable if the parcel data indicates that the improvement value to land value ratio is less than 1:2. Once all of the re-developable parcels have been identified, calculate the total combined acreage of these parcels. The resulting number is the non-residential development potential of all re-developable parcels (in acres) for each non-residential RAID zoning designation. As a final step, deduct 50% in order to account for the re-development factor.
3. For each non-residential RAID zoning designation determine the total development potential (TDP) by adding the results of steps one and two together. Next determine the amount of land needed for public purposes and deduct an appropriate amount of land. Finally apply the critical area constraint factor and deduct an appropriate amount of land. This step allows the total net capacity for each non-residential RAID zoning designation to be determined (in acres).
4. Add the resulting TNC figures for each non-residential RAID zoning designation together to determine the total development potential for all non-residential RAID zones. This step will allow the total combined build-out capacity of non-residential RAID zones to be determined (in acres).

### **UGA Analysis Steps:**

#### General Steps

1. Sort parcels by zoning or comprehensive plan designation using Assessor's parcel data and/or any other applicable information. Zoning or comprehensive plan designation should be obtained from the jurisdiction to ensure the accuracy of information before beginning the analysis.
2. For each UGA, identify all the undevelopable parcels in each zoning designation. Undevelopable parcels should include land which is tax exempt (parks, schools, churches and public facilities). Parcels, located in developed tracts, used for stormwater drainage and landscaping should be identified and removed from the analysis. These parcels typically are a requirement of the site plan and are not available for redevelopment. Remove all condominiums and gas stations from the results. Condominiums may show up in the results due to the relatively low improvement to land value of any one unit, however, the aggregate improvement to land value generally makes condominiums unlikely to redevelopment. Gas

stations often have a low improvement to property value because they generally have very limited facilities and expensive real estate; however they are highly unlikely to redevelop. These parcels should be excluded from further analysis.

3. For each UGA, compile all available critical area mapping information and merge these layers into a single layer to determine the total quantity of constrained acreage in each zoning designation. Calculate the percentage of land area within each UGA that is constrained by critical areas by comparing number of acres constrained by critical areas to the total number of acres in each UGA. This calculation will result in a critical area constraint factor for each UGA.
4. Based on available zoning or comprehensive plan information, sort all parcels into four groups as follows: (a) parcels zoned for single family home development (freestanding homes, townhomes, or other forms of individual lot development); (b) parcels zoned for multifamily development (apartments, condominiums, mobile home parks, and other forms of multi-unit per parcel development); (c) commercial and mixed use zones; and (d) industrial zones. Each of these groups should then be analyzed separately as described below.

#### UGA Capacity - Single Family Zones

1. For each single-family zoning designation calculate the development potential of all vacant parcels (VP). The development potential of vacant parcels is determined by dividing the parcel area by the minimum lot size allowed in the zone and rounding down. When Planning Policies or Development Regulations specify both a minimum and maximum density, both should be calculated to produce a range. Developments since the adoption of the most recent Development Regulations should be used to select the most likely density for expected development to achieve within this potential range.
2. For each single-family zoning designation calculate the development potential of all partially vacant parcels (PVP). For purposes of this analysis, a partially vacant parcel is a parcel that is at least two times as large as the minimum lot size allowed by the zone. Calculate the development potential of all partially vacant parcels (PVP) by dividing the parcel area by the minimum lot size allowed in the zone and rounding down and subtracting one in order to account for the existing dwelling unit. Additionally, identify all the parcels that fall within 2 and 2.5 times the minimum lot size; remove 50% of these additional units to account for parcels which are physically large enough to be subdivided, but which cannot be subdivided because of the placement of the existing housing unit on the parcel. When Planning Policies or Development Regulations specify both a minimum and maximum density, both should be calculated to produce a range.
3. For each single-family zoning designation determine the total development potential (TDP) by adding the results of steps one and two together. Next, determine the amount of land needed for public purposes and deduct this

percentage from the TDP. Finally, apply the critical area constraint factor for the UGA and deduct an appropriate amount of land. This step allows the total net capacity for each single-family zoning designation in the UGA to be determined (in dwelling units).

4. Add the resulting TNC figures for each residential single-family zoning designation in the UGA together to determine the total development potential for all single-family zones in the UGA. The result of this step will be the total combined capacity of all single-family zones in the UGA (in number dwelling units).
5. In order to determine the number of people that can be accommodated in the UGA's single-family zones the dwelling unit totals from steps three or four can be multiplied by the average household size for Island County. The average household size should be determined using the most recent census data available.

#### UGA Capacity – Multi-Family Zones

1. Identify all vacant parcels zoned for multi-family residential development. Determine the development potential of these parcels by multiplying the acreage of the parcels by the density permitted in the zone. For zones with both a minimum and a maximum density, calculate the development potential at both the minimum allowed density and the maximum permitted density. Developments since the adoption of the most recent Development Regulations should be used to select the most likely density for expected development to achieve within this potential range.
2. For all areas designated for multi-family residential identify the parcels which can be redeveloped. In order to be re-developable, a parcel should have an improvement to land value ratio of less than 1:2. Determine the development potential of these parcels by multiplying the acreage of the parcels by the density permitted in the zone. As a final step, deduct 50% in order to account for the redevelopment factor. For zones with both a minimum and a maximum density calculate the development potential at both the minimum allowed density and the maximum permitted density.
3. For each multi-family zoning designation determine the total development potential (TDP) by adding the results of steps one and two together. Next determine the amount of land needed for public purposes and deduct an appropriate amount of land. Finally, apply the critical area constraint factor for the UGA and deduct an appropriate amount of land. This step allows the total net capacity for each multi-family zoning designation in the UGA to be determined (in dwelling units).

4. Add the resulting TNC figures for each multi-family residential zoning designation in the UGA together to determine the total development potential for all multi-family zones in the UGA. The result of this step will be the total combined capacity of all multi-family zones in the UGA (in dwelling units).
5. In order to determine the number of people that can be accommodated in the UGA's multi-family zones, the dwelling unit totals from steps three or four can be multiplied by the average household size for Island County. The average household size should be determined using the most recent census data available.

#### UGA Capacity – Commercial & Mixed Use Zones

1. For each commercial or mixed use UGA zoning designation identify all vacant parcels (VP). Once all of the vacant parcels have been identified, calculate the total combined acreage of these parcels. The resulting number is the commercial and mixed used development potential of all vacant parcels (in acres) for each non-residential commercial and mixed use zoning designation.
2. For each commercial or mixed use UGA designation identify all re-developable parcels (RP). A parcel should be considered re-developable if the parcel data indicates that the improvement value to land value ratio is less than 1:2. Once all of the re-developable parcels have been identified, calculate the total combined acreage of these parcels. As a final step, deduct 50% in order to account for the redevelopment factor. The result, is the development potential of all re-developable parcels (in acres) for each commercial or mixed use UGA zoning designation.
3. For each commercial or mixed use UGA zoning designation determine the total development potential (TDP) by adding the results of steps one and two together. Next determine the amount of land needed for public purposes and deduct an appropriate amount of land. Finally apply the critical area constraint factor and deduct an appropriate amount of land. This step allows the total net capacity for each commercial or mixed use UGA zoning designation to be determined (in acres).
4. Add the resulting TNC figures for each commercial or mixed use UGA zoning designation together to determine the total development potential for all commercial or mixed use UGA zones. This step will allow the total combined build-out capacity of commercial or mixed use UGA zones to be determined (in acres).
5. In order to determine the number of jobs which can be accommodated in commercial or mixed use UGA, the acreage totals from steps three or four can be multiplied by the average commercial employment density.

### UGA Capacity – Industrial Zones

1. For each industrial UGA zoning designation identify all vacant parcels (VP). Once all of the vacant parcels have been identified, calculate the total combined acreage of these parcels. The resulting number is the development potential of all vacant parcels (in acres) for each industrial UGA zoning designation.
2. For each industrial UGA designation identify all re-developable parcels (RP). A parcel should be considered re-developable if the parcel data indicates that the improvement value to land value ratio is less than 1:2. Once all of the re-developable parcels have been identified, calculate the total combined acreage of these parcels. As a final step, deduct 50% in order to account for the redevelopment factor. The result is the development potential of all re-developable parcels (in acres) for each industrial UGA zoning designation.
3. For each industrial UGA zoning designation determine the total development potential (TDP) by adding the results of steps one and two together. Next determine the amount of land needed for public purposes and deduct an appropriate amount of land. Finally apply the critical area constraint factor and deduct an appropriate amount of land. This step allows the total net capacity for each industrial UGA zoning designation to be determined (in acres).
4. Add the resulting TNC figures for each industrial UGA zoning designation together to determine the total development potential for all industrial UGA zones. This step will allow the total combined build-out capacity of industrial UGA zones to be determined (in acres).
5. In order to determine the number of jobs which can be accommodated in commercial or mixed use UGA, the acreage totals from steps three or four can be multiplied by the average industrial employment density.

## EXHIBIT B

### Board's Findings of Fact and Statement Setting Forth the Factors considered at the hearing and found to be controlling

The Board of Island County Commissioners adopts the findings of fact of the Planning Commission attached as Exhibit A to this Resolution. Additionally, the Board of Island County Commissioners finds that additional flexibility is warranted with respect to the waiver process in policy 3.4.5 in recognition of the unique development characteristics of the Freeland NMUGA and those areas lying outside of municipal boundaries but within urban growth areas.

*[Handwritten initials]*



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MEMORANDUM from Mayor Nancy Conard *nc*

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**Date:** June 19, 2015

**To:** Town Council

**Re:** Special Events Permit 15-007, Whidbey Island Race Week

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The new owners of Whidbey Island Race Week, Charles and Schelleen Rathkopf, have reached out to involve our community in Race Week activities. Part of their emphasis in marketing the event is to promote the location as a great vacation site with a variety of amenities. They recognize the attraction of Coupeville, and would like to extend their activities to our community this year.

They propose a sailboat regatta in Penn Cove, on July 18 and 19, immediately prior to the start of the usual Race Week competition on July 20. This weekend regatta would be for dingy sailboats, and they hope to draw 50 sailboats and about 100 participants. The participants would register and launch at our boat launch at Captain Coupe Park. They have arranged for off-site parking at the Coupeville Community Bible Church at Sixth and Otis.

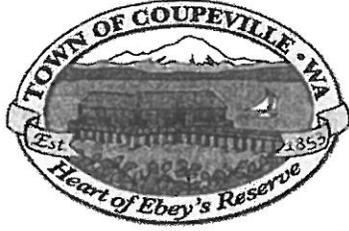
I appreciate the opportunity to bring more visitors to Coupeville during Race Week. Although the boat launch is active during the summer, especially when crabbing season opens, the use for this regatta is focused to launch in the morning and return in the evening, with vehicles off site.

The Coupeville Chamber of Commerce and Coupeville Historic Waterfront Association have been involved in the conversations with the event promoters and are pleased with the opportunity to become involved with the event. I recommend approval of the permit.

Recommendation Action:

**Motion to approve Special Events Permit 15-007, for Whidbey Island Race Week use of boat launch on July 18-19, 2015.**

15-007



RECEIVED  
FEB 05 2015  
Town of Coupeville  
BY: \_\_\_\_\_

4 NE Seventh ▪ PO Box 725 ▪ Coupeville WA 98239  
360.678.4461 ▪ 360.678.3299 Fax ▪ www.townofcoupeville.org

**SPECIAL EVENTS PERMIT APPLICATION**

Name of Applicant/Organization Whidbey Island Race Week  
Contact Person Schelleen Rathkopf Email Address: schelleen@whidbeyislandraceweek.com  
Business Phone 206 384 5254 Home Phone same Cell Phone same  
Mailing Address: 2400 NW 80th St. #130  
City Seattle State WA Zip 98117-4449  
Other Authorized Individuals Charles Rathkopf  
Business Phone 206 973 7286 Home Phone same Cell Phone same

**Summary of proposed event:**

- a) Type of Activity Planned: (describe event): sailboat regatta in Penn Cove. Registration / check in at Captain Coup Park. Parking at Coupeville Community Bible Church.
- b) Date of proposed event: 7/18/15 - 7/19/15
- c) Hours of operation: 8 am - 6 pm
- d) Set-Up date/time: 7/18/15 at 6 AM
- e) Dismantling date/time: 7/19/15 at 5 pm
- f) Number of staff/volunteers involved in event on behalf of applicant: 4
- g) Estimated number of participants: 50 dinghy sailboats / 100 people.
- h) Will participants pay a fee or make a donation?  YES  NO (please circle)
- i) Number of vehicles, boats or other special equipment: Approx 50 small dinghy sailboats on trailers.
- j) Number of persons expected to attend the event: 100
- k) Traffic or crowd control requirements: None.
- l) Street closures required: : N/A
- m) Safety and security measures required: N/A
- n) Special effects (e.g. explosives, pyrotechnics, aircraft, etc.): N/A



- o) Animals being used: N/A
- p) Other features: N/A
- q) Safety and security measures provided by the applicant: Event will happen on the water. 70 volunteers will manage the race course in Penn Cove.
- r) Electric power, water and sewer requirements: Open bathrooms at Capt. Coup Park
- s) Portable restrooms provided by the applicant: N/A

**INSURANCE:** The following insurance shall be required in connection with the issuance of a permit for a special event not protected under the First and Fourteenth Amendments of the U.S. Constitution: \$1,000,000 commercial general liability insurance per occurrence combined single limits, \$2,000,000 aggregate unless waived by the Town of Coupeville. The Clerk-Treasurer is authorized and directed to require written proof of such insurance prior to permit issuance. The insurance policy shall be written for a period not less than twenty-four (24) hours prior to the event and extending for a period not less than twenty-four (24) hours following the completion of the event, and shall contain a provision prohibiting cancellation of the policy, except upon thirty (30) days written notice to the Town of Coupeville.

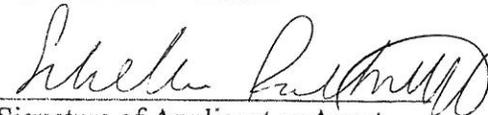
Public Liability Insurance Company:

Name of Company: Gowrie Group via 45 Sailing  
 Policy Number: WHID1SL-01 Agent: Denece Herrera (860) 399-3661  
 Expiration Date: 7/25/15 Amount: 1,000,000  
*Addition certificate has been requested. Will send under separate cover.*

**PARTICIPANTS:** Any event which attracts 1,000 or more persons to Town Park, or any event that involves activities in both the Town Park and the Historic Commercial District and which attracts 100 or more persons, will require the closure of the pathway between the Town Park and the Historic Commercial District. In any such case, the applicant will be required to pay the Town a supplemental permit fee to cover the town's costs of installing and maintaining physical barriers to close the pathway during the course of the event.

**HOLD HARMLESS:** The applicant agrees to defend, indemnify and hold the Town of Coupeville, its agents, employees and officials, while acting within the scope of their duties, harmless from any and all claims, suits, demands and judgements including the attorney's fees and other costs of their defense, for public or private nuisance, inverse condemnation, personal injuries, property damage or death arising out of, occurring during or the result of activities or appliances of the applicant, his employees or otherwise, except for the sole negligence of the Town. The applicant further agrees to comply with all provisions of pertinent laws, rules and regulations. This permit may be revoked at any time.

Signed this 2/5/15 day of February, 2015.  
 (AETH)

  
 Signature of Applicant or Agent



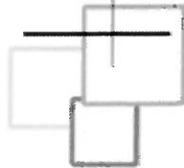
# May 2015 Payroll Activity

Name		Amount
<b>Direct Deposit - Draw</b>		
Gonzales, Brian D		\$1,000.00
LaRue, William		\$1,889.33
Lynn, Jesse		\$1,300.00
McMann, James M		\$700.00
Riepma, Kelly R.		\$1,600.00
Wadlington, Jimmy R.		\$1,400.00
<b>Draw Total</b>		<b>\$7,889.33</b>
<b>Direct Deposit - Payroll</b>		
Abney, Bonnie M.		\$505.86
Beech, Kelly		\$3,539.19
Cane, Gregory R.		\$2,340.87
Conard, Nancy I.		\$3,233.51
Gonzales, Brian D		\$1,916.95
Heatherly, Lisa M.		\$2,155.32
LaRue, William		\$2,876.08
Lynn, Jesse		\$2,051.12
Maier, Shelly R		\$1,489.86
McMann, James M		\$929.07
Riepma, Kelly R.		\$1,986.02
Silor, Jeffrey W.		\$345.33
Vinsant, Paul		\$3,513.55
Wadlington, Jimmy R.		\$1,581.15
White, Ellen Morley		\$666.93
Wilsey, Laurel		\$1,394.30
<b>Payroll Total</b>		<b>\$30,525.11</b>
<b>Warrant Register</b>		
Number	Name	Amount
30791	Baraconi, Tammy S	\$1,942.14
30792	Gill, Balraj S	\$2,047.34
30793	AFLAC Remittance Processing	\$88.38
30794	AWC Employee Benefit Trust	\$11,772.10
30795	Dept of Labor & Industry	\$2,789.40
30796	Dept of Retirement - Def Comp	\$1,100.00
30797	Dept of Retirement Systems	\$6,220.59
30798	Town Of Coupeville	\$411.62
EFTPS May 2015	EFTPS	\$15,914.90
<b>Register Total</b>		<b>\$42,286.47</b>
<b>May 2015 Payroll Total</b>		<b>\$80,700.91</b>

# June 2015 Voucher Directory

Number	Amount
Total 30799	\$2,300.97
Total 30800	\$2,625.00
Total 30801	\$85.08
Total 30802	\$72.00
Total 30803	\$311.43
Total 30804	\$401.70
Total 30805	\$10,219.89
Total 30806	\$243.76
Total 30807	\$110,494.50
Total 30808	\$10.02
Total 30809	\$152.85
Total 30810	\$23.89
Total 30811	\$422.88
Total 30812	\$10.96
Total 30813	\$185.39
Total 30814	\$10.32
Total 30815	\$652.86
Total 30816	\$41.45
Total 30817	\$185.06
Total 30818	\$361.89
Total 30819	\$332.03
Total 30820	\$35.75
Total 30821	\$167.80
Total 30822	\$1,774.04
Total 30823	\$879.42
Total 30824	\$431.95
Total 30825	\$222.88
Total 30826	\$1,016.56
Total 30827	\$232.78
Total 30828	\$1,655.90
Total 30829	\$957.85
Total 30830	\$2,660.98
Total 30831	\$172.18
Total 30832	\$126.00
Total 30833	\$49.47
Total 30834	\$260.04
Total 30835	\$408.35
Total 30836	\$117.24
Total 30837	\$160.00
Total 30838	\$3,168.00
Total 30839	\$3,900.00
Total 30840	\$69.52
Total 30841	\$57.32
Total 30842	\$280.60
Total 30843	\$6,814.70
Total 30844	\$5,570.43
Total 30845	\$500.00
Total 30846	\$3,378.75
Total 30847	\$532.05
Total 30848	\$43.48
Total 30849	\$2,240.00
Total 30850	\$498.05
Total 30851	\$3,150.00
Total 30852	\$398.41
Total 30853	\$200.00
Total 30854	\$107.59
Total 30855	\$459.00
Total EFT Payment 6/18/2015 11:01:05 AM - 1	\$702.07
<b>Grand Total</b>	<b>\$172,543.09</b>

# Voucher Directory



Vendor	Number	Reference	Account Number	Description	Amount
Ace Hardware	30801			2015 - June - June A/P	
		255566		Electrical Plate-Town Hall	
				001-000-000-518-00-31-00	Office & Operating CS
		Total 255566			\$1.40
		256262			\$1.40
		Total 256262			\$83.68
Total 30801					\$83.68
Total Ace Hardware					\$85.08
AT&T Mobility	30817			2015 - June - June Manuals	
		287244041563x06052015		Cellphones June 2015	
				001-000-000-518-10-42-00	Communication - Shop
				401-000-000-534-80-42-00	Communication - Water
				401-000-000-535-80-42-00	Communications - Sewer
		Total 287244041563x06052015			\$114.92
Total 30817					\$35.07
Total AT&T Mobility					\$35.07
Avocet Environmental Test	30802			2015 - June - June A/P	
		1501935-IN		Water Testing	
				401-000-000-534-80-41-00	Professional Services - Water
		Total 1501935-IN			\$72.00
Total 30802					\$72.00
30832				2015 - June - June A/P	
		1501821-IN		Chloride Testing	
				401-000-000-534-80-41-00	Professional Services - Water
		Total 1501821-IN			\$126.00
Total 30832					\$126.00
Total Avocet Environmental Test					\$126.00
					\$198.00

Vendor	Number	Reference	Account Number	Description	Amount
Big Rock Designs	30803	10740		2015 - June - June A/P	
			Printing Services		
			001-000-000-518-00-49-00	Miscellaneous - CS	\$48.92
			TOC Newsletter		
			001-000-000-558-00-31-00	Office & Operating Plan	\$64.67
			Business Cards for Town Planner		
			001-000-000-569-49-00-00	HUB Senior Services Support - Misc.	\$197.84
			HUB Flyer		
			Total 10740		\$311.43
Total Big Rock Designs	30803				\$311.43
Branch Business Services Inc	30833	13024		2015 - June - June A/P	
			Auto Dialer Shipping		
			401-000-000-535-80-42-00	Communications - Sewer	\$49.47
			Total 13024		\$49.47
Total Branch Business Services Inc	30818				\$49.47
COMCAST	30834	8498 30 022 0155812-June 2015		2015 - June - June Manuals	
			Town Hall Internet & Phones		
			001-000-000-518-00-42-00	Communication - CS	\$249.88
			Total 8498 30 022 0155812-June 2015		\$249.88
			8498 30 022 0156562-June 2015		
			Shop Internet & Phones		
			001-000-000-518-10-42-00	Communication - Shop	\$112.01
			Total 8498 30 022 0156562-June 2015		\$112.01
Total 30818	30834	8498 30 022 0156752-June 2015		2015 - June - June A/P	
			WWTP Internet & Phone		
			401-000-000-534-80-42-00	Communication - Water	\$130.02
			401-000-000-535-80-42-00	Communications - Sewer	\$130.02
			Total 8498 30 022 0156752-June 2015		\$260.04
Total 30834	30834				\$260.04
Total COMCAST	30834				\$621.93

Vendor	Number	Reference	Account Number	Description	Amount
Daily Journal Of Commerce	30804				
		3301019	2015 - June - June A/P		
			Madrona Way Ad		
			101-000-000-595-30-63-03	Madrona Way ST Improvements	\$401.70
					\$401.70
					\$401.70
					\$401.70
Total 30804		Total 3301019			
Total Daily Journal Of Commerce					
Davis Industries Inc	30835				
		57569	2015 - June - June A/P		
			Davis Property Lease		
			001-000-000-518-00-45-00	Rentals & Leases - CS	\$408.35
					\$408.35
					\$408.35
					\$408.35
Total 30835		Total 57569			
Total Davis Industries Inc					
Frontier	30819				
		360-678-1389-022608-5-June 2015	2015 - June - June Manuals		
			Front St. Lift Station		
			401-000-000-535-80-42-00	Communications - Sewer	\$60.28
					\$60.28
					\$60.28
					\$60.28
Total 360-678-1389-022608-5-June 2015					
360-678-5055-062711-5-June 2015					
			DSL Shop		
			001-000-000-518-10-42-00	Communication - Shop	\$70.99
					\$70.99
					\$70.99
					\$70.99
Total 360-678-5055-062711-5-June 2015					
360-678-6131-080383-5-June 2015					
			WWTP		
			401-000-000-534-80-42-00	Communication - Water	\$100.38
					\$100.38
					\$100.38
					\$100.38
Total 360-678-6131-080383-5-June 2015					
Total 30819					
30836					
		360-678-4864-021407-5-June 2015	2015 - June - June A/P		
			Rec Hall		
			001-000-000-518-00-42-00	Communication - CS	\$57.25
					\$57.25
					\$57.25
					\$57.25
Total 360-678-4864-021407-5-June 2015					
360-678-9197-100113-5-June 2015					
			Ft. Casey DSL		
			401-000-000-534-80-42-00	Communication - Water	\$59.99
					\$59.99
					\$59.99
					\$59.99
Total 360-678-9197-100113-5-June 2015					
Total 30836					
Total Frontier					

Vendor	Number	Reference	Account Number	Description	Amount
I Can See Clearly Now	30837				
		30667	2015 - June - June A/P		
			Window Cleaning - Town Hall		
			001-000-000-518-00-41-00	Professional Services CS	\$160.00
		Total 30667			\$160.00
Total I Can See Clearly Now	Total 30837				\$160.00
I-COM 911	30805				
		15-UFAQ3-3	2015 - June - June A/P		
			I-COM Dispatch-Q3 2015		
			001-000-000-521-00-51-02	I-Com Dispatch - Police	\$10,219.89
		Total 15-UFAQ3-3			\$10,219.89
Total I-COM 911	Total 30805				\$10,219.89
Island County Auditor	30820				
			2015 - June - June Manuals		
			Vehicle Licensing Fee - V42		
			001-000-000-576-80-41-00	Professional Services Parks	\$17.88
			401-000-000-534-80-41-00	Professional Services - Water	\$8.94
			401-000-000-535-80-41-00	Professional Services - Sewer	\$8.93
		Total Vehicle Licensing Fee - V42			\$35.75
Total 30820					\$35.75
Total Island County Auditor					\$35.75
Island County Human Services	30806				
		1st Qtr 2015	2015 - June - June A/P		
			Liquor Tax-Q1 2015		
			001-000-000-562-00-51-00	Health Dept Contract	\$106.63
		Total 1st Qtr 2015			\$106.63
		2014			
			Previously Unbilled 2014 Liquor Tax		
			001-000-000-562-00-51-00	Health Dept Contract	\$137.13
		Total 2014			\$137.13
Total 30806					\$243.76
Total Island County Human Services					\$243.76

Vendor	Number	Reference	Account Number	Description	Amount
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Island County Sheriff	30807	2015-03	2015 - June - June A/P		
			Police Services-Q3 2015	Police	\$110,494.50
			001-000-000-521-00-41-00		\$110,494.50
<b>Total 30807</b>		<b>Total 2015-03</b>			<b>\$110,494.50</b>

Total Island County Sheriff					
Island County Solid Waste	30838	3218	2015 - June - June A/P		
			Biosolids Disposal & Solid Waste Disposal		\$3,047.00
			401-000-000-535-80-47-02	Biosolids Disposal - Sewer	\$121.00
			401-000-000-535-80-47-03	Solid Waste Disposal - Sewer	\$3,168.00
<b>Total 30838</b>		<b>Total 3218</b>			<b>\$3,168.00</b>

Total Island County Solid Waste					
Island County Treasurer	30808	28589	2015 - June - June A/P		
			Haigh/Fox Prop. Tax ID R13233-395-4320		\$5.01
			001-000-000-518-00-49-00	Miscellaneous - CS	\$5.01
<b>Total 30808</b>		<b>Total 28589</b>			<b>\$5.01</b>

Total Island County Treasurer					
K Engineers, Inc.	30839	12025	2015 - June - June A/P		
			Haigh/Fox Prop. Tax ID R13233-396-4260		\$5.01
			001-000-000-518-00-49-00	Miscellaneous - CS	\$5.01
<b>Total 30839</b>		<b>Total 12025</b>			<b>\$10.02</b>

Total K Engineers, Inc.					
			Madrona Way Project	Madrona Way ST Improvements	\$3,900.00
			101-000-000-595-30-63-03		\$3,900.00
<b>Total 30839</b>		<b>Total 12025</b>			<b>\$3,900.00</b>

Vendor	Number	Reference	Account Number	Description	Amount
Konica Minolta Business Solutions	30809				
		234387914		2015 - June - June A/P	
			Copier Lease		
			001-000-000-518-00-45-00	Rentals & Leases - CS	\$152.85
					\$152.85
					\$152.85
					\$152.85
Total 30809		Total 234387914			
Total Konica Minolta Business Solutions	30810				
Mailliard's Landing Nursery Inc	30810				
		100435		2015 - June - June A/P	
			Soil for Peaceful Valley		
			101-000-000-542-30-31-00	Office & Operating - Roadway	\$23.89
					\$23.89
					\$23.89
Total 30810		Total 100435			
30840		101846		2015 - June - June A/P	
			Boat Launch Ramp Gravel		
			001-000-000-576-80-31-00	Office & Operating Parks	\$69.52
					\$69.52
					\$69.52
					\$93.41
Total 30840		Total 101846			
Total Mailliard's Landing Nursery Inc	30811				
Northland Diesel Service	30811				
		82923		2015 - June - June A/P	
			V-06 Parts		
			101-000-000-542-71-31-00	Office & Operating - Roadside	\$211.44
			401-000-000-538-30-31-00	Office & Operating	\$211.44
					\$422.88
					\$422.88
					\$422.88
Total 30811		Total 82923			
Total Northland Diesel Service	30821				
Oak Harbor Auto Center Parts Plus	30821				
		001-231576		2015 - June - June Manuals	
			Credit-V-06 Battery		
			101-000-000-542-30-31-00	Office & Operating - Roadway	(\$47.93)
			401-000-000-538-30-31-00	Office & Operating	(\$71.89)
					(\$119.82)
Total 001-231576		Total 001-231576			
001-235520-April 2015		001-235520-April 2015			
			Credit-V-06 Battery		
			101-000-000-542-71-31-00	Office & Operating - Roadside	(\$6.52)
			401-000-000-538-30-31-00	Office & Operating	(\$9.79)
					(\$16.31)
Total 001-235520-April 2015		Total 001-235520-April 2015			

Vendor	Number	Reference	Account Number	Description	Amount
		001-239608			
			<b>Supplies - V-06 &amp; V-05</b>		
			101-000-000-542-30-31-00	Office & Operating - Roadway	\$53.19
			101-000-000-542-71-31-00	Office & Operating - Roadside	\$42.55
			401-000-000-534-80-31-00	Office & Operating - Water	\$53.19
			401-000-000-538-30-31-00	Office & Operating	\$63.82
		<b>Total 001-239608</b>			<b>\$212.75</b>
		001-239609			
			<b>Tire Valve Stems-V-33</b>		
			001-000-000-576-80-31-00	Office & Operating Parks	\$1.18
			101-000-000-542-71-31-00	Office & Operating - Roadside	\$1.18
			401-000-000-538-30-31-00	Office & Operating	\$2.37
		<b>Total 001-239609</b>			<b>\$4.73</b>
		001-239619			
			<b>Tire Valve Stems-V-33</b>		
			001-000-000-576-80-31-00	Office & Operating Parks	\$0.99
			101-000-000-542-71-31-00	Office & Operating - Roadside	\$0.99
			401-000-000-538-30-31-00	Office & Operating	\$1.99
		<b>Total 001-239619</b>			<b>\$3.97</b>
		001-240815			
			<b>Oil &amp; Oil Filter</b>		
			401-000-000-534-80-31-00	Office & Operating - Water	\$27.23
			401-000-000-535-80-31-00	Office & Operating - Sewer	\$27.23
		<b>Total 001-240815</b>			<b>\$54.46</b>
		001-241141			
			<b>Supplies</b>		
			401-000-000-534-80-31-00	Office & Operating - Water	\$28.02
		<b>Total 001-241141</b>			<b>\$28.02</b>
		30841			
			<b>2015 - June - June A/P</b>		
		<b>Total 30841</b>			<b>\$167.80</b>
		001-241683			
			<b>Air Filter-V-06</b>		
			101-000-000-542-71-31-00	Office & Operating - Roadside	\$22.93
			401-000-000-538-30-31-00	Office & Operating	\$34.39
		<b>Total 001-241683</b>			<b>\$57.32</b>
		768158725001			
			<b>2015 - June - June A/P</b>		
		<b>Total 30842</b>			<b>\$225.12</b>
		30842			
			<b>Phone Message Pads</b>		
			001-000-000-518-00-31-00	Office & Operating CS	\$16.51
		<b>Total 768158725001</b>			<b>\$16.51</b>

Vendor	Number	Reference	Account Number	Description	Amount
		77381698300			
			Office Supplies		
			001-000-000-518-00-31-00	Office & Operating	\$57.25
			001-000-000-558-00-31-00	Office & Operating	\$59.51
					\$116.76
		Total 77381698300			
		773817936001			
			Office Supplies		
			001-000-000-518-00-31-00	Office & Operating	\$79.12
			001-000-000-558-00-31-00	Office & Operating	\$27.16
					\$106.28
		Total 773817936001			
		773817937001			
			Office Supplies		
			001-000-000-558-00-31-00	Office & Operating	\$20.63
					\$20.63
		Total 773817937001			
		773817939001			
			Cordless Phone		
			401-000-000-534-80-31-00	Office & Operating - Water	\$10.21
			401-000-000-535-80-31-00	Office & Operating - Sewer	\$10.21
					\$20.42
		Total 773817939001			\$280.60
					\$280.60
		Total 30842			
		Total Office Depot			
		Prairie Center Red Apple			
		30812		2015 - June - June A/P	
		003000721039			
			PCWF Supplies		
			104-000-000-557-30-31-00	Office & Operating	\$10.96
					\$10.96
		Total 003000721039			\$10.96
					\$10.96
		Total 30812			
		Total Prairie Center Red Apple			
		Puget Sound Energy			
		30799		2015 - June - June Manuals	
		200005833450-May 2015			
			Ft. Casey WTP		
			401-000-000-534-80-47-00	Utilities - Water	\$2,300.97
					\$2,300.97
		Total 200005833450-May 2015			\$2,300.97
					\$2,300.97
		Total 30799			
		30822		2015 - June - June Manuals	
		200011387319-JUN 2015			
			Street Lighting		
			101-000-000-542-63-47-00	Utilities - Street Lighting	\$1,630.30
					\$1,630.30
		Total 200011387319-JUN 2015			\$1,630.30

Vendor Number	Reference	Account Number	Description	Amount
Total 30822 30843	200021090457-JUN 2015	Area Lighting		
		101-000-000-542-63-47-00	Utilities - Street Lighting	\$143.74
	Total 200021090457-JUN 2015			\$143.74
		2015 - June - June A/P		\$1,774.04
	200002603542-June 2015	Reservoir Telemetry		
		401-000-000-534-80-47-00	Utilities - Water	\$10.16
	Total 200002603542-June 2015			\$10.16
	200005235540-June 2015	Well 04		
		401-000-000-534-80-47-00	Utilities - Water	\$41.39
	Total 200005235540-June 2015			\$41.39
	200005603689-June 2015	Well 07		
		401-000-000-534-80-47-00	Utilities - Water	\$29.87
	Total 200005603689-June 2015			\$29.87
	200005833450-June 2015	Ft. Casey WTP		
		401-000-000-534-80-47-00	Utilities - Water	\$2,750.65
	Total 200005833450-June 2015			\$2,750.65
	200006097865-June 2015	Rec Hall		
		001-000-000-575-50-47-00	Utilities - Com Ctr	\$134.74
	Total 200006097865-June 2015			\$134.74
	200009098936-June 2015	Town Park		
		001-000-000-576-80-47-00	Utilities - Parks	\$30.00
	Total 200009098936-June 2015			\$30.00
	200011418114-June 2015	Pavilion		
		001-000-000-576-80-47-00	Utilities - Parks	\$11.61
	Total 200011418114-June 2015			\$11.61
	200013296450-June 2015	WWTP		
		401-000-000-535-80-47-00	Utilities - Sewer	\$2,141.66
	Total 200013296450-June 2015			\$2,141.66
	200015370790-June 2015	Town Shop		
		001-000-000-518-10-47-00	Utilities - Shop	\$78.51
	Total 200015370790-June 2015			\$78.51

Vendor Number	Reference	Account Number	Description	Amount
	200015416577-June 2015			
		Town Hall		
		001-000-000-518-00-47-00	Utilities - CS	\$189.80
	<b>Total</b>	<b>200015416577-June 2015</b>		<b>\$189.80</b>
	200016476455-June 2015			
		Town Restroom		
		001-000-000-576-80-47-00	Utilities - Parks	\$58.35
	<b>Total</b>	<b>200016476455-June 2015</b>		<b>\$58.35</b>
	200017824224-June 2015			
		Well 06 & S. Main St. Lift Station		
		401-000-000-534-80-47-00	Utilities - Water	\$12.83
		401-000-000-535-80-47-00	Utilities - Sewer	\$243.80
	<b>Total</b>	<b>200017824224-June 2015</b>		<b>\$256.63</b>
	200020235921-June 2015			
		Front St. Lift Station		
		401-000-000-535-80-47-00	Utilities - Sewer	\$144.62
	<b>Total</b>	<b>200020235921-June 2015</b>		<b>\$144.62</b>
	200020236119-June 2015			
		Keystone Hill Well		
		401-000-000-534-80-47-00	Utilities - Water	\$702.94
	<b>Total</b>	<b>200020236119-June 2015</b>		<b>\$702.94</b>
	200020236523-June 2015			
		Cook's Corner		
		001-000-000-576-80-47-00	Utilities - Parks	\$22.16
	<b>Total</b>	<b>200020236523-June 2015</b>		<b>\$22.16</b>
	200021137886-June 2015			
		Town WTP		
		401-000-000-534-80-47-00	Utilities - Water	\$190.71
	<b>Total</b>	<b>200021137886-June 2015</b>		<b>\$190.71</b>
	220000466767-June 2015			
		Lauren Lift Station		
		401-000-000-535-80-47-00	Utilities - Sewer	\$20.90
	<b>Total</b>	<b>220000466767-June 2015</b>		<b>\$20.90</b>
				<b>\$6,814.70</b>
				<b>\$10,889.71</b>
	<b>Total 30843</b>			
	<b>Total Puget Sound Energy</b>			
	<b>Reichhardt &amp; Ebe</b>			
	<b>30844</b>			
			2015 - June - June A/P	
	25566			
		Engineering-Madrona Way		
		101-000-000-595-30-63-03	Madrona Way ST Improvements	\$5,570.43
	<b>Total</b>	<b>25566</b>		<b>\$5,570.43</b>
				<b>\$5,570.43</b>
	<b>Total Reichhardt &amp; Ebe</b>			<b>\$5,570.43</b>

Vendor	Number	Reference	Account Number	Description	Amount
Renaie's Videography	30845	060915	2015 - June - June A/P		
			Town Council Video Recording	Professional Services Council	\$500.00
			001-000-000-511-00-41-00		\$500.00
Total 30845		Total 060915			\$500.00
Total Renaie's Videography					\$500.00
Skagit Surveyors & Engineers	30846	60350	2015 - June - June A/P		
			Consulting Planner	Prof Services - Planning	\$3,378.75
			001-000-000-558-00-41-00		\$3,378.75
Total 30846		Total 60350			\$3,378.75
Total Skagit Surveyors & Engineers					\$3,378.75
Snover, Lyla	30813	061315	2015 - June - June A/P		
			Supplies for Snowmen	Office & Operating	\$185.39
			104-000-000-557-30-31-00		\$185.39
Total 30813		Total 061315			\$185.39
Total Snover, Lyla					\$185.39
Solenis LLC	30823	130965247	2015 - June - June Manuals		
			Polymer	Office & Operating - Sewer	\$879.42
			401-000-000-535-80-31-00		\$879.42
Total 30823		Total 130965247			\$879.42
Total Solenis LLC					\$879.42
Sound Publishing Inc	30824	WEX633341	2015 - June - June Manuals		
			Ad for Bids for Madrona Way Phase 1		\$431.95
			101-000-000-595-30-63-03	Madrona Way ST Improvements	\$431.95
Total 30824		Total WEX633341			\$431.95
Total 30824					\$431.95
30847	731753-June	731753-June	2015 - June - June A/P		
			Meeting Agendas	Advertising Council	\$188.78
			001-000-000-511-00-44-00		\$188.78
Total 731753-June		Total 731753-June			\$188.78

Vendor	Number	Reference	Account Number	Description	Amount
		734339			
			Permit Clerk Ad		
			001-000-000-558-00-44-00	Advertising	\$70.07
				Plan	\$70.07
		Total 734339			
		734339-June			
			Memorial Salute		
			001-000-000-518-00-44-00	Advertising	\$60.00
				CS	\$60.00
		Total 734339-June			
		WEX636365			
			MDNS WGH Addition		
			001-000-000-558-00-44-00	Advertising	\$213.20
				Plan	\$213.20
		Total WEX636365			
					\$532.05
					\$964.00
		Total 30847			
		Total Sound Publishing Inc			
		Supplyworks			
		30825			
			2015 - June - June Manuals		
		337467773			
			Supplies		
			001-000-000-575-50-31-00	Office & Operating	\$170.99
				Com Ctr	\$170.99
		Total 337467773			
		337467781			
			Paper Towels		
			401-000-000-534-80-31-00	Office & Operating - Water	\$25.95
			401-000-000-535-80-31-00	Office & Operating - Sewer	\$25.94
					\$51.89
		Total 337467781			\$222.88
					\$222.88
		Total 30825			
		Total Supplyworks			
		Surety Pest Control			
		30848			
			2015 - June - June A/P		
		1062072			
			Pest Control-W108		
			401-000-000-534-80-41-00	Professional Services - Water	\$43.48
		Total 1062072			\$43.48
					\$43.48
		Total 30848			
		Total Surety Pest Control			
		Tjoelker Enterprises, Inc.			
		30849			
			2015 - June - June A/P		
		584731			
			Biosolids Disposal		
			401-000-000-535-80-47-02	Biosolids Disposal - Sewer	\$2,240.00
		Total 584731			\$2,240.00
					\$2,240.00
		Total 30849			
		Total Tjoelker Enterprises, Inc.			

Vendor	Number	Reference	Account Number	Description	Amount
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US Foods, Inc.	30826	3258941	2015 - June - June Manuals		
			2015 Penn Cove Water Festival Supplies		\$1,016.56
			104-000-000-557-30-31-00	Office & Operating	\$1,016.56
					\$1,016.56
Total US Foods, Inc.	Total 30826	Total 3258941			\$1,016.56
USA Blue Book	30850	662090	2015 - June - June A/P		
			Root Cutter Kit		\$124.51
			401-000-000-534-80-31-00	Office & Operating - Water	\$249.03
			401-000-000-535-80-31-00	Office & Operating - Sewer	\$124.51
			401-000-000-538-30-31-00	Office & Operating	\$498.05
					\$498.05
					\$498.05
Total USA Blue Book	Total 30850	Total 662090			
Utilities Underground Location Center	30814	5050680	2015 - June - June A/P		
			Underground Locates		\$5.16
			401-000-000-534-80-41-00	Professional Services - Water	\$5.16
			401-000-000-535-80-41-00	Professional Services - Sewer	\$10.32
					\$10.32
					\$10.32
Total Utilities Underground Location Center	Total 30814	Total 5050680			
Vac-Tank/Western Services	30851	INV.3062	2015 - June - June A/P		
			Biosolids Shipping		\$3,150.00
			401-000-000-535-80-47-01	Biosolids Shipping - Sewer	\$3,150.00
					\$3,150.00
					\$3,150.00
Total Vac-Tank/Western Services	Total 30851	Total INV.3062			
Vinsant, Paul	30827	060315	2015 - June - June Manuals		
			Class in Everett		\$232.78
			401-000-000-535-80-43-00	Travel - Sewer	\$232.78
					\$232.78
					\$232.78
Total Vinsant, Paul	Total 30827	Total 060315			

VISA

30800	2015 - June - June Manuals			
	Association of Washington Cities 040915			
	AWC Annual Conference			
	001-000-000-511-00-49-00	Miscellaneous	Council	\$2,250.00
	001-000-000-514-00-49-00	Miscellaneous -	Adm	\$375.00
	<b>Total Association of Washington Cities 040915</b>			<b>\$2,625.00</b>
	2015 - June - June Manuals			
	Amazon.Com-042915			
	Credit-Rec Hall Pushbar			
	001-000-000-575-50-31-00	Office & Operating	Com Ctr	(\$71.81)
	<b>Total Amazon.Com-042915</b>			<b>(\$71.81)</b>
	FedEx-051915			
	Return Postage-Safety Videos			
	001-000-000-518-00-42-00	Communication -	CS	\$10.50
	<b>Total FedEx-051915</b>			<b>\$10.50</b>
	Full Source-FS2372666-SO			
	Gloves			
	001-000-000-518-10-31-00	Office & Operating	Shop	\$85.16
	<b>Total Full Source-FS2372666-SO</b>			<b>\$85.16</b>
	Liberty Mutual Surety-32S469945			
	Notary Bond			
	001-000-000-514-00-31-00	Office & Operating	Adm	\$50.00
	<b>Total Liberty Mutual Surety-32S469945</b>			<b>\$50.00</b>
	NES McBee-052315			
	Warrant Redemption Checks			
	001-000-000-518-00-31-00	Office & Operating	CS	\$311.32
	<b>Total NES McBee-052315</b>			<b>\$311.32</b>
	SuretyBonds.com-050515			
	Postage - Notary Bond			
	001-000-000-514-00-42-00	Communication -	Adm	\$12.00
	<b>Total SuretyBonds.com-050515</b>			<b>\$12.00</b>
	The Home Depot-051215			
	Tape Measure & Garden Hose			
	001-000-000-576-80-31-00	Office & Operating	Parks	\$28.18
	<b>Total The Home Depot-051215</b>			<b>\$28.18</b>
	USPS			
	Pre-stamped window envelopes			
	001-000-000-518-00-42-00	Communication -	CS	\$1,130.75
	<b>Total USPS</b>			<b>\$1,130.75</b>

Vendor Number	Reference	Account Number	Description	Amount
	USPS-050615			
		Postage		
		001-000-000-518-00-42-00	Communication - CS	\$16.80
	Total USPS-050615			\$16.80
	WA Driver License Check-050715			
		Background Check		
		001-000-000-514-00-49-00	Miscellaneous - Adm	\$13.00
	Total WA Driver License Check-050715			\$13.00
	WCMA-1373884-68626001			
		Annual Dues		
		001-000-000-514-00-49-00	Miscellaneous - Adm	\$50.00
	Total WCMA-1373884-68626001			\$50.00
	WSP Background Checks-050815			
		Background Check		
		001-000-000-514-00-49-00	Miscellaneous - Adm	\$10.00
	Total WSP Background Checks-050815			\$10.00
	WSP Background Checks-052015			
		Background Check		
		001-000-000-514-00-49-00	Miscellaneous - Adm	\$10.00
	Total WSP Background Checks-052015			\$10.00
				\$1,655.90
	Amazon-113-1847799-2039454-050611		2015 - June - June Manuals	
		Thermostat		
		401-000-000-534-80-31-00	Office & Operating - Water	\$18.16
	Total Amazon-113-1847799-2039454-050611			\$18.16
	The Home Depot #8563-042915			
		Well Repair		
		401-000-000-534-80-31-00	Office & Operating - Water	\$154.02
	Total The Home Depot #8563-042915			\$154.02
				\$172.18
				\$4,453.08
	Total VISA			
	WA ST Dept Of Revenue			
	EFT Payment 6/18/2015 11:01:05 AM - 1		2015 - June - June A/P	
		Excise Tax		
		001-000-000-518-10-31-00	Office & Operating Shop	\$7.72
		001-000-000-575-50-31-00	Office & Operating Com Ctr	\$0.68
		401-000-000-534-80-48-00	Repair & Maintenance - Water	\$5.70
		401-000-000-534-80-53-00	Excise Taxes - Water	\$104.23
		401-000-000-534-80-53-00	Excise Taxes - Water	\$539.16
		401-000-000-534-80-53-01	B & O Tax - Main Street Credit - Water	(\$104.23)
		401-000-000-535-80-31-00	Office & Operating - Sewer	\$25.16
		401-000-000-535-80-31-00	Office & Operating - Sewer	\$33.43
		401-000-000-535-80-48-00	Repair & Maintenance - Sewer	\$5.70



Vendor Number Reference Account Number Description Amount

Whidbey Telecom	30816		2015 - June - June A/P	
	3859669		Web Hosting	
			001-000-000-518-00-41-00	Professional Services CS
				\$41.45
				\$41.45
				\$41.45
				\$41.45
Total 30816				
Total Whidbey Telecom				
Whitney Equipment Company, Inc.	30830		2015 - June - June Manuals	
	78555			
			Decant Pump	
			401-000-000-535-80-31-00	Office & Operating - Sewer
				\$2,660.98
				\$2,660.98
				\$2,660.98
				\$2,660.98
Total 30830				
Total Whitney Equipment Company, Inc.				
Wilsey, Laurel	30854		2015 - June - June A/P	
	061815			
			Medical Reimbursement	
			631-000-000-589-00-00-00	Withdrawals
				\$107.59
				\$107.59
				\$107.59
Total 30854				
Total Wilsey, Laurel				
Wilsey, Laurel	30855		2015 - June - June A/P	
	2015-006			
			Cleaning Services	
			001-000-000-518-00-41-00	Professional Services CS
			Town Hall	
			001-000-000-575-50-41-00	Professional Services Com Ctr
			Rec Hall	
				\$216.00
				\$243.00
				\$459.00
				\$459.00
				\$459.00
Total 30855				
Total Wilsey, Laurel				
Grand Total				\$172,543.09
			Vendor Count	48

# COUPEVILLE MARSHAL

## ISLAND COMMUNICATIONS CALLS FOR SERVICE

Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Alarm	5	9	6	7	11							
Animal Complaint	5	3	7	6	7							
Assault	4	1	5	2	3							
Assist Agency	0	1	1	2	2							
Assist Public	14	11	16	14	22							
Burglary	3	0	0	0	0							
Child Abuse/Neglect	0	0	0	0	0							
Court Order Viol	1	0	1	1	0							
Disorderly Conduct	0	1	1	4	5							
Domestic Violence	4	2	2	3	1							
Fire Call	0	0	0	0	1							
Fraud / Forgery	0	1	4	5	2							
Hang Up 911	9	11	12	12	15							
Harassment	1	0	1	1	0							
Juvenile Complaint	1	0	3	2	1							
Liquor Violation	0	1	0	1	1							
Malicious Mischief	0	1	0	2	1							
Marine Incident	0	0	0	0	1							
Medical Call	0	2	0	2	2							
Mental	0	0	1	1	0							
Missing Person	0	1	1	1	0							
Vehicle Accident	3	1	3	3	3							
Nuisance	0	5	1	1	0							
Patrol checks	0	0	0	0	0							
Sex Crime	0	0	0	0	0							
Vehicle Theft	0	0	1	0	0							
Suicide Threat	1	2	3	2	1							
Suspicious Activity	4	3	5	5	4							
Theft	0	1	2	5	6							
Threats	0	0	0	0	1							
Traffic Complaint	5	4	10	6	11							
Trespassing	2	1	1	2	1							
Unsecure Premise	0	0	1	2	0							
Death Investigation	0	1	0	1	1							
VUSCA - Drugs	0	0	0	0	0							
Wanted Person	2	0	1	1	3							
Weapons Violation	1	0	1	1	0							
Welfare Check	7	6	1	8	4							
Misc / Other Calls	9	3	13	7	14							

<b>Total Town Calls</b>	<b>81</b>	<b>72</b>	<b>104</b>	<b>110</b>	<b>124</b>							
County Calls	16	28	33	22	30							
<b>Combined Total</b>	<b>97</b>	<b>100</b>	<b>137</b>	<b>132</b>	<b>154</b>							
County % / Total	16%	28%	24%	17%	19%							



# COUPEVILLE MARSHAL

## TRAFFIC OVERVIEW

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>Traffic Stops</b>	52	36	43	44	35								210

### Citations

DUI	0	0	0	1	0								1
DWLS	0	0	0	1	1								2
NVOL	1	0	0	0	0								1
Speed	6	4	4	7	4								25
Seatbelt	0	0	0	0	0								0
No insurance	4	1	4	2	2								13
Cell phone	1	2	0	4	0								7
Vehicle Regs	0	4	0	0	0								4
Equipment	0	0	0	0	0								0
Other	0	1	0	0	1								2

### Warnings

NVOL W/ID	1	0	0	0	0								1
Speed	26	14	18	18	20								96
Seatbelt	0	3	2	4	1								10
No Insurance	1	0	0	0	0								1
Cell Phone	1	0	1	2	1								5
Vehicle Regs	7	2	2	0	0								11
Equipment	2	1	3	5	2								13
Other	2	4	9	0	3								18

### Parking Enforcement

Warning	0	12	17	31	17								77
Citation	0	0	4	3	2								9

### Total Traffic Contacts

52	48	64	78	54									296
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Total Contacts	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2014	89	17	17	34	33	17	54	64	57	32	69	39	522
2013	38	25	29	56	33	59	80	68	161	244	165	142	1100
2012	51	66	51	58	48	114	61	68	17	30	30	48	642
2011	18	26	43	28	48	44	95	59	42	29	42	38	512
2010	90	33	35	67	30	58	71	29	18	27	31	50	539

# COUPEVILLE MARSHAL

## CALLS FOR SERVICE 5-YEAR HISTORY

Description	2014	2013	2012	2011	2010
Alarm	69	69	61	91	70
Animal Complaint	73	79	69	92	67
Assault	18	26	23	33	26
Assist Agency	29	39	43	50	31
Assist Public	193	223	249	250	212
Burglary	11	10	21	35	13
Child Abuse/Neglect	5	5	5	4	3
Court Order Viol	11	13	15	8	4
Disorderly Conduct	96	93	105	119	147
Domestic Violence	27	14	17	42	21
Fire Call	10	13	19	14	25
Fraud / Forgery	24	21	23	22	25
Hang Up 911	169	139	121	161	145
Harassment	14	15	17	18	13
Juvenile Complaint	6	4	12	17	26
Liquor Violation	4	4	2	6	5
Malicious Mischief	15	13	13	16	16
Marine Incident	6	9	8	4	9
Medical Call	14	22	24	22	35
Mental	5	3	4	5	3
Missing Person	6	8	7	10	7
Vehicle Accident	50	37	56	44	45
Nuisance	13	12	19	23	18
Patrol Checks	8	8	6	3	2
Sex Crime	7	3	4	10	7
Vehicle Theft	5	6	6	2	1
Suicide Threat	11	9	10	12	13
Suspicious Activity	55	97	79	68	73
Theft	41	50	45	46	33
Threats	14	17	19	21	15
Traffic Complaint	88	109	99	106	104
Trespassing	21	17	19	19	10
Unsecure Premise	3	7	18	14	19
Death Investigation	4	6	1	5	6
VUCSA - Drugs	8	13	18	17	11
Wanted Person	32	35	34	30	34
Weapons Violation	9	3	15	16	7
Welfare Check	39	39	52	51	74
Misc / Other Calls	125	149	128	94	87
<b>Total Town Calls</b>	<b>1340</b>	<b>1440</b>	<b>1487</b>	<b>1606</b>	<b>1468</b>
County Calls	386	259	305	449	623
<b>Combined Calls</b>	<b>1726</b>	<b>1699</b>	<b>1792</b>	<b>2055</b>	<b>2091</b>
County % / Total	22%	15%	17%	22%	30%



## STAFF REPORT

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**DATE:** May 26, 2015  
**TO:** Mayor Nancy Conard and Members of the Town Council  
**FROM:** Kelly Beech, Clerk-Treasurer  
**RE:** Monthly Treasurer's Report  
**ATTACHMENTS:** May 31, 2015 - Reported Fund Balance & Actual Cash Balance Report; GF Revenues & Expenditures By Category Report; Monthly Revenue & Expenditure Report.  
**RCW 35.82.210: Tax exemption and payments in lieu of taxes - Definitions.**

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- **Monthly Financial Reports:**

- **Reported Fund Balance & Actual Cash Balance** - Our actual cash balance (As reported on our bank statements.) is \$2,625.00 less than the cash balance reported in Vision. This is a result of a warrant which was missed in the May A/P run, and council approval. The warrant was added to the June A/P run so that it would appear in the June voucher approval list for the Council. The warrant was cashed on May 29th, which reduced our cash balance as reported by the bank. The Actual Cash Balance (Bank Statements) and Reported Cash Balance (Vision Software) will correspond in June without adjustment.
- **GF Revenues & Expenditures By Category Report** - We can expect to see an average of 42% of the budgeted revenues and expenditures reported by the month of May. In reviewing this report, I've noted some areas where the revenues or expenditures are well below the expected average (less than 20%) or over 100%, and listed some contributing factors.

The revenue budget for "Grants" appears to be over-budgeted, however the total includes \$495,523 for the Penn Cove Stormwater Project. We have reported all expenditures and grant revenues related to this project. Changes to this budget and "Envrmtl Presvtn" in the expenditure section will be reflected in the budget adjustment later this year.

The expenditure budget for "Council" includes travel to conferences. Council has not yet attended any conferences this year.

The expenditure budget for "Legal Services" appears to be over-budgeted, however the total includes \$10,000 for Personnel Policy Updates. I anticipate expenditures related to the Personnel Policy Update to begin reporting in August.

There are a few budgets that have \$0 spending to date. The budgets included seasonal or one-time spending.

May 31, 2015



**Reported Fund Balance (Vision Schedule of Cash Activity)**

FUND	Beginning Balance	Cash In	Cash Out	Ending Balance
001 General Fund	\$ 543,800.37	\$259,442.52	\$67,499.77	\$ 735,743.12
101 Street/Arterial	\$ 9,607.46	\$12,801.59	\$27,524.46	\$ (5,115.41)
104 Hotel/Motel Tax Fund	\$ 52,097.86	\$3,250.06	\$4,406.02	\$ 50,941.90
105 Capital Improvement	\$ 503,449.54	\$1,921.83	\$0.00	\$ 505,371.37
106 Drug Enforcement	\$ 1,698.08	\$0.19	\$0.00	\$ 1,698.27
107 Harbor Imp.	\$ 25,059.83	\$2.77	\$0.00	\$ 25,062.60
109 Park Impact	\$ 61,890.86	\$876.85	\$0.00	\$ 62,767.71
202 1979 W/S Bond	\$ 15,819.10	\$1.75	\$2,525.00	\$ 13,295.85
203 1975 W/S Bond	\$ 795.25	\$0.09	\$0.00	\$ 795.34
212 WWTP Loan	\$ 141,289.80	\$15.63	\$0.00	\$ 141,305.43
303 Capital Imp. Water	\$ 654,758.34	\$72.42	\$0.00	\$ 654,830.76
304 Capital Imp. Sewer	\$ 544,585.66	\$60.23	\$0.00	\$ 544,645.89
401 Utility	\$ 920,666.73	\$20,972.69	\$73,708.76	\$ 867,930.66
621 Commemorative	\$ 6,705.83	\$0.74	\$0.00	\$ 6,706.57
631 Cafeteria Plan	\$ 5,869.56	\$412.27	\$547.40	\$ 5,734.43
<b>ASP Reported Fund Balance</b>	<b>\$ 3,488,094.27</b>	<b>\$ 299,831.63</b>	<b>\$ 176,211.41</b>	<b>\$ 3,611,714.49</b>
802 Claims Warrants	\$ 78,637.93	\$78,432.76	\$100,064.54	\$ 57,006.15
803 Payroll Warrants	\$ 23,864.43	\$42,286.47	\$35,827.27	\$ 30,323.63
<b>ASP Reported Cash Balance</b>	<b>\$ 3,590,596.63</b>	<b>\$ 420,550.86</b>	<b>\$ 312,103.22</b>	<b>\$ 3,699,044.27</b>



**Actual Cash Balance (Bank Statements)**

	Deposits	Withdrawals	May 31, 2015
<i>Investments (LGIP)</i>	\$ 3,176,714.47	\$ 41,266.50	\$ 3,217,980.97
<i>Whidbey Island Bank (WIB)</i>	\$ 413,682.16	\$ 241,598.39	\$ 478,238.30
<i>Petty Cash Fund</i>	\$ 200.00		\$ 200.00
		<b>WIB+Petty Cash</b>	<b>\$ 478,438.30</b>
<b>Total Cash Balance (WIB+LGIP+Petty Cash)</b>			<b>\$ 3,696,419.27</b>
		Outstanding Claim Warrants (802)	\$ 57,006.15
		Outstanding Payroll Warrants (803)	\$ 30,323.63
		<b>Ending Fund Balance</b>	<b>\$ 3,609,089.49</b>
<i>Balancing Note: A/P check entered in June Period cleared May 29 (WIB VISA payment).</i>			\$ 2,625.00
<b>Adjusted Cash Balance (WIB+LGIP+Petty Cash+ Adjustment)</b>			<b>\$ 3,699,044.27</b>
		<b>Adjusted Ending Fund Balance</b>	<b>\$ 3,611,714.49</b>



### 2015 General Fund Revenues by Category

FUND	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Total	Budget	%	Remaining
Taxes	57,232	81,670	42,170	59,698	215,356								456,127	1,010,361	45.1%	\$ 554,234
Licenses/Permits	9,091	4,942	4,832	12,814	7,885								39,565	49,050	80.7%	\$ 9,485
Intergov	2,405	1,363	4,830	2,425	0								11,023	36,153	30.5%	\$ 25,130
Charges	947	1,534	8,215	1,580	9,588								21,864	24,900	87.8%	\$ 3,036
Fines/Forfeits	1,705	884	1,045	1,448	1,176								6,258	6,010	104.1%	\$ (248)
Miscellaneous	3,312	3,292	2,728	1,659	3,366								14,357	30,537	47.0%	\$ 16,180
Non-Revenue	770	444	502	832	409								2,958	6,100	48.5%	\$ 3,142
Transfer in	17,078	17,078	17,078	17,078	17,078								85,389	209,868	40.7%	\$ 124,479
Grants	0	0	11,779	0	4,435								16,214	495,523	3.3%	\$ 479,309
<b>TOTAL</b>	<b>92,542</b>	<b>111,207</b>	<b>93,178</b>	<b>97,535</b>	<b>259,293</b>	<b>-</b>	<b>653,754</b>	<b>1,868,502</b>	<b>35.0%</b>	<b>\$ 1,214,748</b>						



### 2015 General Fund Expenditures by Category

FUND	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Total	Budget	%	Remaining
Council	697	203	147	234	1,187								2,468	21,100	11.7%	\$ 18,632
Court	7,402	-	3,700	7,590	1,250								19,942	43,805	45.5%	\$ 23,863
Finance	21,381	19,738	20,318	20,068	19,936								101,442	275,816	36.8%	\$ 174,374
Legal Services	-	569	709	2,065	945								4,288	34,000	12.6%	\$ 29,712
Central Services	53,571	4,671	3,293	12,788	7,329								81,651	157,974	51.7%	\$ 76,323
Police	122,831	1,652	124,479	2,725	1,652								253,339	533,247	47.5%	\$ 279,908
Fire Control	1,752	-	-	-	-								1,752	8,000	21.9%	\$ 6,248
Emergency Mgmt	900	1,197	732	1,975	873								5,677	15,000	37.8%	\$ 9,323
Envmntl Presvtn	-	3,205	-	3,703	650								7,558	500,523	1.5%	\$ 492,965
Public Works	3,826	4,984	4,849	15,785	9,378								38,823	44,433	87.4%	\$ 5,610
Economic Dev	-	-	-	-	-								-	2,000	0.0%	\$ 2,000
Planning	10,898	7,014	8,034	17,796	7,907								51,649	118,408	43.6%	\$ 66,759
Building	990	1,170	4,736	960	7,466								15,322	45,240	33.9%	\$ 29,918
Public Health	-	-	-	-	-								-	500	0.0%	\$ 500
Recreation	685	5,667	1,530	2,842	966								11,690	24,940	46.9%	\$ 13,250
Parks	3,980	4,297	5,803	7,002	7,812								28,894	90,638	31.9%	\$ 61,744
Community Garden	-	-	-	-	-								-	300	0.0%	\$ 300
Disbursements	-	-	-	2,987	-								2,987	6,000	49.8%	\$ 3,013
Non Expenditure	-	-	-	32	-								32	100	31.5%	\$ 69
Capital Outlay	-	-	-	-	-								-	-	0.0%	\$ -
WTSC Grant	-	-	-	-	-								-	13,000	0.0%	\$ 13,000
<b>TOTAL</b>	<b>228,912</b>	<b>54,367</b>	<b>178,331</b>	<b>98,553</b>	<b>67,350</b>	<b>-</b>	<b>627,513</b>	<b>1,935,024</b>	<b>32.4%</b>	<b>\$ 1,307,511</b>						



**Monthly Revenue Report for Budget Amounts**

Fund	Name	Month to Date	Year to Date	Budgeted	Remaining	
001	General	\$ 259,292.52	\$ 653,754.15	\$ 1,858,505.00	\$ 1,204,750.85	35%
101	Street	\$ 12,801.59	\$ 60,215.58	\$ 588,250.00	\$ 528,034.42	10%
104	Hotel/Motel Tax Fund	\$ 3,250.06	\$ 13,971.87	\$ 40,100.00	\$ 26,128.13	35%
105	Capital Improvement	\$ 1,921.83	\$ 22,214.70	\$ 37,000.00	\$ 14,785.30	60%
106	Drug Enforcement	\$ 0.19	\$ 0.88	\$ 5.00	\$ 4.12	18%
107	Harbor Improvements	\$ 2.77	\$ 1,526.99	\$ 1,630.00	\$ 103.01	94%
109	Park Impact Fee	\$ 876.85	\$ 1,771.92	\$ 100.00	\$ (1,671.92)	1772%
202	79 Wtr & Swr Rev	\$ 1.75	\$ 5,007.80	\$ 5,020.00	\$ 12.20	100%
203	75 Wtr & Swr Rev	\$ 0.09	\$ 0.42	\$ -	\$ (0.42)	0%
212	02 WWTP	\$ 15.63	\$ 92,897.66	\$ 93,124.00	\$ 226.34	100%
303	Capital for Water	\$ 72.42	\$ 4,841.03	\$ 5,100.00	\$ 258.97	95%
304	Capital for Sewer	\$ 60.23	\$ 5,783.49	\$ 5,900.00	\$ 116.51	98%
401	Utility	\$ 20,972.69	\$ 299,739.67	\$ 972,250.00	\$ 672,510.33	31%
621	Commemorative	\$ 0.74	\$ 3.49	\$ 520.00	\$ 516.51	1%
631	Cafeteria Plan	\$ 412.27	\$ 2,060.92	\$ 6,020.00	\$ 3,959.08	34%
		\$ 299,681.63	\$ 1,163,790.57	\$ 3,613,524.00	\$ 2,449,733.43	32%

May 31, 2015

42%



**Monthly Expenditure Report for Budget Amounts**

Fund	Name	Month to Date	Year to Date	Budgeted	Unexpended	
001	General	\$ 67,349.77	\$ 627,513.39	\$ 1,935,025.00	\$ 1,307,511.61	32%
101	Street	\$ 27,524.46	\$ 208,691.93	\$ 639,395.00	\$ 430,703.07	33%
104	Hotel/Motel Tax Fund	\$ 4,406.02	\$ 6,046.02	\$ 55,640.00	\$ 49,593.98	11%
105	Capital Improvement	\$ -	\$ 14,678.77	\$ 179,239.00	\$ 164,560.23	8%
106	Drug Enforcement	\$ -	\$ -	\$ 1,705.00	\$ 1,705.00	0%
107	Harbor Improvements	\$ -	\$ -	\$ 26,955.00	\$ 26,955.00	0%
109	Park Impact Fee	\$ -	\$ -	\$ 61,820.00	\$ 61,820.00	0%
202	79 Wtr & Swr Exp	\$ 2,525.00	\$ 2,525.00	\$ 11,500.00	\$ 8,975.00	22%
203	75 Wtr & Swr Exp	\$ -	\$ -	\$ -	\$ -	0%
212	02 WWTP	\$ -	\$ 46,411.55	\$ 92,824.00	\$ 46,412.45	50%
303	Capital for Water	\$ -	\$ -	\$ 600,000.00	\$ 600,000.00	0%
304	Capital for Sewer	\$ -	\$ -	\$ 500,000.00	\$ 500,000.00	0%
401	Utility	\$ 73,708.76	\$ 494,054.39	\$ 1,041,793.00	\$ 547,738.61	47%
621	Commemorative	\$ -	\$ -	\$ 7,220.00	\$ 7,220.00	0%
631	Cafeteria Plan	\$ 547.40	\$ 1,116.51	\$ 10,935.00	\$ 9,818.49	10%
		\$ 176,061.41	\$ 1,401,037.56	\$ 5,164,051.00	\$ 3,763,013.44	27%

**Ending Fund Balance** \$ 3,699,044.27  
**Available Fund Balance** \$ 3,611,714.49

**Adjustment** \$ -

Fund	Name				
001	General	\$ 735,743.12	212	02 WWTP	\$ 141,305.43
101	Street	\$ (5,115.41)	303	Capital for Water	\$ 654,830.76
104	Hotel/Motel Tax Fund	\$ 50,941.90	304	Capital for Sewer	\$ 544,645.89
105	Capital Improvement	\$ 505,371.37	401	Utility	\$ 867,930.66
106	Drug Enforcement	\$ 1,698.27	621	Commemorative	\$ 6,706.57
107	Harbor Improvements	\$ 25,062.60	631	Cafeteria Plan	\$ 5,734.43
109	Park Impact Fee	\$ 62,767.71			
202	79 Wtr & Swr Rev	\$ 13,295.85	802	Outstanding Warrants	\$ 57,006.15
203	1975 W/S Bond	\$ 795.34	803	Outstanding Payroll	\$ 30,323.63