



Planning & Development Services

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Memorandum

To: Board of Skagit County Commissioners
From: Tara Satushek, Senior Planner
Re: Proposed Update to the 2025-2030 Capital Facilities Plan and Transportation Improvement Program, and formal transmittal of the Planning Commission Recorded Motion
Date: December 2, 2024

Summary

This staff report is issued ahead of the discussion and possible action scheduled with the Board of Skagit County Commissioners on December 9, 2024. This memo provides a synopsis of the 2025-2030 Capital Facilities Plan (CFP) draft update and serves as formal transmittal of the Planning Commission Recorded Motion within two weeks of signature. Exhibit 1 contains the Planning Commission Recorded Motion, Exhibit 2 includes the draft redline 2025-2030 CFP, and Exhibit 3 includes the Planning Commission work session staff report.

The Planning Commission held a work session about the proposed draft update on October 8, 2024, please see Exhibit 3 for staff report. A public comment period was open from October 10 to October 31, 2024, at 4:30 p.m., no comments were received. The Planning Commission held an open public hearing on October 29, 2024, no comments or public testimony was provided. On November 19, 2024, the Planning Commission deliberated and recommended approving the proposed CFP update. Please refer to Exhibit 1 for the Planning Commission recorded motion and Exhibit 2 for the draft redline 2025-2030 CFP.

Staff Recommendation: Approve the proposed 2025-2030 CFP update.

Background

Washington State Growth Management Act (GMA) [Planning Goal 12](#); Public facilities and services, states that the County must “ensure that those public facilities and services necessary to support development shall be adequate to serve the development at the time the development is available for occupancy and use without decreasing current service levels below locally established minimum standards.” This goal is implemented in Skagit County planning documents, including Skagit County Code Chapter 14.28 (Concurrency) and the update to the Capital Facilities Plan.

The proposal amends the Comprehensive Plan to update both the required capital facilities inventory and the six-year transportation financing plan. The capital facilities planning policies in [Comprehensive Plan Chapter 10](#) remain the same. A track-changes version of the update plan is attached (Exhibit 2) and available on the project webpage (www.skagitcounty.net/cfp). Updates have been made to County-owned capital facilities and non-County owned special purpose district facilities. These changes include revising the projects and values from last year’s plan, removing completed projects, and adjusting future projects to more accurately reflect anticipated costs,



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funding sources, and completion timelines. The County's transportation financing plan is a separate document called the [Transportation Improvement Program \(TIP\)](#), which is incorporated into the CFP by reference. Inclusion of a capital facilities project in the CFP (or the TIP) does not authorize the project to be constructed.

The CFP document is divided into two primary sections: (1) County-owned or operated capital facilities, and (2) special purpose district capital facilities. Updates were made to County facilities, school districts, the Bayview UGA, diking, drainage and irrigations districts, fire districts and water districts.

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

The special purpose district capital facilities section of the plan aggregates data from special purpose districts within the County that provide essential services for development, such as fire, water, and sewer. Although the County does not have direct authority to manage or approve the plans of these districts, the GMA requires that the County, in its role as a regional government, acquire and present this information. This ensures that the special purpose districts can use it to coordinate their own planning efforts.

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

Recommendation

The Department recommends approval of the proposed 2025-2030 CFP update.

List of Exhibits

Exhibit 1 – November 19, 2024, Planning Commission Recorded Motion

Exhibit 2 – Capital Facilities Plan 2025-2030 – REDLINE

Exhibit 3 – October 1, 2024, Staff Report