



# Skagit County Facility Management

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## Staff Report

From: Kaci Radcliffe, Facilities & Sustainability Coordinator

Re: Capital Facilities Plan 2014

Date: September 26, 2013

### Background

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

The introductory chapter of the proposal itself provides significant background information on precisely what GMA requires of the County for capital facilities planning and how it is implemented in our Comprehensive Plan.

### Summary

The proposal updates the County’s Capital Facilities Plan that the County typically updates every year. Older versions of the plan are available on the proposal website. The County’s plan combines both an inventory of the County’s existing capital facilities and the required six-year financing plan for fulfilling unmet needs. The County’s transportation inventory and financing plan are included in the County’s Transportation Systems Plan and Transportation Improvement Program, which are incorporated into the CFP by reference.

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

This year, County administration designated the Facilities Management department as lead on this proposal in order to improve the document as an effective planning tool for the County’s capital facilities. The document has been significantly reworked to make it more usable for readers, including county staff for increased use in other processes. The document is formatted to be read on a computer monitor or tablet, and includes active links to outside material in its text. It also includes many new maps so that

readers can easily identify where the special purpose districts are located and the extent of their jurisdictions.

## **Analysis**

Capital facilities planning—and all land use planning—is a work in progress. This year’s proposal is a significant expansion of earlier updates, but will likely also experience significant revision next year when the update of the County’s Facility Needs Analysis, which assesses space planning needs, is available. Preliminary results indicate no need for an increase in the total amount of office space, but may recommend reconfiguration and department moves to maximize efficiency and provide better public service.

Despite its growing residential population, Skagit County does not have a significant need for new capital facilities other than the new County Jail. Thanks to recent remodel at 1800 Continental Place and acquisition of the Ada Beane and College Way buildings, Skagit County has sufficient office space to serve its current and expected employee counts.

## **Recommendation**

Facilities Management recommends that the Planning Commission issue a recommendation to adopt this updated Capital Facilities Plan, and that the Board of County Commissioners adopt the plan.

## **Consistency**

The proposal updates and amends the Comprehensive Plan to update both the required capital facilities inventory and the six-year financing plan. The capital facilities planning policies in Comprehensive Plan Chapter 10 remain the same. The proposal updates the definition of “capital facility” in Comprehensive Plan Appendix A to provide more specificity. This year’s updated document improves the County’s compliance with the Growth Management Act for capital facilities planning as it specifically calls out the locations in existing policies of defined levels of service for services necessary to support development.

## **Process**

### **Public Notices**

Skagit County issued the following notices:

- 60-day notice to the Department of Commerce (September 26, 2013)
- Notice of Availability via the PDS email mailing list (September 26, 2013)
- Published legal notice in the Skagit Valley Herald (September 26, 2013)
- SEPA notice distributed to all local agencies described in the plan (September 26, 2013)

Additionally, the Planning Commission reviewed a draft of the Capital Facilities Plan at their September 10 meeting.

### **SEPA Threshold Determination**

The Skagit County SEPA Responsible Official has issued a Determination of Nonsignificance for this nonproject action. These environmental documents are available at [www.skagitcounty.net/planning](http://www.skagitcounty.net/planning) (click on Capital Facilities Plan).

### **How to Comment**

You may submit written comments via email to [pdscomments@co.skagit.wa.us](mailto:pdscomments@co.skagit.wa.us) (preferred) or via US mail. All paper comments must be submitted on 8½" x 11" paper to the address below:

Skagit County Planning & Development Services  
re: Public Comments on Capital Facilities Plan  
1800 Continental Place  
Mount Vernon, WA 98273

All comments must be received by Thursday, October 17, 2013, at 4:30 p.m. and include (1) your full name, (2) your mailing address, and (3) the name of the proposal or project you are commenting on. Comments not meeting these requirements will not be considered.

You may also comment in person at the public hearing Tuesday, October 15, 2013, at 6 p.m. at the Commissioners Hearing Room, 1800 Continental Place, Mount Vernon. Public hearing testimony is usually limited to three minutes, so written comments are preferred.

**For More Information**

Please visit the project website at [www.skagitcounty.net/planning](http://www.skagitcounty.net/planning) (click on Capital Facilities Plan).