



# PLANNING COMMISSION

## AGENDA

May 24, 2016

1. **Call to Order**

2. **ROLL CALL:** WASINGER \_\_\_\_\_ FREEMAN \_\_\_\_\_  
PETERSON \_\_\_\_\_ PIERCE \_\_\_\_\_  
WALKER-WYSE \_\_\_\_\_ HOVEY \_\_\_\_\_  
MERRIMAN \_\_\_\_\_

3. **Approval of Minutes – May 10, 2016**

4. **Public Comment** – Planning Commission will accept public comment for items not otherwise on the agenda for the first 15 minutes of the Planning Commission meeting.

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5. **2017 – 2022 CAPITAL IMPROVEMENT PLAN (CIP) – Public Hearing**  
The Planning Commission will open a public hearing on the CIP at this meeting. The Planning Commission will take public testimony. The Planning Commission is also expected to close the hearing and make a recommendation to the City Council. The Capital Improvement Plan identifies necessary capital projects to serve the community such as streets, waterlines and sewer lines.

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6. **2016 COMPREHENSIVE PLAN UPDATE – Public Hearing**  
The Planning Commission will hold a hearing on the 2016 Comprehensive Plan Update and associated Development Regulations at this meeting. The hearing was opened on May 10 and continued to this date. The Planning Commission is expected to close the hearing and make a recommendation on the Update to the City Council.

7. **WINDJAMMER PARK INTEGRATION PLAN – Public Meeting**  
Staff will update the Planning Commission on the progress of the Community Advisory Group for the Windjammer Park Integration Plan.

8. **Adjourn**

# MINUTES

May 10, 2016

**Oak Harbor Planning Commission  
Regular Meeting Minutes  
May 10, 2016**

**1. Roll Call**

Present:

Greg Wasinger  
Sandi Peterson  
Bruce Freeman  
Cecil Pierce  
Hal Hovey

Staff Present:

Steve Powers, Development Services  
Director  
Cac Kamak, Senior Planner  
Dennis Lefevre, Senior Planner  
Ray Lindenburg, Associate Planner  
Arnold Peterschmidt, Project Engineer

**2. Approval of Minutes - April 26, 2016**

**Motion:** Councilmember Sandi Peterson moved to approve the April 26, 2016 minutes as presented. Motion seconded by Councilmember Cecil Pierce, majority approved.

VOTE: Motion majority approved 5 - 0

AYES: Greg Wasinger, Sandi Peterson, Bruce Freeman, Cecil Pierce, Hal Hovey

NOES: None

**3. Public Comment**

There were no members of the public present for comment.

**4. 2016 COMPREHENSIVE PLAN UPDATE - Public Hearing**

Cac Kamak displayed a PowerPoint presentation (Attachment 1) and reviewed the 2016 Comprehensive Plan update process to date. Updates included updates to the vision statement, demographic, population and revisions to the elements as follows:

Land Use Element

- Major shift from 1 – 1 relationship between land use and zoning to a generalized land use map. We went from 20 land use categories down to 7 land use categories. This helps with the annual amendments to rezone property which was a 2-year process now it will be a 3 month process.
- New neighborhoods based on the era and style of the neighborhoods.
- Reorganization of the goals and policies. Goals were reduced from 20 to 5 to reduce redundancies but retains content and intent.

Housing Element

- Reviewed demographics – tenure, size, densities, affordability, trends and needs
- Reviewed/updated goals and policies

Utilities Element

- Minor tweaks to reflect system expansions

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- No shifts in policies

Transportation Element

- Extract from the 2016 Transportation Plan
- Updated goals and policies
- Six year project list

Urban Growth Areas

- Reflect the changes from the newly adopted County Wide Planning Policies

Environmental Element

- Minor updates to reflect State requirements
- cleaned up language

Government Services Element

- Updated various agencies that provide services

Community Coordination (this section not provided to Commission but will be provided at next meeting)

- Revised to reflect changes

Development Regulations

- Triggered by Land Use methodology changes
- Changes to reflect the implementation of zoning categories

Mr. Kamak detailed the 3+ year process and recommended that the Planning Commission open the public hearing and continue the hearing to the May 24th business meeting.

Planning Commission Questions and Comments:

Is the public participation plan being updated or was it included in the packet for information only? Mr. Kamak- for information only.

Commissioners acknowledged that it has been a long process and commended staff for their work.

Mr. Wasinger opened the public hearing 7:22 p.m. No members of the public were present for comment and the public hearing was continued to the May 24th Planning Commission's regular meeting.

**5. 2017 – 2022 CAPITAL IMPROVEMENT PLAN – Public Meeting**

Steve Powers handed out a copy of the draft Capital Improvement Plan (CIP) tables (Attachment 2) and displayed PowerPoint presentation (Attachment 3) and reminded the Commission that the CIP is only a draft at this stage.

Mr. Powers explained the function, source documents, and the role of the Planning Commission in formulating the CIP and reviewed the draft CIP tables with the Commissioners.

Planning Commission Questions and Comments:

Is the Whidbey Avenue crosswalk project fully funded by a grant? Mr. Powers affirmed it is.

Should the expected expenditures for pavement maintenance increase over time? Mr. Powers - you could apply an inflation rate but that might not work with the revenue side. As we move closer to the outlier years the numbers will be fine-tuned.

Are funds for the reconstruction of Windjammer Park due to the impact of the Clean Water Facility? Mr. Powers - the portion of the reconstruction the City views as Phase 1 is part of the sewer project and is not reflected in the Parks and Recreation projects. Phase 1b will likely have sewer funds and is partly reflected in our General Fund numbers but is not broken out, the technical part is that the funds would be transferred from the Sewer Fund to the General Fund and make the expenditure from the parks side of the General Fund. By the time we get to Phase 2 there are no sewer dollars so it becomes a true parks project.

Has land been identified for the Land Acquisition item or is it a place holder for when a property has been identified? Mr. Powers - it is a place holder and a property hasn't been identified.

Is the Wastewater Treatment Plant dollar figure without the community room? Mr. Powers - the community room was not included in the figure because it is no longer part of the project.

Commented that \$750,000 for the downtown restrooms seems to be a lot for restrooms. Mr. Powers - the public restrooms have to be as indestructible as possible and that comes with a cost and the estimates are on the high side.

Do we know where the bathrooms will be located? Mr. Powers - we don't know but currently the focus is on locations associated with the Clean Water Facility.

What is the life cycle for the Deception Pass 10-inch main hangers? Mr. Powers wasn't sure but believed it was quite a bit longer than 10 year.

Will the Sharps Corner roundabout which will redirect our water source be a huge expense? Mr. Powers acknowledged that it will affect the water line and the cost may be shared with Anacortes.

Will the new west side fire station be manned? Mr. Power - it will be manned and the cost only reflects the capital cost.

Will the new west side fire station be a bond approved by the voters? Mr. Powers - it will be up to the City Council. It could be a voter approved bond and it could also be done through City Council but there has been no conversation about that yet.

Why is the insurance money to repair the damaged Marina breakwater considered revenue? Mr. Powers explained that he just realized that the number should be \$255,000 and \$5,000 would come from Marina funds and \$250,000 would be insurance and the \$250,000 is a revenue source and is not any different in a sense than receiving a grant.

## **6. MEDICAL MARIJUANA CODE UPDATE – Public Meeting**

Dennis Lefevre displayed a PowerPoint presentation (Attachment 4) and reviewed the City ordinances passed by the City in response the State's passage of I-502, the background on the Cannabis Patient Protection Act, the State's activity regarding Cooperatives, licensing and specialty clinics. Mr. Lefevre reported that incorporating Medical Marijuana in to Recreational

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Marijuana code may be a relatively simple code amendment. Limiting producers and processors to the same zones as recreational producers and processors may also be acceptable. The somewhat more difficult issue will be addressing cooperatives. Under RCW 69.51A.250(3)(c), a city or county may prohibit the newly-authorized marijuana cooperatives in certain zones or, presumably, even entirely, according to MRSC. Statute restricts the operation of a cooperative to the domicile of one of the registered members and these cooperatives must be one-mile from a licensed marijuana retailer and 1,000' from sensitive areas (RCW 69.51A.250(3)(b)(i)). No restrictions are placed on distance from one cooperative to another. Open for discussion is the level of locational restrictions, if any, the community should place on cooperatives which may locate in any housing unit outside of the one-mile radii shown on Map 1 of the Planning Commission packet.

Mr. Lefevre reported that we have checked on what other jurisdictions are doing.

- Anacortes: Med/Rec facilities reviewed as a "special use"; moratorium on cooperatives.
- Burlington: Med/Rec/Coll Gar. Permitted in M-1 (Industrial District), does not deal with cooperatives.
- Mount Vernon: Rec/Coll Gar. C-L (Commercial/ Limited Industrial), does not deal with cooperatives.

Mr. Lefevre said the next steps are draft code preparation, schedule neighborhood meetings for public feedback, Planning Commission review, public hearing and recommendation to City Council and finally City Council adoption.

Mr. Lefevre introduced Police Chief Green for his comments. Chief Green indicated that he was glad that collective gardens were going away and that law enforcement can work with cooperatives.

#### Planning Commission Comments and Questions:

Is a person allowed to grow in their home? Police Chief - Yes.

Will cooperatives cost the citizens more money to manage and police? Chief Green - the collective gardens cause issues but the cooperative not so much.

What is the Police involvement in cooperatives? Chief Green - involvement will be more of a support role to LCB.

Are a number of jurisdictions not having a medical marijuana ordinance any longer? Chief Green didn't know.

Do the retailers answer to the City as far as a business license? Mr. Lefevre - Yes for business licensing, parking, lighting and to the LCB requirement for interior and exterior security as well. Cooperatives will be registered with LCB and the City will be notified and have 20 days to respond.

Asked if sensitive area include in-home daycares. Mr. Powers - in-home daycare is not included because there is no way to know about the home daycare if they are below a certain threshold but if you are above a certain threshold you can check the State database.

Asked Chief Green if he was in favor of cooperatives. Chief Green - in comparison to what we had, yes.

When would the police be involved punitively? Chief Green said complaints about the smell, visibility and enforcing State law.

Would the smell be treated as a nuisance? Chief Green didn't think the nuisance code covered the smell of marijuana yet.

Have we looked at reducing the 1000 foot sensitive area to 500 or 100 feet from daycares? Mr. Lefevre - no and if there was a strong rationale that benefited the community we could move that forward as a group.

Is there a restriction as to how close a cooperatives can be to one another? Mr. Lefevre - No.

Mr. Lefevre stated that the next steps are to draft the code get public feedback, Planning Commission review, public hearing and recommendation to City Council and finally City Council adoption.

Adjourn - 8:20 pm

Katherine Gifford,  
Administrative Assistant

Planning Commission  
Special Meeting  
05-10-16

# 2016 UPDATE COMPREHENSIVE PLAN PUBLIC HEARING



Planning Commission

5/11/2016

- Oak Harbor's Comprehensive Plan
  - First GMA required plan adopted in 1995
  - Amended annually
  - First major update in 2005
  - June 30, 2016 update - requirement (RCW 36.70A.130(4))



2016  
UPDATE

Planning  
Commission



## 2016 UPDATE

- Update process initiated in 2013
- Department of Commerce checklist
  - Identified the required updates
- Public Participation Plan in 2014
  - Planning Commission as the primary review body
    - Predictable time
    - Encouraged public input
    - broadcasted



## 2016 UPDATE

- Started with the Vision Statement
  - Planning Commission review
  - Joint workshop with the City Council
  - Keep the intent the same
  - Proposed vision
    - Culture
    - Education
    - Economy
    - Recreation
  - Public Survey



## 2016 UPDATE

- **Demographics**
  - Population - race - age - sex cohorts
  - Employment - occupation
  - Housing
  - Income
- **Population projections**
  - CWPP
  - NAS Whidbey expansions



## 2016 UPDATE

- **Land Use Element**
  - Foundation for most elements
  - Major shift from 1 - 1 to generalized
  - New neighborhoods
  - Reorganization of the goals and policies
    - 20 to 5
    - Retained content and intent



## 2016 UPDATE

- **Housing Element**
  - Reviewed demographics – tenure, size, densities, affordability, trends and needs
  - Reviewed/updated goals and policies
  
- **Utilities Element**
  - Minor tweaks to reflect system expansions
  - No shifts in policies



## 2016 UPDATE

- **Transportation Element**
  - Extract from the 2016 Transportation Plan
  - Updated goals and policies
  - Six year project list
  
- **Urban Growth Areas**
  - Reflect the changes from the newly adopted CWPP



## 2016 UPDATE

- **Environmental Element**
  - Minor updates to reflect state requirements
  - Cleaned up language
  
- **Government Services Element**
  - Updates from various agencies that provide services
  
- **Community Coordination**
  - Revised to reflect changes



## 2016 UPDATE

- **Development Regulations**
  - Triggered by Land Use methodology changes
  - Changes to reflect the implementing zoning categories



## 2016 UPDATE

### ■ Process

- 3+ year process
- Planning Commission, City Council and joint workshops
- Broadcasting of information
- Survey
- SEPA checklist – March 2016
- SEPA Determination – April 2016, appeal period ended May 6
- PC Hearing – May 10 and May 24
- CC Hearing – June 7 and June 15
- CC adoption – June 15



## 2016 UPDATE

- Open public hearing and continue it to the May 24 meeting



DRAFT  
**2017-2022**  
**CAPITAL IMPROVEMENT**  
**PLAN**

CITY OF  
**Oak Harbor**  
WHIBBEY ISLAND, WASHINGTON

Planning Commission

5/10/16



CITY OF  
**Oak Harbor**  
WHIBBEY ISLAND, WASHINGTON

**2017-2022 CIP**

***Capital Improvement Plan***

- Required by Growth Management Act (RCW 36.70A.070)
- Projects (expenditures) and funding sources (revenues)
- Six-year planning period ('window')
- Continually slides forward (always show six years)
- Consistent with and implements Comprehensive Plan
- Implemented through budget
- **Still in draft form!**



## 2017-2022 CIP

### Source documents

- Transportation Plan
- Parks, Recreation & Open Space Plan
  - Windjammer Park Integration Plan
- Sewer Plan
- Water System Plan
- Storm Water Plan



## DRAFT 2017-2022 CIP





The slide features the City of Oak Harbor logo in the top left corner. The main title "2017-2022 CIP" is centered at the top in white. Below the title, the text "Planning Commission Review" is written in a light blue, italicized font. Underneath this, a single bullet point is listed: "■ Determine consistency with other adopted plans".

2017-2022  
CIP



Table 4.3. Streets (Non-Enterprise Funded)

| Projects   | Total Project Costs | 2017             | 2018               | 2019             | 2020             | 2021             | 2022             |
|--|---------------------|------------------|--------------------|------------------|------------------|------------------|------------------|
| Local Street Overlays-Pavement Maintenance               | \$3,200,000         | \$500,000        | \$500,000          | \$550,000        | \$550,000        | \$550,000        | \$550,000        |
| Bayshore Drive Extension                                 | 0                   | 0                | 0                  | 0                | 0                | 0                | 0                |
| Whidbey Avenue Crosswalk                                 | 224,500             | 224,500          | 0                  | 0                | 0                | 0                | 0                |
| Waterfront Trail (Veterans' Park) (2016 completion)      | 0                   | 0                | 0                  | 0                | 0                | 0                | 0                |
| Holler Street Overlay (Whidbey to Crosby)                | 0                   | 0                | 0                  | 0                | 0                | 0                | 0                |
| W. Pioneer/City Beach/Bayshore Intersection              | 0                   | 0                | 0                  | 0                | 0                | 0                | 0                |
| Pedestrian Access Improvements                           | 0                   | 0                | 0                  | 0                | 0                | 0                | 0                |
| NE 7th Avenue  | 3,600,000           | 0                | 3,600,000          | 0                | 0                | 0                | 0                |
| <b>Capital Project Expenditures</b>                      | <b>\$7,024,500</b>  | <b>\$724,500</b> | <b>\$4,100,000</b> | <b>\$550,000</b> | <b>\$550,000</b> | <b>\$550,000</b> | <b>\$550,000</b> |
| <b>Revenue Sources</b>                                   | <b>6-Year Total</b> | <b>2017</b>      | <b>2018</b>        | <b>2019</b>      | <b>2020</b>      | <b>2021</b>      | <b>2022</b>      |
| Contributions from Beginning Fund Balance:               |                     |                  |                    |                  |                  |                  |                  |
| Streets (Fund 101)                                       | \$1,964,916         | \$378,810        | \$586,106          | \$250,000        | \$250,000        | \$250,000        | \$250,000        |
| Arterials (Fund 104)                                     | 300,000             | 0                | 0                  | 100,000          | 100,000          | 100,000          | 100,000          |
| Transportation Capital Improvements (Fund 105)           | 800,000             | 0                | 0                  | 200,000          | 200,000          | 200,000          | 200,000          |
| Transportation Impact Fees                               | 221,984             | 35,190           | 35,894             | 36,612           | 37,344           | 38,091           | 38,853           |
| REET 1 (50% of annual)                                   | 525,000             | 87,500           | 87,500             | 87,500           | 87,500           | 87,500           | 87,500           |
| REET 2 (50% of annual)                                   | 525,000             | 87,500           | 87,500             | 87,500           | 87,500           | 87,500           | 87,500           |
| Motor Vehicle Fuel Tax: Non-operating                    | 150,000             | 25,000           | 25,000             | 25,000           | 25,000           | 25,000           | 25,000           |
| General Fund   | 0                   | 0                | 0                  | 0                | 0                | 0                | 0                |
| Grants   | 3,356,500           | 224,500          | 3,132,000          | 0                | 0                | 0                | 0                |
| Other City Funds   | 146,000             | 0                | 146,000            | 0                | 0                | 0                | 0                |
| Developer Contributions                                  | 0                   | 0                | 0                  | 0                | 0                | 0                | 0                |
| <b>Total Available Revenue</b>                           | <b>\$7,989,400</b>  | <b>\$838,500</b> | <b>\$4,100,000</b> | <b>\$786,612</b> | <b>\$787,344</b> | <b>\$788,091</b> | <b>\$788,853</b> |
| <b>Total Revenues less Total Capital Expenditures</b>    | <b>\$964,900</b>    | <b>\$114,000</b> | <b>\$0</b>         | <b>\$236,612</b> | <b>\$237,344</b> | <b>\$238,091</b> | <b>\$238,853</b> |
| Notes  |                     |                  |                    |                  |                  |                  |                  |
| 1. Revised project list based on new Transportation Plan |                     |                  |                    |                  |                  |                  |                  |
| 2. NE 7th Avenue is a grant funded project (87%)         |                     |                  |                    |                  |                  |                  |                  |

Table 4.4 Parks and Recreation (Non-Enterprise Funded)

| Projects  | Total Project Costs | 2017             | 2018               | 2019             | 2020               | 2021             | 2022             |
|---|---------------------|------------------|--------------------|------------------|--------------------|------------------|------------------|
| Windjammer Park   |                     |                  |                    |                  |                    |                  |                  |
| Lagoon Bridge   | \$0                 | \$0              | \$0                | \$0              | \$0                | \$0              | \$0              |
| Splash Park   | 0                   | 0                | 0                  | 0                | 0                  | 0                | 0                |
| Existing Building Replacements                                  | 0                   | 0                | 0                  | 0                | 0                  | 0                | 0                |
| RV Park   | 0                   | 0                | 0                  | 0                | 0                  | 0                | 0                |
| Windjammer Park Integration Plan Phase 1B                       | 2,149,000           | 0                | 2,149,000          | 0                | 0                  | 0                | 0                |
| Includes splash park  |                     |                  |                    |                  |                    |                  |                  |
| Windjammer Park Integration Plan Phase 2                        | 2,167,000           | 0                | 0                  | 0                | 2,167,000          | 0                | 0                |
| Baseball Field Relocation/Planning/Design/Const. (not this CIP) | 0                   | 0                | 0                  | 0                | 0                  | 0                | 0                |
| Land Acquisition  | 0                   | 0                | 0                  | 0                | 0                  | 0                | 0                |
| Open Space Land Acquisition Near Ft. Nugent Park                | 250,000             | 250,000          | 0                  | 0                | 0                  | 0                | 0                |
| Future Park   | 250,000             | 250,000          | 0                  | 0                | 0                  | 0                | 0                |
| Future Park   | 1,500,000           | 0                | 1,500,000          | 0                | 0                  | 0                | 0                |
| <b>Total Capital Expenditures</b>                               | <b>\$6,316,000</b>  | <b>\$500,000</b> | <b>\$3,649,000</b> | <b>\$0</b>       | <b>\$2,167,000</b> | <b>\$0</b>       | <b>\$0</b>       |
| <b>Revenue Sources</b>  | <b>6-Year Total</b> | <b>2017</b>      | <b>2018</b>        | <b>2019</b>      | <b>2020</b>        | <b>2021</b>      | <b>2022</b>      |
| Contributions from Beginning Fund Balance                       |                     |                  |                    |                  |                    |                  |                  |
| Neigh. Parks (Fund 125)   | \$0                 | \$0              | \$0                | \$0              | \$0                | \$0              | \$0              |
| Comm. Parks (Fund 126)  | 50,000              | 0                | 50,000             | 0                | 0                  | 0                | 0                |
| Combined Parks (Fund 127)                                       | 0                   | 0                | 0                  | 0                | 0                  | 0                | 0                |
| Park Impact Fees  | 395,710             | 62,730           | 63,965             | 65,265           | 66,570             | 67,901           | 69,259           |
| (Park Impact Fees: to be combined with above)                   | 320,968             | 0                | 320,968            | 0                | 0                  | 0                | 0                |
| REET 1 (50% of annual)  | 437,500             | 87,500           | 87,500             | 87,500           | 87,500             | 87,500           | 87,500           |
| REET 2 (50% of annual)  | 525,000             | 87,500           | 87,500             | 87,500           | 87,500             | 87,500           | 87,500           |
| Paths and Trails  | 13,535              | 2,601            | 2,653              | 2,706            | 2,760              | 2,815            | 2,872            |
| General Fund  | 445,000             | 50,000           | 200,000            | 120,000          | 75,000             | 0                | 0                |
| (General Fund: to be combined with above)                       | 1,434,046           | 0                | 1,086,376          | 0                | 347,670            | 0                | 0                |
| Grants  | 3,700,000           | 450,000          | 1,750,000          | 0                | 1,500,000          | 0                | 0                |
| Developer Contributions   | 0                   | 0                | 0                  | 0                | 0                  | 0                | 0                |
| <b>Total Available Revenue</b>                                  | <b>\$7,321,777</b>  | <b>\$740,331</b> | <b>\$3,649,000</b> | <b>\$362,971</b> | <b>\$2,167,000</b> | <b>\$245,716</b> | <b>\$247,131</b> |
| <b>Total Revenues less Total Capital Expenditures</b>           | <b>\$1,005,777</b>  | <b>\$240,331</b> | <b>\$0</b>         | <b>\$362,971</b> | <b>\$0</b>         | <b>\$245,716</b> | <b>\$247,131</b> |
| Notes   |                     |                  |                    |                  |                    |                  |                  |
| Revised project list based in part on WPIP                      |                     |                  |                    |                  |                    |                  |                  |
| \$1,500,000 future park funded by grant                         |                     |                  |                    |                  |                    |                  |                  |
| \$250,000 splash park funded by general fund                    |                     |                  |                    |                  |                    |                  |                  |

2017-2022  
CIP



Table 4.5 Wastewater System (Enterprise Funded)

| Table 4.3. Streets (Non-Enterprise Funded)            | Total Project Costs | 2017                                       | 2018                | 2019             | 2020             | 2021             | 2022             |             |
|---|---------------------|--|---------------------|------------------|------------------|------------------|------------------|-------------|
|   |                     | Wastewater Treatment Plant (\$113,000,000) | \$74,000,000        | \$64,000,000     | \$10,000,000     | \$0              | \$0              | \$0         |
| Wastewater Treatment Plant - Outfall                  | 0                   | 0  | 0                   | 0                | 0                | 0                | 0                |             |
| Biosolids Removal (Lagoon Treatment Facility)         | 587,000             | 0  | 587,000             | 0                | 0                | 0                | 0                |             |
| Sewer Line Replacements                               | 700,000             | 170,000                                    | 170,000             | 180,000          | 180,000          | 0                | 0                |             |
| SW 6th Ave & Erie St Line Replacement                 | 150,000             | 0  | 150,000             | 0                | 0                | 0                | 0                |             |
| Ely St Line Replacement                               | 0                   | 0  | 0                   | 0                | 0                | 0                | 0                |             |
| NE 9th to Taftson Line Installation                   | 250,000             | 0  | 250,000             | 0                | 0                | 0                | 0                |             |
| Downtown Area Restrooms                               | 750,000             | 0  | 250,000             | 250,000          | 250,000          | 0                | 0                |             |
| <b>Capital Project Expenditures</b>                   | <b>\$76,437,000</b> | <b>\$64,170,000</b>                        | <b>\$11,407,000</b> | <b>\$430,000</b> | <b>\$430,000</b> | <b>\$0</b>       | <b>\$0</b>       |             |
| <b>Revenue Sources</b>                                |                     | <b>6-Year Total</b>                        | <b>2017</b>         | <b>2018</b>      | <b>2019</b>      | <b>2020</b>      | <b>2021</b>      | <b>2022</b> |
| Contribution from Beginning Fund Balance              |                     |  |                     |                  |                  |                  |                  |             |
| Sewer (Fund 402)                                      | \$1,313,059         | \$0  | \$715,793           | \$136,369        | \$460,897        | \$0              | \$0              |             |
| Cumulative Reserve (Fund 412)                         | 0                   | 0  | 0                   | 0                | 0                | 0                | 0                |             |
| System Development Charges                            | 643,428             | 102,000                                    | 104,040             | 106,121          | 108,243          | 110,408          | 112,616          |             |
| Trunk Line Fees                                       | 106,165             | 16,830                                     | 17,167              | 17,510           | 17,860           | 18,217           | 18,581           |             |
| Rates   | 1,315,000           | 420,000                                    | 170,000             | 180,000          | 180,000          | 180,000          | 185,000          |             |
| Loans   | 49,500,000          | 39,000,000                                 | 10,500,000          | 0                | 0                | 0                | 0                |             |
| Grants  | 0                   | 0  | 0                   | 0                | 0                | 0                | 0                |             |
| Revenue Bond Proceeds                                 | 25,070,000          | 25,070,000                                 | 0                   | 0                | 0                | 0                | 0                |             |
| <b>Total Available Revenue</b>                        | <b>\$77,947,652</b> | <b>\$64,608,830</b>                        | <b>\$11,507,000</b> | <b>\$440,000</b> | <b>\$767,000</b> | <b>\$308,625</b> | <b>\$316,197</b> |             |
| <b>Total Revenues less Total Capital Expenditures</b> | <b>\$1,510,652</b>  | <b>\$438,830</b>                           | <b>\$100,000</b>    | <b>\$10,000</b>  | <b>\$337,000</b> | <b>\$308,625</b> | <b>\$316,197</b> |             |

2017-2022  
CIP



Table 4.6 Water System (Enterprise Funded)

| Projects  | Total Project Costs | 2017                         | 2018               | 2019               | 2020               | 2021             | 2022             |             |
|---|---------------------|------------------------------|--------------------|--------------------|--------------------|------------------|------------------|-------------|
|   |                     | Well No. 9 Replacement (S-1) | \$251,000          | \$251,000          | \$0                | \$0              | \$0              | \$0         |
| Deception Pass 10-inch Main Hanger Replacement              | \$750,000           | \$750,000                    | \$0                | \$0                | \$0                | \$0              | \$0              |             |
| Emergency Supply Study (S-2)                                | 109,000             | 0                            | 0                  | 109,000            | 0                  | 0                | 0                |             |
| Ault Field Booster Station Surge Protection Analysis (BS-1) | 46,000              | 46,000                       | 0                  | 0                  | 0                  | 0                | 0                |             |
| Ault Field Booster Station Surge Protection Const. (BS-1)   | 208,000             | 0                            | 0                  | 208,000            | 0                  | 0                | 0                |             |
| Crescent Harbor/Regatta Water Main Lowering                 | 240,000             | 240,000                      | 0                  | 0                  | 0                  | 0                | 0                |             |
| Steel/AC line replacement (DS-9)- NE 4th                    | 0                   | 0                            | 0                  | 0                  | 0                  | 0                | 0                |             |
| Steel/AC line replacement (DS-9)- NE 11th                   | 0                   | 0                            | 0                  | 0                  | 0                  | 0                | 0                |             |
| O'Leary St. Water Main (PZ-1)                               | 636,000             | 636,000                      | 0                  | 0                  | 0                  | 0                | 0                |             |
| North O'Leary St. Water Main (PZ-2)                         | 527,000             | 527,000                      | 0                  | 0                  | 0                  | 0                | 0                |             |
| Telemetry upgrades wells/west tank                          | 55,000              | 0                            | 55,000             | 0                  | 0                  | 0                | 0                |             |
| Cross City Transmission Main (T-1A)                         | 1,751,000           | 0                            | 0                  | 1,751,000          | 0                  | 0                | 0                |             |
| Emergency Supply Well (S-4)                                 | 64,000              | 0                            | 0                  | 0                  | 64,000             | 0                | 0                |             |
| West 384 Zone Development (PZ-4) - design                   | 71,000              | 0                            | 0                  | 0                  | 0                  | 71,000           | 0                |             |
| Steel/AC line replacement (DS-9) - design                   | 160,000             | 0                            | 0                  | 0                  | 160,000            | 0                | 0                |             |
| Telemetry upgrades wells/web viewing                        | 54,000              | 0                            | 0                  | 0                  | 54,000             | 0                | 0                |             |
| NE Regatta Drive Pipeline (DS-1)                            | 127,000             | 0                            | 0                  | 127,000            | 0                  | 0                | 0                |             |
| Eastside Reservoir Demolition (S-3)                         | 110,000             | 0                            | 110,000            | 0                  | 0                  | 0                | 0                |             |
| Steel/AC line replacement (DS-9) - construction             | 929,000             | 0                            | 0                  | 0                  | 929,000            | 0                | 0                |             |
| Develop emergency well supply (S-4)                         | 280,000             | 0                            | 0                  | 0                  | 0                  | 280,000          | 0                |             |
| West 384 Zone development (PZ-4) - construction             | 294,000             | 0                            | 0                  | 0                  | 294,000            | 0                | 0                |             |
| Glencoe Street Fire Flow Improvements (DS-2) - design       | 217,000             | 0                            | 0                  | 0                  | 0                  | 217,000          | 0                |             |
| West 384 Zone Extension: Phase 1 (T-3)                      | 3,015,000           | 0                            | 3,015,000          | 0                  | 0                  | 0                | 0                |             |
| <b>Capital Project Expenditures</b>                         | <b>\$9,894,000</b>  | <b>\$2,450,000</b>           | <b>\$3,180,000</b> | <b>\$2,195,000</b> | <b>\$1,501,000</b> | <b>\$568,000</b> | <b>\$0</b>       |             |
| <b>Revenue Sources</b>                                      |                     | <b>6-Year Total</b>          | <b>2017</b>        | <b>2018</b>        | <b>2019</b>        | <b>2020</b>      | <b>2021</b>      | <b>2022</b> |
| Contributions from Beginning Fund Balance                   |                     |                              |                    |                    |                    |                  |                  |             |
| Water (Fund 401)  | \$1,071,746         | \$308,000                    | \$200,000          | \$200,000          | \$200,000          | \$163,746        | \$0              |             |
| Cumulative Reserve (Fund 411)                               | 800,000             | 350,000                      | 150,000            | 150,000            | 150,000            | 0                | 0                |             |
| System Development Charges                                  | 930,000             | 155,000                      | 155,000            | 155,000            | 155,000            | 155,000          | 155,000          |             |
| Rates   | 1,570,000           | 350,000                      | 225,000            | 230,000            | 265,000            | 250,000          | 250,000          |             |
| Loans   | 0                   | 0                            | 0                  | 0                  | 0                  | 0                | 0                |             |
| Grants  | 0                   | 0                            | 0                  | 0                  | 0                  | 0                | 0                |             |
| Revenue Bonds   | 5,776,203           | 1,050,000                    | 2,487,526          | 1,498,677          | 740,000            | 0                | 0                |             |
| Developer Contributions                                     | 262,500             | 262,500                      | 0                  | 0                  | 0                  | 0                | 0                |             |
| <b>Total Available Revenue</b>                              | <b>\$10,410,449</b> | <b>\$2,475,500</b>           | <b>\$3,217,526</b> | <b>\$2,233,677</b> | <b>\$1,510,000</b> | <b>\$568,746</b> | <b>\$405,000</b> |             |
| <b>Total Revenues less Total Capital Expenditures</b>       | <b>\$516,449</b>    | <b>\$25,500</b>              | <b>\$37,526</b>    | <b>\$38,677</b>    | <b>\$9,000</b>     | <b>\$746</b>     | <b>\$405,000</b> |             |

2017-2022  
CIP



Table 4.7 Stormwater System (Enterprise Funded)

2016 shown for context - to be deleted

| Projects  | Total Project Costs | 2016                        | 2017        | 2018        | 2019        | 2020        | 2021        | 2022        |             |
|---|---------------------|-----------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
|   |                     |                             |             |             |             |             |             |             |             |
| Scenic Heights (Liszak) Outfall                       | \$155,000           | <del>\$155,000</del>        | \$0         | \$0         | \$0         | \$0         | \$0         | \$0         |             |
| <b>Capital Project Expenditures</b>                   | <b>\$155,000</b>    | <b><del>\$155,000</del></b> | <b>\$0</b>  | <b>\$0</b>  | <b>\$0</b>  | <b>\$0</b>  | <b>\$0</b>  | <b>\$0</b>  |             |
| <b>Revenue Sources</b>                                |                     | <b>6-Year Total</b>         | <b>2016</b> | <b>2017</b> | <b>2018</b> | <b>2019</b> | <b>2020</b> | <b>2021</b> | <b>2022</b> |
| Contributions from Beginning Fund Balance             |                     |                             |             |             |             |             |             |             |             |
| Stormwater (Fund 404)                                 | \$0                 | \$0                         | \$0         | \$0         | \$0         | \$0         | \$0         | \$0         | \$0         |
| Cumulative Reserve (Fund 414)                         | 0                   | 0                           | 0           | 0           | 0           | 0           | 0           | 0           | 0           |
| Rates   | 155,000             | <del>155,000</del>          | 0           | 0           | 0           | 0           | 0           | 0           | 0           |
| Loans   | 0                   | 0                           | 0           | 0           | 0           | 0           | 0           | 0           | 0           |
| Grants  | 0                   | 0                           | 0           | 0           | 0           | 0           | 0           | 0           | 0           |
| Developer Contributions                               | 0                   | 0                           | 0           | 0           | 0           | 0           | 0           | 0           | 0           |
| <b>Total Available Revenue</b>                        | <b>\$155,000</b>    | <b><del>\$155,000</del></b> | <b>\$0</b>  |
| <b>Total Revenues less Total Capital Expenditures</b> | <b>\$0</b>          | <b>\$0</b>                  | <b>\$0</b>  | <b>\$0</b>  | <b>\$0</b>  | <b>\$0</b>  | <b>\$0</b>  | <b>\$0</b>  | <b>\$0</b>  |

2017-2022  
CIP



Table 4.8 General Government

| Projects                                      | Total Project Costs | 2017                | 2018        | 2019        | 2020        | 2021        | 2022        |             |
|---|---------------------|---------------------|-------------|-------------|-------------|-------------|-------------|-------------|
|   |                     |                     |             |             |             |             |             |             |
| New West Side Fire Station                    | \$4,000,000         | \$4,000,000         | \$0         | \$0         | \$0         | \$0         | \$0         |             |
| Animal Shelter                                | 400,000             | 400,000             | 0           | 0           | 0           | 0           | 0           |             |
| <b>Capital Project Expenditures</b>           | <b>\$4,400,000</b>  | <b>\$4,400,000</b>  | <b>\$0</b>  | <b>\$0</b>  | <b>\$0</b>  | <b>\$0</b>  | <b>\$0</b>  |             |
| <b>Revenue Sources</b>                        |                     | <b>6-Year Total</b> | <b>2017</b> | <b>2018</b> | <b>2019</b> | <b>2020</b> | <b>2021</b> | <b>2022</b> |
| General Fund                                  | \$400,000           | \$400,000           | \$0         | \$0         | \$0         | \$0         | \$0         | \$0         |
| Grants  | 0                   | 0                   | 0           | 0           | 0           | 0           | 0           | 0           |
| Developer Contributions                       | 0                   | 0                   | 0           | 0           | 0           | 0           | 0           | 0           |
| Bond Levy Proceeds - Voter Approved           | 4,000,000           | 4,000,000           | 0           | 0           | 0           | 0           | 0           | 0           |
| <b>Total Available Revenue</b>                | <b>\$4,400,000</b>  | <b>\$4,400,000</b>  | <b>\$0</b>  | <b>\$0</b>  | <b>\$0</b>  | <b>\$0</b>  | <b>\$0</b>  | <b>\$0</b>  |
| <b>Total Revenues less Total Capital Expe</b> | <b>\$0</b>          | <b>\$0</b>          | <b>\$0</b>  | <b>\$0</b>  | <b>\$0</b>  | <b>\$0</b>  | <b>\$0</b>  | <b>\$0</b>  |

Notes:  
\$4,000,000 fire station funded by bond proceeds

2017-2022  
CIP



| Table 4.9 Marina (Enterprise Funded)                  |                     | 2016 shown for context - to be deleted |            |            |            |            |            |            |      |
|---|---------------------|--|------------|------------|------------|------------|------------|------------|------|
| Projects  | Total Project Costs | 2016                                   | 2017       | 2018       | 2019       | 2020       | 2021       | 2022       |      |
|   |                     | Boat Hoist Repair (potential project)  |            | 200,000    | 0          | 0          | 0          | 0          | 0    |
| Breakwater Repair                                     | 250,000             | 250,000                                | 0          | 0          | 0          | 0          | 0          | 0          |      |
| <b>Capital Project Expenditures</b>                   | <b>\$250,000</b>    | <b>\$450,000</b>                       | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> |      |
| Revenue Sources                                       |                     | 6-Year Totals                          | 2016       | 2017       | 2018       | 2019       | 2020       | 2021       | 2022 |
| Contributions from Beginning Fund Balance             |                     |  |            |            |            |            |            |            |      |
| Marina (Fund )  | \$200,000           | \$200,000                              | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |      |
| Cumulative Reserve (Fund )                            | 0                   | 0                                      | 0          | 0          | 0          | 0          | 0          | 0          |      |
| Rates   | 0                   | 0                                      | 0          | 0          | 0          | 0          | 0          | 0          |      |
| Loans   | 0                   | 0                                      | 0          | 0          | 0          | 0          | 0          | 0          |      |
| Grants  | 0                   | 0                                      | 0          | 0          | 0          | 0          | 0          | 0          |      |
| Developer Contributions                               | 0                   | 0                                      | 0          | 0          | 0          | 0          | 0          | 0          |      |
| Insurance   | 250,000             | 250,000                                | 0          | 0          | 0          | 0          | 0          | 0          |      |
| <b>Total Available Revenue</b>                        | <b>\$450,000</b>    | <b>\$450,000</b>                       | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> |      |
| <b>Total Revenues less Total Capital Expenditures</b> | <b>\$200,000</b>    | <b>\$0</b>                             | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> |      |

2017-2022  
CIP



# 2017-2022 CIP

- No action required this evening
- Next steps
  - PC to conduct public hearing on May 24<sup>th</sup>
  - CC briefed at May 25<sup>th</sup> workshop
  - CC public hearings on June 7<sup>th</sup> and June 15<sup>th</sup>

# Medical Marijuana Code Amendment -Update



Planning Commission 5/10/2016

## Medical Marijuana

### Current Oak Harbor Ordinances:

- Ordinance 1685 – Created Chapter 19.22 OHMC (Marijuana Related Uses) Addresses recreational use only.
- Ordinance 1666; 1686; 1692; & 1740. (moratorium dispensaries/collective gardens (from 9/2013 to 9/2016)).



Planning Commission  
5/10/2016

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## Medical Marijuana

### Planning Commission Position July 2015:

- Provide additional time to monitor state actions
- Provide neighborhood outreach opportunity
- Monitor other jurisdictions
- Prepare quality code protecting everyone's rights



Planning Commission  
5/10/2016

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## Medical Marijuana

### Background:

- 2015 – Cannabis Patient Protection Act (2SSB 5052);
  - Changes Liquor Control Board to Liquor Cannabis Board;
  - Creates similar regulatory framework (recreational);
  - Database (qualifying patient protection);
  - Recreational marijuana (P,P & R's) may be endorsed;
  - Collective gardens repealed (7/1/16);
  - Cooperatives permitted (7/1/16)



Planning Commission  
5/10/2016

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## Medical Marijuana

### State Activity: Cooperatives

- Cooperatives replaces collective gardens (7-1-16)
- 4 or less qualifying patients/coop
- Must be at domicile of a member/registered with LCB
- Prohibited w/in 1 mile of mari. Retailer
- Prohibited w/in 1,000' of *sensitive areas*
- MRSC opinion



Planning Commission  
5/10/2016

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## Medical Marijuana

### State Activity: Licensing

- LCB license increase (334 to 556)
- 7-1-16 licensed rec retailer may add medical endorsement
- DOH medical certification requirements
- LCB license apps provided to locals for review/comment



Planning Commission  
5/10/2016

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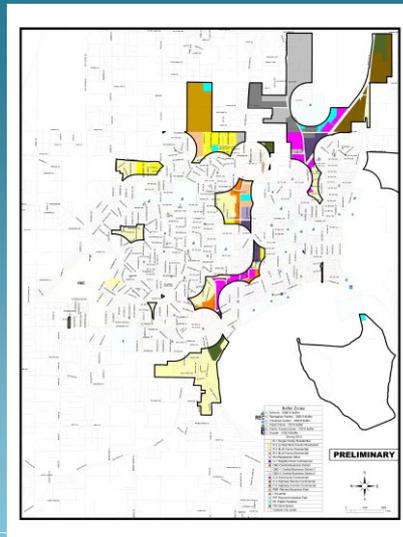
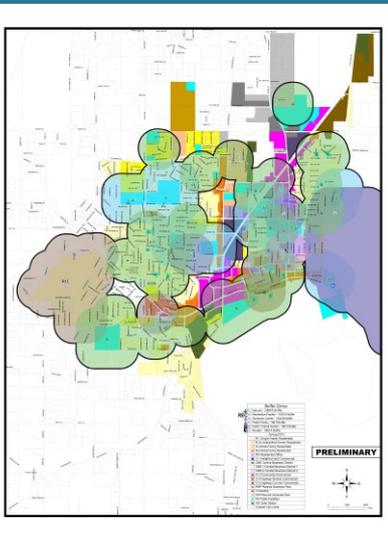
## Medical Marijuana

### State Activity: Specialty Clinics

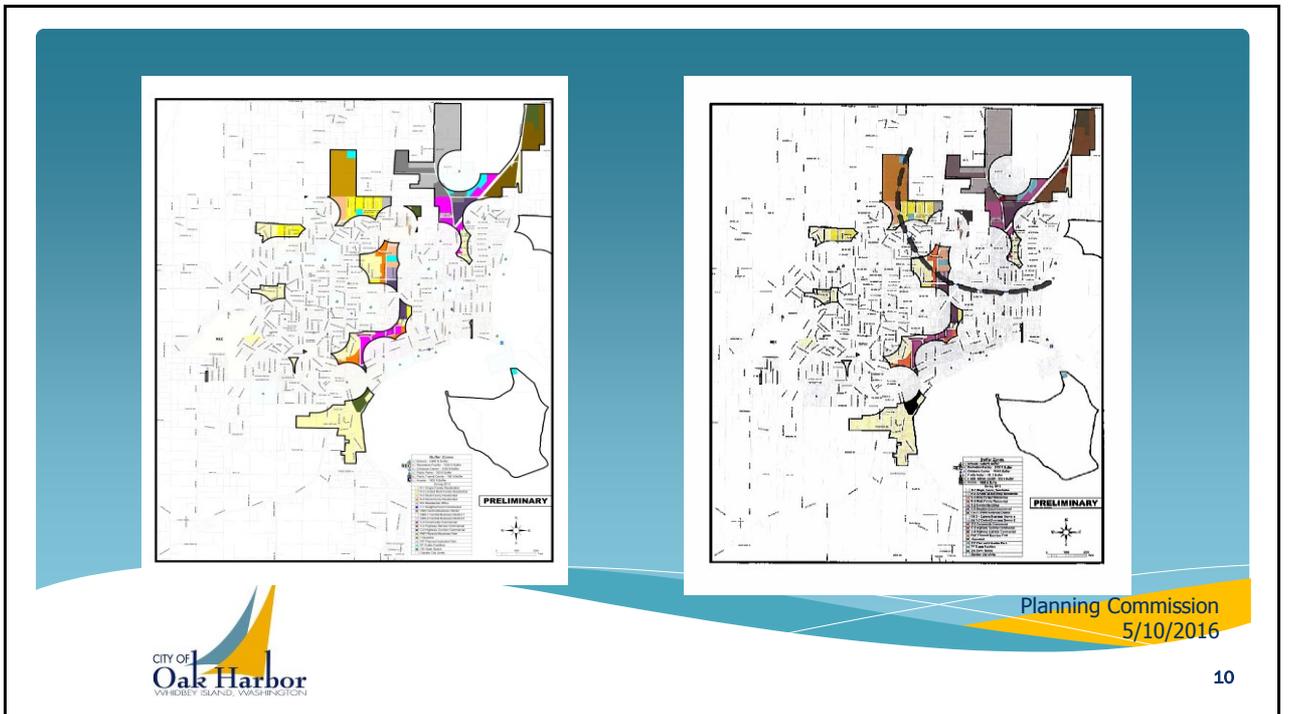
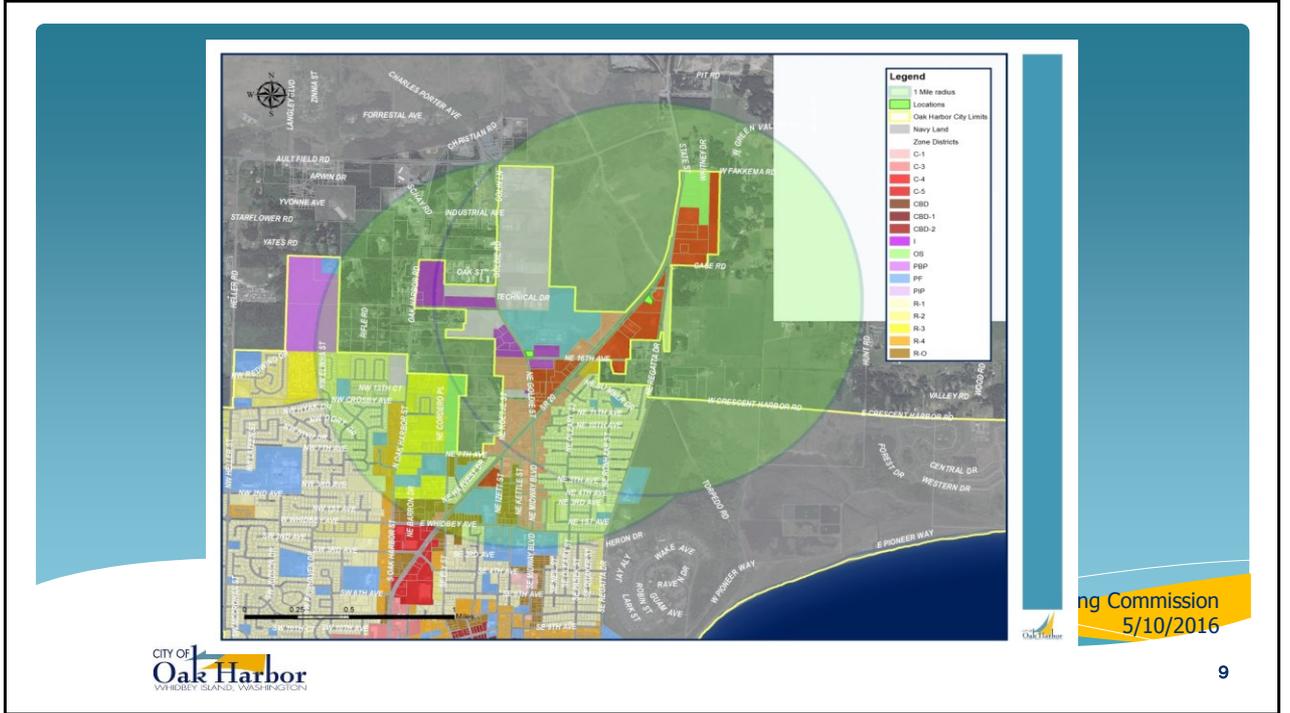
- CPPA: DOH specialty clinics recommendation
- Specialty clinics: on-site health-care providers
- DOH not supportive



Planning Commission  
5/10/2016



Planning Commission  
5/10/2016



## Medical Marijuana

### Other Jurisdiction's Activity:

- *Anacortes:* Med/Rec facilities reviewed as a "special use"; moratorium on cooperatives.
- *Burlington:* Med/Rec/Coll Gar. Permitted in M-1 (Industrial District), does not deal with cooperatives.
- *Mount Vernon:* Rec/Coll Gar. C-L (Commercial/ Limited Industrial), does not deal with cooperatives.



Planning Commission  
5/10/2016

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## Medical Marijuana

### Next Steps:

- *Draft code preparation.*
- *Public feedback.*
- *Planning Commission review/PH/Recommendation*
- *City Council adoption.*



Planning Commission  
5/10/2016

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2017—2022  
Capital Improvement  
Plan

Public Hearing

# City of Oak Harbor Planning Commission Report

Date: May 24, 2016  
Subject: 2017-2022 Capital Improvements  
Plan

**FROM:** Steve Powers, Development Services Department Director

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## **PURPOSE**

This report transmits to the Planning Commission the draft 2017-2022 Capital Improvements Plan (CIP) for consideration in a public hearing and possible recommendation to the City Council.

## **BACKGROUND**

The Capital Facilities Plan is a six to twenty year plan of capital projects with estimated costs and proposed methods of financing. Capital facilities plans are required by State statute for jurisdictions fully planning under the Growth Management Act (GMA); Oak Harbor is a fully planning jurisdiction. The capital facilities plan (sometimes referred to as the capital facilities element) implements the land use element of the Comprehensive Plan. The specific requirements for the capital facility element are set forth in the GMA. A jurisdiction's comprehensive plan must include:

A capital facilities plan element consisting of: (a) An inventory of existing capital facilities owned by public entities, showing the locations and capacities of the capital facilities; (b) a forecast of the future needs for such capital facilities; (c) the proposed locations and capacities of expanded or new capital facilities; (d) at least a six-year plan that will finance such capital facilities within projected funding capacities and clearly identifies sources of public money for such purposes; and (e) a requirement to reassess the land use element if probable funding falls short of meeting existing needs and to ensure that the land use element, capital facilities plan element, and financing plan within the capital facilities plan element are coordinated and consistent. Park and recreation facilities shall be included in the capital facilities plan element. (RCW 36.70A.070(3))

The term capital facilities plan (CFP) is typically used to refer to the twenty year planning horizon while the term capital improvements plan (CIP) is typically used to refer to the six year planning horizon. An important distinction between the two plans is that funding sources must be identified for the CIP while they are not required for the CFP.

For the purposes of Oak Harbor's CIP a capital facility is defined as any new public facility or public improvement of the City costing \$50,000 or more, (including financing, design, permitting, environmental analysis, land acquisition and construction costs) requiring the expenditure of public funds over and above annual operational expenses and having a life expectancy of more than twenty (20) years.

## **DISCUSSION**

The CIP includes projects for the following types of facilities: streets, parks, wastewater, water, stormwater, general government, and the marina. The projects identified in the CIP typically were first identified in the individual facility's comprehensive plan (e.g. the Sewer Comprehensive Plan determines the needed sewer projects). For this CIP, the newly completed Windjammer Park Integration Plan provided projects for inclusion with the park projects. The timing and sequencing of necessary projects are also determined by the facility's comprehensive plan. Some facilities such as water, sewer, stormwater and marina are funded by enterprise funds (those that have user fees). Other facilities such as streets, parks and general government are non-enterprise funds (those that rely on general tax or unrestricted revenues).

### **REVIEW CRITERIA**

Since the CIP is part of the Comprehensive Plan, revising it is an amendment to that document. In order for an amendment to be approved, the criteria found at Oak Harbor Municipal Code Section 18.15.080 must be satisfied. Staff's review of the draft 2017-2022 CIP against those criteria is presented below:

#### **18.15.080 Annual amendment decision criteria.**

The planning commission shall review and the city council shall decide on all proposed amendments based on the following decision criteria, where applicable:

- (1) The amendment will not adversely affect the public health, safety and welfare in any significant way.  
*The CIP aids in implementing projects specifically intended to improve the public health, safety and welfare.*
- (2) The proposed amendment is consistent with the overall goals and intent of the Comprehensive Plan.  
*The CIP aids in implementing the Comprehensive Plan and is therefore consistent with its overall goals and intent.*
- (3) The amendment is in compliance with the Growth Management Act and the countywide planning policies.  
*As was previously noted, the Growth Management Act requires the City to have a CIP (RCW 36.70A.070(3)). The CIP is consistent with the CWPP in many ways, the most basic being that it helps promote the development of urban services within the UGA.*
- (4) The amendment addresses the needs or changing circumstances of the community as a whole or resolves inconsistencies in the city's comprehensive plan.  
*Amending the six-year CIP on an annual basis ensures that it stays in step with the current or changing circumstances of the community.*
- (5) Environmental impacts from the amendments have been addressed through SEPA review and/or measures have been included that reduce possible impacts.  
*Adoption of the CIP itself will not create any environmental impacts. Each project within*

*the CIP will be subject to SEPA review at the time the project is actually undertaken. Any potential environmental impacts from the projects will be addressed at that time.*

(6) The amendment is consistent with the land uses and growth projections which were the basis of the comprehensive plan or to subsequent updates to growth allocations.

*The proposed CIP implements the Land Use Element.*

(7) The amendment is generally compatible with neighboring land uses and surrounding neighborhoods.

*Adoption of the CIP itself will not create any compatibility issues with neighboring land uses or surrounding neighborhoods. In general, the projects are consistent with their surrounding areas. Any site-specific compatibility issues will be addressed during the project implementation phase.*

(8) The proposed amendment accommodates new policy direction from the city council.

*It can be argued that adoption of the CIP with the Windjammer Park Integration Plan projects will reflect the City Council's intent to use construction of the new Clean Water Facility as a catalyst for waterfront redevelopment.*

(9) Other specific criteria that may have been identified at the beginning of the process.

*There are no special criteria.*

### **RECOMMENDATION**

Conduct public hearing

Recommend approval of the draft 2017-2022 Capital Improvements Plan

### **RECOMMENDED MOTION**

I move the Planning Commission recommend approval of the draft 2017-2022 Capital Improvements Plan to the City Council.

### **ATTACHMENTS**

1. 2017-2022 CIP draft project tables
  - Table 4.3 Streets
  - Table 4.4 Parks and Recreation
  - Table 4.5 Wastewater System
  - Table 4.6 Water System
  - Table 4.7 Stormwater System
  - Table 4.8 General Government
  - Table 4.9 Marina

**Table 4.3. Streets (Non-Enterprise Funded)**

| Projects  | Total Project Costs |                  |                    |                  |                  |                  |                  |
|---|---------------------|------------------|--------------------|------------------|------------------|------------------|------------------|
|   |                     | 2017             | 2018               | 2019             | 2020             | 2021             | 2022             |
| Pavement Maintenance                                  | \$3,200,000         | \$500,000        | \$500,000          | \$550,000        | \$550,000        | \$550,000        | \$550,000        |
| NE 7th Avenue   | 3,600,000           | 0                | 3,600,000          | 0                | 0                | 0                | 0                |
| <b>Capital Project Expenditures</b>                   | <b>\$6,800,000</b>  | <b>\$500,000</b> | <b>\$4,100,000</b> | <b>\$550,000</b> | <b>\$550,000</b> | <b>\$550,000</b> | <b>\$550,000</b> |
| <b>Revenue Sources</b>                                |                     |                  |                    |                  |                  |                  |                  |
|   | <b>6-Year Total</b> | <b>2017</b>      | <b>2018</b>        | <b>2019</b>      | <b>2020</b>      | <b>2021</b>      | <b>2022</b>      |
| Contributions from Beginning Fund Balance:            |                     |                  |                    |                  |                  |                  |                  |
| <i>Streets (Fund 101)</i>                             | \$1,964,916         | \$378,810        | \$586,106          | \$250,000        | \$250,000        | \$250,000        | \$250,000        |
| <i>Arterials (Fund 104)</i>                           | 300,000             | 0                | 0                  | 100,000          | 100,000          | 100,000          | 100,000          |
| <i>Transportation Capital Improvements (Fund 105)</i> | 800,000             | 0                | 0                  | 200,000          | 200,000          | 200,000          | 200,000          |
| Transportation Impact Fees                            | 221,984             | 35,190           | 35,894             | 36,612           | 37,344           | 38,091           | 38,853           |
| REET 1 (50% of annual)                                | 525,000             | 87,500           | 87,500             | 87,500           | 87,500           | 87,500           | 87,500           |
| REET 2 (50% of annual)                                | 525,000             | 87,500           | 87,500             | 87,500           | 87,500           | 87,500           | 87,500           |
| Motor Vehicle Fuel Tax: Non-operating                 | 150,000             | 25,000           | 25,000             | 25,000           | 25,000           | 25,000           | 25,000           |
| General Fund  | 0                   | 0                | 0                  | 0                | 0                | 0                | 0                |
| Grants  | 3,132,000           | 0                | 3,132,000          | 0                | 0                | 0                | 0                |
| Other City Funds                                      | 146,000             | 0                | 146,000            | 0                | 0                | 0                | 0                |
| Developer Contributions                               | 0                   | 0                | 0                  | 0                | 0                | 0                | 0                |
| <b>Total Available Revenue</b>                        | <b>\$7,764,900</b>  | <b>\$614,000</b> | <b>\$4,100,000</b> | <b>\$786,612</b> | <b>\$787,344</b> | <b>\$788,091</b> | <b>\$788,853</b> |
| <b>Total Revenues less Total Capital Expenditures</b> | <b>\$964,900</b>    | <b>\$114,000</b> | <b>\$0</b>         | <b>\$236,612</b> | <b>\$237,344</b> | <b>\$238,091</b> | <b>\$238,853</b> |

Notes

1. Revised project list based on new Transportation Plan
2. NE 7th Avenue is a grant funded project (87%)

**Table 4.4 Parks and Recreation (Non-Enterprise Funded)**

| Projects  | Total Project Costs | 2017             | 2018               | 2019             | 2020               | 2021             | 2022             |
|---|---------------------|------------------|--------------------|------------------|--------------------|------------------|------------------|
|   |                     |                  |                    |                  |                    |                  |                  |
| Windjammer Park   |                     |                  |                    |                  |                    |                  |                  |
| <i>Windjammer Park Integration Plan Phase 1B</i>        | 2,149,000           |                  | 2,149,000          |                  |                    |                  | 0                |
| <i>Includes splash park</i>                             |                     |                  |                    |                  |                    |                  | 0                |
|   |                     |                  |                    |                  |                    |                  | 0                |
| <i>Windjammer Park Integration Plan Phase 2</i>         | 2,167,000           |                  |                    |                  | 2,167,000          |                  | 0                |
| Land Acquisition  | 0                   | 0                | 0                  | 0                | 0                  | 0                | 0                |
| <i>Open Space Land Acquisition Near Ft. Nugent Park</i> | 250,000             | 250,000          | 0                  | 0                | 0                  | 0                | 0                |
| <i>Future Park</i>                                      | 250,000             | 250,000          | 0                  | 0                | 0                  | 0                | 0                |
| <i>Future Park</i>                                      | 1,500,000           | 0                | 1,500,000          | 0                | 0                  | 0                | 0                |
| <b>Total Capital Expenditures</b>                       | <b>\$6,316,000</b>  | <b>\$500,000</b> | <b>\$3,649,000</b> | <b>\$0</b>       | <b>\$2,167,000</b> | <b>\$0</b>       | <b>\$0</b>       |
|   |                     |                  |                    |                  |                    |                  |                  |
| <b>Revenue Sources</b>                                  | <b>6-Year Total</b> | <b>2017</b>      | <b>2018</b>        | <b>2019</b>      | <b>2020</b>        | <b>2021</b>      | <b>2022</b>      |
| Contributions from Beginning Fund Balance               |                     |                  |                    |                  |                    |                  |                  |
| <i>Neigh. Parks (Fund 125)</i>                          | \$0                 | \$0              | \$0                | \$0              | \$0                | \$0              | \$0              |
| <i>Comm. Parks (Fund 126)</i>                           | 50,000              | 0                | 50,000             | 0                | 0                  | 0                | 0                |
| <i>Combined Parks (Fund 127)</i>                        | 0                   | 0                | 0                  | 0                | 0                  | 0                | 0                |
| Park Impact Fees  | 395,710             | 62,730           | 63,985             | 65,265           | 66,570             | 67,901           | 69,259           |
| <i>(Park Impact Fees: to be combined with above)</i>    | <b>320,986</b>      |                  | <b>320,986</b>     |                  |                    |                  |                  |
| REET 1 (50% of annual)                                  | 437,500             | 87,500           | 87,500             | 87,500           | 87,500             | 87,500           | 87,500           |
| REET 2 (50% of annual)                                  | 525,000             | 87,500           | 87,500             | 87,500           | 87,500             | 87,500           | 87,500           |
| Paths and Trails  | 13,535              | 2,601            | 2,653              | 2,706            | 2,760              | 2,815            | 2,872            |
| General Fund  | 895,000             | 500,000          | 200,000            | 120,000          | 75,000             | 0                | 0                |
| <i>(General Fund: to be combined with above)</i>        | <b>1,434,046</b>    |                  | <b>1,086,376</b>   |                  | <b>347,670</b>     |                  |                  |
| Grants  | 3,250,000           | 0                | 1,750,000          | 0                | 1,500,000          | 0                | 0                |
| Developer Contributions                                 | 0                   | 0                | 0                  | 0                | 0                  | 0                | 0                |
| <b>Total Available Revenue</b>                          | <b>\$7,321,777</b>  | <b>\$740,331</b> | <b>\$3,649,000</b> | <b>\$362,971</b> | <b>\$2,167,000</b> | <b>\$245,716</b> | <b>\$247,131</b> |
|   |                     |                  |                    |                  |                    |                  |                  |
| <b>Total Revenues less Total Capital Expenditures</b>   | <b>\$1,005,777</b>  | <b>\$240,331</b> | <b>\$0</b>         | <b>\$362,971</b> | <b>\$0</b>         | <b>\$245,716</b> | <b>\$247,131</b> |

Notes:

Revised project list based in part on WPIP  
 \$1,500,000 future park funded by grant  
 \$250,000 splash park funded by general fund

**Table 4.5 Wastewater System (Enterprise Funded)**

| Table 4.3. Streets (Non-Enterprise Funded)            | Total Project Costs |                     |                     |                  |                  |                  |                  |
|---|---------------------|---------------------|---------------------|------------------|------------------|------------------|------------------|
|   |                     | 2017                | 2018                | 2019             | 2020             | 2021             | 2022             |
| Wastewater Treatment Plant                            | \$74,000,000        | \$64,000,000        | \$10,000,000        | \$0              | \$0              | \$0              |                  |
| Wastewater Treatment Plant - Outfall                  | 0                   | 0                   | 0                   | 0                | 0                | 0                |                  |
| Biosolids Removal (Lagoon Treatment Facility)         | 587,000             | 0                   | 587,000             | 0                |                  | 0                |                  |
| Sewer Line Replacements                               | 700,000             | 170,000             | 170,000             | 180,000          | 180,000          | 0                |                  |
| SW 6th Ave & Erie St Line Replacement                 | 150,000             | 0                   | 150,000             | 0                | 0                | 0                |                  |
| Ely St Line Replacement                               | 0                   | 0                   | 0                   | 0                | 0                | 0                |                  |
| NE 9th to Taftson Line Installation                   | 250,000             | 0                   | 250,000             | 0                | 0                | 0                |                  |
| Downtown Area Restrooms                               | 750,000             | 0                   | 250,000             | 250,000          | 250,000          | 0                |                  |
| <b>Capital Project Expenditures</b>                   | <b>\$76,437,000</b> | <b>\$64,170,000</b> | <b>\$11,407,000</b> | <b>\$430,000</b> | <b>\$430,000</b> | <b>\$0</b>       | <b>\$0</b>       |
|   |                     |                     |                     |                  |                  |                  |                  |
| <b>Revenue Sources</b>                                | <b>6-Year Total</b> | <b>2017</b>         | <b>2018</b>         | <b>2019</b>      | <b>2020</b>      | <b>2021</b>      | <b>2022</b>      |
| Contribution from Beginning Fund Balance              |                     |                     |                     |                  |                  |                  |                  |
| <i>Sewer (Fund 402)</i>                               | \$1,313,059         | \$0                 | \$715,793           | \$136,369        | \$460,897        | \$0              |                  |
| <i>Cumulative Reserve (Fund 412)</i>                  | 0                   | 0                   | 0                   | 0                | 0                | 0                |                  |
| System Development Charges                            | 643,428             | 102,000             | 104,040             | 106,121          | 108,243          | 110,408          | 112,616          |
| Trunk Line Fees                                       | 106,165             | 16,830              | 17,167              | 17,510           | 17,860           | 18,217           | 18,581           |
| Rates   | 1,315,000           | 420,000             | 170,000             | 180,000          | 180,000          | 180,000          | 185,000          |
| Loans   | 49,500,000          | 39,000,000          | 10,500,000          | 0                | 0                | 0                |                  |
| Grants  | 0                   | 0                   | 0                   | 0                | 0                | 0                |                  |
| Revenue Bond Proceeds                                 | 25,070,000          | 25,070,000          | 0                   | 0                | 0                | 0                |                  |
| <b>Total Available Revenue</b>                        | <b>\$77,947,652</b> | <b>\$64,608,830</b> | <b>\$11,507,000</b> | <b>\$440,000</b> | <b>\$767,000</b> | <b>\$308,625</b> | <b>\$316,197</b> |
|   |                     |                     |                     |                  |                  |                  |                  |
| <b>Total Revenues less Total Capital Expenditures</b> | <b>\$1,510,652</b>  | <b>\$438,830</b>    | <b>\$100,000</b>    | <b>\$10,000</b>  | <b>\$337,000</b> | <b>\$308,625</b> | <b>\$316,197</b> |

**Table 4.6 Water System (Enterprise Funded)**

| Projects  | Total Project Costs |                    |                    |                    |                    |                  |                  |
|---|---------------------|--------------------|--------------------|--------------------|--------------------|------------------|------------------|
|   |                     | 2017               | 2018               | 2019               | 2020               | 2021             | 2022             |
| Well No. 9 Replacement (S-1)                                | \$251,000           | \$251,000          | \$0                | \$0                | \$0                | \$0              |                  |
| Deception Pass 10-inch Main Hanger Replacement              | \$750,000           | \$750,000          | \$0                | \$0                | \$0                | \$0              |                  |
| Emergency Supply Study (S-2)                                | 109,000             | 0                  | 0                  | 109,000            | 0                  | 0                |                  |
| Ault Field Booster Station Surge Protection Analysis (BS-1) | 46,000              | 46,000             | 0                  | 0                  | 0                  | 0                |                  |
| Ault Field Booster Station Surge Protection Const. (BS-1)   | 208,000             | 0                  | 0                  | 208,000            | 0                  | 0                |                  |
| Crescent Harbor/Regatta Water Main Lowering                 | 240,000             | 240,000            | 0                  | 0                  | 0                  | 0                |                  |
| Steel/AC line replacement (DS-9)- NE 4th                    | 0                   | 0                  | 0                  | 0                  | 0                  | 0                |                  |
| Steel/AC line replacement (DS-9)- NE 11th                   | 0                   | 0                  | 0                  | 0                  | 0                  | 0                |                  |
| O'Leary St. Water Main (PZ-1)                               | 636,000             | 636,000            | 0                  | 0                  | 0                  | 0                |                  |
| North O'Leary St. Water Main (PZ-2)                         | 527,000             | 527,000            | 0                  | 0                  | 0                  | 0                |                  |
| Telemetry upgrades wells/west tank                          | 55,000              | 0                  | 55,000             | 0                  | 0                  | 0                |                  |
| Cross City Transmission Main (T-1A)                         | 1,751,000           | 0                  | 0                  | 1,751,000          | 0                  | 0                |                  |
| Emergency Supply Well (S-4)                                 | 64,000              | 0                  | 0                  | 0                  | 64,000             | 0                |                  |
| West 384 Zone Development (PZ-4) - design                   | 71,000              | 0                  | 0                  | 0                  | 0                  | 71,000           |                  |
| Steel/AC line replacement (DS-9) - design                   | 160,000             | 0                  | 0                  | 0                  | 160,000            | 0                |                  |
| Telemetry upgrades wells/web viewing                        | 54,000              | 0                  | 0                  | 0                  | 54,000             | 0                |                  |
| NE Regatta Drive Pipeline (DS-1)                            | 127,000             | 0                  | 0                  | 127,000            | 0                  | 0                |                  |
| Eastside Reservoir Demolition (S-3)                         | 110,000             | 0                  | 110,000            | 0                  | 0                  | 0                |                  |
| Steel/AC line replacement (DS-9) - construction             | 929,000             | 0                  | 0                  | 0                  | 929,000            | 0                |                  |
| Develop emergency well supply (S-4)                         | 280,000             | 0                  | 0                  | 0                  | 0                  | 280,000          |                  |
| West 384 Zone development (PZ-4) - construction             | 294,000             | 0                  | 0                  | 0                  | 294,000            | 0                |                  |
| Glencoe Street Fire Flow Improvements (DS-2) - design       | 217,000             | 0                  | 0                  | 0                  | 0                  | 217,000          |                  |
| West 384 Zone Extension: Phase 1 (T-3)                      | 3,015,000           | 0                  | 3,015,000          | 0                  | 0                  | 0                |                  |
| <b>Capital Project Expenditures</b>                         | <b>\$9,894,000</b>  | <b>\$2,450,000</b> | <b>\$3,180,000</b> | <b>\$2,195,000</b> | <b>\$1,501,000</b> | <b>\$568,000</b> | <b>\$0</b>       |
|   |                     |                    |                    |                    |                    |                  |                  |
| <b>Revenue Sources</b>                                      | <b>6-Year Total</b> | <b>2017</b>        | <b>2018</b>        | <b>2019</b>        | <b>2020</b>        | <b>2021</b>      | <b>2022</b>      |
| Contributions from Beginning Fund Balance                   |                     |                    |                    |                    |                    |                  |                  |
| <i>Water (Fund 401)</i>                                     | \$1,071,746         | \$308,000          | \$200,000          | \$200,000          | \$200,000          | \$163,746        |                  |
| <i>Cumulative Reserve (Fund 411)</i>                        | 800,000             | 350,000            | 150,000            | 150,000            | 150,000            | 0                |                  |
| System Development Charges                                  | 930,000             | 155,000            | 155,000            | 155,000            | 155,000            | 155,000          | 155,000          |
| Rates   | 1,570,000           | 350,000            | 225,000            | 230,000            | 265,000            | 250,000          | 250,000          |
| Loans   | 0                   | 0                  | 0                  | 0                  | 0                  | 0                | 0                |
| Grants  | 0                   | 0                  | 0                  | 0                  | 0                  | 0                | 0                |
| Revenue Bonds   | 5,776,203           | 1,050,000          | 2,487,526          | 1,498,677          | 740,000            | 0                |                  |
| Developer Contributions                                     | 262,500             | 262,500            | 0                  | 0                  | 0                  | 0                |                  |
| <b>Total Available Revenue</b>                              | <b>\$10,410,449</b> | <b>\$2,475,500</b> | <b>\$3,217,526</b> | <b>\$2,233,677</b> | <b>\$1,510,000</b> | <b>\$568,746</b> | <b>\$405,000</b> |
|   |                     |                    |                    |                    |                    |                  |                  |
| <b>Total Revenues less Total Capital Expenditures</b>       | <b>\$516,449</b>    | <b>\$25,500</b>    | <b>\$37,526</b>    | <b>\$38,677</b>    | <b>\$9,000</b>     | <b>\$746</b>     | <b>\$405,000</b> |

**Table 4.7 Stormwater System (Enterprise Funded)**

| Projects  | Total Project Costs |            |            |            |            |            |            |
|---|---------------------|------------|------------|------------|------------|------------|------------|
|   |                     | 2017       | 2018       | 2019       | 2020       | 2021       | 2022       |
|   | \$0                 | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |
| <b>Capital Project Expenditures</b>                   | <b>\$0</b>          | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> |
|   |                     |            |            |            |            |            |            |
| Revenue Sources                                       | 6-Year Total        | 2017       | 2018       | 2019       | 2020       | 2021       | 2022       |
| Contributions from Beginning Fund Balance             |                     |            |            |            |            |            |            |
| <i>Stormwater (Fund 404)</i>                          | \$0                 | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |
| <i>Cumulative Reserve (Fund 414)</i>                  | 0                   | 0          | 0          | 0          | 0          | 0          | 0          |
| Rates   | 0                   | 0          | 0          | 0          | 0          | 0          | 0          |
| Loans   | 0                   | 0          | 0          | 0          | 0          | 0          | 0          |
| Grants  | 0                   | 0          | 0          | 0          | 0          | 0          | 0          |
| Developer Contributions                               | 0                   | 0          | 0          | 0          | 0          | 0          | 0          |
| <b>Total Available Revenue</b>                        | <b>\$0</b>          | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> |
|   |                     |            |            |            |            |            |            |
| <b>Total Revenues less Total Capital Expenditures</b> | <b>\$0</b>          | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> |

**Table 4.8 General Government**

| Projects                                      | Total Project Costs |                    |            |            |            |            |            |
|---|---------------------|--------------------|------------|------------|------------|------------|------------|
|   |                     | 2017               | 2018       | 2019       | 2020       | 2021       | 2022       |
| New West Side Fire Station                    | \$4,000,000         | \$4,000,000        | \$0        | \$0        | \$0        | \$0        | \$0        |
| Library HVAC                                  | 0                   | 0                  | 0          | 0          | 0          | 0          | 0          |
| Animal Shelter                                | 400,000             | 400,000            | 0          | 0          | 0          | 0          | 0          |
| <b>Capital Project Expenditures</b>           | <b>\$4,400,000</b>  | <b>\$4,400,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> |
|   |                     |                    |            |            |            |            |            |
| Revenue Sources                               | 6-Year Total        | 2017               | 2018       | 2019       | 2020       | 2021       | 2022       |
| General Fund                                  | \$400,000           | \$400,000          | \$0        | \$0        | \$0        | \$0        | \$0        |
| Grants  | 0                   | 0                  | 0          | 0          | 0          | 0          | 0          |
| Developer Contributions                       | 0                   | 0                  | 0          | 0          | 0          | 0          | 0          |
| Bond Levy Proceeds - Voter Approved           | 4,000,000           | 4,000,000          | 0          | 0          | 0          | 0          | 0          |
| <b>Total Available Revenue</b>                | <b>\$4,400,000</b>  | <b>\$4,400,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> |
|   |                     |                    |            |            |            |            |            |
| <b>Total Revenues less Total Capital Expe</b> | <b>\$0</b>          | <b>\$0</b>         | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> |

Notes:

\$4,000,000 fire station funded by bond proceeds

**Table 4.9 Marina (Enterprise Funded)**

| Projects  | Total Project Costs | 2017       | 2018       | 2019       | 2020       | 2021       | 2022       |
|---|---------------------|------------|------------|------------|------------|------------|------------|
|   |                     | 0          | 0          | 0          | 0          | 0          | 0          |
|   | 0                   | 0          | 0          | 0          | 0          | 0          | 0          |
| <b>Capital Project Expenditures</b>                   | \$0                 | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |
|   |                     |            |            |            |            |            |            |
| Revenue Sources                                       | 6-Year Totals       | 2017       | 2018       | 2019       | 2020       | 2021       | 2022       |
| Contributions from Beginning Fund Balance             |                     |            |            |            |            |            |            |
| <i>Marina (Fund )</i>                                 |                     | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |
| <i>Cumulative Reserve (Fund )</i>                     | 0                   | 0          | 0          | 0          | 0          | 0          | 0          |
| Rates   | 0                   | 0          | 0          | 0          | 0          | 0          | 0          |
| Loans   | 0                   | 0          | 0          | 0          | 0          | 0          | 0          |
| Grants  | 0                   | 0          | 0          | 0          | 0          | 0          | 0          |
| Developer Contributions                               | 0                   | 0          | 0          | 0          | 0          | 0          | 0          |
| Insurance   | 0                   | 0          | 0          | 0          | 0          | 0          | 0          |
| <b>Total Available Revenue</b>                        | <b>\$0</b>          | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> |
|   |                     |            |            |            |            |            |            |
| <b>Total Revenues less Total Capital Expenditures</b> | <b>\$0</b>          | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> |

2016  
Comprehensive Plan  
Update

Public Hearing

**City of Oak Harbor  
Planning Commission Memo**

Date: May 24, 2016  
Subject: 2016 Comprehensive Plan  
Major Update

**FROM:** Cac Kamak, AICP  
Senior Planner

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**2016 Comprehensive Plan Update**

The Planning Commission opened a public hearing on the 2016 Update to the Comprehensive Plan on May 10, 2016. Staff made a presentation outlining the process for the update that began back in 2013 and the various elements that were updated. The memo provided on May 10, 2016 has been attached to this memo for your reference. The draft Plan has also been attached. The attached draft has been further refined since the Planning Commission meeting on May 10<sup>th</sup>. Changes are minor and are primarily corrections of grammatical errors, labeling of tables and figures, formatting corrections and refined maps.

**Planning Commission**

The Commission is requested to review the material provided (attached) and discuss comments and thoughts at the meeting. The Planning Commission is requested to close the public hearing after taking any public testimony and formulate a recommendation to the City Council.

**Recommended Motion**

I move that the Planning Commission forward the 2016 Comprehensive Plan Major Update to the City Council with a recommendation for adoption.

Attachments

1. Planning Commission report on the Update from May 10, 2016
2. Draft 2016 Comprehensive Plan

**Bill No.** \_\_\_\_\_  
**Date:** May 10, 2016  
**Subject:** 2016 Comprehensive Plan Update

**FROM:** Cac Kamak,  
Senior Planner

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**RECOMMENDED ACTION**

The Planning Commission is requested to open a public hearing on the 2016 Comprehensive Plan Update, take testimony, and continue the hearing to the May 24, 2016 meeting. The Planning Commission will be expected to close the hearing on May 24th and make a recommendation to the City Council.

**BACKGROUND / SUMMARY INFORMATION**

Oak Harbor adopted its first Growth Management Act (GMA) required comprehensive plan in 1995. Since the original adoption, the Plan has mostly seen minor amendments, mostly within the annual amendment process. The exception was the major update completed in 2005. The GMA requires that cities and counties review, and if needed, revise the Comprehensive Plan to ensure that the plan and regulations comply with the latest requirements (RCW 36.70A.130(4)), and lays out a schedule for each county and the cities within each counties to do so. The schedule for Island County and the cities within is June 30, 2016.

Oak Harbor began the update process for its Comprehensive Plan back in 2013. The process began by reviewing the current plan against a checklist prepared by the Washington State Department of Commerce. The checklist identified areas within the Plan that need to be updated. This information was presented to the Planning Commission in a report (Attachment A).

Subsequently a Public Participation Plan (Attachment B) was adopted in 2014. The Public Participation Plan identified the Planning Commission as the lead body to review the updates since the commission meetings are at a predictable time, they entertain public input, and are recorded for re-broadcasting twice a week for four weeks.

One of the initial steps that the Planning Commission and the City Council took in the update process was to review the Vision statement in the Comprehensive Plan. It was decided that the Vision should be slightly modified to reflect current sentiment, but most of the original ideas should remain. Therefore the Vision was slightly modified to provide more clarity and structured to address four major themes –

# City of Oak Harbor Planning Commission

Culture, Education, Economy and Recreation. The Vision was also disseminated to the public via a survey that provided an opportunity for input.

Prior to tackling individual elements in the comprehensive plan, the Planning Commission and the City Council reviewed the demographics of Oak Harbor to get a better understanding of its residents, housing, and its economy. The City also cooperatively worked with Island County in determining the 20 year population projection, which is the basis for determining whether adequate land and services are available for the next 20 years. The population projection, which establishes consistency between the City and County, was adopted by the City in Resolution 13-17(Attachment C) in 2013.

There are 12 elements in Oak Harbor's Comprehensive Plan. Not all elements of the Plan are required by the Growth Management Act. The City has chosen to include elements, such as Urban Design, Community Coordination etc., since these elements are important to fulfilling its vision. Due to the extensive nature of the update and limited resources, the Planning Commission and the City Council chose to update only elements that necessitated changes to be GMA compliant. The City can choose to update elements of the Plan that were not updated in this cycle at any time as part of the annual amendment process. A short description of the elements that were updated with the 2016 Update is provided below.

## Land Use Element

The Land Use Element is the workhorse of the comprehensive plan and sets the foundation for most other elements. The 2016 Update introduces a shift from the one-to-one land use to zoning ratio to a more generalized land use ratio where one land use category is implemented by multiple zoning districts. The generalized land use approach allows a more efficient and flexible approach to land use changes. The 2016 Update also introduces the concept of true neighborhoods. The neighborhood concept has a potential to grow as a tool in the future when diverse policies are needed to tackle various issues within the city. The goals and policies within the land use element have been re-organized to form five distinct and simple goals. Most of the content from the existing 20 goals have been transferred to policies within these five goals. Policies that are invalid or irrelevant have been removed. Policy statements have also been re-written to an active tense where applicable.

## Housing Element

New demographic information from the US Census and Washington State were incorporated into the update along with housing density, availability and affordability information. There were no major shifts in housing policies, however, the policies were update to reflect an active tense.

## Utilities Element

This element received minor updates with the 2016 Updates. No major shifts in policy were considered with this update.

## Transportation Element

The City is updating its Transportation Plan, concurrently with the 2016 Update process, and will therefore contribute towards new language in this element. The new language will have five distinct and simple goals with clear policies. The element will also identify the major projects to be undertaken in the next six years.

## Urban Growth Areas

Although this is not a GMA required element, the City has chosen to include this in the Comprehensive Plan to facilitate coordination with Island County. The City and the County worked cooperatively to update the Countywide Planning Policies (CWPP), which were adopted in 2015. This element was updated to reflect the adopted CWPP.

## Environmental Element

The update to this element can be considered minor since there were now significant shifts in policy. Language within this element was refined to reflect clarity and intent. The information within the element has been slightly reorganized to remove extensive language discussing policies and clearly state policy directions.

## Government Services Element

This element has not been updated since the original adoption. Therefore a lot of information within this element was outdated. The 2016 Update has no significant changes in policy, but statistics and other data related information was updated.

## Community Coordination Element

This element is not a required element and is included in the Comprehensive Plan by community choice. Some minor updates will be done to this element to remove irrelevant and out dated information.

## Development Regulations

The change in the Land Use Element to a generalized land use planning methodology triggers changes to the development regulations in OHMC 19.12.010 that designates the implementing zoning district for each land use. A new revised version (Attachment D) will need to be adopted with the Update.

A DRAFT of the updated plan is included in your packet (Attachment E). The DRAFT is still a work in progress and refinements are continuing to be incorporated into the document as it goes through the hearing process for final adoption.

## **FISCAL IMPACT**

The adoption of the 2016 Update to the Comprehensive Plan does not in itself create a fiscal impact. However, implementation of the Plan over time will require fiscal expenditure. For example, the Transportation Element identifies projects to be done in the next six years. The adoption of the 2016 Update does not authorize the expenditure of funds to do these projects. These project will be reviewed individually prior to implementation.

## **PROCESS**

The 2016 Update, as mentioned earlier, began back in 2013. The Planning Commission's public meetings where used as the main forum to discuss the many issues related to the comprehensive plan. Joint workshops of the Planning Commission and the City Council were also used to discuss the more complex shifts in policy such as the land use planning methodology. Since the Planning Commission meetings are public meetings, opportunities for early and continuous public input was provided throughout the update process. The update process also included a community wide survey on the vision statement.

The SEPA checklist for the update was submitted on March 29, 2016. A SEPA determination of non-significance was issued on April 15, 2016. The appeal period for the Determination ended on May 6, 2015.

The Planning Commission is scheduled to hold a hearing on the 2016 Update on May 10, 2016 and continue it to the May 24, 2016 meeting. The Planning Commission is expected to close the public hearing on May 24<sup>th</sup> and make a recommendation to the City Council.

The City Council will open a public hearing on the 2016 Update at their June 7<sup>th</sup> meeting and continue it to the May 15<sup>th</sup> special meeting. The City Council is expected to close the hearing on May 15<sup>th</sup> and take action.

## **ATTACHMENTS**

Attachment A – October 9, 2013 Planning Commission memo on checklist review  
Attachment B – Public Participation Plan  
Attachment C – Resolution approving 20 year projected Island County population  
Attachment D – OHMC 19.12.010 Establishment and designation of use district  
Attachment E – DRAFT Comprehensive Plan – 2016 Update

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**CITY OF OAK HARBOR**

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**TO:** PLANNING COMMISSION  
**FROM:** CAC KAMAK, SENIOR PLANNER  
**SUBJECT:** 2016 COMPREHENSIVE PLAN UPDATE – COUNTY/CITY  
**DATE:** 10/9/2013  
**CC:** STEVE POWERS, DEVELOPMENT SERVICES DIRECTOR

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### 2016 Comprehensive Plan Update – Checklist

The Department of Commerce has provided a checklist that cities can use to determine if their current comprehensive plan meets the requirements of the Growth Management Act (GMA) and other legislation that have been adopted in recent years. City staff has reviewed Oak Harbor’s Comprehensive Plan against this checklist. The checklist is attached to this memo and includes comments related to the requirements.

The checklist provided by the State is formatted with four columns. Column one lists the requirements that the plan must meet. Column two indicates whether the current plan meets that requirement. Column three indicates whether an update is required or whether further research is required to determine that. Check marks have been placed to indicate whether requirements are met or need to be addressed. The last column has notes by staff indicating locations of existing goals and policies that help meet the requirement and other comments if an update is necessary to meet the requirement.

A summary of the potential updates that need to be done for each of the elements is provided below.

#### Land Use Element

- Update the Future Land Use map to reflect the approved UGA boundaries. These will reflect the County’s decision on the 2005 UGA expansions. The City’s work with the County may lead to other potential amendments if deemed necessary for the 2016 update.
- Demographics and population statistics need to be updated. The population projection must be consistent throughout the Plan, so other elements such as Housing may need to be updated to reflect the most recent projections.

- Population densities and building intensities – acreage of each land use designation, the acreage in each implementing zone, the approximate densities that are assumed, and how it meets the twenty year population projection
- Research on the latest Best Available Science (BAS) needs to be done to determine if the current regulations on critical areas need to be updated.

#### Housing Element

- Update the statistics on housing that includes an inventory and analysis of existing and projected housing needs for the 20 year population projection.
- Identify sufficient land for housing – government assisted housing, housing for low income families, manufactured housing, group homes, and foster care facilities. – Inclusion in the zoning districts
- Adequate provisions for existing and projected housing needs for all economic segments –
- Policy regarding regulations of manufactured homes may need to be revised

#### Capital Facilities Plan Element

- Projects need to be identified for impact fees allocation. This can be done by identifying projects that are growth and non-growth related.

#### Transportation Element

- The Transportation Plan was adopted in 2007 and was intended to be a six year plan to identify improvements. However, it was also a long term plan with forecasts to 2035. The Plan needs to be updated. The Transportation Plan, in goals and policies, meets most requirements needed for the update, however, LOS analysis, financing plan, etc need to be updated.
- Since land use and transportation are closely linked, an update to the transportation plan could consider various land use scenarios and assessments in the long term planning for improvements and level of service.

Consistency

- Consistency is a primary goal for the County Wide Planning Policies (CWPP). The city is working with the county to maintain consistency in policies that impact both jurisdictions.

It can be generally noted from the extensive list of requirements that are in the attached checklist provided by the State that the current plan addresses most of the requirements and may not need to be amended. However, the amendments that do need to be done are fairly significant.

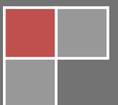
The attached checklist covers only the updates that are required for the Comprehensive Plan. Staff is currently reviewing the Development Regulations that need to be updated. Information on that will be provided at the next meeting.



# Public Participation Plan

## 2016 Comprehensive Plan Update

Section RCW 36.70A.140 of Washington Statutes requires local governments to establish and broadly communicate to the public a Public Participation Plan which identifies procedures providing for “early and continuous public participation” in the amendment of the Comprehensive Plan and development regulations implementing such plan.



## Introduction

Oak Harbor's comprehensive plan and development regulations need to be reviewed periodically and updated to reflect current laws, correct errors, input new data, and/or clarify intent.

Washington State's Growth Management Act (GMA) requires Oak Harbor to do this review and update its comprehensive plan and development regulations by June 2016.

As part of this update process, Section RCW 36.70A.140 of Washington Statutes requires local governments to establish and broadly communicate to the public a Public Participation Plan which identifies procedures providing for "early and continuous public participation" in the amendment of the Comprehensive Plan and development regulations implementing such plan.

The city recognizes the importance and necessity of the public involvement process. The city has several boards and commissions that serve in various capacities to foster public input, discuss complex issues, further goals and policies of adopted plans and make recommendations to the governing body. The Planning Commission of Oak Harbor serves as the hearing board for amendments and updates to the city's comprehensive plan and development regulations. The Planning Commission makes recommendations to the City Council who ultimately decides on the adoption of amendments and updates. All meetings of the Planning Commission and the City Council are open to the public and have dedicated time for public input on their agenda.

## Goals and Objectives

The goal of the Public Participation Plan is to provide the public with complete information, timely public notice, full public access to key decisions, and support early and continuous involvement in the process. It is also the goal of the PPP to provide the public with sufficient information so that there is an understanding of the process, and opportunities to review and comment on update decisions before they are made. Public is defined broadly to include individual citizens, interest groups, trade groups, government agencies, utilities and service providers and businesses.

The city's current comprehensive plan and development regulations integrates public involvement into its decision making process. OHMC 18.15 outlines the requirements on public involvement during annual amendments to the comprehensive plan and OHMC 18.20 provides the regulations for public noticing for permit process and other development regulated activities. Though the city will abide by all the existing requirements, this Public Participation Plan describes the steps that the City of Oak Harbor will take to involve the community in decisions regarding the 2016 Comprehensive Plan Periodic Update.

## Stakeholders and Public Groups

The GMA does not exempt any portion of a comprehensive plan or development regulation from being subject to review and evaluation. However, there are some key elements that need to be

reviewed and updated based on changes to laws. The Department of Commerce has provided a checklist to help cities determine the portions of a comprehensive plan that needs to be updated. A review of the plan against this checklist provides a scope of the amendments necessary to comply with GMA.

The scope of the update will determine the involvement of key stakeholders and interest groups. It is beneficial to identify these groups and involves them early in the process.

Some of the groups and individuals that could have a potential interest in public input and involvement opportunities are identified below. This list serves as an initial identifier of interested groups and is not intended to exclude any groups from the process.

- Government agencies – state, county, school districts etc.
- NAS Whidbey
- Chamber of Commerce and other business groups
- Media – newspaper
- Organizations and individuals who have been notified of public hearings for major projects, or organizations and individuals who have submitted written comments on other major projects.
- Whidbey Environmental Action Network
- SICBA

## Information Access

All reports and documents generated for the 2016 Update to the Comprehensive Plan is available to the public for review. This information can be viewed at Oak Harbor's city hall or online at the city's website [www.oakharbor.org](http://www.oakharbor.org) under the Development Services Department/Planning Division and under the Plans under progress.

## Outreach Techniques

As mentioned earlier, the Planning Commission shall serve as the primary body to discuss, review and recommend changes to policies and regulations regarding the 2016 update. The Planning Commission meetings will be advertised on the city's website and in the local newspaper. The agenda for the Planning Commission meeting are noticed in the newspaper two week prior to the meeting date. Reports to the Planning Commission are posted on the city's website five days before the meeting date.

The City maintains an active involvement in the local government access cable channel. All Planning Commission meeting are recorded and then played back on channel 10 at a minimum of 5 times a week till the next meeting. The rebroadcasting provides the public access to the process and information of key decisions during the review process.

The City's website [www.oakharbor.org](http://www.oakharbor.org) has links on the home page to the Planning Commission's agendas and reports. It lists the date of the next upcoming Planning Commission meeting on the calendar. The website also has an "Oak Harbor News" section on the homepage that will also be used to notice of any special meetings associated with the 2016 update.

The city's website also contains information on the 2016 update in the Development Services section under "Departments" tab on the homepage. It is under the "Plans under progress" section of the Planning Division. This section of the website will have access to reports, studies, and issue papers that are related to the update.

The Development Services Department maintains a list of interested groups and individuals that have expressed interest in Comprehensive Plan related issues since 2005. Notices of meeting related to the 2016 update will be mailed to them.

During the update process, various other methods of outreach may be used based on the kind of input that is most efficient and helpful to the issue under consideration. This can range from open houses, surveys, ad hoc committees, workshops, public displays etc.

## **Input Mechanisms**

The City accepts input and comments from the public through a variety of means. Members of the public can visit with planners in the Development Services Department to make comments and provide input. Members of the public can also make comments by calling the Development Services Department at 360-279-4510. Written comments are the most effective way to get on record with the comprehensive plan update. Comments can be faxed to the city at 360-279-4519 or mailed to

Development Services Department  
Attn: 2016 Update  
865 SE Barrington Ave  
Oak Harbor, WA 98277

Public comments can also be emailed to a dedicated 2016 update email account – [2016update@oakharbor.org](mailto:2016update@oakharbor.org).

The public may also make verbal comments or submit written comments at Planning Commission meetings and City Council meetings. There is a dedicated time on the agenda for public input on general issues at these meetings. The Planning Commission and City Council always entertain public comments when a particular comprehensive plan item is on the agenda for discussion.

Interested members of the public or a representative of a group, with expressed comments on a particular topic may request to serve on committees if one it activated.

## Contact information

The City of Oak Harbor believes firmly in the essential role of the public in the 2016 Comprehensive Plan update process, welcoming any and all comments from citizens or groups concerning comprehensive plan policies or development regulations. Members of the public can provide comments to any of the planners in the Development Services Department. The primary contact for the update is provided below.

Senior Planner, Cac Kamak, AICP.  
Development Services Division  
Attn: 2016 Update  
865 SE Barrington Ave  
Oak Harbor, WA 98277

Email: [2016update@oakharbor.org](mailto:2016update@oakharbor.org)  
Website: [www.oakharbor.org](http://www.oakharbor.org)

RESOLUTION NO. 13- 17

A RESOLUTION ACCEPTING THE 20 YEAR POPULATION PROJECTION FOR ISLAND COUNTY AS A BASIS FOR THE 2016 COMPREHENSIVE PLAN UPDATE AND THE COUNTY WIDE PLANNING POLICIES

WHEREAS, in accordance with RCW 36.70A.110, counties planning under RCW 36.70A.040 are required to plan for growth projected to occur for the succeeding twenty year period; and

WHEREAS, RCW 36.70A.210 requires each county planning under the Growth Management Act (GMA) to adopt county-wide planning policies (CWPP) in cooperation with cities located within the county; and

WHEREAS, the CWPP is used solely for establishing a countywide framework from which county and city comprehensive plans are developed and adopted pursuant to GMA; and

WHEREAS, the framework for the CWPP is to ensure that city and county comprehensive plans are consistent; and

WHEREAS, selecting a twenty year population projection is the basis for planning for growth in the county and the cities within it; and

WHEREAS, accepting the twenty year (2016-2036) population projection for the County provides consistency between City and County Comprehensive Plans; and

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Oak Harbor accepts the population of 87,917 for Island County as the projected population for the 2016-2036 planning period:

PASSED by the City Council and approved by its Mayor this 7<sup>th</sup> day of August, 2013.

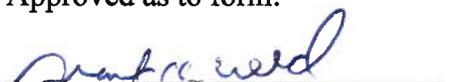
CITY OF OAK HARBOR

  
SCOTT DUDLEY, MAYOR

Attest:

  
City Clerk

Approved as to form:

  
Grant Weed, Interim City Attorney

**Chapter 19.12****ESTABLISHMENT OF DISTRICTS**

## Sections:

19.12.010 Establishment and designation of use districts.

**19.12.010 Establishment and designation of use districts.**

In order to classify, regulate, restrict and segregate the uses of land and building, to regulate and restrict the height and size of buildings, to regulate the area of yards and other open spaces about buildings, and to regulate the density of population, classes of use districts are established. The following table identifies the zoning districts which implement the land use designations from the comprehensive plan:

| Comprehensive Plan Land Use Designation |   | Zoning District |                                 |
|---|---|-----------------|---------------------------------|
| PRE                                     | Planned Residential Estate                          | PRE             | Planned Residential Estate      |
| LD                                      | Low Density Residential                             | R-1             | Single Family Residential       |
|   |   | R-2             | Limited Multifamily Residential |
|   |   | R-3             | Multifamily Residential         |
| HR/LC                                   | High Intensity Residential/Low Intensity Commercial | R-4             | Multifamily Residential         |
|   |   | RO              | Residential Office              |
|   |   | C-1             | Neighborhood Commercial         |
| HIC                                     | High Intensity Commercial                           | C-3             | Community Commercial            |
|   |   | C-4             | Highway Service Commercial      |
|   |   | C-5             | Highway Corridor Commercial     |
| CBD                                     | Central Business District                           | CBD             | Central Business Districts      |
| IBP                                     | Industrial/Business Park                            | PBP             | Planned Business Park           |
|   |   | PIP             | Planned Industrial Park         |
|   |   | I               | Industrial                      |
| PF                                      | Public Facilities                                   | PF              | Public Facilities               |
| ORA                                     | Open Space, Recreation and Agriculture              | OS              | Open Space                      |

# Windjammer Park Integration Plan

## Public Meeting

There are no handouts for this agenda item.  
A PowerPoint presentation will be given at  
the meeting.