PLANNING COMMISSION

AGENDA

April 26, 2016

CITY OF OAK HARBOR
PLANNING COMMISSION
REGULAR MEETING
CITY HALL

AGENDA
April 26, 2016
7:30 P.M.

ROLL CALL: **WASINGER**_____ **FREEMAN**_____

PETERSON_____ **PIERCE** _____

WALKER-WYSE_____ **HOVEY**_____

MERRIMAN_____

1. Approval of Minutes – April 13, 2016

2. 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.

Page 13

3. <u>NONCONFORMING USE CODE AMENDMENT</u> – Public Hearing
Planning Commission will consider a proposed code amendment to the Oak Harbor Municipal Code to address changes to nonconforming uses, OHMC 19.18.030. The proposed change would allow nonconforming single-family residential uses to be rebuilt in case of damage, if the rebuilt use meets the underlying density provisions in the zone district.

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4. <u>2016 COMPREHENSIVE PLAN UPDATE</u> – Public Meeting
Staff will brief the Commission on the progress of the 2016 Comprehensive Plan update. The major focus of this meeting will be the update to the Environmental Element, Utilities Element and the Government Services Element of the Comprehensive Plan.

5. <u>WINDJAMMER PARK INTEGRATION PLAN</u> – Public Meeting
Staff will update the Commission on feedback received from the Community Advisory Group and the community open house.

MINUTES

April 13, 2016

Oak Harbor Planning Commission
Special Meeting Minutes
April 13, 2016

1. Roll Call

Planning Commission Present:
Bruce Freeman
Greg Wasinger
Sandi Peterson
Jes Walker-Wyse
Alyssa Merriman
Hal Hovey

Staff Present:
Steve Powers, Development Services Director
Cac Kamak, Senior Planner
Dennis Lefevre, Senior Planner

Mr. Wasinger introduced newly appointed members of the Planning Commission Alyssa Merriman and Hal Hovey.

2. Approval of Minutes - March 22, 2016

Motion: Councilmember Sandi Peterson moved to approve the minutes of March 22, 2016 as presented. Motion seconded by Councilmember Jes Walker-Wyse, majority approved.

VOTE: Motion majority approved 6 - 0

AYES: Bruce Freeman, Greg Wasinger, Sandi Peterson, Jes Walker-Wyse, Alyssa Merriman, Hal Hovey
NOES: None

3. Public Comment

4. 2016 COMPREHENSIVE PLAN UPDATE – Public Meeting

Dennis Lefevre displayed a PowerPoint presentation (Attachment 1) which summarized how the Environmental Element fits into GMA, its purpose, general goals, environmental features, critical areas, primary element revisions and the next steps. Mr. Lefevre reported that the changes to the Environmental Element were mostly wordsmithing and condensing. There were no substantive changes.

Commissioners commented that they liked the reduction of words and the condensing of the element and asked for clarification on the following policies:

Section titled Environmental Conditions, fifth bullet in the bulleted section - Question: Should the species listed be general or specific? Mr. Powers indicated that the specific species are listed because those are species agencies that have jurisdiction have identified that we must address.

Goal 1 Policy 1b - Question: What is the frequency of the update and maintenance of critical areas inventories? Mr. Powers explained that inventories are updated when an applicant applies for a land use permit and the applicant is required to conduct a critical areas study. Any

new information that comes from the study will be added to the critical areas map during the major update cycle.

Goal 2 Policy 2h - Comment/Suggestion: The word "consider" is a thought and not something that is tangible that can be measured. The policy might fit better in the Opportunities and Challenges section of the Comprehensive Plan. Mr. Powers agreed that the policy could easily be moved to the Opportunities and Challenges section.

Goal 3 Policy 3b - Question: Should "update and maintain" be used here as has been in other goals? Mr. Powers explained that the Storm Drainage Plan doesn't have a State mandated timeline but essentially has a shelf life of 6-7yrs. The Stormwater Management Manual for Western Washington gets updated by the Department of Ecology (DOE) and we adopt the most current manual within a specified timeframe.

Goal 3 and Policies – Question: There is nothing about water testing and sharing information with public, is that in another element or plan? Mr. Powers indicated that there is split responsibility. Island County Health does stormwater testing and they test water in the harbor on a periodic basis or when there is an activity that requires investigation. The City is required under our permit to do our own stormwater testing or pay the State to do it. We pay into the fund to have the State do the testing because it is more efficient for us. Question: Can the fact that we pay the State on an annual basis to do the testing be considered a policy under the goal for transparency sake? Does that support preserving and enhancing our water quality? Mr. Powers explained that it does and that the National Pollutant Discharge Elimination System (NPDES) Phase 2 permit (stormwater permit). Part of that permit requires us to conduct operations in a certain fashion and to either conduct the testing ourselves of pay the State to do the testing.

Goal 4 - Question: How does noise fit into air quality? Mr. Powers indicated that this goal is specific to air we are breathing.

Question: How does the Stormwater Management Act (SMA) relate to the redefining of the shoreline that has been discussed as part of the Windjammer Park Integration Plan (WPIP)? Mr. Powers indicated that nothing would be proposed that goes against City's Shoreline Master Program (SMP) which implements the SMA.

Goal 2 Policy 2j - Comment/Suggestion: Dislike using the word "flexibility" of the city's development regulations, can a different word be used? Mr. Lefevre indicated that flexible means that options in the Municipal Code can be utilized. Ms. Walker-Wyse suggested using "...density credits, and various options within the city's developmental regulations." Mr. Powers indicated that options would be fine. Ms. Peterson suggested using "flexibility within the city's developmental regulations." Mr. Powers stated that staff will work to provide clarity.

Goal 3 Policy 3f – Question: What does pre-development rate conditions mean? Mr. Powers explained that it refers to the stormwater flow rate conditions before development of the property. Mr. Wasinger asked if adding the word "flow" would make sense. Mr. Powers said he would consult with our stormwater expert for guidance on what the best policy language would be.

5. Adjourn 7:50 p.m.

Katherine Gifford, Admin Assistant
Development Services

Comprehensive Plan Update

Environmental Element

CITY OF Oak Harbor
WHIDBEY ISLAND, WASHINGTON

Planning Commission

4/13/16

Presentation Agenda

- Growth Management Act
- Element Purpose
- General Goals
- Environmental Features
- Critical Areas
- Primary Element Revisions
- Next Steps

CITY OF Oak Harbor
WHIDBEY ISLAND, WASHINGTON

Planning Commission 4/13/16 2

Growth Management Act (RCW 36.70A)

- GMA Goal – "Protect the environment and enhance the state's high quality of life, including air and water quality, and the availability of water."
- Not a mandated element
- Requires critical area protection (OHMC)

CITY OF Oak Harbor WHIDBEY ISLAND, WASHINGTON

Purpose of Environmental Element

- Protect & enhance natural features;
- Maintain visual & physical association with marine waters
- Preserve the health & special character of the City

CITY OF Oak Harbor WHIDBEY ISLAND, WASHINGTON

Environmental Element General Goals

- Prevent adverse impacts to natural features & critical areas (Goal 1)
- Encourage alternative methods of protection & stewardship (Goal 2)
- Include "Best Available Science" (Goal 7)
- Streamline environmental review process (Goal 8)

Environmental Features

- Water quality – stormwater management (Goal 3)
- Air quality (Goal 4)
- Urban forest (Goal 5)
- Cultural resources (Goal 6)
- Shorelines (Goal 14) &

Environmental Features

- **CRITICAL AREAS:**
  - Wetlands (Goal 9)
  - Fish & Wildlife Habitat Conservation Areas (Goal 10)
  - Geologically Sensitive Areas (Goal 11)
  - Frequently Flooded Areas (Goal 12)
  - Critical Aquifer Recharge Areas (Goal 13)

Primary Element Revisions

Goals:

- Mostly wordsmithing & condensing
- No substantive change
- Same number (14) as previous element

Primary Element Revisions

Policies:

- Wordsmithing
- Policies removed when action has been completed, (1.d)
- New policies created, primarily Goal 2 (Policies 2a-2e)

Primary Element Revisions

Discussion:

- Large-scale removal of discussion sections
  - Draft indicates why
- Consistent with treatment of discussions in other Comp Plan Elements
- Added Opportunities/Challenges

Next Steps

- 1st Touch for PC
- Incorporated into Comp Plan document (April 26)
- Open Comp Plan Public Hearing (May 10)
- CAO Ordinance follows Comp Plan

Environmental Element

Questions?

Photos courtesy: Cac Kamak; AHBL

Nonconforming Use Code Amendment

Public Hearing

City of Oak Harbor
Report to the Planning Commission

Date: April 19, 2016
Subject: Nonconforming Uses Code Amendment

FROM: Ray Lindenburg, AICP
Associate Planner

PURPOSE

This staff report presents a draft ordinance that amends a portion of the Oak Harbor Municipal Code to allow for nonconforming single-family residential units to be rebuilt in case of damage more than 50 percent of their real valuation.

DISCUSSION

Recently, staff was contacted by a local real estate agent about a home that was located within the R-O zone district. The agent was inquiring to determine if the home could be rebuilt in case of fire or natural disaster. Based on OHMC 19.18.030(b) in the case of destruction of more than 50% of the assessed value of the structure – the answer was "no." As noted by the real estate agent, this creates a situation where many lenders will not write a mortgage for the property – the risk is too great.

While the intent of the original code was to slowly eliminate nonconforming uses, having a single-family residence in non-residential zones in the City of Oak Harbor is generally not a problem. Nonconforming uses in zones that truly do become problematic are generally intensive uses in residential zones that create traffic problems or other nuisances.

This code amendment aims to allow single-family residences to remain in non-residential zones for a few reasons:

- Residences in these zones do not generally constitute a nuisance to neighboring properties
- Lenders are generally reluctant to provide financing on homes when it is difficult or impossible to rebuild in case of natural disaster.
- With coming squadrons at NASWI, this code amendment will help maintain available housing stock.

RECOMMENDATION

- Conduct public hearing
- Recommend approval of Ordinance No. 1766

ATTACHMENTS

Attachment 1: Draft Ordinance No. 1766

ORDINANCE NO. 1766

AN ORDINANCE OF THE CITY OF OAK HARBOR

WHEREAS, Residences within non-residential zones generally do not constitute a nuisance or create any undue burden on neighboring properties; and

WHEREAS, Lenders are reluctant to provide financing on homes that are considered nonconforming and as such cannot be rebuilt in case of fire or natural disaster; and

WHEREAS, Incoming squadrons at NASWI are facing a lack of housing within the City of Oak Harbor;

NOW, THEREFORE, the City Council of the City of Oak Harbor do ordain as follows:

Section One. Oak Harbor Municipal Code Section 19.08.030, Nonconforming Uses, last amended by Section 7 of Ordinance No. 1555 in 2009, is hereby amended to read as follows:

19.18.030 Nonconforming uses.

A nonconforming use is a use of land or buildings which was lawfully established at the time the use was commenced but which no longer conforms to the use regulations for the zoning district in which the use is located.

(1) Continuation of Nonconforming Use. A nonconforming use may be continued subject to the following:

(a) A nonconforming use that ceases occupancy or, in the case of a business, active use, at a location for a continuous period of one year shall not thereafter be permitted to continue at said location. Any subsequent use at said location must conform to the use regulations for the zoning district in which it is located.

(b) A nonconforming use, other than a single-family use, that occupies a building or structure that has been damaged in excess of 50 percent of its real valuation exclusive of foundations shall not be permitted to reoccupy the building or structure. Any subsequent use at that location must conform to the use regulations for the zoning district in which it is located. Single-family uses may reoccupy the building, structure or property provided that such re-established use shall meet all applicable density provisions of the underlying zoning district.

(2) Change of Use. A nonconforming use may be changed to a use which is in the same category of uses or to a use which is permitted under a more restrictive zoning classification. However, once a nonconforming use is changed to a more restrictive zoning classification, the original nonconforming use cannot be recommenced.

(3) Change of Tenancy or Ownership. Changes of tenancy, ownership or management of nonconforming uses are permitted, provided the change does not involve a modification in the character of the nonconforming use.

(4) Expansion of Use. Under application to the city, the floor area occupied by a nonconforming use may be expanded only in accordance with the following standards:

(a) A nonconforming use may be expanded one time only to occupy up to an additional 50 percent of the existing floor area occupied by the nonconforming use. Beyond this one-time-only expansion, minor expansions of up to five percent of the existing floor area occupied by the nonconforming use may also be permitted, but no more than once per calendar year. In either case, such expansions must otherwise meet the requirements of the zoning district in which the nonconforming use is located.

(b) A nonconforming use of buildings or land shall not be expanded to occupy additional parcels of land or additional lot area created by boundary line adjustment or lot combination.

(c) A residential use that is nonconforming with respect to permitted density only may be enlarged consistent with the regulations of the zoning district in which the use is located, so long as no additional housing units are created.

(d) A nonconforming use may be expanded as required to comply with federal, state or local regulations. In such cases, the owner shall provide documentation demonstrating the requirement and submit a site plan in accordance with Chapter 19.48 OHMC.

Section Two. Severability. If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of the Ordinance or the application of the provision to other persons or circumstances is not affected.

Section Three. Effective Date. This Ordinance shall be in full force and effect five days after publishing.

PASSED by the City Council this 3rd day of May 2016.

CITY OF OAK HARBOR

_____

ROBERT SEVERNS, MAYOR

Attest:

_____
Anna Thompson, City Clerk

Approved as to Form:

_____
Nikki Esparza, City Attorney

Published: _____

DRAFT

2016 Comprehensive Plan Update

Public Meeting

City of Oak Harbor
Planning Commission Memo

Date: April 26, 2016

Subject: 2016 Comprehensive Plan Major Update – Draft Utilities Element, Government Services Element, Transportation Plan, Land Use to Zoning conversion Development Regulations, and CWPP - JPA

FROM: Cac Kamak, AICP
Senior Planner

2016 Comprehensive Plan
The 2016 Comprehensive Plan is nearing the final stages of the update process. Staff is currently updating the Utilities and the Government Services Element. These Elements require contribution and input from outside agencies and is therefore a work still in progress. However, sections of the elements that pertain to the City have been updated. Staff is also working on creating the Transportation Element from the draft Transportation Plan that is being prepared by Fehr and Peers for Oak Harbor. Along with these updates, a section of the zoning ordinance also needs to be updated to reflect the change to a generalized land use map.

Staff is also continuing to work with Island County in implementing the Countywide Planning Policies. Staff will provide and update on some of the challenges the City and the County are dealing with regarding the Joint Planning Areas and some potential ideas to tackle them.

Utilities and Government Element
Attached to this memo is a draft copy of the Utilities and the Government Services Element of the Comprehensive Plan. The current language covers utilities provided by the City as well as private utilities. The changes with this update are minor and no major shift in policies are being requested or considered at this time. Sections of the element that are highlighted haven't been updated and staff id waiting for information from outside sources. Staff does not expect any policy shifts from these update.

The Government Services Element has also been updated with no major shifts in policy. There are section in this element as well that are waiting outside agency input. These have been highlighted in the attached drafts.

The amendments to these elements are summarized below:

- Updates to the numbers and relevant statistics were applicable
- Removal of outdated an obsolete information
- Minor tweaking of the language to clarify or clearly state the intent
- Strengthen policies to reflect current times
- Eliminate redundancies
- Changing policies, were applicable, to an active tense

Transportation Element

The Transportation Element will have selected components of the Transportation Plan and will contain primarily the goals and policies and other policy level information such as functional classifications, future transportation vision and the twenty year project list. A draft copy of the Transportation Plan is enclosed with this memo. Staff would like to entertain comments and question from the Commission regarding the draft at the meeting. The financial section of the plan is still being worked on and is one of the last remaining component of the plan that has not been finalized.

Development Regulations

The new Land Use Element and the change to the generalized land use map will have an impact on the zoning regulations OHMC 19.20.010 that establishes the translation of the land use designation to the implementing zoning district. Therefore, this section of the zoning code will need to be amended to reflect the changes in the Land Use Element. A draft of the proposed text amendments have been included for your reference.

Countywide Planning Policies (CWPP)

City staff are currently working with Island County in implementing the CWPP related to the Joint Planning Area (JPA). The City and the County have realized some challenges with implementing the policies as written. These challenges are bringing into question the boundaries of the JPA as they exist and the potential to modify it due to the accident potential zones and the noise zones. Staff will provide an update on these challenges as we continue to work through these issues with the County.

Planning Commission

The Commission is requested to review the material provided (attached) and discuss comments and thoughts at the meeting. No formal action is required. As with any agenda item, the Planning Commission is encouraged to take public input at the meeting.

Attachments

1. Draft Utilities – marked up copy and clean copy
2. Draft Government Services Element – marked up copy and clean copy
3. Draft text amendments OHMC 19.12.010 Establishment and Designation of Use Districts – marked up copy and clean copy
4. Draft Transportation Plan – attached to the packet

Attachment 1

Draft Utilities Element

Marked up & Clean Copies

GROWTH MANAGEMENT ELEMENTS
GOALS AND POLICIES

UTILITIES ELEMENT

Introduction
The Utilities Element sets forth City policies for water, sanitary sewer and storm drainage services, and relates the Comprehensive Plan to development plans of independent utility providers in a coordinated and consistent manner. It incorporates by reference the Oak Harbor Comprehensive Water System Plan, 2003, and Oak Harbor Comprehensive Sewer System Plan, 2007, and any updates thereto.

The Utilities Element was prepared in accordance with Section 36.70A.070 of the Growth Management Act (GMA).~~, and is consistent with the Utilities Element of Island County's Comprehensive Plan and Countywide Planning Policies 1, 2, 3, and 5.~~ The Utilities Element contains a statement of Goals and policies, and a general inventory of existing and planned utilities. ~~The Utilities Element also describes how the Goals in other Comprehensive Plan elements will be implemented through utility policies and regulations. The exact siting of utility corridors will be subject to further public review.~~

Scope and Organization of the Utilities Element
GMA requires that the "utilities element [consist] of the general location, proposed location, and capacity of all existing and proposed utilities, including, but not limited to, electrical lines, telecommunication lines, and natural gas lines" (RCW 36.70A.070). The City is also required to plan for water, sanitary sewers, storm drainage and solid waste facilities, and has elected to address these services in the Utilities Element (WAC 365-195-210).

The format of this chapter is consistent with WAC 365-195-320, Growth Management Act -- Procedural Criteria for Adopting Comprehensive Plans and Development Regulations. Section II provides an inventory of the utilities serving the City of Oak Harbor and its Urban Growth Area (UGA), analyzing existing capacity, future needs and planned improvements. This is followed by a statement of City Goals and policies for utility siting and service in Section IV. Technical and financial information about city utilities is found in the Capital Facilities Element, Comprehensive Water System Plan (2014~~03~~), Comprehensive Sewer System Plan (2007), and Comprehensive Storm Drainage Plan (2007).

Inventory a~~A~~nd Planned Improvements
City Owned Utilities
The City manages the water system, sanitary sewers system, storm drainage system and solid waste. Non-city owned utilities are natural gas, electricity, telecommunications, television, and internet services.

~~This chapter provides a summary of the utilities currently serving the Oak Harbor UGA and incorporated City limits, and a description of improvements planned to meet anticipated demand through the GMA planning period. Also discussed are issues relating to siting particular utilities.~~

~~Maps of the existing and planned systems are found in the Appendix. The plan references information collected from the City of Oak Harbor Public Works Department, Cascade Natural Gas Corporation, Puget Sound Power and Light Company (Puget Sound Energy) and AT&T Wireless - Cellular Telephone.~~

Water System

Oak Harbor obtains water from Anacortes via 10- and 24-inch transmission lines, and from an aquifer below the city via three wells. The Anacortes supply is the primary source. The City updated its Comprehensive Water System Plan in ~~2003~~2014.

Oak Harbor has entered into a 20-year Water Supply Agreement with Anacortes, and renegotiates water charges and committed water volume with an annual amendment. The most recent water service amendment (2006~~1~~) allows Oak Harbor to withdraw 970~~2.66~~ million gallons/year~~day~~, or adequate water through the year 2025~~13~~. The Navy and the City have an equal allocation of water capacity through the existing transmission lines.

The supply and transmission system has sufficient capacity to meet the projected ~~2013~~ 2025 peak-day demand for the UGA service area. The Water System Plan analyzed the City's need for reservoir capacity and proposes additions to the system to meet projected demand, including required fire flows.

Sanitary Sewer System

~~Refer to t~~The City of Oak Harbor Comprehensive Sewerage Plan, adopted by City Council in 2007, contains~~for~~ all pertinent information concerning the sanitary sewer system. The plan contains a description of the existing system, population projections, design criteria for future systems, and proposed improvements. In 2015, the City began the construction of a new wastewater treatment facility located immediately north of the existing RBC plant in Windjammer Park. The new facility is designed to handle 2.7 million gallons per day and with minor upgrades can handle the projected growth till 2060.

Storm Drainage

A Comprehensive Storm Drainage Plan was adopted by the Mayor and City Council in 2007. The Plan contains background information, water quality assessment, alternative solutions for improving Oak Harbor's run off quality, and funding alternatives for implementing the Comprehensive Plan.

Solid Waste

In July of 1980, the City of Oak Harbor terminated ~~it's~~its sanitary landfill operations and began, through an interlocal agreement, to use the County's landfill site for disposal of ~~it's~~its municipal solid waste. All operating revenues are obtained through collection and container fees and storage rentals. User charges are adjusted according to present needs.

Natural Gas

Washington State law requires gas providers to demonstrate that existing customers will not subsidize new customers. Thus, gas transmission line extensions are not planned in advance but are initiated only when there is sufficient customer demand.

Natural gas is piped to North Whidbey Island through a six inch high-pressure submarine line connecting Brown's Point on Camano Island to Strawberry Point east of the NAS-Whidbey Seaplane Base (Figure 1). Within the City of Oak Harbor, gas pipelines are typically located in street rights-of-way, however, some developments may receive service through utility easements

on adjoining properties. Service is limited to the incorporated city limits, NAS Whidbey Island, and surrounding unincorporated areas within a short distance of the transmission main.

Future Demand and Proposed Facilities

Natural Gas

The location, capacity and timing of improvements to the CNG distribution system are driven purely by demand. This means that, unlike electrical or telephone service, improvements are initiated solely by customer requests. This applies to both new service connections and conversion from other energy sources to natural gas. Requests for natural gas service may legally be refused if the extension is not cost-effective to the company.

No major new facilities, upgrades, or extension of services beyond the existing service areas are planned or anticipated within the next 20 years, but the utility may serve new development outside present service areas if it is relatively close to existing mains. ~~Figure 1 shows CNG service areas in Island County.~~

Electrical Facilities

Oak Harbor and its urban growth area are served exclusively by Puget Sound Energy. Electrical utilities must plan for growth to a much greater extent than other utilities, due to their public service obligations under law, and the regional scope of electrical supply and demand.

The Federal Energy Regulatory Commission (FERC), regulates electrical utilities by fixing rates and fees, and licenses hydroelectric projects through its agency arm, the Department of Energy. Privately-owned electrical utilities, such as Puget Sound Energy, are regulated by the Washington Utilities and Transportation Commission (WUTC), which is responsible for ensuring that safe and reliable service is provided at a reasonable cost. Under State law, electrical utilities must provide electrical service to all customers on demand on a uniform and non-discriminatory basis.

Due to the need for integrated and cooperative planning, the five major electrical utilities in Washington State (Puget Sound Energy, Snohomish County PUD, Bonneville Power Administration, Seattle City Light and Tacoma Public Utilities) have developed a long-term plan to address regional facilities (i.e., greater than 115 kilovolts). Prepared specifically for local governments planning under the GMA, the Regional GMA Inter-Utility Report (November, 1992) details major facility needs over the next twenty years for the Puget Sound Region. The joint plan represents a commitment by these utilities to work closely with each other and with local jurisdictions. In addition, the City of Oak Harbor is coordinating its electrical utility planning efforts with the *Island County - Whidbey Island Draft GMA Electrical Facilities Plan*, prepared by Puget Sound Power & Light Company, March 1994.

Voltages and Safety Issues

The potential for health hazards resulting from exposure to electric and magnetic fields (ELF/EMF) has gained public attention during the past decade. Scientific research into electric and magnetic fields of the type and levels found near power facilities is on-going. While new

electrical facilities are typically designed to reduce electric and magnetic fields, the Environmental Protection Agency has not adopted any standards related to ELF/EMF impacts.

The Electric Utility System

Oak Harbor is dependent on off-island sources of power, as there are no substantial generating facilities on Whidbey Island. Puget Sound Energy electricity is generated by Columbia River hydroelectric facilities in Eastern Washington and British Columbia, along with other facilities in Whatcom and Skagit counties (including gas-fired combustion turbines at the Texaco refinery near March Point on Fidalgo Island).

From the March Point substation on Fidalgo Island, two 115 kV transmission lines cross Deception Pass and terminate at the Whidbey Transmission Substation south of 555 NE 7th Avenue in Oak Harbor. From there, two 115 kV lines run south toward Coupeville and Greenbank. Four distribution substations at Heller Road (Hillcrest), at Swantown Avenue, at Crescent Harbor Road, and co-located with the Whidbey sub-station (Faber), serve the incorporated city, while the Clover Valley substation serves the area north of Oak Harbor and south of Ault Field. The U.S. Navy Porter Substation located on Charles Porter Avenue serves NAS Whidbey-Ault Field (See Figure 2).

Future Demand

Puget Sound Energy has projected demand for electrical service in Oak Harbor based on the county's GMA population forecast. By 2010, the utility anticipates serving a city population of 33,652 and an employment base of 7,555; this represents a new adjusted load requirement of 40,171 KVA. While Puget Sound Energy's population forecast exceeds the city's forecast of 28,580, the difference is determined to be insignificant from the standpoint of required improvements.

Electricity demands vary depending on land use type. Residential electrical load growth is influenced by the seasonal changes in population; population is at its highest peak in the summer. Industrial electrical load growth is largely influenced by activity at NAS Whidbey, the only significant industrial load on the island. For the purposes of this plan, the City and Puget Sound Energy assumed that the current NAS Whidbey load of 7 MVA will remain unchanged. (Electric System Plan, PSP&L, 1994).

With the addition of Hillcrest Substation, electrical load has been reduced at each of the other substations serving Oak Harbor, providing additional reserve capacity. The substations serving Oak Harbor now have additional reserve capacity. The substations serving Oak Harbor now have sufficient capacity to accommodate forecasted load growth and the loss of a substation without an expectation of sustained service interruptions.

Proposed Facilities

Projected electrical load growth island-wide and a need to improve the reliability of the service delivery to the island will require transmission system improvements at the northern end of the island between March Point (Fidalgo Island) and Whidbey substations (Oak Harbor). Puget Sound Energy proposes to build a third transmission line between these stations, using either an overhead crossing at Deception Pass or an underwater crossing east of the pass, along a corridor

separate from the one currently used, by the year 2003. The additional line would increase transmission capacity to the island; the separate corridor would reduce the likelihood of loss of all transmission lines in the event of storms. The proposed line would be initially energized at 115 kV and could be later upgraded to 230 kV when necessary. The precise routing has not yet been determined, and will likely require a collaborative planning effort between Skagit and Island counties, the City of Oak Harbor, Puget Sound Energy and the State (See Section IV, Goals and Policies).

The following 20 MVA distribution substations are planned for North Whidbey Island:

1. **Torpedo Substation** is proposed to serve commercial and residential growth in east Oak Harbor. It may also provide system backup through feeder ties to the Faber and Crescent Harbor substations.

Telecommunication Facilities

Telephone

Like investor-owned gas and electric companies, telecommunications companies are regulated by the WUTC, which establishes service levels and rates. Standard telephone facilities include a central plant, which houses switching gear (usually in the same building as central offices), utility poles, and overhead or underground lines. Underground installation of telephone lines and use of efficient fiber optic systems is becoming more common as technology advances and regulators respond to aesthetic concerns.

~~Verizon serves North Whidbey Island, including the City of Oak Harbor and its UGA.~~

Cellular Telephone Service

A cellular system consists of cells (geographic areas served by a transmitting and receiving tower), cell sites (the tower site, base station radio and interconnecting equipment), a switching station (which receives and distributes signals from the cell sites via conventional lines and microwave signals), and the cellular phones themselves. Cellular phones can operate only within the range of a given cell site. Therefore, in order to cover broad service areas, cell sites must be located close enough to one another to provide uninterrupted service as the user moves from one location to another. With advances in digital technology, the capacity of cell sites will increase. Therefore, capacity is not anticipated to be a problem in the future. There are several providers of cellular telephone service within the Oak Harbor UGA. These providers operate a network of cell sites within the City of Oak Harbor, Island County and surrounding counties in order to provide adequate coverage. Additional cell sites will be constructed in response to consumer demand as regulated by the Federal Communications Commission.

Siting Issues

Cellular towers can pose siting problems due to aesthetic concerns and conflicts with competing radio signals. The towers can be free-standing, but are often placed on top of existing structures. As service demands change, cell sites may need to be reconfigured. For example, as additional cell sites are added to the system, tower heights may need to be changed to prevent overlapping radio coverage. The Federal Communications Commission (FCC) regulates the public airwaves,

assigning frequencies and licensing cellular telephone utilities. The FCC requires that transmitting towers be located such that signals are unobstructed. Local governments may regulate tower siting to the extent that a utility's federally-licensed right to use the airwaves is not impeded. A local jurisdiction can deny approval of an individual tower site based on established policy, but cannot impose an outright ban on towers, or effectively prohibit towers within its jurisdiction through repeated denials or excessive conditions.

The Federal Aviation Administration (FAA) also reviews proposed towers when they exceed 200 feet in height or when the proposed location is within 20,000 feet of a major airport (i.e., serving military or commercial aircraft), or within 10,000 feet of a smaller airport. While the FAA does not have the authority to deny siting proposals, it coordinates its review process with the FCC, who may deny a particular site if the FAA objects.

Cable Vision

Cable utilities transmit television programming via coaxial cable from trunk lines, which originate at "head-end" or data processing sites. Though the term "cable" implies wiring throughout the system, many cable systems also rely on satellite dishes and microwave antennas. Overhead utility poles are often used to run cable distribution lines, however, underground installation is becoming more common.

~~Existing System and Future Service~~

~~AT&T Broadband serves the North Whidbey area. Future demand and cable television facilities are expected to follow forecast population growth in Oak Harbor.~~

Goals and Policies

The following Goals and policies serve as a framework for the expansion of public and private utilities serving Oak Harbor. They are intended to provide a long-range plan for utilities to protect the public health, welfare and safety. Utility construction projects must be consistent with Goals and Policies. The Utilities Element meets the requirements of GMA, and is consistent with the County Wide Planning Policies and Urban Growth Area Agreement between the City of Oak Harbor and Island County.

Goal 1 - Facilitate the orderly and cost-effective development of all utilities at adequate levels of service to accommodate the projected growth. ~~that is projected to occur within the Oak Harbor UGA~~.

Policy: 1.a T~~he City shall e~~Ensure that all public utility services within the Urban Growth Area (UGA) are at a level that is consistent with an urban community. ~~The *Comprehensive Water System Plan, Comprehensive Storm Drainage Plan,* and *Comprehensive Sewer System Plan* are used as a guide in operating and expanding municipal utilities. These plans contain level-of-service standards and an analysis of service capacity, projected needs and planned improvements, for inclusion in the City's Capital Facilities Plan. The plans should be updated at least once every six years.~~

1.b Sound growth management principles should be used to guide extension of utilities within the UGA. ~~Capital facilities shall be phased using 10-year growth "tiers" within the UGA. Utilities may be extended into the second tier ahead of established timeframes for enterprise areas. Also see Capital Facilities for priority of financing projects.~~

1.c ~~The City should c~~Consider allowing phased upgrading of utilities for existing uses, for example, meeting fire flow and city sewer requirements, when immediate upgrading of existing properties would create an undue hardship.

1.d No ~~N~~new water and sewer extensions ~~are not~~ should be allowed beyond the UGA and the boundaries of existing service districts.

~~Discussion:~~
~~The Growth Management Act severely restricts the City of Oak Harbor's ability to provide domestic water service outside the urban growth area. *The Comprehensive Water System Plan* does not consider water use outside the UGA, with the exception of the existing service to North Whidbey Water District and Deception Pass State Park. The plan includes the following language:~~

~~*The evaluation of water supply is based solely on the estimated demands for Oak Harbor, NAS Whidbey and the two service districts. It is acknowledged that Coupeville and other water purveyors in the north Whidbey Island area may request water service at some future date. Requests for water service will be considered if the governmental entity establishes the legality of service, secures a water allocation from Anacortes, and agrees to pay all costs of the following:*~~

- ~~*Studies necessary to evaluate impact of service*~~
- ~~*Legal fees*~~
- ~~*System development charges*~~
- ~~*Improvements/expansion necessary for service*~~
- ~~*Pumping costs*~~
- ~~*Annual maintenance and operation costs*~~
- ~~*Prorated share of Anacortes charges*~~
- ~~*Prorated share of general system improvements as defined in the Oak Harbor Comprehensive Water Plan.*~~

1.e ~~The City should c~~Consider actual usage fee rates on an income needs-based scale that will assist low-income adults to remain in their own homes (for example: actual water and solid waste, sewer and direct-cost service hook-up fees).

1.f ~~The City should c~~Coordinate land use and utility planning to promote cost-effective utility services. Specifically, the Land Use Element and

level-of-service standards shall be used to determine future service requirements, and utilities shall be designed accordingly.

1.g ~~The City shall e~~Encourage innovative solutions for reducing utility costs, managing growth and protecting the public health, safety and welfare.

~~Discussion:~~
~~Shared storm drainage facilities, such as regional detention ponds, is preferred over individual site-specific drainage facilities..~~

1.h Encourage ~~C~~co-location of utilities should be encouraged when co-location reduces impacts and does not substantially increase costs. Utility lines should be co-located in trenches whenever possible.

1.i Flexible and innovative construction techniques which reduce cost and impacts of utilities should be encouraged.

1.j~~h~~ ~~In extending utilities, the City shall s~~Seek to recover costs for extending utilities, including overhead costs, and the costs to maintain and operate these systems. Debt financing shall be minimized whenever possible.

~~Discussion:~~
~~The intent of this policy is to anticipate the utility needs of development and require private financing of improvements, as warranted, to mitigate development impacts. Financing may be achieved in a number of ways. The City currently uses system development charges a.k.a. "impact fees" to allocate the long-term cost of improving sewer and water system capacity. Another method of funding is the "local improvement district" (LID). Comprised of local property owners, LID's are used to develop specific projects which benefit a discrete area. An LID may be used to upgrade service to an area, or extend services into a previously unserved area. Utility infrastructure may also be constructed at the time of development, at the cost of the developer. Developers may apply for "credit" toward system development fees when they install oversized utility lines in conformance with the Comprehensive Plan. Credit toward off-site public improvements should not be provided, except where such improvements promote infill development. Other methods of financing include grants and bonding by the City. Reimbursement or "latecomers" agreements may be used to collect payment from property owners over time to repay infrastructure costs, as development occurs along a new utility line.~~

1.k~~i~~ Consider exceptions to extend utilities into the e~~E~~nterprise areas ~~may be identified by City Council for extension of utilities~~ into the UGA ahead of annexation~~. The purpose of such areas shall be~~ to promote economic development.

~~in conformance with economic development Goals (See Economic Development Element). Implementation of this policy shall be~~

~~consistent with environmental policies, and the objective to manage growth within the UGA (Urban Growth Area Element).~~

1.k.a~~j~~ As a condition of the City granting sewer service prior to annexation within an enterprise area, property owners shall be required to commence annexation proceedings within a timeframe established by agreement with inclusion of an intended completion date.

1.k.b Sewer service may be provided prior to annexation within enterprise areas only for non-residential uses.

1.k.c~~l~~ Any new construction on properties within enterprise areas provided sewer service prior to annexation shall comply with current standards of the Aviation Environs Overlay Zone and with current Noise Attenuation Standards.

1.k.d~~m~~ Financing of utility extensions into enterprise areas should be mainly borne by the properties receiving the extended service unless grants or other outside financial sources are found or made available. The City may wish to participate in financing utility extensions in order to encourage economic development.

1.l~~n~~ ~~The City shall meet~~Review annually ~~with the Navy to review~~ the capacity of the shared sewer treatment facility~~.~~ with the Navy

1.~~.~~m~~o~~ Minimize service interruptions for ~~U~~utility siting and related construction. ~~should continue effective service with minimal periods of interruption~~.

1.n~~p~~ Conditions which facilitate a utility's ability to meet its public service obligations under state law should be included in contract and franchise agreements between City and private utilities.

~~Discussion:~~
~~The City should support local initiatives to increase the variety and efficiency of telecommunication services available in Oak Harbor, under the condition that proposed fees and rates are equitable and proposed towers and other facilities are compatible with adjacent land uses. State legislation and administrative rules which provide for optimal service should be supported. Consideration should be given to expanding the direct dial area (DDA) for telephone service, and cable television coverage of public meetings and community events.~~

Goal 2 - **Process permit requests for utilities in a fair and timely manner to ensure predictability.**

~~Discussion:~~
~~The Growth Management Act mandates "predictability" in offering utility permits (RCW 36.70.010). One way to promote fairness and efficiency in the permit process is through open lines of communication including timely, effective~~

~~notification, inter-jurisdictional coordination, and opportunity for public input early-on.~~

Policy: **2.a** Provide timely, effective notice to private utilities and customers regarding the review and approval of major projects.

2.b Work with private utilities and other jurisdictions to coordinate long-range plans for service expansion.

2.c Facilitate public participation in utility siting decisions early on in ~~conjunction with private utilities to ensure that community Goals are addressed, while streamlining the permit~~the design and site development process.

2.d ~~The City should r~~Review and amend existing regulations as necessary to provide clear and objective standards for maintenance, repair, installation and replacement of utilities. Such changes shall be consistent with other Goals and policies of the Comprehensive Plan for construction practices, restoration of City property/rights-of-way, environmental protection and oak tree preservation.

Goal 3 - **In conformance with the Comprehensive Plan use the Utilities Element and consult with utility providers, to guide decision-making and achieve community Goals.**

Policy: **3.a** Review proposed utility projects based on Comprehensive Plan policies and other regulations. Land use, transportation, urban design and environmental elements should guide the decision-making process. Appropriate conditions for compliance shall be established as needed.

3.b Encourage public involvement in finalizing location of utility corridors and other planned facilities.~~The Utilities Element maps identify the general location of proposed utility corridors and planned facilities. Final alignment changes shall be subject to public review~~.

3.c Coordinate with Island County and utility providers to encourage orderly extension of services.

3.d Encourage the ~~Allow~~ joint use of land for utilities, when feasible.

Discussion:
When practicable, new utility distribution lines should be installed in shared rights-of-way. Development of surface water detention and infiltration areas jointly with parks and open spaces should be encouraged when mutually compatible. The City should initiate agreements with private utilities and property owners to allow joint use of utility corridors for trails, open space and storm water management, to the extent that the uses are consistent with the Comprehensive

Plan, and corridors are determined to be suitable for the proposed use (See Comprehensive Parks and Recreation Plan; Comprehensive Storm Drainage Plan).

3.e ~~As a condition of development,~~Require easements to ~~shall~~ be provided by property owners during development applications as necessary to install and maintain utilities.

3.f ~~The City will o~~Observe the Island County wellhead protection program for development in vicinity of operating wells in the unincorporated areas.

Goal 4 - Minimize aesthetic and environmental degradation from utility operation, installation, replacement, repair and maintenance.

Policy:

4.a ~~When practicable, the City should s~~Strive to reduce the environmental and aesthetic impacts of the construction, operation and maintenance of utilities when practical.

4.b Avoid, or minimize and mitigate impacts on environmentally sensitive areas, based on best available science ~~as required by the Environmental Element and Critical Areas Ordinance~~.

~~**4.c** Continue monitoring the research into the environmental health effects of transmission lines, cell sites and other potential sources of electrical and magnetic fields, and update land use standards as necessary.~~

4.c~~d~~ Regulate utility construction to mitigate construction-related disruptions to neighborhoods and disturbances to the environment.

4.d~~e~~ Require ~~U~~undergrounding of utility distribution lines ~~shall be required~~ in all new developments.

4.e~~f~~ ~~To the extent possible,~~Require above ground utilities to ~~should~~ be screened within a building, sight obscuring fence or landscape, or ~~by~~ locate~~ing~~ the utilities out of public view.

~~**4.g** Appropriate, low growing vegetation should be encouraged under and around above ground utility lines. The landscape code should reflect this policy.~~

4.g~~h~~ Continue to implement Puget Sound Water Quality Management Plan standards for storm water.

4.h~~i~~ Meet National Pollution Discharge Permit requirements for storm and sanitary sewer discharge.

~~Discussion:~~
~~The City should coordinate with the Navy to help address the sewer discharge from the Navy base to achieve the National Pollution Discharge Permit requirements. The City should consider any methods necessary to reach these requirements. (See Environment Element.)~~

4.i~~j~~ Coordinate utility projects to avoid or mitigate impacts to Garry Oak Trees.

Discussion:
Permits must be obtained prior to any tree-trimming projects involving Garry Oak trees.

Goal 5 - **Encourage sustainable design and alternatives that are efficient and encourages resource conservation. ~~to make existing public improvements more efficient.~~**

Policy:

5.a The City should adopt site design standards, which provide for solar access, and installation of solar energy systems where feasible.

5.b Continue to support energy efficiency by encouraging low impact sustainable development through building practices, landscaping and site designs, which promote natural resource conservation.

5.c Continue to develop the City's solid waste recycling program as a means of resource conservation. Encourage site designs, which allow for co-collection of trash and recyclables.

5.d Encourage use of storm drainage solutions, which use natural processes to make existing infrastructure more efficient while protecting wetlands and drainage functions.

5.e Protect groundwater recharge capacity through sustainable development practices to the greatest extent practicable. ~~(see Environment Element.)~~

5.f Require preservation and/or replanting of landscaping in developments to support energy conservation Goals.

5.g Implement the Water Conservation Program, as outlined in the Comprehensive Water System Plan, including adoption of a conservation rate structure.

~~Discussion:~~
~~An effective conservation program can result in reduced water and sewer bills, reduced energy costs to the City, increased life of water and sewer treatment facilities, environmental protection and improved water quality. The plan~~

~~recommends use of promotional materials in water bills, builder contacts through the Building Department, assistance to wholesale and retail customers, use of bills showing consumption history, continued monitoring of leaks, residential conservation kits, technological improvements to nurseries, promotion of xeriscaping, and use of a conservation rate structure. The Comprehensive Water System Plan estimates a reasonable, cost-effective water conservation Goal at 5% of current water use.~~

5.h ~~The City should e~~Explore ~~the possibilities of~~ using gray water as a method of water conservation.

5.i ~~The City should implement~~ Promote through ~~public education and any other~~ measures necessary to conserve water, recycle and manage sanitary sewer treatment capacity.

Goal 6 - **~~The City of Oak Harbor shall work in conjunction~~Coordinate with the City of Anacortes to ensure Oak Harbor's water needs are addressed.**

Policy: **6.a** ~~The City of Oak Harbor and~~Coordinate with the City of Anacortes ~~should coordinate and~~ to maintain water supply needs with consistency in projecting growth for Oak Harbor and NAS Whidbey ~~regarding water needs~~.

6.b ~~The City of Oak Harbor shall negotiate with the City of Anacortes~~Maintain a long-term contract to address forecasted water demands and long-term viability of water resources.

6.c ~~The City of Oak Harbor should s~~Support the City of Anacortes in maintaining water rights.

~~**6.d** The City of Oak Harbor should explore alternative water sources, such as a desalinization plant, if the existing primary water source for the City becomes limited in the future.~~

Goal 7 - **The City should develop a program, in cooperation with the affected utilities, to encourage the under grounding of overhead utility lines.**

Policy: **7.a** ~~Establish priorities for the~~Be opportunistic on retrofitting and burying of overhead distribution lines adjacent to City arterial streets and other areas.

7.b Budget for and ~~C~~coordinate burying of overhead utilities with other street upgrade projects and include this activity in the capital facilities budget.

~~**7.c** Where feasible, reroute transmission lines in the future to less conspicuous corridors.~~

7.c~~d~~ Work with the local utility providers to develop a plan that will provide for underground power lines in the downtown business core~~, as defined by "Harbor Watch Downtown Redevelopment Plan".~~.

Major Water System Components

Existing & Proposed Sewer Trunk Lines

Existing and Proposed Storm Drain Pipelines

GROWTH MANAGEMENT ELEMENTS
GOALS AND POLICIES

UTILITIES ELEMENT

Introduction
The Utilities Element sets forth City policies for water, sanitary sewer and storm drainage services, and relates the Comprehensive Plan to development plans of independent utility providers in a coordinated and consistent manner. It incorporates by reference the Oak Harbor Comprehensive Water System Plan, 2003, and Oak Harbor Comprehensive Sewer System Plan, 2007, and any updates thereto.

The Utilities Element was prepared in accordance with Section 36.70A.070 of the Growth Management Act (GMA). The Utilities Element contains a statement of Goals and policies, and a general inventory of existing and planned utilities.

Scope and Organization of the Utilities Element
GMA requires that the "utilities element [consist] of the general location, proposed location, and capacity of all existing and proposed utilities, including, but not limited to, electrical lines, telecommunication lines, and natural gas lines" (RCW 36.70A.070). The City is also required to plan for water, sanitary sewers, storm drainage and solid waste facilities, and has elected to address these services in the Utilities Element (WAC 365-195-210).

The format of this chapter is consistent with WAC 365-195-320, Growth Management Act -- Procedural Criteria for Adopting Comprehensive Plans and Development Regulations. Section II provides an inventory of the utilities serving the City of Oak Harbor and its Urban Growth Area (UGA), analyzing existing capacity, future needs and planned improvements. This is followed by a statement of City Goals and policies for utility siting and service in Section IV. Technical and financial information about city utilities is found in the Capital Facilities Element, Comprehensive Water System Plan (2014), Comprehensive Sewer System Plan (2007), and Comprehensive Storm Drainage Plan (2007).

Inventory and Planned Improvements
City Owned Utilities
The City manages the water system, sanitary sewers system, storm drainage system and solid waste. Non-city owned utilities are natural gas, electricity, telecommunications, television, and internet services.

Water System
Oak Harbor obtains water from Anacortes via 10- and 24-inch transmission lines, and from an aquifer below the city via three wells. The Anacortes supply is the primary source. The City updated its Comprehensive Water System Plan in 2014.

Oak Harbor has entered into a 20-year Water Supply Agreement with Anacortes, and renegotiates water charges and committed water volume with an annual amendment. The most

recent water service amendment (2006) allows Oak Harbor to withdraw 970 million gallons/year, or adequate water through the year 2025. The Navy and the City have an equal allocation of water capacity through the existing transmission lines.

The supply and transmission system has sufficient capacity to meet the projected 2025 peak-day demand for the UGA service area. The Water System Plan analyzed the City's need for reservoir capacity and proposes additions to the system to meet projected demand, including required fire flows.

Sanitary Sewer System

The City of Oak Harbor Comprehensive Sewerage Plan, adopted by City Council in 2007, contains all pertinent information concerning the sanitary sewer system. The plan contains a description of the existing system, population projections, design criteria for future systems, and proposed improvements. In 2015, the City began the construction of a new wastewater treatment facility located immediately north of the existing RBC plant in Windjammer Park. The new facility is designed to handle 2.7 million gallons per day and with minor upgrades can handle the projected growth till 2060.

Storm Drainage

A Comprehensive Storm Drainage Plan was adopted by the Mayor and City Council in 2007. The Plan contains background information, water quality assessment, alternative solutions for improving Oak Harbor's run off quality, and funding alternatives for implementing the Comprehensive Plan.

Solid Waste

In July of 1980, the City of Oak Harbor terminated its sanitary landfill operations and began, through an interlocal agreement, to use the County's landfill site for disposal of its municipal solid waste. All operating revenues are obtained through collection and container fees and storage rentals. User charges are adjusted according to present needs.

Natural Gas

Washington State law requires gas providers to demonstrate that existing customers will not subsidize new customers. Thus, gas transmission line extensions are not planned in advance but are initiated only when there is sufficient customer demand.

Natural gas is piped to North Whidbey Island through a six inch high-pressure submarine line connecting Brown's Point on Camano Island to Strawberry Point east of the NAS-Whidbey Seaplane Base (Figure 1). Within the City of Oak Harbor, gas pipelines are typically located in street rights-of-way, however, some developments may receive service through utility easements on adjoining properties. Service is limited to the incorporated city limits, NAS Whidbey Island, and surrounding unincorporated areas within a short distance of the transmission main.

Future Demand and Proposed Facilities

Natural Gas

The location, capacity and timing of improvements to the CNG distribution system are driven purely by demand. This means that, unlike electrical or telephone service, improvements are initiated solely by customer requests. This applies to both new service connections and conversion from other energy sources to natural gas. Requests for natural gas service may legally be refused if the extension is not cost-effective to the company.

No major new facilities, upgrades, or extension of services beyond the existing service areas are planned or anticipated within the next 20 years, but the utility may serve new development outside present service areas if it is relatively close to existing mains.

Electrical Facilities

Oak Harbor and its urban growth area are served exclusively by Puget Sound Energy. Electrical utilities must plan for growth to a much greater extent than other utilities, due to their public service obligations under law, and the regional scope of electrical supply and demand.

The Federal Energy Regulatory Commission (FERC), regulates electrical utilities by fixing rates and fees, and licenses hydroelectric projects through its agency arm, the Department of Energy. Privately-owned electrical utilities, such as Puget Sound Energy, are regulated by the Washington Utilities and Transportation Commission (WUTC), which is responsible for ensuring that safe and reliable service is provided at a reasonable cost. Under State law, electrical utilities must provide electrical service to all customers on demand on a uniform and non-discriminatory basis.

Due to the need for integrated and cooperative planning, the five major electrical utilities in Washington State (Puget Sound Energy, Snohomish County PUD, Bonneville Power Administration, Seattle City Light and Tacoma Public Utilities) have developed a long-term plan to address regional facilities (i.e., greater than 115 kilovolts). Prepared specifically for local governments planning under the GMA, the Regional GMA Inter-Utility Report (November, 1992) details major facility needs over the next twenty years for the Puget Sound Region. The joint plan represents a commitment by these utilities to work closely with each other and with local jurisdictions. In addition, the City of Oak Harbor is coordinating its electrical utility planning efforts with the *Island County - Whidbey Island Draft GMA Electrical Facilities Plan*, prepared by Puget Sound Power & Light Company, March 1994.

Voltages and Safety Issues

The potential for health hazards resulting from exposure to electric and magnetic fields (ELF/EMF) has gained public attention during the past decade. Scientific research into electric and magnetic fields of the type and levels found near power facilities is on-going. While new electrical facilities are typically designed to reduce electric and magnetic fields, the Environmental Protection Agency has not adopted any standards related to ELF/EMF impacts.

The Electric Utility System

Oak Harbor is dependent on off-island sources of power, as there are no substantial generating facilities on Whidbey Island. Puget Sound Energy electricity is generated by Columbia River hydroelectric facilities in Eastern Washington and British Columbia, along with other facilities in Whatcom and Skagit counties (including gas-fired combustion turbines at the Texaco refinery near March Point on Fidalgo Island).

From the March Point substation on Fidalgo Island, two 115 kV transmission lines cross Deception Pass and terminate at the Whidbey Transmission Substation south of 555 NE 7th Avenue in Oak Harbor. From there, two 115 kV lines run south toward Coupeville and Greenbank. Four distribution substations at Heller Road (Hillcrest), at Swantown Avenue, at Crescent Harbor Road, and co-located with the Whidbey sub-station (Faber), serve the incorporated city, while the Clover Valley substation serves the area north of Oak Harbor and south of Ault Field. The U.S. Navy Porter Substation located on Charles Porter Avenue serves NAS Whidbey-Ault Field (See Figure 2).

Future Demand

Puget Sound Energy has projected demand for electrical service in Oak Harbor based on the county's GMA population forecast. By 2010, the utility anticipates serving a city population of 33,652 and an employment base of 7,555; this represents a new adjusted load requirement of 40,171 KVA. While Puget Sound Energy's population forecast exceeds the city's forecast of 28,580, the difference is determined to be insignificant from the standpoint of required improvements.

Electricity demands vary depending on land use type. Residential electrical load growth is influenced by the seasonal changes in population; population is at its highest peak in the summer. Industrial electrical load growth is largely influenced by activity at NAS Whidbey, the only significant industrial load on the island. For the purposes of this plan, the City and Puget Sound Energy assumed that the current NAS Whidbey load of 7 MVA will remain unchanged. (Electric System Plan, PSP&L, 1994).

With the addition of Hillcrest Substation, electrical load has been reduced at each of the other substations serving Oak Harbor, providing additional reserve capacity. The substations serving Oak Harbor now have additional reserve capacity. The substations serving Oak Harbor now have sufficient capacity to accommodate forecasted load growth and the loss of a substation without an expectation of sustained service interruptions.

Proposed Facilities

Projected electrical load growth island-wide and a need to improve the reliability of the service delivery to the island will require transmission system improvements at the northern end of the island between March Point (Fidalgo Island) and Whidbey substations (Oak Harbor). Puget Sound Energy proposes to build a third transmission line between these stations, using either an overhead crossing at Deception Pass or an underwater crossing east of the pass, along a corridor separate from the one currently used, by the year 2003. The additional line would increase transmission capacity to the island; the separate corridor would reduce the likelihood of loss of all transmission lines in the event of storms. The proposed line would be initially energized at 115 kV and could be later upgraded to 230 kV when necessary. The precise routing has not yet

been determined, and will likely require a collaborative planning effort between Skagit and Island counties, the City of Oak Harbor, Puget Sound Energy and the State (See Section IV, Goals and Policies).

The following 20 MVA distribution substations are planned for North Whidbey Island:

1. **Torpedo Substation** is proposed to serve commercial and residential growth in east Oak Harbor. It may also provide system backup through feeder ties to the Faber and Crescent Harbor substations.

Telecommunication Facilities

Telephone

Like investor-owned gas and electric companies, telecommunications companies are regulated by the WUTC, which establishes service levels and rates. Standard telephone facilities include a central plant, which houses switching gear (usually in the same building as central offices), utility poles, and overhead or underground lines. Underground installation of telephone lines and use of efficient fiber optic systems is becoming more common as technology advances and regulators respond to aesthetic concerns.

Cellular Telephone Service

A cellular system consists of cells (geographic areas served by a transmitting and receiving tower), cell sites (the tower site, base station radio and interconnecting equipment), a switching station (which receives and distributes signals from the cell sites via conventional lines and microwave signals), and the cellular phones themselves. Cellular phones can operate only within the range of a given cell site. Therefore, in order to cover broad service areas, cell sites must be located close enough to one another to provide uninterrupted service as the user moves from one location to another. With advances in digital technology, the capacity of cell sites will increase. Therefore, capacity is not anticipated to be a problem in the future. There are several providers of cellular telephone service within the Oak Harbor UGA. These providers operate a network of cell sites within the City of Oak Harbor, Island County and surrounding counties in order to provide adequate coverage. Additional cell sites will be constructed in response to consumer demand as regulated by the Federal Communications Commission.

Siting Issues

Cellular towers can pose siting problems due to aesthetic concerns and conflicts with competing radio signals. The towers can be free-standing, but are often placed on top of existing structures. As service demands change, cell sites may need to be reconfigured. For example, as additional cell sites are added to the system, tower heights may need to be changed to prevent overlapping radio coverage. The Federal Communications Commission (FCC) regulates the public airwaves, assigning frequencies and licensing cellular telephone utilities. The FCC requires that transmitting towers be located such that signals are unobstructed. Local governments may regulate tower siting to the extent that a utility's federally-licensed right to use the airwaves is not impeded. A local jurisdiction can deny approval of an individual tower site based on established

policy, but cannot impose an outright ban on towers, or effectively prohibit towers within its jurisdiction through repeated denials or excessive conditions.

The Federal Aviation Administration (FAA) also reviews proposed towers when they exceed 200 feet in height or when the proposed location is within 20,000 feet of a major airport (i.e., serving military or commercial aircraft), or within 10,000 feet of a smaller airport. While the FAA does not have the authority to deny siting proposals, it coordinates its review process with the FCC, who may deny a particular site if the FAA objects.

Cable Vision

Cable utilities transmit television programming via coaxial cable from trunk lines, which originate at "head-end" or data processing sites. Though the term "cable" implies wiring throughout the system, many cable systems also rely on satellite dishes and microwave antennas. Overhead utility poles are often used to run cable distribution lines, however, underground installation is becoming more common.

Goals and Policies

The following Goals and policies serve as a framework for the expansion of public and private utilities serving Oak Harbor. They are intended to provide a long-range plan for utilities to protect the public health, welfare and safety. Utility construction projects must be consistent with Goals and Policies. The Utilities Element meets the requirements of GMA, and is consistent with the County Wide Planning Policies and Urban Growth Area Agreement between the City of Oak Harbor and Island County.

Goal 1 - Facilitate the orderly and cost-effective development of all utilities at adequate levels of service to accommodate the projected growth..

Policy:

1.a Ensure that all public utility services within the Urban Growth Area (UGA) are at a level that is consistent with an urban community.

1.b Sound growth management principles should be used to guide extension of utilities within the UGA.

1.c Consider allowing phased upgrading of utilities for existing uses, for example, meeting fire flow and city sewer requirements, when immediate upgrading of existing properties would create an undue hardship.

1.d No new water and sewer extensions should be allowed beyond the UGA and the boundaries of existing service districts.

1.e Consider actual usage fee rates on an income needs-based scale that will assist low-income adults to remain in their own homes (for example: actual water and solid waste, sewer and direct-cost service hook-up fees).

1.f Coordinate land use and utility planning to promote cost-effective utility services. Specifically, the Land Use Element and level-of-service standards shall be used to determine future service requirements, and utilities shall be designed accordingly.

1.g Encourage innovative solutions for reducing utility costs, managing growth and protecting the public health, safety and welfare.

1.h Encourage co-location of utilities should be encouraged when co-location reduces impacts and does not substantially increase costs. Utility lines should be co-located in trenches whenever possible.

1.i Flexible and innovative construction techniques which reduce cost and impacts of utilities should be encouraged.

1.j Seek to recover costs for extending utilities, including overhead costs, and the costs to maintain and operate these systems. Debt financing shall be minimized whenever possible.

1.k Consider exceptions to extend utilities into the enterprise areas in the UGA ahead of annexation to promote economic development.

1.k.a As a condition of the City granting sewer service prior to annexation within an enterprise area, property owners shall be required to commence annexation proceedings within a timeframe established by agreement with inclusion of an intended completion date.

1.k.b Sewer service may be provided prior to annexation within enterprise areas only for non-residential uses.

1.k.c Any new construction on properties within enterprise areas provided sewer service prior to annexation shall comply with current standards of the Aviation Environs Overlay Zone and with current Noise Attenuation Standards.

1.k.d Financing of utility extensions into enterprise areas should be mainly borne by the properties receiving the extended service unless grants or other outside financial sources are found or made available. The City may wish to participate in financing utility extensions in order to encourage economic development.

1.l Review annually the capacity of the shared sewer treatment facility with the Navy

1.m Minimize service interruptions for utility siting and related construction..

1.n Conditions which facilitate a utility′s ability to meet its public service obligations under state law should be included in contract and franchise agreements between City and private utilities.

<u>Goal 2</u> - Process permit requests for utilities in a fair and timely manner to ensure predictability.

Policy:

2.a Provide timely, effective notice to private utilities and customers regarding the review and approval of major projects.

2.b Work with private utilities and other jurisdictions to coordinate long-range plans for service expansion.

2.c Facilitate public participation in utility siting decisions early on in the design and site development process.

2.d Review and amend existing regulations as necessary to provide clear and objective standards for maintenance, repair, installation and replacement of utilities. Such changes shall be consistent with other Goals and policies of the Comprehensive Plan for construction practices, restoration of City property/rights-of-way, environmental protection and oak tree preservation.

<u>Goal 3</u> - In conformance with the Comprehensive Plan use the Utilities Element and consult with utility providers, to guide decision-making and achieve community Goals.

Policy:

3.a Review proposed utility projects based on Comprehensive Plan policies and other regulations. Land use, transportation, urban design and environmental elements should guide the decision-making process. Appropriate conditions for compliance shall be established as needed.

3.b Encourage public involvement in finalizing location of utility corridors and other planned facilities..

3.c Coordinate with Island County and utility providers to encourage orderly extension of services.

3.d Encourage the joint use of land for utilities, when feasible.

<u>Discussion:</u>

When practicable, new utility distribution lines should be installed in shared rights-of-way. Development of surface water detention and infiltration areas jointly with parks and open spaces should be encouraged when mutually compatible. The City should initiate agreements with private utilities and property owners to allow joint use of utility corridors for trails, open space and storm water management, to the extent that the uses are consistent with the Comprehensive Plan, and corridors are determined to be suitable for the proposed use (See Comprehensive Parks and Recreation Plan; Comprehensive Storm Drainage Plan).

3.e Require easements to be provided by property owners during development applications as necessary to install and maintain utilities.

3.f Observe the Island County wellhead protection program for development in vicinity of operating wells in the unincorporated areas.

Goal 4 - **Minimize aesthetic and environmental degradation from utility operation, installation, replacement, repair and maintenance.**

Policy:

4.a Strive to reduce the environmental and aesthetic impacts of the construction, operation and maintenance of utilities when practical.

4.b Avoid, or minimize and mitigate impacts on environmentally sensitive areas, based on best available science.

4.c Regulate utility construction to mitigate construction-related disruptions to neighborhoods and disturbances to the environment.

4.d Require undergrounding of utility distribution lines in all new developments.

4.e Require above ground utilities to be screened within a building, sight obscuring fence or landscape, or locate the utilities out of public view.

4.g Continue to implement Puget Sound Water Quality Management Plan standards for storm water.

4.h Meet National Pollution Discharge Permit requirements for storm and sanitary sewer discharge.

4.i Coordinate utility projects to avoid or mitigate impacts to Garry Oak Trees.

Discussion:
Permits must be obtained prior to any tree-trimming projects involving Garry Oak trees.

<u>Goal 5</u> - **Encourage sustainable design and alternatives that are efficient and encourages resource conservation.**

Policy:

5.a The City should adopt site design standards, which provide for solar access, and installation of solar energy systems where feasible.

5.b Continue to support energy efficiency by encouraging low impact sustainable development through building practices, landscaping and site designs, which promote natural resource conservation.

5.c Continue to develop the City's solid waste recycling program as a means of resource conservation. Encourage site designs, which allow for co-collection of trash and recyclables.

5.d Encourage use of storm drainage solutions, which use natural processes to make existing infrastructure more efficient while protecting wetlands and drainage functions.

5.e Protect groundwater recharge capacity through sustainable development practices to the greatest extent practicable.

5.f Require preservation and/or replanting of landscaping in developments to support energy conservation Goals.

5.g Implement the Water Conservation Program, as outlined in the Comprehensive Water System Plan, including adoption of a conservation rate structure.

5.h Explore using gray water as a method of water conservation.

5.i Promote through measures necessary to conserve water, recycle and manage sanitary sewer treatment capacity.

<u>Goal 6</u> - **Coordinate with the City of Anacortes to ensure Oak Harbor's water needs are addressed.**

Policy:

6.a Coordinate with the City of Anacortes to maintain water supply needs with consistency in projecting growth for Oak Harbor and NAS Whidbey.

6.b Maintain a long-term contract to address forecasted water demands and long-term viability of water resources.

6.c Support the City of Anacortes in maintaining water rights.

<u>Goal 7 -</u> **The City should develop a program, in cooperation with the affected utilities, to encourage the under grounding of overhead utility lines.**

Policy:

7.a Be opportunistic on retrofitting and burying of overhead distribution lines adjacent to City arterial streets and other areas.

7.b Budget for and coordinate burying of overhead utilities with other street upgrade projects and include this activity in the capital facilities budget.

7.c Work with the local utility providers to develop a plan that will provide for underground power lines in the downtown business core.

Major Water System Components

Existing & Proposed Sewer Trunk Lines

Existing and Proposed Storm Drain Pipelines

Attachment 2

Government Services Element

Marked up and Clean Copies

GROWTH MANAGEMENT ELEMENTS
GOALS AND POLICIES

GOVERNMENT SERVICE ELEMENT

Introduction
Local governments are charged with the responsibility of providing certain public services and facilities. Often, the quality of such services is an important indicator of quality-of-life in a particular area, and may shape the decisions of employment and residents as to where they choose to locate. The City of Oak Harbor provides police and fire protection, senior, ~~youth and library services,~~ parks and recreation, utilities, streets, and various community development services. In addition, Oak Harbor School District, Skagit Valley College, Sno-Isle Regional Library, Island County, North Whidbey Parks and Recreation District and Island Transit, provide educational, public health, recreational and public transportation services within the City and the unincorporated UGA.

An important planning consideration is the relationship between the ability of local government to provide public services and the increased demands that growth and development place upon local government. If this relationship is not properly addressed through advanced planning, the demand for services and facilities may exceed available supply resulting in a reduction of service levels and deterioration of infrastructure.

This element explores the public facilities and services provided by the City and other agencies within the planning area, and the potential impact of growth and development. An underlying philosophy of the Comprehensive Plan is that growth and development should not detrimentally affect the level of public services and facilities that residents, businesses and property owners presently enjoy. For a discussion of required public improvements and methods of funding, see the Capital Facilities Element technical plan. The reader is referred to the Utilities Element technical plan for a discussion of water, sanitary sewer, storm drainage, solid waste, electricity, natural gas, and telecommunications services. Marina services are addressed in the Comprehensive Park and Recreation Plan.

Law Enforcement
Law enforcement services within the urban growth area are provided by the Oak Harbor Police Department within City limits, Island County Sheriff's office in unincorporated areas, and the US Navy within the Seaplane Base. In ~~1999~~2016, the Police Department maintained approximately 1.63~~4~~ non-management law enforcement officers including sergeants, for every 1,000 persons living in the City (non-military lands). This ratio is close to the national average of 1.7 officers per 1,000 population, and the State average of 1.5 officers per 1000~~. A memorandum of understanding from 1993 determines the range of service available to the NAS Whidbey Seaplane Base~~.

The department has 38~~45~~ total employees. This translates into 1.72~~2.2~~ employees per 1000 people. It is important that the City maintain an adequate level of police staffing to ensure a safe environment for residents and businesses. The Police Department provides auxiliary response if requested to the Navy Seaplane Base for dependents.

The physical facilities for the Police Department are all located in one building across from City Hall within the Central Business District. The Police Station contains approximately 12,000 square

feet of floor area, including 1,250 square feet of jail area. Equipment assets operated by the Police Department includes 23 motor vehicles broken down as follows: 9~~6~~ marked, 2 traffic motorcycles, 1 prisoner transport van, 1~~2~~ drug prevention, 2~~3~~ administrative, 5 investigative, 1~~3~~ volunteer/reserve units, 1 animal control truck~~mobile community precinct~~ and I armored responsive vehicle.

In addition to law enforcement, the municipal police department is also responsible for providing animal control services throughout the city and contractually on the Navy Seaplane Base.~~supervising the emergency communications function which serves City police, fire and island-wide medical dispatch services. Six full-time and two part-time dispatchers staffed the 911 emergency communications system in 1994. This center will be converted to a county-wide dispatch system, with proportionate funding by all benefiting agencies.~~

Goal 1 - Maintain and enhance law enforcement services to protect the public health, safety and welfare of Oak Harbor residents.

Policy: **1.a** ~~The City shall e~~Ensure that existing public safety and emergency service levels are not diminished as a result of urban growth.

Discussion
At any one time there may be shortfalls when the City would not meet level-of-service standards (LOS), however, over the long-term, the City will meet or exceed standards.

1.b ~~The City should c~~Continue to maintain its law enforcement response time standard of two minutes or less for emergency calls, and five to seven minutes for non-emergency calls.

Discussion
These service standards are meant to serve as general targets. The City recognizes that circumstances beyond the control of the Police Department may prevent staff from achieving the target on individual cases. Preservation and improvement of this response time as the City grows will require expanded staff levels, equipment and facilities, as well as proper planning, construction and upkeep of City streets and individual developments.

1.c ~~The City shall s~~Seek to maintain adequate Police Department staffing.

Discussion
The preferred method of measuring demand for law enforcement services is the "24-hour unit" concept. This unit of measurement describes the manpower necessary to support a single patrol officer in the field over a 24-hour period. Each 24-hour unit is supported by one investigator and one clerical support position. In order to maintain existing law enforcement service levels the City needs to add one additional 24-hour unit for each 5,000 to 5,500 increase in population. For simple calculation purposes an additional method of evaluating police LOS is used, a ratio which compares number of non-management officers per 1,000 population.

1.d ~~The City should r~~Require that new development and redevelopment designs incorporate crime prevention and public safety measures, as practicable, to mitigate the need for law enforcement expenditures.

Discussion
Street designs that ensure proper grades, turning radii, surface width and sight distances contribute to public safety and reduce the occurrence of traffic accidents. Further, development projects can be designed to ensure that inhabitants enjoy relative freedom from burglaries and assaults. By simply enhancing visibility to the general public through outdoor lighting, landscape maintenance and creation of defensible spaces, much can be done to reduce potential crime situations.

1.e ~~The City should c~~Continue to offer neighborhood-based crime prevention programs to help educate local residents and employers about actions they can take to reduce the threat of crime.

Discussion
Examples of successful crime prevention programs include D.A.R.E., Citizens on Patrol (Volunteers) and the Citizens Academy.

1.f ~~The City should w~~Work cooperatively with the Island County Sheriff's office and other law enforcement agencies to address regional crime prevention issues and cases.

1.g Engage in law enforcement programs which protect the City's large percentage of children for their own inexperience and the criminal conduct of others.

Discussion
Community police programs and cooperative youth intervention programs ~~such as D.A.R.E., Neutral Zone and Youth Center Based programs,~~ should be encouraged and developed as the needs of the community change. (also see Youth Services)

Fire Protection
The Oak Harbor Fire Department and North Whidbey Fire and Rescue~~Fire District No. 2~~ provide fire protection services within the UGA planning area. The Oak Harbor Fire Department provides services in public education, inspections, and fire/medical incident responses. These services are essential to protect lives and property. The department also provides support to Whidbey General Hospital through an agreement to assist with pre-hospital medical care~~paramedic ambulance service~~.

The City relies upon a combination of career and paid-on-call~~volunteer~~ personnel, and preventative means, such as strict enforcement of building and fire codes, to protect lives and property. In 2015~~1994~~, the Fire Department employed eleven (11)~~five~~ career, ~~two part-time,~~ and 30~~5~~ paid-on-call~~volunteer~~ personnel. Career personnel include an Administrative Assistant~~Secretary~~, four~~a~~ Firefighter/EMTs, ~~a Fire Marshal, a Training/Maintenance Officer~~four Captains, a Deputy Chief and a Fire Chief.

Headquarters Station 81 was completed in April, 1992, and is located at 855 E. Whidbey Avenue~~the intersection of 700 Avenue West and 30 NW Street~~. The facility includes a 2,800 square foot training structure and is centrally located on a major arterial street. It is anticipated that the City will need a new fire sub-station in the southwest portion of the UGA to serve future growth.

Goal 2 - **Maintain and enhance fire protection services to safeguard life, property and firefighting personnel.**

2.a ~~The City shall e~~Ensure that existing fire protection levels are not diminished as a result of urban growth (See also Urban Growth Area Element).

2.b ~~The City should m~~Maintain a fire protection response time standard of five minutes or less for fire-related incidents, and four minutes or less for medical-related incidents.

Discussion
This service standard is meant to serve as a general target. The City recognizes that circumstances beyond the control of the Fire Department may prevent staff from achieving the target on individual cases. Preservation and improvement of this response time as the City grows will require expanded staff levels, apparatus, equipment and facilities, as well as proper planning, construction and upkeep of City streets and individual developments (See Capital Facilities Element for capital project requirements).

2.c Maintain minimum fire flow standards in conjunction with building and fire codes to protect life and property.

Discussion
Developers may be required to install appropriate public and/or private improvements for fire safety based on potential risk to life and property. For annexation policies, see Urban Growth Area Element, Goal 4.

2.d Maintain adequate fire protection staffing in order to meet its LOS standards.

Discussion
Career positions will continue to provide Fire Department administration, training, fire prevention and education, code enforcement services, planning, and fire investigations. Volunteer personnel will remain the primary force for fire suppression and response to medical incidents. The strong volunteer firefighting organization is unique for a City of Oak Harbor's size. In order to continue with this structure, it will be necessary to maintain a ratio of firefighters to population, and career personnel to firefighters, which will enable the City to continue providing all of the essential functions described above. This plan recognizes that such ratios may change over time, however, the current level-of-service is a general bench-mark:

Fire Department Officers	0.223 per 1,000 population

Support Staff 0.045~~1~~ per 1,000 population
Firefighters (paid-on-call~~volunteer~~ and career) 1.519~~2.4~~ per 1,000 population
Training Staff (~~for volunteers~~paid-on-call) 0.024~~1~~ per paid-on-call~~volunteer~~

2.e Maintain or improve the City's Survey and Rating Bureau rating.

Discussion
The City was reviewed by the Washington Survey and Rating Bureau in 2013~~1999~~, and rated a Class 4 on a scale from one to ten. Some insurance companies use this rating to assist in establishing premium costs for property owners. The rating is based on a number of factors, including personnel, facilities, training, existing fire hazard conditions, City policy toward fire protection, water system for fire flow, emergency communications, and the Fire Department in general, among other things.

2.f Adopt and implement zoning, subdivision codes and other regulations that address the relationship between development design and protection of property against fire hazards.

Discussion
Subdivision and site design regulations must consider the relationship between fire protection, street design and layout. Zoning regulations must compliment fire protection regulations.

2.g Maintain routine inspection programs to enforce building and fire codes.

Discussion
The intent of these programs is to maintain compliance with the code requirements and thereby reducing risk from fire and other catastrophic events.

2.h ~~The City should w~~Work cooperatively with adjacent fire protection agencies to coordinate fire delivery service within the Urban Growth Area.

2.i ~~The Fire Department should c~~Continue to educate residents and business owners on fire safety and prevention.

2.j ~~The City shall r~~Require proposed annexations provide, when requested by the Fire Department, a Fire Response Time Analysis to ensure that the City's response time can be maintained.

2.k ~~The City should c~~Consider establishing a fire service impact fee in order to ensure that capital facilities can be provided to maintain the adopted level of service as the community grows, and should also consider a variety of financing mechanisms in combination with non-capital alternatives.

Discussion

Financing mechanisms to ensure adequate capital facilities to provide fire services include, but are not limited to, impact fees and service or user charges and dedication of land for facilities in lieu of impact fees. Non-capital alternatives can include private installation of infrastructure, sprinkler systems or interlocal agreements. Other options may include intersection and roadway improvements to maintain response times.

Emergency Management

"Emergency management is an umbrella system of planning and preparing for emergencies that are larger than can be handled on a routine basis by law enforcement and fire service first responders... Disaster research reveals that communities which are not prepared and which do not have viable emergency management plans, generated through an interagency planning process, will experience greater difficulty managing resources, delays and misunderstandings during response actions... It is a high probability that these difficulties increase threats to life safety; cause higher, more costly property damage; and lead to more serious degradation of the environment." (Growth Management Applications to Emergency Services, Department of Community Trade, and Economic Development, 1994).

The Fire Department is responsible for updating the Emergency Management Plan for Oak Harbor. In particular, the following potential hazards were identified by the community during the Comprehensive Plan update: *earthquakes, wind storm damage, aircraft accidents, bridge and utility failure, and hazardous materials releases and spills*. The purpose of the emergency management plan is to describe the roles and responsibilities each part of the community will play in responding to the above emergencies.

Goal 3 - **Prepare for natural disasters and other emergencies which may require extraordinary response measures.**

Policy: **3.a** ~~The City should c~~Cooperate with other responsible agencies to update and maintain a current Emergency Management Plan.

Discussion

The Fire Department is responsible for maintaining the Emergency Management Plan for Oak Harbor. Such a plan should include an assessment of hazards, identification of responses and facilities, equipment, training, exercises to test effectiveness, public education, and appropriate mitigation to avoid hazards~~. It is planned that the City of Oak Harbor will participate in the creation of the Island County Communications Center (ICOM); a centralized emergency response center serving and funded by all agencies in Island County~~.

3.b Ensure that Enhanced 911 and all other emergency communications plans are consistent with planned future growth.

3.c Avoid building critical public facilities, such as hospitals, schools and electric transmission lines, in areas likely to experience severe seismic effects, flooding, hazardous material releases or intense fire.

3.d Maintain current information on land use, transportation, utility and communications systems to assist in emergency planning.

Educational Services and Facilities

~~Educational services and facilities are principal contributors to a community's quality of life. Often the level and quality of such services become key factors in where families and businesses choose to locate. Elementary schools are an integral part of neighborhoods in which they are located. Libraries and museums symbolize the community's regard for the past and interest in the future. The availability of higher education in either vocational or academic fields is an important determinate in where industries choose to locate.~~

~~Usually the agencies responsible for providing the educational services conduct their own long range planning programs that anticipate future demands on staffing and capital facilities. However, the City has an interest in assuring that its activities do not adversely affect the ability of these organizations to provide their services. Therefore the following policies are intended to support the growth of Oak Harbor's educational institutions. (See also, Land Use Element, Goals and Policies for Public and Quasi-Public Uses).~~

~~Oak Harbor School District~~

~~The City of Oak Harbor is served by Oak Harbor School District No. 201. Currently the District operates one high school, two middle schools and six elementary schools and serves students that live both within and outside the Oak Harbor Urban Growth Area Boundary.~~

~~The new North Whidbey Middle School and the soon-to-be modernized Oak Harbor Middle School will have capacity for an additional 200 students. The old North Whidbey Middle School is scheduled for demolition by 2003.~~

~~The high school can accommodate approximately 200 additional students. The high school is scheduled for full modernization in 2005-2006. The sports stadium which serves the high school is not located on the high school property and is in severe need of upgrading and enhancement. A school committee has recommended that a new sports facility be constructed on the site of the present high school. If this plan is acted on, it would include bleachers seating up to 3,000 spectators and parking for 750 vehicles.~~

~~Elementary school capacities are full at the present time. Two schools, Clover Valley Elementary and Crescent Harbor Elementary are not at their optimum size. If elementary enrollment increases, the district would likely consider adding classroom space to Clover Valley and Crescent Harbor permitting the housing of an additional 600 students at those sites.~~

~~The school district enrollment projections show little or no growth for the foreseeable future and, specifically, the coming six years. The school district is in the midst of full modernization of its elementary schools. The district has no plans for construction of a new school.~~

~~The district is currently considering purchase of a former bank in Oak Harbor which would likely be used to house administration offices, meeting rooms, and several head Start classrooms. If this occurs, the present administration offices will be converted to house the Discovery Program (for behaviorally disabled students currently located at Camp Casey) and the Outreach/Opportunity programs (for dropout retrieval and at-risk students currently housed at the Educational Service Center on Goldie Road).~~

Private Primary and Secondary Schools

~~Several private schools provide educational services to the community. Among the larger programs in 1994 are Lighthouse Christian Academy (40 students in K-12), Oak Harbor Christian School (255 students in K-8), Montessori Der Kinderhuis, Inc. (# students in K-5), and Oak Harbor Seventh Day Adventist Elementary School (# students in grades 1-8), and Oak Harbor Bible Baptist Christian School (approximately 50 students in K-8).~~

Colleges

~~A branch of Skagit Valley College is located in Oak Harbor on 2.5 acres of the Navy Seaplane Base at the east end of Pioneer Way. The facilities include # classrooms, and 9,000 square feet of vocational and technical buildings. The college offers a two-year program of vocational training in Marine Maintenance Technology, Licensed Practical Nursing, and Electronics and Office Occupations, which are transferable to four-year colleges and universities. The degrees awarded by the college are Associate of Arts and Associate of Technical Arts. Western Washington University, in cooperation with Skagit Valley College, offers a four-year degree program in education. Various undergraduate and graduate degrees are offered to the general public by a branch of Chapman University, which is located on the Navy Seaplane Base. Embry-Riddle Aeronautical University at NAS Whidbey Resident Center offers both Associate and Baccalaureate degrees in aviation-related fields.~~

Oak Harbor Public Library

The Oak Harbor Library is a branch of Sno-Isle Libraries, a two-county library system serving Island and Snohomish counties. The City of Oak Harbor annexed to the Sno-Isle library district through voter approval in 1981, allowing residents to pay for library services directly through their property taxes. The library facility, including all major furnishing and shelving, remains the responsibility of the City, in agreement with the library district. The Oak Harbor Library is currently located in the east end of Hayes Hall on the Whidbey Island Campus of Skagit Valley College (SVC). Completed in 1993, Hayes Hall is jointly owned and maintained by SVC and the City of Oak Harbor, although the City is responsible for all elements related to the public library. The City's share of the building is estimated at approximately 12,000 sq. ft., or 43%. The boundaries of the Oak Harbor Library service area correspond with those of the Oak Harbor School District and include the City of Oak Harbor and the unincorporated North Whidbey area. According to the U.S census, the 2010 population of the area was 37,813. Island County Planning and Community Development projections show the population North Whidbey area increasing to 42,989 by the year 2036.

The current library meets the informational and recreational needs of community members and supports early literacy and school readiness. It serves as a resource for teachers and students in public and private schools from preschool through college. Economic development and local business needs are met through information services, access to online data and entrepreneur/small business support.

The library offers many services and resources to families, children and caregivers, teens, adults and seniors including reference and information, programming, access to digital and physical collections and interlibrary loan. Library services include, but are not limited to:

- Story times and events for babies, toddlers, preschoolers and caregivers to promote reading and early literacy
- Programs and outreach for school aged children to promote academic success
- Homework assistance

- Access to online electronic databases via the library website
- Books, eBooks, digital materials, DVD's, CD's, magazines and other materials for checkout
- Library Online Catalog access to 1.5 million titles plus digital resources
- Internet access (including filtered access for children)
- Free eBook, audiobook, movie and music downloads
- Free classes and one-on-one computer help for adults
- Wi-Fi access throughout library and lobby areas
- Professional, friendly, well-trained staff
- Express check out and holds pick up
- Reference and information services during all open hours
- Online reference services accessible 24/7
- Outreach services to the homebound individuals, retirement facilities and local daycares
- Open seven days per week

In 2013, the library circulated more than 400,000 items, not including digital titles. The library shares a collection of more than 1.5 million items. In 2013, out of a total of 433,182 Sno-Isle Libraries customers, 28,271 were registered at the Oak Harbor Library. The use of digital resources by library customers is significant and increasing. In 2013 Sno-Isle Libraries customers accessed the library web site nearly 47 million times to access online data and download digital materials.

Usage statistics gathered by the Sno-Isle Libraries for the Oak Harbor Library indicate that 46% of borrowers are residents of the City of Oak Harbor and the remaining 54% live outside the city limits. It is advisable to use population projection estimates for both the city of Oak Harbor and unincorporated North Whidbey when planning a library facility to serve Oak Harbor Library patrons. A potential source of funding for expanded library facilities is legislation signed into law in 1995 and codified in RCW 27.15 which allows the formation of library capital facility areas in the state of Washington. A library capital facility area is an independent taxing unit formed within the boundaries of an existing rural county library district. Funds approved by voters can be used to finance a new library or remodel an existing library or building.

~~The Oak Harbor Public Library, a branch of the Sno-Isle Regional Library System, is located in Hayes Hall on the campus of Skagit Valley College. The library offers many services to children, young adults and adults including reference and information, children's programming and interlibrary loan. The Oak Harbor Library provides library services to approximately 41,325 residents in the City of Oak Harbor and unincorporated North Whidbey. This consists of access to 1.3 million items through the Sno-Isle Library System as well as the following library amenities:~~

- ~~Magazines, audio and video cassettes, compact discs and computer software~~
- ~~Storytimes for children to promote reading~~
- ~~Homework assistance, to complement K-12 education~~
- ~~Internet access~~
- ~~Electronic databases~~
- ~~Reference and Information services~~
- ~~Outreach services to the homebound and local daycares~~
- ~~Professional, trained local staff~~
- ~~Computer equipment~~

~~In 1998, the library circulated 387,589 items, compared to 206,940 in 1983. The building contains approximately 10,700 square feet and currently holds a collection of 113,218 items, a 42.8% increase over the library's collection of 79,282 items in 1993 when the present facility opened. As of December 31, 1998, there were 21,699 registered borrowers at the Oak Harbor Library, and this can be compared to the 1993 figure of 19,299. Reference transactions which include in-person, telephone and fax questions totaled 83,728 in 1998, a 22.98% increase over 1997 figures. The use of electronic resources by library patrons is significant and increasing. In 1998, Oak Harbor in-library access logons to the Sno-Isle catalog and on-line databases totaled 43,804.~~

~~Usage statistics gathered by the Sno-Isle Regional Library System for the Oak Harbor Library indicate that 59% of borrowers are residents of the City of Oak Harbor and the remaining 41% live outside the city limits. It is advisable then to use population projection estimates for both the city of Oak Harbor and unincorporated North Whidbey when planning a library facility to serve Oak Harbor Library patrons. To keep pace with population growth in North Whidbey, a potential source of funding for expanded library facilities is new legislation signed into law in 1995 and codified in RCW 27.15 which allows the formation of library capital facility areas in the state of Washington. A library capital facility area is an independent taxing unit formed within the boundaries of an existing rural county library district. Funds approved by voters can be used to finance a new library or remodel an existing library.~~

<u>Goal 4</u> - Encourage and promote public and private institutions dedicated to the pursuit of education.

Policy:

4.a ~~The City should c~~Coordinate with Oak Harbor School District, Skagit Valley College and other educational institutions in preparing long-range plans, development regulations and capital projects.

4.b ~~The City should c~~Coordinate with the Oak Harbor School District, Skagit Valley College and other public entities for joint use, including maintenance, of facilities for public use.

4.c ~~The City should c~~Continue to include the Oak Harbor School District in the City's development review process and advise the administration of all municipal activities that may affect the District.

4.d ~~The City should c~~Coordinate its economic diversification plans with Skagit Valley College and other educational institutions and support reasonable plans for campus expansion (See also, Economic Development and Land Use elements).

4.e ~~The City should w~~Work cooperatively with the Oak Harbor School District, Skagit Valley College and Oak Harbor Public Library to share information and resources.

~~*~~ 4.f The Library Board is responsible for advising City Council on all matters related to the Oak Harbor Public Library.

~~*~~4.g The City and Sno-Isle Regional Library should continue to implement library expansion and improvements to advance customer service, information technology and operational efficiency.

~~*subject to review by the Library Board~~

Youth Services

Young people represent the future of our community and merit special efforts that meet their needs within the scope of government services. Oak Harbor is a diverse Community with a high proportion of youth to adult citizens. A previous survey (The Sourcebook of Zip Code Demographics, CACI Marketing Systems, 1994) indicated Oak Harbor having 20 percent more youths than an average City of its size in Washington State. Youth services typically combine recreation, education, counseling, and prevention programs to meet the varied needs of youth. Services to youth in Oak Harbor are provided by government and civic organizations, the Naval Air Station, schools, churches and other non-profit organizations. A center based youth program is in the planning stages as a cooperative effort between the Naval Air Station, the City and private sector organizations. Increasing concerns regarding substance abuse, youth violence, gangs and crime prevention have made youth services even more critical to the long term growth and health of our community.

Goal 5 - Ensure that youth in our community are offered a wide variety of services that challenge their potential and encourage positive development.

Policy:

5.a Work cooperatively with community organizations to develop viable programs for the Community's youth.

Discussion

Coordinate programs and strategies with the Oak Harbor School District, to help create a forum in which youths are active members.

5.b City resources, including the Parks and Recreation and the Police Departments, should have pivotal roles in the development and execution of youth programs.

5.c The City of Oak Harbor shall appoint a representative of the City Council, Parks Department and/or police Department to the community youth activities project.

5.d The City, in cooperation with other agencies and organizations should establish funding to support Youth Services as an integral part of community services.

Goal 6 - Offer Youth Services and programs to all youths of our community and their families. They should reflect the diversity and uniqueness of the North Whidbey/Oak Harbor community.

6.a Services will be developed for all military and non-military youths of the community.

6.b Evaluate and develop programs which focus on the needs of youths of differing race, ethnicity and gender.

Discussion
A balance in male and female services and program opportunities should be maintained by all youth service providers.

6.c A "pro-family" focus should be utilized to ensure that programs strengthen the family unit.

Discussion
Parent/youth activities such as "Family Night" should be interspersed with youth programs. Parents will be needed to make such programs successful, not only from the perspective of working as volunteers, but to be involved in formal and informal activities with their children. A "family night" should be planned as well as possible special events and sibling activities. The philosophy is to emphasize the integrity of the family unit and to ultimately strengthen its ties through role modeling and growth and recreational activities.

6.d Encourage integration of older members of our community with the youth.

Discussion
"Foster Grandparents," "Youth Senior Exchange" or other models should be utilized to integrate the elderly and the young.

Senior Services
In 1983, a study was undertaken to identify the needs of Oak Harbor's low and moderate income senior citizens. The need for a centrally located multi-purpose senior center was identified and established as a high priority by the City Council. In December of 1984, the City received a $750,000 Community Development Block Grant to finance the construction of a senior center. The 8,000 square foot facility, located at the corner of 700 Avenue West and 20 NW Street, was designed to meet the existing needs of senior citizens.

Following dedication in September of 1986, paid membership reached 700 members during the first year of operation. In 1993, unduplicated attendance reached 3,000 older adults. In 1994, the City began planning for expansion of the center under another Community Development grant.

The Senior Center Director is supported by a program coordinator, a part-time adult day care/respite director, and a day care/respite activity coordinator. The day care program, among others, has been located in other facilities in the community. The center is also supported by over 300 dedicated senior and community volunteers.

Goal 7 - Continue to provide our senior residents with recreational, social, educational, and health maintenance services specifically designed to meet their current and emerging needs.

Discussion

The Goal and policies of this section are written to promote programs which allow seniors to remain independent and live in their personal dwelling units longer.

Policy: **7.a** ~~The City should i~~Identify barriers to service access and define emerging needs of this group while updating planning strategies as needed.

7.b ~~The City should e~~Expand the senior center as use increases and unmet needs are identified.

7.c Establish an interlocal Agreement with Island County to assure that the Senior Center remains capable of providing its services and adequate staffing is maintained.

Public Involvement

Local government is a democratic institution governed by elected representatives. As such, its policies, actions, and decisions should reflect the majority view of its constituency, tempered by the parameters of the state and national constitutions. Further, local government must ensure that its constituency is informed about the implications of its activities so that people can effectively express their opinions. This is particularly important in the establishment of policies affecting community growth and development.

The growth in technology and communication devices has increased the venues for distribution of information as well as gathering input. The City has been using the web and social media as avenues for citizen engagement. For younger generations, social media has become the default means of interacting with organizations and individuals. Also for busy professions, especially those with families, participating in civic issues through more traditional public engagement tools, such as public hearings or open houses, is impractical. By using internet and social media, the city can make participation easier, more convenient, and consistent with the expectations of our citizens.

However, there are still a large demographic in the community that is familiar with the traditional public engagement approaches that were effective before the current technology boom. The City should continue to offer these avenues of public participation as a default and enhance them with the more modern technology avenues where feasible.

Local Boards, Commissions and Advisory Committees

The City of Oak Harbor maintains several~~n~~ special purpose boards with varying powers to advise and act in matters affecting public services and development. These include the Civil Service Commission, the Library Board, Park Board, ~~Board of Adjustment, Board of Appeals,~~ Senior Advisory Board, Community Police ~~Policy~~ Advisory Board, Marina Advisory Committee, Arts Commission, and Planning Commission. Of these, the Planning Commission ~~and Board of Adjustment~~ has~~ve~~ the most responsibility for addressing growth and development issues.

In addition to formally adopted boards and commissions, the City has, from time to time, established ad-hoc citizens committees to accomplish a specific task. This approach increases public exposure and involvement in municipal activities, providing greater assurances that new policies are consistent with the interests of the general citizenry. ~~The Citizens Comprehensive Plan Task Force, which served as the steering committee for this plan update, was appointed by~~

~~the Mayor and confirmed by the City Council. More information on the planning process is found in the Comprehensive Plan Introduction, Volume I.~~

Inter-governmental Relations

From the City's perspective, it is desirable to understand the role and intentions of each level of government and to establish policies that guide its approach to inter-governmental relationships affecting the community's growth and development. Oak Harbor coordinates its development review and planning activities with other governmental agencies and service providers. In particular, the establishment of an Urban Growth Area boundary and supportive interlocal agreement with Island County is an integral part of the Comprehensive Plan (See Urban Growth Area Element).

Goal 8 - **Encourage ~~the involvement of citizens~~early and continuous public involvement in the planning process and ensure coordination between the City and other jurisdictions to advance community Goals ~~and reconcile conflicts~~.**

Policy: **8.a** Design a process that involves early citizen input and review for c~~C~~ity plans, policies and regulations. ~~shall be subject to public review and deliberation~~.

8.b Strive to provide timely information to the citizens on public meeting and discussions using traditional methods of notification along with web and social media postings.

8.c For large scale and complex projects, create and disseminate a public involvement plan designed to encourage early and continuous public involvement.

~~Discussion~~

~~Ensure agendas for public meetings including, but not limited to, City Council, Planning Commission and Board of Adjustment Hearings, are published prior to meetings and posted in public places as well as in the local newspaper. The City should also publish a Citizens Guide which outlines all public organizations, positions, and opportunities for citizen involvement.~~

8.d~~b~~ ~~The City should s~~Seek to maintain diverse public involvement, and expeditiously appoint new advisory board and commission members as vacancies occur.

Discussion

Consideration should be given to announcing vacancies in the local newspaper as a means of encouraging community interest.

8.e~~c~~ ~~The City should actively include older adults in its governance.~~Strive to create diversity in advisory groups and commissions to provide a broad spectrum of experience, knowledge and insights regarding city matters

~~Discussion~~

~~Through appointments to boards, task forces, commissions and ad hoc committees, the City recognizes the contributions of life-time experience, training and knowledge older adults have attained.~~

8.f~~d~~ ~~The City should p~~Provide timely and effective public notification of land use actions.

~~Discussion~~
~~City ordinances require different levels of public notification dependent upon the type of land use action proposed. The City should consider expanding public notification procedures for actions which most directly impact existing residents and businesses. The short plat and site plan review processes, because they are administered by City staff without public hearings, are examples of where the City and the public, such as adjacent property owners, would benefit from notification.~~

8.g~~e~~ Coordinate with other public agencies to promote city goals and further adopted statewide and countywide goals and polcies. ~~The City should cooperate with all levels of government to serve the public interest (See Urban Growth Area and Utilities elements).~~

Permitting
Various City departments are responsible for issuing permits and licenses. Some permits, such as major land use approvals, require authorization by the City Council, after recommendations by the Planning Commission, while other approvals, such as short subdivision plats and building permits, are administered by City staff. The City recognizes that fair and efficient processing of permits is in the interest of property owners, private businesses, and the City Administration.

Goal 9 - Process land use and development permits in a fair and timely manner, with City decisions based upon clear and objective standards to ensure predictability.

9.a ~~The City should c~~Combine review and notification procedures for multiple permits, whenever possible, to eliminate unnecessary delay in review of development applications.

Discussion
This policy is intended to improve communications between City departments and applicants in an effort to concurrently process multiple permits and prevent unnecessary delays, possibly through presubmittal discussion. The policy is not intended to reduce public participation or limit statutory review procedures, such as notification requirements.

9.b ~~The City should c~~Consider streamlining procedures under the State Environmental Policy Act and Shoreline Management Act, as such programs may be developed by the State of Washington.

9.c ~~The City shall p~~Process development applications within the legal time frames established by state law.

Discussion
In the event of a heavy work load, the Planning Commission may consider auxiliary meetings or workshops to address planning and development problems.

9.d ~~The City should c~~Consider establishing a fee structure for development permits which is graduated to reflect demands on staff time.

Discussion
For example, larger, more complex projects require more time for review by City staff than smaller projects which presently fall under the same classification and fee. Further, it may be in the city's best interest to obtain a special fee for projects requiring outside consultant review and technical support.

Property Rights

Goal 10 - **Private property shall not be taken for public use without just compensation having been made. The property rights of landowners shall be protected from arbitrary and discriminatory actions. (Also see the United States Constitution, 5th Amendment)**

Policy: Discussion
In addition to the following policies, the City of Oak Harbor will abide by the *State of Washington Attorney General's recommended process for evaluation of proposed regulatory or administrative actions to avoid Unconstitutional Takings of Private Property, 1993*.

10.a **Preserve** ~~T~~the rights of property owners, operating under current land use regulations, ~~shall be preserved~~ unless a public health, safety or welfare purpose is served by more restrictive regulation.

10.b Proposed regulatory or administrative actions shall not result in an unconstitutional taking of private property without just compensation.

10.c The City shall not exceed its valid authority as granted to it under police powers or by any other grant of power.

~~**City Administration**~~
~~The following section describes City departments not previously described in this section. For information on the Fire Department, Police Department and Senior Center, please refer to previous information in this chapter.~~

~~Mayor and City Council~~
~~The City of Oak Harbor is a non-charter code City as described in Title 35A of the Revised Code of Washington. It was incorporated in May of 1915 and operates under a Mayor/Council form of government. In addition to establishing municipal policy, the Mayor and Council are responsible~~

~~for enacting laws, appointing members of the City's advisory and discretionary boards and commissions, adopting the annual budget, authorizing municipal expenditures, establishing tax levels and approving of contracts and agreements.~~

~~City Supervisor~~
~~The City Supervisor is responsible for assisting the Mayor and City Council in the development of municipal policy and day to day administration of the City. One of the supervisor's most important functions is guiding the municipal staff, the Mayor and the City Council through the annual budget process.~~

~~Finance Department~~
~~The Finance Department manages the flow of municipal revenues and expenditures through the City. Specific responsibilities in this regard include accounting, utility billing, cash management and investments. In addition, the Clerk and Treasurer's offices handle various licenses, keep municipal records and manage the City's financial data processing system.~~

~~Legal Services~~
~~The City Attorney's Office provides legal services for City government including: legal counsel to the Mayor, City Council and departments; preparation and review of contracts, ordinances and resolutions; carrying out or supervision of litigation involving the City; and prosecution of offenses under City ordinances.~~

~~Community Development Department~~
~~This department is responsible for the City's comprehensive planning and economic development programs and provides current planning services such as development review, zoning, and subdivision administration. The department undertakes various community development projects in conjunction with other governmental agencies, community groups, and City departments. The Building Division is a function of the Engineering Department and is responsible for enforcement and administration of the City's building and zoning codes. Staff in this division perform plan review and issue building permits for all private and public buildings constructed within the City boundaries. Building inspections are performed for all permitted construction projects and business occupancy requests. Historical construction records are maintained in address files through this division.~~

~~Public Works~~
~~The Public Works Department has two Department Heads, one which oversees streets, water and rental equipment services and the other oversees solid waste, sanitary sewer and storm drains. The entire Public Works Department includes: Parks, Streets, Water, Sanitary Sewer, Solid Waste, Equipment Rental and Repairs, and the Recreation Director. This department maintains, operates and constructs many elements of the City's infrastructure, such as storm drains, sewers, water and street facilities.~~

~~Engineering Department~~
~~The Engineering Department is responsible for planning, financing, budget, design, inspection, and management of infrastructure improvements including transportation, water, sewer, and storm drainage. This department provides advise to the Mayor, City Council, staff and public on technical matters pertaining to City facilities and recommends mitigation methods of development impacts. Staff provides traffic expertise and produces project plans and specifications followed~~

~~by inspection of public improvements. Utility plans for private development are reviewed and approved records of all public and private infrastructure improvements are maintained by this department.~~

~~The Building Division is a function of the Engineering Department and is responsible for enforcement and administration of the City's building and zoning codes. Staff in this division perform plan review and issue building permits for all private and public buildings constructed within the City boundaries. Building inspections are performed for all permitted construction projects and business occupancy requests. Historical construction records are maintained in address files through this division.~~

~~As the City grows in population and geographic area, this organizational framework will undoubtedly change. Some departments will grow and some functions will be relocated or adjusted within the organization. New technical, professional and administrative knowledge and skills will suggest better ways for the City to accomplish its public purpose.~~

~~Fire Department~~
~~[See the Law Enforcement, Goal 1]~~

~~Police Department~~
~~[See Fire Protection, Goal 2]~~

~~Senior Center~~
~~[See Senior Services, Goal 7]~~

~~**Goal 11** – **Maintain and enhance the facilities and services the City provides in an efficient and cost-effective manner.**~~

~~**Policy:** **11.a** Maintain and enhance a municipal organizational structure that is flexible enough to accommodate the changing public service demands caused by growth in the City's population and geographic area.~~

~~**11.b** The City shall seek to maintain adequate personnel, facilities and technology for the various municipal departments.~~

~~Discussion~~
~~One method of determining personnel needs as the City grows is to consider the organizational structure of larger municipalities. With increased population, the need for all services is likely to grow. While technological advances and other efficiencies should help to maintain service levels, it will be necessary to train and/or attract personnel with skills in the appropriate fields. Individual departments should be encouraged to adopt performance standards and, through the budgeting process, inform the City Council when additional resources are needed.~~

~~**11.c** Maintain and enhance over-sight procedures (checks and balances) for all financial activities to provide a high level of expenditure efficiency and safety of investments.~~

~~City Employment - January 2003~~

~~Department~~	~~Number of Employees~~
~~Mayor Office~~	~~1~~
~~City Administration~~	~~3.5~~
~~Finance~~	~~8~~
~~Legal Services~~	~~4~~
~~Development Services~~	~~12~~
~~Planning 4~~	
~~Engineering 5~~	
~~Building 3~~	
~~Public Works~~	~~41~~
~~Fire~~	~~11~~
~~Human Resources~~	~~1~~
~~Police~~	~~37.5~~
~~Senior Center~~	~~4~~
~~Marina~~	~~5~~
~~Systems Administrator (not a City employee)~~	~~1~~

GROWTH MANAGEMENT ELEMENTS
GOALS AND POLICIES

GOVERNMENT SERVICE ELEMENT

Introduction
Local governments are charged with the responsibility of providing certain public services and facilities. Often, the quality of such services is an important indicator of quality-of-life in a particular area, and may shape the decisions of employment and residents as to where they choose to locate. The City of Oak Harbor provides police and fire protection, senior, parks and recreation, utilities, streets, and various community development services. In addition, Oak Harbor School District, Skagit Valley College, Sno-Isle Regional Library, Island County, North Whidbey Parks and Recreation District and Island Transit, provide educational, public health, recreational and public transportation services within the City and the unincorporated UGA.

An important planning consideration is the relationship between the ability of local government to provide public services and the increased demands that growth and development place upon local government. If this relationship is not properly addressed through advanced planning, the demand for services and facilities may exceed available supply resulting in a reduction of service levels and deterioration of infrastructure.

This element explores the public facilities and services provided by the City and other agencies within the planning area, and the potential impact of growth and development. An underlying philosophy of the Comprehensive Plan is that growth and development should not detrimentally affect the level of public services and facilities that residents, businesses and property owners presently enjoy. For a discussion of required public improvements and methods of funding, see the Capital Facilities Element technical plan. The reader is referred to the Utilities Element technical plan for a discussion of water, sanitary sewer, storm drainage, solid waste, electricity, natural gas, and telecommunications services. Marina services are addressed in the Comprehensive Park and Recreation Plan.

Law Enforcement
Law enforcement services within the urban growth area are provided by the Oak Harbor Police Department within City limits, Island County Sheriff's office in unincorporated areas, and the US Navy within the Seaplane Base. In 2016, the Police Department maintained approximately 1.63 non-management law enforcement officers including sergeants, for every 1,000 persons living in the City (non-military lands). This ratio is close to the national average of 1.7 officers per 1,000 population, and the State average of 1.5 officers per 1000.

The department has 38 total employees. This translates into 1.72 employees per 1000 people. It is important that the City maintain an adequate level of police staffing to ensure a safe environment for residents and businesses. The Police Department provides auxiliary response if requested to the Navy Seaplane Base for dependents.

The physical facilities for the Police Department are all located in one building across from City Hall within the Central Business District. The Police Station contains approximately 12,000 square feet of floor area, including 1,250 square feet of jail area. Equipment assets operated by the Police Department includes 23 motor vehicles broken down as follows: 9 marked, 2 traffic motorcycles,

1 prisoner transport van, 1 drug prevention, 2 administrative, 5 investigative, 1 volunteer/reserve units, 1 animal control truck and I armored responsive vehicle.

In addition to law enforcement, the municipal police department is also responsible for providing animal control services throughout the city and contractually on the Navy Seaplane Base.

Goal 1 - **Maintain and enhance law enforcement services to protect the public health, safety and welfare of Oak Harbor residents.**

Policy: **1.a** Ensure that existing public safety and emergency service levels are not diminished as a result of urban growth.

Discussion
At any one time there may be shortfalls when the City would not meet level-of-service standards (LOS), however, over the long-term, the City will meet or exceed standards.

1.b Continue to maintain its law enforcement response time standard of two minutes or less for emergency calls, and five to seven minutes for non-emergency calls.

Discussion
These service standards are meant to serve as general targets. The City recognizes that circumstances beyond the control of the Police Department may prevent staff from achieving the target on individual cases. Preservation and improvement of this response time as the City grows will require expanded staff levels, equipment and facilities, as well as proper planning, construction and upkeep of City streets and individual developments.

1.c Seek to maintain adequate Police Department staffing.

Discussion
The preferred method of measuring demand for law enforcement services is the "24-hour unit" concept. This unit of measurement describes the manpower necessary to support a single patrol officer in the field over a 24-hour period. Each 24-hour unit is supported by one investigator and one clerical support position. In order to maintain existing law enforcement service levels the City needs to add one additional 24-hour unit for each 5,000 to 5,500 increase in population. For simple calculation purposes an additional method of evaluating police LOS is used, a ratio which compares number of non-management officers per 1,000 population.

1.d Require that new development and redevelopment designs incorporate crime prevention and public safety measures, as practicable, to mitigate the need for law enforcement expenditures.

Discussion
Street designs that ensure proper grades, turning radii, surface width and sight distances contribute to public safety and reduce the occurrence of traffic accidents.

Further, development projects can be designed to ensure that inhabitants enjoy relative freedom from burglaries and assaults. By simply enhancing visibility to the general public through outdoor lighting, landscape maintenance and creation of defensible spaces, much can be done to reduce potential crime situations.

1.e Continue to offer neighborhood-based crime prevention programs to help educate local residents and employers about actions they can take to reduce the threat of crime.

Discussion
Examples of successful crime prevention programs include D.A.R.E., Citizens on Patrol (Volunteers) and the Citizens Academy.

1.f Work cooperatively with the Island County Sheriff's office and other law enforcement agencies to address regional crime prevention issues and cases.

1.g Engage in law enforcement programs which protect the City's large percentage of children for their own inexperience and the criminal conduct of others.

Discussion
Community police programs and cooperative youth intervention programs should be encouraged and developed as the needs of the community change. (also see Youth Services)

Fire Protection
The Oak Harbor Fire Department and North Whidbey Fire and Rescueprovide fire protection services within the UGA planning area. The Oak Harbor Fire Department provides services in public education, inspections, and fire/medical incident responses. These services are essential to protect lives and property. The department also provides support to Whidbey General Hospital through an agreement to assist with pre-hospital medical care.

The City relies upon a combination of career and paid-on-call personnel, and preventative means, such as strict enforcement of building and fire codes, to protect lives and property. In 2015, the Fire Department employed eleven (11) career, and 30 paid-on-call personnel. Career personnel include an Administrative Assistant, four Firefighter/EMTs, four Captains, a Deputy Chief and a Fire Chief.

Headquarters Station 81 was completed in April, 1992, and is located at 855 E. Whidbey Avenue. The facility includes a 2,800 square foot training structure and is centrally located on a major arterial street. It is anticipated that the City will need a new fire sub-station in the southwest portion of the UGA to serve future growth.

Goal 2 - Maintain and enhance fire protection services to safeguard life, property and firefighting personnel.

2.a Ensure that existing fire protection levels are not diminished as a result of urban growth (See also Urban Growth Area Element).

2.b Maintain a fire protection response time standard of five minutes or less for fire-related incidents, and four minutes or less for medical-related incidents.

Discussion
This service standard is meant to serve as a general target. The City recognizes that circumstances beyond the control of the Fire Department may prevent staff from achieving the target on individual cases. Preservation and improvement of this response time as the City grows will require expanded staff levels, apparatus, equipment and facilities, as well as proper planning, construction and upkeep of City streets and individual developments (See Capital Facilities Element for capital project requirements).

2.c Maintain minimum fire flow standards in conjunction with building and fire codes to protect life and property.

Discussion
Developers may be required to install appropriate public and/or private improvements for fire safety based on potential risk to life and property. For annexation policies, see Urban Growth Area Element, Goal 4.

2.d Maintain adequate fire protection staffing in order to meet its LOS standards.

Discussion
Career positions will continue to provide Fire Department administration, training, fire prevention and education, code enforcement services, planning, and fire investigations. Volunteer personnel will remain the primary force for fire suppression and response to medical incidents. The strong volunteer firefighting organization is unique for a City of Oak Harbor's size. In order to continue with this structure, it will be necessary to maintain a ratio of firefighters to population, and career personnel to firefighters, which will enable the City to continue providing all of the essential functions described above. This plan recognizes that such ratios may change over time, however, the current level-of-service is a general benchmark:

Fire Department Officers	0.223 per 1,000 population
Support Staff	0.045 per 1,000 population
Firefighters (paid-on-call and career)	1.519 per 1,000 population
Training Staff (paid-on-call)	0.024 per paid-on-call

2.e Maintain or improve the City's Survey and Rating Bureau rating.

Discussion
The City was reviewed by the Washington Survey and Rating Bureau in 2013, and rated a Class 4 on a scale from one to ten. Some insurance companies use this rating to assist in establishing premium costs for property owners. The rating is based on a number of factors, including personnel, facilities, training, existing fire hazard conditions, City policy toward fire protection, water system for fire

flow, emergency communications, and the Fire Department in general, among other things.

2.f Adopt and implement zoning, subdivision codes and other regulations that address the relationship between development design and protection of property against fire hazards.

Discussion
Subdivision and site design regulations must consider the relationship between fire protection, street design and layout. Zoning regulations must compliment fire protection regulations.

2.g Maintain routine inspection programs to enforce building and fire codes.

Discussion
The intent of these programs is to maintain compliance with the code requirements and thereby reducing risk from fire and other catastrophic events.

2.h Work cooperatively with adjacent fire protection agencies to coordinate fire delivery service within the Urban Growth Area.

2.i Continue to educate residents and business owners on fire safety and prevention.

2.j Require proposed annexations provide, when requested by the Fire Department, a Fire Response Time Analysis to ensure that the City's response time can be maintained.

2.k Consider establishing a fire service impact fee in order to ensure that capital facilities can be provided to maintain the adopted level of service as the community grows, and should also consider a variety of financing mechanisms in combination with non-capital alternatives.

Discussion
Financing mechanisms to ensure adequate capital facilities to provide fire services include, but are not limited to, impact fees and service or user charges and dedication of land for facilities in lieu of impact fees. Non-capital alternatives can include private installation of infrastructure, sprinkler systems or interlocal agreements. Other options may include intersection and roadway improvements to maintain response times.

Emergency Management
"Emergency management is an umbrella system of planning and preparing for emergencies that are larger than can be handled on a routine basis by law enforcement and fire service first responders... Disaster research reveals that communities which are not prepared and which do not have viable emergency management plans, generated through an interagency planning process, will experience greater difficulty managing resources, delays and misunderstandings during response actions... It is a high probability that these difficulties increase threats to life safety; cause higher, more costly property damage; and lead to more serious degradation of the environment."

(Growth Management Applications to Emergency Services, Department of Community Trade, and Economic Development, 1994).

The Fire Department is responsible for updating the Emergency Management Plan for Oak Harbor. In particular, the following potential hazards were identified by the community during the Comprehensive Plan update: *earthquakes, wind storm damage, aircraft accidents, bridge and utility failure, and hazardous materials releases and spills*. The purpose of the emergency management plan is to describe the roles and responsibilities each part of the community will play in responding to the above emergencies.

Goal 3 - Prepare for natural disasters and other emergencies which may require extraordinary response measures.

Policy: **3.a** Cooperate with other responsible agencies to update and maintain a current Emergency Management Plan.

Discussion
The Fire Department is responsible for maintaining the Emergency Management Plan for Oak Harbor. Such a plan should include an assessment of hazards, identification of responses and facilities, equipment, training, exercises to test effectiveness, public education, and appropriate mitigation to avoid hazards.

3.b Ensure that Enhanced 911 and all other emergency communications plans are consistent with planned future growth.

3.c Avoid building critical public facilities, such as hospitals, schools and electric transmission lines, in areas likely to experience severe seismic effects, flooding, hazardous material releases or intense fire.

3.d Maintain current information on land use, transportation, utility and communications systems to assist in emergency planning.

Educational Services and Facilities

Private Primary and Secondary Schools

Colleges

Oak Harbor Public Library

The Oak Harbor Library is a branch of Sno-Isle Libraries, a two-county library system serving Island and Snohomish counties. The City of Oak Harbor annexed to the Sno-Isle library district through voter approval in 1981, allowing residents to pay for library services directly through their property taxes. The library facility, including all major furnishing and shelving, remains the responsibility of the City, in agreement with the library district. The Oak Harbor Library is currently located in the east end of Hayes Hall on the Whidbey Island Campus of Skagit Valley College (SVC). Completed in 1993, Hayes Hall is jointly owned and maintained by SVC and

the City of Oak Harbor, although the City is responsible for all elements related to the public library. The City's share of the building is estimated at approximately 12,000 sq. ft., or 43%. The boundaries of the Oak Harbor Library service area correspond with those of the Oak Harbor School District and include the City of Oak Harbor and the unincorporated North Whidbey area. According to the U.S census, the 2010 population of the area was 37,813. Island County Planning and Community Development projections show the population North Whidbey area increasing to 42,989 by the year 2036.

The current library meets the informational and recreational needs of community members and supports early literacy and school readiness. It serves as a resource for teachers and students in public and private schools from preschool through college. Economic development and local business needs are met through information services, access to online data and entrepreneur/small business support.

The library offers many services and resources to families, children and caregivers, teens, adults and seniors including reference and information, programming, access to digital and physical collections and interlibrary loan. Library services include, but are not limited to:

- Story times and events for babies, toddlers, preschoolers and caregivers to promote reading and early literacy
- Programs and outreach for school aged children to promote academic success
- Homework assistance
- Access to online electronic databases via the library website
- Books, eBooks, digital materials, DVD's, CD's, magazines and other materials for checkout
- Library Online Catalog access to 1.5 million titles plus digital resources
- Internet access (including filtered access for children)
- Free eBook, audiobook, movie and music downloads
- Free classes and one-on-one computer help for adults
- Wi-Fi access throughout library and lobby areas
- Professional, friendly, well-trained staff
- Express check out and holds pick up
- Reference and information services during all open hours
- Online reference services accessible 24/7
- Outreach services to the homebound individuals, retirement facilities and local daycares
- Open seven days per week

In 2013, the library circulated more than 400,000 items, not including digital titles. The library shares a collection of more than 1.5 million items. In 2013, out of a total of 433,182 Sno-Isle Libraries customers, 28,271 were registered at the Oak Harbor Library. The use of digital resources by library customers is significant and increasing. In 2013 Sno-Isle Libraries customers accessed the library web site nearly 47 million times to access online data and download digital materials.

Usage statistics gathered by the Sno-Isle Libraries for the Oak Harbor Library indicate that 46% of borrowers are residents of the City of Oak Harbor and the remaining 54% live outside the city limits. It is advisable to use population projection estimates for both the city of Oak Harbor and unincorporated North Whidbey when planning a library facility to serve Oak Harbor Library patrons. A potential source of funding for expanded library facilities is legislation signed into law in 1995 and codified in RCW 27.15 which allows the formation of library capital facility

areas in the state of Washington. A library capital facility area is an independent taxing unit formed within the boundaries of an existing rural county library district. Funds approved by voters can be used to finance a new library or remodel an existing library or building.

Goal 4 - **Encourage and promote public and private institutions dedicated to the pursuit of education.**

Policy:

4.a Coordinate with Oak Harbor School District, Skagit Valley College and other educational institutions in preparing long-range plans, development regulations and capital projects.

4.b Coordinate with the Oak Harbor School District, Skagit Valley College and other public entities for joint use, including maintenance, of facilities for public use.

4.c Continue to include the Oak Harbor School District in the City's development review process and advise the administration of all municipal activities that may affect the District.

4.d Coordinate its economic diversification plans with Skagit Valley College and other educational institutions and support reasonable plans for campus expansion (See also, Economic Development and Land Use elements).

4.e Work cooperatively with the Oak Harbor School District, Skagit Valley College and Oak Harbor Public Library to share information and resources.

4.f The Library Board is responsible for advising City Council on all matters related to the Oak Harbor Public Library.

4.g The City and Sno-Isle Regional Library should continue to implement library expansion and improvements to advance customer service, information technology and operational efficiency.

Youth Services

Young people represent the future of our community and merit special efforts that meet their needs within the scope of government services. Oak Harbor is a diverse Community with a high proportion of youth to adult citizens. A previous survey (The Sourcebook of Zip Code Demographics, CACI Marketing Systems, 1994) indicated Oak Harbor having 20 percent more youths than an average City of its size in Washington State. Youth services typically combine recreation, education, counseling, and prevention programs to meet the varied needs of youth. Services to youth in Oak Harbor are provided by government and civic organizations, the Naval Air Station, schools, churches and other non-profit organizations. A center based youth program is in the planning stages as a cooperative effort between the Naval Air Station, the City and private sector organizations. Increasing concerns regarding substance abuse, youth violence, gangs and crime prevention have made youth services even more critical to the long term growth and health of our community.

Goal 5 - **Ensure that youth in our community are offered a wide variety of services that challenge their potential and encourage positive development.**

Policy: **5.a** Work cooperatively with community organizations to develop viable programs for the Community's youth.

Discussion

Coordinate programs and strategies with the Oak Harbor School District, to help create a forum in which youths are active members.

5.b City resources, including the Parks and Recreation and the Police Departments, should have pivotal roles in the development and execution of youth programs.

5.c The City of Oak Harbor shall appoint a representative of the City Council, Parks Department and/or police Department to the community youth activities project.

5.d The City, in cooperation with other agencies and organizations should establish funding to support Youth Services as an integral part of community services.

Goal 6 - **Offer Youth Services and programs to all youths of our community and their families. They should reflect the diversity and uniqueness of the North Whidbey/Oak Harbor community.**

6.a Services will be developed for all military and non-military youths of the community.

6.b Evaluate and develop programs which focus on the needs of youths of differing race, ethnicity and gender.

Discussion

A balance in male and female services and program opportunities should be maintained by all youth service providers.

6.c A "pro-family" focus should be utilized to ensure that programs strengthen the family unit.

Discussion

Parent/youth activities such as "Family Night" should be interspersed with youth programs. Parents will be needed to make such programs successful, not only from the perspective of working as volunteers, but to be involved in formal and informal activities with their children. A "family night" should be planned as well as possible special events and sibling activities. The philosophy is to emphasize the integrity of the family unit and to ultimately strengthen its ties through role modeling and growth and recreational activities.

6.d Encourage integration of older members of our community with the youth.

Discussion
"Foster Grandparents," "Youth Senior Exchange" or other models should be utilized to integrate the elderly and the young.

Senior Services
In 1983, a study was undertaken to identify the needs of Oak Harbor's low and moderate income senior citizens. The need for a centrally located multi-purpose senior center was identified and established as a high priority by the City Council. In December of 1984, the City received a $750,000 Community Development Block Grant to finance the construction of a senior center. The 8,000 square foot facility, located at the corner of 700 Avenue West and 20 NW Street, was designed to meet the existing needs of senior citizens.

Following dedication in September of 1986, paid membership reached 700 members during the first year of operation. In 1993, unduplicated attendance reached 3,000 older adults. In 1994, the City began planning for expansion of the center under another Community Development grant.

The Senior Center Director is supported by a program coordinator, a part-time adult day care/respite director, and a day care/respite activity coordinator. The day care program, among others, has been located in other facilities in the community. The center is also supported by over 300 dedicated senior and community volunteers.

Goal 7 - Continue to provide our senior residents with recreational, social, educational, and health maintenance services specifically designed to meet their current and emerging needs.

Discussion
The Goal and policies of this section are written to promote programs which allow seniors to remain independent and live in their personal dwelling units longer.

Policy:

7.a Identify barriers to service access and define emerging needs of this group while updating planning strategies as needed.

7.b Expand the senior center as use increases and unmet needs are identified.

7.c Establish an interlocal Agreement with Island County to assure that the Senior Center remains capable of providing its services and adequate staffing is maintained.

Public Involvement
Local government is a democratic institution governed by elected representatives. As such, its policies, actions, and decisions should reflect the majority view of its constituency, tempered by the parameters of the state and national constitutions. Further, local government must ensure that its constituency is informed about the implications of its activities so that people can effectively express their opinions. This is particularly important in the establishment of policies affecting community growth and development.

The growth in technology and communication devices has increased the venues for distribution of information as well as gathering input. The City has been using the web and social media as avenues for citizen engagement. For younger generations, social media has become the default means of interacting with organizations and individuals. Also for busy professions, especially those with families, participating in civic issues through more traditional public engagement tools, such as public hearings or open houses, is impractical. By using internet and social media, the city can make participation easier, more convenient, and consistent with the expectations of our citizens.

However, there are still a large demographic in the community that is familiar with the traditional public engagement approaches that were effective before the current technology boom. The City should continue to offer these avenues of public participation as a default and enhance them with the more modern technology avenues where feasible.

Local Boards, Commissions and Advisory Committees

The City of Oak Harbor maintains several special purpose boards with varying powers to advise and act in matters affecting public services and development. These include the Civil Service Commission, the Library Board, Park Board, Senior Advisory Board, Community Police Advisory Board, Marina Advisory Committee, Arts Commission, and Planning Commission. Of these, the Planning Commission has the most responsibility for addressing growth and development issues.

In addition to formally adopted boards and commissions, the City has, from time to time, established ad-hoc citizens committees to accomplish a specific task. This approach increases public exposure and involvement in municipal activities, providing greater assurances that new policies are consistent with the interests of the general citizenry.

Inter-governmental Relations

From the City's perspective, it is desirable to understand the role and intentions of each level of government and to establish policies that guide its approach to inter-governmental relationships affecting the community's growth and development. Oak Harbor coordinates its development review and planning activities with other governmental agencies and service providers. In particular, the establishment of an Urban Growth Area boundary and supportive interlocal agreement with Island County is an integral part of the Comprehensive Plan (See Urban Growth Area Element).

Goal 8 - Encourage early and continuous public involvement in the planning process and ensure coordination between the City and other jurisdictions to advance community Goals.

Policy: **8.a** Design a process that involves early citizen input and review for city plans, policies and regulations..

8.b Strive to provide timely information to the citizens on public meeting and discussions using traditional methods of notification along with web and social media postings.

8.c For large scale and complex projects, create and disseminate a public involvement plan designed to encourage early and continuous public involvement.

8.d Seek to maintain diverse public involvement, and expeditiously appoint new advisory board and commission members as vacancies occur.

Discussion
Consideration should be given to announcing vacancies in the local newspaper as a means of encouraging community interest.

8.e Strive to create diversity in advisory groups and commissions to provide a broad spectrum of experience, knowledge and insights regarding city matters

8.f Provide timely and effective public notification of land use actions.

8.g Coordinate with other public agencies to promote city goals and further adopted statewide and countywide goals and polcies.

Permitting
Various City departments are responsible for issuing permits and licenses. Some permits, such as major land use approvals, require authorization by the City Council, after recommendations by the Planning Commission, while other approvals, such as short subdivision plats and building permits, are administered by City staff. The City recognizes that fair and efficient processing of permits is in the interest of property owners, private businesses, and the City Administration.

Goal 9 - Process land use and development permits in a fair and timely manner, with City decisions based upon clear and objective standards to ensure predictability.

9.a Combine review and notification procedures for multiple permits, whenever possible, to eliminate unnecessary delay in review of development applications.

Discussion
This policy is intended to improve communications between City departments and applicants in an effort to concurrently process multiple permits and prevent unnecessary delays, possibly through presubmittal discussion. The policy is not intended to reduce public participation or limit statutory review procedures, such as notification requirements.

9.b Consider streamlining procedures under the State Environmental Policy Act and Shoreline Management Act, as such programs may be developed by the State of Washington.

9.c Process development applications within the legal time frames established by state law.

Discussion
In the event of a heavy work load, the Planning Commission may consider auxiliary meetings or workshops to address planning and development problems.

9.d Consider establishing a fee structure for development permits which is graduated to reflect demands on staff time.

Discussion
For example, larger, more complex projects require more time for review by City staff than smaller projects which presently fall under the same classification and fee. Further, it may be in the city's best interest to obtain a special fee for projects requiring outside consultant review and technical support.

Property Rights

Goal 10 - Private property shall not be taken for public use without just compensation having been made. The property rights of landowners shall be protected from arbitrary and discriminatory actions. (Also see the United States Constitution, 5th Amendment)

Policy: Discussion
In addition to the following policies, the City of Oak Harbor will abide by the *State of Washington Attorney General's recommended process for evaluation of proposed regulatory or administrative actions to avoid Unconstitutional Takings of Private Property, 1993*.

10.a **Preserve** the rights of property owners, operating under current land use regulations, unless a public health, safety or welfare purpose is served by more restrictive regulation.

10.b Proposed regulatory or administrative actions shall not result in an unconstitutional taking of private property without just compensation.

10.c The City shall not exceed its valid authority as granted to it under police powers or by any other grant of power.

Attachment 3

Draft text amendments OHMC 19.12.010 Establishment and Designation of Use Districts

Marked up and Clean Copies

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

~~Comprehensive Plan~~		~~Zoning District~~	
~~PRE~~	~~Planned residential estate~~	~~PRE~~	~~Planned residential estate~~
~~R-LD~~	~~Low density residential~~	~~R-1~~	~~Single-family residential~~

~~Comprehensive Plan~~		~~Zoning District~~	
~~R-MD~~	~~Medium-density residential~~	~~R-2~~	~~Limited multiple-family residential~~
~~R-MHD~~	~~Medium-high density residential~~	~~R-3~~	~~Multiple-family residential~~
~~R-HD~~	~~High density residential~~	~~R-4~~	~~Multiple-family residential~~
~~RO~~	~~Residential office~~	~~RO~~	~~Residential office~~
~~NC~~	~~Neighborhood commercial~~	~~C-1~~	~~Neighborhood commercial~~
~~CC~~	~~Community commercial~~	~~C-3~~	~~Community commercial~~
~~CBD~~	~~Central business district~~	~~CBD~~	~~Central business district~~
~~AIC~~	~~Auto/industrial commercial~~	~~C-4~~	~~Highway service commercial~~
~~HCC~~	~~Highway corridor commercial~~	~~C-5~~	~~Highway corridor commercial~~
~~PBP~~	~~Planned business park~~	~~PBP~~	~~Planned business park~~
~~PIP~~	~~Planned industrial park~~	~~PIP~~	~~Planned industrial park~~
~~I~~	~~Industrial~~	~~I~~	~~Industrial~~
~~PF~~	~~Public facilities~~	~~PF~~	~~Public facilities~~
~~ORA~~	~~Open space, recreation and agriculture~~	~~OS~~	~~Open space, recreation and agriculture~~

(Ord. 1555 § 5, 2009).

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Windjammer Park Integration Plan

Public Meeting

There are no handouts for this item.