



**NOTICE OF WORKSHOP MEETING**  
**Council Chambers, 865 SE Barrington Drive**

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NOTICE IS HEREBY GIVEN that the Oak Harbor City Council will hold a Workshop Meeting on July 26, 2023 at 2:00 PM to discuss the following agenda items. This meeting will be held in the Council Chambers, 865 SE Barrington Drive .

DATED this 21st of July, 2023.

Julie Nester, City Clerk

The City Council may meet informally in workshop sessions (open to the public) to do concentrated strategic planning, to review forthcoming programs of the City, receive progress reports on current programs or projects, or receive other similar information from the City Administrator, provided that all discussions and conclusions thereon shall be informal. Council may make disposition of any item noted for possible action at a workshop meeting. Public comment is not normally allowed at workshop meetings, although Council may allow, or request participation.

**\*\* Please Note: Action may or may not be taken\*\***

**WORKSHOP MEETING**  
**JULY 26, 2023 CITY COUNCIL AGENDA AT 2:00 PM**

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**2:00 P.M.      MAYOR**

**2:05 P.M.      COMMUNITY PARTNER PRESENTATIONS**

- a.      WHIDBEY CAMANO ISLANDS TOURISM PRESENTATION - SHERRY WYATT, PUBLIC RELATIONS & MARKETING CONSULTANT
- b.      OAK HARBOR GARRY OAK SOCIETY - APPLICATION FOR WASHINGTON HISTORIC REGISTRY: SMITH PARK

**2:30 P.M.      PARKS & RECREATION**

- a.      ACTION ITEM: APPROVING THE OAK HARBOR GARRY OAK SOCIETY REQUEST FOR THE CITY TO SUBMIT AN APPLICATION FOR SMITH PARK TO THE WASHINGTON HISTORIC REGISTRY
- b.      WINDJAMMER PARK SURVEY RESULTS AND RECOMMENDATIONS

**3:15 P.M.      FINANCE**

- a.      WHIDBEY CAMANO TOURISM JOINT ADVISORY BOARD FUNDING
- b.      BUSINESS LICENSES UPDATE

**3:45 P.M.      DEVELOPMENT SERVICES**

a. COUNTY WIDE PLANNING POLICY

**4:05 P.M. POLICE DEPARTMENT**

a. ACTION ITEM: PROJECT 25 (P25) COMPLIANCY AND EQUIPMENT PURCHASE

**4:20 P.M. ADMINISTRATION**

a. CITY ADMINISTRATOR'S REPORT

**4:30 P.M. CITY COUNCIL**

City of Oak Harbor  
City Council  
Workshop Agenda Bill

Date: July 26, 2023

Subject: a. Whidbey Camano Islands  
Tourism Presentation - Sherrye  
Wyatt, Public Relations &  
Marketing Consultant

FROM: Sherrye Wyatt, Whidbey Camano Islands Tourism

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**SUMMARY STATEMENT**

Sherrye Wyatt of Whidbey Camano Islands Tourism will provide a presentation with metrics updated to include recent data.

**ATTACHMENTS**

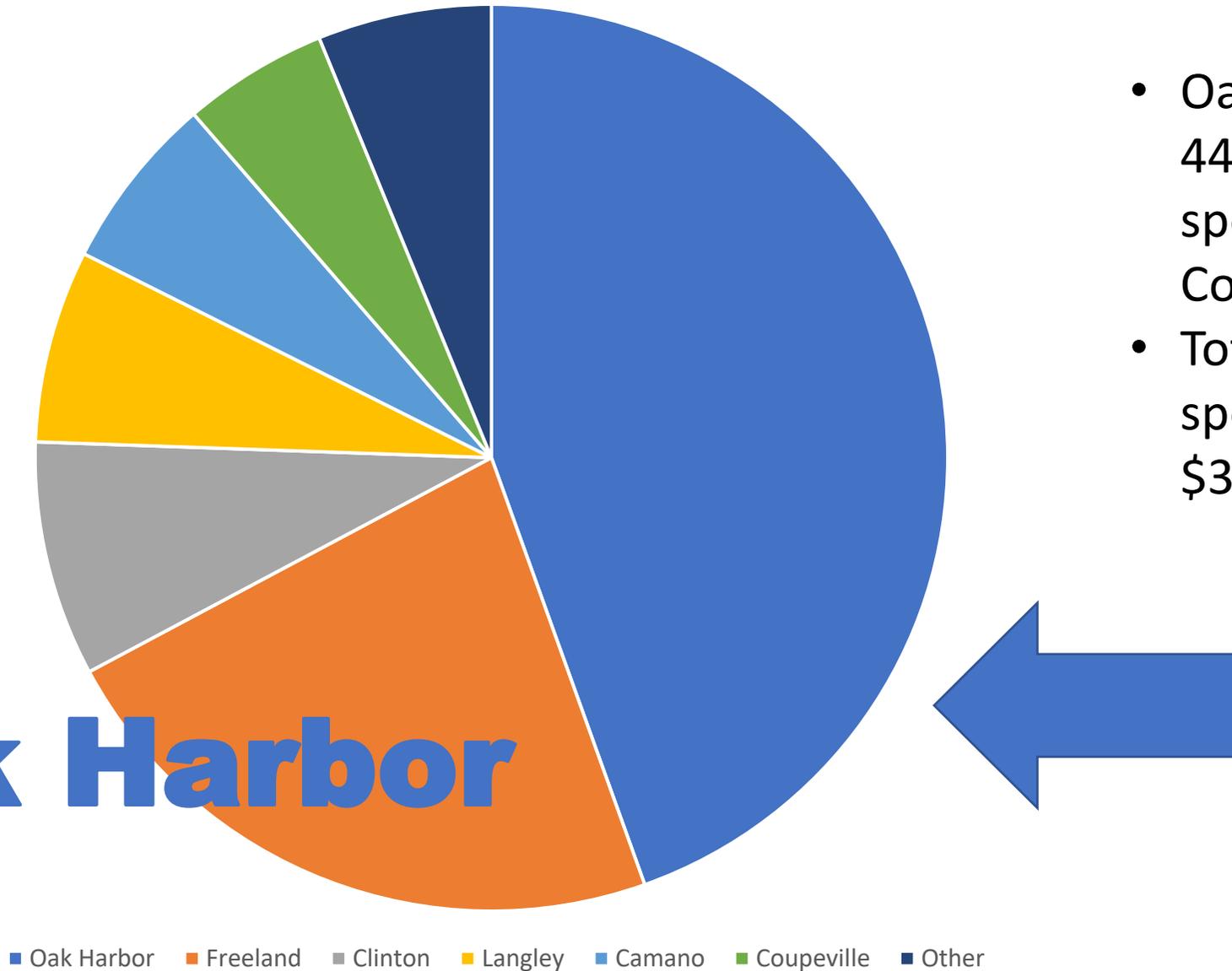
1. [Whidbey Camano Islands Tourism Presentation](#)



**Whidbey *and* Camano**  
**ISLANDS**

**Washington State - USA**

# Oak Harbor



- Oak Harbor was 44% of visitor spending in Island County
- Total visitor spending was \$301 million

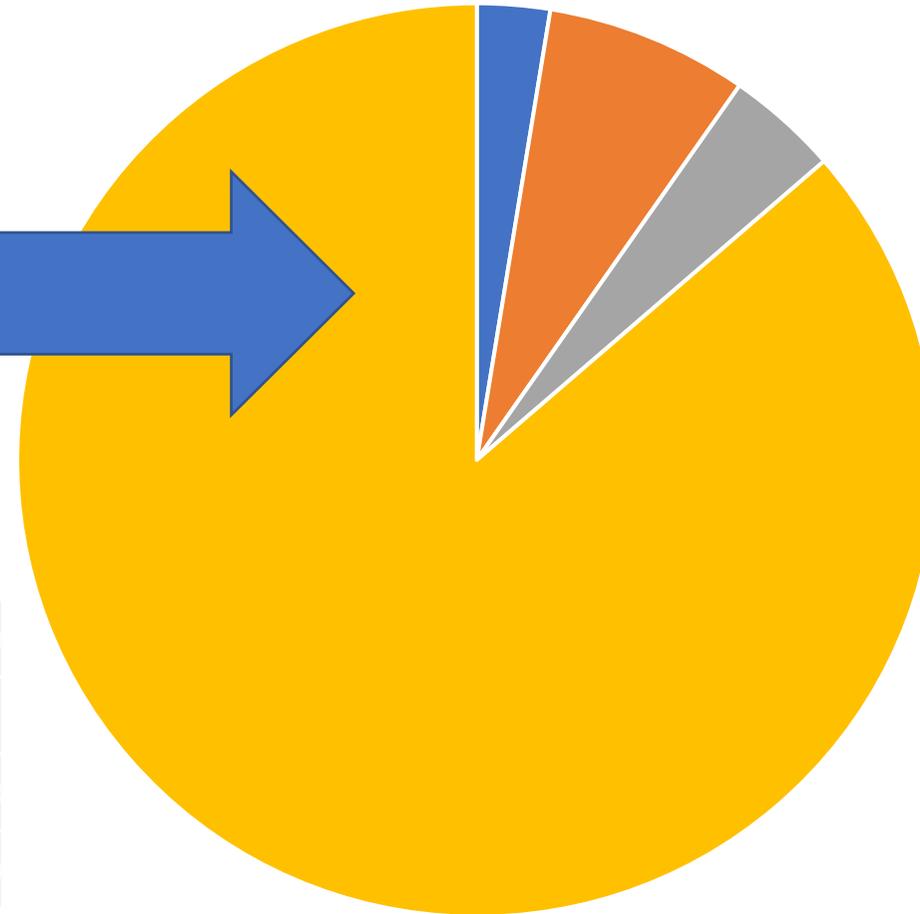
Dean Runyon 2022

## 2021 Lodging Tax Contributions to Countywide Tourism

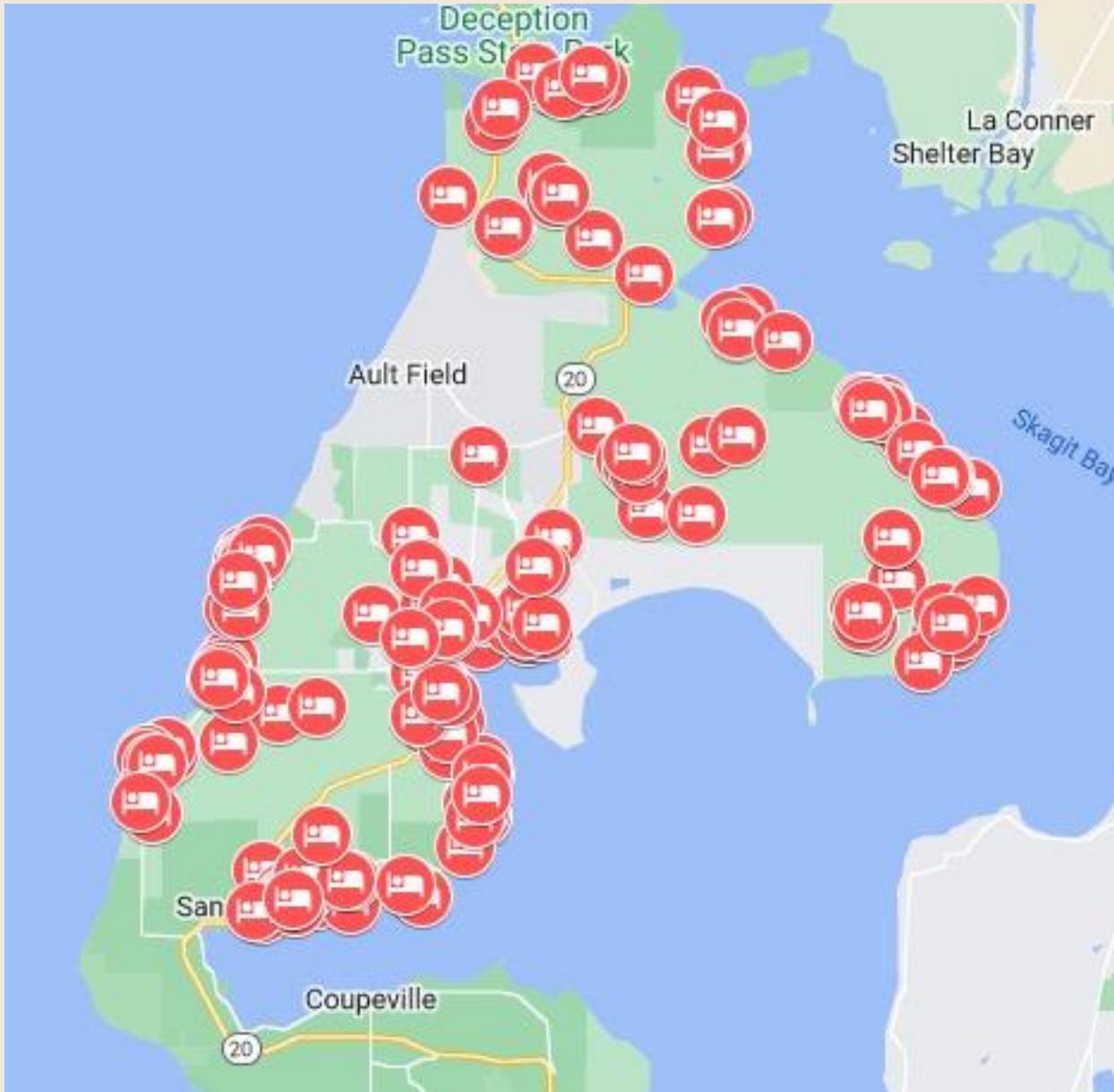
# Oak Harbor



Oak Harbor	\$20,000
Langley	\$55,531
Coupeville	\$30,800
Unincorporated	\$673,180



■ Oak Harbor ■ Langley ■ Coupeville ■ Unincorporated



# Oak Harbor

- 15.78% Revenue
- 183 Properties
- \$6,651,766 Annual Revenue

**Short Term  
Rental Data**

Data from 5/11/2022

	Number of Active Rental Properties	Average Daily Rates	Average Occupancy Rate	Annual Revenue
Coupeville	190	\$249.57	59.80%	\$6,505,139
Clinton	183	\$351.21	60.73%	\$8,109,165
Freeland	140	\$322.17	61.03%	\$6,118,877
Greenbank	72	\$335.11	56.96%	\$2,290,752
Camano Island	193	\$303.99	61.07%	\$6,492,945
Oak Harbor	183	\$263.68	57.73%	\$6,651,766
Langley	183	\$258.00	62.97%	\$5,974,226
<b>Average</b>		\$297.67	60.04%	

**Short Term  
Rental Data**

<b>Total Units</b>	<b>1144</b>	<b>Total Annual Revenue</b>	<b>\$42,142,870</b>	\$842,857.40	2%
2020 total Units	781	2020 Total Annual Revenue	\$21,633,912	\$432,678.24	2%



**\$11.71 million**

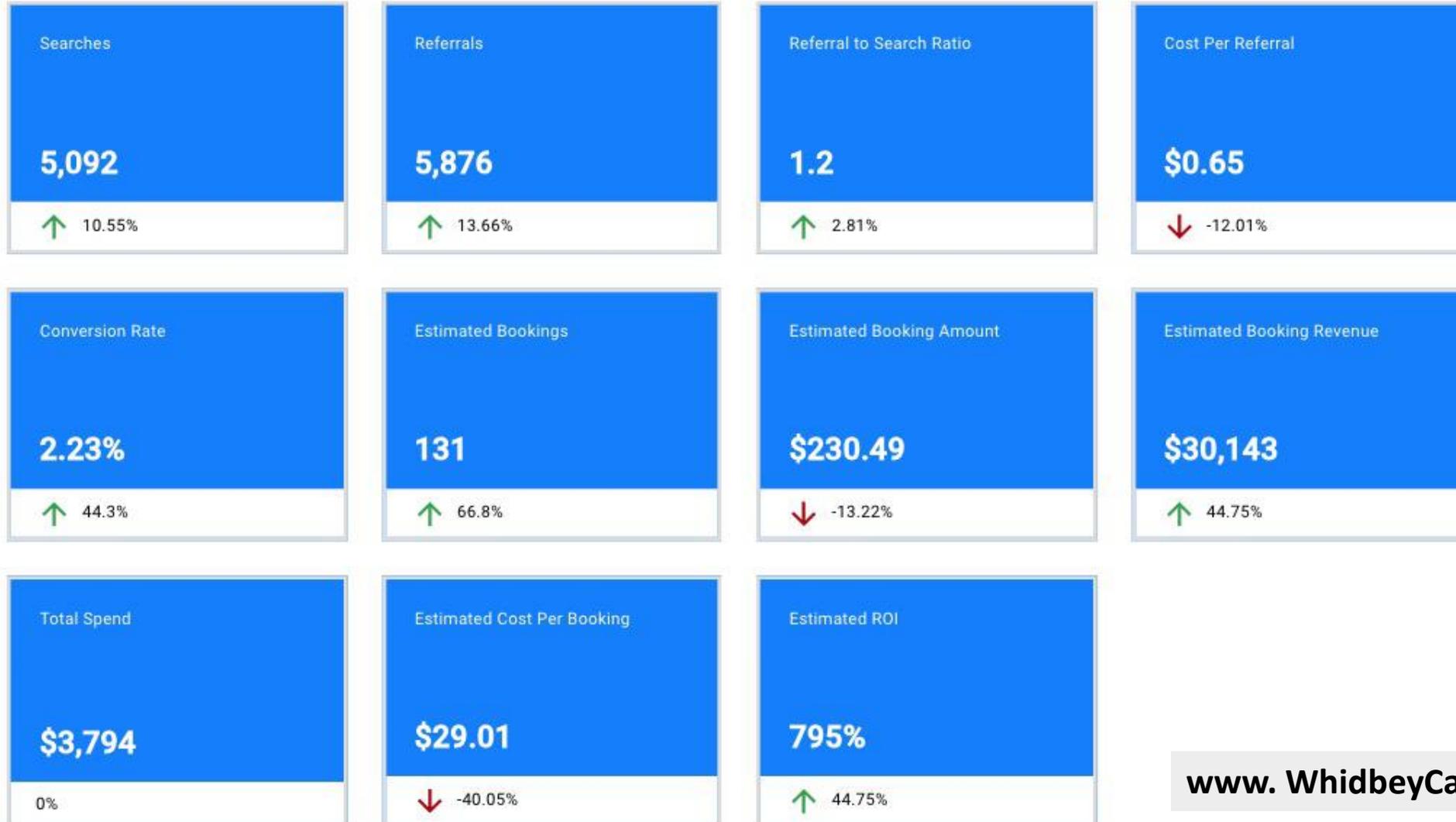
**Total economic impact/ROI  
of the Tourism Website  
in 2022.**

[www. WhidbeyCamanolIslands.com](http://www.WhidbeyCamanolIslands.com)

# Book > Direct - Performance Summary

## Whidbey and Camano Islands

### January - June 2023



[www. WhidbeyCamanoIslands.com](http://www.WhidbeyCamanoIslands.com)



### Oak Harbor Art Trail

Public Art is spread throughout Oak Harbor. Use this guide to find its artistic gems. Some pieces are by local artists others are nationally known.



### Two-Day Oak Harbor Itinerary

2 Day Oak Harbor Itinerary Oak Harbor is a small city on a rural island—the best of all worlds! It's a getaway from the super-sized metropolis, but with a wide variety of outdoors and cultural happenings that create a perfect vacation weekend! DayGETTING TO KNOW-br-OAK HARBORGetting to Oak HarborTake Interstate 5 from Seattle or Vancouver B.C. to the SR... [Read More](#)



### The Garry Oaks of Oak Harbor

Meet the Garry Oaks, the trees for which Oak Harbor is named, and learn about the self-guided tour that you can take.

### Escape It All!

Escape to Whidbey and Camano Islands Are you ready to #EscapeItAll? Travel here "virtually" with our series of quick escapes. Whether you're working from home, ventured back to the workplace, or never left the workplace, we invite you to daydream a little about coming to Whidbey and Camano Islands to #EscapeItAll. We have lots to do and plenty of hideouts... [Read More](#)



### Is Our Love for Outdoor Art Caused by Mother Nature?

Why do we have so much outdoor art? Maybe it's simply because we love both the outdoors and art. You decide.



### Oak Harbor - Whidbey Island's Fun Family City

Oak HarborWhidbey Island's Fun Family City Oak Harbor, is Whidbey Island's "small city" and the largest community on the island. It combines the charm of a small community with the convenience of a city. A great place to start your visit is the historic downtown, which is filled with restaurants and shops. Other restaurants are just a block or two... [Read More](#)



### A Fun Island Wide Driving Scavenger Hunt

From art to barns, here's our fun and kind of quirky list of things to watch out for while driving around Whidbey and Camano Islands.



### Hiking and Walking Oak Harbor

Oak Harbor offers visitors many opportunities to explore their travel interests, from fine dining and shopping to military history and whale watching. What Oak Harbor may not be known for—but should be—is hiking and walking. There are several options for every activity level, from avid hikers to family strolls.

## Pacific Northwest Naval Air Museum



The Pacific Northwest Naval Air Museum (formerly known as the PBY Naval Air Museum) is a great way to see many of the artifacts and memorabilia related to Whidbey Island's Military History. The museum even has a restored PBY Catalina on display across Pioneer Way from the museum. The plane was the first to call Whidbey Island home when the original sea plane base was built at the eastern end of Oak Harbor. Inside the museum you can get inside an actual gun turret from a PBY and level what that is like. You can fly simulators and experience what it's like to wear military night goggles in the museum's specially built room!



[Also Read About "Gigi" the PBY Plane](#)

[Also Read About a Visit to the PBY Museum](#)

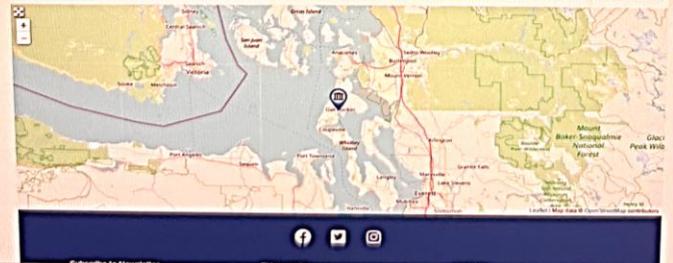
270 SE Pioneer Way  
Oak Harbor, Washington  
98277

Phone: 360.240.9500

Website

Facebook

Email: info@pbynm.org



## Jets on Whidbey

Naval Air Station (NAS) Whidbey Island  
Carrier Training and Schedules

During your visit to Whidbey and Camano Islands you might hear and see Navy jet aircraft conducting training and other operations.

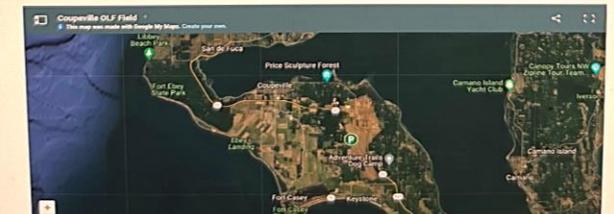
Jets from the U.S. Navy's NAS Whidbey Island train year-round. It's hard to miss them as they fly around and over the area. For the most part, the jets are training to land on aircraft carriers. Of course, they don't start their training on an aircraft carrier, they start at bases like NAS Whidbey and the Outlying Field (OLF) near Coupeville. They also do other ongoing training, as well.

### Jet Carrier Training Schedule

Schedules are announced on Thursday or Friday for the next week's operations.  
Updated 7/6/23 at 9:18 a.m.

Date	OLF - Coupeville	NAS Whidbey
Monday - July 10	None Scheduled	None Scheduled
Tuesday - July 11	None Scheduled	None Scheduled
Wednesday - July 12	None Scheduled	None Scheduled
Thursday - July 13	None Scheduled	None Scheduled
Friday - July 14	None Scheduled	None Scheduled
Saturday - July 15	None Scheduled	None Scheduled
Sunday - July 16	None Scheduled	None Scheduled
Monday - July 17	TBA	TBA
Tuesday - July 18	TBA	TBA
Wednesday - July 19	TBA	TBA
Thursday - July 20	TBA	TBA
Friday - July 21	TBA	TBA
Saturday - July 22	TBA	TBA
Sunday - July 23	TBA	TBA

\* The schedule is subject to change without notice.  
\* This is JUST the Carrier Training Schedule, there ARE other flights every day at the main base.





**Keep it Real**  
*The Garry Oaks*

The early settlers of Whidbey Island's northern end were so impressed with the majestic trees in the region they became the town's namesake. Learn more about the Garry Oaks that gave Oak Harbor its name.

[Read More...](#)

## Upcoming Events







The Oak Harbor Garry Oaks

When you walk among the oak trees that dominate Smith Park in Oak Harbor, you can't help but feel you're among some very old living things. The 150 or so Garry Oaks in the park predate the town, and, yes, the town was named after the trees.



**Once There Were Thousands of Trees**

Garry Oaks were on Whidbey Island in abundance when European and American settlers first came here. Smith Park, located just north of downtown, is a treasure trove of oak trees and gives visitors a slight sense of what it must have been like when acres of these trees dominated the landscape. The park is unique, and according to the website for the Washington Department of Natural Resources, "may be the only such park in the State."

Garry Oaks can be found from southwest British Columbia to the central coastal area of California. In Oregon and California, they're often called Oregon Oaks.

But, while these oaks once were plentiful on Whidbey Island, they now are now mostly a memory. As the city grew, tree habitat was lost.

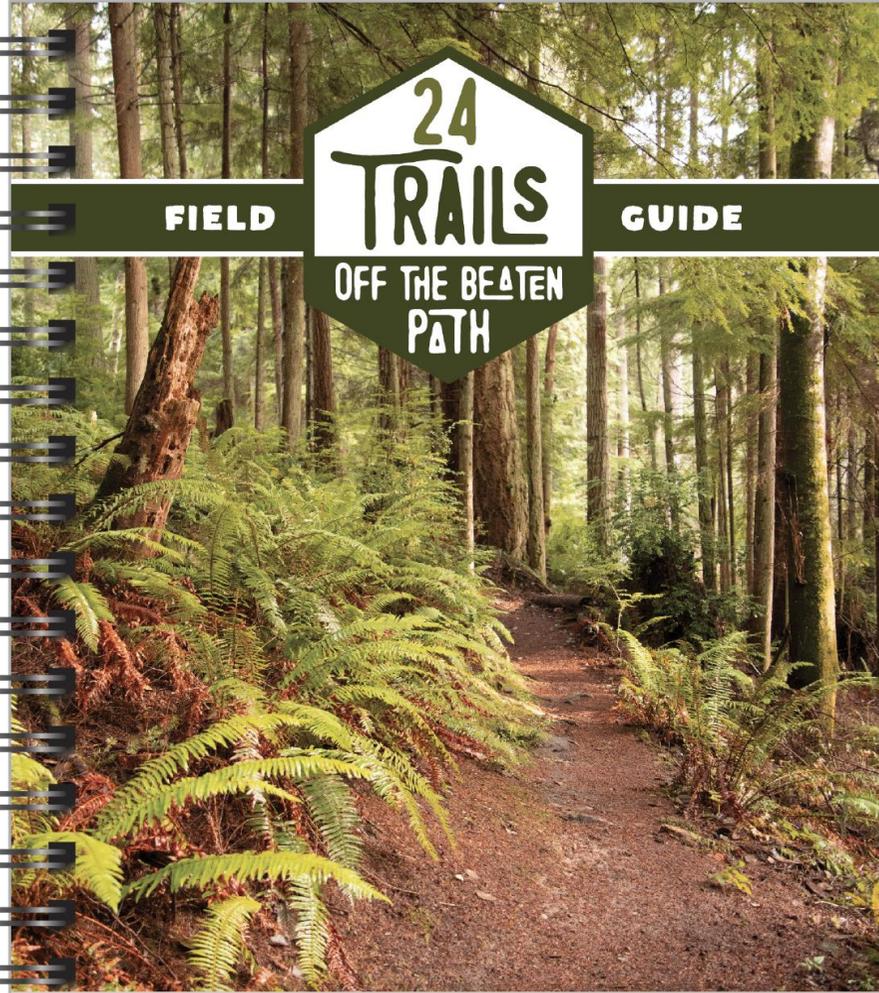
While Smith Park is the best place to see these trees, they're still scattered around the city.

You can find and download a tour map here...

**Smith Park & The Garry Oak Trees**

This video gives you a detailed look at these wonderful trees.





24  
**TRAILS**  
OFF THE BEATEN  
PATH

**FIELD**

**GUIDE**



**Whidbey and Camano ISLANDS**  
Washington State - USA

[WhidbeyCamanoIslands.com](http://WhidbeyCamanoIslands.com)

## Blue Fox Drive-In

### **OAK HARBOR**

One of the state's last remaining drive-in theaters manages to stay open year-round with double and even triple features. They rent radios and can explain the process to newbies, and will even let drowsy (or tipsy) moviegoers sleep it off in their cars overnight. The space also includes a snack bar, arcade with go-karts, and tavern.

Great examples of earned media ...we directly influenced this May 2, 2023 feature story in Seattle Met which incorporates Deception Pass, Blue Fox Drive-In and Auld Holland Inn. This story we worked on directly with the travel editor who visited to research.

### **Deception Pass State Park**

The passage between Whidbey and the mainland fooled old Captain George Vancouver, who gave it its name after mistaking it for a mere bay. But today the park that spans the waterway has plenty of straightforward attractions, from the massive bridge to beaches to [a museum devoted to the Civilian Conservation Corps](#) that built so many of America's stunning park structures.

### Auld Holland Inn

#### **OAK HARBOR**

For all of Whidbey's posh new renovations, one hotel has remained charmingly cheesy, the giant wooden blades of its Dutch-style windmill visible from the main highway. The tulips in the flower boxes may be made of wood and paint, and the rooms may have the floral wallpaper of decades past, but the property stays affordable and sits near the services of Oak Harbor.

# Seattle Met





March 25: Wine, Bites and Brews event happening on Whidbey Island



### March 25: Wine, Bites and Brews event

Due to our efforts Margaret Livermore with the Oak Harbor Main Street Association and Kathryn Muniz with the Tippy Jellyfish Wine Bar joined Studio 13 Live



March 25: Wine, Bites and Brews event happening on Whidbey Island

ONLY IN YOUR STATE

After a full day of exploring, you're probably getting pretty hungry.



Whidbey And Camano Islands  
Enjoy authentic Southern barbecue at The BBQ Joint, voted Whidbey Island's best barbecue.

ONLY IN YOUR STATE IS RANKED THE 2ND LARGEST TRAVEL & INFORMATION SITE ON THE WEB according to comscore

Join Us Today

- 14MM Social Media Fans
- 3MM Newsletter Subscribers
- 30MM Monthly Sessions

ONLY IN YOUR STATE

Top off the evening with a drive-in movie.



ONLY IN YOUR STATE



Manager VRBO

The Little Pink House VRBO is impossibly charming and kitschy. Pastel shades of pink, yellow, and turquoise and fabulously retro décor set a tone of joyful bliss. Settle in for a peaceful slumber surrounded by a 180-degree water view with beach access and all the comforts of home.

One of the best coastal towns in Washington is waiting to charm you with its diverse beauty and abundant outdoor activities. Have you visited Oak Harbor? We'd love to hear about your experience in the comments.

ONLY IN YOUR STATE STATES CITIES

The future starts now [Learn more](#) xfinity

Posted in Washington | Explore June 20, 2023 by Sherri Adams

## You'd Be Surprised To Learn That Oak Harbor, Washington Is One Of The Country's Best Coastal Towns

When the sea is calling your name, and you need a little escape, it might be time to plan a coastal getaway. Nobody denies the need for a good dose of vitamin sea. In fact, it was Van Morrison who so eloquently penned the words, "Smell the sea and feel the sky, let your soul and spirit fly." I, for one, take that advice as often as possible and make it a priority to visit the beach often. Fortunately, [Washington State is dotted with lovely coastal towns and waterfront hamlets](#) perfect for a weekend respite. Oak Harbor, Washington, is a quiet village on Whidbey Island where you can breathe in the sea air and rejuvenate the soul. It may just be one of the very best coastal towns in the country.

**Oak Harbor is a beautiful sleepy town nestled in Island County on Whidbey Island.**





A DESIRE TO  
**“REIMAGINE TOURISM”**



# POTENTIAL

## RESIDENTS

Preserve  
and Improve  
the Islands  
for Residents

## GUESTS

Create  
Richer Visitor  
Experiences

## TOURISM

Harness  
Tourism's Power  
to be a 'Force  
for Good'

# MANIFESTO

Together we are bridge-builders.

We aspire to connect and foster a sense of belonging, while honoring the uniqueness of our inhabitants and our communities, we celebrate our shared identity.



# MANIFESTO

— *continued*—

We share this sense of place, hoping you bring your whole self to us as you engage with our community and awe-inspiring natural environment.

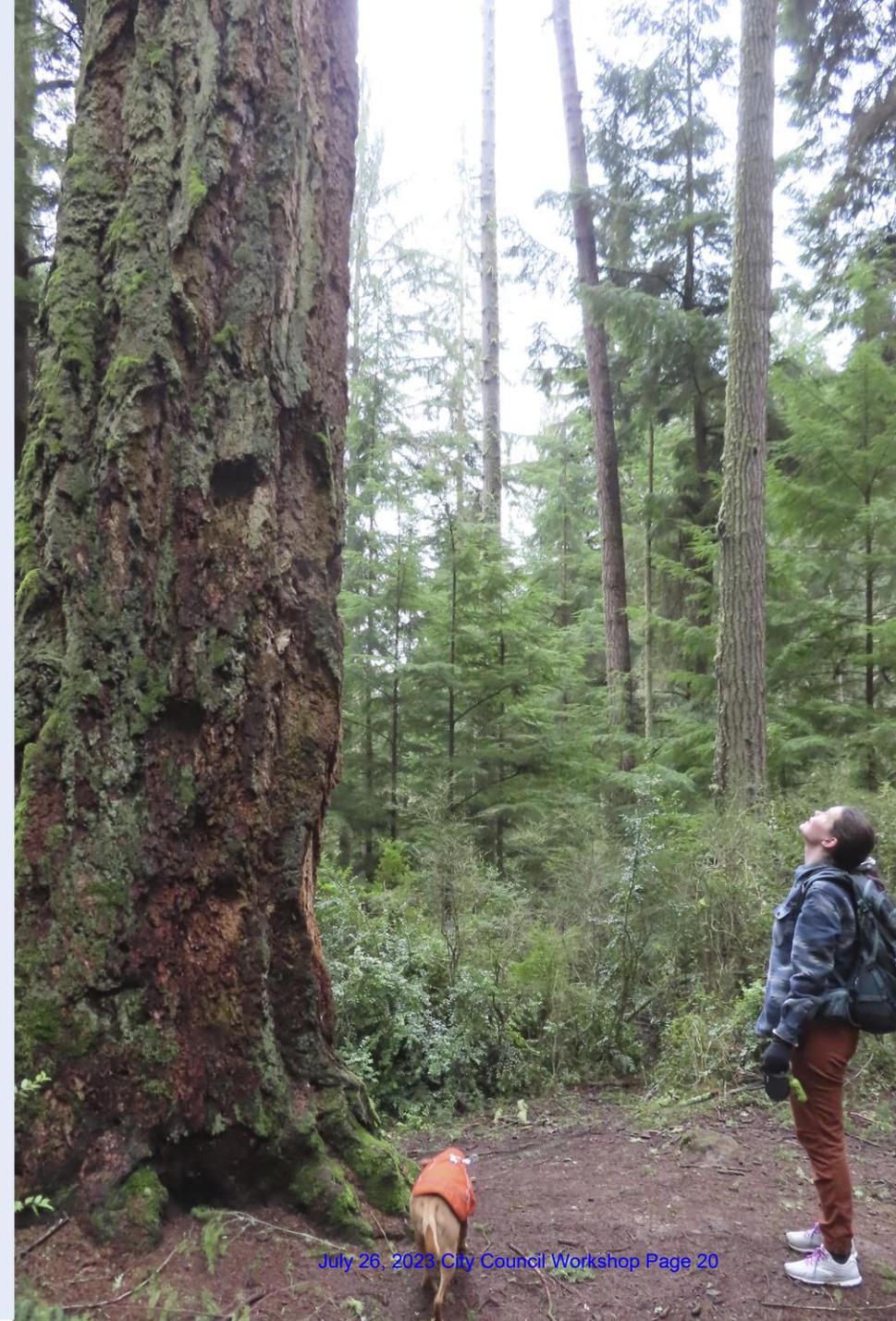
As stewards of these islands, we strive to honor our interconnections and restore balance and mutual respect among all living things.



# MANIFESTO

— *continued*—

Honoring those who came before us, we are creating a home for generations to come. We offer our whole selves to you, and we part better, stronger, and more resilient, because of our time together.





## PILLAR 1

# HEALTHY NATURE

All community members nurture, respect, and value the marine and land ecosystems



## PILLAR 2 ACCESS

Cultivate a rich quality of life for all inhabitants, through equitable access to all resources within Island County



## PILLAR 3

# BRIDGE BUILDING

Unify all community members around a shared vision and goals, fostering collaboration through efficient communication systems



## PILLAR 4

# TRANSFORMATIONAL MINDSET

Create positive change in the distinct communities of our islands through mindful engagement, authentic participation, and active learning

City of Oak Harbor  
City Council  
Workshop Agenda Bill

Date: July 26, 2023

Subject: **b. Oak Harbor Garry Oak  
Society - Application for  
Washington Historic Registry:  
Smith Park**

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FROM: Kyle Renninger - Oak Harbor Garry Oak Society

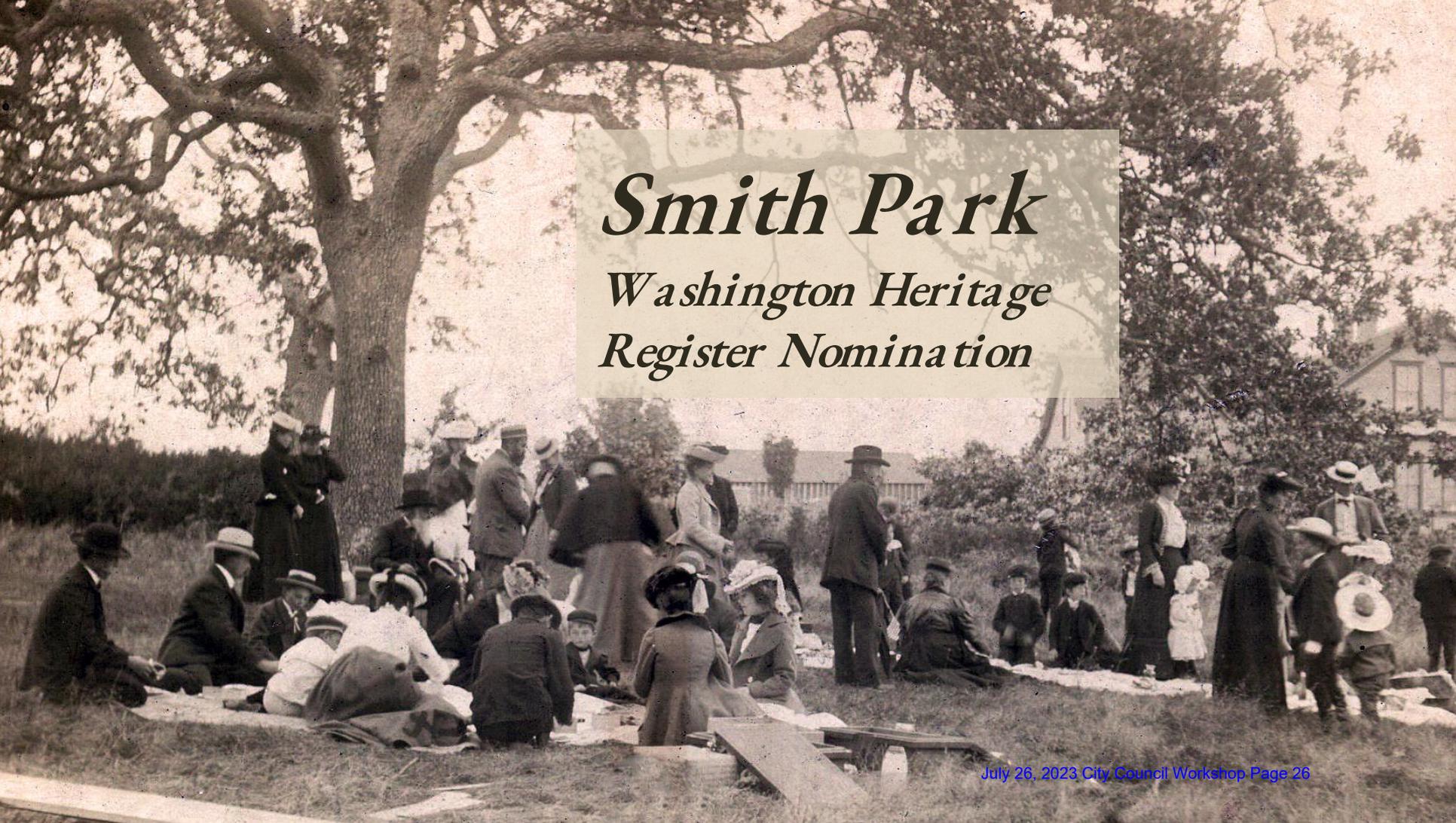
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**SUMMARY STATEMENT**

Presentation by the Garry Oak Society including background on what the Washington Heritage Register is, the reasons why Smith Park is a good fit for nomination to the register, and the benefits for the City.

**ATTACHMENTS**

1. [Smith Park WHR Nomination](#)
2. [Smith Park Nomination Form to Washington Historic Register](#)



*Smith Park*  
*Washington Heritage*  
*Register Nomination*

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# *Presented By:*



**Oak Harbor Garry Oak Society**

Outreach | Education | Preservation



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# *BRIEF AGENDA*

*01*

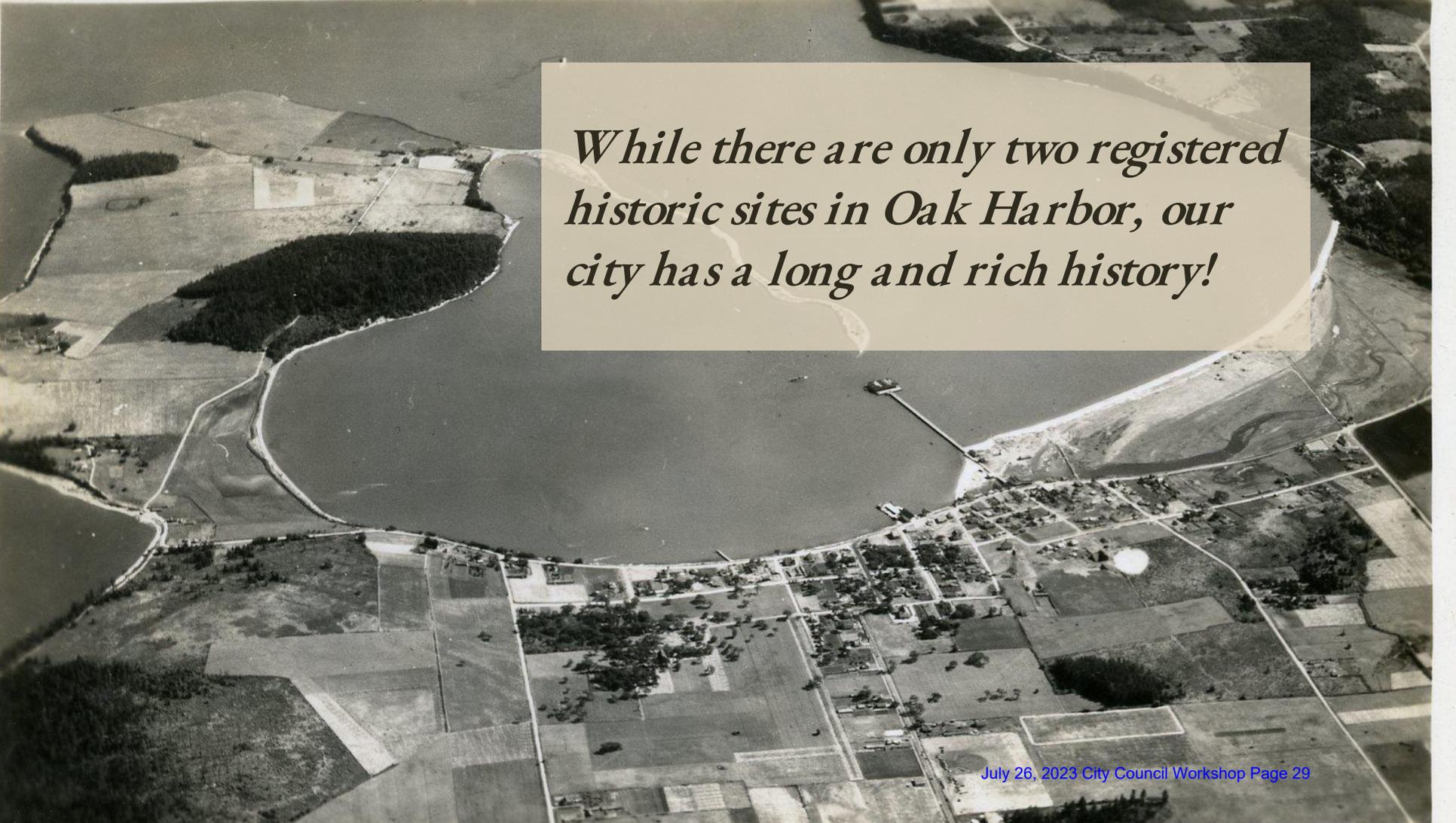
*What is the WA  
Heritage Register?*

*02*

*Why Nominate  
Smith Park?*

*03*

*What are the Benefits  
to Oak Harbor?*

An aerial photograph of Oak Harbor, Washington. The image shows a large harbor area with a pier extending into the water. The surrounding land is divided into agricultural fields and some residential areas. A semi-transparent text box is overlaid on the upper right portion of the image.

*While there are only two registered historic sites in Oak Harbor, our city has a long and rich history!*



# Benjamin Loers Mansion

Registered 1977



# Neil Barn & Water Tower

Registered 1992 & 2011



Along Oak Harbor's Early Waterfront with Smith Park Circled

# *01 WHAT IS THE WASHINGTON HERITAGE REGISTER (WHR)?*

# *State Heritage Register*

“An official listing of historically significant sites and properties found throughout our state.”

- Established 1971 and the WA Department of Archeology and Historic Preservation administers
- Register includes districts, sites, buildings, structures, and objects
- Listings have been identified and documented as being significant in local or state history, architecture, archaeology, engineering or culture; at least 50 years old; high to medium level of historic integrity



Smith Park in Wintertime by Dorothy Neil

*A View of a Section of the Public Park in Oak Harbor*



# *Nuts & Bolts*

- Strictly an honorary designation and raises the public awareness of historic places
- Beneficial in securing state grants or other funding awards for public properties
- SEPA applies and DAHP consults, but the City retains ultimate deciding power over the park

## *Nomination Timeline*

1. WHR nomination form (Complete)
2. Park Board review (Unanimous Approval of Motion)
3. **City requests nomination (We are here)**
4. DAHP reviews and schedules further review
5. Reviewed by State Advisory Council on Historic Preservation – Approved / Denied
6. Placed on the register and City notified



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# *WHY NOMINATE SMITH PARK?*

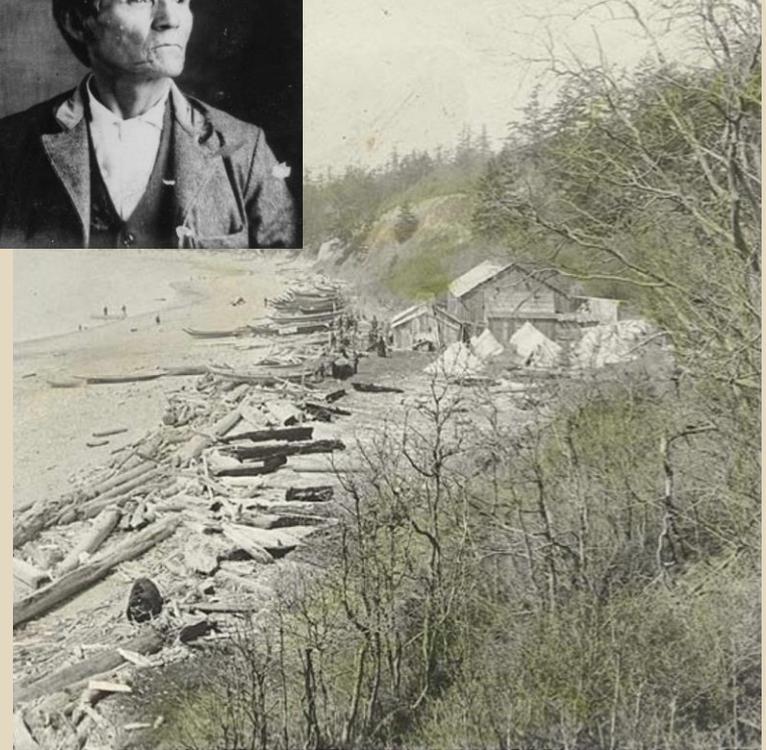
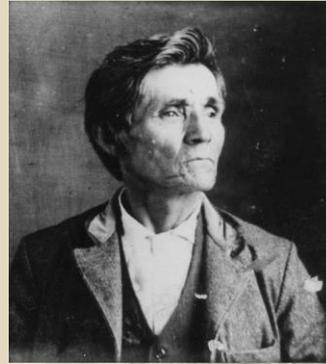
# *02*

Original Caption: "Oak Park Free Campground Oak Harbor. Whidby Island, WN"



# *For Thousands of Years...*

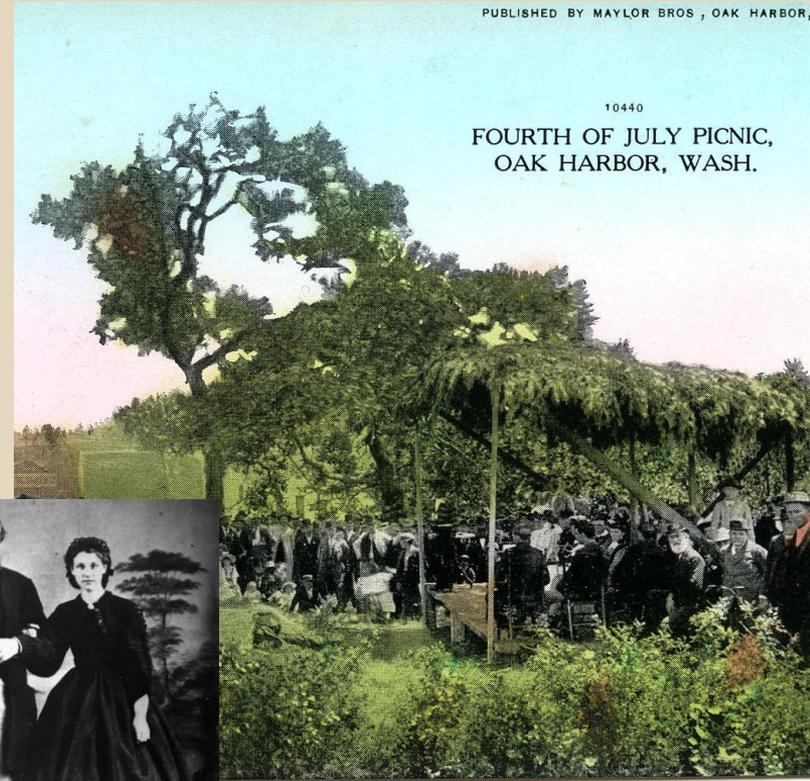
- Coast Salish tribes have lived on the island since time immemorial
- Oak Harbor was the site of a Lower Skagit tribal village named Klatoletsche
- Garry oaks once covered thousands of acres, many over 6 feet in diameter
- Tribes cared for the land and grew crops in large gardens beneath the oaks
- Many of our old oaks are living monuments to the legacy of those who came before us
- Smith Park is an exceptional public example of the topography and Garry oak coverage of the area pre-settlement



Portrait of Billy Barlow (William Squiqui)  
Skagit Pottlach House on Whidbey

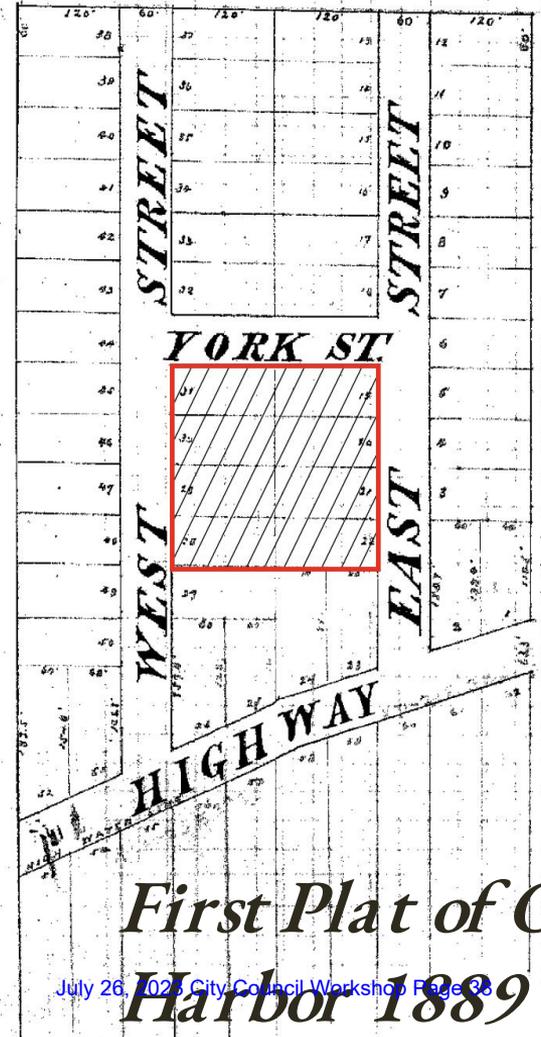
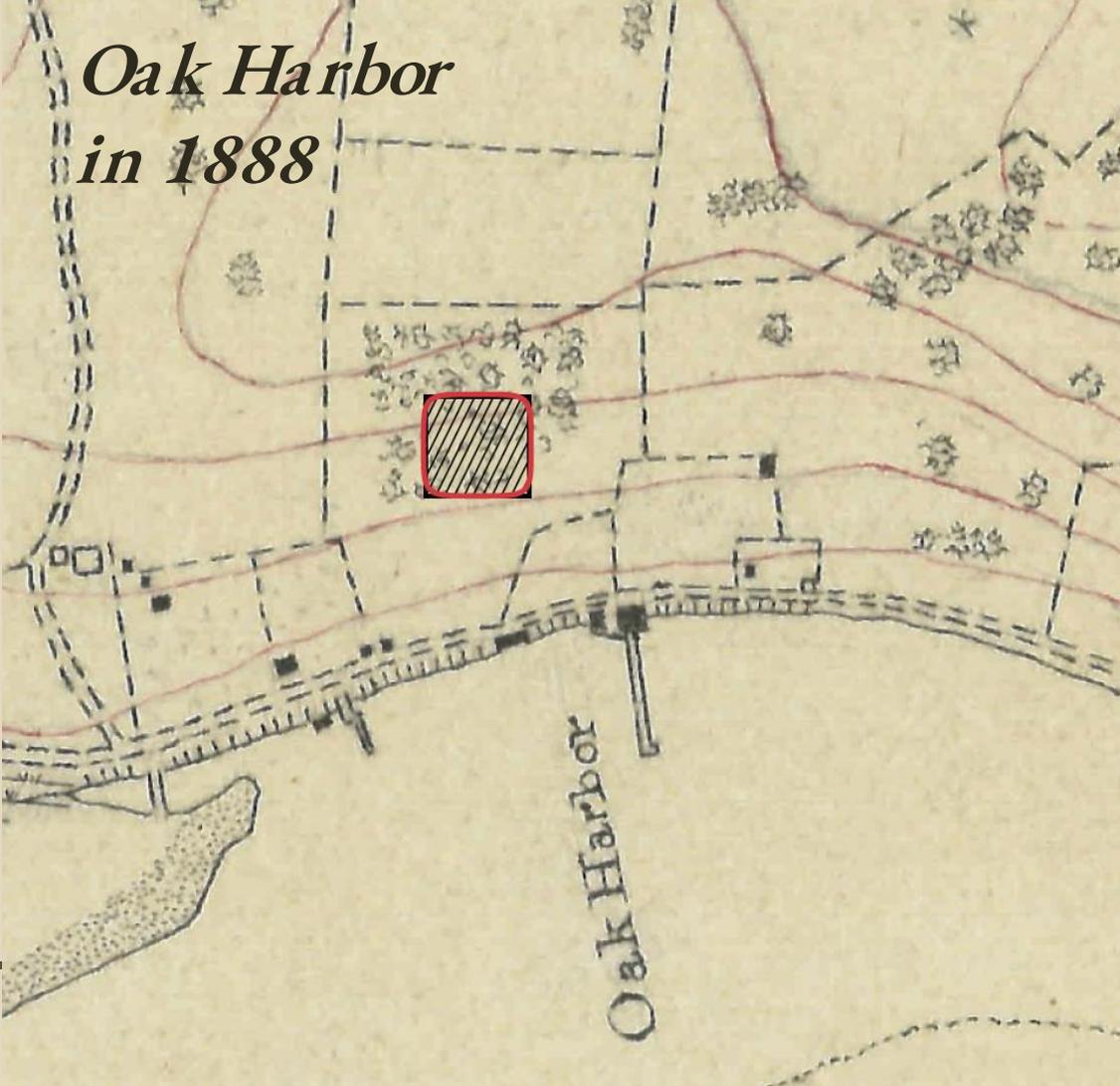
# *A Historic Gem In The Heart of Oak Harbor*

- “Oak Harbor” was coined by Dr. Landsdale for the many Garry oaks that line our harbor
- The park location was used by early settlers as a town square long before incorporation
- Christina Barrington platted the original town and centered it around the park
- Lewis Smith deeded to the town in 1916
- Our town’s very first physical asset and park
- Over 150 years later the park retains a high level of historic integrity making it a great candidate



The Barrington’s Wedding Day  
Picnic in Smith Park on the 4<sup>th</sup> of July 1894

# Oak Harbor in 1888



# First Plat of Oak Harbor 1889

# Oak Harbor News

OFFICIAL NEWSPAPER OF PUGET SOUND'S PARADISE

OAK HARBOR, ISLAND COUNTY, WASHINGTON, FRIDAY, MAY 26, 1916

\*\*\*\*\*

Last Monday was annual clean-up day in Oak Harbor and a large number of enterprising citizens gathered at the city park and cleaned out the undergrowth, cut down brush and made the park look ship-shape.

\*\*\*\*\*

## *200+ Hours of Research Were Invested in the Nomination*

Market Day Saturday was very interesting from early in the morning till late in the afternoon. The stock parade was on a much larger scale than our citizens and visitorsexpected. The speaking at the park was listened to attentively and the principal address by Rev. Pratt of Coupeville seemed to please all. Many were here from other parts of the Island and it was a big day for our merchants



Oak Harbor Garry Oak Society  
Outreach | Education | Preservation



W  
UNIVERSITY of  
WASHINGTON



July 26, 2023 City Council Workshop Page 39



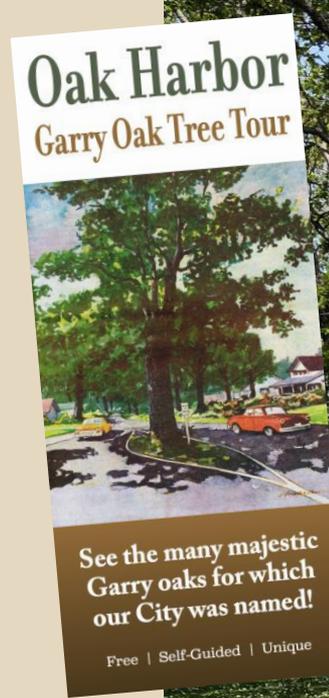
Smith Park Today

# *03 WHAT ARE THE BENEFITS TO OAK HARBOR?*



# *Ecotourism & Historic Tourism*

- Tourists to our island are interested in experiencing natural beauty and historic sites
- We can draw more tourists to our historic downtown to benefit our businesses
- This would complement many other ongoing efforts such as the Oak Tree Tour
- Raises the stature of Oak Harbor with something that is unique and noteworthy



Garry Oak Tree Tour Brochure  
Smith Park Granite & Oak Sign



# *Community Pride*

- Recognition of Oak Harbor's history
- Celebrates what makes Oak Harbor naturally special
- The only park in Washington State that is comprised entirely of oak trees
- Adding a new "feature" to a highly rated public park

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White Fawn Lily  
and Shooting Star  
Smith Park





# Grant Funding Opportunities

- Unlocks new grant funding sources with a listing on the heritage register
- I.E. for interpretation of the park's history
- This will be beneficial to the park long term and help to supplement our Park's department budget when needs arise

Smith Park Interpretive Signs  
Made, in part, with Garry oak wood





## ***Our Ask***

**That the Oak Harbor City Council, as the park's public owner, formally request the State Department of Archeology and Historic Preservation place Smith Park on the Washington State Heritage Register based upon the prepared nomination.**

# WASHINGTON HERITAGE REGISTER

## A) Identification

Historic Name: **Smith Park**  
Common Name: Oak Park, Town Park, City Park  
Address: SE Midway Boulevard & SE 9th Avenue  
City: Oak Harbor County Island  
:

## B) Site Access (describe site access, restrictions, etc.)

Public parking is available for the park on SE 9<sup>th</sup> Ave by way of SE Midway Blvd. The park is open to the public during daylight hours.

## C) Property owner(s), Address and Zip

Name: City of Oak Harbor  
Address: 865 SE Barrington Dr.  
City: Oak Harbor State: WA Zip: 98277

## D) Legal boundary description and boundary justification

Tax No./Parcel: Parcels: S7585-00-00028-0 and S7585-00-00019-0  
Boundary Justification: The boundary of the park is within the defined property boundary of the complete original donation.

## FORM PREPARED BY

Name: Kyle Renninger c/o Oak Harbor Garry Oak Society  
Address: PO Box 1564  
City / State / Zip: Oak Harbor, WA 98277 Phone: 360-929-7874  
Email: kyle@ohgarryoaksociety.org Nomination Date: 1/1/2023

# WASHINGTON HERITAGE REGISTER

## E) Category of Property (Choose One)

- building     structure (irrigation system, bridge, etc.)     district  
 object (statue, grave marker, vessel, etc.)     cemetery/burial site  
 historic site (site of an important event)     archaeological site  
 traditional cultural property (spiritual or creation site, etc.)  
 cultural landscape (habitation, agricultural, industrial, recreational, etc.)

## F) Area of Significance – Check as many as apply

- 1 *The property belongs to the early settlement, commercial development, or original native occupation of a community or region.*
- The property is directly connected to a movement, organization, institution, religion, or club which served as a focal point for a community or group.*
- 2 *The property is directly connected to specific activities or events which had a lasting impact on the community or region.*
- The property is associated with legends, spiritual or religious practices, or life ways which are uniquely related to a piece of land or to a natural feature.*
- The property displays strong patterns of land use or alterations of the environment which occurred during the historic period (cultivation, landscaping, industry, mining, irrigation, recreation).*
- The property is directly associated with an individual who made an important contribution to a community or to a group of people.*
- The property has strong artistic, architectural or engineering qualities, or displays unusual materials or craftwork belonging to a historic era.*
- The property was designed or built by an influential architect, or reflects the work of an important artisan.*
- 3 *Archaeological investigation of the property has or will increase our understanding of past cultures or life ways.*

# WASHINGTON HERITAGE REGISTER

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## G) Property Description

Smith Park is the oldest public park in Oak Harbor on Whidbey Island and remains true to its original condition from the 1860's. The 1.3 acre, gently sloping park has beautiful views of Oak Harbor, Maylor's Point, and Cascade and Olympic mountains ranges. It is set in the center of the first plat of the Town of Oak Harbor in 1889, in an area now known as "Old Town" Oak Harbor.

The most noteworthy and oldest component of the park is a sheltering grove of approximately 154 mature Garry oak, *Quercus garryana*, trees, many of them likely hundreds of years old based upon their trunk diameters with most in good condition based upon arborist data. The Garry oaks are what give the park its striking, unique essence and strong connection to those who came before. The Garry oaks have a naturalistic distribution throughout the park that is a small, but high quality representation of what the groves of Garry oaks once looked like in the area prior to mass harvesting and development by settlers starting in the 1850's.

The understory consists mostly of recreational grass areas interspersed with native shrubs and native wildflower plantings which is consistent with what the park has featured since inception. It is the only city park in Washington State comprised entirely of mature Garry oak trees. As a result of early townspeople walking from their homes across the park to the downtown business core, a diagonal path across the park transiting northeast to southwest was created which remains, albeit now paved.

A small, decentralized playground with swings, slide and merry-go-round, as well as a small gazebo were built in the park. A picket fence was erected along two sides of the park to prevent vehicles on bordering streets from driving onto the park grass. While these are non-contributing elements to this nomination, they do however support the historic ongoing use of the landscape for recreation. Based upon the research, there has been some form of built shelter in the park throughout its existence from covered wooden platforms to even a log cabin clubhouse. Historically, some form of fencing had reportedly been erected to prevent vehicles from driving through the park (at least one vehicle can be seen in a historic photo in the middle of the park during an event in Figure 6). These existing noncontributing elements could easily be reversed, returning the disturbed areas back to grass and native plantings with de minimis impact.

Garry oak trees, the unique symbol of Oak Harbor, are held in high esteem. In the summer of 1990, many giant old oaks were felled in the city during the construction of condos and apartment buildings, including a large grove razed on the adjoining block to the north of the park. Locals, old-timers, and other concerned citizens stormed City Hall and demanded that legal protection of the oaks from wonton destruction be enacted. As a result, Oak Harbor Municipal Code 20.16 was created that provides unique critical area protections to Garry oak trees in Oak Harbor.

Pruning and cutting of Garry oaks now requires issuance of a special permit by City Hall, and any removal of Garry oak trees is strongly discouraged. Due to the widespread coverage and large diameter of the 154 Garry oak trees in Smith Park, the entire park enjoys strong critical area ecological protections which significantly limits any incompatible changes to the Garry oaks and the park grounds. Therefore, a primary WHR contributing feature covering the property enjoys enhanced legal protections in perpetuity to preserve it.

Park maintenance is now the responsibility of the City of Oak Harbor Parks and Recreation Department in collaboration with the Oak Harbor Garry Oak Society and Oak Harbor Garden Club who have restored historically present native wildflowers and shrubs, as well as planted young Garry oak tree seedlings grown from locally collected acorns. Additionally, a park management plan is being formalized in collaboration between the City of Oak Harbor and Oak Harbor Garry Oak Society to provide further guidance in the stewardship and protection of the park, it's unique living assets, and historical integrity.

Smith Park is the pride of the community. The original setting of its natural beauty remains. Its native oak habitat is of high ecological value. On warm days residents and visitors gravitate to the cool shade and natural beauty afforded in the oak grove much as they have for over 150 years. The Park continues to be a popular venue for holiday celebrations, weddings, family reunions, high school prom photo shoots, and other gatherings. Smith Park is also a venue for musicians and others who enjoy its quiet serenity and beauty. Smith Park, with its heritage oaks, is a place of noteworthy historical significance that remains intact to this day.

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## **H) Significance**

### **Early Settlement & Commercial Development**

Smith Park, the oldest park in Oak Harbor and city's first real estate asset, contains a large, mature grove of Garry oak, *Quercus garryana*, trees. In 1851, Dr. Richard Lansdale named the area Oak Harbor after the many Garry oak trees that prolifically lined the harbor and uplands (Figure 4). The Garry oak is Washington State's only native oak and was a resource, both for food and materials, for indigenous peoples of the area, including the Lower Skagit, pre-settlement (Figure 5). The park has been

used by the community since the 1860's. It provided a venue for the historic community celebration of the 4th of July in 1894 (Figure 1). In 1916, the Smith family deeded the park property to the City of Oak Harbor (Figure 12), which has officially managed the park for recreation and environmental stewardship to this day.

Smith Park has been a community gathering place since area settlement by pioneers in the late 1860s. Early on, it functioned as a village square. Historic debris has been encountered during monitoring of digging/excavation in the area as documented in three archeological site inventory forms. The park, originally known as "Oak Park", "Town Park", "City Park" or simply "the park" was part of the Taftezon Donation Land Claim filed in 1851. It quickly became a place for the growing pioneer community to congregate.

A conservation effort to protect the park from development was initiated in the late 1800s by early pioneer Christina Barrington ne' McCrohan. Her large Irish family had settled in Oak Harbor in 1858, and she eventually married Oak Harbor's prominent sea captain, Edward Barrington (Figure 3). Captain Barrington shipped lumber and goods along the west coast and used some of his wealth to purchase the Taftezon and Sumner Donation Land Claims in Oak Harbor which contained hundreds of acres of Garry oak woodlands including the area that is now Smith Park.

Many oaks were harvested during this period and even provided Captain Barrington and his partner Charles Phillips with wood to build his schooner, christened the Growler, in 1859 supposedly because his crew complained the whole time while building it. Thankfully, the grove of Garry oaks in what is now Smith Park was left untouched. Evidence of this can be seen in an 1888 t-sheet map (Figure 10A and Figure 10B).

To generate income after the death of Captain Barrington, Christina Barrington began to sell parcels of her land. According to her descendants, Christina Barrington had the first plat of the Town of Oak Harbor drawn up in 1889 (Figure 11A) with the intent to preserve the oak grove and lots the public had come to know and treasure as a public park. The location of the park became the center of the plat for which the other lots were organized around, supporting its use as the defacto town square (Figure 11B).

Christina Barrington eventually sold most of the platted lots, including the site of the park, to local businessman Lewis H. Smith. In 1908 Smith began to market his lots in Oak Harbor for sale as seen in the Seattle Daily Times ad in the For Sale Real Estate section feature (Figure 13). In 1911, Lewis Smith also platted lands directly to the west of the original Town of Oak Harbor plat using the name "Smith's Addition" and marketed those for sale as well (Figure 14). Under terms of an agreement negotiated between Smith and the townspeople, residents agreed to buy a certain number of lots owned by Smith. In return, Smith agreed to donate the eight lots that comprised the park to the newly incorporated town. By 1914, Smith Park appears in the Oak Harbor News as a photo referred to as a "Public Park" in Figure 20.

A year after the Town of Oak Harbor was incorporated, enough lots had been sold and Smith and his wife Pearl deeded the park land to the town in 1916 (Figure 12). The transaction was acknowledged in Maricopa County, Arizona, where Lewis had taken his ailing first wife, Ellen, to recuperate in a warmer, drier climate. The park deed states, "In consideration of the community to improve, beautify, and maintain as a free public park, to be called Smith Park." This is the time in which the park officially became what we know today as "Smith Park". Regardless, locals informally continued to call it "Oak Park" in addition to other names such as "Town Park", "City Park", or simply just "the Park".

Based upon the report of George A. Liebes, Washington State Examiner for the Bureau of Inspection and Supervision of Public Offices as printed in the Oak Harbor News, Smith Park was the town's first real estate asset and was valued at \$1,000 in November 1916 with the town's finances noted to be in good condition.

To keep the park up, townspeople were noted to have gathered at the park and cleaned out the undergrowth, cut down brush, and made the park look ship-shape (Figure 15). The Commercial Club, established shortly after the founding of Oak Harbor, was initially tasked with regular park "cleanup days". Residents using scythes, shovels and rakes gathered to maintain Smith Park.

Starting in 1923, the Park was cared for by the ladies of the Oak Harbor Womens Improvement, today known as the Oak Harbor Garden Club. The community kitchen that had been built previously in the park was converted by the ladies into a clubhouse by the addition of windows and doors using funds they raised from a wide array of efforts and projects. Soon the clubhouse was even furnished with a piano and dishes.

The Garden Club notes that the club, City Council, Drum and Bugle Corp, Firemen, Seven Day Adventists Church, Bridge Clubs, teacher's organizations, and parties all used the clubhouse in the park. While the clubhouse was later sold and relocated, the Oak Harbor Garden Club continued to care for, and advocate for the preservation of, the park for many decades and was considered by the club's historical texts to be a memorial to the women who helped preserve it.

The park was also used to market the area. The Oak Harbor Commercial Club, whose purpose was to promote the Oak Harbor area for tourism and business development in the early 1900's, called the area "Puget Sound's Paradise". Among the town's listed amenities on its letterhead, Smith Park was included as a "Lovely Park (all sturdy oak trees – only spot on Puget Sound where they grow)". While we know today Oak Harbor is not the only location on Puget Sound where Garry oaks grow, it is still notable that the park was specifically promoted for its unique oak flora at such an early time.

## Original Indigenous Occupation & Historic Landscape Significance

The Garry oak trees in Smith Park are a remnant of a much larger oak ecosystem that once covered hundreds of acres of landscape on Whidbey Island. Enchantingly beautiful and high in biological diversity, some of the oaks surveyed in the Park are estimated by professional arborists to be hundreds of years old.

Captain George Vancouver and Archibald Menzies in their journals both specifically note both the size of oaks and their abundance on Whidbey Island, as well as the verdant meadows beneath them.

1 or 2 June, 1792

“...The surrounding country, for several miles in most points of view, presented a delightful prospect, consisting chiefly of spacious meadows elegantly adorned with clumps of trees; amongst which the oak bore a very considerable proportion, in size from four to six feet in circumference. In these beautiful pastures, bordering on an expansive sheet of water, the deer were seen playing about in great numbers. Nature had here provided the well-stocked park, and wanted only the assistance of art to constitute that desirable assemblage of surface, which is so much sought in other countries, and only to be acquired by an immoderate expense in manual labor. The soil principally consisted of a rich, black vegetable mould, lying on a sandy or clayey substratum; the grass, of an excellent quality, grew to a height of three feet, and the ferns, which, in the sandy soils, occupied the clear spots, were nearly twice as high. The country in the vicinity of this branch of the sea is, according to Mr. Whidbey’s representation, the finest we had yet met with, notwithstanding the very pleasing appearance of many others; its natural productions were luxuriant in the highest degree, and it was, by no means, ill supplied with streams of fresh water. The number of its inhabitants he estimated at about six hundred, which I should suppose would exceed the total of all the natives we had before seen; the other parts of the sound did not appear, by any means, so populous...”

- Captain George Vancouver, A Voyage of Discovery to the North Pacific Ocean and Round the World.

For thousands of years indigenous peoples have lived on the islands and uplands of this region (Figure 5). Today’s Whidbey Island was known then as Tschakolechy. Oak Harbor was the location of a tribal village named Klatoletsche that was home to a population of the Lower Skagit tribe known as Sk<sup>w</sup>dabš. Though bitter in taste, acorns were a reliable source of protein. The tribes managed the Garry oak savannahs and meadows on Whidbey through the practice of controlled burns using frequent, low-intensity fires based on evidence that dates this practice ongoing for at least 2,300 years. This allowed for cultivation of the blue camas bulb, bracken fern, tiger lily, and other important sources of carbohydrates for the native people, while producing both

clusters of Garry oaks, as well as very large diameter Garry oaks with high canopies.

As the tribes were displaced off their lands starting in the 1850's with the passage of the Oregon Donation land Act and various treaties, traditional controlled burn regimes ceased. The Garry oaks were harvested with zeal to the point where they were all but completely extirpated in some areas of Whidbey Island, such as Penn Cove directly to the south. The US Forest Service now estimates that 99% of all Garry oak ecosystems have been lost within their traditional growing range and the Oak Harbor area is no exception.

Cleared land such as those in open Garry oak meadows, in an area otherwise densely treed by conifers, was considered premium by settlers. The topsoil beneath the Garry oaks from one to three feet thick, which had been cultivated by Native Americans, was rich and productive, and therefore highly valuable to settlers looking to grow crops. Wildflowers previously harvested as crops to supply entire tribal villages, such as camas, were in some areas noted to have been completely wiped out by settler's livestock. Historic area reference photos of Oak Harbor seen in Figures 8 and 9 show the nearby Oak Harbor area as it once looked for greater context of what the park protects as part of the historically accurate living landscape that has mostly all but disappeared.

Wildflowers flourished in the park prior to the advent of turf lawn mowing. Historical accounts tell of a springtime "sea of blue" created by blooming camas flowers, as well as violets and lilies. Other native wildflowers species provided colorful pink, cream and yellow blooms. In the fall, edible acorns covered the park floor. In the winter, the bare branches of the trees give the park a unique, haunted look. Every season brings something different to look at, including the visibility of the water and mountain views through the tree canopy.

## **Recreation & Event Significance**

Locals, both young and old, enjoyed many a picnic, celebration, and event in the park. It became an established meeting place for the community to congregate. The park served as a venue for the City 4th of July celebrations, band concerts, important speeches, harvest festivals, flower shows, market days, and even livestock shows (Figure 7).

The 1894 July 4th gathering was an important social event that drew together the pioneers and remaining Skagit Tribal members for a clambake and picnic in the open spaces under the oak tree canopy. Several hundred people, many from communities south and east of Oak Harbor, gathered to celebrate. The clambake was presided over by Billy Barlow (Figure 2), son of a Skagit Tribal chief, who gave the address in Chinook. The event included traditional games such as tug-of-war. An orchestra played on a platform erected in the park, as shown in the Maylor Brothers' postcard photo in

Figure 1.

Another notable holiday celebration was held at the park on the 4th of July 1915, with horse races and a finish line flanked by a cheering crowd.

In the review of newspaper clippings from the time, the park appears to have been used for civic and ceremonial programming (what were referred to as “exercises”) beneath the shade of the many Garry oaks. For example, during the 4<sup>th</sup> of July in 1916 programs hosted at the park (Figure 16), for which two thousand attendees from the local area participated, included an invocation by Rev. B. Waddington, songs sung by school children, an address of welcome by the town’s first mayor Jerome Ely, a flag drill, and hour long luncheon for those who packed their own lunches. This contrasts to sporting events which were listed to have taken place at “Ely’s Ball Park”, a separate location, for pole vaulting, high jumps, baseball, and more. In other years, 4<sup>th</sup> of July parades and street pageants ended at Smith Park to segue into the programming like what was previously described.

On October 18, 1919, the park hosted a harvest festival that was to be “one of the biggest days Oak Harbor has ever witnessed” at “a fine picnic ground at the park”. The invitation went on to request donations to be auctioned off “anything from a chicken to a farm” to “help a poor little city out”.

A heavy rope swing hung from an oak limb, and children climbed the big rock in the park that was their “jungle gym”. A few energetic youngsters built a treehouse nestled within a cluster of oaks. Small places for cook fires were created. Tables and benches were built (Figure 6). The local school children were known to have picnics in the park to celebrate the final days of school before summer break (Figure 19) and used the park for Easter egg hunts (Figure 18).

It was decided that the enormous glacial erratic rock in the corner of the park be moved. Using dynamite, the rock was blasted into large chunks, but the idea of moving the heavy rocks faded. The debris was left in place, but scars from the dynamite remain on some chunks of the rock.

### **Archaeology Significance**

The City of Oak Harbor Archaeologist Gideon Cauffman, tasked with monitoring City-led operations and maintenance within the park, has repeatedly encountered historic debris when the City has disturbed park grounds. The debris has consisted of saw-cut bone, ceramic sherds, and glass. These have been inventoried as Smithsonian Trinomials 45IS00375, 45IS00376, and 45IS00378.

# WASHINGTON HERITAGE REGISTER

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## I) Documentation

Xerox and attach any information or evidence that supports the property's significance.

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**Historic Photos Maps, and Newspaper Clippings**

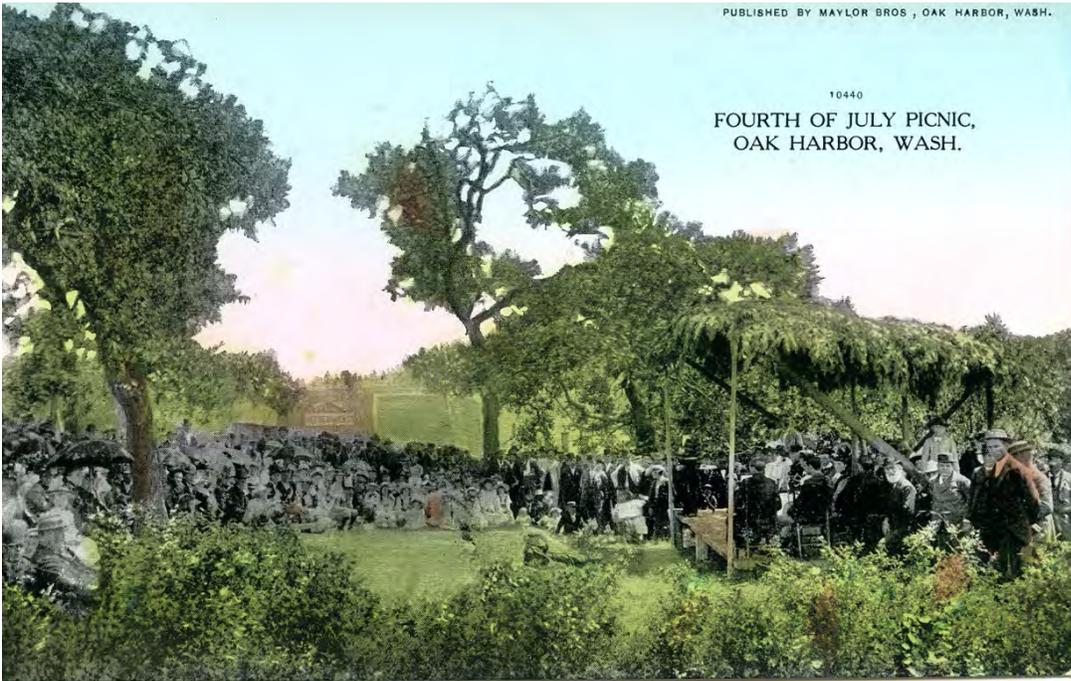
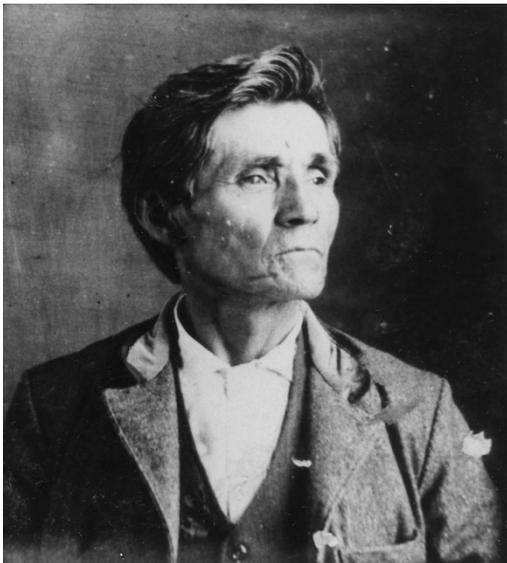
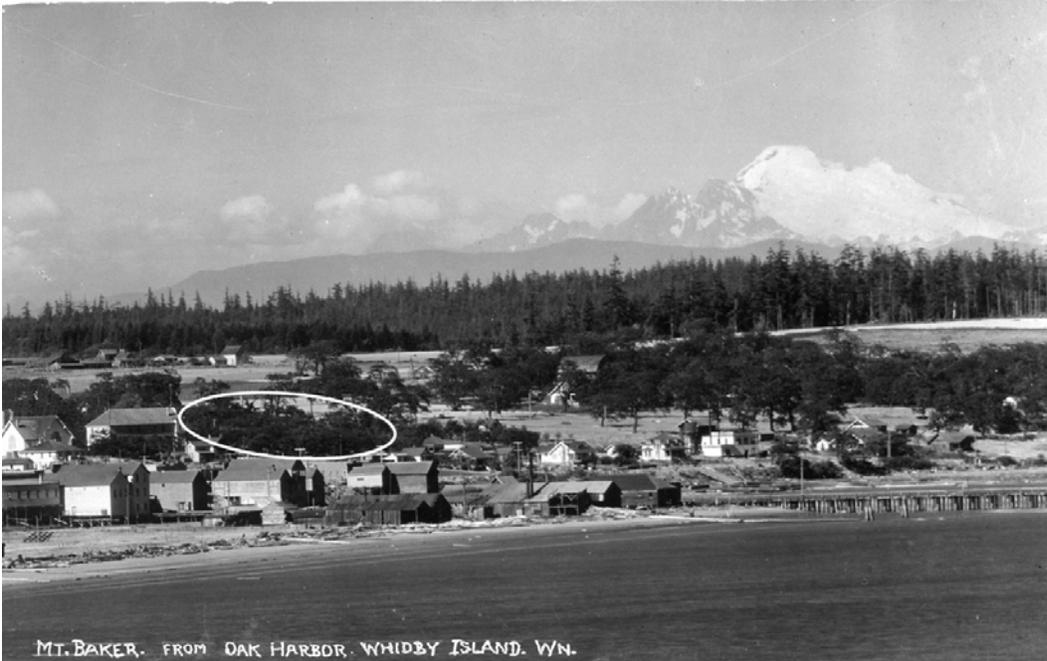


Figure 1 - Fourth of July Picnic Oak Harbor, Wash (**Island County Historical Society, Library and Archives, 2015.26.2**) Color-tinted photo postcard of the July 4<sup>th</sup>, 1894 celebration in Smith Park. Produced by noted Oak Harbor pioneers and merchants the Maylor Brothers.



(Left) Figure 2 - Portrait of Billy Barlow (William Squiqui) (**Island County Historical Society, Library and Archives, 2016.055.052**) (Right) Figure 3 - Portrait of Edward Barrington and Christine McCrohan Barrington on Their Wedding Day (**Island County Historical Society, Library and Archives, 2013.199.007b**)



MT. BAKER. FROM OAK HARBOR. WHIDBEY ISLAND. W.N.  
Figure 4 - Mt Baker From Oak Harbor Whidbey Island WN (**Island County Historical Society, Library and Archives, 2014.11.54**) 1920's view of the Oak Harbor waterfront and old town. Smith Park has been approximately circled in white. Note the density of the Garry oak forest in the Smith Park area which remains today, and the many other Garry oak trees in the foreground.

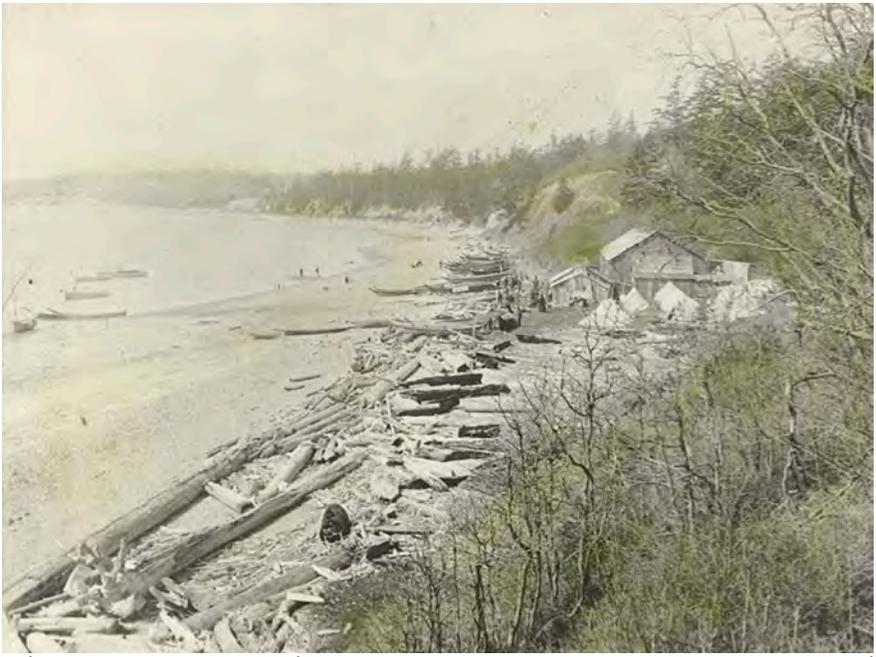


Figure 5 - Skagit Potlatch House & Canoes, Whidbey Island, Washington, ca.1902 (**University of Washington Libraries, Special Collections, NA833**) This area is the ancestral homeland of the Lower Skagit who have lived on, and cared for, the land since time immemorial.



Figure 6 – Oak Park Free Camp Ground, Oak Harbor Whidbey Island WN (Island County Historical Society, Library and Archives, 2014.11.08a) Community gathering in “Oak Park” which later became what we know today as Smith Park. Note the bandstand in the background, platform stage, cooktop, and the children at play – all beneath the Garry oaks that still remain.

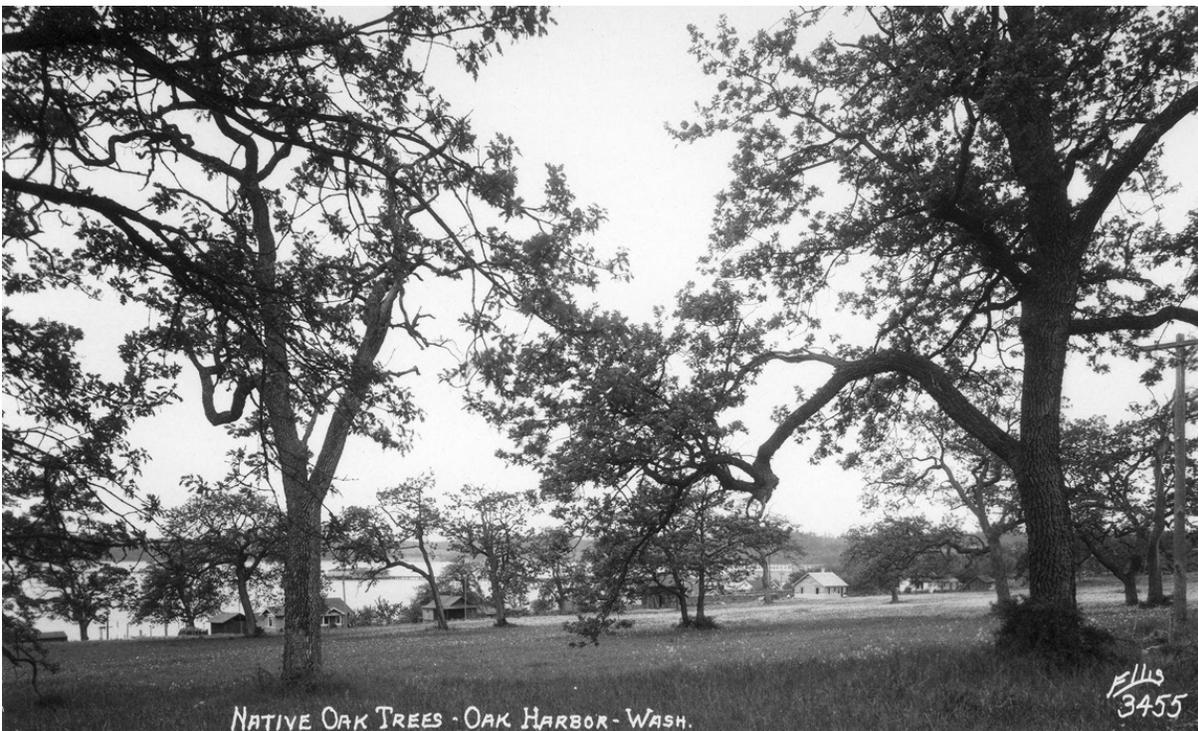


Figure 7 – (As written on the photo's reverse) At Smith Park, Oak Harbor, Henry Weidenbach Guernsey Cattle Late 1930's (Oak Harbor Garry Oak Society, Gift of Avis Rector) Functioning as the town square, even livestock shows took place in the park beneath the Garry oaks.



Figure 8 - Garry Oaks, Oak Harbor and Docks (**Island County Historical Society, Library and Archives, 2014.11.47**) This historic area reference photo taken several blocks east of the park property shows what the view was like of Oak Harbor through the many large oak trees facing west. Note the thick, contorted

branches of the ancient Garry oaks. Many of the oldest are now lost to harvesting, development and age; however, those old oaks were saved in Smith Park exhibit these unique features.



*NATIVE OAK TREES - OAK HARBOR - WASH.*  
 Figure 9 - Native Oak Trees - Oak Harbor - Wash. By Ellis 3455 (**University of Washington Libraries Special Collections, UW40994**) This historic area reference photo is believed to be one block east of the park facing west shows Oak Harbor in the 1940's. Note the visible carpet of wildflowers in the grassy, open understory beneath the many Garry oak trees. The wildflowers have now all but vanished in Oak Harbor, replaced by yards, homes, and pavement.

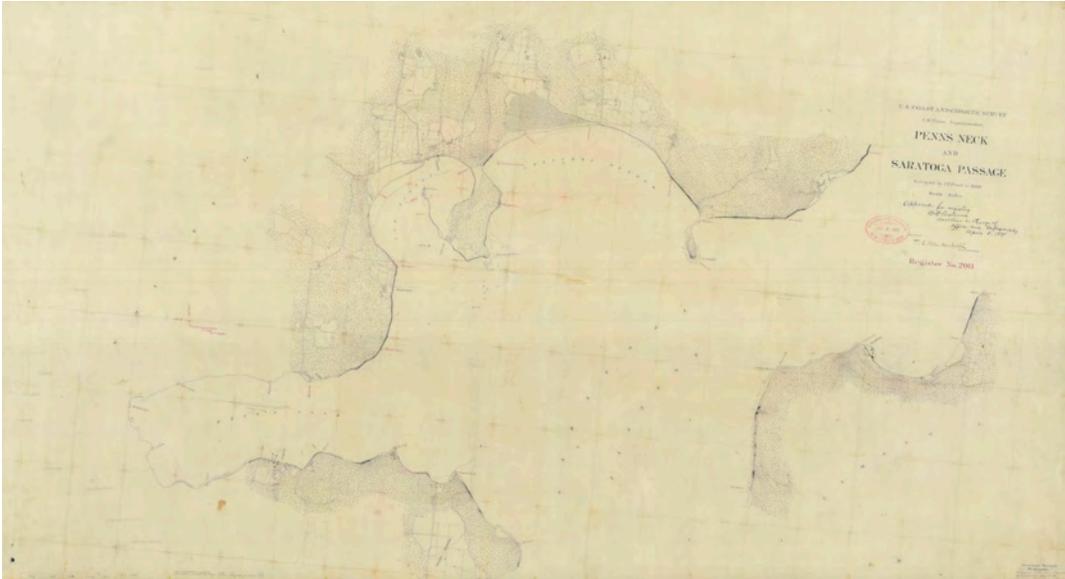


Figure 10A - US Coast and Geodetic Survey for Penns Neck and Saratoga Passage 1888 - Note: See Annotation for More Detail (Office of Coast Survey, National Oceanic and Atmospheric Administration, Historical Map and Chart Collection)

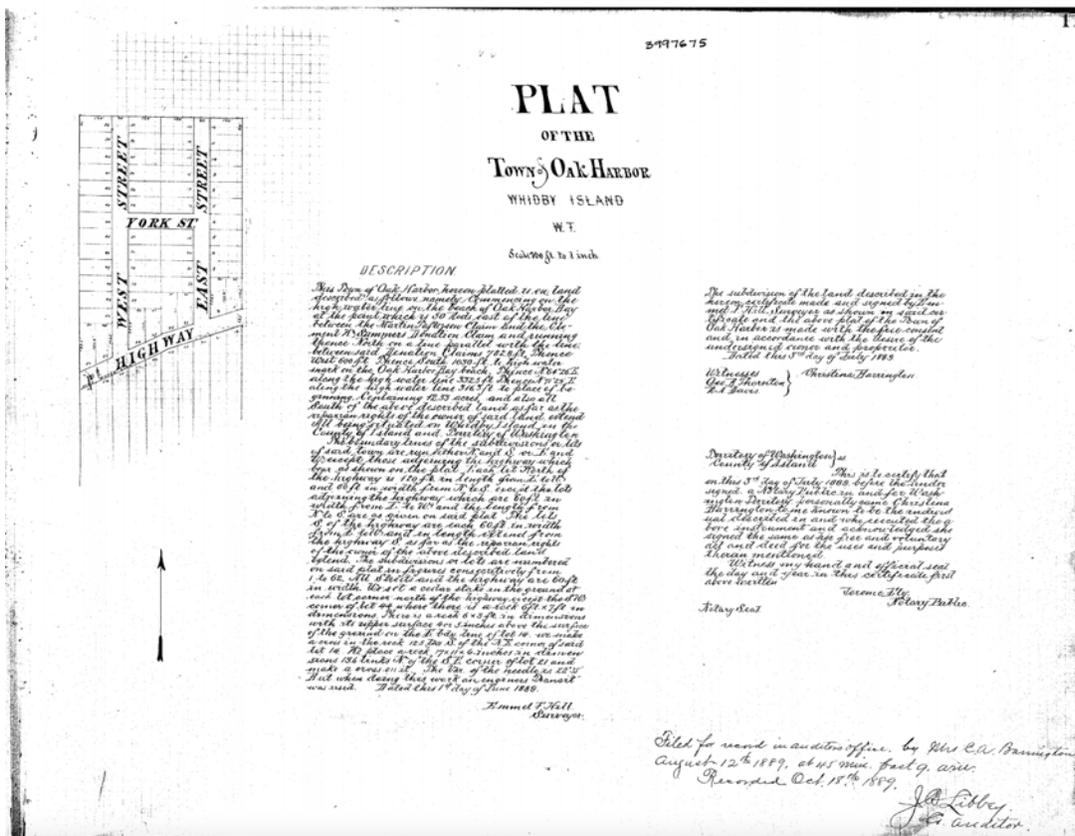
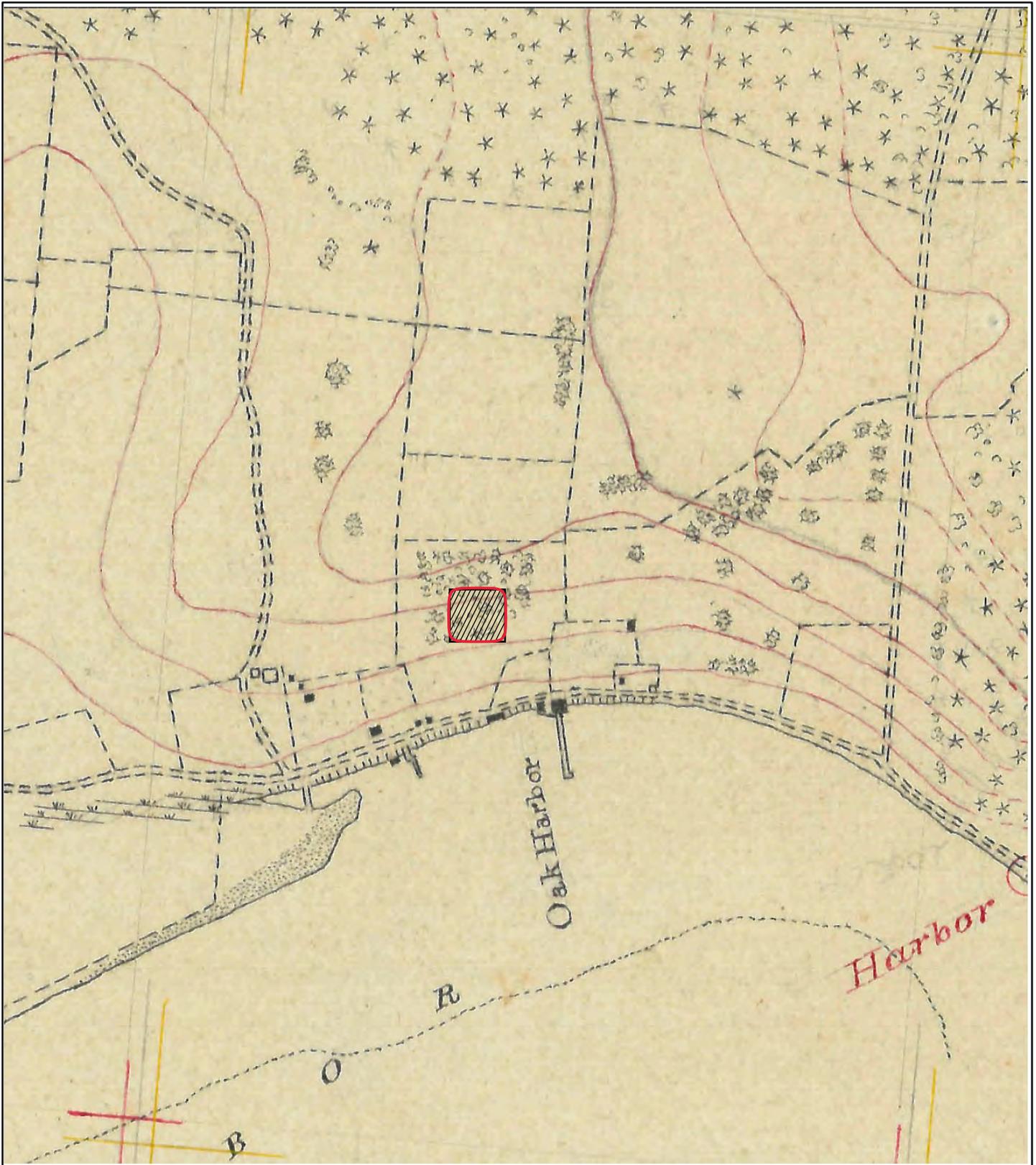


Figure 11A - Plat of the Town of Oak Harbor 1889 - Note: See Annotation for More Detail (Assessor's Office, Island County WA)

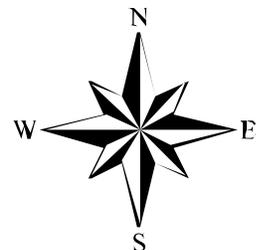


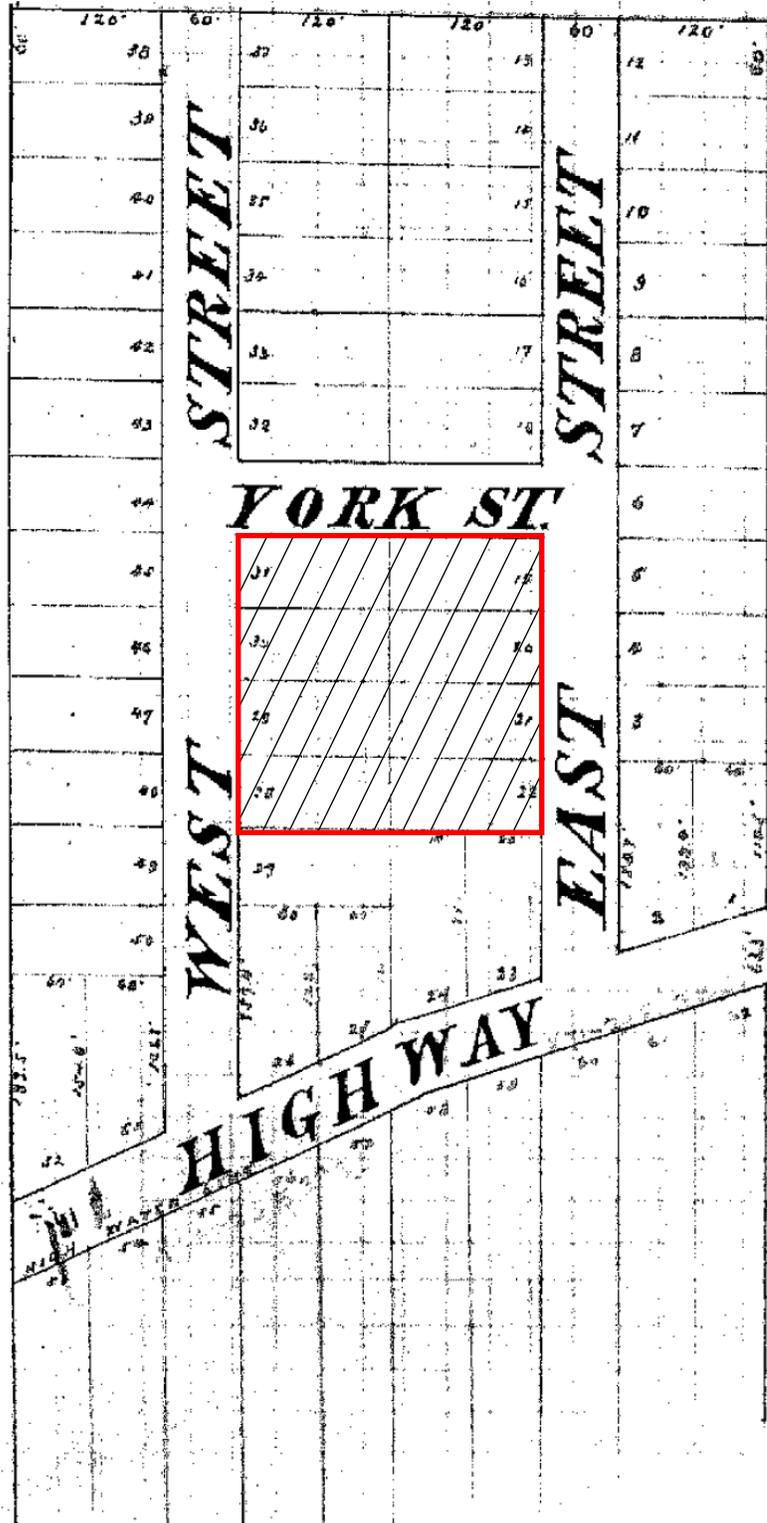
# Smith Park

Figure 10B - Annotated Historic Map Close Up - US Coast and Geodetic Survey - Penns Neck and Saratoga Passage 1888

 Smith Park Boundary Approx.

Note what are believed to be symbols for Garry oak trees (cloud-like symbols) versus those used for conifers (stars).





# Smith Park

 Smith Park Boundary

Figure 11B - Annotated Historic Plat Map  
Close Up - Plat of the Town of Oak Harbor  
1889

Note central location of the park relative to the town's first plat.

*M. Smith, husband & wife*  
Grantors.

Acknowledged *Dec 15 - 1915*  
Filed *Feb 14 - 1916*  
Recorded Vol. *32* of *D.*  
Page *575*  
Consideration  
Covenants

TO  
*City of Oak Harbor*

Grantee  
*In consideration of the conveyance to improve, beautify & maintain premises as a free public park, to be called Smith Park.*  
The Grantors do *Give, Grant and Convey* unto the Grantees

the following described real estate in *Island County, State of Washington*, to wit:  
*Lot 19-20-21-22-28-29-30 & 31 situated in the City of Oak Harbor, County of Island, State of Washington, according to the Official Map or plat of said City of Oak Harbor now on file and of record in the County Recorder Office of said County and State*  
*As to Warrant & Defend against all lawful claims.*  
*In case said premises should cease to be used & maintained as a free public park, they shall revert to grantors.*  
*Juvio H. Smith (S)*  
*Paul M. Smith (S)*

No. of witnesses: *Two*  
Acknowledged by *Grantors before E. M. LeBaron, M.P.*  
*in and for Maricopa County, Arizona.*  
before

(Official Seal) Notary Commission Expires *Jan 18 - 1916*  
*✓ 15632*

Figure 12 - Deed to Smith Park Filed February 14, 1916 (Island County WA)

**70 LOTS and 5-acre tracts for sale in Oak Harbor, Whidby Island, Wash.; fine water, good soil, splendid view of Sound and mountains; only one-half rainfall of Seattle, or about twenty inches; located in one of the best dairy, fruit and farming sections of the state; prices to suit. L. H. Smith & Co., owners, Oak Harbor, Wash.**

Figure 13 - Advertisement for 70 Lots for Sale in Oak Harbor by L. H. Smith & Co. (Seattle Daily Times, Evening Edition, 6 Aug. 1908, p. 16., NewsBank)

Those lots, recently placed on the market by L. H. Smith, in the new addition to Oak Harbor and adjoining Sumner Street, are most all sold and those wishing to acquire such bargains should not delay.

\*\*\*\*\*  
 Last Monday was annual clean-up day in Oak Harbor and a large number of enterprising citizens gathered at the city park and cleaned out the undergrowth, cut down brush and made the park look ship-shape.  
 \*\*\*\*\*

Figure 14 - (Top Left) 1911 Advertisement for Remaining Lots for Sale in Oak Harbor by L. H. Smith - Oak Harbor News (Island County Historical Society, Library and Archives, Smith Ad 1911.1)

Figure 15 - (Top Right) Scraps, Briefs of Local Interest - Annual Clean Up Day in Oak Harbor - Oak Harbor News May 26<sup>th</sup>, 1916 Page 1 (University of Washington Libraries, Microfilm A6048)

Figure 16 - (Right) Fourth of July! - Oak Harbor News June 23<sup>rd</sup>, 1916 Page 1 (University of Washington Libraries, Microfilm A6048)

Figure 17 - (Bottom Left) Market Day Saturday - Island County Times June 18<sup>th</sup>, 1915 (University of Washington Libraries, Microfilm A3954)

Figure 18 - (Bottom Middle) Easter Party - Island County Times March 28<sup>th</sup>, 1913 (University of Washington Libraries, Microfilm A3954)

Figure 19 - (Bottom Right) Picnic at the Park - Island County Times June 4<sup>th</sup>, 1915 (University of Washington Libraries, Microfilm A3954)

## Fourth of July!

The various Fourth of July committees met this week and made all final arrangements for the forthcoming celebration in Oak Harbor. The finance committee report that while money is not quite as plentiful as last year they have succeeded in raising sufficient funds for a good all-day program of races, sports and a good baseball game. All subscribers to the fund are requested to pay their contributions in by July 1st without fail. The program committee has arranged a program for the exercises at the city park. Hon. J. W. Brislaw, of Olympia, one of the best speakers in the state, will deliver the oration.

The decoration committee will attend to procuring evergreens and flags and beautifying Main street and the city park. Let all join together in having a patriotic and enjoyable day. The program for the day is as follows:

### Street Sports and Races

10 a. m., sharp—  
 Boys' Foot Race—Free for all under 12 years, 50 yard dash, \$1.00 first prize, 50c second prize.  
 Girl's Foot Race—Free for all under 12, 50 yard dash, first \$1.00, second 50c.  
 Boys' Foot Race—Free for all 12 to 16, 50 yard dash, first \$1.50, second 50c.  
 Girls' Foot Race—Free for all, 50 yards, first \$2.00, second \$1.00.  
 Man's Foot Race—Free for all, 100 yards, first \$5.00, second \$2.00.  
 Wheelbarrow Race—With three nail kegs, 50 yards and return with

same three kegs, first \$1.50, second 75 cents.

### Program at City Park

Begins 11 a. m., sharp—  
 Invocation—Rev. B. Waddington.  
 Song—School Children.  
 Address of Welcome—Mayor Ely.  
 Exercise—School Children.  
 Oration—Rev. J. W. Brislaw.  
 Flag Drill—Pupils of Public School  
 Song, "America"—Audience.  
 Closing Remarks—Rev. DeWitt, of the Reformed Church.  
 Luncheon—12 to 1 o'clock.

### At Ely's Ball Park

1:15 p. m., sharp—  
 Pole Vault—Free for all, first \$2, second \$1.00.  
 High Jump—Free for all, first \$2, second \$1.00.  
 Broad Jump—Free for all, first \$2.00, second \$1.00.  
 Baseball, 2:30 p. m., sharp—Oak Harbor vs. Coupeville—Prize \$20.  
 Horse Race 4 p. m., sharp—  
 Free for all, \$2 entrance fee, 3 enterents, first \$12.50, second \$2.50.  
 Pony Race—Three enterents, \$1 entrance fee, first \$5.00, second \$2.50  
 Grand ball in the evening commencing at 9 o'clock. Good music. Tickets 10c per set, 3 for 25c, or \$1 for the evening.  
 Every arrangement will be made for the comfort and enjoyment of all guests during the entire day and evening. A ladies' rest room will be provided in the postoffice building. All visitors who so desire will find good meals provided at the Sheldonian and Byrne hotels, and those who prefer can bring their own lunches and eat at the city park.

Market Day Saturday was very interesting from early in the morning till late in the afternoon. The stock parade was on a much larger scale than our citizens and visitorsexpected. The speaking at the park was listened to attentively and the principal address by Rev. Pratt of Coupeville seemed to please all. Many were here from other parts of the Island and it was a big day for our merchants

An enjoyable Easter party was held in the park on Easter Sunday. Those present were: Pauline and Marguerite Maylor, Doris Morse, Irene Rogers, Goldie Bagwell, Vera Neil, Millie and Nellie Holman, Belle Handlin, Sylvia Philips, Lela Holland and Elsie Hyde. Miss Pauline Maylor received first prize for finding the most eggs, while Miss Sylvia Philips received booby.

A picnic at the park on Friday afternoon was held by the younger pupils; this was the last thing in school work for this term and now what will the little boy do?

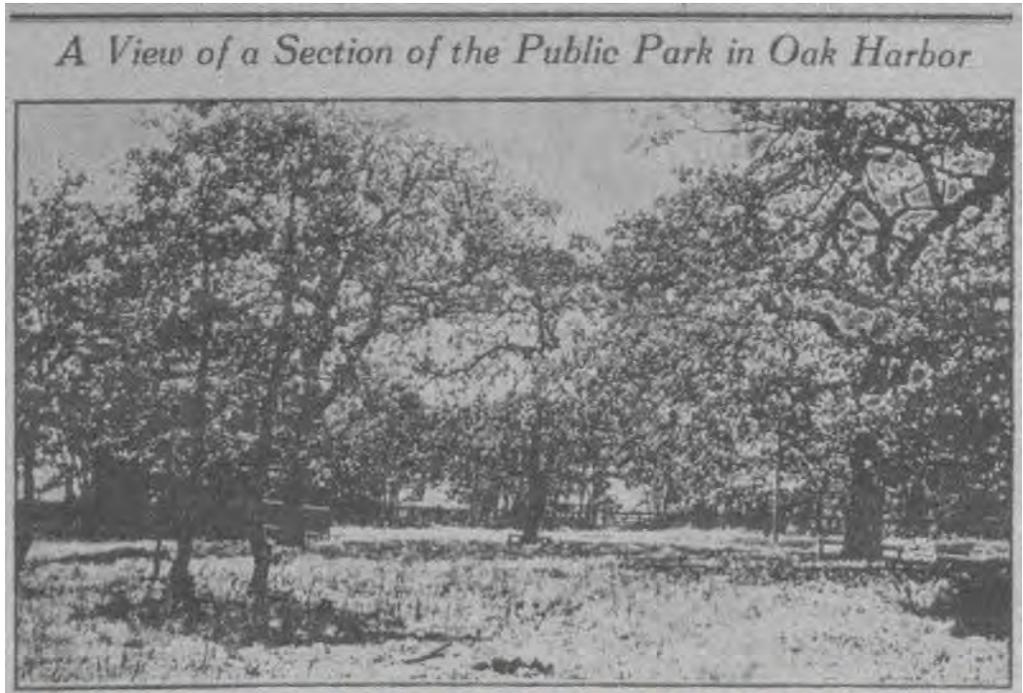


Figure 20 - Top, Newspaper photo of Smith Park believed to be either late October or Early November 1914 printed in the Oak Harbor News **(Oak Harbor Garry Oak Society, Source Unknown)**

Figure 21 - Bottom, For comparative reference a photo taken 108 years later in the same position as the newspaper above on October 23, 2022 **(Kyle Renninger, Oak Harbor Garry Oak Society)**

## J) Map and Photographs



IslandCounty\_Smith Park\_001 - Spring in the park is full of bright green Garry oak leaves, green grass, and wildflowers. In the shot are the many Garry oak trees, the park name sign, and a multi-panel interpretive sign in the background. Facing northwest from the Midway Blvd side of the park.

**(Kyle Renninger, Oak Harbor Garry Oak Society)**



IslandCounty\_Smith Park\_002 - Mature Garry oak trees on Whidbey Island are noted for their distinct, contorted branch structures. There are 154 mature Garry oaks in the park. In the shot are the Garry oak trees, playground equipment, gazebo, and temporary tree seedling restoration guards. From the southeastern corner of the park facing northwest. **(Kyle Renninger, Oak Harbor Garry Oak Society)**



IslandCounty\_Smith Park\_003 - The park continues to offer the traditional water views of Oak Harbor and Maylors Point from its southern border much as it did when it became a park in 1916. Sunny cloud breaks and leafy canopies create areas of light and shadow amongst the ancient oaks. The shot includes many old Garry oaks, playground equipment, and water views. From the center of the park facing south. **(Kyle Renninger, Oak Harbor Garry Oak Society)**



IslandCounty\_Smith Park\_004 - Warm, dry, Mediterranean conditions prevail in late summer on Whidbey Island thanks to its location in the rain shadow of the Olympic Mountains. The understory turns golden brown by summer and remains that way until the fall rains. The shot includes Garry oak trees and temporary tree seedling restoration guards. **(Kyle Renninger, Oak Harbor Garry Oak Society)**



IslandCounty\_Smith Park\_005 - The history and significance of Smith Park and its Garry oak forest are shared on the park's detailed, tri-panel interpretive sign to promote the continued conservation of the park. Shot includes one side of interpretive panel and Garry oaks in the background. (Kyle Renninger, Oak Harbor Garry Oak Society)



IslandCounty\_Smith Park\_006 - The park retains a dense forest of Garry oak trees and a sense of openness just as this location has enjoyed for hundreds of years. Shot includes many Garry oak trees, gazebo, and view of Oak Harbor and Maylor's Point in the distance. **(Kyle Renninger, Oak Harbor Garry Oak Society)**



IslandCounty\_Smith Park\_007 - Late fall brings falling leaves and ripe acorn crops. Acorns were collected and processed as food by Native Americans and also serve as a valuable wildlife food source. The deciduous nature of Garry oaks and their total coverage of the park means that once the leaves fall the views from the park of the harbor and Maylor's Point become spectacular with the contorted Garry oak tree branches in full silhouette. The shot includes Garry oak trees, and the harbor beyond. **(Kyle Renninger, Oak Harbor Garry Oak Society)**



IslandCounty\_Smith Park\_008 - Spring native wildflowers bloom in Smith Park. A white fawn lily, *erythronium oregonum*, is next to the trunk of a massive, old growth Garry oak. A pink shooting star, *Dodecatheon hendersonii*, as well as the canopy of Garry oak trees is in the background. **(Oak Harbor Garry Oak Society)**

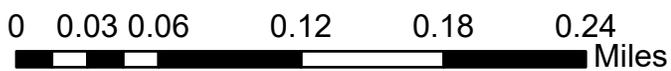
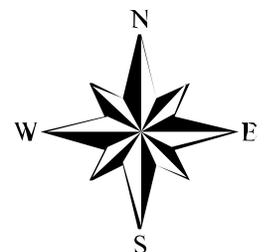


Island County, Bureau of Land Management, Esri Canada, Esri, HERE, Garmin, INCREMENT P, Intermap, USGS, METI/NASA, EPA, USDA, AAFC, NRCAN

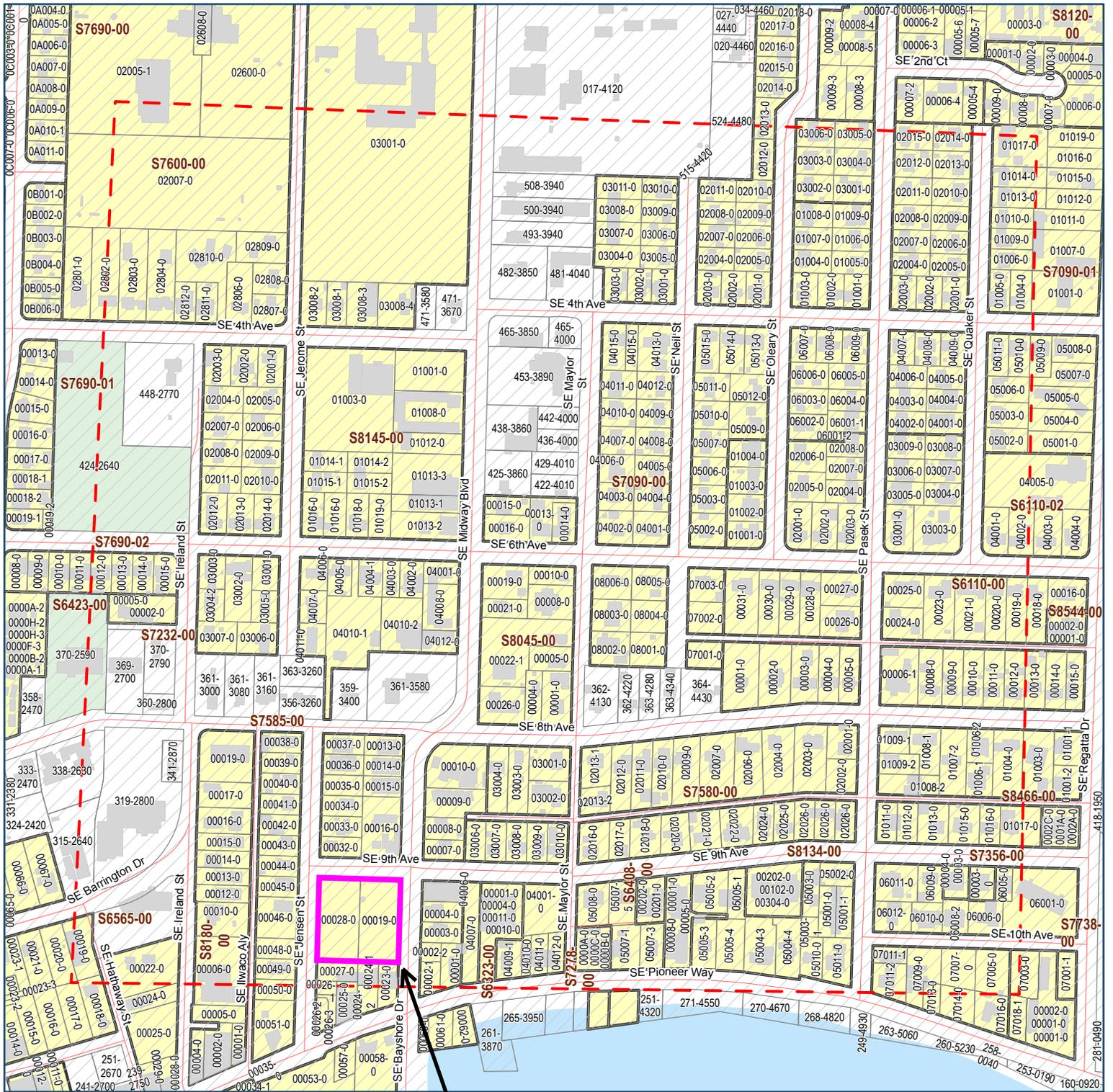
# Smith Park

48.290284 -122.644548

-  Smith Park Boundary
-  Coordinate Location



Spatial Reference  
Datum: WGS 1984

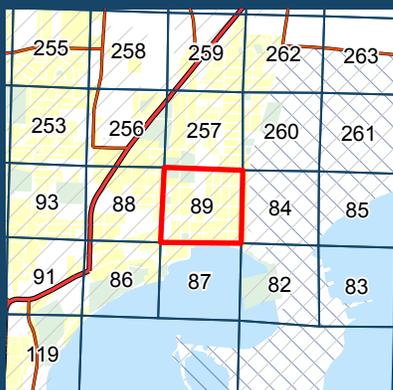


Map ID: 89

NE 1/4 Sec 2 Twp.32 R.1E

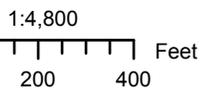
2-32-1E

Island County Assessor's Office



- Current Quarter Section
- Parcels
- Plats
- City Limits
- Military Owned

Smith Park Boundary



For more information, visit [www.islandcountywa.gov](http://www.islandcountywa.gov)

Abbreviated parcel numbers are listed. To get the full number:  
**Metes and bounds parcels (e.g. "R01234-567-8910")**  
 Add the letter "R" followed by the Range (R), Township (Twp), and Section (S) number and a dash to the front of the labeled parcel number.  
 Example: R + (R, Twp, S) 01234- + (labeled parcel #) 567-8910  
**Parcels in plats (e.g. "S1234-00-56789-0")**  
 Add the "S" number of the plat and a dash to the front of the labeled parcel number in the plat.  
 Example: (labeled plat #) S1234-00- + (labeled parcel #) 56789-0

DO NOT USE AS A LEGAL DOCUMENT



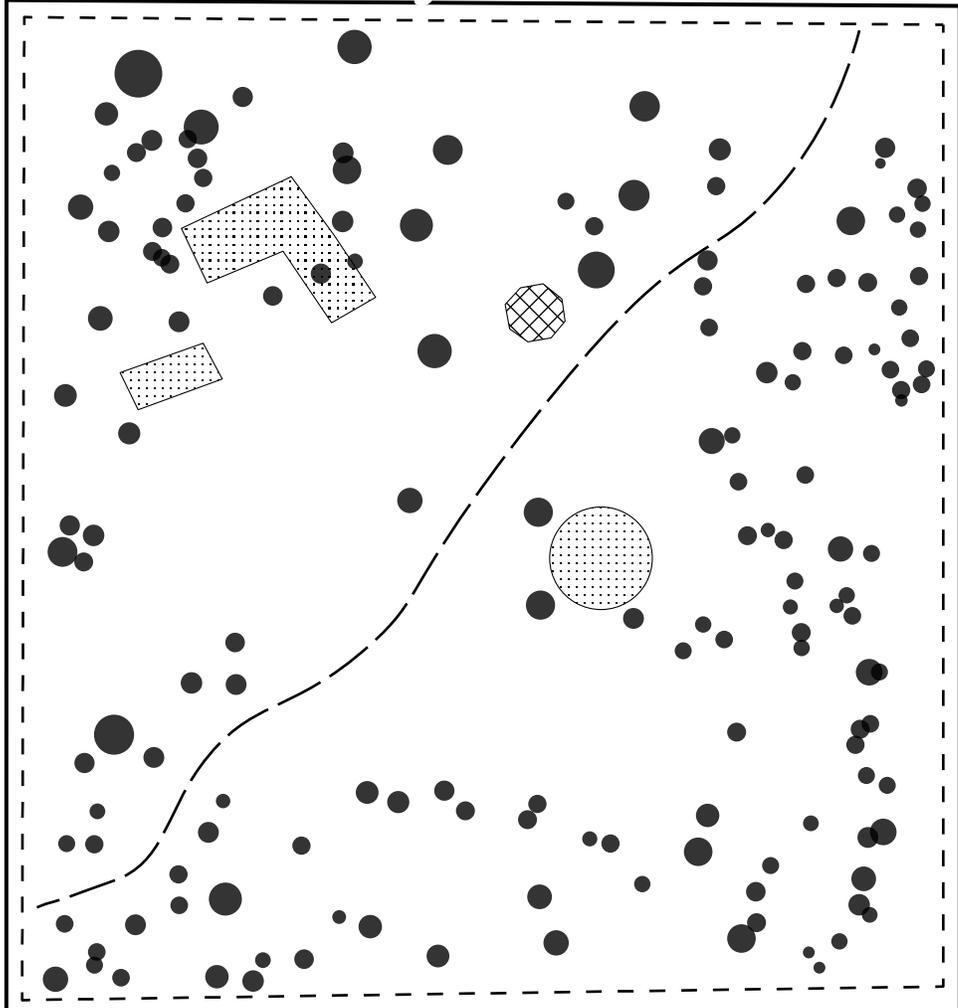
8/12/2022

89

SE Jensen Street

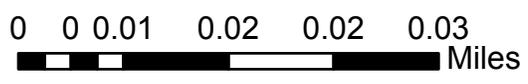
SE 9th Avenue

SE Midway Boulevard

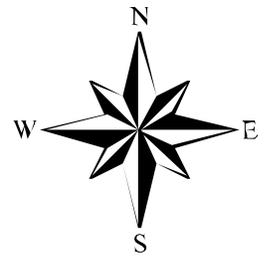


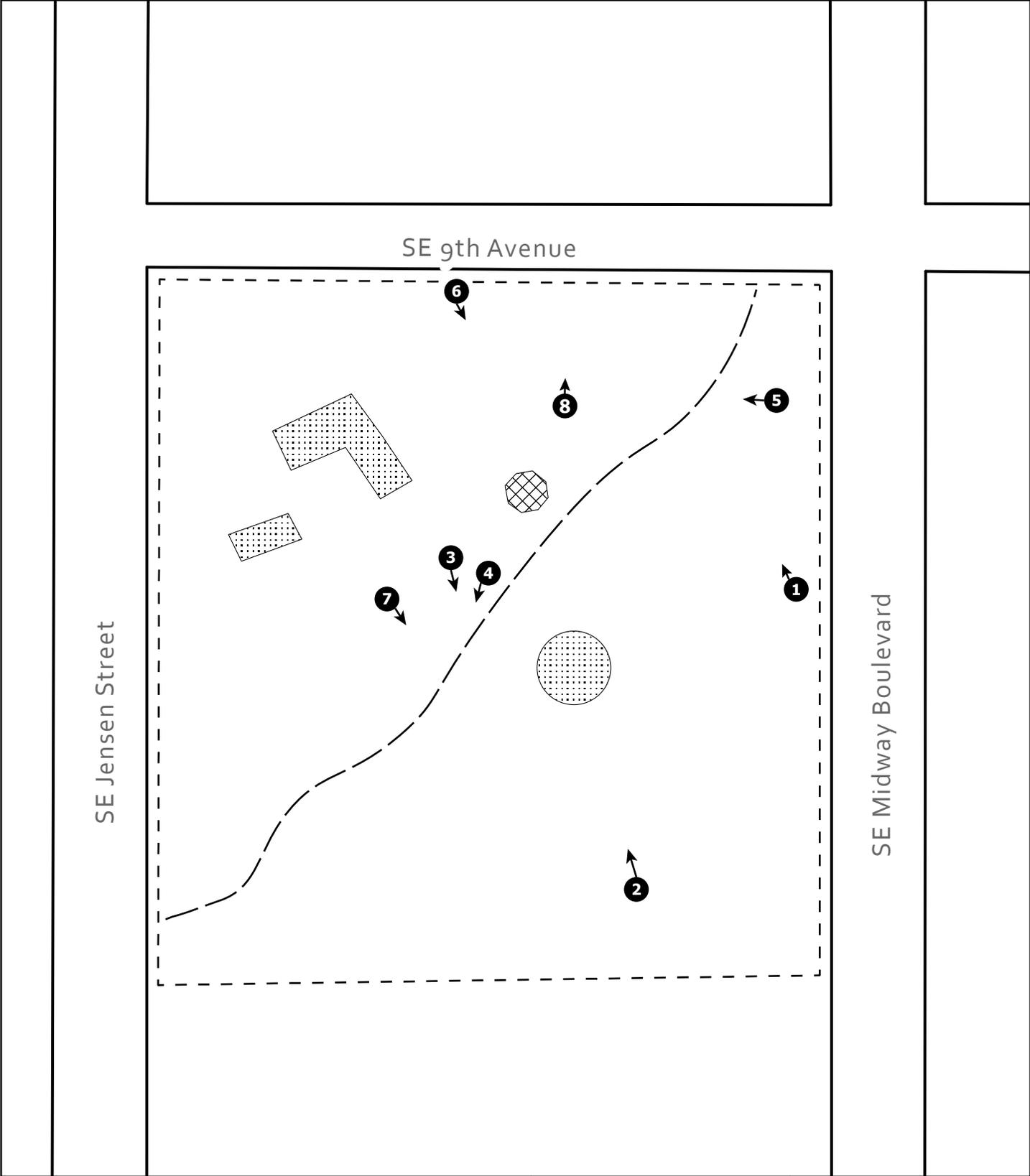
# Smith Park

Sketch Map - Contributing and Non-Contributing Resources



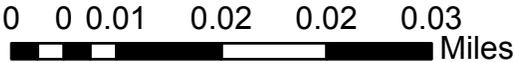
- Garry Oak Tree
  - ▣ Gazebo
  - ▣ Playground Equipment
  - - - Park Boundary
  - Street Boundaries
  - - - Historic Path Route
- Note: Garry oak tree point size scales to correspond to tree trunk diameter size.



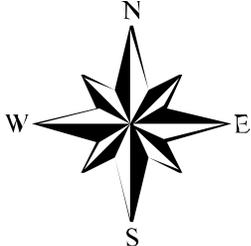


# Smith Park

Sketch Map - Photos Keyed to Map



- Gazebo
- Playground Equipment
- Park Boundary
- Street Boundaries
- Historic Path Route
- Photo



City of Oak Harbor  
City Council  
Workshop Agenda Bill

Date: July 26, 2023

Subject: **a. Action Item: Approving the Oak Harbor Garry Oak Society request for the City to submit an application for Smith Park to the Washington Historic Registry**

---

FROM: Brian Smith, Parks & Recreation Director

---

**SUMMARY STATEMENT**

As noted in their earlier presentation in this workshop, the Garry Oak Society has requested an application be submitted to place Smith Park on the Washington Historic Registry. Staff defers to Council for a motion as this application can only be submitted by the City as the property owner.

A potential motion would be to approve the Oak Harbor Garry Oak Society request and authorize the City of Oak Harbor's Director of Parks & Recreation to submit an application for Smith Park to the Washington Historic Registry.

**ATTACHMENTS**

City of Oak Harbor  
City Council  
Workshop Agenda Bill

Date: July 26, 2023

Subject: b. Windjammer Park Survey  
Results and Recommendations

**FROM: Brian Smith, Parks & Recreation Director | Sabrina Combs, Communications & IT  
Manager**

---

**SUMMARY STATEMENT**

The Windjammer Park Project is estimated to have a \$408,000 project funding balance for the completion of outreach and design work for future improvements to the park. The City's 6-year CIP includes an additional \$676,000 in funding to complete future improvements. An additional \$250,000 is included in the CIP in the year 2027. This provides a total fund of \$1,334,000.

The current funding available will only address some of the pending future phases of improvements to the park. For this reason, City staff requested community feedback to understand better the community's priorities within the constraints of the budget.

Staff will present the summary of findings from the April 2022 Community Feedback Process about Windjammer Park Improvements.

**ATTACHMENTS**

1. [WJP Community Feedback Report](#)

# WINDJAMMER PARK FEEDBACK REPORT



**2023**

*Collection of data from April 2022 Community Feedback Process  
about Windjammer Park Improvements*



# **Windjammer Park**

# **FEEDBACK**

## **Background**

The City selected Windjammer Park as the Clean Water Facility (CWF) location. However, the community wanted to have more input in the process of constructing the CWF in the park. This led to the creation of a multi-phased project. To meet community requests to keep park improvement money in the park, the funds were allocated to the Capital Improvements Plan (CIP).

Additionally, the Windmill was deemed unsafe in 2017, and City Council adopted Resolution 17-19 to tear it down and commit to replacing it in the future. However, the City Council still needs to provide a location or funding to replace it—simply a commitment to the community to put something back at a future date. Recently, a community group, OH Windmill Project, is taking on this project - more details are available at [ohwindmill.com](http://ohwindmill.com).

The Windjammer Park Project is estimated to have a \$408,000 project funding balance for the completion of outreach and design work for future improvements to the park. The City's 6-year CIP includes an additional \$676,000 in funding to complete future improvements. An additional \$250,000 is included in the CIP in the year 2027. This provides a total fund of \$1,334,000.

The current funding available will only address some of the pending future phases of improvements to the park. For this reason, City staff requested community feedback to understand better the communities priorities within the constraints of the budget.



# Windjammer Park

## BUDGET

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	BFB-memo	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY2027	6 YR TOTAL
General Fund		\$24,486		\$50,000					\$50,000
Park Impact Fees		\$197,417		\$100,000					\$100,000
REET 1				\$526,104				\$125,000	\$651,104
REET 2		\$140,000						\$125,000	\$125,000
WWTP (422)		\$46,043							
Project BFB			\$200,000	\$207,946					\$407,946
<b>TOTAL REQUESTED FUNDS:</b>			\$200,000	\$884,050				\$250,000	\$1,334,050

Some of the projects not included in this community feedback process were:

- Crosswalk at Beeksma Drive (completed September 2021)
- Angel de la Creatividad to be installed in Flintstone Park
- Parks and Recreation Department projects include the following:
  - Heaters in kitchens (installation date?)
  - ADA access to beach trails
  - A pilot program for beachfront native growth areas
  - Water irrigation replacement
  - Lagoon dock replacement utilizing funds from a T-Mobile grant
  - Non-motorized watercraft ramp

The Windjammer Park Improvements - Communication and Community Input Plan is an addendum at the end of this report.





Promoting the feedback process through

# OUTREACH

## Flyers/Newspaper

**TELL US YOUR THOUGHTS**

**ABOUT WINDJAMMER PARK**

Please take a few minutes to tell us your priorities for the future improvements at Windjammer Park

**PUBLIC INPUT PROCESS**

**INFORMATIONAL WEBSITE**  
www.oakharbor.org/FutureWJP

**COMMUNITY OPEN HOUSE**  
Saturday, April 8, 2022 | 11 a.m. - 1 p.m. and Wednesday, April 13, 2022 | 4 - 6 p.m.  
Clean Water Facility at Windjammer Park | 1600 SW Beeksma Drive | Oak Harbor, WA

**DUE DATE**  
All community input forms must be submitted online or in-person by April 30, 2022.

## Postcard

**PUBLIC INPUT PROCESS**

**TELL US YOUR THOUGHTS**

Community Input Form  
www.surveymonkey.com/r/WJPInput

City of Oak Harbor  
865 SE Barrington Dr.  
Oak Harbor, WA 98277

Please tell us your priorities for the potential improvements at

**WINDJAMMER PARK**

**INFORMATIONAL WEBSITE**  
www.oakharbor.org/FutureWJP

**COMMUNITY OPEN HOUSE**  
Wednesday, April 13, 2022 | 4 - 6 pm  
Monday, April 25, 2022 | 4 - 6 pm

The Center  
51 SE Jerome Street, Oak Harbor, WA 98277

**DUE DATE**  
All community feedback forms must be submitted online or in-person by April 30, 2022.

## Utility Bill Inserts

**PUBLIC INPUT PROCESS**

**FOR WINDJAMMER PARK IMPROVEMENTS**

**SHARE YOUR THOUGHTS**

**SURVEY**

1. Review the information online at [www.oakharbor.org/WJPInput](http://www.oakharbor.org/WJPInput).
2. Fill out the survey and submit it to the City to share your priorities for the future of Windjammer Park.
3. Pick up a printed copy from City Hall, The Center, or Oak Harbor Chamber of Commerce.

Responses must be submitted by April 30, 2022

## Card

**TELL US YOUR THOUGHTS**

**SURVEY**

**MORE INFO**

**WWW.SURVEYMONKEY.COM/R/WJPINPUT**

**ABOUT WINDJAMMER PARK BY APRIL 30, 2022**



# QUESTIONS ASKED

**Where do you live?**

**How often do you visit Windjammer Park?**

**What are your reasons for going to Windjammer Park? Please choose all that apply.**

**How would you describe yourself?**

**Are there any improvements you want to see in Windjammer Park?**

**Select your age group to provide us with more information about parkusers.**

**What is the most important thing regarding potential improvements at Windjammer Park? It might be something not listed above.**

**Focusing on the future of Windjammer Park and potential improvement options. Review the list of options below and select the top five items you prefer the most. A detailed description for each option is available on theCity's website.**



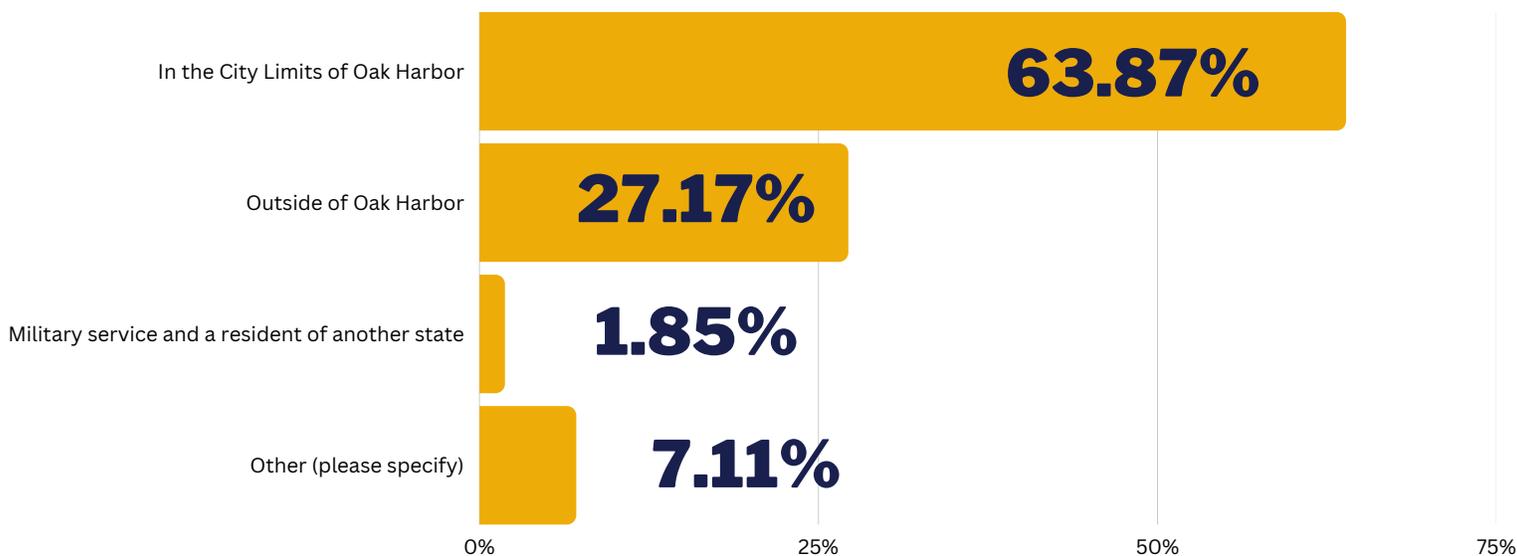
**703 Respondents**

# RESULTS

**Where they live?**

**34%**  
use the park weekly

**#1**  
priority is the windmill

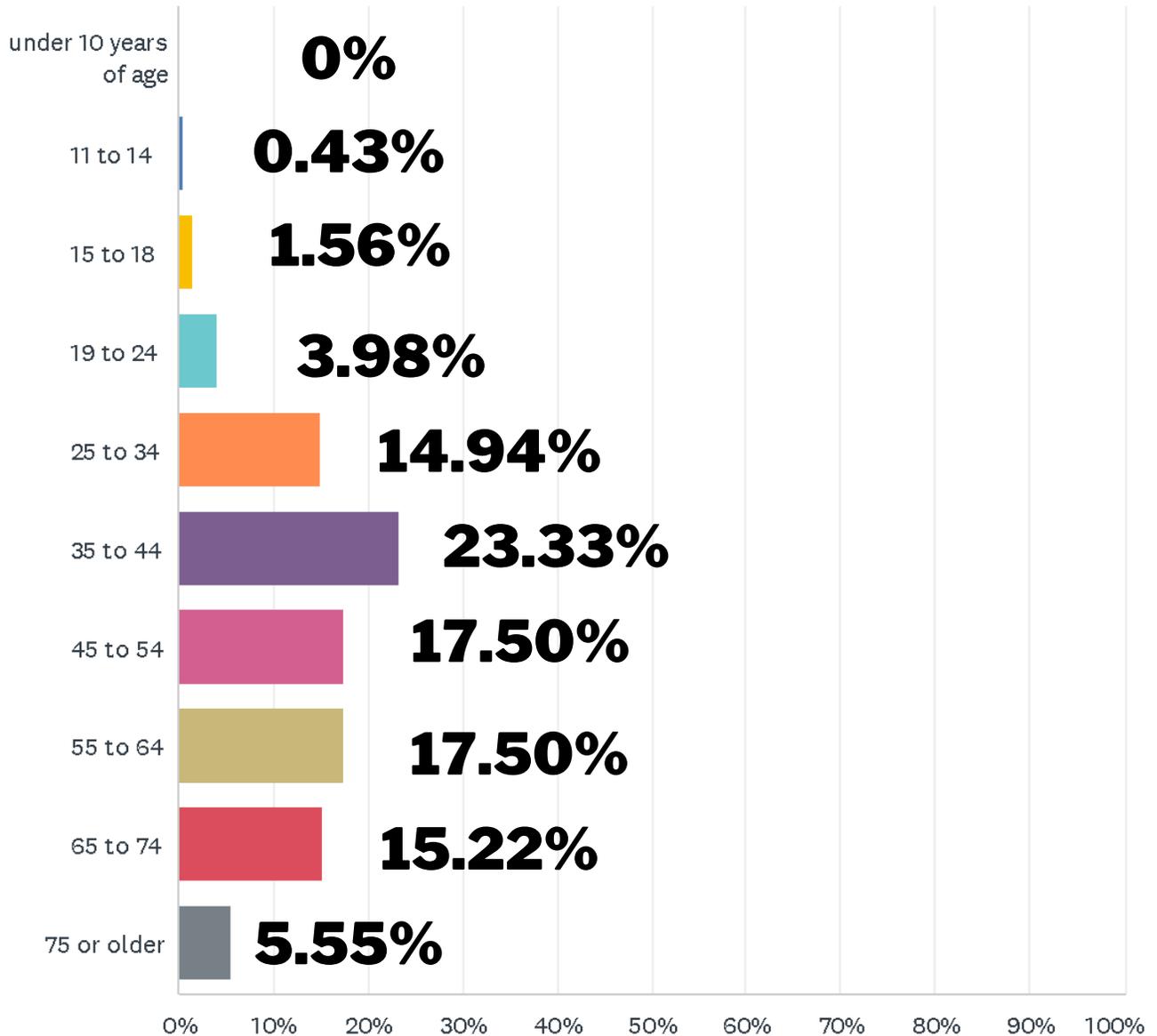


Other responses include Anacortes (2), Cashmere (1), Coupeville (3), I live here bruh (1), Unincorporated North Whidbey (12), Military with future plans to retire here (1), Military and registered to vote in Oak Harbor (1), Not provided (1), Oak Harbor (26), Owns property in Oak Harbor (1), and Previous Resident (1).



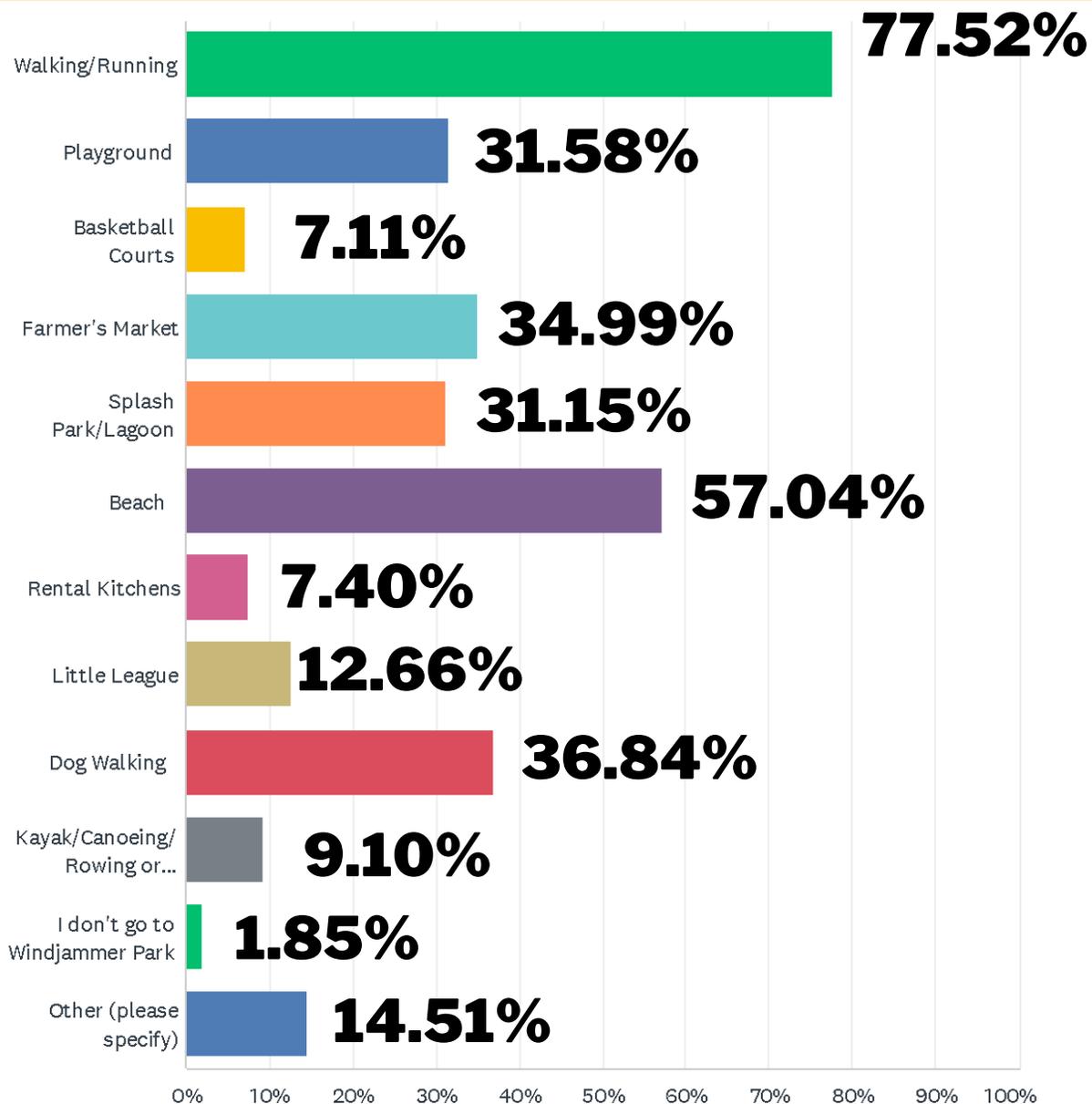
# RESULTS

## Demographics - Age



## 703 Respondents

### This is why people visit the park:



Other responses include Band concerts (1), Baseball (1), Beach walking (3), Sit/relax/view (12), Bike riding (7), Bird watching (1), Family events (birthday parties/BBQ) (6), Bocce Courts (1), Camping (1), Church activities (5), community events/festivals (13), Eat/Picnic (15), Kite Flying (1), Frisbee (1), Sport Activities (9), Group events (1), Live in Condo (2), Farmer's Markets (2), Lagoon swimming (1), Photography (1), Pokemon Go (2), Play music/paint (2), Work (1), No longer visit after remodel (1).

# TOP THREE

Responses about the most important items include:

## #1 Windmill



## #2 Picnic Areas



## #3 Shoreline Enhancements



Additional items of importance are: activities for all ages, keeping the baseball fields, improving picnic areas, adding more trees, increasing maintenance, improving security/safety, a fenced dog park, adding native/drought-tolerant plants, and improving the lagoon.

# FEEDBACK ABOUT PRIORITIES

#1



**Picnic Areas**

#2



**Amphitheater/Pavilion  
Improvements**

#3



**Dog Park/Run**

#4



**Create a Great Lawn**

The community was given the opportunity to prioritize their top five choices from a list of potential park improvements. The park improvements included a description and estimated budget for the item.

Options were: Amphitheater/Pavilion Improvements, Creation of a Great Lawn with Angle Parking on SE Bayshore Drive, Bulletin Board, Reader Board, Dog Park/Dog Run, Drivable Grass on the Far West Side of Windjammer Park, Picnic Areas, Public Art, Roundabout at SW Bayshore Drive, Shoreline Enhancements, Streetscape on SW Beeksma Drive, Wetland Enhancements/Overlook, and Windmill.

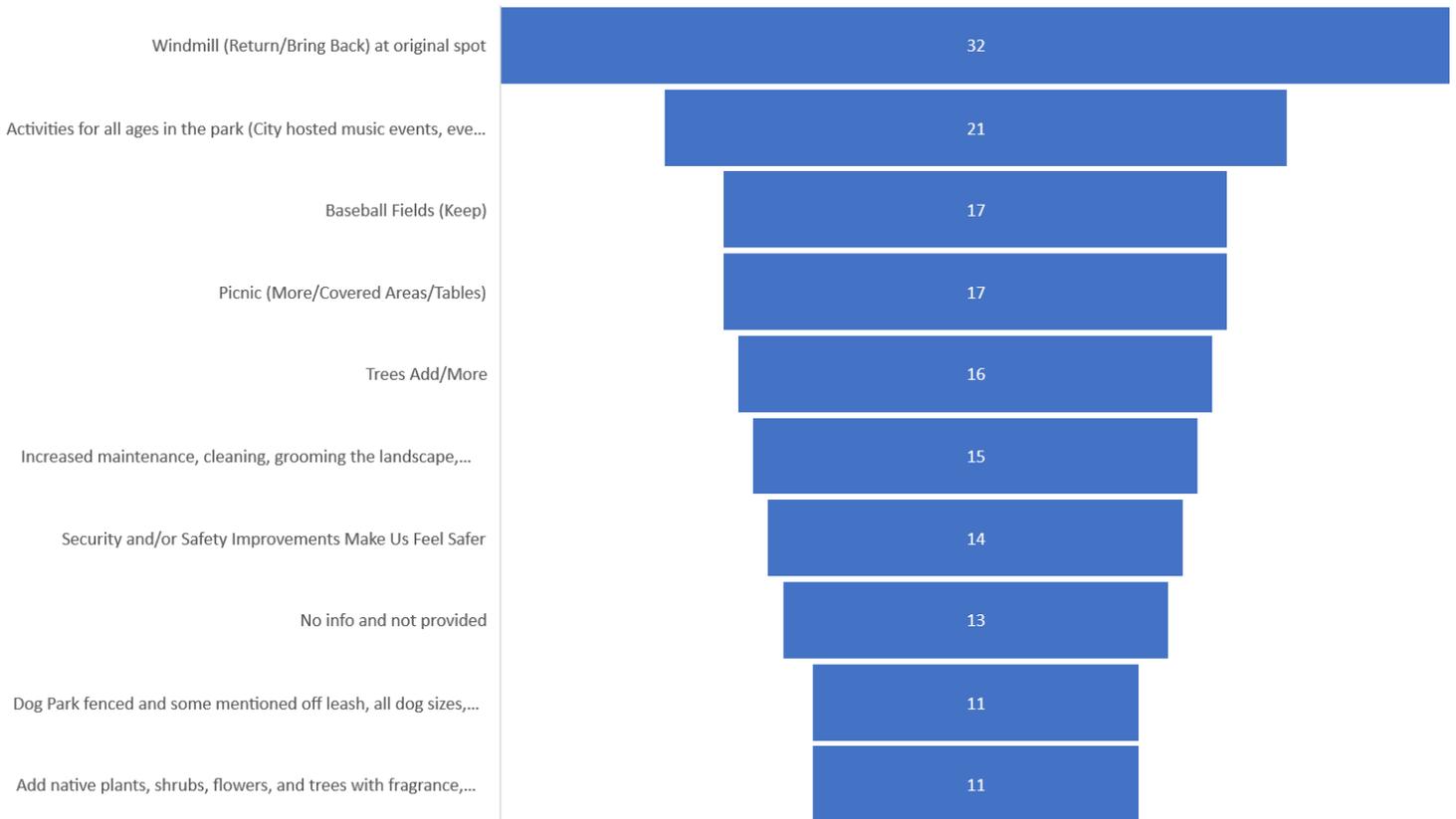
Picnic areas were the top selection for all five categories. The other priorities are amphitheater/pavilion improvements, dog park/run, and a great lawn.



# ADDITIONAL INPUT

## The Top 10 Things that are Most Important to You Are:

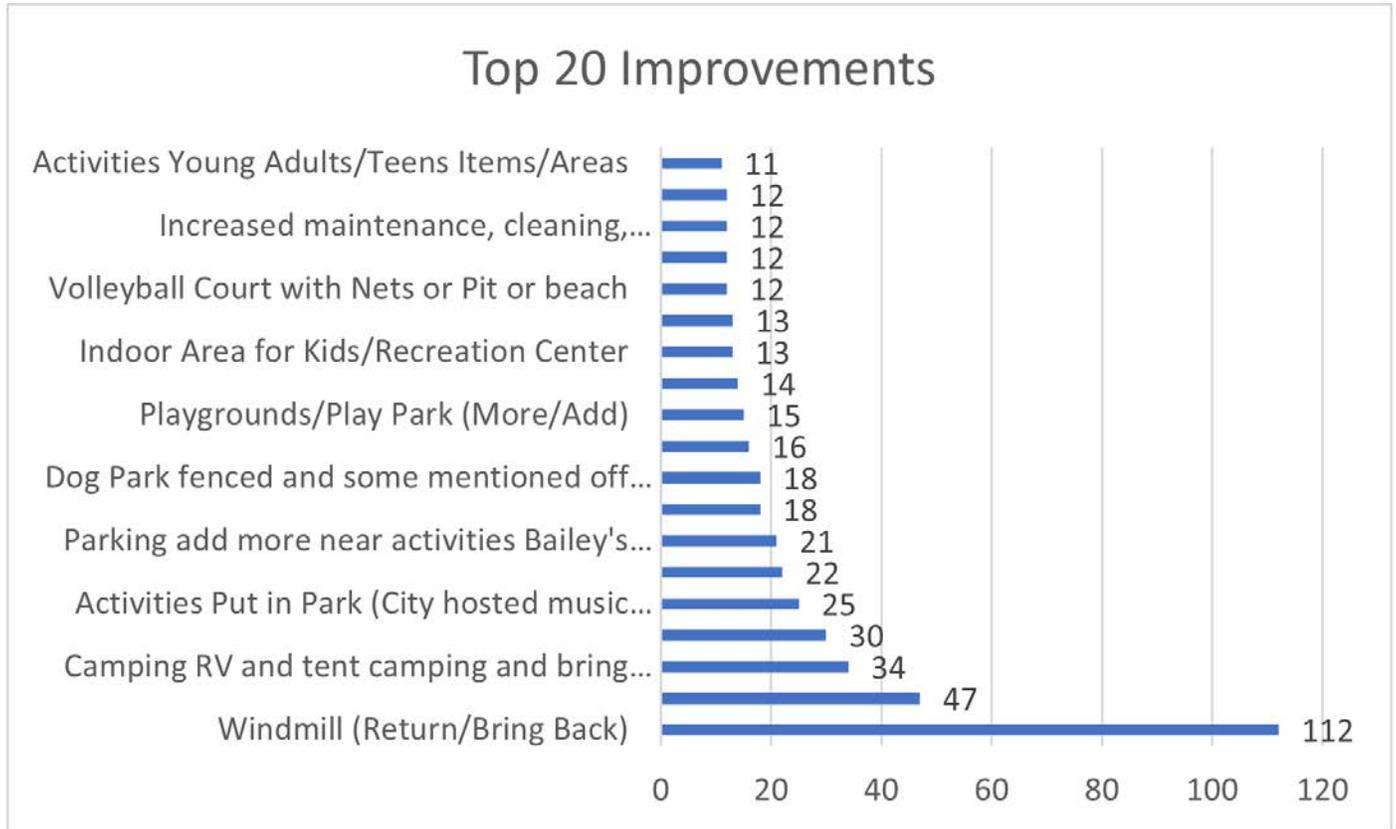
Top 10 Most Important Things



Other items that are important include: lagoon improvements and general cleanup/landscaping, don't spend money we don't have or raise taxes, fix the fields, bring more people to visit, add history (Dutch heritage feel), boat launch for small craft, food truck/vendors/ice cream, address homeless/drug users, no changes, like as is, good as it is, leave as is or no improvements, use public funds wisely within budget, bring back camping (RV and tent), communal space for (events, multi-purpose, meeting room, recreational use, or gathering)



## Improvements Respondents Want to See



Other items mentioned include: Pickleball courts, beach access, bike path, carnivals return, splash park repairs, bbq grills/fire pits in the kitchen/parks., amphitheater events/shows, improvements to restrooms, benches along walkways, and a lifeguard at the Lagoon.



# STAFF RECOMMENDATIONS

## Staff Recommendations

Based on the current feedback from the community and recent storm damage, the City staff is recommending the following:

### #1 - Repair Shoreline

Use existing funding to repair the shoreline and walking paths damaged by recent storms.

### #2 - Enhance the Pavilion

Request quotes from vendors for enhancements to the current pavilion to improve uses for concerts, outdoor movies, and entertainment events. Some of the current improvements are adding a backdrop and improving sound quality.

### #3 - Fix the Splash Park

Make necessary repairs to the Splash Park to repair and update the equipment.

### #4 - Improve Picnic/Seating Options

Add a shelter (covered area) for picnic/eating that provides dual uses for outdoor seating, shade, and rental opportunities.

### #5 - Rental Facility Improvements

Add barbecue grills, add remote controlled locks on doors, add refrigerators, and door signage for reservations.

### #6 - Shady Areas Near Splash Park and Lagoon

Develop a plan for creating more shaded areas by the Splash Park and Lagoon.

### #7 - Interpretive Center Available for Rental Use

Address requirements for security and sound to make the space available for City, public, and rental use.



# ATTACHMENT A

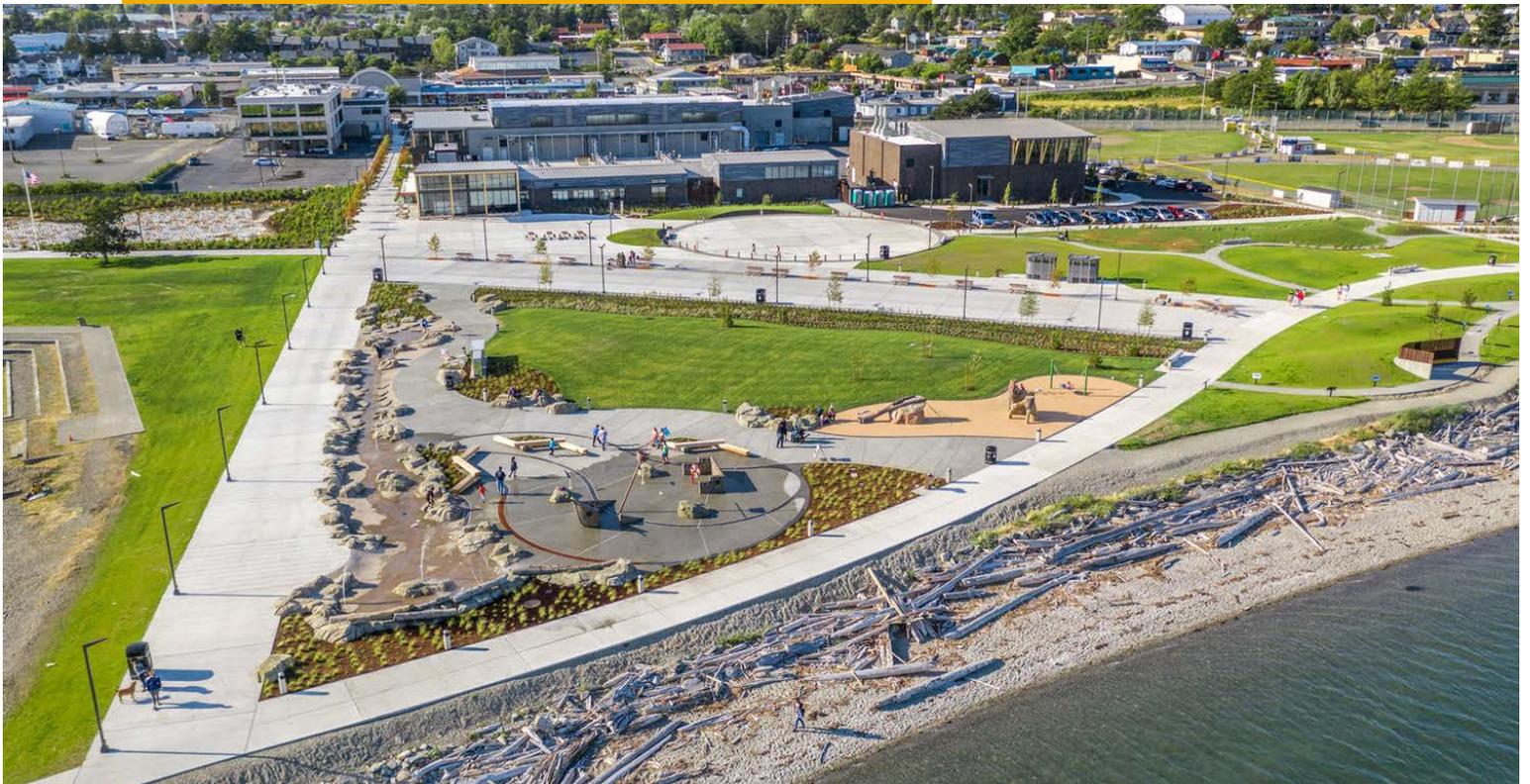
## Windjammer Park Improvement

Communication and Community Input Plan for review of previous outreach efforts, the progress of projects completed at the park, budget review, and outreach plan for informing the public about the City's request to receive their feedback about future park projects.

City of Oak Harbor

# Windjammer Park Improvement

Communication and  
Community Input Plan



**City Project Team**  
Sabrina Combs, Communications  
Don Crawford, Parks Operations Manager  
Cac Kamak, Principal Planner  
Alex Warner, City Engineer



865 SE Barrington Drive  
Oak Harbor, WA 98277

July 26, 2023 City of Oak Harbor, WA

## Objective

To conduct a detailed outreach process to engage with the community about future improvements for Windjammer Park in downtown Oak Harbor, Washington.



## Background

When the City placed the Clean Water Facility (CWF) at the Windjammer Park location, the City Council and community wanted to have more input in the process to integrate the CWF in the park. This led to the creation of a multi-phase project. The funds for park improvements were allocated to the Capital Improvements Plan (CIP) to meet community requests.

In 2017, the Windmill was deemed unsafe, and City Council adopted Resolution 17-19 to tear down Windmill and commit to replacing it in the future. However, the City Council did not provide a location or funding to replace it. Simply a commitment to the community to put something back at a future date.

## Budget

The Windjammer Park Project is estimated to have \$408,000 in project funding balance to start 2022 to complete outreach and design work for the future improvements to the park. The City's six-year CIP includes an additional \$676,000 of funding to complete future improvements. An additional \$250,000 is included in the CIP in the year 2027.

Taken together, the total funding currently programmed for this project through 2027 is \$1,334,000. Funding is primarily from Real Estate Excise Tax and Park Impact Fee funds that are specifically restricted for capital improvements.

To manage resources, the City needs to prioritize resources. Additionally, different community members have other priorities, and City staff requires a clearer understanding of the current community’s top priorities within our project budget.

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	BFB-memo	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY2027	6 YR TOTAL
General Fund		\$24,486		\$50,000					\$50,000
Park Impact Fees		\$197,417		\$100,000					\$100,000
REET 1				\$526,104				\$125,000	\$651,104
REET 2		\$140,000						\$125,000	\$125,000
WWTP (422)		\$46,043							
Project BFB			\$200,000	\$207,946					\$407,946
<b>TOTAL REQUESTED FUNDS:</b>			\$200,000	\$884,050				\$250,000	\$1,334,050

## Process

To achieve this, City staff will conduct a detailed community feedback process to decide on the projects and prioritize funding them using the process in this plan.

Some of the projects not included in the community feedback process are:

- Rotary Memorial Bridge renovation completed in summer 2021.
- Crosswalk at Beeksma Drive completed by City Engineering Division in September 2021.
- Memorial Obelisk installation completed in 2021, with an additional phase of work coming in spring 2022.
- Angel de la Creatividad installation project being managed by the Arts Commission.
- Projects the City is pursuing separately:
  - Heaters in the kitchens to address freezing pipes and provide options for rentals in colder weather season.
  - ADA Access to beach from trails opportunity with local community groups.
  - Pilot Program for Native Area at beachfront locations.
  - Water Irrigation replacement to allow for the use of reclaimed water from the Clean Water Facility for the park grass and ball fields.
  - Lagoon dock replacement funded by a T-Mobile grant awarded to the City.
  - Enhancement to the non-motorized watercraft ramp for canoes, kayaks, and rowboats, and crew boats use.

# COMPLETED IMPROVEMENTS

City staff reviewed the initial list of projects identifying the following projects as completed during the park's launch.

- Installation of:
  - Parking at City Beach
  - Parking South of the Clean Water Facility (CWF)
  - Interior trails
- Plazain front of CWF
- Splash park and playground installation
- Addition of four restrooms in two locations
- Crescent parking on the west side of the park
- Completion of the wetland expansion and improvements
- Integration of the small plaza south of crescent parking
- Construction of three kitchens at two locations
- Finalize the north and south promenade
- Installation of basketball courts
- Continuation of waterfront trails and interior trails
- Great lawn on the west side of park installation
- Construction of a playground (east side of the park)

The next page provides a list of incomplete/future phases for the community to provide input and prioritization to the City. These project phases are not complete.



# PROSPECTIVE IMPROVEMENTS

- Add a wetland overlook (next to CWF) with educational signage
- Enhance Lagoon with renovation/addition of terrace steps
- Create a waterfront trail, the two concrete paths on the backside of the Lagoon do not connect, and this project will connect them
- Extend streetscape along SW Beeksma Drive to West Pioneer Way
- Construct roundabout at the grand entrance (SW Beeksma Drive and SE Bayshore Drive)
- Add parking along SE Bayshore Drive
- Install an overlook between Splash Pad and Lagoon
- Rebuild and identify a location for the windmill
- Install great lawn eastside (remove baseball fields)
- Modify existing amphitheater for performances or construct a large stage area/amphitheater
- Build a large playground (west side)

# TIMELINE

## DECEMBER 2021 - FEBRUARY 2022

- Create draft materials for outreach.
- Present the project plan to City Council.

## MARCH 2022

- Meet with and review outreach materials with the Adhoc Community Focus Group.
- Revise outreach materials and feedback form based on Adhoc Community Focus Group comments.
- Book meetings with community partner organizations.
- Reserve Clean Water Facility dates for in-person open houses for the members of the public to meet with staff, view displays, and submit feedback.
- Announce launch of survey process.
- Submit bill insert designs to Utility Billing for printing/inclusion in March bills.

## APRIL 2022

- Launch website and feedback form.
- Present at community partner organization meetings.
- Hold open house events.
- Promote events on multiple platforms.

## MAY 2022

- Close the feedback form.
- Update the website.
- Review the results.

## JUNE 2022

- Develop a plan for completing top priorities within CIP funding available in 2023.

## AUGUST 2022

- Present the project plan to City Council highlighting anticipated budget expenditures.

# COMMUNICATION

## PLAN

### TELL US YOUR THOUGHTS

#### ■ ABOUT WINDJAMMER PARK ■

Please take a few minutes to tell us your priorities for the future improvements at Windjammer Park

PUBLIC  
INPUT  
PROCESS



#### INFORMATIONAL WEBSITE

[www.oakharbor.org/FutureWJP](http://www.oakharbor.org/FutureWJP)

#### COMMUNITY OPEN HOUSE

Wednesday, March xx, 2022 | 6 - 8 p.m. and Saturday, March xx, 2022 | 11 a.m. - 1 p.m.

#### DUE DATE

All community input forms must be submitted online at [www.oakharbor.org/WJPIInput](http://www.oakharbor.org/WJPIInput) or in person by Thursday, March 31, 2021, at 4 p.m.



## FUTURE

### Windjammer Park

#### Feedback Opportunity



The plan includes digital, print, and in-person events to educate and promote the community about the future options for Windjammer Park.

## Digital Media

- City website
- Social media (Facebook, Instagram, and LinkedIn)
- Electronic Sign at Beeksma and Gateway Park
- Email communication/reminders to leagues and groups
- Channel 10 promos/reminders

## Print Media

- Press releases to media
- Postcard mailers to Oak Harbor addresses (98277 zip code)
- Signage in parks
- Banner on Clean Water Facility windows
- Utility Bill inserts

## Public Meetings

- Open house at the CWF on a weeknight evening and Saturday
- Attend advisory group or community partner meetings
  - Park Board
  - Arts Commission
  - Planning Commission
  - North Whidbey Park and Pool Board
  - Oak Harbor Public School Board
  - Oak Harbor Chamber of Commerce
  - Oak Harbor Main Street Association

All outreach materials will be tested through an ad-hoc Community Focus Group process.

# FOCUS GROUP



## Community Adhoc Focus Group

A group of community members representing local businesses (Main Street Association or Chamber of Commerce), the Park Board, Oak Harbor School District (PTA, School Board Member, or High School Student), a Planning Commissioner, a representative of tribal groups, a City resident selected by the Mayor, and one City Councilmember will review all materials through a one-time focus group process.

They will attend a focus group meeting to provide feedback by:

1. Taking the survey online,
2. Commenting and making notes on a written version of the survey (after taking it electronically), and
3. Reviewing the draft website and outreach materials.

A sample of outreach materials is available next three pages.

# WEBSITE

Page Future Windjammer Park Improvements has been updated.

View Edit Revisions Clone content

## Parks and Recreation

- Adopt A Park Program
- Camping
- City Parks
- Fort Nugent Park
- Neighborhood Parks
- Skate Park
- Sunrise Rotary - Technical Drive Dog Park
- Windjammer Park
- Lagoon Dock Replacement Project at Windjammer Park
- Shipwreck Shores Splash Park
- Windjammer Park: Phase 1 Update
- Facility Rentals
- Gifts & Memorials Catalog
- Park Board

### Future Windjammer Park Improvements

[Add banner]

UNPUBLISHED

After the completion of phase one and additional projects, the City is conducting a Community Input process to understand the community's priorities for future Windjammer Park enhancements. The community input process will take place between April 1 and April 29, 2022.

**Current Image of Park**

**List of Future Park Elements**

- Wetland Enhancements
- Creation of a Great Lawn
- Dog Park
- Amphitheater
- Parking
- Windmill
- Playground
- Shoreline Enhancements
- Picnic Areas
- Public Art
- Dock
- Reader Board
- Bulletin Board
- Performance Features

**Communication**

- Postcards mailed to residents on [insert March date]
- Community Open House Events
  - Wednesday, April xx, 2022 between 6 p.m. and 8 p.m.
  - Saturday, April xx, 2022 between 11 a.m. and 1 p.m.

[oakharbor.org/FutureWJP](http://oakharbor.org/FutureWJP)

# FLYERS

## TELL US YOUR THOUGHTS

ABOUT WINDJAMMER PARK

Please take a few minutes to tell us your priorities for the future improvements at Windjammer Park

**PUBLIC INPUT PROCESS**



**INFORMATIONAL WEBSITE**  
www.oakharbor.org/FutureWJP

**COMMUNITY OPEN HOUSE**  
Wednesday, March xx, 2022 | 6 - 8 p.m. and Saturday, March xx, 2022 | 11 a.m. - 1 p.m.

**DUE DATE**  
All community input forms must be submitted online at [www.oakharbor.org/WJPIInput](http://www.oakharbor.org/WJPIInput) or in person by Friday, April 29, 2022, at 4 p.m.



# BUSINESS CARDS

**TELL US YOUR THOUGHTS**

SURVEY MORE INFO



**CITY OF Oak Harbor**  
Sustainable. Natural. Beautiful.

[WWW.OAKHARBOR.ORG/FUTUREWJP](http://WWW.OAKHARBOR.ORG/FUTUREWJP)  
**RE: WINDJAMMER PARK**  
**BY MONTH XX, 2022**

# POSTCARD

Mailed to zip code 98277.

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

**TELL US  
YOUR  
THOUGHTS**

**PUBLIC  
INPUT  
PROCESS**

[www.oakharbor.org/WJInput](http://www.oakharbor.org/WJInput)



City of Oak Harbor  
865 SE Barrington Dr.  
Oak Harbor, WA 98277

Please take a few minutes to tell us your priorities for the future improvements at

## WINDJAMMER PARK

### INFORMATIONAL WEBSITE

[www.oakharbor.org/FutureWJP](http://www.oakharbor.org/FutureWJP)

### COMMUNITY OPEN HOUSE

Wednesday, April xx, 2022 | 6 - 8 p.m.

Saturday, April xx, 2022 | 11 a.m. - 1 p.m.

### DUE DATE

All community feedback forms must be submitted online or in person by **Friday, April 29, 2022, at 4 p.m.**

**PERMIT,  
INDECIA,  
STAMP**

**ADDRESS  
STICKER**

# SOCIAL MEDIA POSTS



## UTILITY BILL INSERT



## Public Open House Materials

- Some of these materials will need to be created with GIS or an outside design firm:
  - Maps of the current site.
  - Image of the park.
  - Potential site areas for future improvements from the input form.
  - Images of items with estimated cost and completion date.

## Potential Video

- Highlighting the elements of the project and items the City is asking the community to provide input.

# FEEDBACK FORM

## FUTURE

### Windjammer Park

#### Feedback Opportunity



### Windjammer Park Feedback Form

The City is seeking community feedback regarding the current and future Windjammer Park. Your responses will assist staff in understanding the park users and their priorities for this park.

More details about this project are available on the City website at [www.oakharbor.org/FutureWJP](http://www.oakharbor.org/FutureWJP).

\* 1. Where do you live?

- In the City Limits of Oak Harbor
- Outside of the City Limits of Oak Harbor on Whidbey Island
- Outside of the City Limits of Oak Harbor and not on Whidbey Island
- Military service and a resident of another state

\* 2. How often do you visit Windjammer Park?

- Daily
- Weekly
- Twice a Month
- Monthly
- Quarterly
- Annually or Once a Year
- Never

\* 3. What are the reasons for your visit to Windjammer Park? Please choose all that apply.

- Walking/Running
- Playground
- Basketball Courts
- Farmer's Market
- Splash Park/Lagoon
- Beach
- Rental Kitchens
- Little League
- Dog Walking
- Kayak/Canoeing/Rowing or Sculling/Paddleboard
- Other (please specify)

4. Are there any improvements you want to see in Windjammer Park?

\* 5. Focusing on the future of Windjammer Park and potential improvement options.

Review the list of options below and rank them with one being the item you prefer the most.

☰

**Wetland Enhancements (Does not include the Freund Marsh Wetland)**

Build a bridge over the wetland. Add an overlook to the wetland areas.

Estimated Cost \$

Project Duration [insert range of weeks or months]

☰

**Create a Great Lawn**

Removal of existing Little League Baseball Diamonds and related amenities, regrade existing soil with the addition of approximately 5,000 cubic yards of blended topsoil.

Installation of automatic irrigation system, 270,000 square feet of lawn seed, 25 each of three (3) inch caliper deciduous trees, and 13,800 square feet of sidewalk.

**Estimated Cost** \$350,000

**Annual Operating/Maintenance Costs** \$25,000 asphalt sidewalk resurfacing every 10 years (no change in annual operational costs.)

**Project Duration** up to 365 days

☰

### **Dog Park/Dog Run**

Add a dog park or dog run area to provide off-leash dog recreation at the park by installing 21,780 square feet of the off-leash dog run small breeds only with a four (4) foot chainlink fence gravel and four (4) inch deep pet drinking fountain. The location is TBD.

**Estimated Cost** \$65,000

**Annual Operation/Maintenance Costs** up to \$10,000 per year for labor, materials, and supplies.

**Project Duration** up to 90 days



### **Amphitheater/Pavilion Improvements**

Augment existing Windjammer Park Pavilion to accommodate performance events of up to 2,500 attendees. Relocate existing Teacher Remembrance & Oriental Gardens back an additional 50 feet from the front of the pavilion to enlarge lawn space. Add overhead performance lights and illuminated bollards in the garden beds and pavilion lawn steps.

**Estimated Cost** \$250,000

**Annual Operation/Maintenance Costs** up to \$10,000 per year for lawn renovation services, including labor and equipment.

**Project Duration** up to 90 days



### **Parking**

Add parking along SE Bayshore Drive.

**Estimated Cost** \$

**Project Duration** [insert range of weeks or months]



### **Windmill**

Rebuild and identify a location for the replacement windmill.

**Estimated Cost** \$1,000,000

**Annual Operation/Maintenance Costs** up to \$20,000 per year

**Project Duration** up to two years



### **Playground (west side)**

Install a large children's play structure, with a 25-year life span, as a replacement for two small existing designs in a location directly west of the lagoon with a 25-year life span for use.

**Estimated Cost** \$250,000

**Annual Operation/Maintenance Costs** up to \$3,900 per year will include a yearly safety certification for \$800, annual preventative maintenance and repairs for \$1,800, and Kiddie Mulch for \$4,000 every three years.

**Project Duration** up to 365 days



### **Shoreline Enhancements**

Replacement of existing armoring boulders up above hightide to rest within native plantings, Renovation of soil, installation of 12,000 four (4) inch plugs of native woody perennials, 100 pounds of native seed, relocation of existing meandering asphalt sidewalk inland 25 feet, resodding, and irrigation renovation of disturbed areas adjacent to the inland side of asphalt sidewalk.

**Estimated Cost** \$450,000

**Annual Operation/Maintenance Costs** up to \$10,000 per year for native planting management and invasive eradication services (labor, materials, and supplies).

**Project Duration** up to 365 days



### **Picnic Areas**

Heavy-duty cantilevered Shade Sail along the main promenade (200 feet by 16 feet) separating the Lagoon from the Splash Pad to provide existing picnic tables with shade protection for users.

**Estimated Cost** \$250,000

**Annual Operation/Maintenance Costs** up to \$8,000 per year for installation and removal activities.

**Replacement Costs** up to \$30,000 every three to five years for replacement awnings.

**Project Duration** up to 365 days

**Public Art**

Place additional art in the park (sculptures, murals, etc.).

**Estimated Cost** \$74,000 (does not include art piece). A large piece is up to \$60,000 and a small piece is up to \$14,000.

**Annual Operation/Maintenance Costs** up to \$5,500 per year for avian excrement removal and preventative care. Angel de la Creatividad includes \$15,000 for painting every 10 years.

**Project Duration** up to 150 days per art piece

**Reader Board**

Large reader board (10-year life span) installed on the south side of the Clean Water Facility wall facing Lagoon and Splash Park.

**Estimated Cost** \$95,000

Annual Operation/Maintenance Costs up to \$5,000 annually for electrical, cleaning, preventative service.

**Project Duration** up to 365 days

**Bulletin Board(s)**

Add a bulletin board(s) for posting signs and information in the park, including emergency messages. The display board will include a key for access.

**Estimated Cost** up to \$3,000

**Annual Operation/Maintenance Costs** up to \$1,000

**Project Duration** up to a month

\* 6. What is the most important thing to you regarding future improvements at Windjammer Park?

7. Please take a few moments to tell us about yourself.

Name

Address

City/Town

State/Province

ZIP/Postal Code

Country

Email Address

Phone Number

\* 8. How would you describe yourself?

- Asian
- Black or African American
- Hispanic or Latino
- Middle Eastern or North African

- Multiracial or Multiethnic
- Native American or Alaska Native
- Native Hawaiian or other Pacific Islander
- White
- Another race or ethnicity, please describe below
- I do not feel comfortable providing a response
- Self-describe below:

\* 9. Select your age group to provide us with more information about park users.

- under 10 years of age
- 10 to 14
- 14 to 18
- 18 to 24
- 25 to 34
- 35 to 44
- 45 to 54
- 55 to 64
- 65 to 74
- 75 or older

Done

Powered by  
 **SurveyMonkey**  
See how easy it is to [create a survey](#).

[Privacy & Cookie Notice](#)

# ATTACHMENT B

## 2016 Integration Plan Map

This map was developed as part of the community input process for the Clean Water Facility and Windjammer Park project. It outlined the proposed park elements that would be added through future construction phases. The entire Integration Plan is available for review on the City website at [insert web page].



Preferred Alternative: Plan Overview



**City of Oak Harbor  
City Council  
Workshop Agenda Bill**

**Date:** July 26, 2023  
**Subject:** a. Whidbey Camano Tourism  
Joint Advisory Board Funding

**FROM: David Goldman, Finance Director; Presenter: Chas Webster, Finance and Performance Analyst**

---

**SUMMARY STATEMENT**

In July 1998, Roger Brooks of Chandler and Brooks completed an evaluation of tourism marketing alternatives. The recommendations included the formation of a Tourism Advisory Board, imposing the new additional 2% Hotel/Motel tax, also known as the lodging tax, and use the proceeds to market the County and Cities. The recommendation was based on the importance of a joint tourism marketing approach.

In October 1999, the City of Oak Harbor passed Resolution 99-16 wherein the City agreed to pursue an island-wide marketing program.

In November 1999, the City of Oak Harbor approved levying the additional 2% Hotel/Motel tax.

In September 2000, City of Oak Harbor Council approved the implementation of an additional 2% Hotel/Motel tax as a funding source for an island-wide marketing effort between Island County, the City of Oak Harbor, the City of Langley, and the Town of Coupeville. The agreement stipulated the general provisions of this marketing effort including the adoption of the additional 2% lodging tax (RCW 67.28.181) over the basic 2% lodging tax (RCW 67.28.180), the method of collecting and investing of funds received, and the creation and composition of a Joint Administration Board for oversight purposes. The basic lodging tax of up to 2% is taken as a credit against the 6.5% state sales tax rate. The additional lodging tax of up to 2% is on top of the state and local retail sales tax, resulting in a higher bill for the patron. The term of the agreement was perpetual, with an early termination clause included to give one or more parties the provision of terminating the agreement via written notice to the other parties' legislative authorities with at least one-year advance notice. Under the agreement, the full additional 2% lodging tax is collected by the City of Oak Harbor, then remitted to Island County Treasurer for deposit in the "County-Cities/Town Tourism Fund".

In November 2004, City Council discussed several alternatives to be enrolled in the joint agreement but gave serious consideration to the City's level of involvement. City Council recognized there are "hometown" projects that could qualify for the 2% program and at the same time benefit all our Whidbey communities.

In April 2005, Amendment No. 1 to the Joint Agreement was executed wherein the City of Oak Harbor's contribution to the joint fund was reduced to 1% of the additional 2% lodging tax funds effective January 1, 2005. The notice period to negotiate an amendment was added providing a six (6) month period prior to the end of a calendar year. Annual review by the Joint Board was added to

report on the countywide tourism program by May 1<sup>st</sup> of each year to each legislative authority.

In May 2009, Oak Harbor Lodging Tax Advisory Committee made a recommendation to City Council to decrease the City's contribution of 1% to \$20,000 annually.

In June 2009, City Council noted that the savings from the decreased contribution to 1% to the Island County Joint Tourism was dedicated to the purpose of promoting Windjammer Park. City Council discussed how to best utilize the limited funds for tourism promotion in favor of providing more funds for local promotions such as Whidbey Island Marathon which has been an event since at least 2004. The question posed by City Council at that time was, "Is there any measurable increase in tourism to the City of Oak Harbor commensurate with the greater contribution the City is making to the Island County Joint Tourism effort?" Staff recommended that the City Council consider reducing the City's contribution to \$20,000 so that the City's share of the hotel/motel tax may be more productively used.

In August 2009, Amendment No. 2 to the Joint Agreement was executed reducing the City of Harbor's contribution to \$20,000 annually which would become effective January 1, 2010. The City currently pays \$5,000 quarterly to the Island County Treasurer.

In November 2011, Amendment No. 3 to the Joint Agreement was executed revising general provisions incorporating Amendment No. 2, the Joint Administration Board, Contracting Out, and Miscellaneous provisions.

For grant year 2016, the 2% Joint Advisory Board applied for an LTAC grant in the amount of \$30,614 for Rolling Billboards – Advertising on Whidbey Sea-Tac Shuttles and was awarded \$10,000.

For grant year 2017, the 2% Joint Advisory Board applied for an LTAC grant in the amount of \$19,850 for International Tourism Program and was awarded \$7,000.

For grant year 2018, the 2% Joint Advisory Board applied for an LTAC grant in the amount of \$10,350 for International Food, Wine and Travel Writers Association conference and was awarded \$5,000.

For grant year 2019, the 2% Joint Advisory Board did not apply for a LTAC grant.

For grant year 2020, the 2% Joint Advisory Board applied for a multi-year (3-year) LTAC grant in the amount of \$55,000 annually for shoulder season marketing and was awarded \$12,000 annually. Chet Ross, Vice Chairman of the 2% Joint Advisory Board, declined the multi-year contract for \$12,000 for years 2020 through 2022 citing, "After thoroughly reviewing the contract terms, expectations, and the proposed amount of \$12,000 per year, the officers and management committee determined that this contract is not a good fit. We are not moving forward."

For grant year 2021, 2022, or 2023, the 2% Joint Advisory Board did not apply for a LTAC grant.

Any proposal to assign lodging tax funding must be submitted to the lodging tax advisory committee for review and comment at least 45 days before final action can be taken on the proposal by the

legislative body.

Fiscal Impact:

FY 2023 with proposed 1% contribution is a projected reduction in ending fund balance of about \$65,000.

FY 2024 with proposed 1% contribution is a projected reduction in ending fund balance of about \$132,000.

## **ATTACHMENTS**

1. [Presentation](#)
2. [Resolution 99-16](#)
3. [Whidbey Camano Tourism JAB Contribution Request](#)
4. [Whidbey Camano Tourism JAB Agreement 2000](#)
5. [Whidbey Camano Tourism JAB Amendment 1 2005](#)
6. [Whidbey Camano Tourism JAB Amendment 2 2009](#)
7. [Whidbey Camano Tourism JAB Amendment 3 2011](#)

# JOINT ADVISORY BOARD – WHIDBEY AND CAMANO ISLANDS TOURISM



City Council Workshop

7/26/23

# REQUEST FOR CONSIDERATION



**4/11/2023, Joint Advisory Board – Whidbey Camano Islands Tourism submitted a request to restore the 1% commitment which is half of the 2% additional lodging tax collected annually.**



**Currently, the City contributes \$20,000 of the 2% additional tax paid on a quarterly basis each year.**

# LODGING TAX (HOTEL/MOTEL TAX)



Any city, town, or county has the authority to levy lodging taxes on all charges for furnishings of lodging at hotels, motels, and short-term rentals – including such activities as Airbnb, bed and breakfasts (B&Bs), RV parks, and other housing and lodging accommodations for periods of time less than 30 days.



The tax is collected as a sales tax and paid by the customer at the time of the transaction, and the revenues must be used for eligible tourism promotion activities or tourism-related facilities.

## TYPES OF LODGING TAX (HOTEL/MOTEL TAX)



A “basic” or “state-shared” lodging tax up to 2% is taken as a credit against the 6.5% state sales tax rate, so that the lodging patron does not see any tax increase, (RCW 67.28.180). The State’s portion of the sales tax rate on lodging effectively drops from 6.5% to 4.5%. (This tax is not subject to the joint agreement.)



An “additional” lodging tax up to 2% on top of the other state and local retail sales taxes, results in a higher tax bill for the patron, (RCW 67.28.181). (This tax is subject to the joint agreement.)

# LODGING TAX FUNDS



Under OHMC 2.66.010, the Lodging Tax Advisory Committee serves functions prescribed in RCW 67.28.1817, one of which includes a change in the use of revenue received under this chapter. Each year, the Committee reviews applications and makes funding recommendations to City Council.



Any proposal to assign lodging tax funding must be submitted to the lodging tax advisory committee for review and comment at least 45 days before final action can be taken on the proposal by the legislative body.

1999, City approved levying the additional 2% hotel/motel tax, aka lodging tax following Resolution 99-16.

2000, the joint agreement was executed between Island County, City of Oak Harbor, City of Langley, and Town of Coupeville, wherein the City of Oak Harbor agreed to remit the entire additional 2% lodging tax to the Island County Joint Tourism Fund.

2005, City of Oak Harbor reduced the contribution to 1% of the 2% additional lodging tax per Amendment #1 to the agreement.

2009, City of Oak Harbor reduced the contribution to \$20,000 of the 2% additional tax per Amendment #2 to the agreement.

2011, Non-monetary revisions per Amendment #3 to the agreement.

2019, JAB had requested to restore the 1% contribution. The City declined, after LTAC recommendation, stating any additional funds, over the \$20,000, would be applied for through the LTAC grant process.



## JOINT AGREEMENT HISTORY



# 2% JOINT ADVISORY BOARD

LTAC Grant History

Grant Year	Requested	Reimbursed
2015	\$ 50,000.00	\$ 14,888.05
2016	\$ 30,614.00	\$ 23,924.45
2017	\$ 19,850.00	\$ 8,187.50
2018	\$ 10,350.00	\$ 5,000.00
2019	\$ 0.00	\$ 0.00
2020	\$ 55,000.00	\$ 0.00 *
2021	\$ 0.00	\$ 0.00
2022	\$ 0.00	\$ 0.00
2023	\$ 0.00	\$ 0.00

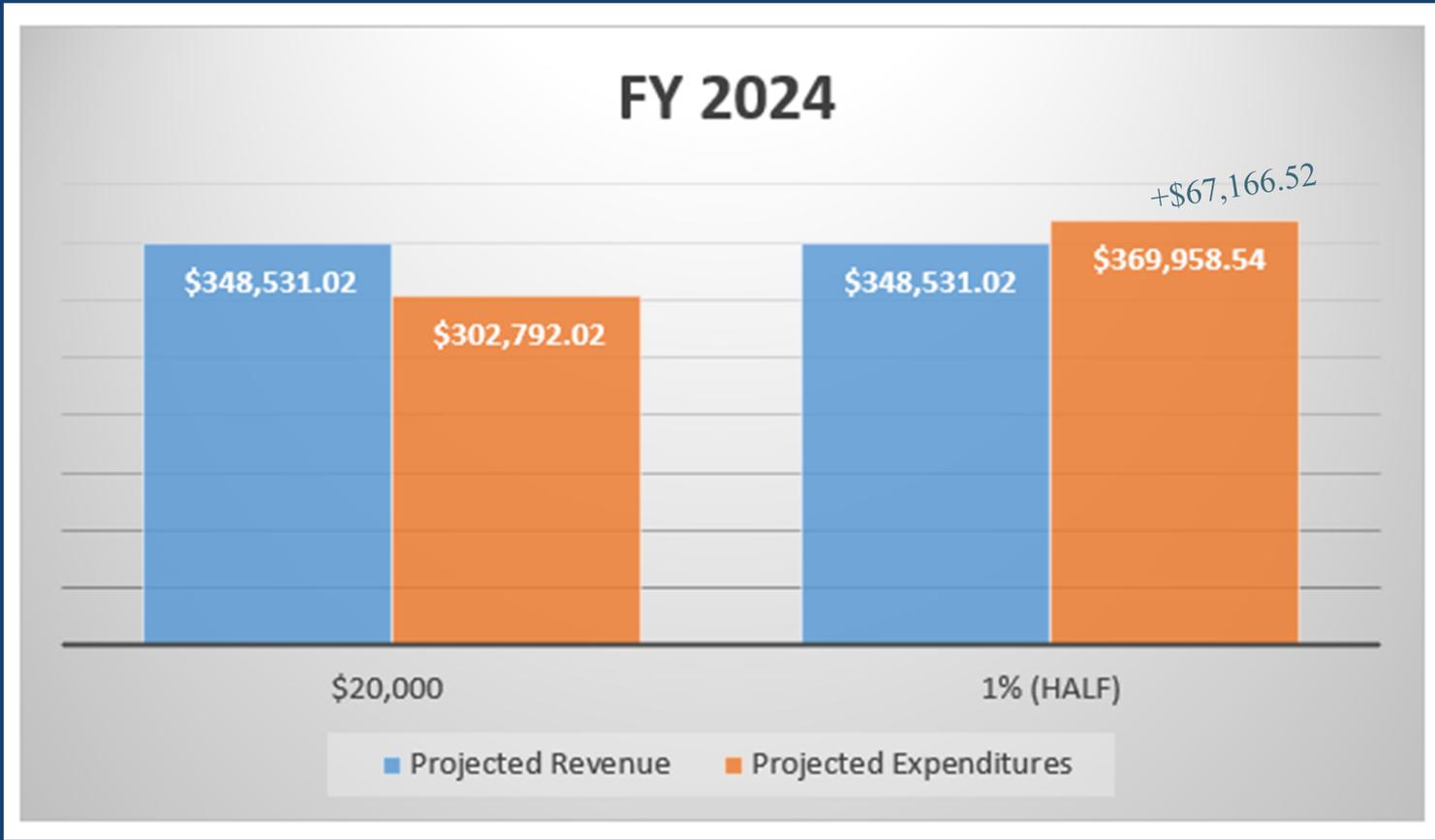
\*For grant year 2020, the 2% Joint Advisory Board applied for a multi-year (3-year) LTAC grant in the amount of \$55,000 annually for shoulder season marketing and was awarded \$12,000 annually. Chet Ross, Vice Chairman of the 2% Joint Advisory Board, declined the multi-year contract for \$12,000 for years 2020 through 2022 citing, “After thoroughly reviewing the contract terms, expectations, and the proposed amount of \$12,000 per year, the officers and management committee determined that this contract is not a good fit. We are not moving forward.”



# RETURNING GRANT RECIPIENTS

Returning Grant Recipients	2018	2019	2020	2021	2022	2023P	Average
Chamber of Commerce Operating and Marketing	\$ 179,000.00	\$ 194,363.12	\$ 162,009.97	\$ 168,840.03	\$ 167,500.00	\$ 175,500.00	\$ 174,535.52
Pacific Northwest Naval Air Museum Operating and Marketing	\$ 2,500.00	\$ 5,650.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 28,560.00	\$ 19,618.33
Oak Harbor Music Festival	\$ 29,000.00	\$ 34,000.00	\$ -	\$ 42,000.00	\$ 41,000.00	\$ 48,000.00	\$ 38,800.00
Joint Advisory Board - Whidbey Camano Islands Tourism	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
Whidbey Island Marathon	\$ 7,500.00	\$ 7,500.00	\$ -	\$ 12,000.00	\$ 10,000.00	\$ 30,000.00	\$ 13,400.00
Hydros for Heroes	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 10,000.00	\$ 11,000.00	\$ 17,850.00	\$ 9,770.00
Oak Harbor Main Street	\$ 1,500.00	\$ 3,000.00	\$ -	\$ 1,000.00	\$ 4,000.00	\$ 16,250.00	\$ 5,150.00
ISCO Master Gardener	\$ 1,000.00	\$ 3,000.00	\$ 4,044.88	\$ -	\$ 4,000.00	\$ 4,700.00	\$ 3,348.98
Others	\$ 4,050.00	\$ 20,000.00	\$ 15,000.00	\$ 19,226.00	\$ 5,378.70	\$ 115,829.42	\$ 29,914.02
<b>Totals</b>	<b>\$ 249,550.00</b>	<b>\$ 292,513.12</b>	<b>\$ 228,054.85</b>	<b>\$ 300,066.03</b>	<b>\$ 289,878.70</b>	<b>\$ 456,689.42</b>	<b>\$ 302,792.02</b>

# CURRENT AND REQUESTED 1% CONTRIBUTION





# CONTRIBUTION OPTIONS

Other options to consider.

LODGING TAX REVENUE AND EXPENDITURES HISTORY						ICT % Options				
	313.31.0000	313.31.0100				Additional 2% Lodging Tax Only				
						100%	75%	50%	20%	15%
Revenue	Basic 2%	Addl 2%	Total Revenue	Total Grant Outlays	Payments to ICT	2%	1.5% of 2%	1% of 2%	.4% of 2%	.3% of 2%
2018	146,308.01	141,357.13	292,649.25	249,550.00	20,000.00	141,357.13	106,017.85	70,678.57	28,271.43	21,203.57
2019	137,594.82	137,592.55	283,099.85	292,513.12	20,000.00	137,592.55	103,194.41	68,796.28	27,518.51	20,638.88
2020	107,482.66	107,482.64	218,698.46	228,054.85	20,000.00	107,482.64	80,611.98	53,741.32	21,496.53	16,122.40
2021	158,063.07	158,063.10	316,639.81	300,066.03	20,000.00	158,063.10	118,547.33	79,031.55	31,612.62	23,709.47
2022	166,335.33	166,463.87	338,741.51	289,878.70	20,000.00	166,463.87	124,847.90	83,231.94	33,292.77	24,969.58
<b>PROJECTED 2023</b>	<b>169,949.26</b>	<b>170,081.01</b>	<b>340,030.27</b>	<b>456,689.42</b>	20,000.00	<b>170,081.01</b>	127,560.76	<b>85,040.51</b>	<b>34,016.20</b>	<b>25,512.15</b>
<b>PROJECTED 2024</b>	<b>174,197.99</b>	<b>174,333.04</b>	<b>348,531.02</b>	<b>302,792.02</b>	20,000.00	<b>174,333.04</b>	130,749.78	<b>87,166.52</b>	<b>34,866.61</b>	<b>26,149.96</b>

# CONSIDERATION AND NEXT STEPS



**In 2009, before the 1% contribution was reduced to \$20,000, Council asked the question, “Is there any measurable increase in tourism to the City of Oak Harbor commensurate with the greater contribution the City is making to the Island County Joint Tourism effort”?**



**Once Council has determined the best option, any proposal to assign lodging tax funding must be submitted to the lodging tax advisory committee for review and comment at least 45 days before final action can be taken on the proposal by the legislative body.**



**Amend the joint agreement to reflect council decision should there be change in the current contribution of \$20,000 annually.**



**THANK YOU!**

**RESOLUTION NO.** 99-16

**A RESOLUTION** agreeing in principle to pursue a coordinate Island County-wide tourism marketing plan.

**WHEREAS** the City of Oak Harbor currently is the recipient of lodging tax monies pursuant to Chapter 67.27 RCW and

**WHEREAS**, recent studies and meetings have been held and have resulted in a recommendation to establish a coordinated Island County-wide marketing program for tourism.

**NOW THEREFORE, BE IT RESOLVED**, by the Mayor and the City Council of the City of Oak Harbor, Washington:

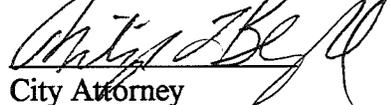
**SECTION 1:** The City of Oak Harbor agrees to cooperate with Island County, the Greater Oak Harbor Chamber of Commerce, and others to pursue an Island County wide-marketing program for tourism.

Passed by the City Council and approved by it's Mayor this 5<sup>th</sup> day of October, 1999.

CITY OF OAK HARBOR

  
\_\_\_\_\_  
Mayor

APPROVED TO FORM

  
\_\_\_\_\_  
City Attorney

ATTEST

  
\_\_\_\_\_  
City Clerk



received  
4117123

Mayor Robert Severns

April 11, 2023

City of Oak Harbor  
865 SE Barrington Drive  
Oak Harbor, WA 98277

Dear Mayor Severns:

The Joint Advisory Board (JAB) respectfully requests that the City of Oak Harbor restore its commitment to tourism promotion to 1%, by amending the Interlocal Agreement (agreement attached). We'd like the opportunity to discuss this in person with you, members of the City Council and your staff, at an upcoming workshop in April or May 2023.

There are two collections of 2% Lodging Tax Funds. One of these is used to support the JAB for regional advertising and promotion of Whidbey and Camano Islands, including Oak Harbor, through the Interlocal Agreement. The Agreement was formalized in the year 2000 and signed by Island County, the City of Oak Harbor, the City of Langley and the Town of Coupeville. An amendment which took effect in 2010 reduced the City of Oak Harbor's commitment from 1% of the Lodging Tax Funds to a flat \$20,000 per year (amendment attached). Other jurisdictions either pay 1% (City of Langley) or the full 2% (Unincorporated Island County, Town of Coupeville) of this lodging tax collection.

To provide some context in 2021, the City of Langley at 1% contributed \$55,531 and at 2% the Town of Coupeville contributed \$30,800. The City of Oak Harbor contributed only \$20,000, but at 1% it should have been \$79,082.

Our destination has recently completed the Transformational Travel Council's Regenerative Places Program and we've developed a new revitalized program for countywide tourism that is quite remarkable. We're also rolling out new branding and efforts to engage community stakeholders to join groundbreaking strategies for tourism marketing and destination management. We believe it is critical to have a unified effort and strongly urge the City of Oak Harbor to fully engage with us by returning to 1%.

We look forward to having the opportunity to speak more in person soon.

Sincerely,

Jackie Henderson  
Chair

Sherrye Wyatt  
PR & Marketing Manager

Cc: City Council Members Jim Woessner & Eric Marshall  
City Administrator Blaine Oborn

---

Joint Advisory Board + Whidbey and Camano Islands Tourism + P.O. Box 365 + Coupeville, WA 98239

## ISLAND COUNTY, OAK HARBOR, LANGLEY AND COUPEVILLE TOURISM PROMOTION AGREEMENT

THIS AGREEMENT is made and entered into this 5 day of September, 2000, by and between Island County, a political subdivision of the State of Washington, hereinafter called the "County", the City of Oak Harbor, a municipal corporation of the State of Washington, hereinafter called "Oak Harbor", the City of Langley, a municipal corporation of the State of Washington, hereinafter called "Langley", and the Town of Coupeville, a municipal corporation of the State of Washington, hereinafter called "Coupeville",

### I. RECITALS

- A. Pursuant to Chapter 39.34 RCW, the Interlocal Cooperation Act, the parties hereto desire to enter into an agreement with one another for joint and cooperative action to promote tourism in the County, Oak Harbor, Langley and Coupeville.
- B. Pursuant to Chapter 35, Section 1, 1998 Laws of the State, the County, Oak Harbor, Langley and Coupeville are authorized to add an additional two-percent (2%) excise tax on lodging, over the basic two-percent (2%) lodging tax, to be used solely for tourism promotion, acquisition of tourism-related facilities, or operation of tourism-related facilities.
- C. A professional report prepared by Roger Brooks of Chandler & Brooks, Inc., August 3, 1998, recommended that the newly authorized two-percent (2%) lodging tax be implemented and that the funds generated be used to market overnight visitor tourism. The report indicated that these additional tax funds should be considered <sup>economic</sup> tourism development funds, investment money that should provide a return on investment by increasing overall tourism expenditures and increasing overnight stays in the properties that must collect the tax.
- D. The County, Oak Harbor, and Coupeville all have authority to add the additional two-percent (2%) excise tax on lodging to generate funds to promote tourism. Langley has already adopted an additional one-percent (1%) excise tax and has authority to add an additional one-percent (1%) excise tax on lodging to promote tourism.

### II. GENERAL PROVISIONS

- A. Adoption of Additional Lodging Tax: By December 31, 1999, the County, Oak Harbor, Langley and Coupeville will hold public hearings to consider adoption of the newly authorized two-percent (2%) lodging tax authorized by 1998 Laws, Chapter 35, Section 1 (RCW 67.28.181). The remainder of the terms of this Agreement shall only be effective if all of the parties adopt

ordinances providing for the additional lodging tax at levels of one (1%) or two percent (2%) as each authority determines.

- B. Pooled Fund: Except for Langley, after adoption of the new two-percent (2%) lodging tax the revenues collected for all the parties, plus accrued interest from such tax revenues, shall be pooled in a fund held by the Island County Treasurer to be known as the "County-Cities/Town Tourism Fund." Because Langley has already committed a one-percent (1%) additional lodging tax for new public tourist restroom facilities, Langley will only contribute one-percent (1%) of the new lodging tax to the pooled fund.
- C. Sole Use of Pooled Fund: All funds including any interest earned thereon shall be held in the "County-Cities/Town Tourism Fund," and shall be used solely to market the County, Oak Harbor, Coupeville and Langley as a tourist destination to bring visitors for overnight stays. These additional tax funds should be considered economic tourism development funds, investment money that should provide a return on investment by increasing overall tourism expenditures and increasing overnight stays in the properties that must collect the tax.
- D. Basic Two-Percent Lodging Tax Not Covered: This Agreement does not cover the use of the basic two-percent (2%) lodging tax authorized by RCW 67.28.180 or the one-percent (1%) of the new lodging tax retained by Langley. The parties will continue to use those funds outside of the terms of this Agreement and any committee, board or other entity whose primary purpose is to promote economic development shall not be involved in any manner with the new fund referenced herein.

### III. JOINT ADMINISTRATION BOARD

- A. Joint Board: A new Joint Administration Board is created to administer the terms of this Agreement. The composition of this Board is as follows:
1. Seven (7) representatives from the lodging industry appointed by the respective legislative authorities as follows: three from the Whidbey Island unincorporated area of the County with one (1) selected from the North Whidbey Island, one (1) selected from Central Whidbey Island, and one (1) selected from South Whidbey Island; one (1) from the Camano Island unincorporated area of the County; one (1) from Oak Harbor; one (1) from Coupeville and one (1) from Langley;
  2. Seven (7) representatives from tourism organizations, including chambers of commerce, appointed by the respective legislative authorities as follows: one (1) recommended by the Greater Oak

Harbor Chamber of Commerce and approved by the City of Oak Harbor, one (1) recommended by the Central Whidbey Chamber of Commerce and approved by the Town of Coupeville, one (1) recommended by the Langley Chamber of Commerce and approved by the City of Langley, one (1) recommended by the Freeland Chamber of Commerce and approved by the County of Island, one (1) recommended by the Clinton Chamber of Commerce and approved by the County of Island, and one (1) recommended by the Camano Island Chamber of Commerce and approved by the County of Island; and one (1) recommended and approved by the Board of Island County Commissioners, and

3. Four (4) elected officials of the parties, one appointed by each legislative authority.

B. Board Operation: The Joint Board shall comply with the Open Public Meetings Act, Chapter 42.30 RCW and all the other laws and regulations applicable to operation of the parties. The Board shall adopt Bylaws consistent with the terms of this Agreement and shall make decisions by majority vote of a quorum. A quorum shall consist of a majority of the Joint Board. One of the elected officials shall be selected by the Joint Board as the Chair of the Joint Board.

C. Criteria: The Joint Board, in considering expenditures from the "County-Cities/Town Tourism Fund," shall analyze the extent to which the proposed expenditure will increase tourism and the extent to which the proposal will affect the long-term stability of the fund.

#### IV. CONTRACTING OUT

To fulfill the purpose of this Agreement to promote overnight tourist visitors to the County, Oak Harbor, Coupeville and Langley, the Joint Board shall contract out, after seeking and obtaining proposals, professional tourism promotion services. The method of soliciting and contracting for services by the Joint Board must meet the procedural requirements applicable to each party. However, the organization that ultimately provides the professional services shall not have a conflict of interest, whether real or in appearance only, with any party to this Agreement. If adherence to this rule only results in applicants whose business residence is "off-island" that is acceptable. The intent of this section is that the organization contracted with shall not give any party and/or geographical area of the island an advantage or perceived advantage, over any other area and/or party.

## V. MISCELLANEOUS PROVISIONS

- A. Real and Personal Property: No real or personal property shall be acquired by the parties to fulfill this Agreement, except for the contracted-out services specified above.
- B. Budget and Finance: The Joint Board shall only budget and authorize expenditure of funds in the "County-Cities/Town Tourism Fund." Expenditures from the fund shall be vouchered by the Joint Board for approval by the County legislative authority.
- C. Duration of Agreement: Section II(A). becomes effective upon signature by the authorized representatives of all parties. If the new two-percent (2%) lodging tax is adopted by all the parties, except Langley, and Langley adopts an additional one-percent (1%) of the new lodging tax, the remainder of this Agreement will be in effect in perpetuity unless earlier terminated pursuant to Section V(D) below.
- D. Early Termination: This Agreement may be terminated early by one or more parties giving written notice to the legislative authorities of the other parties at least one (1) year in advance of the effective early termination date.
- E. Amendments: The provisions of this Agreement may be amended by written agreement of all the parties.

**ISLAND COUNTY**

By: Wm Dowell Date: 9-11-00  
Chairman  
Board of County Commissioners

Attest:

Nargaret Rosenkrantz  
Clerk of the Board  
BICC 00-579

**CITY OF OAK HARBOR**

By: Pamela Loney Date: 9-15-00  
Mayor

Attest:

Rosemary Morrison  
City Clerk

**CITY OF LANGLEY**

By: [Signature] Date: 2/2/2000  
Mayor

Attest:

Deborah L. Grabler  
City Clerk

**TOWN OF COUPEVILLE**

By: Darcy Conan Date: 3/15/00  
Mayor

Attest:

Annabell Conan  
Town Clerk



**AMENDMENT NO. 1  
ISLAND COUNTY, OAK HARBOR, LANGLEY AND COUPEVILLE  
TOURISM PROMOTION AGREEMENT**

**THIS AGREEMENT AMENDMENT NO. 1 is made and entered into this 6<sup>th</sup> day of APRIL, 2005, by and between Island County, a political subdivision of the State of Washington, hereinafter called the "County," the City of Oak Harbor, a municipal corporation of the State of Washington, hereinafter called "Oak Harbor," the City of Langley, a municipal corporation of the State of Washington, hereinafter called "Langley," and the Town of Coupeville, a municipal corporation of the State of Washington, hereinafter called "Coupeville," to amend the original Island County, Oak Harbor, Langley and Coupeville Tourism Promotion Agreement entered into on September 5, 2000.**

**The following sections shall substitute for the sections of like number/letter of the original agreement.**

**II. GENERAL PROVISIONS**

- B. Pooled fund. Except for Langley and Oak Harbor, after adoption of the new two-percent (2%) lodging tax the revenues collected for all the parties, plus accrued interest from such tax revenues, shall be pooled in a fund held by the Island County Treasurer to be known as the "County-Cities/Town Tourism Fund." Because Langley has already committed a one-percent (1%) additional lodging tax for new public tourist restroom facilities, Langley will only contribute one-percent of the new lodging tax to the pooled fund. Beginning January 1, 2005, Oak Harbor will only contribute one-percent of the new lodging tax to the pooled fund.**
  
- D. Basic two-percent lodging tax not covered. This agreement does not cover the use of the basic two-percent (2%) lodging tax authorized by RCW 67.28.180 or the one-percent (1%) of the new lodging tax retained by Langley and Oak Harbor. The parties will continue to use those funds outside of the terms of this Agreement and any committee, board or other entity whose primary purpose is to promote economic development shall not be involved in any manner with the new fund referenced herein.**



**AMENDMENT NO. 2  
ISLAND COUNTY, OAK HARBOR, LANGLEY AND COUPEVILLE  
TOURISM PROMOTION AGREEMENT**

The Island County, Oak Harbor, Langley and Coupeville Tourism Promotion Agreement entered between Island County, a political subdivision of the State of Washington, hereinafter called the "County"; the City of Oak Harbor, a municipal corporation of the State of Washington, hereinafter called "Oak Harbor"; the City of Langley, a municipal corporation of the State of Washington, hereinafter called "Langley"; and the Town of Coupeville, a municipal corporation of the State of Washington, hereinafter called "Coupeville", on September 5, 2000 and last amended effective January 1, 2005 ("the Agreement" hereafter) is hereby amended as follows:

Paragraphs B and D of Section II - General Provisions of the Agreement shall be revised to read as follows:

- B. **Pooled fund.** Except for those new lodging tax revenues generated by Langley and Oak Harbor, the revenues from the new two-percent (2%) lodging tax shall be pooled in a fund held by the Island County Treasurer to be known as the "County/Cities/Town Tourism Fund." Because Langley has already committed a one-percent (1%) additional lodging tax for new public tourism restroom facilities, Langley will only contribute one-percent of the new lodging tax to the pooled fund. Beginning January 1, 2010, Oak Harbor will not contribute a percentage of the new lodging tax revenues generated by Oak Harbor, but instead will contribute a total of Twenty Thousand Dollars (\$20,000) annually from the new lodging tax to the pooled fund.
- D. **Basic two-percent lodging tax not covered.** This Agreement does not cover the use of the basic two-percent (2%) lodging tax authorized by RCW 67.28.180 or the one-percent (1%) of the new lodging tax retained by Langley or any portion of the new lodging tax accruing to Oak Harbor over and above the Twenty Thousand Dollars (\$20,000) that Oak Harbor agrees to contribute annually. The parties will continue to use those non-covered lodging tax funds outside of the terms of this Agreement.

Other than the changes to Paragraphs B and D of Section II as set out above, the terms and conditions of the Agreement shall remain in full force and effect.

ISLAND COUNTY

Attest:

By John Dean  
Chairman  
Board of County Commissioners

Dated: 8/24/09

Clair Marlow  
Clerk of Board of Commissioners  


Amendment No. 2  
Tourism Promotion Agreement  
Page 1

ATTACHMENT 1  
Event Date: Mon Sep 24 12:00:00 PDT 2009  
Page 1 of 1  
11/11/09 11:54:15 AM

**CITY OF OAK HARBOR**

By [Signature]  
Mayor

Dated: JUNE 29, 2009

[Signature]  
City Clerk

**CITY OF LANGLEY**

By [Signature]  
Mayor

Dated: 9/1/09

[Signature]  
City Clerk

**TOWN OF COUPEVILLE**

By [Signature]  
Mayor

Dated: 8/25/09

[Signature]  
Town Clerk

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Amendment No. 2  
Tourism Promotion Agreement  
Page 2

ATTACHMENT Event Date: Mon Aug 24 12:00:00 PDT 2009  
Page 2 of 2 Mod Aug 24 12:01:04 PDT 2009  


# City of Oak Harbor

OFFICE OF THE MAYOR

JIM SLOWIK

MAYOR



865 S.E. BARRINGTON DRIVE  
OAK HARBOR, WASHINGTON 98277  
(360) 279-4500  
FAX (360) 279-4507

COPY

June 29, 2009

Chairman John Dean  
Island County Board of Commissioners  
P.O. Box 5000  
Coupeville, WA 98239

Mayor Paul Samuelson  
City of Langley  
P.O. Box 366  
Langley, WA 98260

Mayor Nancy Conard  
Town of Coupeville  
P.O. Box 725  
Coupeville, WA 98239

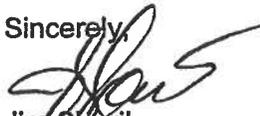
Dear Chairman Dean, Mayor Samuelson, and Mayor Conard:

The City of Oak Harbor would like to reduce its contribution to the Island County Joint Tourism Agreement in order to focus Oak Harbor's limited funds toward local tourism promotion.

On June 16, 2009, Oak Harbor's City Council authorized me to give notice to the Island County Joint Tourism Board and the Legislative authorities of Island County, the City of Langley, and the Town of Coupeville to amend the Island County Joint Tourism Promotion Agreement. This amendment would decrease the City of Oak Harbor's annual contribution from 1% to a set amount of \$20,000. The Notice of Intent also declares that the City would terminate its participation in the Joint Tourism Agreement if the City's requested amendment is denied. If the amendment is granted, the City would have the option to withdraw the termination notice well before the effective date.

We understand the value in promoting tourism Island-wide and hope you will favorably consider our amendment allowing a fixed \$20,000 amount for Oak Harbor's continuing contribution to the Joint Tourism Agreement.

Sincerely,

  
Jim Slowik  
Mayor

CW

Encl:

1. Notice of Intent
2. Amendment No. 2 – Island County, Oak Harbor, Langley, and Coupeville Tourism Promotion Agreement

To: Island County Joint Tourism Board and Legislative Authorities of Island County, City of Langley and the Town of Coupeville.

NOTICE IS HEREBY GIVEN pursuant to Section V. Miscellaneous Provision (E) of the Island County, Oak Harbor, Langley and Coupeville Tourism Promotion Agreement entered on September 5, 2000 and amended on April 6, 2005 ("Agreement" hereafter) that the City of Oak Harbor does seek to negotiate an amendment to the Agreement. The City of Oak Harbor proposes to amend the Agreement to provide that the City of Oak Harbor's contribution shall be fixed at \$20,000 per year. The City of Oak Harbor proposes to amend Section II. General Provisions, Paragraphs B (Pooled fund) and D (Basic two-percent lodging tax not covered) to read as follows:

B. Pooled fund. Except for those new lodging tax revenues generated by Langley and Oak Harbor, the revenues from the new two-percent (2%) lodging tax shall be pooled in a fund held by the Island County Treasurer to be known as the "County/Cities/Town Tourism Fund." Because Langley has already committed a one-percent (1%) additional lodging tax for new public tourist restroom facilities, Langley will only contribute one-percent of the new lodging tax to the pooled fund. Beginning January 1, 2010, Oak Harbor will not contribute a percentage of the new lodging tax revenues generated by Oak Harbor but instead will contribute a total of \$20,000 annually from the new lodging tax to the pooled fund.

D. Basic two-percent lodging tax not covered. This Agreement does not cover the use of the basic two-percent (2%) lodging tax authorized by RCW 67.28.180 or the one-percent (1%) of the new lodging tax retained by Langley or any portion of the new lodging tax accruing to Oak Harbor over and above the \$20,000 that Oak Harbor agrees to contribute annually. The parties will continue to use those non-covered lodging tax funds outside of the terms of this Agreement.

NOTICE IS FURTHER GIVEN pursuant to Section V. Miscellaneous Provision (D) of the Island County, Oak Harbor, Langley and Coupeville Tourism Promotion Agreement entered on September 5, 2000 and amended on April 6, 2005 ("Agreement" hereafter) that the City of Oak Harbor will terminate its participation in the Agreement effective July 1, 2010. This notice is given to meet the one year's notice requirement for termination. However, in the event that the proposed amendments to the Agreement are granted, City does not anticipate terminating its participation in the Agreement.

Dated this 11 day of June, 2009.

CITY OF OAK HARBOR

  
\_\_\_\_\_  
JIM SLOWIK, MAYOR

**AMENDMENT NO. 3  
ISLAND COUNTY, OAK HARBOR, LANGLEY AND COUPEVILLE  
INTERLOCAL AGREEMENT**

The Island County, Oak Harbor, Langley and Coupeville Tourism Promotion Agreement entered into between Island County, a political subdivision of the State of Washington (hereinafter referred to as the "County"), the City of Oak Harbor, a municipal corporation of the State of Washington (hereinafter referred to as "Oak Harbor"), the City of Langley, a municipal corporation of the State of Washington (hereinafter referred to as "Langley"), and the Town of Coupeville, a municipal corporation of the State of Washington (hereinafter referred to as "Coupeville") on September 5, 2000 and last amended by Amendment No. 1 effective January 1, 2005 and Amendment No. 2 effective August 24, 2009 (hereinafter referred to as "the Agreement") is hereby amended as follows:

Section II - General Provisions - Paragraph B shall be revised to read as follows:

B. Pooled Fund. Except for those new lodging tax revenues generated by Langley and Oak Harbor, the revenues from the new two percent (2%) lodging tax shall be pooled in a fund held by the Island County Treasurer to be known as the "County/Cities/Town Tourism Fund." A one percent (1%) minimum allocation is expected from incorporated areas, except as agreed upon through Amendment No. 2 to this agreement.

Section III - Joint Administration Board - shall be revised to read as follows:

A. Joint Board: A new Joint Administration Board ("Joint Board") is created to administer the terms of this Agreement. The composition of this Board is as follows:

1. Seven (7) representatives from the lodging industry appointed by the respective legislative authorities as follows: three (3) from the Whidbey Island unincorporated area of the County with one (1) selected from North Whidbey Island, one (1) selected from Central Whidbey Island, and one (1) selected from South Whidbey Island; one (1) from Camano Island; and one (1) from Oak Harbor, one (1) from Coupeville, and one (1) from Langley to represent the incorporated areas of the County;
2. Seven (7) representatives from tourism organizations, including chambers of commerce, appointed by the respective legislative authorities as follows: one (1) recommended by the Greater Oak Harbor Chamber of Commerce and approved by the City of Oak Harbor, one (1) recommended by the Central Whidbey Chamber of Commerce and approved by the Town of Coupeville, one (1) recommended by the Langley Chamber of Commerce and approved by the City of Langley, one (1) recommended by the Freeland Chamber of Commerce and approved by the County of Island, one (1) recommended by the Clinton Chamber of Commerce and approved by the County of Island, one (1) recommended by the Camano Island Chamber of Commerce and approved by the County of Island, and one (1) recommended and approved by the Board of Island County Commissioners; and

12/13/2011 02:20:25 PM  
Recording Fee \$65.00 Page 2 of 4  
Agreement  
Island County Washington

4306329

3. Four (4) elected officials of the parties, one appointed by each legislative authority; and
  4. The Director of the Island County Economic Development Council shall serve in an ex-officio non-voting capacity.
- B. Board Operation: The Joint Board shall comply with the Open Public Meetings Act, Chapter 42.30 RCW, and all the other laws and regulations applicable to operation of the parties. The Board shall adopt Bylaws consistent with the terms of this Agreement and shall make decisions by majority vote of a quorum. A quorum shall consist of a majority of the Joint Board. One of the elected officials shall be selected by the Joint Board as the Chair of the Joint Board. The Executive Committee as described in Section D below shall serve as a Management Team for the purpose of contract management between monthly meetings of the full Joint Board.
- C. Criteria: The Joint Board, in considering expenditures from the "County-Cities/Town Tourism Fund," shall analyze the extent to which the proposed expenditure will increase tourism and the extent to which the proposal will affect the long-term stability of the fund.
- D. Executive Committee: The Executive Committee shall consist of the officers of the Joint Board (Chair, Vice-Chair, Treasurer, and Secretary) for the purpose of contract management and will serve as the Management Team for the contractors as outlined in Section IV. The Executive Committee will consist of representatives from the four geographic areas except by special agreement of the Joint Board members from that area.

Section IV - Contracting Out - shall be revised to read as follows:

To fulfill the purpose of this Agreement to promote overnight tourist visitors to the County, Oak Harbor, Coupeville and Langley, the Joint Board shall contract out, after seeking and obtaining proposals, professional tourism promotion services, administrative services and multimedia services. The method of soliciting and contracting for services by the Joint Board must meet the procedural requirements applicable to each party. The intent of this section is that the organization contracted with shall not give any party and/or geographical area of the islands an advantage, or perceived advantage, over any other area and/or party.

Section V - Miscellaneous Provisions - Paragraphs A and C shall be revised to read as follows:

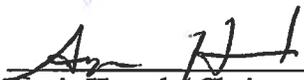
A. Real and Personal Property: No real or personal property shall be acquired by the parties to fulfill this Agreement, except for the contracted-out services specified above and the following described intellectual property: By virtue of a Certificate of Registration through the United States Patent and Trademark Office, issued December 30, 2008, the Joint Board holds as personal property a Service Mark held in the name of "Island County (Washington Municipal Corporation), DBA Island County Joint Tourism Committee." The Service Mark is, "THE SHORTEST DISTANCE TO FAR AWAY."

Additional property acquired by the parties includes brochures, shelving, website content, film footage, video, photo and music licenses.

C. Duration of Agreement: The Agreement will be in effect in perpetuity unless earlier terminated pursuant to Section V(D) below.

Other than the changes as set out above, the terms and conditions of the Agreement shall remain in full force and effect.

ISLAND COUNTY

  
\_\_\_\_\_  
Angie Homola, Chair  
Board of County Commissioners



Attest:

  
\_\_\_\_\_  
Elaine Marlow  
Clerk of the Board

CITY OF OAK HARBOR

  
\_\_\_\_\_  
Jim Slowik, Mayor

Dated: 11-15-11

Attest:

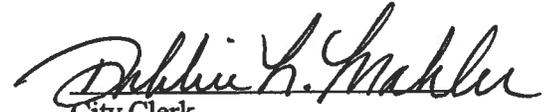
  
\_\_\_\_\_  
City Clerk

CITY OF LANSLEY

  
\_\_\_\_\_  
Paul Samuelson, Mayor

Dated: 10/17/11

Attest:

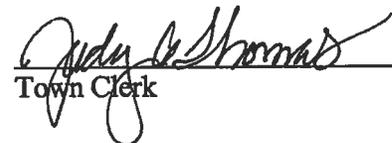
  
\_\_\_\_\_  
City Clerk

TOWN OF COUPEVILLE

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

Dated: 11/29/11

Attest:

  
\_\_\_\_\_  
Town Clerk

12/13/2011 02:20:25 PM  
Recording Fee \$65.00 Page 4 of 4  
Agreement  
Island County Washington

4306329



City of Oak Harbor  
City Council  
Workshop Agenda Bill

Date: July 26, 2023

Subject: b. Business Licenses Update

FROM: David Goldman Finance

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## SUMMARY STATEMENT

### Background

Per RCW 35.90.020, all cities requiring a general business license of any person that engages in business activities within that city must partner with the Washington State Department of Revenue (DOR) to have such licenses issued and renewed through DOR's Business Licensing Services (BLS) in accordance with chapter 19.02 RCW (with a few exceptions). Informational items regarding this along with fee structure options (flat, per gross income, per employees, etc.) were presented to the City Council on multiple occasions. On August 17, 2021, the City Council authorized the Mayor to sign the BLS Agreement with the DOR for a partnership to have business licenses issued and renewed through BLS in accordance with RCW 35.90.020.

On December 14, 2021, the City Council adopted an updated Business License fee schedule with a flat \$40 annual fee. The \$40 annual fee was chosen because the DOR BLS indicated that it would take about a year to collect valid and sufficient gross income and employee data in their system. They did mention that no matter what fee is chosen, the fact that fees are now being collected at the same time as the State business license fees using the same state BLS system, local business license fee compliance tends to increase which generates additional revenues in the first year of transition. The City went "live" with the transition to the State's system in March 2022.

### Current Business License Fee Structure

General Business License = \$40.00

Nonprofit Business License = \$0.00

Non-residential Business License:

- Gross income \$0 through \$2,000 = \$0.00
- Gross income greater than \$2,000 = \$40.00

In addition to the business licenses above, certain businesses require regulatory licenses, formally known as "endorsements". Regulatory licenses are applicable to less than a couple dozen businesses and include business categories such as adult entertainment establishments, pawnbrokers, taxicabs and other livery types, and mobile food truck vendors.

### Available Business License Fee Structures

A comprehensive list of business license structures for over 200 cities throughout Washington can be found on the Department of Revenues website at: <https://dor.wa.gov/manage-business/city-license-endorsements>.

Based on research and conversations with the Department of Revenue and other cities, the available business license structure types include:

- Flat fee (Oak Harbor's current structure)
- Determined by gross income (up to five categories)
- Determined by employee count – per employee (up to five categories)
- Determined by employee count – ranges of employees (up to five categories)
- Combination by gross income and employee count (up to five categories)
- Other combination

Some examples include:

Determined by gross income example (Burlington)

\$0 - \$2,000 = \$0

\$2,001 - \$19,999 = \$50

\$20,000 - \$99,999 = \$75

\$100,000 and greater = \$100

Determined by employee count – range example (Federal Way)

0 – 10 employees = \$81

11 – 25 employees = \$126

26 – 50 employees = \$251

51 - 100 employees = \$1,501

101 – 500 employees = \$4,501

500 or more employees = \$9,501

Determined by employee count – graduated example (Mukilteo)

No employees = \$100

1 – 3 employees = \$150

4 or more employees = \$150 plus \$60 per employee

Determined by employee count – capped example (Chelan)

1 – 3 employees = \$50

4 - 26 employees = \$50 plus \$15 per employee

27 or more employees = \$410

Determined by employee count and gross income example (Kirkland)

\$0 - \$20,000 = \$0

Above \$20,000 = \$100 plus \$130 per employee

Business licenses revenues generate approximately \$60,000 for Oak Harbor annually. Due to increased compliance, fee collections increased 19% in 2022, the first year of the DOR BLS transition.

### **Oak Harbor Business License Revenue Trend**

Year YTD Revenues YOY Pct. Change

2018 49,575

2019 50,349 1.6%

2020 49,319 -2.0%

2021 49,444 0.3%

2022 58,865 19.1%

### Comparisons

16 Cities were used in the comparison found in Attachment 1.

Table 1 contains Business License Statistics from the Washington State Auditor’s Office Financial Intelligence Tool (<https://portal.sao.wa.gov/FIT/>) (2021 was the latest data available) and 2021 population data from the Washington Office of Financial Management (<https://ofm.wa.gov/washington-data-research/population-demographics/population-estimates/april-1-official-population-estimates>). It compares 16 cities (including Oak Harbor). The statistics include 2021 population, 2021 Business License Revenues, 2021 General Fund Revenues, Business License Revenues as a percentage of General Fund Revenues, Per Capita Business License Revenues, Relative rank of Business License Revenues as a percentage of General Fund Revenues, Relative rank of Per Capita Business License Revenues.

Table 1 shows that out of the 16 cities, Oak Harbor ranks last in Business License Revenues, Business License Revenues as a Percentage of the General Fund, and Per Capita Business License Revenues. Lynwood has the highest Business License Revenues as a Percentage of the General Fund at 4.3% while Oak Harbor sits at 0.3% with the average being 1.1%. Lynwood has the highest Per Capita Business License Revenues at \$62.28 while Oak Harbor sits at \$2.00 with the average being

\$12.74.

Chart 1 visually shows the Business License Revenues as a percent of the General Fund while Chart 2 visually shows the Per Capita Business License Revenues. Table 2 shows a detailed breakdown of business license fee structures for the 16 cities.

### Economic Development

While Business License revenue can be used for any governmental purpose, one logical connection for the use of business license revenues would be for economic development purposes. At the May 17, 2023 Special City Council Joint Planning Commission Workshop, Economic Development Coordinator Steve McCaslin presented a primer on “How Local Economies Work”. It detailed the Flow of Money which explained step-by-step how a local economy works and what communities must do to improve the economic quality of life for the people living and working in the area. A summary of the presentation is as follows:

- Money in the local economy (or “bucket”) circulates as people engage in business transactions.
- With every business transaction, a portion of the transaction leaks out of the local economy and goes to the area in which the product was made or the service performed (or to Olympia where the sales/transaction tax is paid).
- “Primary” businesses fill the local economy back up with money. A Primary business sells its goods or services outside the area, importing money to the local area. Even though Naval Air Station Whidbey Island doesn’t technically “sell” its primary goods and services, it functions as a primary business because it concentrates Federal tax dollars from the nation to the local economy.
- Businesses either contribute or consume. If the business is not dependent upon the local marketplace for its revenues, it is Primary in nature, a wealth contributor. If the business is dependent upon the local marketplace for its revenues, it is “secondary” in nature, a wealth consumer. The vast majority of all businesses in a local economy are secondary; they include most retail stores, service companies, restaurants, banks, doctors, and lawyers.
- To improve a local economy, create more primary industry jobs, which pay a wage higher than the area average wage. Doing this will increase the flow of money into the local economy and improve the quality of the local economy. As a result, the secondary business will grow, more taxes will flow to local government enabling more and better services, schools will improve, standard of living for most people will improve, and socio-economic problems will begin to fade.
- “Economic Development” is the process or activity which is focused upon improving the overall economic strength of a community and the economic quality of life for all of the residents in the area. The most productive way to focus economic development activities is to focus on retaining and attracting primary businesses. Increasing primary business activity benefits all secondary businesses, schools, and local government.
- There are three basic economic development programs:
  1. Business Retention Programs – Fosters the retention and expansion of the existing local economy’s primary businesses. It is the most important and yet least expensive of the three programs.

2. Business Attraction Programs – Encourages new primary businesses to local to the area. Designed to increase the amount and quality of money flowing into the local economy. It is time consuming, expensive, and the results may take years, but it vital.
  3. Business Incubator Programs – Assists inventors, creators, thinkers, and small entrepreneurs to develop new ideas that can turn into homegrown primary businesses.
- All three of these programs require resources. In order to develop a quality and resilient economic development program a NEW recurring source of funding will need to be identified above and beyond what the City already generates (which is currently used to fund on-going services and operations).
  - Since Economic Development activities will benefit the local economy, including the vast majority of secondary businesses, there is a rational nexus between raising funds through business licenses (above and beyond what is currently generated since that is used to fund current operations and programs) to be used for Economic Development activities.

Potential Business License Structure Options:

Option 1 – Determined by employee count per tiers with cap

Option 1 includes the following:

- Tier 1 – If under 10 employees, \$10 per employee with a \$50 minimum (max \$100).
- Tier 2 – Between 11 and 50 employees, \$40 per employee plus amount from previous tier (Max \$1,600 plus tier 1 = \$1,700).
- Tier 3 – Between 51 and 100 employees, \$50 per employee plus amounts from previous tiers (Max \$2,500 plus tiers 1 and 2 = \$4,200).
- Tier 4 – Over 100 employees, capped at \$4,200.

	# of businesses	Avg Gross Income	Avg License	Avg. License Cost (over \$50 base) divided by Avg. Gross Income	Max License
Tier 1	1,661	\$ 886,744	\$ 52.46	0.00%	\$ 100
Tier 2	170	\$ 2,141,537	\$ 478.35	0.02%	\$ 1,700
Tier 3	8	\$ 6,010,335	\$ 2,912.50	0.05%	\$ 4,200
Tier 4	14	\$ 16,556,104	\$ 4,200.00	0.03%	\$ 4,200
Minimum Business License Cost =				\$ 50.00	
Maximum Business License Cost =				\$ 4,200.00	
Average Business License Cost =				\$ 135.22	
Additional Business License Revenues Generated =				\$ 176,440	

Option 2 – Determined by gross income per tiers with cap

Option 2 includes the following:

- Tier 1 – Gross income under \$20,000, \$50 business license (minimum).
- Tier 2 – Gross income equal or between \$20,000 and \$100,000, \$75 business license.
- Tier 3 – Gross income equal or between \$100,000 and \$200,000, \$100 business license.

- Tier 4 – Gross income equal or between \$200,000 and \$500,000, \$250 business license.
- Tier 5 – Gross income equal or above \$500,000, \$500 business license.

	# of businesses	Avg Gross Income	Avg License	Avg. License Cost (over \$50 base) divided by Avg. Gross Income	Max License
See below*	374	\$0 or Unknown	\$ 50	Unknown	\$ 50
Tier 1	569	\$ 6,016	\$ 50	0.00%	\$ 50
Tier 2	366	\$ 48,396	\$ 75	0.05%	\$ 75
Tier 3	137	\$ 134,313	\$ 100	0.04%	\$ 100
Tier 4	151	\$ 313,399	\$ 250	0.06%	\$ 250
Tier 5	256	\$ 7,929,497	\$ 500	0.01%	\$ 500

\* Either Zero or Gross Income Data not available in DOR BLS system at this time

Minimum Business License Cost =	\$ 50.00
Maximum Business License Cost =	\$ 500.00
Average Business License Cost =	\$ 137.10
Additional Business License Revenues Generated =	\$ 179,930

**Option 3 – Flat Amount**

Flat Amount	Additional Business License Revenues Generated	Avg. License Cost (over \$50 base) divided by Avg. Gross Income
\$50	\$ 18,530	0.00%
\$75	\$ 64,855	0.00%
\$100	\$ 111,180	0.00%
\$125	\$ 157,505	0.01%
\$150	\$ 203,830	0.01%
Total Businesses		1,853
Average Gross Income		\$ 1,146,635

**ATTACHMENTS**

1. [Attachment 1 - Business License Statistics](#)
2. [Business License Services Update Presentation](#)

## Business License Structure – Attachment 1

Table 1 - Business License Statistics							
City	2021 Population	2021 BLS Revenues*	2021 General Fund Revenues	BLS Revenues as a Pct. of General Fund Revenues	Per capita BLS Revenues	BLS Revenues as a Pct. of General Fund -Rank	Per capita BLS Revenues - Rank
Anacortes*	17,750	\$ 90,490	\$ 22,472,511	0.4%	\$ 5.10	13	12
Bainbridge Island	24,930	\$ 224,139	\$ 20,492,076	1.1%	\$ 8.99	6	8
Bremerton	43,970	\$ 437,222	\$ 44,857,136	1.0%	\$ 9.94	8	6
Burlington	9,290	\$ 113,541	\$ 18,682,743	0.6%	\$ 12.22	11	4
Chelan*	4,320	\$ 162,917	\$ 8,650,602	1.9%	\$ 37.71	2	2
Federal Way	101,700	\$ 686,157	\$ 44,351,995	1.5%	\$ 6.75	3	10
Kirkland	92,900	\$ 912,316	\$ 138,274,480	0.7%	\$ 9.82	10	7
Lynnwood	38,650	\$ 2,406,939	\$ 55,772,247	4.3%	\$ 62.28	1	1
Marysville	71,250	\$ 205,600	\$ 56,533,317	0.4%	\$ 2.89	14	15
Mill Creek	20,930	\$ 72,738	\$ 17,976,614	0.4%	\$ 3.48	12	14
Mount Vernon	35,390	\$ 140,233	\$ 46,957,212	0.3%	\$ 3.96	15	13
Mountlake Terr.*	21,980	\$ 137,013	\$ 20,680,898	0.7%	\$ 6.23	9	11
Mukilteo	21,560	\$ 241,868	\$ 20,558,034	1.2%	\$ 11.22	5	5
Oak Harbor	<b>24,690</b>	<b>\$ 49,444</b>	<b>\$ 17,169,360</b>	<b>0.3%</b>	<b>\$ 2.00</b>	<b>16</b>	<b>16</b>
Pasco	78,700	\$ 683,982	\$ 68,084,487	1.0%	\$ 8.69	7	9
Port Townsend	10,220	\$ 128,624	\$ 10,480,163	1.2%	\$ 12.59	4	3
<b>Average:</b>				<b>1.1%</b>	<b>\$ 12.74</b>		

Source: SAO Financial Intelligence Tool and Washington OFM population

\* 2020 amount used due to unavailability of 2021.

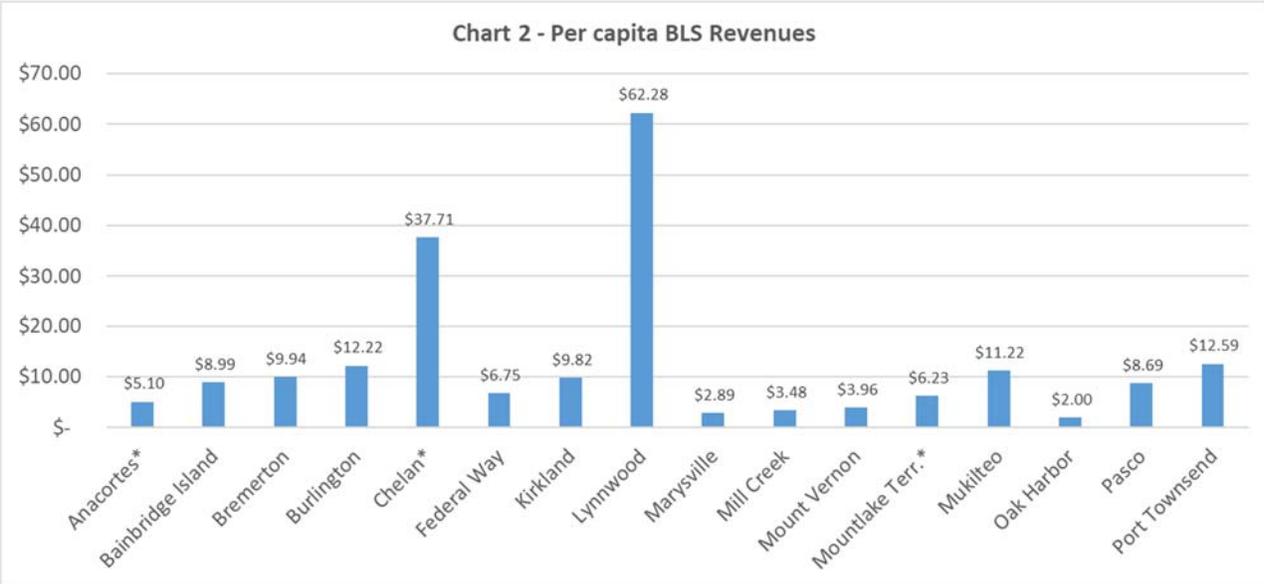
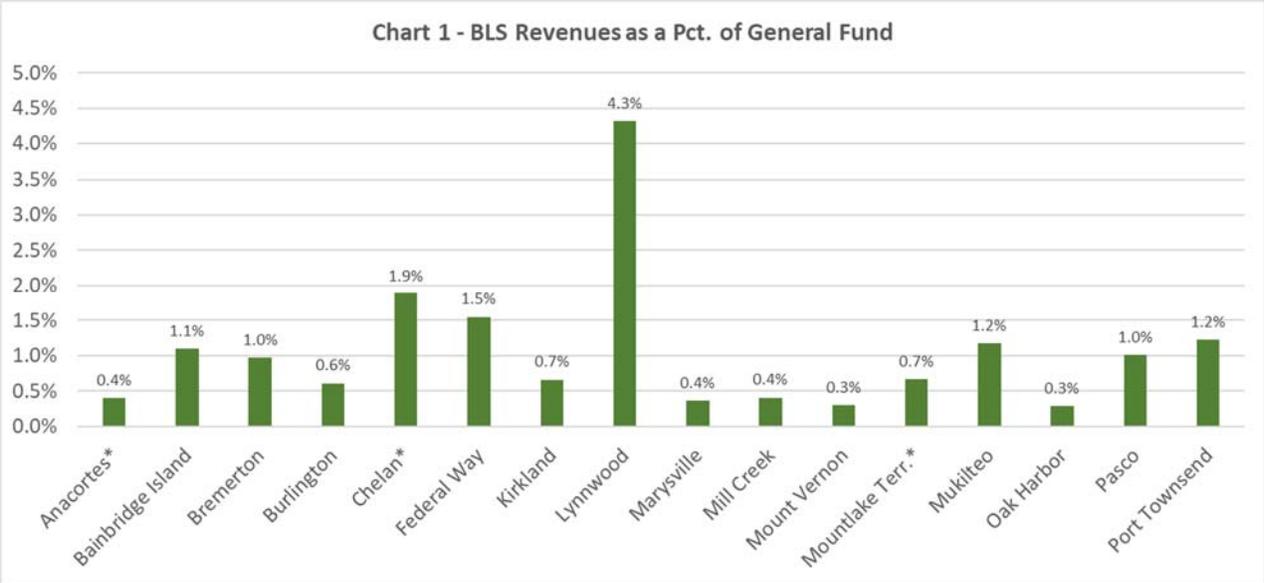


Table 2 - Business License Fee Structure Detail		
City	General Business Licenses	Non-resident Businesses (No Fee required for Gross Revenues \$2,000 and under)
Anacortes	Flat \$40	Flat \$40
Bainbridge Island	Flat \$71	Flat \$71
Bremerton	Flat \$75	Flat \$75
Burlington	Gross Income: \$0 - \$19,999 = \$50 \$19,999 - \$99,999 = \$75 > \$99,999 = \$100	Gross Income: \$0 - \$2,000 = \$0 \$2,001 - \$19,999 = \$50 \$19,999 - \$99,999 = \$75 > \$99,999 = \$100
Chelan	Employee Ranges: 0 - 3 = \$50 4 - 26 = \$50 + \$15 per Employee >27 = \$410	Employee Ranges: 0 - 3 = \$50 4 - 26 = \$50 + \$15 per Employee >27 = \$410
Federal Way	Employee Ranges (renewals): 0 - 10 = \$81 11 - 25 = \$126 26 - 50 = \$251 51 - 100 = \$1,501 101 - 500 = \$4,501 >500 = \$9,501	Gross Income: \$0 - \$2,000 = \$0 > \$2,000 = \$81
Kirkland	Gross Income: \$0 - \$20,000 = \$0 > \$20,000 = \$100 + \$130 per employee	Gross Income: \$0 - \$2,000 = \$0 \$2001 - \$20,000 = \$50 > \$20,000 = \$100 + \$130 per employee
Lynnwood	\$125 plus: \$48.50 per employee who works 14 hours or less per week. \$93.00 per employee who works 15 hours or more per week.	\$125 (\$100 on renewals)
Marysville	Flat \$65 (\$40 renewals)	\$65 (\$40 renewals)
Mill Creek	Employee Ranges (renewals): 0 - 3 = \$50 (\$25) 4 - 8 = \$75 (\$50) 9 - 13 = \$100 (\$75) 14 - 19 = \$150 (\$100) 20 - 25 = \$175 (\$150) 26 - 32 = \$225 (\$200) >33 = \$325 (\$300)	Employee Ranges: 0 - 3 = \$25 4 - 8 = \$50 9 - 13 = \$75 14 - 19 = \$100 20 - 25 = \$150 26 - 32 = \$200 >33 = \$300
Mount Vernon	Flat \$50	Flat \$50
Mountlake Terr.	Employee Ranges: 0 - 10 = \$100 11 - 20 = \$170 21 - 50 = \$335 >50 = \$675	Flat \$100
Mukilteo	Gross Income: \$0 - \$5,000 = \$0 > \$5,000: Employee Ranges No employees = \$100 1 - 3 = \$150 >4 = \$150 + \$60 per employee	Gross Income: \$0 - \$5,000 = \$0 > \$5,000: Employee Ranges No employees = \$100 1 - 3 = \$150 >4 = \$150 + \$60 per employee
Oak Harbor	Flat \$40	Flat \$40
Pasco	\$80 + \$20 per FTE (\$5,000 cap)	\$80 + \$20 per FTE (\$5,000 cap)
Port Townsend	Gross Income (Renewals): \$0 - \$19,999 = \$33 (\$30) \$19,999 - \$99,999 = \$78 (\$75) > \$99,999 = \$78 (\$75)	Gross Income (Renewals): \$0 - \$19,999 = \$33 (\$30) \$19,999 - \$99,999 = \$78 (\$75) > \$99,999 = \$78 (\$75)

Source: Washington Department of Revenue Business License Service

# BUSINESS LICENSE SERVICES FEE UPDATE



City Council Workshop  
July 26, 2023

# AGENDA

1. Background
2. Update since transition went “live”
3. Available fee structures
4. Rational nexus for economic development purposes
5. Options to consider
6. Potential economic development activities
7. Provide direction to staff

# BACKGROUND

- **RCW 35.90.020** requires all cities must partner with the Washington State Department of Revenue (DOR) Business License Service (BLS) for business licenses.
- **August 17, 2021** – City Council authorized an agreement with BLS for business license issuance and renewal.
- **December 15, 2021** – After being presented with license structure options, Council adopted an updated Business License fee schedule with a flat \$40 annual fee. Finance Director Goldman indicated to City Council that once a year’s worth of data has been received, he would come back before City Council with updated scenarios.
- **March 2022** – City went “live” with the transition to BLS.



# UPDATE SINCE TRANSITION

## Revenues

- Increase of 19.1% primary due to increased compliance.

Year	YTD Revenues	YoY Pct. Change
2018	49,575	
2019	50,349	1.6%
2020	49,319	-2.0%
2021	49,444	0.3%
2022	58,865	19.1%



# PERMITTED BUSINESS LICENSE FEE STRUCTURES

## Available Fee Structures:

- Flat fee
- Determined by gross income
- Determined by employee count - flat
- Determined by employee count - range
- Combination by gross income and employee count
- Other combination

DOR BLS business license structures for over 200 cities can be found:

<https://dor.wa.gov/manage-business/city-license-endorsements>.



# PERMITTED BUSINESS LICENSE FEE STRUCTURES

## Determined by Gross Income Example (Burlington):

- \$0 - \$2,000 = \$0
- \$2,001 - \$19,999 = \$50
- \$20,001 - \$99,999 = \$75
- \$100,000 and greater = \$100



# PERMITTED BUSINESS LICENSE FEE STRUCTURES

## Determined by Employee Count – Range Example (Federal Way):

- 0 – 10 employees = \$81
- 11 – 25 employees = \$126
- 26 – 50 employees = \$251
- 51 – 100 employees = \$1,501
- 101 – 500 employees = \$4,501
- 500 or more employees = \$9,501



# PERMITTED BUSINESS LICENSE FEE STRUCTURES

## Determined by Employee Count – Graduated Example (Mukilteo):

- No employees = \$100
- 1 – 3 employees = \$150
- 4 and over = \$150 plus \$60 per employee



# PERMITTED BUSINESS LICENSE FEE STRUCTURES

## Determined by Employee Count – Capped Example (Chelan):

- 1 – 3 employees = \$50
- 4 – 26 employees = \$50 plus \$15 per employee
- 27 and over = \$410



# PERMITTED BUSINESS LICENSE FEE STRUCTURES

## Determined by Employee Count and Gross Income Example (Kirkland):

- \$0 - \$20,000 = \$0
- Above \$20,000 = \$100 plus \$130 per employee



# STATISTICS\*

Source: SAO Financial Intelligence Tool, year 2021 (2022 not available), all General Fund Revenues and Office of Financial Management Population, year 2021.

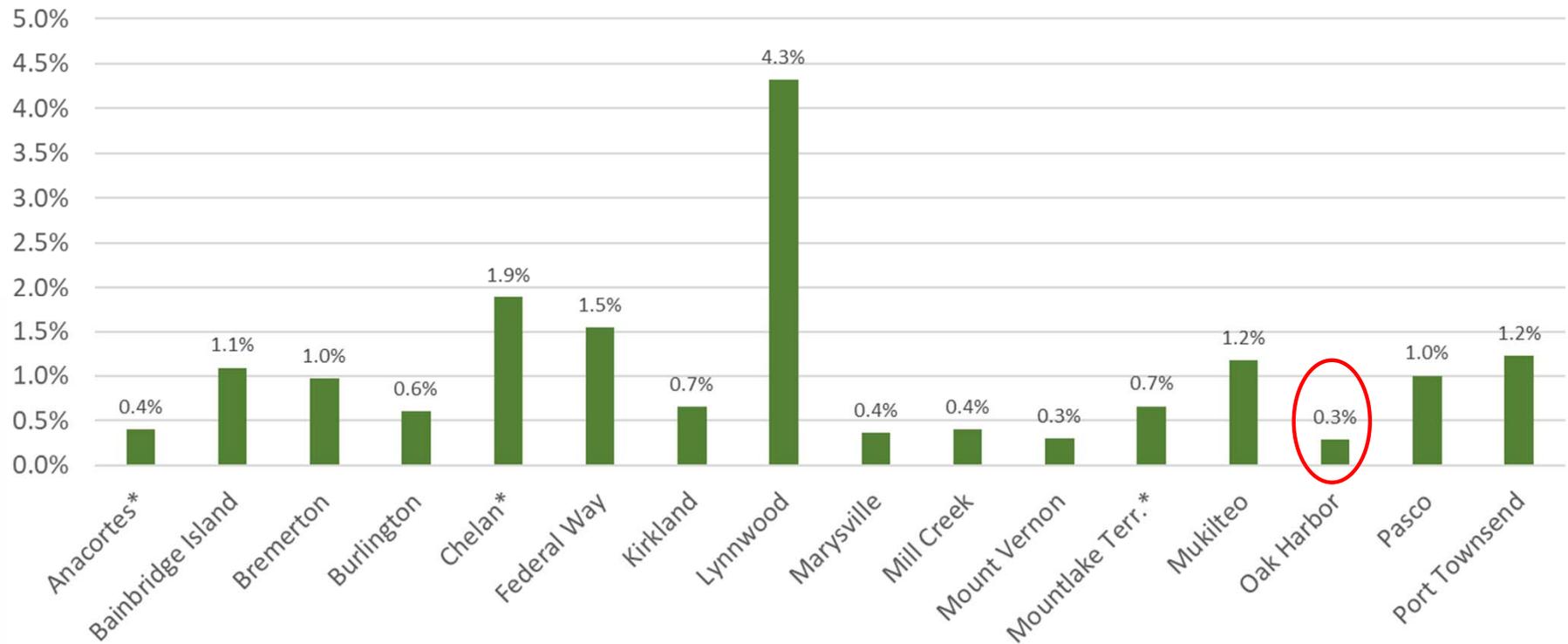
\* 2020 amount used due to unavailability of 2021 data.

Oak Harbor ranks last in both categories.

City	2021 Population	2021 BLS Revenues*	2021 General Fund Revenues	BLS Revenues as a Pct. of General Fund Revenues	Per capita BLS Revenues	BLS Revenues as a Pct. of General Fund -Rank	Per capita BLS Revenues - Rank
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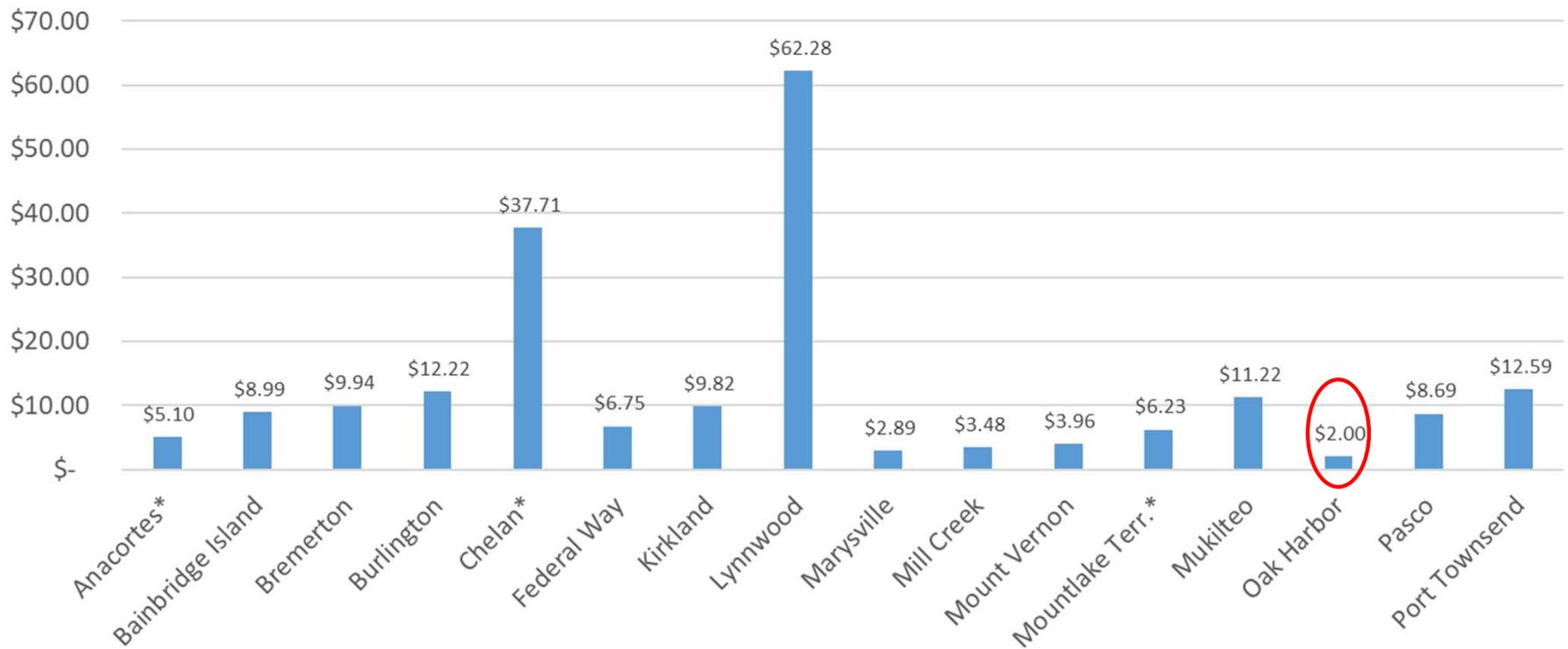
# STATISTICS\*

Chart 1 - BLS Revenues as a Pct. of General Fund



# STATISTICS\*

Chart 2 - Per capita BLS Revenues



# ECONOMIC DEVELOPMENT

- Money in local economy circulates.
- Money leaks out of the local economy.
- “Primary” business fill the local economy back up with money.
- Businesses either contribute (Primary) or consume (Secondary).
- To improve local economy, create more primary industry jobs.
- “Economic Development” is the process/activity to improve economic strength of local economy.

# ECONOMIC DEVELOPMENT

- Three basic economic development programs:
  1. Primary Business Retention Programs.
  2. Primary Business Attraction Programs.
  3. Primary Business Incubator Programs.
- All three require resources.
- In order to develop a quality and resilient economic development program, a NEW recurring source of funding will need to be identified above and beyond what the City currently generates (which funds current City services/operations).
- Rational Nexus = Since Economic Development activities benefit the local economy including the vast majority of secondary businesses; business licenses make sense to be used as a funding mechanism.

# OPTIONS TO CONSIDER

## Option 1 – Determined by employee count per tiers with cap

- Tier 1 – If under 10 employees, \$10 per employee with a \$50 minimum (max \$100)
- Tier 2 – Between 11 and 50 employees, \$40 per employee plus amount from previous tier (Max \$1,600 plus tier 1 = \$1,700).
- Tier 3 – Between 51 and 100 employees, \$50 per employee plus amounts from previous tiers (Max \$2,500 plus tiers 1 and 2 = \$4,200).
- Tier 4 – Over 100 employees, capped at \$4,200.



# OPTIONS TO CONSIDER

## Option 1 – Determined by employee count per tiers with cap

	# of businesses	Avg Gross Income	Avg License	Avg. License Cost (over \$50 base) divided by Avg. Gross Income	Max License
Tier 1	1,661	\$ 886,744	\$ 52.46	0.00%	\$ 100
Tier 2	170	\$ 2,141,537	\$ 478.35	0.02%	\$ 1,700
Tier 3	8	\$ 6,010,335	\$ 2,912.50	0.05%	\$ 4,200
Tier 4	14	\$ 16,556,104	\$ 4,200.00	0.03%	\$ 4,200

Minimum Business License Cost =	\$ 50.00
Maximum Business License Cost =	\$ 4,200.00
Average Business License Cost =	\$ 135.22
Additional Business License Revenues Generated =	\$ 176,440

# OPTIONS TO CONSIDER

## Option 2 – Determined by gross income per tiers with cap

- Tier 1 – Gross income under \$20,000, \$50 business license (minimum).
- Tier 2 – Gross income equal or between \$20,000 and \$100,000, \$75 business license.
- Tier 3 – Gross income equal or between \$100,000 and \$200,000, \$100 business license.
- Tier 4 – Gross income equal or between \$200,000 and \$500,000, \$250 business license.
- Tier 5 – Gross income equal or above \$500,000, \$500 business license.

# OPTIONS TO CONSIDER

## Option 2 – Determined by employee count per tiers with cap

	# of businesses	Avg Gross Income	Avg License	Avg. License Cost (over \$50 base) divided by Avg. Gross Income	Max License
See below*	374	\$0 or Unknown	\$ 50	Unknown	\$ 50
Tier 1	569	\$ 6,016	\$ 50	0.00%	\$ 50
Tier 2	366	\$ 48,396	\$ 75	0.05%	\$ 75
Tier 3	137	\$ 134,313	\$ 100	0.04%	\$ 100
Tier 4	151	\$ 313,399	\$ 250	0.06%	\$ 250
Tier 5	256	\$ 7,929,497	\$ 500	0.01%	\$ 500

\* Either Zero or Gross Income Data not available in DOR BLS system at this time

Minimum Business License Cost =	\$ 50.00
Maximum Business License Cost =	\$ 500.00
Average Business License Cost =	\$ 137.10
Additional Business License Revenues Generated =	\$ 179,930



# OPTIONS TO CONSIDER

## Option 3 – Flat Amount

Flat Amount	Additional Business License Revenues Generated	Avg. License Cost (over \$50 base) divided by Avg. Gross Income
\$50	\$ 18,530	0.00%
\$75	\$ 64,855	0.00%
\$100	\$ 111,180	0.00%
\$125	\$ 157,505	0.01%
\$150	\$ 203,830	0.01%

Total Businesses	1,853
Average Gross Income	\$ 1,146,635



# POTENTIAL ECONOMIC DEVELOPMENT ACTIVITIES

- **Downtown and Marina Revitalization and Redevelopment Plan (Triangle) Phase 2 and potential future phases.**
- **Economic and real estate analysis and assessments.**
- **Business Retention & Expansion (BRE) Programs.**
- **Business Attraction (BA) Programs.**
- **Business Incubation (start up and small business).**
- **Site development.**

# DIRECTION

**City Council deliberates and provides direction to staff.**

- **Employee Count**
- **Gross Income**
- **Flat**
- **Other**

**THANK YOU!**



City of Oak Harbor  
City Council  
Workshop Agenda Bill

Date: July 26, 2023  
Subject: a. County Wide Planning Policy

FROM: Cac Kamak, AICP, Principal Planner, Development Services Department Â

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### **SUMMARY STATEMENT**

The County Wide Planning Policy (CWPP) is an important document that is required by the state for all counties that are subject to the Growth Management Act (GMA). This document lays out the procedures and methodologies for population projections, buildable land analysis, and other city/county functions that are necessary to plan for growth. A copy of the current CWPP is attached for your reference. Section 4 of the CWPP provides procedures for Administration and Implementation of the CWPP. As per this section a Countywide Planning Group has been formed. This group is reviewing the current CWPP and identifying changes that are needed before the next major update.

Staff is providing the City Council with some of this information to establish a foundational knowledge for changes that will need to be considered. Population projections, housing needs and allocations, buildable lands analysis, etc. are some of the topics that will be discussed. Attached are some Department of Commerce guidance to some of the requirements that counties and cities need to consider. Staff will provide an overview of this information at the meeting and touch on some of the changes that City should consider suggesting to the CWPP.

### **ATTACHMENTS**

1. [Adopted County Wide Planning Policy](#)
2. [Department of Commerce -Planning for Housing in Washington](#)
3. [Department of Commerce - Draft Guidance for allocating Countywide Housing Needs to Local Jurisdictions](#)
4. [Countywide Planning Policies Presentation](#)

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF ISLAND COUNTY, WASHINGTON

IN THE MATTER OF ADOPTING AMENDED  
COUNTYWIDE PLANNING POLICIES FOR  
THE PURPOSE OF COORDINATING THE  
GMA PLANNING ACTIVITIES OF THE  
GOVERNMENTS OF ISLAND COUNTY

**ORDINANCE NO. C-73-17; PLG-05-17**

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

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

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

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

**WHEREAS**, in order to address the requirements of the Washington State Growth Management Act, Island County, and the jurisdictions within Island County, adopted Countywide Planning Policies in 1992, which were subsequently revised in 1998, 1999 and 2015; and

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

**WHEREAS**, CWPPs are also intended to promote of contiguous and orderly development and provision of urban services to such development; and

**WHEREAS**, after the most recent adoption of the CWPPs, implementation challenges have necessitated updates to the CWPPs to better provide for logical extension of UGA boundaries in conformance with the RCW 36.70A.110 and to revisit the true intent of the CWPPs established in RCW.70A.210 which provides that CWPPs are a written policy statement or statements used solely for establishing a countywide framework from which county and city comprehensive plans are developed and adopted; and

**WHEREAS**, affected jurisdictions and elected officials requested adjustments to the Buildable Lands Analysis and population projection methodology that reflect lessons learned in the most recent Comprehensive Plan periodic update and allow for local conditions to be more accurately reflected; and

**WHEREAS**, the revisions to the CWPPs were developed and revised through a collaborative effort with each of the affected jurisdiction and reflect input provided by those jurisdictions; and

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

**WHEREAS**, Island County sought to reconcile and incorporate comments and concerns provided by the legislative authorities of Coupeville, Langley, or Oak Harbor prior to adopting the proposed amendments to the Countywide Planning Policies; and

**WHEREAS**, Additionally, the Planning Commission and the Board of Island County Commissioners (BOCC) have met to review the draft documents at multiple public meetings where public input was provided in addition to input from elected and appointed public officials.

**WHEREAS**, the Countywide Planning Policies attached to this ordinance as Exhibit "A" have been revised to incorporate the changes and comments provided to Island County through the above process; and

**WHEREAS**, Island County believes that the County and the other three local governments all agree that these revised CWPPs should be adopted; and

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

**WHEREAS**, even though the proposed revisions to the CWPPs will not amend a comprehensive plan or regulation, the BOCC directed the Department of Planning and Community Development to transmit the draft Countywide Planning Policies to the Washington State Department of Commerce for review by State agencies; and

**WHEREAS**, on April 21, 2017 Island County transmitted the draft Countywide Planning Policies to the Washington State Department of Commerce for review by State agencies; and

**WHEREAS**, Island County received no comments from the Washington State Department of Commerce or other State agencies during the applicable time period; and

**WHEREAS**, Island County has completed environmental review under SEPA, issuing a Determination of Nonsignificance on May 31, 2017, establishing a 14 day comment period following the issuance of the determination; and

**WHEREAS**, No comments were received either during the aforementioned 14 day comment period and no appeal has been filed in accordance with the published appeal deadline of July 3, 2017; and

**WHEREAS**, the Island County Planning Commission held a public hearing on July 10, 2017, to review and deliberate on the proposed changes to the CWPPs; and

**WHEREAS**, on July 10, 2017, the Island County Planning Commission voted to recommend that the BOCC begin the process of adopting the amended CWPPs; and

**WHEREAS**, the amended CWPPs recommended by the Island County Planning Commission are attached hereto as Exhibit A; and

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

**WHEREAS**, the Planning Commission's signed Findings of Fact and Recommendation on the Countywide Planning Policies are attached hereto as Attachment 1 to Exhibit B; and

**WHEREAS**, the revised CWPPs were reviewed by the planning commissions and legislative bodies representing Coupeville, Langley, and Oak Harbor and ratification of the CWPPs is anticipated from all affected jurisdictions;

**WHEREAS**, revised Countywide Planning Policies have been drafted to incorporate both the changes recommended by the Planning Commission and the changes made by the Board of Island County Commissioners,

**NOW, THEREFORE,**

**IT IS HEREBY ORDAINED** that the revised Countywide Planning Policies as attached as Exhibit "A" are hereby adopted; and

**BE IT FURTHER ORDAINED** that the revised Countywide Planning Policies attached as Exhibit "A" shall replace and supersede all previous Countywide Planning Policies; and

**BE IT FURTHER ORDAINED** that the attached Countywide Planning Policies shall have immediate effect; and

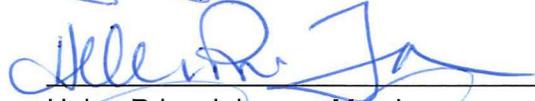
**BE IT FURTHER ORDAINED** that the Department of Planning and Community Development shall transmit a copy of this ordinance, and the attached Countywide Planning Policies, to the Washington State Department of Commerce; and

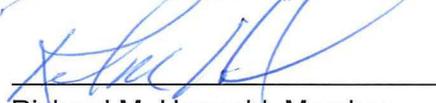
**BE IT FURTHER ORDAINED** that the Department of Planning and Community Development shall transmit a copy of this ordinance, and the attached Countywide Planning Policies to the legislative authorities representing Coupeville, Langley, and Oak Harbor, and their respective planning officials or authorities.

**ADOPTED** this 11th day of July, 2017.

BOARD OF COUNTY COMMISSIONERS  
ISLAND COUNTY, WASHINGTON

  
\_\_\_\_\_  
Jill Johnson, Chair

  
\_\_\_\_\_  
Helen Price Johnson, Member

  
\_\_\_\_\_  
Richard M. Hannold, Member



**ATTEST:**

  
\_\_\_\_\_  
Debbie Thompson  
Clerk of the Board

# **EXHIBIT A**

## **Amended Countywide Planning Policies**



# **COUNTYWIDE PLANNING POLICIES**

## **2017 REVISION**

Island County  
Town of Coupeville  
City of Langley  
City of Oak Harbor

# Contents

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## 1. General Provisions

- 1.1 Purpose
- 1.2 Applicability
- 1.3 Definitions

## 2. Countywide Planning Goals

## 3. Countywide Planning Policies

- 3.1 General Provisions
- 3.2 Joint Planning Area Policies
- 3.3 Urban Growth Areas
- 3.4 Urban Development
- 3.5 Rural Development
- 3.6 Public Facilities and Services
- 3.7 Facilities of Countywide or Statewide Significance
- 3.8 Transportation
- 3.9 Housing
- 3.10 Land Use & Public Health
- 3.11 Economic Development & Employment

## 4. Administration and Implementation

- 4.1 Countywide Planning Group
- 4.2 Procedures for Adopting or Amending Countywide Planning Policies
- 4.3 Population Projections and Land Capacity Analysis
- 4.4 Monitoring and Reporting Procedures

## 5. Fiscal Impact Statement

## Appendix A - Buildable Lands Procedures

### 1. Definitions

### 2. Assumptions

### 3. Rural Analysis Steps

### 4. Raid Analysis Steps

- 4.1 General Steps
- 4.2 Determining the Capacity of Single Family Residential RAID Zones
- 4.3 Determining the Capacity of Multi-Family & Mixed-Use Residential RAID Zones
- 4.4 Determining Capacity of Non-Residential RAID Zones

### 5. UGA Analysis Steps:

- 5.1 General Steps
- 5.2 UGA Capacity - Single Family Zones
- 5.3 UGA Capacity – Multi-Family and Mixed-Use Residential Zones\*
- 5.4 UGA Capacity – Commercial & Mixed - Use Commercial Zones
- 5.5 UGA Capacity – Industrial Zones

# Countywide Planning Policies

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## 1. General Provisions

### 1.1 Purpose

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

### 1.2 Applicability

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

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

### 1.3 Definitions

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

1. **Agency, Government:** The County government of Island County, a Municipality within Island County, or a department or agency of the State of Washington.
2. **County:** The County government of Island County. This term is used throughout this document to differentiate between the jurisdictional limits of the government of Island County, and the geographic area encompassed by Island County.
3. **Development Regulation:** Controls placed on development or land use activities by the County or Municipalities, including, but not limited to, zoning

ordinances, critical areas ordinances, shoreline master programs, official controls, planned unit development ordinances, platting regulations, subdivision and short subdivision ordinances, and binding site plan ordinances together with any amendments thereto.

4. **Facility of Statewide or Countywide Significance:** Those facilities that are typically difficult to site, such as airports, state education facilities and state or regional transportation facilities as defined in RCW 47.06.140, regional transit authority facilities as defined in RCW 81.112.020, state and local correctional facilities, solid waste handling facilities, and inpatient facilities including substance abuse facilities, mental health facilities, group homes, and secure community transition facilities as defined in RCW 71.09.020. Public school facilities and municipal sewage treatment facilities shall also be considered Facilities of Statewide or Countywide Significance. Throughput transmission facilities and major utilities, as defined in Island County Code, shall not be considered Facilities of Statewide or Countywide Significance. This definition is intended to be used synonymously with the term “essential public facilities”.
5. **Future Planning Area (FPA):** An area immediately outside of, and adjacent to, a Non-Municipal Urban Growth Area. Future Planning Areas are designated by the County to reserve areas which may be necessary for future Urban Growth and to protect land which has been identified as resource land of long term commercial significance, land extensively constrained with critical areas, key entrance roads, and areas of historical significance. Broadly, such areas are intended to provide an opportunity for long term planning beyond the normal twenty year planning horizon.
6. **Joint Planning Area (JPA):** Areas immediately outside of, and adjacent to, Municipal Urban Growth Areas. JPAs are jointly designated by the County and Municipalities to reserve areas which may be necessary for future Urban Growth and to protect land which has been identified as resource land of long term commercial significance, land extensively constrained with critical areas, key entrance roads, and areas of historical significance. Broadly, such areas are intended to provide an opportunity for long term planning beyond the normal twenty year planning horizon.
7. **Municipality or Municipal:** A legally incorporated or duly authorized association of inhabitants of a limited area for local government or other public purposes. For purposes of interpreting this document, “Municipality” or “Municipal” is intended to refer to the current incorporated jurisdictions in Island County (Coupeville, Langlely, and Oak Harbor) as well as any city or town incorporated after the establishment of these CWPPs.
8. **Planning Area:** Four Planning Areas have been established in Island County for purposes of long term planning, population forecasting, and data analysis. The four Planning Areas include: Camano Island, North Whidbey, Central Whidbey, and South Whidbey. The specific boundaries of these areas are delineated on

maps maintained by, and on file with, the County Planning Department.

9. **Planning Goals or Planning Policies:** Statements, goals, and specific policies expressed in the Growth Management Act, Countywide Planning Policies, or a comprehensive plan adopted by the County or a Municipality.
10. **Resource Lands of Long Term Commercial Significance:** Lands zoned Commercial Agriculture CA in accordance with the Island County Zoning Code and RCW 36.70A.170 and RCW 36.70A.050.
11. **Rural Area(s):** As used in this document the term “Rural Area” is intended to refer to all of the land area in Island County outside of Urban Growth Areas. Generally (with the exception of RAIDs) Rural Areas are intended to facilitate agriculture, forestry, and other resource dependent uses and activities which depend on rural resources and lands. Other uses may be permitted in the Rural Area when consistent with the County’s definition of Rural Character.
12. **Rural Area of Intense Development (RAID):** Areas of existing more intense rural development designated by the County pursuant to RCW 36.70A.050(d) and WAC 365-196-425(6). This term is synonymous with, and intended to be used interchangeably with, the term “Limited Area of More Intense Rural Development” (LAMIRD) as used in the GMA. The County comprehensive plan contains a more complete definition as well as designation criteria for RAIDs.
13. **Rural Character:** Refers to patterns of land use and development established by the County in the Rural Element of the Island County Comprehensive Plan. For purposes of interpreting this document, the definition of Rural Character shall be the definition contained in the Island County Comprehensive Plan.
14. **Service, Public:** Includes fire protection and suppression, law enforcement, public health, education, recreation, environmental protection, utilities, and other services or facilities provide by Government Agencies or Special Service Districts. This term is synonymous with, and is intended to be used interchangeably with, the term “public facilities”.
15. **Service, Rural:** Those Public Services and public facilities historically and typically delivered at an intensity usually found in rural areas, and may include domestic water systems, fire and police protection services, transportation and public transit services, and other public utilities associated with rural development and normally not associated with urban areas. Rural services are those services necessary to support development which is consistent with the definition of Rural Character and do not include storm or sanitary sewers, except as otherwise authorized by RCW 36.70A.110(4).
16. **Service, Urban:** Those Public Services and public facilities at an intensity historically and typically provided in cities, specifically including storm and sanitary sewer systems, domestic water systems, street cleaning services, fire and police protection services, transportation and public transit services, and other public utilities associated with urban areas and normally not associated

with Rural Areas. Urban Services are intended to accommodate and facilitate Urban Development consistent with the policies expressed in the comprehensive plans adopted by County and Municipalities.

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

adoption of the GMA and which does not include an incorporated Municipality. In Island County, a Non-Municipal Urban Growth Area has been established around the unincorporated area of Freeland in recognition of an existing pattern of Urban Development. The Freeland Non-Municipal Urban Growth Area is subject to the Planning Goals and Policies set forth in the County's Comprehensive Plan and the Freeland Subarea Plan.

24. **Urban Growth Boundary (UGB):** The line separating Urban Growth Areas from surrounding Rural Areas. The UGB is intended to preserve Rural Character in Rural Areas and prevent low-density Sprawling development by focusing and encouraging Urban Growth in designated Urban Growth Areas.

## 2. Countywide Planning Goals

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

1. **Intergovernmental coordination:** The County, the City of Langley, the Town of Coupeville, the City of Oak Harbor, State Agencies, and Special Service Districts will work together to address issues of regional, or countywide importance in a coordinated fashion. Proactive communication and coordination will improve the quality of planning activities and reduce the likelihood of disputes.
2. **Joint City and County Planning:** Decisions regarding Joint Planning Areas, Municipal Urban Growth Areas, areas for future UGA expansions, and JPA Overlay designations will be made by the County and Municipalities in a cooperative fashion.
3. **Public Participation:** Island County citizens will be involved in the planning process and public comments will be considered by the County and Municipalities before making planning decisions involving issues of countywide concern.
4. **Urban Growth Areas:** All decisions regarding the designation of new Urban Growth Areas, adjustments to existing Urban Growth Areas, population forecasting, and the allocation of population to Urban Growth Areas will be made using clearly stated and rational criteria.
5. **Urban Development:** The social and economic vitality of Island County's cities and towns will be reinforced by ensuring that Urban Development occurs only within designated Urban Growth Areas.
6. **Rural Development:** Island County's unique rural atmosphere and lifestyle will be protected from Sprawling low density development and inappropriate uses; also, rural land use plans will ensure that permitted development is consistent with the availability of Rural Services and resources.
7. **Public Services:** Adopted land use and economic development plans will be

reinforced and supported by Public Service and infrastructure investments. Decisions on infrastructure investments and the provision of Public Services will be made in a way which strengthens and reinforces adopted Planning Goals and Policies.

8. **Urban Services:** In order to protect and enhance the quality of life enjoyed by the residents of Island County's Municipalities and Urban Growth Areas, Urban Development will be provided with high quality Urban Services. The Municipalities will work to provide services at a level that promotes and fosters Urban Development in a manner consistent with their adopted Planning Goals and Policies. Urban Services will not be provided outside of Urban Growth Areas to protect Island County's Rural Character and prevent scattered Sprawling development patterns which are inefficient and costly to serve.
9. **Facilities of Countywide or Statewide Significance:** In recognition of the fact that some uses are difficult to site, but may be regionally significant or essential, the County, Municipalities, and State agencies will work together to develop consistent policies and regulations governing, but not prohibiting these facilities.
10. **Transportation:** Island County should be served by an efficient, well connected, multimodal transportation system. Transportation plans, spending decisions, and regulations will be consistent with and reinforce adopted land use and economic development plans.
12. **Affordable Housing:** Opportunities for affordable housing will be provided throughout Island County and a full range of housing types and densities will be permitted in Island County's Urban Growth Areas and Municipalities in order to ensure that the supply of new housing is consistent with demand.
13. **Economic Development:** Develop a coordinated and diverse economic base that provides employment opportunities and improves the wellbeing of all economic segments of Island County's population. The County and Municipalities will consider economic development broadly by incorporating Planning Policies throughout their planning documents that are supportive of a coordinated economic development strategy.
13. **Critical Areas:** The County and Municipalities will work together to ensure that Planning Policies, and Development Regulations designed to protect Island County's natural resources and critical areas are consistent with one another.
14. **Historic Preservation:** Preserve and protect cultural resources as well as lands, sites, and structures that have historic or archaeological significance.
15. **Water Resources:** Protect the long term viability of Island County's drinking water supply and the rights of Island County's existing residents, by considering the relationship between allowed densities and known and/or verifiable water supplies.
16. **Climate & Natural Disasters:** In order to avoid unnecessary and costly

infrastructure and to avoid exposing Island County residents to unnecessary risk, the County and Municipalities will work proactively to prepare for, and if necessary, adapt to the impacts of changing climate patterns and natural disasters.

17. **Public Health:** Promote the health of people of all ages and abilities by adopting policies and regulations that encourage safe, healthy habits through the communities we plan, build, and preserve.

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

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

#### **3.1 General Provisions**

1. Except as otherwise stated, Municipalities shall be responsible for establishing long range plans and Planning Policies for Municipal Urban Growth Areas. The Municipalities shall also be exclusively responsible for regulating land use and development within the incorporated portions of Municipal Urban Growth Areas.
2. The County shall be responsible for regulating land use and development activities within unincorporated portions of Municipal Urban Growth Areas; however, the County must coordinate with the associated Municipality to ensure that any new uses authorized by a County permit or Development Regulations are consistent with the Municipality's Planning Goals and Policies, as well as any applicable Countywide Planning Policies.
3. Growth and development within Non-Municipal Urban Growth Areas shall be planned for, managed, and regulated by the County.
4. The County and the Municipalities should coordinate where appropriate, the development and implementation of long-range plans for youth services, senior services, fire protection, police services, air quality, transportation, solid waste, public and private utilities, watershed and storm-water planning, and environmental plans for the protection of critical areas.
5. Growth and development outside of Urban Growth Areas shall be planned for, managed, and regulated by the County, except that planning within Joint Planning Areas shall be subject to the joint planning area policies described below in section 3.2.

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

1. For each Municipal UGA, the County and the Municipality associated with the MUGA shall collaboratively designate a Joint Planning Area (JPA). Broadly, such areas are

intended to provide an opportunity for long term planning beyond the normal twenty-year planning horizon.

- a. When identifying properties for inclusion in the JPA, the following shall be given first consideration:
    - i. Lands adjacent to the MUGA;
    - ii. Lands adjacent to essential public facilities and urban services;
    - iii. Lands that facilitate connectivity to established or projected transportation corridors; and
    - iv. Lands where inter-jurisdictional long term coordination would be beneficial due to the sensitive nature of adjacent uses.
  - b. When possible, resource lands of long term commercial significance should be considered for exclusion from the JPA.
  - c. JPA boundary lines shall be drawn, wherever practical, in order to:
    - i. Be contiguous and not contain any holes;
    - ii. Follow street alignments, water courses, and other physical boundaries;
    - iii. Be kept straight, simple, and logical; and
    - iv. Follow parcel boundaries (not dividing a parcel).
2. The County and Municipality shall also collaboratively produce a long term conceptual plan for the Joint Planning Area as follows:
- a. Two broad overlay designations shall apply within JPAs as follows; Priority Growth Area (PGA) and Auxiliary Growth Area (AGA). These designations need not be applied to all land within the JPA, land may be left undesignated; however, sufficient quantities of both PGA and AGA land should be designated to guide and control future development and UGA expansions.
  - b. The JPA overlay designation of Priority Growth Area (PGA) should be considered for lands which are;
    - i. Already characterized by Urban Development,
    - ii. Served by Urban Services, particularly sanitary sewer, or
    - iii. Determined by the Municipality and the County to be the most logical and cost effective location to accommodate future Urban Growth Area expansions.
  - c. Land should not be assigned a Joint Planning Area overlay designation of PGA if such land meets the criteria for an AGA designation unless when such designation meets the criteria established in 3.2(2)(f) of this chapter.
  - d. A JPA overlay designation of Auxiliary Growth Area (AGA) should be considered for lands which are:
    - i. Extensively constrained by critical areas, flood hazards, or tsunami hazards;

- ii. Determined by the County and/or Municipality to have long term cultural, scenic or environmental benefits;
    - iii. Resource lands of long term commercial significance;
    - iv. Classified as farm and agricultural lands and with property valuation at current use classification under RCW 84.34.020(2) or RCW 84.33.035; or
    - v. Within or in close proximity to Accident Potential Zones, and areas highly impacted by aircraft noise identified in AICUZ Program noise contour maps.
  - e. When possible, a buffer of land should be provided between the UGB or lands designated as Priority Growth Areas, and resource lands of long term commercial significance. When such a buffer is established it shall be assigned a designation of AGA. A buffer should not be established if it would result in highly irregular or impractically configured AGA overlay boundaries.
  - f. Joint Planning Area designations shall not be assigned in such a way that future UGA expansions are completely precluded, forestalled, or rendered impractical; areas must be provided to allow for future UGA expansions. Lands designated AGA may be considered for re-designation to PGA when:
    - i. An AGA designation would create a non-contiguous (“donut hole”) area of County land with future UGA expansions;
    - ii. An AGA designation would preclude, forestall, or make impractical the future and logical expansion of the UGA;
    - iii. An AGA designated area is located adjacent to or in close proximity to established or projected transportation corridors;
    - iv. An AGA designated area is needed to facilitate or provide access and connectivity to established or projected transportation corridors;
    - v. An AGA designated area is located adjacent to or in close proximity to essential public facilities or urban services; or
    - vi. An AGA designated area is needed to facilitate the logical extension of urban services or for the siting of essential public facilities.
  - g. Lands designated AGA that perform a critical recharging effect on aquifers used for potable water, contain significant flood hazard areas, or provide down slope storm water conveyance for a watershed (or drainage basin) should remain AGA when possible.
3. The County shall adopt the PGA and AGA designations as Comprehensive Plan overlay designations which will apply in addition to any underlying comprehensive plan or zoning designations.
4. The County may adopt a Future Planning Area around the Freeland Non-Municipal Urban Growth Area and assign overlay designations in accordance with the criteria provided in Section 3.2.
5. A conceptual JPA plan should be prepared by the County in cooperation with each Municipality consistent with the above criteria, the Planning Goals and Policies expressed in this document, and any applicable County Planning Goals and Policies.

The County and Municipalities should then work together to resolve any concerns prior to final adoption by the County.

6. Proposals to modify a MUGA or Joint Planning Area may be made by a Municipality or the County. Modifications to JPA plans shall be subject to the procedures and criteria identified above and should generally be reviewed during the periodic update cycle mandated by the GMA or sooner if needed to ensure consistency with adopted criteria.
7. For lands assigned a designation of Priority Growth Area (PGA), the County shall adopt Planning Policies which limit or restrict development which could interfere with the efficient utilization of such lands for future Urban Development. The County shall also adopt Planning Policies which provide Municipalities notification of significant development proposals (such as land divisions, site plan approvals, or major transportation projects) within the JPA, and shall provide the affected Municipality with the ability to comment on such proposals.
8. For lands assigned a designation of Auxiliary Growth Area (AGA) the County shall adopt Planning Policies and which protect the agricultural, environmental, forestry, aesthetic, or cultural values of such lands.

### **3.3 Urban Growth Areas**

Consistent with the provisions of RCW 36.70A.110, a Municipal Urban Growth Area has been established around each Municipality. A Non-Municipal UGA has also been established in Freeland in recognition of the fact that Freeland is already characterized by Urban Development. Existing UGAs may be modified when it can be demonstrated that the proposed modification is consistent with the following policies. These policies are intended to implement countywide planning goals 2.1, 2.2, 2.4, and 2.5 as well as GMA planning goals one, two, and four as provided for in RCW 36.70a.020.

1. The review of a UGA for possible expansion is a significant undertaking. Generally UGAs should only be enlarged or modified during the periodic update process; however, UGAs may be modified outside of the periodic update process if necessary to accommodate major and unanticipated fluctuations in Island County's population, or if necessary to accommodate a large employer or institution which cannot reasonably be accommodated within an existing UGA.
2. Urban Growth Areas may be expanded during a GMA mandated periodic update cycle if necessary to accommodate a 20 year supply of buildable land as required by RCW 36.70A.110.
3. Urban Growth Areas may be expanded outside of a GMA mandated periodic update cycle if the expansion is necessary for one of the following reasons. For purposes of interpreting these policies "the start of the planning period" shall mean the date on which the most recent periodic update was completed.
  - a. Population growth in the UGA since the start of the planning period equals or exceeds fifty percent of the population growth allocated to the UGA at the start of the planning period; or

- b. Employment growth in the UGA since the start of the planning period equals or exceeds fifty percent of the employment growth allocated to the UGA at the start of the planning period; or
    - c. Written notification is provided by the Department of Defense, or other reliable and verifiable information is obtained, indicating that prior to the next periodic update cycle, Naval Air Station Whidbey staffing will increase in a manner which would result in population growth equal to or exceeding fifty percent of the population growth allocated to the UGA at the start of the planning period; or
    - d. An opportunity is presented to bring a large scale business, industry, institution, or other significant employer to Island County, and the County and Municipality agree that due to the facility or institution's unique characteristics there is no suitable land available inside the current UGA.
4. Urban Growth Areas shall be sized to include only the land necessary to accommodate twenty years of population and employment growth based on the methodology included in Appendix "A". This methodology is intended to provide for a reasonable market factor.
5. In considering potential UGA expansion scenarios, Municipalities should consider alternative measures such as, increasing the densities allowed within their existing UGA or altering the uses allowed by their land use plan and zoning regulations. The viability of such measures should then be discussed with the County. In determining the viability of such alternative measures, the Municipalities may consider a full range of economic, social, and real estate market factors.
6. If it is determined that an expansion or modification of a UGA is necessary, the UGA boundaries must be evaluated on a county-wide basis, be based on a County population projection that does not exceed the Office of Financial Management (OFM) published ranges, and include an evaluation of the allocation of growth to each Planning Area and UGA.
7. Land shall be considered for inclusion within the UGA in the following order.
  - a. Land with a JPA overlay designation of PGA.
  - b. Land within a JPA which has not been assigned a JPA overlay designation except as provided for in 3.3.8.
  - c. Land with a JPA overlay designation of AGA which is not extensively constrained by critical areas; which does not contain significant flood or tsunami hazard areas; or which is not designated as resource land of long term commercial significance
8. Land which is extensively constrained by critical areas, which contain flood or tsunami hazard zones, or which is designated as resource land of long term commercial significance, should be considered the lowest priority for inclusion

within a UGA and should only be included within a UGA upon a demonstration of the following:

- a. After a thorough consideration of all other reasonable measures the UGA must be expanded in order to relieve a critical shortage of buildable land;
  - b. No other land exists which can reasonably be added to the UGA;
  - c. The land being considered can be reasonably served by Urban Services; and
  - d. A transfer of development rights (TDR) program has been enacted per WAC 365-196-815(1)(a).
9. Under no circumstances shall a UGA be expanded into a designated tsunami or flood hazard area unless the land is assigned an extremely low intensity comprehensive plan designation such as park or open space.
10. Urban Growth Areas may be reduced in size if:
- a. Revised population estimates or allocations indicate that that the existing UGA is larger than necessary to accommodate a 20 year supply of buildable land.
  - b. Densities within the UGA have been increased such that the UGA is larger than necessary to accommodate a 20 year supply of buildable land.
  - c. It is determined that Urban Services including public sewer and water cannot reasonably be provided to the area included in the proposed UGA reduction. Any UGA reduction proposed on the basis of this criterion shall ensure that any population currently allocated to the area included in the proposed reduction is redistributed elsewhere within the UGA, or to another UGA.
11. Urban Growth Areas may be modified by simultaneously including and excluding land so that the total area of the UGA is not altered, provided that land shall be considered for inclusion based on the criteria expressed in policies 3.3.5, 3.3.6, 3.3.7, 3.3.8, and 3.3.9 above.
12. Land shall not be removed from a UGA if it is already characterized by Urban Development, permits have been issued authorizing Urban Development, or Urban Services have been extended into the area, unless the area is physically separated from and not adjacent to existing urbanized areas and would otherwise qualify as a Rural Area of Intense Development (RAID).
13. UGA modifications outside of the period update cycle may be proposed by a Municipality, the County, or an individual. Modifications proposed by Municipalities or individuals shall be submitted to the County in a manner consistent with the County's procedures for comprehensive plan amendments and placed on the County's annual review docket (per ICC 16.26). Modifications proposed by individuals shall not be approved by the County unless the modification is supported by the legislative authority of the affected Municipality.
14. For any proposed UGA modification a current land capacity analysis shall be

prepared and shall utilize the procedures described in Appendix A. The land capacity analysis should be performed by the jurisdiction initiating the UGA modification, unless the modification is initiated by an individual, in which case the land capacity analysis should be completed by the County.

### **3.4 Urban Development**

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

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

variance or waiver as described above in policy 3.4.5. When permitted, these systems should be considered an interim solution until public sewer or water service can be provided.

7. The Municipalities and County agree that steps should be taken during each periodic update cycle to increase the percentage of Island County's overall growth occurring within UGAs. The Municipalities and the County should work to foster, promote, and accommodate additional housing and job growth within existing UGAs and shall adopt policies to accomplish this objective.
8. Municipalities shall not annex land outside an Urban Growth Area.
9. Land recently added to a UGA shall not be annexed until any appeal periods or proceedings associated with the UGA expansion have lapsed or been resolved.
10. Each Municipality should include specific policies to guide the incorporation process in their comprehensive plans.
11. It is recognized that Urban Growth and Development should be regulated by the Municipalities. Accordingly, the following policies are intended to facilitate and encourage the annexation of land outside of existing Municipal boundaries but within Municipal UGAs. These policies are also intended to ensure that Urban Development occurs in a logical, incremental, and rational fashion, and to prevent the County from authorizing development within a Municipality's UGA which forestalls or frustrates future Urban Development or the realization of the Municipality's Planning Goals and Policies:
  - a. Land outside of existing Municipal boundaries but within a Municipal UGA shall be assigned a County comprehensive plan and zoning designation of Urban Holding "UH" until such time that it is annexed by a municipality. Once the annexation process is complete, the Municipality's Planning Policies, zoning designations, and Development Regulations shall be used to regulate development.
  - b. Island County will support the incorporation of Non-Municipal Urban Growth Areas and provide technical assistance as needed, provided that all annexation and incorporation proposals involving land associated with a Non-Municipal Urban Growth Area will be reviewed against the relevant incorporation/annexation criteria set forth in State law, including a thorough analysis of fiscal impacts.
  - c. In allocating projected growth to UGAs, priority should be given to Municipal UGAs over Non-Municipal UGAs within the same planning area.
  - d. The County shall continue to work with local jurisdictions to adopt Planning Policies and Development Regulations that will facilitate anticipated urban development, annexation, and the provision of urban services in those areas designated UH.
12. Incorporation proposals involving land outside the boundaries of a Non-Municipal

Urban Growth Area shall not be supported or approved by the County.

### **3.5 Rural Development**

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

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

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

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

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

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

1. The County and Municipalities shall ensure that their Planning Policies and Development Regulations contain policies and procedures allowing for, and governing facilities of statewide or countywide significance.
2. The County and each Municipality should establish a process through their comprehensive plans or Development Regulations for identifying and regulating the location and development of essential public facilities. These policies and regulations should, at a minimum, include:
  - a. A process for determining whether or not a given facility or service meets the definition of an essential public facility.

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

### **3.8 Transportation**

1. The transportation element of the County's comprehensive plan should include Urban Growth Area components to ensure consistency among planning jurisdictions. All transportation planning, including that of Federal or State agencies, and Port Districts, should be jointly and cooperatively developed, adopted and implemented through coordinated and collaborative planning efforts.
2. The County and Municipalities should each actively participate in multi-county, multi-jurisdiction, regional transportation planning, including planning for Washington State Ferries.

3. The County and Municipalities will cooperate in the analysis of, and response to, any major industrial, retail, commercial, recreation, or residential development proposal that may impact the transportation systems in Island County.
4. The capacity of the transportation system must be planned, built, and managed to meet planned land use densities in UGAs.
5. The planned transportation system should be implemented in a coordinated and cost effective manner utilizing a fair and sufficient method of funding.
6. The County and Municipalities shall work together in identifying and preserving transportation corridors in JPAs and unincorporated UGAs. The location and extent of such corridors should be based on the street classifications and/or future street maps recommended or identified in the Transportation Elements of Municipal Comprehensive Plans.
7. The purchase of right-of-way, or the construction of transportation projects necessary to facilitate Urban Development, within unincorporated UGAs shall be the responsibility of the Municipality associated with the UGA.
8. The County and Municipalities will coordinate their respective transportation plans for consistency and interconnectedness in JPAs and unincorporated Municipal UGAs. For developments occurring in a JPA, or an unincorporated Municipal UGA, that may impact future transportation corridors, the County will notify the Municipality responsible for the UGA or JPA of the development and provide the Municipality with an opportunity to comment on the proposal.
9. Pursuant to RCW 36.70A.430, a multi-jurisdiction environmental and permitting process should be established for reviewing and coordinating state and local permits for transportation projects that cross Municipal or County boundaries. This policy may be carried out through the development of inter-local agreements with the Municipalities within Island County as well as adjoining Counties and Municipalities.

### **3.9 Housing**

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

1. A wide range of housing development types and densities throughout Island County should be encouraged and promoted to meet the needs of a diverse population and provide affordable housing choices for all;
2. Manufactured home parks at urban densities should be located within Municipalities, UGAs and/or unincorporated rural centers;
3. Multi-family housing should be located within Municipalities, UGAs and/or

unincorporated Rural Centers;

4. In order to maximize economic opportunity and enhance the wellbeing of Island County's low income residents, publicly funded low income housing should be located in close proximity to employment centers, transit stops, and other public services.
5. The comprehensive plans of the County and the Municipalities should consider the following housing policies:
  - a. Development of boarding houses, single-room occupancy housing, scattered site housing, and accessory housing such as elder cottages, guest houses, and/or attached apartments;
  - b. Establishment of a public/private housing trust fund to provide loans and grants for development of low to moderate income housing and housing for persons with special needs;
  - c. Identification of publicly owned properties within UGAs or RAIDs that could serve as possible sites for the development of affordable low income housing; and
  - d. Identification of regulatory relief actions such as inclusionary zoning, density bonuses for the development of lower-cost housing or in-lieu payments into a housing trust fund, forgiveness of impact or mitigation fees for low-income housing as authorized under the GMA or priority permit process treatment of housing developments intended for or including affordable housing.
6. Provisions for affordable housing will be required elements of the economic development and comprehensive plans of the County and Municipalities.

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

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

1. Roadway systems should be planned, built, and managed to encourage alternative transportation modes to the single-occupant vehicle. Transportation systems should support active, independent mobility for users of all ages and abilities, including children, youth, families, older adults, and individuals with disabilities. Each jurisdiction should encourage:

- a. Use of public transportation;
  - b. Development of linked on-street bicycle routes and pedestrian and bicycle corridors;
  - c. Adequate pedestrian facilities; and
  - d. Provisions for connections between different modes of transportation.
2. Development within UGAs should encourage enhanced community access and promote healthy active lifestyles through:
    - a. An appropriate mix of land uses and intensities of land uses;
    - b. Well connected street grids;
    - c. Non-motorized access to transportation;
    - d. Appropriate pedestrian and bicycle facilities that allow for safe travel; and
    - e. Regionally connected trail systems.
  3. A countywide system of non-motorized trails should be established in accordance with the Island County Non-Motorized Trails Plan. Trail development should be completed through regional collaboration and prioritize linking multi-modal transportation, schools, urban development, places of employment, and recreational facilities.
  4. Residents should have adequate access to “open space” areas. Open spaces include land which contains natural areas, habitat lands, natural drainage features, and/or other environmental, cultural and scenic resources. Such land should be preserved and provided to residents for recreational use when appropriate. Open spaces should be linked to non-motorized transportation and public transportation.
  5. Residents should have access to healthy food choices. Consideration should be given to establishing land use patterns and Development Regulations that support such access. Land use and Development Regulation amendments should consider the potential to remove existing barriers to healthy food choices, if they exist. Home and community gardens within UGAs should be encouraged and supported through design and permitting processes.
  6. Access to affordable housing influences, and is influenced by, residents health. Housing services should be planned with collaboration of health and economic development expertise. Development of multi-family affordable housing should be encouraged near major employment opportunities, public services including healthcare, public transportation, retail providing healthy food options, and open spaces such as parks and trails.

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

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

1. Economic growth should be encouraged within the capacities of the County's natural resources, public services and public facilities;
2. The Economic Development Element of the Island County Comprehensive Plan and the comprehensive plans of the Municipalities should, at a minimum:
  - a. Consider the goods, services and employment requirements of existing and projected population;
  - b. Identify the land use, infrastructure, transportation, and labor market requirements of businesses which have the highest probability of economic success in Island County and the least negative impact on the quality of life;
  - c. Based on citizen input, existing land use patterns and local capacity (geographic environmental and other considerations), determine areas suitable for retail, commercial and industrial uses; and
  - d. Encourage expansion of the tax base to support the infrastructure and services required to support a growing or changing population.
3. Future retail, commercial, and industrial development should be encouraged in UGAs and RAIDs as identified in the comprehensive plans adopted by the County and Municipalities.
4. Land use regulations and infrastructure plans of the County and Municipalities should be amended or developed in a manner that supports economic development elements of locally adopted comprehensive plans.
5. Economic development in each of Island County's Planning Areas should proceed in a coordinated fashion consistent with locally adopted comprehensive plans and development regulations.
6. The County, Municipalities and Port Districts should work collaboratively to address issues of intergovernmental coordination and overlapping responsibility.

#### **4. Administration and Implementation**

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

##### **4.1 Countywide Planning Group**

1. A Countywide Planning Group (CPG) shall be formed for the purpose of discussing and coordinating countywide planning issues. This group shall be

comprised of representatives from the planning departments of Coupeville, Island County, Langley, and Oak Harbor.

2. The CPG shall meet at least two times each year or more frequently as needed.
3. Matters of overlapping concern or jurisdiction should be discussed by the CPG before being advanced for legislative approval by the County or Municipalities.

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

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

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

1. As part of the periodic review process required by RCW 36.70A.130, the CPG shall review, and if necessary, revise the 20 year population projection. The County should lead this effort in cooperation with the Municipalities.
2. In reviewing the 20 year population projection, the CPG shall utilize the medium series projection range issued by the Washington State Office of Financial Management (OFM) as a base, or starting point. The CPG shall then analyze the assumptions used in the development of OFM's forecasting model. In those instances where OFM's assumptions differ from locally observed conditions or trends, adjustments shall be made to the medium series projection.
  - a. When a mid-cycle evaluation is requested, in addition to other relevant data, the following will be re-evaluated to ensure that County population projections and/or allocations are still valid and correct.

- i. Migration factors (including commuter patterns, retirees, and county job growth);
  - ii. Building permits for new construction compared to projected population growth;
  - iii. Growth locations and densities (permit data); and
  - iv. Project impacts, if expansion evaluation is pursuant to 3.3.3 (c) or (d).
3. Once a general consensus has been reached by the members of the CPG, the CPG's population projection recommendation shall be forwarded to the Island County Planning Commission and the Board of Island County Commissioners (BOCC) for consideration. Based on the Planning Commission's recommendation, the BOCC shall either adopt the 20 year population projection developed by the CPG or refer the matter back to the CPG for further work.
4. BOCC adoption of a population projection shall include a resolution identifying the population projection to be used. The population projection decision shall only become final when ratified by the majority of legislative bodies representing Coupeville, Island County, Langley, and Oak Harbor.
5. After the BOCC has adopted a population projection, the CPG shall develop a plan for allocating the projected population growth to each of Island County's Planning Areas. This regional allocation process should be based on past growth trends, demographic characteristics, economic conditions, and housing market data.
6. After the regional allocation process described above is completed, the CPG shall divide each regional allocation into an urban component and a rural component; the urban component of each regional allocation shall then be assigned to the UGAs.
7. For each UGA, a land capacity analysis shall be performed to determine if the UGA has sufficient capacity, with reasonable market factors in accordance with procedures provided in Appendix A, to accommodate the projected growth in population and jobs. The land capacity analysis should be conducted by the jurisdiction responsible for the UGA and shall utilize the procedures described in Appendix A.
8. If, based on the results of the land capacity analysis described above, it is determined that a UGA does not have sufficient capacity to accommodate 20 years of population and job growth, the UGA may be expanded as necessary to accommodate the anticipated growth, provided that any proposed expansion shall be consistent with the applicable criteria contained in section 3.3 of these policies.
9. If, based on the results of the land capacity analysis described above, it is determined that a UGA has significantly more capacity than is required to accommodate 20 years of population and job growth, the UGA may be reduced

in size if requested by the jurisdiction responsible for the UGA, or if otherwise required to comply necessary to comply with the Growth Management Act, provided that any proposed reduction shall be consistent with the applicable criteria enumerated in section 3.3.

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

1. In order to facilitate future analysis, the County and Municipalities will maintain development records which include:
  - a. The number of housing units permitted and constructed annually. This information shall be collected and maintained in a manner which makes it possible to differentiate between new “additional” units and replacement units.
  - b. The number of land divisions approved, the size of the parcel divided, the number of new or additional lots created through each division, the gross and net density achieved by each division, and the quantity of land used for public purposes within each division.
  - c. The number of multi-family development projects approved, the number of units contained within each development, the gross and net density achieved by each development, and the maximum density permitted in the zone where each project is located.
  - d. The square footage of new commercial or industrial buildings permitted and constructed. This information should be collected and maintained so that it is possible to calculate the floor area or site coverage ratios of each development.
2. The data described above should be provided to Island County Planning Department by the end of January each year for the purpose of maintaining an accurate buildable lands inventory. Following the receipt of this information the County should produce an annual report summarizing development trends in Island County and distribute this report to the Municipalities and Special Service Districts as appropriate.
3. GIS data should be provided to Island County by the end of January each year to reflect any changes made to Municipal land use or zoning maps. Additionally, Island County should provide updated parcel information to the Municipalities.

### **5. Fiscal Impact Statement**

It is the opinion of the County and Municipalities that the Countywide Planning Policies, in themselves, have no fiscal impact and are an agreed upon method of guiding the planning activities required by the Growth Management Act. As the Growth Management Act and these policies are implemented to their maximum extent, County Government may lose some tax base needed to operate essential services which serve

both the County and Municipalities. To compensate for this, legislation may be required to provide tax base sharing. Neither the fiscal impacts of implementing the Growth Management Act itself, nor the development of land use plans and Development Regulations necessary to implement the GMA, are addressed herein.

## Countywide Planning Policies

### Appendix A: Buildable Lands Procedures

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#### 1. DEFINITIONS

1. **Critical Areas:** Mapped or verified streams, wetlands, lakes, ponds, steep slopes, and geologically hazardous areas, and their maximum associated buffers.
2. **Critical Area Constraint Factor (CF):** A number representing the percentage of land (specific to each area analyzed) which is presumed to be constrained by critical areas, and therefore less likely to be available for development.
3. **Development Potential (DP), Non-Residential & Multi-Family Residential:** The number of acres available for non-residential and multi-family residential development in each industrial, commercial, mixed use, and multi-family zone. In this analysis, DP is used as a subtotal to express the gross capacity of vacant or re-developable parcels before the Total Development Potential is calculated.
4. **Development Potential (DP), Single-Family Residential:** The potential number of lots or dwelling units which can be created by dividing or developing vacant or partially vacant parcels in zones which permit single-family residential development. In this analysis, DP is used as a subtotal to express the gross capacity of vacant or partially vacant parcels before the Total Development Potential is calculated.
5. **Low Probability for Development (LPD):** Parcels which are not likely to be available for development because they are owned by a charitable organization, institution, or governmental entity. LPD parcels shall be identified based on Assessor's parcel data. Parcels which are tax exempt based on Assessor's parcel data shall be considered LPD parcels. Parcels with an easement that restricts future development shall also be considered LPD parcels.
6. **Partially Vacant Parcel (PVP):** A partially vacant parcel is a parcel which contains an existing dwelling unit but which is large enough to be divided.
7. **Public Purpose Land (PPL):** Includes land required for such things as streets, drainage facilities, and parks/open space.
8. **Re-Developable Parcel (RP):** A parcel zoned for non-residential uses or multi-family residential uses that has the potential to be redeveloped and used more intensively.
9. **Total Development Potential, Non-Residential & Multi-Family Residential (TDP):** The total gross quantity of land available for multi-family or non-residential

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

10. **Total Development Potential, Single-Family Residential (TDP):** The total gross number of lots or dwelling units which could be created by dividing and/or developing all vacant and partially vacant parcels available for single-family development before land is subtracted to account for public purposes and critical areas.
11. **Total Net Capacity (TNC):** The total net capacity of each single-family, multi-family, industrial, commercial, and mixed use zone after land is subtracted for public purposes and critical areas. Total Net Capacity is expressed in acres for multi-family and non-residential zones, and dwelling units or lots for single-family zones.
12. **Vacant Parcel (VP):** A parcel which is either vacant or has an improved value of less than \$4,000 based on Assessor's parcel data. Parcels which contain a mobile or manufacture home shall not be considered vacant even if they have an improved value of less than \$4,000.
13. When the term **value** is used in this document it shall mean the assessed value identified in the Island County Assessor's Database.
14. When the term **BOCC** is used in this document it shall mean the Board of Island County Commissioners.

## 2. ASSUMPTIONS

1. **Employment Density:** For commercial and industrial lands the following assumptions should be used:
  - a. Commercial, UGA: 17 employees per acre
  - b. Industrial: 8 employees per acres
2. **Public Land:** In RAIDs and UGAs, 15% of available land will be needed for public purposes.
3. **Re-Development Factor:** It is assumed that 50% of multi-family, commercial, and industrial parcels with an improvement to land value of less than 1:2 will be available for redevelopment during the planning period (20 years from the date of the most recent periodic update).
4. **Household Size (or Persons per Household):** An average household size will be used for each area analyzed based on census data.
5. **Partially Vacant Parcels:** Due to the smaller minimum lot sizes typically allowed within Urban Growth Boundaries, it is not always practical to assume a parcel that is twice the minimum lot size will be able to subdivide due to the orientation of an existing structure on the property. To account for this, a defined percentage of

parcels between 2 and 3.5 times the minimum lot size in the zone should be deducted based on a sliding scale. Parcels located in Rural Areas shall be considered partially vacant if they are at least twice the minimum lot size required by the zone in which they are located.

Criteria	Adjustment Factor
2-2.5 times the minimum lot size	75%
2.6-3 times the minimum lot size	50%
3.1-3.5 times the minimum lot size	25%
> 3.5 times the minimum lot size	15%

6. **Rural Capacity Deficiencies:** If there is a capacity deficiency identified in the rural area of any one of the Planning Areas, the allocated population or jobs which are represented by that deficiency will be allocated to the UGA(s) within that Planning Area. If more than one UGA exists within that Planning Area, the population or jobs will be allocated in accordance with the same percentage of allocation used in the Regional Allocation process.
7. **Seasonal/Recreational (SR) adjustment factor:** Some dwelling units will not be available for residential occupancy, as they are used for short term rentals (e.g. VRBOs), second homes, etc. An SR factor will be based on the most current census data, but may be refined using local data.
8. **Vacancy Rate (VR) adjustment factor:** A reasonable factor for vacant units will be based on the most current census data, but may be refined using local data.
9. **Vacant Parcels (VP) adjustment factor:** To account for VPs that will not fully develop to the maximum density allowed over the next planning period, the capacity calculation for VPs will be reduced by a 10% adjustment factor.

### 3. RURAL ANALYSIS STEPS

1. Identify all parcels within a RAID or UGA and exclude these parcels from further analysis.
2. Separate parcels by zoning category and identify lands zoned park/open space, special review district, airport, or any other designation which does not allow for residential development. These parcels should be excluded from further analysis.
3. For each zoning designation, identify all Low Probability for Development (LPD) based on tax classification. Parcels which are publicly owned or tax exempt (parks, schools, churches etc.) should be considered LPD and excluded from further analysis.

4. For each zoning designation, calculate the development potential of all vacant parcels (VP). The development potential of vacant parcels is determined by dividing the parcel area required by the minimum lot size allowed in the zone, rounding down, and applying the Vacant Parcels (VP) adjustment factor. For example, a 17 acre parcel in the Rural zone could be divided into three five acre parcels ( $17/5 = 3.4$ ) and accommodate three dwelling units.
5. For each zoning designation calculate the development potential of all partially vacant parcels (PVP) by dividing the parcel area by the minimum lot size, rounding down and subtracting one to account for the existing dwelling unit. For example a 17 acre parcel in the Rural zone with an existing home on it could be divided into three five acre parcels and two *additional* homes could be constructed on the resulting parcels. [ $(17/5 = 3.4) - 1 = 2.4$ ]. Additionally, identify all the parcels that fall within are 2 and 3.5 times the minimum lot size or greater; discount a portion of these based on the sliding scale below provided in Section 2.5.
6. For each zoning designation determine the total development potential (TDP) by adding the results from steps four and five together. This step allows the total build-out capacity for each, non-RAID, rural zoning designation to be determined (in dwelling units).
7. As a final step, add the resulting TDP figures for each zoning designation together to determine the total development potential for areas outside of RAIDs and UGAs. Apply the critical area constraint factor and the Seasonal/Recreational (SR) adjustment factor to determine an appropriate amount of land to deduct from the development potential. This step will allow the total net capacity (TNC) of the rural area (excluding RAIDs) to be determined (in number of dwelling units).
8. In order to determine the number of people that can be accommodated, the dwelling unit totals from steps six or seven can be multiplied by the average household size, with the Vacancy Rate (VR) adjustment factor applied. The average household size should be determined using the most recent census data available.

## 4. RAID ANALYSIS STEPS

### 4.1 General Steps

1. Identify all parcels which are either located within a UGA or outside of a RAID. Exclude these parcels from further analysis.
2. For each zoning designation, identify all Low Probability for Development (LPD) based on tax classification. Parcels which are publicly owned or tax exempt (parks, schools, churches etc.) should be considered LPD and excluded from further analysis.
3. Separate residential RAIDs from non-residential RAIDs by zoning designation. Residential RAID parcels should be analyzed separately from non-residential RAID

parcels as described below.

4. Determine the critical area constraint factor for each RAID by combining all critical area GIS layers, calculating the number of acres constrained by critical areas within each RAID. The result is a critical area constraint factor for each RAID.

#### **4.2 Determining the Capacity of Single Family Residential RAID Zones**

1. For each residential RAID zoning designation calculate the development potential of all vacant parcels (VP). The development potential of vacant parcels is determined by dividing the parcel area by the minimum lot size allowed in the zone, and rounding down, and applying the Vacant Parcels (VP) adjustment factor.
2. For each residential RAID zoning designation calculate the development potential of all partially vacant parcels (PVP). For purposes of this analysis, a partially vacant parcel is a parcel that is at least two times as large as the minimum lot size allowed by the zone. Calculate the development potential of all partially vacant parcels (PVP) by dividing the parcel area by the minimum lot size allowed in the zone and rounding down and subtracting one in order to account for the existing dwelling unit. Additionally, identify all the parcels that fall within are 2 and 3.5 times the minimum lot size or greater; discount a portion of these based on the sliding scale below provided in Section 2.5.
3. For each residential RAID zoning designation determine the total development potential (TDP) by adding the results of steps one and two together. Next determine the amount of land needed for public purposes and deduct an appropriate amount of land. Finally, apply the critical area constraint factor and the Seasonal/Recreational (SR) adjustment factor to determine an appropriate amount of land to deduct from the development potential. This step allows the total net capacity (TNC) for each residential RAID zoning designation to be determined (in dwelling units).
4. Add the resulting TNC figures for each residential RAID zoning designation together to determine the total development potential for all residential RAID zones. This step will allow the total combined net capacity of residential RAID zones to be determined (in number dwelling units).
5. In order to determine the number of people which can be accommodated, the dwelling unit totals from steps three or four can be multiplied by the average household size, with the Vacancy Rate (VR) adjustment factor applied. The average household size should be determined using the most recent census data available.

#### **4.3 Determining the Capacity of Multi-Family & Mixed-Use Residential RAID Zones**

See UGA Multi-Family and Mixed-Use Residential instructions.

#### **4.4 Determining Capacity of Non-Residential RAID Zones**

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

### **5. UGA ANALYSIS STEPS:**

#### **5.1 General Steps**

1. Sort parcels by zoning or comprehensive plan designation using Assessor's parcel data and/or any other applicable information. Zoning or comprehensive plan designation should be obtained from the jurisdiction to ensure the accuracy of information before beginning the analysis.
2. For each UGA, identify all the Low Probability for Development (LPD) parcels in each zoning designation. LPD parcels should include land which is tax exempt (parks, schools, churches and public facilities). Parcels, located in developed

tracts, used for stormwater drainage and landscaping should be identified and removed from the analysis. These parcels typically are a requirement of the site plan and are not available for redevelopment. Remove all condominiums and gas stations from the results. Condominiums may show up in the results due to the relatively low improvement to land value of any one unit, however, the aggregate improvement to land value generally makes condominiums unlikely to redevelopment. Gas stations often have a low improvement to property value because they generally have very limited facilities and expensive real estate; however they are highly unlikely to redevelop. These parcels should be excluded from further analysis.

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

## **5.2 UGA Capacity - Single Family Zones**

1. For each single-family zoning designation calculate the development potential of all vacant parcels (VP). The development potential of vacant parcels is determined by dividing the parcel area by the minimum lot size allowed in the zone, rounding down, and applying the Vacant Parcels (VP) adjustment factor. When Planning Policies or Development Regulations specify both a minimum and maximum density, both should be calculated to produce a range. Developments since the adoption of the most recent Development Regulations should be used to select the most likely density for expected development to achieve within this potential range.
2. For each single-family zoning designation calculate the development potential of all partially vacant parcels (PVP). For purposes of this analysis, a partially vacant parcel is a parcel that is at least two times as large as the minimum lot size allowed by the zone. Calculate the development potential of all partially vacant parcels (PVP) by dividing the parcel area by the minimum lot size allowed in the zone and rounding down and subtracting one in order to account for the existing dwelling unit. When Planning Policies or Development Regulations specify both a minimum and maximum density, both should be calculated to produce a range. Additionally,

identify all the parcels that fall are 2 times the minimum lot size or greater; discount a portion of these based on the sliding scale provided in Section 2.5.

3. For each single-family zoning designation determine the total development potential (TDP) by adding the results of steps one and two together. Next, determine the amount of land needed for public purposes and deduct this percentage from the TDP. Finally, apply the critical area constraint factor for the UGA and the Seasonal/Recreation (SR) adjustment factor to determine an appropriate amount of land to deduct from the development potential. This step allows the Total Net Capacity (TNC) for each single-family zoning designation in the UGA to be determined (in dwelling units).
4. Add the resulting TNC figures for each residential single-family zoning designation in the UGA together to determine the total development potential for all single-family zones in the UGA. The result of this step will be the total combined capacity of all single-family zones in the UGA (in number dwelling units).
5. In order to determine the number of people that can be accommodated in the UGA's, single-family zones the dwelling unit totals from steps three or four can be multiplied by the average household size, with the Vacancy Rate (VR) adjustment factor applied. The average household size should be determined using the most recent census data available.

### **5.3 UGA Capacity – Multi-Family and Mixed-Use Residential Zones\***

\*Also used for RAID Capacity – Multi-Family and Mixed-Use Zones

1. Identify all vacant parcels zoned for multi-family and mixed-use residential development. Determine the development potential of these parcels by multiplying the acreage of the parcels by the density permitted in the zone and applying the Vacant Parcels (VP) adjustment factor. For zones with both a minimum and a maximum density, calculate the development potential at both the minimum allowed density and the maximum permitted density. Developments since the adoption of the most recent Development Regulations should be used to select the most likely density for expected development to achieve within this potential range.
2. For all areas designated for multi-family and mixed-use residential identify the parcels which can be redeveloped. In order to be re-developable, a parcel should have an improvement to land value ratio of less than 1:2. Determine the development potential of these parcels by multiplying the acreage of the parcels by the density permitted in the zone. As a final step, deduct 50% in order to account for the redevelopment factor. For zones with both a minimum and a maximum density calculate the development potential at both the minimum allowed density and the maximum permitted density.
3. For each multi-family and mixed-use residential zoning designation determine the total development potential (TDP) by adding the results of steps one and two

together. Next determine the amount of land needed for public purposes and deduct an appropriate amount of land. Finally, apply the critical area constraint factor for the UGA and the Seasonal/Recreational (SR) adjustment factor to determine an appropriate amount of land to deduct from the development potential. This step allows the Total Net Capacity (TNC) for each multi-family and mixed-use residential zoning designation in the UGA to be determined (in dwelling units).

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

#### **5.4 UGA Capacity – Commercial & Mixed-Use Commercial Zones**

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

out capacity of commercial or mixed-use commercial UGA zones to be determined (in acres).

5. In order to determine the number of jobs which can be accommodated in commercial or mixed-use commercial UGA, the acreage totals from steps three or four can be multiplied by the average commercial employment density.

## **5.5 UGA Capacity – Industrial Zones**

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

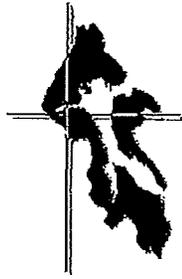
## **EXHIBIT B**

# **BOARD FINDINGS OF FACT**

The Board of Island County Commissioners approves and incorporates in full the Findings of Fact of the Planning Commission attached as Attachment "A".

# **ATTACHMENT A**

## **PLANNING COMMISSION FINDINGS OF FACT**



**ISLAND COUNTY  
PLANNING & COMMUNITY DEVELOPMENT**

**ISLAND COUNTY PLANNING COMMISSION**

Darin Hand, Chairperson

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**~ FINDINGS OF FACT AND LEGISLATIVE INTENT ~**

**TO: Board of Island County Commissioners**

**FROM: Island County Planning Commission**

**DATE: July 10, 2017**

**REGARDING: Amending the Countywide Planning Policies**

**SUMMARY**

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

Island County initially adopted CWPPs in 1992. These CWPPs were subsequently revised in 1998, 1999, and 2015. The CWPPs have been developed to address areas of concern and to facilitate countywide comprehensive planning efforts. Since the most recent adoption of the CWPPs the County, in coordination with the affected jurisdictions, has identified language that has proven problematic in the implementation of the CWPPs. Consequently, Island County has worked with the other jurisdictions to add clarity and flexibility to some of the language in the CWPPs and to make such language more consistent with the policy and regulatory requirements provided in state law. This proposed update to the Countywide Planning Policies is intended to accomplish the following goals.

- To align language, JPA expansion criteria, JPA designations, and the protection of resource lands of long term commercial significance more closely with RCW and WACs with particular attention to the following state regulations.
  - WAC 365-196-310 Urban Growth Areas – which provides guidance about designating urban growth areas (UGA) and the sequencing of land into the UGA

- WAC 365-196-815 (1)(a) Conservation of Natural Resource Lands – which provides requirements to counties for the protection of natural resource lands (per RCW 36.70A.170 and RCW 36.70A.050)
- RCW 36.70A.210 Countywide Planning Policies – which provides policy guidance governing the purpose and essential components of the Countywide planning policies
- To modify the designation scheme of the JPA overlays to take into account logical expansion of the UGA and balance that logical extension with the protection of critical areas and resource lands of long term commercial significance by adding content and clarity to the existing text, which states:

*Joint Planning Area designations shall not be assigned in such a way that future UGA expansions are completely precluded, forestalled, or rendered impractical; areas must be provided to allow for future UGA expansions. . .*

- Eliminate language that directs or mandates changes to the development regulations and eliminate zoning references. Countywide Planning Policies are intended to guide Interlocal Agreements and the Comprehensive Plan, both of which inform changes to development regulations where prescriptive language is appropriate.
- To allow for certain conditions on the ground to be more accurately reflected in population projection methodology and Buildable Lands Analysis and capture lessons learned from the recent analysis associated with the 2016 Comprehensive Plan periodic update.

The development of revised CWPPs was a collaborative process. An Intergovernmental Working Group (IWG) comprised of representatives from the planning departments of Coupeville, Island County, Langley, and Oak Harbor met to review and provide input on proposed draft revisions. Formal comments were invited from the affected jurisdictions; the County received and responded to all formal comments. Additionally, the Planning Commission and the Board of Island County Commissioners met to review the draft documents at multiple public meetings where public input was provided in addition to input from elected and appointed public officials.

## **FINDINGS**

1. Island County conducts planning activities in accordance with Chapter 36.70 RCW (The Planning Enabling Act).
2. The planning activities of Island County, and the planning activities of municipalities within Island County, are further regulated by the provisions of Chapter 36.70A RCW (The Growth Management Act).
3. The GMA requires that counties subject to the GMA adopt County Wide Planning Policies (CWPPs), and further requires that these policies be developed with the cooperation of the municipalities within the county in accordance with RCW 36.70A.210(2).

4. CWPPs are written policy statements used to establish a countywide framework from which county and municipal comprehensive plans are developed and adopted to ensure consistency between plans as required in RCW 36.70A.100 and RCW 36.70A.210(1).
5. In order to address the requirements of the Washington State Growth Management Act, Island County and the jurisdictions within Island County, adopted Countywide Planning Policies in 1992, which were subsequently revised in 1998, 1999, and 2015.
6. In order to address the requirements of RCW 36.70A.210, Island County's CWPPs provide policies that promote contiguous and orderly development and provision of urban services to such development.
7. In order to address the requirements of RCW 36.70A.210 and WAC 365-196-310, Island County's CWPPs establish policies to implement RCW 36.70A.110 through the designation of Urban Growth Areas and Joint Planning Areas.
8. Since the most recent revisions to the CWPPs were adopted, implementation challenges have necessitated updates to the CWPPs to better provide for logical extension of UGA boundaries in conformance with the RCW 36.70A.110 and to revisit the true intent of the CWPPs established in RCW.70A.210 which provides that CWPPs are a written policy statement or statements used solely for establishing a countywide framework from which county and city comprehensive plans are developed and adopted.
9. Additionally, recent comments provided by affected jurisdictions and elected officials called for adjustments to the Buildable Lands Analysis and population projection methodology that reflect lessons learned in the most recent Comprehensive Plan periodic update and allow for local conditions to be more accurately reflected.
10. The Growth Management Act does not specifically address amendments to CWPPs, however, the Island County CWPPs provide procedures for amending the CWPPs to include coordination with and ratification from Island County jurisdictions.
11. To develop the revised CWPPs an Intergovernmental Working Group (IWG) comprised of representatives from the planning departments of Coupeville, Island County, Langley, and Oak Harbor met to identify and review potential updates to the CWPPs.
12. To ensure further intergovernmental coordination, Island County staff met with affected jurisdictions individually to elicit input.
13. Draft documents were prepared and on April 21, 2017, were distributed to all affected jurisdictions and formal comments were invited.
14. Island County has received and responded to formal comments submitted by all of the affected jurisdictions.
15. Among IWG members a general consensus on the proposed changes to the CWPPs was reached in June 2017.
16. The Coupeville Town Council passed a resolution on June 13, 2017, supporting the revised Countywide Planning Policies with no changes.

17. The Island County Planning Commission has reviewed the revised and updated draft of the Countywide Planning Policies prepared by the Island County Planning Department, and finds that these policies will address a pressing need to better coordinate regional planning efforts and the actions of government agencies within Island County.
18. The Island County Planning Commission further finds that the revised CWPPs are consistent with all applicable Washington State Planning laws and regulations, particularly RCW 36.70A.210, WAC 365-196-305, and WAC 365-196-310.
19. Island County Code (ICC 16.26) generally specifies that amendments to the Comprehensive Plan may not be considered more than once a year and that all proposed amendments should be considered concurrently. The Planning Commission finds that since Countywide Planning Policies are not part of the Island County Comprehensive Plan, the provisions of ICC 16.26 are not applicable to this action.

### CONCLUSION

The Island County Planning Commission has reviewed the revised Countywide Planning Policies and hereby recommends that the Board of Island County Commissioners adopt, by ordinance, the revised and updated Countywide Planning Policies enclosed hereto as Exhibit A. The Planning Commissioner further recommends that the revised Countywide Planning Policies replace and supersede all previous Countywide Planning Policies.

Respectfully submitted through the Island County Planning Department to the Board of Island County Commissioners, pursuant to RCW 36.70.430, this **10th** day of **July, 2017**, by,



*for* Darin Hand  
Chair, Island County Planning Commission

# Planning for Housing in Washington

March 2023 Update

In 2021, the Washington Legislature changed the way communities are required to plan for housing with [House Bill 1220 \(HB 1220\)](#). The Growth Management Act (GMA) housing goal was amended to “plan for and accommodate” housing affordable to all income levels, significantly strengthening the previous goal, which was to “encourage affordable housing.” Significant updates were also made to how jurisdictions are to plan for housing in the housing element of their comprehensive plans.

## Projected Housing Needs

HB 1220, codified in RCW 36.70A.070(2), directs the Department of Commerce to provide existing and future housing needs for communities in Washington, including units for moderate, low, very low and extremely low-income households, and for emergency housing, emergency shelters and permanent supportive housing (see sidebar).

To develop the projected housing needs, Commerce worked with [an advisory committee](#) of stakeholders to [develop methodology](#) and an Excel tool to project housing needs based on county population projections. To be consistent with the framework for planning under the GMA, Commerce projected housing need at the county level and is providing [guidance to local governments](#) for how counties, cities and towns should work together to allocate the needs based on land and infrastructure capacity, jobs, services and other factors.

Based on the Office of Financial Management’s (OFM) medium population projections, the final projected housing needs by income bracket for 2044 is available at the end of this document. These housing projections are from the [final Housing for All Planning Tool \(HAPT\)](#) available on the Commerce [Updating GMA Housing Elements web page](#).

Certain faster growing communities will be using these projections to update their comprehensive plans and regulations over the next few years. Counties may choose a higher or lower population target from the OFM range and then use Commerce’s new tool to identify how much housing is needed in each income bracket. Counties, cities and towns then must work together to decide how to plan for and accommodate housing to meet the needs of each income bracket, and ensure enough emergency housing can be sited.

Housing Units by Income Band	Area Median Income (AMI)
Emergency housing/shelters	NA
Extremely low	0-30% AMI, including some PSH*
Very low	>30-50%
Low	>50-80%
Moderate	>80-120%
Other	Above 120%

\*PSH = permanent supportive housing

## Housing Element Requirements

The updated housing element requirements of RCW 36.70A.070(2), now require jurisdictions fully planning under the GMA to address the following as they update their comprehensive plan housing element:

- Document local portion of countywide housing needs as provided by Commerce,
- Include a statement of goals, policies, objectives and mandatory provisions for moderate density housing options within an urban growth area,
- Identify sufficient capacity of land for all housing needs, including by the income brackets noted above, emergency housing and emergency shelters, and permanent supportive housing,

- Make adequate provisions for existing and projected housing needs of all income brackets, including documenting barriers and actions needed to achieve housing availability,
- Identify local policies and regulations that result in racially disparate impacts, displacement and exclusion in housing, and identify and implement policies and regulations to begin to address and begin to undo such impacts, and
- Identify areas that may be at higher risk of displacement and establish anti-displacement policies.

## Commerce Guidance

Commerce has developed draft guidance to advise communities on how to address these requirements, and will publish final guidance in three documents according to this table.

Final guidance title	Draft material	Final publication date	Webinar
Book 1: <b>Establishing Housing Targets for your Community</b>	<ul style="list-style-type: none"> <li>• <a href="#">Allocating countywide housing needs</a> to local governments</li> <li>• <a href="#">HAPT tool with projections</a></li> <li>• <a href="#">Projection methodology</a></li> </ul>	March 2023	March 2023
Book 2: <b>Guidance for Updating your Housing Element</b>	<ul style="list-style-type: none"> <li>• <a href="#">Evaluating land capacity</a></li> <li>• Making <a href="#">adequate provisions for all income brackets</a></li> </ul>	April 2023	April 2023
Book 3: <b>Guidance for Addressing Racially Disparate Impacts</b>	<ul style="list-style-type: none"> <li>• <a href="#">Racially disparate impacts</a> draft guidance</li> </ul>	March 2023	<a href="#">Dec. 2022</a> webinar

## Projected Housing Needs by County (Medium OFM Projection, 2044)

County	Total Housing Need	0-30% Non-PSH	0-30% PSH	30-50%	50-80%	80-100%	100-120%	120%+	Emergency Housing
Adams	1,753	276	200	197	333	127	88	532	19
Asotin	1,360	207	218	461	142	63	57	212	35
Benton	35,822	4,037	2,597	6,371	4,319	2,718	3,082	12,698	130
Chelan	10,032	1,226	912	1,725	1,678	803	728	2,960	294
Clallam	5,847	1,654	751	1,504	712	246	186	794	437
Clark	103,475	12,030	7,393	16,188	15,661	9,011	8,534	34,658	3,821
Columbia	98	48	30	20	0	0	0	0	1
Cowlitz	10,000	2,704	1,378	2,425	872	409	423	1,789	173
Douglas	6,755	912	0	826	1,095	573	668	2,681	33
Ferry	184	110	54	20	0	0	0	0	22
Franklin	20,608	1,786	1,804	2,408	3,729	1,935	1,717	7,229	150
Garfield	82	63	6	13	0	0	0	0	2
Grant	17,185	1,743	813	2,448	3,039	1,449	1,382	6,311	93
Grays Harbor	4,152	1,797	1,113	1,183	41	18	0	0	188
Island	8,475	970	833	1,754	1,476	689	654	2,099	262
Jefferson	3,985	1,599	247	558	444	174	221	742	556
King	336,591	84,873	42,993	50,971	25,309	17,395	19,734	95,316	59,616
Kitsap	24,066	5,494	2,646	4,589	3,144	1,393	1,365	5,435	1,280
Kittitas	5,217	1,870	570	1,011	352	271	261	882	0
Klickitat	2,319	565	135	476	337	85	145	576	89
Lewis	5,598	1,799	890	1,133	618	220	170	768	478
Lincoln	203	0	117	80	0	6	0	0	1
Mason	7,848	1,009	1,048	1,499	995	442	547	2,308	89
Okanogan	2,036	875	445	379	160	51	19	107	98
Pacific	1,399	954	217	144	55	5	4	20	255
Pend Oreille	911	221	84	146	146	58	43	213	0
Pierce	135,652	16,098	20,142	22,874	20,255	9,624	8,776	37,883	7,218
San Juan	3,097	560	48	500	418	250	252	1,069	34
Skagit	16,914	2,811	1,607	2,817	2,418	1,282	1,136	4,843	281
Skamania	1,672	569	61	169	190	145	150	388	63
Snohomish	143,182	26,836	14,567	20,800	14,149	11,296	13,246	42,288	9,811
Spokane	70,874	19,416	5,721	13,147	8,117	4,327	3,552	16,594	2,992
Stevens	4,857	1,188	488	450	622	371	314	1,424	41
Thurston	52,456	8,576	3,591	8,264	7,979	4,168	4,162	15,716	921
Wahkiakum	334	11	109	37	40	17	19	101	9
Walla Walla	2,751	1,149	727	767	43	7	58	0	0
Whatcom	34,377	7,929	3,416	6,708	3,776	2,194	2,115	8,239	508
Whitman	3,591	3,011	300	280	0	0	0	0	39
Yakima	21,078	3,563	4,198	4,974	2,264	1,342	872	3,865	1,318
<b>TOTAL</b>	<b>1,106,836</b>	<b>220,539</b>	<b>122,469</b>	<b>180,316</b>	<b>124,928</b>	<b>73,164</b>	<b>74,680</b>	<b>310,740</b>	<b>91,357</b>

Questions and comments on this work may be directed to the project manager, Laura Hodgson, at [laura.hodgson@commerce.wa.gov](mailto:laura.hodgson@commerce.wa.gov) or 360-764-3143.

# DRAFT Guidance for Allocating Projected Countywide Housing Needs to Local Jurisdictions

## Introduction

In 2021, the Washington Legislature changed the way communities are required to plan for housing. House Bill 1220 (HB 1220) amended the Growth Management Act (GMA) to instruct local governments to “plan for and accommodate housing affordable to all economic segments of the population of the state.” It also includes new requirements for comprehensive plan housing elements. These requirements include an inventory and analysis of existing and projected housing needs, including “units for moderate, low, very low and extremely low-income households” as well as “emergency housing, emergency shelters and permanent supportive housing.”

As discussed below in more detail, the Washington State Department of Commerce (Commerce) will be providing countywide projections of housing needs for all counties in Washington State. This document provides guidance for how counties, working in collaboration with their cities, can allocate these projected countywide housing needs down to local jurisdictions, consistent with the new requirements of HB 1220.

At a later date, this draft guidance will be finalized and integrated with other guidance on implementing HB 1220 in a new version of Commerce’s [Housing Element Guidebook](#) as well as updated Washington Administrative Code (WAC).

## Relevant Requirements Under GMA

Cities and counties fully planning under the GMA must include a housing element in their comprehensive plans. [RCW 36.70A.070\(2\)\(a\)](#) now requires that all housing elements include “an inventory and analysis of existing and projected housing needs that identifies the number of housing units necessary to manage projected growth, as provided by the department of commerce, including: (i) Units for moderate, low, very low and extremely low-income households; and (ii) Emergency housing, emergency shelters and permanent supportive housing.”

[RCW 36.70A.030](#) provides definitions for households by income level relative to “median household income adjusted for household size, for the county where the household is located, as reported by the United States department of housing and urban development.” The Department of Housing and Urban Development (HUD) publishes this income standard, referred to as Median Family Income or Area Median Income (AMI), for each county on an annual basis. Exhibit 1 presents the definitions for each income level as stated in RCW 36.70A.030.

## Exhibit 1. Income Level Definitions in RCW 36.70A.030

Household Income Segment	Income Relative to Area Median Income (AMI)
Extremely Low-Income	0-30% of AMI
Very Low-Income	>30-50% of AMI
Low-Income	>50-80% of AMI
Moderate Income	>80-120% of AMI

Exhibit 2 provides definitions for other housing types called out in RCW 36.70A.070(2)(a) for special housing needs projections.

## Exhibit 2. Definitions for Special Housing Types in RCW 36.70A.030

Special Housing Type	Definition
Permanent Supportive Housing (PSH)	Subsidized, leased housing with no limit on length of stay that prioritizes people who need comprehensive support services to retain tenancy and utilizes admissions practices designed to use lower barriers to entry than would be typical for other subsidized or unsubsidized rental housing, especially related to rental history, criminal history, and personal behaviors. Permanent supportive housing is paired with on-site or off-site voluntary services designed to support a person living with a complex and disabling behavioral health or physical health condition who was experiencing homelessness or was at imminent risk of homelessness prior to moving into housing to retain their housing and be a successful tenant in a housing arrangement, improve the resident's health status, and connect the resident of the housing with community-based health care, treatment or employment services.
Emergency Housing	Temporary indoor accommodations for individuals or families who are homeless or at imminent risk of becoming homeless that is intended to address the basic health, food, clothing and personal hygiene needs of individuals or families. Emergency housing may or may not require occupants to enter into a lease or an occupancy agreement.
Emergency Shelters	A facility that provides a temporary shelter for individuals or families who are currently homeless. Emergency shelter may not require occupants to enter into a lease or an occupancy agreement. Emergency shelter facilities may include day and warming centers that do not provide overnight accommodations.

There are two important features of the special housing definitions in HB 1220 and RCW 36.70A.030 that should be noted for allocation efforts. First, the definition of permanent supportive housing (PSH) includes those who are at-risk of homelessness. This is different than the U.S. Department of Housing and Urban Development (HUD), which generally requires chronic homeless status for permanent supportive housing units. Implementation of HB 1220 using local or other funding streams may differ and allow communities to serve populations in permanent supportive housing that do not meet the HUD definition of chronically homeless. Second, both emergency housing and emergency shelter include temporary accommodations. In implementation, there may be overlap between what could be considered emergency housing versus emergency shelter. For this reason, emergency housing and emergency shelter are projected as a single category in the proposed methods and can be allocated as a single category. While the emergency shelter

definition includes facilities such as warming and day centers, these services generally do not provide overnight accommodations and are not considered beds or units in the allocations or projections.

While the changes in HB 1220 include significant and meaningful new comprehensive planning requirements, it does not change the fundamental way in which communities plan under GMA. Counties and cities must now plan for and accommodate the categories of housing need outlined above. This means they must show that they have adequate capacity at appropriate levels of density as well as policies in place for supporting and enabling housing production at each affordability level, including those that are below market rate.<sup>1</sup> Forthcoming guidance from Commerce will outline these requirements as well as guidance for implementation in more detail.

## Format of Housing Needs Projections

A separate and forthcoming technical report will detail the assumptions Commerce is using to develop countywide housing needs projections. This section presents the proposed format of the projection data, as the format is relevant to how counties and local jurisdictions approach allocation.

While the GMA requires that Commerce provide housing needs projections by income level and for PSH, emergency housing and emergency shelters, it does not provide direction regarding the geographic scale of those projections. Therefore, Commerce is building on the established framework in GMA that the state provides a range of countywide population projections, the county selects a population projection from a provided range, and then counties and local jurisdictions coordinate and allocate that projection down to localities. This section describes this framework and its statutory basis.

As indicated in RCW 36.70A.110 and RCW 36.70A.115, county officials are responsible for selecting a 20-year GMA population growth target that is within the Low and High-growth projections prepared by the Washington State Office of Financial Management (OFM). Every five years, OFM releases GMA population projections for each county in Washington State in three different projection series: Low, Medium and High. Most counties and cities have already established their own frameworks for adopting countywide planning policies (CPPs) and allocating OFM population projections down to local jurisdictions as targets. These jurisdictions, in turn, use the population targets in their comprehensive plans.

To maintain consistency with this established framework under GMA, Commerce will be publishing housing needs projections for each county. These projections will build on, and maintain consistency with, OFM's Low, Medium, and High population projections. Commerce will establish a methodology to project housing needs based on each county's projected population from OFM. The methodology accounts for both current and projected housing needs by income level.

Exhibit 3 shows an example of what the housing needs projection data table from Commerce will look like. Note that moderate-income housing has been split into two sub-categories: >80-100% of AMI and >100-120% of AMI. Jurisdictions are not required to plan for each sub-category separately, and they are welcome to combine the two sub-categories when inventorying housing needs in their housing elements. However, for some jurisdictions having this more granular data will be helpful for developing targeted housing strategies to meet anticipated needs. Additionally, the 0-30% AMI housing needs have been split into two categories: PSH and Other. This is because all PSH needs are expected to be among extremely low-income households (0-30%

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<sup>1</sup> Note the GMA only requires that jurisdictions plan for and accommodate housing. It does not require them to build housing. New housing development involves many actors, not all of which are under the control of local jurisdictions.

AMI). “0-30% AMI Other” simply refers to extremely low-income housing needs without supportive services. Finally, while HB 1220 includes no requirements to inventory and plan for projected housing needs for above moderate-income households, Commerce does account for projected needs for households at >120% of AMI. This is simply to ensure that the projections by income level sum to the total projected housing needs. Jurisdictions are required to plan for and accommodate all current and projected housing needs for households at or below 120% of AMI. There are no such requirements for housing needs above 120% of AMI.

### Exhibit 3. Example Data Table for Projected Housing Needs

County	Permanent Housing by Income Level														Emergency Housing												
	Estimated Units: 2020							Projected Need: 2050							Net New Need: 2020-2050				2020	2020	2050	2020-2050					
	Total	0-30% AMI PSH	0-30% AMI Other	>30-50% AMI	>50-80% AMI	>80-100% AMI	>100-120% AMI	>120% AMI	Total	0-30% AMI PSH	0-30% AMI Other	>30-50% AMI	>50-80% AMI	>80-100% AMI	>100-120% AMI	>120% AMI	Total	0-30% AMI PSH	0-30% AMI Other	>30-50% AMI	>50-80% AMI	>80-100% AMI	>100-120% AMI	>120% AMI	Emergency Housing	Emergency Shelter	Emergency Housing/Shelter
Adams																											
Asotin																											
Benton																											
Chelan																											
...																											

In this example, the projection year is 2050. Commerce will project housing needs out to 2050, consistent with the horizon year of OFM population projections. However, Commerce will also provide interim projections for the years 2044, 2045, 2046, and 2047 to accommodate the various horizon years for county comprehensive planning cycles.

#### Data Sources for Estimating 2020 Housing Supply by Affordability Level

Commerce’s projections will include a summary of the 2020 housing supply by affordability level relative to AMI. Additionally, the Fair Share allocation method uses city-level data about housing supply by affordability level. The primary data source used to develop these estimates is [HUD CHAS](#), which are based on Census American Community Survey 5-year estimates for 2014-2018. This was supplemented by analysis of [Census PUMS](#) data for the same timeframe. The affordability of rental units and owner-occupied units was evaluated differently, as follows.

- **Rental Units:** CHAS data classifies rental units by affordability level. However, it groups all rental units affordable above 80% of AMI. So supplemental analysis of PUMS data was conducted to estimate the percent of these units affordable to households in these categories: >80-100% AMI; >100-120% AMI; >120% AMI.
- **Owner-Occupied Units:** CHAS data includes a field called VHUD which estimates the affordability level of the home to a new buyers based on present home value and assumptions about income needed to afford a standard mortgage. We use this field to classify owner-occupied homes into affordability levels based on the assumption that over the course of the 20-year planning period most if not all units will be sold to new owners. CHAS data groups all owner-occupied homes affordable below 50% AMI. This analysis assumes all these homes fall in >30-50% AMI. Additionally, CHAS groups all owner-occupied homes affordable above 100% of AMI. Therefore, additional PUMS analysis is used to estimate the percent of these units that are affordable >100-120% AMI and >120% AMI.

Finally, we use this analysis to determine the percentage of the entire housing stock as of 2018 by affordability level. We then apply these percentages to the estimated housing supply in 2020.

# Framework and Policies for Allocating Projected Housing Needs

To allocate projected housing needs to localities, Commerce recommends that counties, in consultation with cities and towns, use the same locally established framework, such as a council of governments or regional council, used to coordinate the allocation of population targets.<sup>2</sup> The framework used to allocate projected housing needs should be documented in CPPs. Jurisdictions should also consider including a policy on how to allocate housing needs by income level, as well as special housing needs.<sup>3</sup> CPPs are also a good place to document the adopted allocations by jurisdictions, as is common for adopted population targets, to show that all housing needs are accounted for within the county. Additionally, consistent with requirements in RCW 36.70A.070(2)(a), all jurisdictions must document their allocations of projected housing needs in local comprehensive plan housing elements.

## Minimum Standards for Allocating Projected Housing Needs

While counties and local jurisdictions can choose any method to allocate countywide projected housing needs, there are some minimal standards that define an appropriate allocation:

1. The county must select a total housing need projection within the range of the Low, Medium and High countywide housing needs projections published by Commerce. The selection must be consistent with the selected OFM population projection. For example, if the county selects the Medium OFM population projection, then it must also select the Medium Commerce housing needs projection.
2. The selected countywide housing need projection for each income level and special housing needs must be consistently derived from the same Commerce projection series. For example, if the county selects the Medium total housing needs projection, then it must select the Medium projection for all income levels and special housing needs. It is *not appropriate* to select a Low projection for housing needs at 0-30% of AMI along with a High projection for housing needs for >80-120% of AMI.
3. The sum of all allocated housing needs to local jurisdictions in a county must be equal to or greater than the total countywide housing need projection. This should be true for each income level, PSH and emergency housing.
4. Each jurisdiction's allocation of projected housing needs by income level and for PSH and emergency housing must be documented in their comprehensive plan housing element.
5. Allocations must be consistent with any relevant countywide planning policies or multicounty planning policies that address housing. This includes any population and housing targets that have already been adopted in these policies.

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<sup>2</sup> In the central Puget Sound Region, the Puget Sound Regional Council (PSRC) has established a regional framework for multi-county coordination to allocation population targets.

<sup>3</sup> Such policies would be consistent with RCW 36.70A.210 (3)(e): "Policies that consider the need for affordable housing, such as housing for all economic segments of the population and parameters for its distribution;"

# Methods for Allocating Housing Needs to Local Jurisdictions

As long as the selected method is consistent with the minimum standards, there is no single “correct” method for allocating countywide housing needs to jurisdictions. Every county is different, and conditions vary dramatically across the state. There are many different legitimate criteria for determining the best or fairest way to meet projected housing needs through new housing development. Local jurisdictions working in coordination with their counties are in the best position to identify and select an allocation method that can best meet countywide housing needs.

Commerce has developed a spreadsheet tool to assist counties and cities in the allocation process. The next section provides a description of the methodologies used to allocate net new housing growth in the Housing Needs Allocation Tool (HNAT). The following section also discusses options for incorporating other criteria or policy objectives into the allocation process, either by refining HNAT output or using alternative methodologies.

## Housing Needs Allocation Tool (HNAT)

The Housing Needs Allocation Tool (HNAT) is an Excel spreadsheet tool available for download from the Commerce website. The tool will include an allocation model that applies a standardized methodology for allocating the Low, Medium, or High projection of countywide housing needs to individual jurisdictions within each county.<sup>4</sup> It also allows the user to adjust total housing growth targets by jurisdiction to align the allocation with local plans and/or buildable land capacity. The use of this tool is completely optional, and counties in collaboration with their cities and towns can adjust the outputs of this tool as long as the adjustments conform to the minimum standards for allocation that are outlined above.

### Data Available from Commerce

Data to implement this allocation method is being compiled by Commerce for every county in Washington State. This guidance provides a discussion of limitations and options for adjustment.

The HNAT includes two different outputs for allocating housing needs based on very different assumptions about how to most appropriately distribute and accommodate countywide housing needs within individual jurisdictions. Both approaches conform to the Minimum Standards described above. Additionally, the HNAT includes a single methodology for allocating Special Housing Needs. Here we provide an overview of the principles behind each allocation model and some illustrations of the allocation outputs.

## HNAT Method A – Accommodating Needs Through New Production Only

The first allocation method provided in the HNAT is based on four key principles:

- All countywide housing needs are accommodated through new housing production.
- The total new units allocated to each jurisdiction is limited to their target share of countywide growth.
- All jurisdictions are allocated the same percentage shares of their net new housing growth target by income level, including units for moderate, low, very low and extremely low-income households.
- Countywide PSH and emergency housing needs are allocated in proportion to the jurisdiction’s target share of countywide growth.

An example allocation of countywide housing needs using this method to two jurisdictions is shown in Exhibit 4. Jurisdiction 1 has a higher growth target and therefore has a larger allocation of need at each income band

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<sup>4</sup> Please note that the initial release of the HNAT in July 2022 will only include the four counties in the PSRC region. All other counties will be included in the next release of this tool later in 2022.

compared to Jurisdiction 2. However, both jurisdictions are allocated the same percentage shares of their total housing growth targets by income level. For example, in both jurisdictions 40% of their net new housing production is allocated to be at the 0-30% of AMI level because 40% of the countywide net new housing need is at 0-30% of AMI.

**Exhibit 4. Example HNAT Method A Allocation for a Hypothetical County and Jurisdictions**

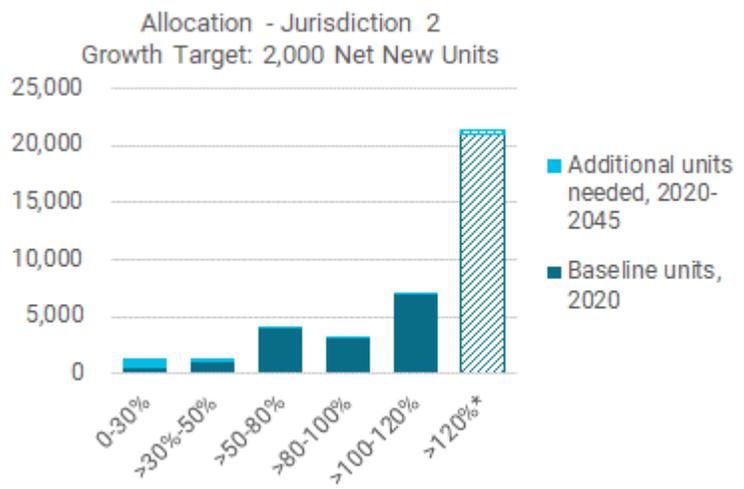
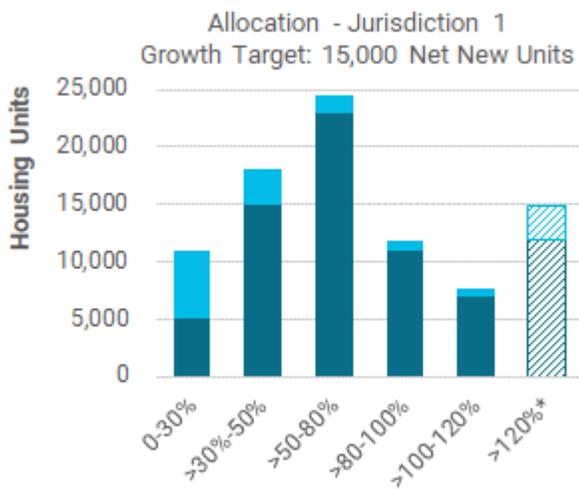
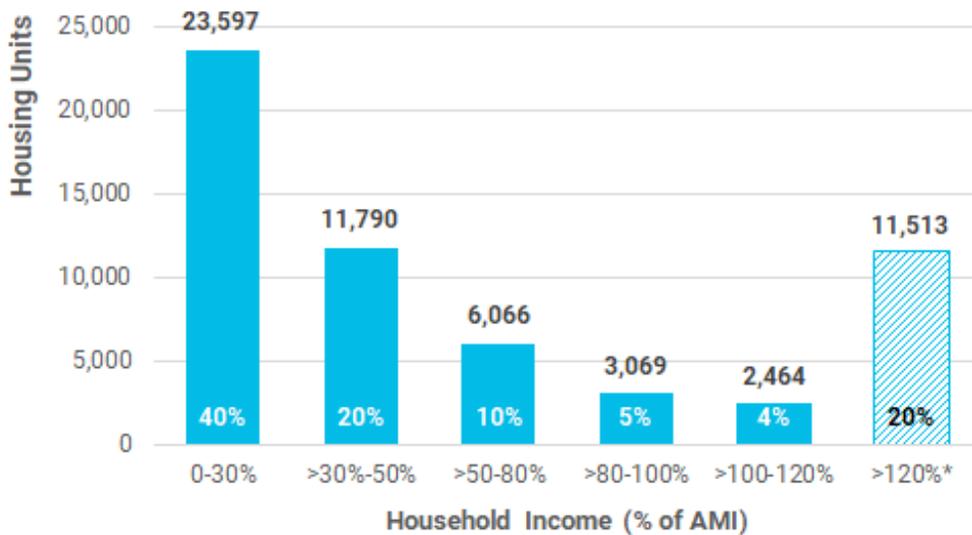
Income Level (% of AMI)	Countywide Net New Housing Need, 2020-2045	Percentage of Countywide Net New Housing Need, 2020-2045*	Allocation for Jurisdiction 1 – 15,000 Growth Target	Allocation for Jurisdiction 2 – 2,000 Growth Target
0-30%	23,597	40%	6,051	807
>30-50%	11,790	20%	3,023	403
>50-80%	6,066	10%	1,555	207
>80-100%	3,069	5%	787	105
>100-120%	2,464	4%	632	84
>120%	11,513	20%	2,952	394
<b>Total</b>	<b>58,499</b>	<b>100%</b>	<b>15,000</b>	<b>2,000</b>

\* Percentages may not sum to 100% due to rounding

The charts in Exhibit 5 visualize this same example. The first chart shows total net new countywide housing needs for 2020 to 2045 by income level, including the percentage of net new units needed at each income level. The following charts show the two different jurisdictions in this county. Each jurisdiction has a different baseline profile of housing units by affordability level and a different housing growth target. The baseline units in 2020 are shown in dark blue, while the allocation of net new housing production are shown in light blue. In this allocation method, differences in baseline housing stock by affordability level have no impact on the allocation received. Instead, all jurisdictions are allocated the same percentage shares of their net new housing growth target by income level (e.g., both Jurisdiction 1 and 2 each get 40% of their net new housing production at the 0-30% of AMI level).

Exhibit 5. Example HNAT Method A Allocation for a Hypothetical County and Two Jurisdictions

Total Countywide Net New Housing Needs, 2020-2045



\* While the HNAT accounts for net new housing needs at all income bands, including needs for above moderate-income households (>120% AMI), HB 1220 includes no requirements for identifying and analyzing housing needs at this income level within a jurisdiction’s inventory of current and projected housing needs.

Special housing needs are also allocated proportionally to each jurisdiction’s share of countywide housing growth. For example, if Jurisdiction 1 is receiving 15% of all net new housing production in the county, then they will also be allocated 15% of all countywide PSH needs as well as 15% of all emergency housing needs.

## HNAT Method B: Fair Share Allocation

The second method for allocating net new housing needs by income level is based on a different set of principles than assumed in the Method A. These Fair Share principles are as follows:

- All jurisdictions are collectively responsible for addressing countywide housing needs. Therefore, by the end of the planning period, each jurisdiction should be planning to provide the same percentage share of their *total* housing supply at each income level as needed countywide.
- Allocations of need by income level are based on the estimated 2020 housing supply by affordability level. Jurisdictions that provide less affordable housing in 2020 are allocated a greater share of affordable housing needs.
- Allocations of special housing needs are proportional to each jurisdiction's share of 2020 population.
- Allocations do not assume that all net new countywide housing needs will be met through new housing production. Instead, some jurisdictions would need to look at other strategies such as vouchers or purchase of existing housing to make it affordable to lower-income households.

These principles are designed to highlight and address historic disparities in the provision of lower-cost housing between jurisdictions within a county. The method results in jurisdictions that have provided much less than their share of affordable housing in the past to be allocated a larger share now, even if they have a small growth target. The goal is to avoid perpetuating patterns of exclusion and instead increase housing choice and expand access to amenity-rich neighborhoods. The outputs of the allocation method may be difficult or impossible to implement in practice. But having these calculations available can inform discussions about fair allocation of housing needs.

Exhibit 6 shows an example allocation using this Fair Share method. The first part of the table calculates the percentage of total countywide housing needs (baseline units on the ground in 2020 + projected net new housing needs by income level) in 2045 by income level. The second part applies these percentages to Jurisdiction 1, which is projected to have a total of 88,000 housing units in 2045 (73,000 baseline units in 2020 + 15,000 growth target units). The Total Housing Need, 2045 column just multiplies the total projected housing units (88,000) by the Countywide Percentage of Total Housing Need in 2045 to calculate their share of countywide housing needs in 2045. Then it compares this to Baseline Units, 2020 by income level, to calculate the Net New Units Needed, 2020-2045. In most cases, Net New Units Needed is a positive number since the Total Housing Need in 2045 is higher than the Baseline Units in 2020. However, in this example, the Baseline Units is higher than the Total Housing Need at the >30-50% AMI income level. As a result, there is a negative value, indicating that Jurisdiction 1 is already providing more than its fair share of countywide housing at that income level. In this case, Jurisdiction 1 may choose to consider strategies that make this existing housing stock affordable to lower-income households, since there is a large need at the lower 0-30% AMI income level and new construction can be much more expensive than alternative strategies. These strategies could include providing vouchers or purchasing existing housing and offering units at affordable rents to income-qualified households.

**Exhibit 6. Example HNAT Method B (Fair Share) Allocation – Jurisdiction 1**

Income Level (% of AMI)	Countywide				Jurisdiction 1 (Growth Target: 15,000)		
	Baseline Units, 2020	Net New Housing Need, 2020-2045	Total Housing Need in 2045	Percentage of Total Housing Need in 2045	Total Housing Need, 2045	Baseline Units, 2020	Net New Units Needed, 2020-2045
0-30%	7,625	23,597	31,222	11%	9,725	5,000	4,725
>30-50%	35,139	11,790	46,929	17%	14,618	15,000	-382
>50-80%	92,704	6,066	98,770	35%	30,765	23,000	7,765
>80-100%	32,350	3,069	35,419	13%	11,032	11,000	32
>100-120%	21,187	2,464	23,651	8%	7,367	7,000	367
>120%*	35,013	11,513	46,526	16%	14,492	12,000	2,492
<b>Total**</b>	<b>224,019</b>	<b>58,499</b>	<b>282,518</b>	<b>100%</b>	<b>88,000</b>	<b>73,000</b>	<b>15,000</b>

\* While the HNAT accounts for net new housing needs at all income bands, including needs for above moderate-income households (>120% AMI), HB 1220 includes no requirements for identifying and analyzing housing needs at this income level within a jurisdiction’s inventory of current and projected housing needs.

\*\* Totals may vary slightly from sum of rows due to rounding.

Exhibit 7 provides a second example of a Fair Share allocation. This example includes the same countywide need as in Exhibit 6. However, the housing supply in Jurisdiction 2 tends to be much less affordable than Jurisdiction 1, with a majority of units only being affordable to households with incomes >120% of AMI. The growth target in Jurisdiction 2 is also much lower: only 2,000 units. These characteristics impact the allocation outcomes. Using the Fair Share method, Jurisdiction 2 would need to add over 20,000 net new units for income levels below 100% of AMI. This far exceeds its total growth target of only 2,000 net new units. On the other hand, Jurisdiction 2 would also need to *reduce* its supply of units affordable above 100% of AMI. In other words, Jurisdiction 2 would need to find ways to make much of its existing supply affordable to lower-income households.

**Exhibit 7. Example HNAT Method B (Fair Share) Allocation – Jurisdiction 2**

Income Level (% of AMI)	Countywide				Jurisdiction 2 (Growth Target: 2,000)		
	Baseline Units, 2020	Net New Housing Need, 2020-2045	Total Housing Need in 2045	Percentage of Total Housing Need in 2045	Baseline Units, 2020	Total Housing Need, 2045	Net New Units Needed, 2020-2045
0-30%	7,625	23,597	31,222	11%	500	4,255	3,755
>30-50%	35,139	11,790	46,929	17%	1,000	6,395	5,395
>50-80%	92,704	6,066	98,770	35%	4,000	13,460	9,460
>80-100%	32,350	3,069	35,419	13%	3,000	4,827	1,827
>100-120%	21,187	2,464	23,651	8%	7,000	3,223	-3,777
>120%*	35,013	11,513	46,526	16%	21,000	6,340	-14,660
<b>Total</b>	<b>224,019</b>	<b>58,499</b>	<b>282,518</b>	<b>100%</b>	<b>36,500</b>	<b>38,500</b>	<b>2,000</b>

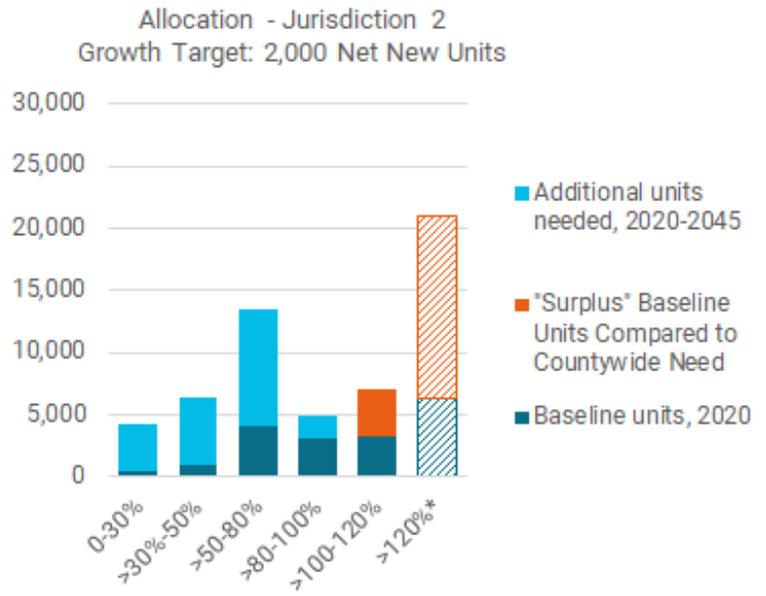
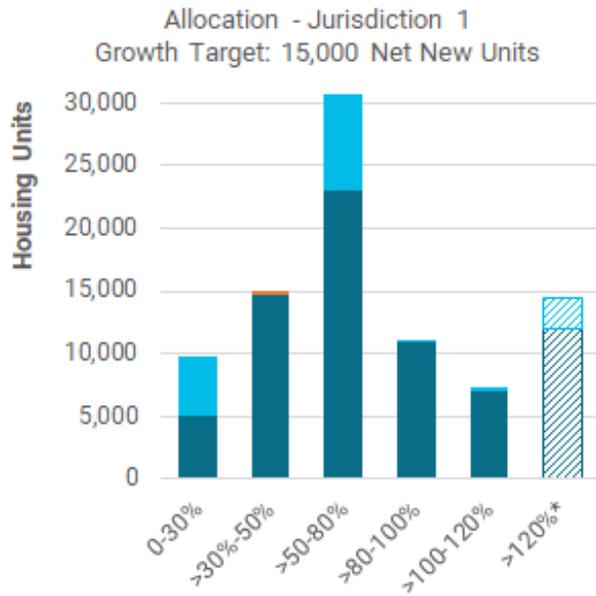
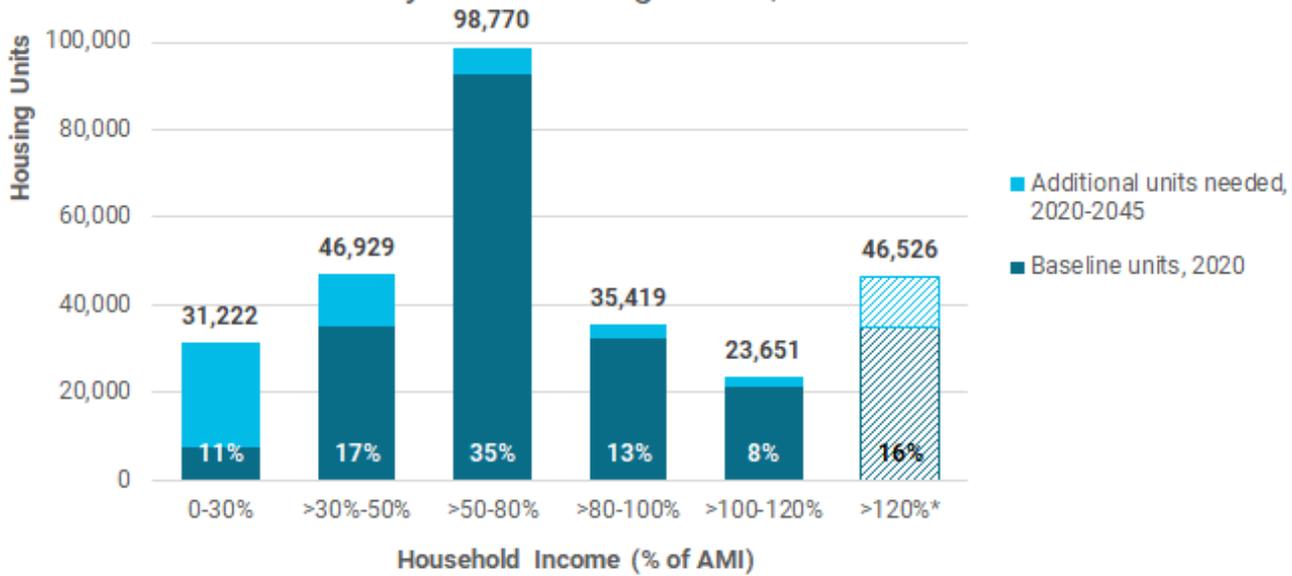
\* While the HNAT accounts for net new housing needs at all income bands, including needs for above moderate-income households (>120% AMI), HB 1220 includes no requirements for identifying and analyzing housing needs at this income level within a jurisdiction’s inventory of current and projected housing needs.

Exhibit 8 visualizes the outcomes of the Fair Share allocation method. The first chart shows total countywide housing needs as a combination of baseline (2020) units and additional net new housing needs from 2020-2045. It also shows for each income level the percentage share of total countywide housing needs in 2045. The following two charts show the outcomes for Jurisdictions A and B. Negative allocations are shown in orange as “Surplus” Baseline Units Compared to Countywide Need.<sup>5</sup>

<sup>5</sup> A “surplus” refers to a situation where the number of units provided in 2020 at an income level is already greater than its fair share of housing at that income level in the projection year (2045 in this case).

Exhibit 8. Example HNAT Fair Share Allocation for a Hypothetical County and Two Jurisdictions

Total Countywide Housing Needs, 2045



\* While the HNAT accounts for net new housing needs at all income bands, including needs for above moderate-income households (>120% AMI), HB 1220 includes no requirements for identifying and analyzing housing needs at this income level within a jurisdiction's inventory of current and projected housing needs.

Special housing needs are also allocated proportionally to each jurisdiction's share of the population in 2020. For example, if 15% of the countywide population lives in Jurisdiction 1 in 2020, then Jurisdiction 1 will be allocated 15% of all countywide PSH needs as well as 15% of all emergency housing needs. Jurisdictions that already provide a relatively larger share of PSH and/or emergency housing would need to provide a relatively smaller proportion of net new units to meet their total allocation, compared to other jurisdictions. As such, this method counteracts historical patterns of exclusion that concentrate shelters and supportive housing in some

communities. By allocating special housing needs based on population, the goal of this method is to create access to opportunity areas for people currently or formerly experiencing homelessness and have all jurisdictions in the county contribute to ending homelessness. This deconcentrates shelter and supportive housing, which increases housing choice.

## Modifying Default Assumptions in HNAT

Exhibit 9 shows a screenshot of the HNAT summary page for Method A.<sup>6</sup> By default, the HNAT assumes that total net new housing need countywide will be allocated among jurisdictions proportionally based on each jurisdiction's percentage share of total countywide population in 2020. In other words, if a jurisdiction has 50% of the county's population in 2020, then it will be allocated 50% of net new housing units as a default. Of course, this assumption may not align with adopted population or housing growth targets, availability of capital facilities, or with available buildable land capacity for new housing growth. Therefore, the HNAT allows the user to adjust these default percentage shares of housing growth assigned to each jurisdiction. The only requirement is that percentages assigned to each jurisdiction must sum to 100% so that all projected housing needs countywide are allocated. After the user enters the new percentages, the tool automatically recalculates the housing needs allocations to each jurisdiction.

The top left corner of the HNAT summary page shows the name of the selected County. To the right, it shows countywide Estimated Units in 2020 as well as the Additional Units Needed between 2020 and 2045. Sum of Allocation to Jurisdictions shows that the total units allocated to jurisdictions at each income level equals the total countywide needs. This confirms the allocation shown meets item #3 in the Minimum Standards for Allocation identified earlier in this guidance.

In the left-most column the user can input custom percentages for each individual jurisdiction into the blue cells. These percentages must add up to 100%. If they do not, the green cell turns red and indicates how many percentage points need to be added or subtracted to reach a sum of 100%. Once the percentages add up to 100%, the cell turns green and the message "Full Allocation" appears. Then the allocation numbers for each jurisdiction update consistent with the new user-specified percentage growth shares by jurisdiction. The numbers for >120% of AMI are shown with gray shading to remind the user that there are no requirements to allocate units for those above-moderate income housing needs. The HNAT does show these numbers to ensure that the sum of all income levels (including PSH) add up to the Total Permanent Housing Needs by Income Level. Emergency housing unit needs are allocated separately; these units are for temporary housing needs and are not included in the total permanent housing needs.

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<sup>6</sup> Note that the draft version of the HNAT released in July 2022 only includes allocation of projected needs by income level for the four counties in the PSRC region. The next draft to be shared will include allocation of special housing needs as well.

### Exhibit 9. Screenshot of the HNAT Method A Summary Page

Hypothetical County		Scenario: OFM Medium Projection - 2045		Permanent Housing Needs by Income Level (% of Area Median Income)							Emergency Housing Needs (Temporary)	
				Total	0-30%		>30-50%	>50-80%	>80-100%	>100-120%		>120%
					Non-PSH	PSH						
Countywide Estimated Units (2020)		110,914	4,098	139	11,737	33,907	19,338	12,078	29,617	494		
Countywide Additional Units Needed (2020-2045)		30,045	7,403	2,335	4,773	4,537	1,799	1,784	7,415	3,185		
Sum of Allocation to Jurisdictions (from User Inputs)		30,045	7,403	2,335	4,773	4,537	1,799	1,784	7,415	3,185		

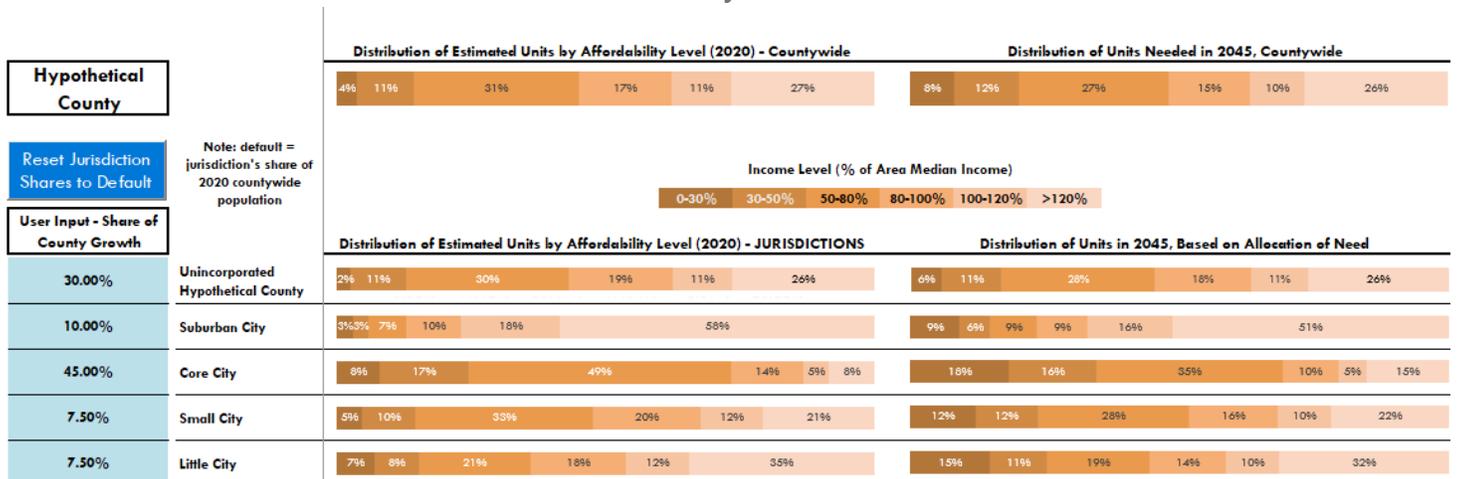
100.00%	<-- Sum of user inputs for jurisdiction shares of county future net housing need. If below 100%, increase shares. If above 100%, decrease shares.
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User Input - Share of County Growth		Note: default = jurisdiction's share of 2020 countywide population		Permanent Housing Needs by Income Level (% of Area Median Income)							Emergency Housing Needs (Temporary)	
				Total	0-30%		>30-50%	>50-80%	>80-100%	>100-120%		>120%
					Non-PSH	PSH						
30.00%	Unincorporated Hypothetical County	Estimated Units (2020)	69,848	1,671	no data	7,334	21,047	13,531	7,815	18,450	no data	
		Allocation Method A (2020-2045)	9,014	2,221	701	1,432	1,361	540	535	2,225	956	
10.00%	Suburban City	Estimated Units (2020)	11,251	331	no data	331	788	1,150	2,073	6,578	no data	
		Allocation Method A (2020-2045)	3,005	740	234	477	454	180	178	742	319	
45.00%	Core City	Estimated Units (2020)	18,351	1,452	no data	3,030	8,960	2,496	879	1,534	no data	
		Allocation Method A (2020-2045)	13,520	3,331	1,051	2,148	2,041	809	803	3,337	1,433	
7.50%	Small City	Estimated Units (2020)	6,209	288	no data	619	2,051	1,246	717	1,288	no data	
		Allocation Method A (2020-2045)	2,253	555	175	358	340	135	134	556	239	
7.50%	Little City	Estimated Units (2020)	5,116	356	no data	422	1,062	915	594	1,767	no data	
		Allocation Method A (2020-2045)	2,253	555	175	358	340	135	134	556	239	

Exhibit 10 shows summary charts that also appear in the HNAT tool. The charts on the left visually compare the distribution of baseline (2020) units by affordability level for each jurisdiction and countywide. The charts on the right show what the distribution of total housing units would be in each jurisdiction if housing is built to address all allocated housing needs. In this example, it shows that there is still a great deal of variation between jurisdictions in 2044, as would be expected given the large disparities in baseline housing supply.

### Exhibit 10. Screenshot of the HNAT Method A Summary Charts



The HNAT has a separate tab showing the results for Method B. A screenshot of this table is shown in Exhibit 11 for the same hypothetical county and cities. The format and functionality of this page is the same as for Method A. However, the allocation results are quite different, due to the difference in methodology. This table shows that in some cases the allocation is negative (shown in red). This happens when the Estimated Units (2020) is higher than the jurisdiction's share of total countywide housing needs in 2044.

**Exhibit 11. Screenshot of the HNAT Method B Summary Page**

Scenario: OFM Medium Projection - 2015		Permanent Housing Needs by Income Level (% of Area Median Income)								Emergency Housing Needs (Temporary)	
		Total	0-30%		>30-50%	>50-80%	>80-100%	>100-120%	>120%		
			Non-PSH	PSH							
Hypothetical County	Countywide Estimated Units (2020)	110,914	4,098	139	11,737	33,907	19,338	12,078	29,617	494	
	Countywide Total Housing Needs(2045)	140,959	11,501	2,474	16,510	38,444	21,136	13,862	37,032	3,679	
	Countywide Additional Units Needed (2020-2045)	30,045	7,403	2,335	4,773	4,537	1,799	1,784	7,415	3,185	
	Sum of Allocation to Jurisdictions (from User Inputs)	30,045	7,403	2,335	4,773	4,537	1,799	1,784	7,415	3,185	
		100.00%	<-- Sum of user inputs for jurisdiction shares of county future net housing need. If below 100%, Met Target increase shares. If above 100%, decrease shares.								

User Input - Share of County Growth		Permanent Housing Needs by Income Level (% of Area Median Income)								Emergency Housing Needs (Temporary)	
		Total	0-30%		>30-50%	>50-80%	>80-100%	>100-120%	>120%		
			Non-PSH	PSH							
30.00%	Unincorporated Hypothetical County	Estimated Units (2020)	69,848	1,671	no data	7,334	21,047	13,531	7,815	18,450	no data
		Allocation Method B (2020-2045)	8,467	4,775	701	1,919	499	-1,685	-45	2,305	1,785
10.00%	Suburban City	Estimated Units (2020)	11,251	331	no data	331	788	1,150	2,073	6,578	no data
		Allocation Method B (2020-2045)	2,988	832	234	1,339	3,100	988	-671	-2,833	322
45.00%	Core City	Estimated Units (2020)	18,351	1,452	no data	3,030	8,960	2,496	879	1,534	no data
		Allocation Method B (2020-2045)	14,012	1,148	1,051	702	-268	2,283	2,256	6,839	720
7.50%	Small City	Estimated Units (2020)	6,209	288	no data	619	2,051	1,246	717	1,288	no data
		Allocation Method B (2020-2045)	2,280	403	175	372	257	23	115	935	191
7.50%	Little City	Estimated Units (2020)	5,116	356	no data	422	1,062	915	594	1,767	no data
		Allocation Method B (2020-2045)	2,299	245	175	441	948	190	130	169	167

**Limitations of the HNAT**

As with any approach to allocation, the HNAT has limitations that should be considered before using. For example, it does not provide a way to adjust the share of each jurisdiction’s growth allocation devoted to each income level. If counties and their jurisdictions have different criteria for allocating housing needs by income level, then they will need to develop a different allocation methodology or manually adjust the outputs from the HNAT in a way that still meets the minimum standards for allocation.<sup>7</sup> An alternative approach for allocating housing needs by income level is discussed in the following section. This alternative requires considerably more data analysis to produce results but allows for more customization.

For special housing needs, the allocation methods available in the HNAT do not consider a jurisdiction’s proximity to services such as health providers and social service agencies which may be important supports for people exiting homelessness. Transit network limitations and lack of services may make it difficult to adequately serve special housing needs clients in some jurisdictions.<sup>8</sup> Alternative methods for allocating special housing needs are also provided below.<sup>9</sup>

**Alternative Approaches to Allocating Housing Needs by Income Level**

Depending upon local and regional policy objectives, there are a variety of different criteria that a county and its local jurisdictions may wish to use for allocating housing needs by income level. While it is possible to make manual adjustments to the HNAT output, it doesn’t provide the ability to incorporate entirely new quantitative criteria. See Exhibit 12 12 for some examples of criteria a county and its jurisdictions may choose to consider. Many of these criteria are incorporated into a [tool developed by Association of Bay Area](#)

<sup>7</sup> Note, manual adjustment of HNAT outputs would need to be done in a separate spreadsheet. The HNAT only allows the user to adjust the percentage shares of total housing growth to each jurisdiction.

<sup>8</sup> However, there are examples of communities using vouchers for taxi or app-enabled ride sharing services for first/last mile to stations or employment centers. Such creative solutions may help expand the areas suitable for special housing.

<sup>9</sup> If a county wishes to use an alternative allocation method for PSH or emergency housing, they can save the HNAT outputs as values in a new spreadsheet and then manually replace those numbers with the alternative allocations. If they do this, it will be their responsibility to ensure the sum of jurisdiction allocations is equal to countywide needs, in accordance with the Minimum Standards for Allocation outlined above.

[Governments](#) in California for exploring different allocation scenarios.<sup>10</sup> See [Issues to Consider](#) below for a discussion of these kinds of criteria.

**Exhibit 12 12. Potential Criteria for Weighting Housing Need Allocations**

Criteria	Suggested Data Sources
Buildable land capacity	<ul style="list-style-type: none"> <li>County buildable lands report</li> </ul>
Current distribution of income-restricted housing	<ul style="list-style-type: none"> <li>County or regional income-restricted housing inventory</li> <li>Washington Center for Real Estate Research Subsidized Rental Housing Profile</li> </ul>
Access to opportunity index	<ul style="list-style-type: none"> <li><a href="#">PSRC Opportunity Mapping</a></li> </ul>
Displacement risk index	<ul style="list-style-type: none"> <li><a href="#">PSRC Displacement Risk Mapping</a></li> <li>Forthcoming guidance from Commerce on evaluating displacement risk</li> </ul>
Proximity to jobs	<ul style="list-style-type: none"> <li><a href="#">Census OntheMap</a> Longitudinal Employer-Household Dynamics</li> </ul>
Proximity to jobs via transit	<ul style="list-style-type: none"> <li><a href="#">EPA Smart Location Mapping</a> Access to Jobs and Workers Via Transit Tool</li> </ul>
Proximity to projected future jobs	<ul style="list-style-type: none"> <li><a href="#">PSRC Land Use Vision</a> growth projections</li> <li>Local adopted employment growth targets</li> </ul>
Jobs-housing balance	<ul style="list-style-type: none"> <li>Jobs: <a href="#">Census OntheMap</a> Longitudinal Employer-Household Dynamics</li> <li>Jobs: <a href="#">PSRC covered employment</a> estimates by city</li> <li>Housing: Commerce HNAT includes 2020 housing unit counts</li> </ul>
Jobs-housing fit	<ul style="list-style-type: none"> <li>Jobs by wage level: <a href="#">Census OntheMap</a> Longitudinal Employer-Household Dynamics</li> <li>Supply of housing by affordability level: Commerce HNAT includes 2020 housing unit counts by affordability level</li> </ul>
Density/quality of transit Service	<ul style="list-style-type: none"> <li>Transit agency route maps</li> </ul>
Current high-capacity transit	<ul style="list-style-type: none"> <li>Transit agency route maps</li> </ul>
Planned high-capacity transit	<ul style="list-style-type: none"> <li>Transit agency service expansion plans</li> </ul>

Below we share a methodology used in the Minneapolis-St. Paul region that can be adapted to use any quantitative criteria for weighting the amount of housing need allocated to each jurisdiction. As with methodology used in the HNAT, this approach is designed to ensure that all countywide projected housing needs are allocated to jurisdictions. While this methodology is more complicated to implement than using output from the HNAT, it provides for more flexibility to address local policy objectives.

**Example: Metropolitan Council Allocation of Affordable Housing Need**

The Metropolitan Council is the regional planning agency for the Minneapolis / St. Paul area. In 2006 they developed a methodology for allocating projected region-wide low-income housing needs (0-80% of AMI, with breakdowns) to local jurisdictions. A detailed step-by-step description<sup>11</sup> of how they carried out these

<sup>10</sup> ABAG provides a RHNA [Tool Factor Overview](#) with description of each criterion including data sources.

<sup>11</sup> This description is in Appendix B: Methodology of the Allocation of Affordable Housing Need. It includes example calculations and charts to visualize the process. <https://metrocouncil.org/Housing/Planning/HOUSING-POLICY-PLAN-2040/2040-Housing-Policy-Plan.aspx>

calculations is provided in a technical appendix to the [Thrive MSP 2040 Housing Policy Plan](#). A high-level description of the process is provided below.

1. **Apportion of new low-income housing need in each community according to its projected household growth.** In other words, the first default assumption is that the total region-wide need for additional low-income housing units is allocated to jurisdictions based on their own percentage share of total projected housing growth. For example, if the total region-wide need for low-income housing units is 1,000 and a jurisdiction will get 20% of the projected growth within the county, they would be assigned 200 low-income housing units. Note that this allocation includes all affordable housing needed for 80% of AMI or less. In a later step the allocation is broken down by income level band.
2. **Adjust the allocation upwards or downwards according to two selected criteria.** In this step, the Council considered two criteria that were measured for each jurisdiction:
  - The jurisdiction's percentage share of current affordable housing stock regionwide.
  - The jurisdiction's ratio of low wage jobs to residents working in low wage jobs.

First, the Council used a statistical technique called Z-score<sup>12</sup> to standardize each criterion on the same scale. Z-scores measure how far a jurisdiction's own value for a criterion is from the average. A positive Z-score means the jurisdiction is higher than average, while a negative score indicates it is lower than average. Next, the Council rescaled the Z downward to ensure that the adjustments in this step don't result in any negative allocations. Then the Council weighted each criterion relative to its importance for allocation (67% weight for Job/Worker ratio and 33% for current share of affordable housing). Finally, it multiplied the scaled Z-score by the weight to calculate an adjustment factor. This is simply a percentage for calculating how much to adjust the default allocation from step 1 upward or downward for each criterion. To complete step 2, multiply the adjustment factor by the default allocation.

3. **Break Down Communities' Total Allocations into "Bands of Affordability."** Step 2 provides an allocation of total additional housing needs for serving residents with incomes at 80% of AMI or below at the jurisdiction level. In step 3, these total needs are broken down into three income bands: 0-30%; >30-50%; and >50-80% of AMI. This step begins with the default breakdown of the jurisdictions need defined in Step 2. This default breakdown matches the percentage shares for each band found in countywide housing need. Next, for each income band, they subtract the jurisdiction's baseline percentage share of countywide housing affordable at that income level from the average jurisdiction's percentage share to calculate the difference, a percentage that could be positive or negative. This difference is added to the default region-wide percentage share of need in that income band. Finally, the calculated percentages for each band are adjusted to ensure they sum to 100%. These percentage shares are used to breakdown the Step 2 allocation into the three separate income bands.

## Alternative Methods for Allocating Special Housing Needs

The methods below provide suggested frameworks for allocating special housing needs, including PSH and emergency housing/shelters. These methods are not exhaustive of all possible options. Counties and cities should collaborate to determine the allocation method that will best suit local needs. Further, the methods presented below do not consider buildable land or infrastructure capacity should new facilities need to be

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<sup>12</sup> A Z-score is calculated with the formula:  $(X - \text{Average}) \div \text{Standard Deviation}$ . In other words, subtract the average for all jurisdictions from the jurisdiction's own measure and divide by the standard deviation of all jurisdiction's measures.

developed in order to meet the allocation goals. In these cases, counties and jurisdictions should collaborate on methods of allocation that encourage consistency and equity throughout the county, address housing choice and expand access to amenity-rich neighborhoods.

In each of these models, there is a single allocation for all emergency housing and shelter needs. In many communities, shelters and service providers focus on specific populations (e.g., families, survivors of domestic violence, youth) and many shelters are divided by gender identity. These allocations do not specify which populations should or could be served in the allocated units. Communities should draw on local knowledge of need, Homeless Management Information Services (HMIS) data, Point in Time (PIT) count data and other data sources to determine the mix of populations to be served in these units. Every effort should be made to create low-barrier emergency shelter and housing options that can serve diverse populations and household types.

Unlike emergency housing, PSH is a permanent housing option. In the projections, PSH is considered a subset of 0-30% AMI housing, but is categorized separately in the HNAT. In other words, communities may choose to allocate general 0-30% AMI housing differently than PSH, as PSH may have additional considerations, such as proximity to medical care. Conversely, if communities choose the same method of allocation for both special needs and housing needs by income level, they will have one allocation of non-supportive 0-30% AMI housing and a different allocation of PSH.

### Allocation Based on Jurisdiction of Origin

Some counties have access to the last address or neighborhood of clients being served in the homeless service system. This may be collected through the local Homeless Management Information System (HMIS) or through the Point-In-Time (PIT) Count survey. This second method of allocation leverages this information to target the allocation of special housing needs to jurisdictions based on the flow of entry to the homeless service system. In this method, special housing needs allocations would be proportional to the number of clients entering the system from specific jurisdictions.

Exhibit 1313 provides an example allocation, where a county is projected to need 500 emergency housing units or emergency shelter beds and 1,000 permanent supportive housing units. Allocations would be distributed using the proportion of entries into the homeless service system.

**Exhibit 1313. Example Allocation of Special Housing Needs by Jurisdiction of Origin**

Jurisdiction	Percentage of Last Known Address in HMIS/PIT	Allocated Portion of Total Emergency Housing Needed in 2045	Allocated Portion of PSH Needed in 2045
Central City	45%	225	450
Eastern Suburb	20%	100	200
South City	35%	175	350

Jurisdiction	Allocated Portion of Total Emergency Housing Needed in 2045	Emergency Housing Units (or shelter bed equivalent), 2020	Additional Emergency Housing Units Needed by 2045
Central City	225	200	25
Eastern Suburb	100	25	75
South City	175	0	175

Jurisdiction	Allocated Portion of Total PSH Needed in 2045	PSH Units, 2020	Additional PSH Units Needed by 2045
Central City	450	100	350
Eastern Suburb	200	50	150
South City	350	20	330

This method can be replicated using Commerce’s projected countywide special housing need, using the following steps:

- Determine each jurisdiction that should be included in the allocation. This would include cities, towns and other unincorporated areas.
- Start with the total number of entries into the homeless service system, using HMIS, PIT or similar local data. Remove any missing entries or addresses outside of the county. Sum the total number of entries for each jurisdiction and divide each jurisdiction’s entries total by the county total to determine the proportion of units in each jurisdiction.
- Multiply the total number of emergency housing units and emergency shelter beds for the county by the proportion for each jurisdiction to determine the allocation. Repeat this process for permanent supportive housing.
- Subtract the number of existing emergency housing units and emergency shelter beds in each jurisdiction from the total allocation to determine the number of emergency housing units and emergency shelter beds needed. Repeat this process for permanent supportive housing.

**Benefits of Method**

This method allocates resources in areas where clients in need of special housing are entering the system within each county. This may help stabilize connections to work, family and schools, thereby limiting the disruption of housing instability. It also encourages jurisdictions with higher levels of entrance into the homeless service system to contribute to housing proportionally.

**Limitations of Method**

Clients in need of special housing may have experienced displacement multiple times. This method would not capture the client’s original home jurisdiction, but rather the most recent. Clients entering the homeless service system often are displaced from poorly resourced neighborhoods that are impacted by multiple forms of inequality. This method may limit options for shelter and PSH to less resourced areas and not create meaningful opportunities for housing choice.

Counties may have high rates of missing data for last known address. If used, this allocation method will reflect the total number of clients for whom last address is known and may skew the overall allocation. If there is low data quality or high rates of missing data, communities should not use this method. Counties and jurisdictions may collaborate with homeless service staff to provide best estimates of jurisdictions with higher levels of displacement into homelessness and housing instability and adjust numbers accordingly. Additionally, some counties may experience higher levels of inflow to the homeless service system from individuals who have moved there from outside of the county. This method cannot account for this type of displacement.

**Use Weighted Formula Based on Services, Amenities and Jobs**

Many of those in need of emergency housing, emergency shelter or permanent supportive housing have other service needs. This may include mental and behavioral health services, other healthcare needs, and social

service case management. Especially when clients do not have their own transit, jurisdictions close to these services may be more desirable for special housing needs. Additionally, some clients may benefit from ready access to ambulatory and emergency services.

In some counties, historical displacement of special housing clients from gentrifying areas has led to the clustering of special housing needs. This may reduce housing choice for low-income households and reduce access to basic or desirable amenities, limiting the ability to live near areas of connection, quality schools, and other amenities such as parks or basic services. Moreover, many people who are in need of the homeless service system (and thus special housing) can and do work. Special housing opportunities should be located in areas with job opportunities, with the ability for households to choose homes close to their place of employment.

Jurisdictions may implement weighted models that consider these and other factors to allocate housing. Local advisory teams should determine the factors to consider and their relative weights. Stakeholders within each county will need to collaborate to determine the factors present in this model and their relative weights. In one example of a similar methodology from the [Association of Bay Area Governments](#), factors were determined through a review of statutory guidance from their region and state on housing plans as well as a member survey that solicited feedback about housing issues. The relative weights were determined through both survey responses on the factors' relative importance to housing issues and statutory requirements, such as affirmatively furthering fair housing.

Exhibit 14 shows an example allocation using this method, where a county is projected to need 500 emergency housing units or emergency shelter beds and 1,000 permanent supportive housing units.

### Exhibit 14. Example Allocation of Special Needs Housing Using Weighted Formula

Jurisdiction	Raw Factor Score	Rescaled Factor Score	Factor Distribution
Central City	92%	1.5	47%
Eastern Suburb	30%	1.0	31%
South City	42%	0.7	22%

Jurisdiction	Factor Distribution	Number of Emergency Housing or Emergency Shelter Beds Allocated	Number of Permanent Supportive Housing Units Allocated
Central City	47%	235	470
Eastern Suburb	31%	155	310
South City	22%	110	220

Jurisdiction	Number of Emergency Housing or Emergency Shelter Units Allocated	Number of Existing Emergency Shelter or Emergency Housing Units	Number of Emergency Shelter or Emergency Housing Units Needed by 2040
Central City	235	200	35
Eastern Suburb	155	25	130
South City	110	0	110

Jurisdiction	Number of Permanent Supportive Housing Units Allocated	Number of Existing Permanent Supportive Housing Units	Number of Permanent Supportive Housing Units Needed by 2040
Central City	470	100	370
Eastern Suburb	310	50	260
South City	220	20	200

This method can be replicated using Commerce’s projected countywide special housing need, using the following steps:

- Determine each jurisdiction that should be included in the allocation. This would include cities, towns and other unincorporated areas.
- Drawing on local stakeholders, current housing guidance and other statutory requirements, determine the factors that should be included in the allocation (e.g., access to behavioral health services) and the relative weight of each factor.
- Score each jurisdiction based on the factors. This may require rescaling scores to equal 100%. See the example for [Metropolitan Council Allocation of Affordable Housing Need](#) above for more information on how to calculate and rescale scores using Z-scores.
- Add all rescaled scores, then divide each jurisdiction's score by the total. This is the factor distribution score.
- Multiply the total need by the jurisdiction’s factor distribution score.

- Subtract the number of existing emergency housing units and emergency shelter beds in each jurisdiction from the total allocation to determine the number of emergency housing units and emergency shelter beds needed. Repeat this process for permanent supportive housing.

### **Benefits of Method**

This method aims to provide equitable access to needed services and higher-opportunity areas, or weight decisions of location based on unique local factors. It recognizes that some jurisdictions may provide greater service access or capacity, amenities or other factors to clients in need of special housing.

### **Limitations of Method**

The factors that form the basis of the allocation will need to be scored locally. This could require substantial background research to locate service providers, service capacity, and other amenities. Further, counties should aim for consensus on weighting factors, which may take time. This method would require normalizing scoring criteria (e.g., calculating Z-scores) and re-scaling allocation weights, which can be complex mathematically. Counties undertaking this method should draw on local planners with statistical skills or outside consultants. This method could also concentrate allocations in places where services and other amenities are currently located, without consideration of areas that could or should develop these amenities in the future. This could further concentrate special housing needs in jurisdictions where they are currently located, limit housing choice, and further limit access to areas of higher opportunity.

## Issues to Consider

There are a variety of issues that counties and cities may wish to consider when determining each jurisdiction's appropriate share of housing needs for lower-income households. This section provides a discussion of several of these issues. These issues may be considered when selecting an allocation method or refine one of the methods described above, or even designing a new method to better align the resulting allocation with local and countywide planning goals and policies. This list of considerations is not meant to be exhaustive. Counties and cities may consider other issues as well.

## Current Disparities in the Provision of Affordable Housing Options and Services

In many counties, the current distribution of affordable or supportive housing options is not evenly spread among different jurisdictions. The same can be said for emergency housing and services. There are several (often interrelated) causes that can give rise to these outcomes, including:

- Exclusionary zoning practices that disallow housing diversity within communities
- Displacement from jurisdictions with rising housing costs to other jurisdictions with relatively lower costs
- Community resistance to siting new affordable housing, shelters or services
- Differences in levels of public investment
- Differences in housing market conditions that result in variation in housing costs

Whatever the causes, allocations of housing need should take these differences into consideration. For example, an allocation may assign more affordable housing need to jurisdictions where there is a current lack of affordable housing options and less need to jurisdictions that already have a greater share of the county's affordable housing stock.

Commerce is providing data about baseline (2020) housing stock for all jurisdictions, including estimates of units by affordability level. This data is used in the HNAT to develop allocations that account for current disparities. Counties and cities can use this data to inform discussions about allocating fair shares of projected housing need by jurisdiction. They may also wish to supplement or replace this data with more reliable local information about income-restricted housing units counts, permanent supportive housing or emergency housing/emergency shelters by jurisdiction.

## Capacity for New Housing Development

The vast majority of projected unmet housing needs will be addressed through new residential and mixed-use development. Counties and cities with current data about zoned land capacity for new housing development can use this information to help refine allocations. However, limiting housing growth allocation should be considered in conjunction with the updated housing requirements under RCW 36.70A.070, which among other things require jurisdictions to have policies and provisions for moderate density housing options within urban growth area boundaries. In many cases, cities and counties will be considering zoning changes in their comprehensive plan updates to better accommodate projected housing needs, so it may sometimes be appropriate for total housing growth allocations to exceed capacity for new housing growth as measured in a recent buildable lands analysis or other study.

Later in 2022, Commerce will be publishing guidance for analyzing and demonstrating the alignment of land capacity with allocated housing needs by income level and for special needs housing. This guidance will address issues such as considering not just total unit capacity, but also capacity by density level or housing types that can be associated with addressing housing needs at different income levels.

## Access to Transit, Amenities, Jobs or High Opportunity Areas

Counties and cities may have local policy objectives to focus new housing development in areas that are well served by transit, close to jobs or amenities, or in high opportunity areas that may have been exclusive to low-income residents in years past. Building new affordable housing, shelter, and supportive housing is often met with considerable local pushback, despite [little evidence](#) that there is an impact on property values or crime rates, which further impedes access to amenities and opportunities. These factors are still of critical importance to lower-income populations. For example, approximately 40% of people experiencing unsheltered homelessness are employed and may benefit from housing options closer to employment opportunities. Housing allocations can help operationalize these policy objectives as targets for new housing production by affordability level and for special needs housing, by jurisdiction. Creative solutions, such as vouchers for taxi or app-enabled ride-sharing services may help expand the areas suitable for special housing needs.

## Access to Services

People who have experienced or are at risk of homelessness and require access to special housing may also have service needs. The experience of homelessness, particularly unsheltered homelessness, leads to [increased risk of certain health conditions](#). These individuals may require access to services, whether coordinated by case managers or through self-referral. Counties and jurisdictions may consider distance to service options in their allocation plans, developing housing near existing service locations. Conversely, other areas may have other amenities that make it an ideal location for shelter or PSH, such as transit, but not any social service infrastructure. Communities should consider ways to expand social service offerings, whether through additional physical locations or telehealth, to maximize jurisdictions suitable for these housing types.

## Equity and Access to Opportunity

There are significant and persistent disparities with regards to household income and homelessness. Due to current and historic systems of racial and ethnic discrimination, black, indigenous and people of color are more likely to be low-income and are [vastly overrepresented](#) in the homeless service system. Racially discriminatory practices such as 'red lining' and restrictive covenants on property have had long-lasting impacts on cities neighborhoods, resulting in multi-generational wealth inequality due to barriers to homeownership experienced by marginalized populations.

Allocation plans can support local equity initiatives in giving fair access to high opportunity areas for impacted populations and be the basis for planning to address structural barriers to housing opportunities. HB 1220 requires that jurisdictions planning under GMA examine racially disparate impacts, displacement and exclusion resulting from current housing policies and regulations and begin to undo them with policies and regulations. The findings from this analysis may be one good source for informing how allocations can address historic inequities. Later in 2022, Commerce will be publishing guidance on how communities can begin to address and undo past racially disparate impacts, exclusion and displacement in housing policies and regulations.

## Addressing Displacement Risk

In some communities, residents may be at heightened risk of displacement due to rising housing costs or redevelopment activity. As noted above, HB 1220 requires that jurisdictions planning under GMA examine racially disparate impacts, displacement and exclusion resulting from current housing policies and regulations. The findings of this analysis and other work by regional planning agencies such as PSRC may be helpful in identifying which jurisdictions have residents facing the most acute displacement pressures or which kinds of households are most at risk of displacement. This information can be used to inform an allocation of housing needs that may counteract displacement pressures with additional supply of units at income levels in greatest need. Jurisdictions with displacement pressure should also consider policies to minimize or mitigate any additional displacement pressure resulting from projected new housing development.

Later in 2022, Commerce will be releasing guidance for how to identify areas at risk of displacement and recommendations on how to begin to undo displacement and prevent future displacement. These resources may be helpful for evaluating how displacement risk could be factored into allocation decisions.

## Vacation Homes

In some communities, a significant proportion of the housing stock are not used as full-time residences. Instead, they are used as vacation homes and/or rented as short-term rentals using services such as Airbnb or VRBO. In these locations, much of the new housing development may be devoted to serving the demand for vacation homes rather than demand for full-time residences.

As will be detailed in forthcoming technical documentation, Commerce's housing needs projections will account for the proportion of the current housing stock devoted to recreational use rather than full-time residence. However, the projection of additional future units needed will only account for the needs of the full-time population. Consequentially, the allocations in the HNAT will only address additional units needed to accommodate full-time population. Therefore, jurisdictions should identify policies to ensure that enough new housing developed can accommodate full-time residents. Income-restricted housing, for example, can require full-time residency. For market-rate housing, jurisdictions can explore policies such as short-term rental regulations, licensing, or taxes. See Commerce's [Guidance for Developing a Housing Action Plan](#) for examples of policies to consider.

## Dealing with Small Allocations

Using any of these methods, it is possible that some smaller jurisdictions will be allocated a small number of units that may not be feasible for a separate new development (e.g., one unit of emergency housing or three units for extremely low-income households). In these cases, counties and cities may consider a variety of options to make the allocation more viable for implementation.

- Since the focus of these methods is to distribute special housing needs based on population, existing need or neighborhood amenities, jurisdictions given very small allocations can cooperate with neighboring or nearby jurisdictions to consolidate resources or facilities. This will keep resources in the areas most closely aligned with the original intent of the allocation methodology and may be beneficial in small towns or cities. Other areas, such as Metro Atlanta, have successfully implemented shared facilities with counties proportionally sharing costs. The King County Regional Homelessness Authority brings together county and City of Seattle resources to better coordinate services within King County.
- Alternatively, jurisdictions with small allocations for emergency housing needs may choose to use voucher systems through hotels or temporary housing to create their allocation allotment without the need for the construction of a new facility. If this approach is implemented, jurisdictions will need to work with service partners to ensure that households using a voucher have access to case management and other needed services.
- In many communities, smaller non-profits or faith-based programs may have capacity to provide shelter. In many cases, the shelters offered through these types of organizations may be seasonal or temporary, but may have the ability to convert to year-round shelter with additional funding or service supports.
- Small cities or towns in sparsely populated counties may receive small allocations and contend with the compounding challenge of having long routes between services or few or no service options. These communities should consider partnerships with mainstream service providers, such as health clinics, county social services, school support offices and community action partnerships, to fund and staff emergency housing and PSH. Jurisdictions in close proximity may also consider pooling resources and sharing allocations, or sharing allocations with nearby population centers.

## Using Existing Housing Stock to Meet Affordability Goals

Some communities may have limited capacity for new housing development, but nonetheless have housing needs to address. In addition to options for increasing capacity, these cities and jurisdictions also have options to make their existing housing stock more affordable. Examples include:

- Purchasing existing housing stock that is not rent-restricted or housing stock with affordability covenants that are expiring. This kind of housing preservation can be done in partnership with an affordable housing provider. Depending on the level of public subsidy, the units can be made available at lower affordability levels or rents can be held steady until they become affordable in the future.
- Purchasing and converting existing buildings, such as motels, to serve as emergency or supportive housing.
- Providing vouchers that can be used in the private housing market to effectively change the affordability level of current units.

These options can be considered when determining jurisdictional allocations, particularly in cases where allocated needs exceed adopted growth targets.

## Interjurisdictional Partnerships

There are several interjurisdictional partnerships in Washington State which were formed to support collaboration in the development and implementation of strategies for meeting regional or sub-regional

housing needs that exceed the boundaries of any single jurisdiction. Examples include A Regional Coalition for Housing (ARCH), South King Housing & Homeless Partners (SKHHP), Alliance for Housing Affordability (AHA) and South Sound Housing Affordability Partners (SSHAP). While individual jurisdictions are statutorily required to inventory and plan for their own individual shares of countywide housing needs, interjurisdictional partnership may provide helpful opportunities to consider both during and after the allocation process. For example, a partnership that involves the pooling of resources to support affordable housing development may coordinate resources to fund development of affordable housing or special housing that might not otherwise get built or it could track progress towards meeting collective housing targets for low-income housing within a sub-region. Alternatively, such an organization may be able to facilitate and manage an interjurisdictional housing voucher system. Commerce’s forthcoming HB 1220 guidance may provide additional recommendations for the potential and appropriate roles for interjurisdictional partnerships in meeting housing needs as well as how these roles should be reflected in countywide planning policies and comprehensive plans.

# COUNTYWIDE PLANNING POLICIES



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

City Council Workshop

# ORIGINS

- CWPP or CPP
- Growth Management Act – RCW 36.70A
- 1992, 1998, 1999, 2015, 2017
- GMA requires that counties subject to the GMA adopt Countywide Planning Policies (CWPPs) and requires that these policies be developed with the cooperation of the municipalities within the county (RCW 36.70A.210(2))
  - CWPPs are written policy statements used to establish a countywide framework from which county and municipal comprehensive plans are developed and adopted in order to ensure consistency between plans as required by RCW 36.70A.100 and RCW 36.70A.210
  - CWPPs are intended to improve coordination between governmental agencies and prevent redundant or conflicting actions
  - CWPPs are also intended to promote contiguous and orderly development and provide urban services to such development

# SCOPE

- **Planning Goals**
- **Policies**
  - JPA, UGA, ILA, Urban and Rural Development, Transportation, Housing, Land Use, Economic Development etc.
- **Admin & Implementation**
  - Amendments
  - Population Projections & Land Capacity
- **Appendix A – Buildable Land Procedures**

# 2023 CURRENT SCOPE

- Terminology
- Amendments to the Buildable Land Procedures
  - Historic Properties
  - Amend Adjustment Factor
- Population
  - Housing Needs and allocation
    - Method A or B
- Other minor corrections

# NO ACTION REQUIRED QUESTIONS? / COMMENTS

City of Oak Harbor  
City Council  
Workshop Agenda Bill

Date: July 26, 2023

Subject: a. Action Item: Project 25 (P25)  
Compliance and Equipment  
Purchase

FROM: Chief of Police, Kevin Dresker

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**SUMMARY STATEMENT**

## **SUGGESTED MOTION:**

I move to authorize staff to proceed with ICOM's procurement of the Oak Harbor Police Department radio P25 improvement project in the amount of \$78,529.00.

## **SUMMARY:**

Project 25 (P25) develops standards for interoperable land mobile radio (LMR) systems so emergency responders can exchange critical communications across agencies and jurisdictions. P25 standardizes interfaces between the various components of the LMR systems emergency responders' use. ICOM 911 manages and provides technical support to the LMR system, which includes radio towers, repeaters, and radio hosting.

P25 supports secure communication through the use of Federal Government endorsed 256 bit key AES encryption, key management, and equipment authentication. For added security when communicating sensitive information, agencies should consider encrypting radio traffic. One of the key requirements is to encrypt communications, so it cannot be intercepted by a third party. This is crucial for police and tactical teams, where interception of their communications could give away their positions and other key operational details.

P25 offers many new features to meet the evolving and changing needs of public safety agencies, such as the ability to carry IP data for advanced data applications, and support for GPS and location services, enhancing user safety by being able to immediately locate them in an emergency situation.

The Department's current radio infrastructure does not meet federal Project 25 standards for secure communication, encryption, key management, location services and equipment authentication. Additionally, current Dept. of Homeland Security and FEMA grant recipients are required to comply with P25 standards when purchasing LMR equipment.

## **FISCAL IMPACT:**

Total Project Cost is \$78,529.00

Approximately \$28,000 of ARPA funding was already assigned and approved. OHPD is requesting an additional \$50,529.00 from ARPA funds for the remaining balance. If grant opportunities are available, they will be pursued.

If additional ARPA funds are not approved, the remaining costs will have to come from the current OHPD budget as this is a necessary equipment upgrade.

## **ATTACHMENTS**

1. [P25 Upgrade](#)
2. [Project 25 Presentation](#)



**OAK HARBOR POLICE DEPARTMENT**  
Kevin Dresker, Chief of Police  
860 SE Barrington Drive • Oak Harbor, WA 98277  
(360) 279-4600 • FAX (360) 279-4609



06-12-23

David Goldman,

Re: P25 Compliancy and equipment – Request for additional ARPA funding.

As you are aware, the ARPA committee previously approved reallocation of some ARPA money already allocated to the Oak Harbor Police Department (OHPD) for another use, to now be used for improved radio abilities and along with that, P25 compliancy. The amount of money currently allocated in ARPA for this purpose is about \$28,000.

As we have worked with our Regional Dispatch Center (ICOM) and its technicians, we have obtained a more detailed list of equipment we would need in order to become P25 compliant. The purchase of this equipment would be made by ICOM, as the equipment is installed at remote transmitter sites and also within their facility. The radios which OHPD has for our officers, are already compatible with the P25 standard and would use the new infrastructure to operate within the P25 standard. The infrastructure we would purchase would also provide some benefit for the Fire Department, although they would need to make additional purchases specific to their frequency if they wanted to reach the P25 compliant level.

The total anticipated cost for the equipment will be an estimated \$72,170. OHPD has \$28,000 allocated, so I am requesting an additional \$44,170 from ARPA funds, to purchase the necessary equipment (ICOM would bill the City for the items).

Some information on the P25 standard:

Project 25 (P25) develops standards for interoperable land mobile radio (LMR) systems so emergency responders can exchange critical communications across agencies and jurisdictions. P25 standardizes interfaces between the various components of the LMR systems emergency responders' use.

P25 supports secure communication through the use of Federal Government endorsed 256 bit key AES encryption, key management, and equipment authentication. For added security when communicating sensitive information, agencies should consider encrypting radio traffic.

One of the key requirements is to encrypt communications, so it cannot be intercepted by a third party. This is crucial for police and tactical teams, where interception of their communications could give away their positions and other key operational details.

P25 offers many new features to meet the evolving and changing needs of public safety agencies, such as the ability to carry IP data for advanced data applications, and support for GPS and location services (GPS locating of portable radios, with additional equipment), enhancing user safety by being able to immediately locate them in an emergency situation.

Another benefit of P25 is that it can be designed and deployed in a number of different configurations. To meet the end user needs, P25 supports simplex radio to radio operation, repeaters for expanded coverage, wide area voted or Simulcast systems, trunked operations, broadband integration, and can interface to a wide range of dispatcher solutions, voice recorders, and other third-party applications, such as location services.

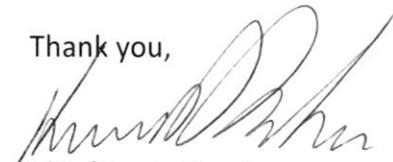
Digital radio standard: This means you get the benefits of digital audio quality. An analog FM radio system will sound noisier and more distorted, the further away from the repeater that you move. P25 digital radio systems can be designed so that within the normal operating area of the system, the audio quality is maintained at the same high level.

Summary:

1. Current DHS and FEMA grant recipients are required to comply with P25 standards when purchasing LMR (Land Mobile Radio) equipment.
2. A major benefit for this digital standard is the ability to encrypt radio traffic. This prevents people who may be listening to a scanner from being able to hear the officers communicating. This can be a major officer-safety issue, especially while responding to “critical” calls. There are numerous instances where a suspect listens to officers’ response by using a scanner and this enables the suspect to flee, prepare for their arrival or possible set up in a position to harm them.
3. Having a clear and reliable radio system provides obvious benefits.
4. Improving interoperability among agencies, both on and with those off of Whidbey Island is important, even more so now that OHPD is part of at least two regional teams with Skagit County agencies (NCRS SWAT and SMART).
5. Purchasing this equipment now, when we might have federal money available, and at a minimum, when the City can afford to do so, is being proactive, efficient and supportive of our officers and their safety.
6. I believe we should move forward, and I have communicated with the Mayor on this matter. My hope is to get this system in place as soon as possible. If I don’t receive the entire amount needed from ARPA funds, I will likely look towards my budget to see what I can pull from there.

Please let me know if you need more information or if you need me to address the ARPA committee.

Thank you,



Chief Kevin Dresker

Oak Harbor Police Department



# QUOTE

QUOTE #: 23OHPD01

DATE: JULY 20, 2023

**PREPARED FOR:**

Oak Harbor Police Department  
 Attn: Meg Massey  
 800 SE Barrington Dr.  
 Oak Harbor, WA 98277  
[kdresker@oakharbor.org](mailto:kdresker@oakharbor.org)  
[tslowik@oakharbor.org](mailto:tslowik@oakharbor.org)  
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**PREPARED BY:**

ICOM  
 Jo Bower  
 840 SE Barrington Dr.  
 Oak Harbor, WA 98277  
[jbower@icom911.org](mailto:jbower@icom911.org)

No.	Description	Cost Each	Number Required	Total Amount
<b>1</b>	<b>Motorola P25 Equipment for OHPD</b>			
	Digital Simul/Voter	\$21,505.00	1	\$21,505.00
	Analog Simul/Voter	\$3,410.00	1	\$3,410.00
	P25 Digital Gateways	\$2,310.00	3	\$6,930.00
	Analog Gateways	\$2,310.00	3	\$6,930.00
<b>2</b>	<b>Safran</b>			
	Copper SFP Module	\$140.00	3	\$420.00
	SecureSync Model 2406-413	\$5,660.00	3	\$16,980.00
	SecureSync 10 MHz Out Option Card	\$940.00	5	\$4,700.00
	SecureSync Programmable TTL Output Option Card	\$1,280.00	4	\$5,120.00
	SecureSync Duel Gigabit Ethernet Option Card	\$2,120.00	1	\$2,120.00
	GNSS Outdoor Antenna	\$300.00	3	\$900.00
	GPS Antenna Surge Protector	\$310.00	3	\$930.00
<b>3</b>	<b>ICOM 911 Labor (Est. 42 HRS)</b>	\$50.00	42	\$2,100.00
			Total:	\$72,045.00
			Tax 9.0%	\$6,484.05
			<b>Total Estimated Costs</b>	<b>\$78,529.05</b>

**Terms and Conditions**

Estimated Lead Time: 12-16 Weeks  
 Pricing: All pricing is USD rates  
 Quote Valid for 30 Days

If you have any questions concerning this Quote, please contact:

Jo Bower  
 Executive Assistant  
 Phone: (360) 632-7843  
[jbower@icom911.org](mailto:jbower@icom911.org)

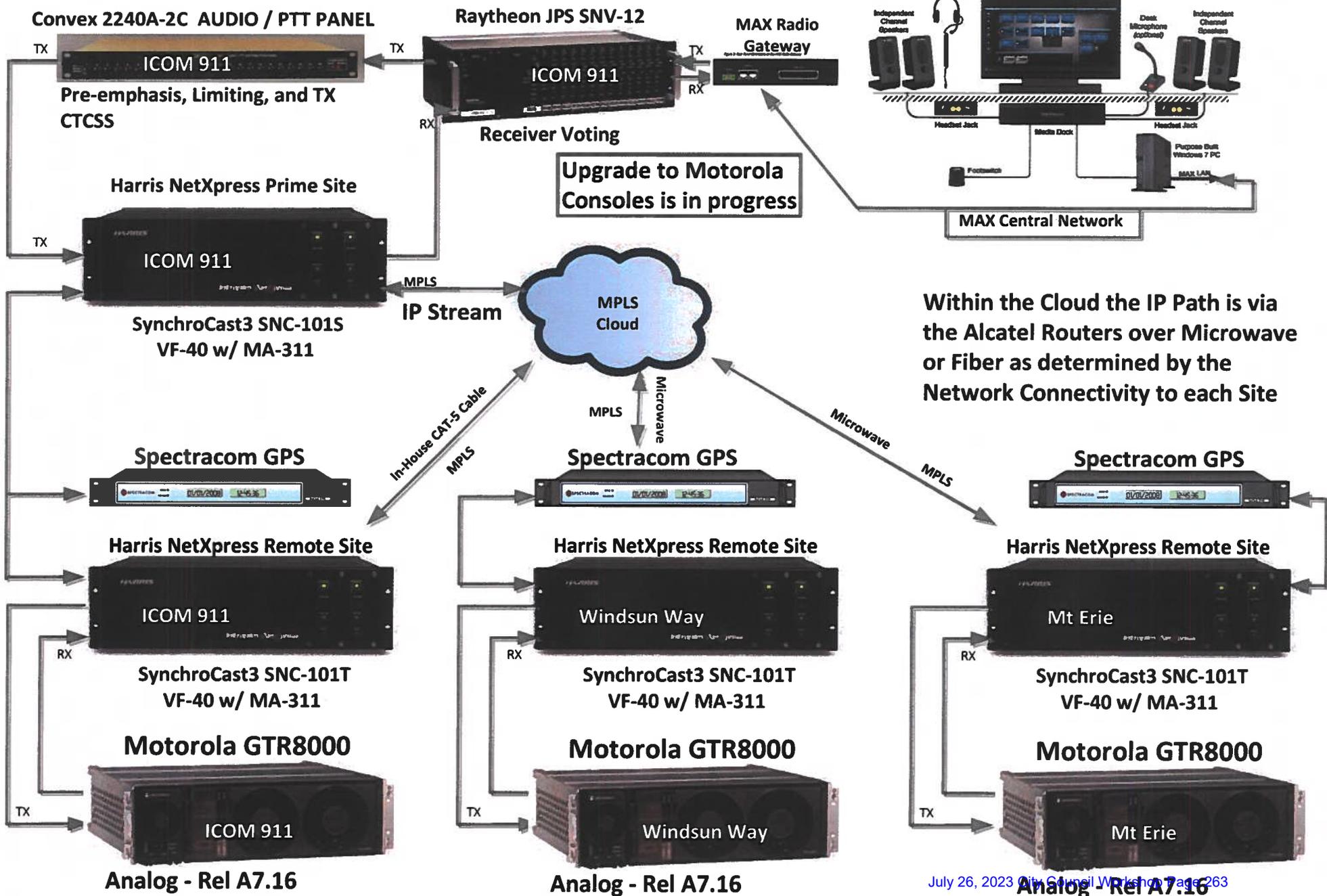
# Zetron MAX to GTR8000 - IP Simulcast Audio Connectivity

## OHPD 11-18-2022JJ

Basic Block Diagram  
With Partial Connectivity

Zetron MAX Dispatch Consoles

Figure 3 - Console audio visual configuration with the Media Dock

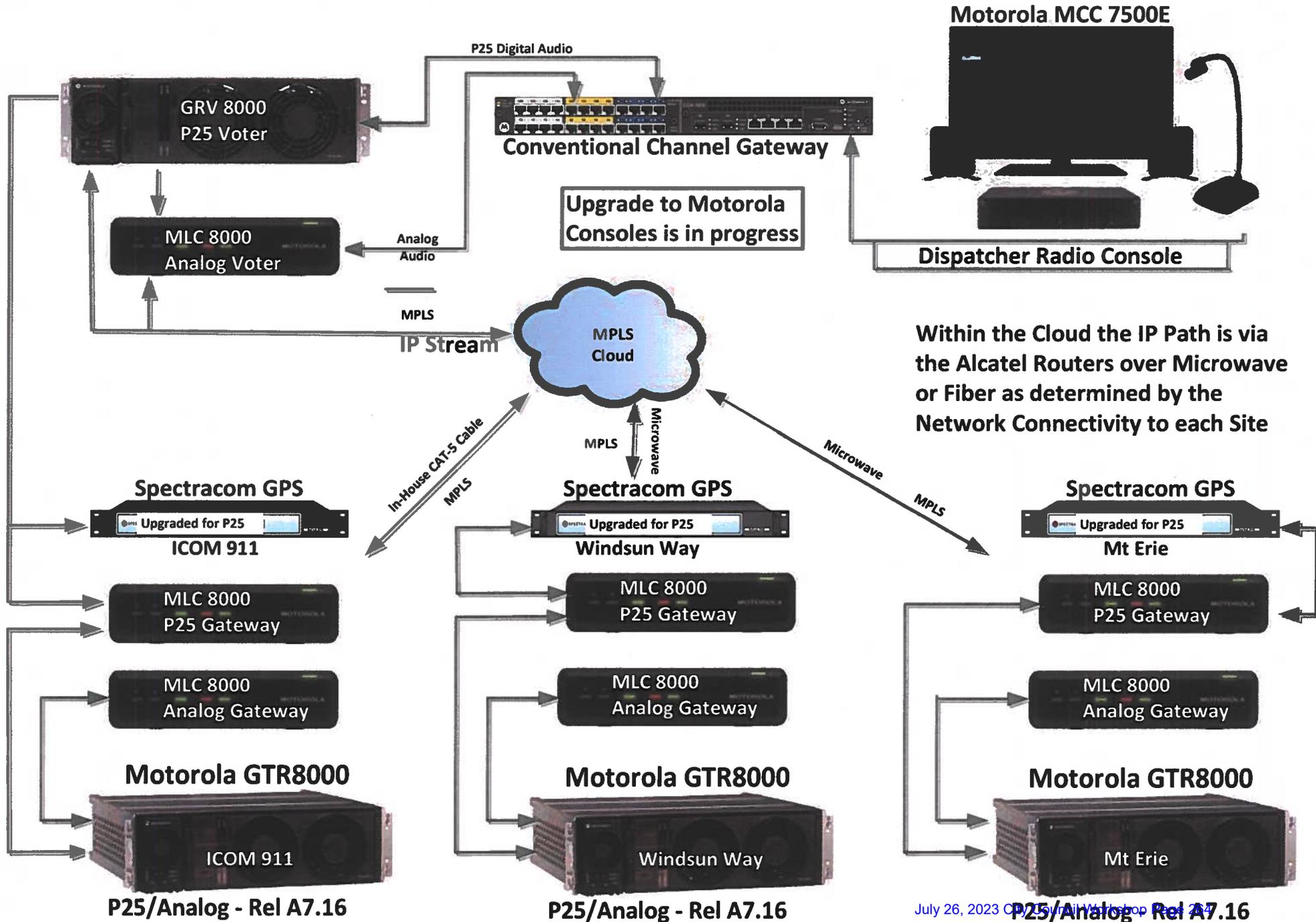


# Motorola MCC 7500E to GTR8000 - P25/Analog

**AFTER**

OHPD 11-18-2022JJ

Basic Block Diagram  
With Partial Connectivity



# PROJECT 25 (P25) COMPLIANCY AND EQUIPMENT

# BACKGROUND

- **First Responder Agencies (Police, Fire, EMS) in Island County utilize Island County Emergency Services (ICOM 911) as the sole regional dispatch center.**
- **ICOM 911 manages and provides technical support to the Land Mobile Radio (LMR) system, which includes radio towers, repeaters, and radio licensing.**
- **The current radio infrastructure does not meet federal Project 25 standards for secure communication, encryption, key management, location services and equipment authentication.**
- **Current Dept. Homeland Security & FEMA grant recipients are required to comply with P25 standards when purchasing LMR equipment.**

# BENEFITS OF P25

- **Develops standards for interoperable Land Mobile Radio (LMR) systems**
- **Standardizes equipment compatibility.**
- **Converts the existing analog radio channel to a digital radio channel.**
- **Allows for broadband integration, improved clarity, & expanded coverage area.**
- **Supports secure communication through use of 256-bit key AES encryption.**
- **Ability to carry IP data for advance applications and future growth.**
- **Supports GPS and location services improving situational awareness and safety.**

# BENEFITS OF P25

- This project provides many benefits including improved officer safety, improved interoperability with partner agencies including federal agencies, and future grant opportunities.
- Chief Dresker believes the key benefit is the ability to encrypt communications, so it cannot be intercepted by a third party. This is crucial for police and tactical teams, where interception of their communications could give away their positions, other key operational details, and disrupt police response during critical events.

# FUNDING

- The total cost of the project is \$78,529.00.
- OHPD has secured \$28,000.00 for this project.
- OHPD has requested additional funding in the amount of \$50,529.00 from ARPA to cover the remaining balance of this purchase.
- If additional ARPA funds are not approved the remaining cost will be taken from the current police budget.

# CONSIDERATIONS

- Equipment Costs: During the period of March to July equipment pricing has increased by 10% due to parts supply availability. Approving this purchase will secure a fixed price of equipment and avoid future expenses due to inflation and supply chain concerns.

# RECOMMENDATION

**I move to authorize staff to proceed with ICOM's procurement of the Oak Harbor Police Department radio P25 improvement project in the amount of \$78,529.00.**

**THANK YOU!**

City of Oak Harbor  
City Council  
Workshop Agenda Bill

Date: July 26, 2023  
Subject: a. City Administrator's Report

**FROM: Blaine Oborn, City Administrator**

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**SUMMARY STATEMENT**

The City of Oak Harbor is committed to creating a vibrant and sustainable community by delivering quality services, enhancing the quality of life, and fostering economic opportunities. This mission is achieved by our employees in all aspects of their work. The monthly report highlights our projects, processes, and accomplishments for the prior month. It includes a narrative as well as metric reporting which provides consistent information to City Council and reflects the unique work of each department. From development permitting to citizens served, these metrics show a full-service city in action.

**ATTACHMENTS**

1. [City Administrator's Report](#)
2. [Department Metrics](#)
3. [Oak Harbor Demographics Report July 2023](#)

# MEMORANDUM

**TO:** City Councilmembers  
**FROM:** Blaine Oborn, City Administrator  
**DATE:** July 21, 2023  
**REGARDING:** Monthly Report & Department Metrics



## MAYOR/EXECUTIVE DEPARTMENT

### *City Administrator (CA) Leadership:*

- Conducted weekly city leadership and department director coordination meetings.
- Participated in weekly unified planning meetings, and Fire Station 82 internal task force meetings, as well as various labor management/union negotiation meetings.
- Attended the July 10 Park Board meeting.
- Attended the Fire Department Open House and July 20 Hearing Examiner meeting regarding the Conditional Use Permit request for the proposed second Fire Station. If approved, then City will proceed with property purchase.
- Working with HR on the classification and compensation study for non-represented employees City Council discussion in August.
- CA Blaine Oborn recently received the Credentialed Manager designation from ICMA, the International City/County Management Association. CA Oborn is one of over 1,300 local government management professionals currently credentialed through the ICMA Voluntary Credentialing Program. To receive the prestigious ICMA credential, a member must have significant experience as a senior management executive in local government; have earned a degree, preferably in public administration or a related field; and demonstrated a commitment to high standards of integrity and to lifelong learning and professional development. ICMA advances professional local government worldwide. The organization's mission is to advance professional local government through leadership, management, innovation, and ethics.

### *CA Legislative Outreach:*

- Met with Commissioner Johnson regarding the City's Rural County Economic Development (RCED) Grant.
- The Island County Board of County Commissioners (BOCC) is awarding \$1,000,000 for the marina dredging project pending contract approval.
- The BOCC as part of considering the RCED North Whidbey sewer expansion project has requested further discussion related to affordable housing.
- Coordinating lobbying for Marina issues and grant funding that may lead to consideration of a lobbyist given the complexity.
- Attended July 13 candidate forum.

### *CA Community Support:*

- Along with Councilmembers, represented the City in the Independence Day Parade.

### *Economic Development (ED):*

- ED Coordinator working on City Strategic Plan in cooperation development of Island County Comprehensive Economic Development Strategy Plan.
- CA and ED Coordinator met with Zply Fiber and Whidbey Telecom & HITC.

- ED Coordinator and Development Services Director attended the Economic Development Council (EDC) for Island County annual meeting June 22 wherein CA Blaine Oborn was reelected as a Board Member.
- ED Coordinator has prepared the attached updated Oak Harbor Demographics Report.
- City is working with the County on a Comprehensive Economic Development Strategy (CEDS) Strengths, Weaknesses, Opportunities & Threats (SWAT) Analysis. ED Coordinator is taking the lead on a jurisdictional local SWAT analysis that Councilmembers have been invited to participate in. The public can provide perspective on priorities and challenges to business and economic development in Island County at <https://forms.gle/BVYLHpJhCfUDbgvK6> by August 1.

*Communications:*

- Attended the kick-off event for the Independence Day carnival.
- Published newsletter in July utility bills and working on content for the August utility bills.

*Records Management*

- 2022 Public Records Reporting to JLARC (Washington Joint Legislative Audit & Review Committee): 792 requests received with 74% processed within 5 days.

*Board & Commission Current/Upcoming Vacancies:*

- Arts Commission (alternate)
- Marina Advisory Commission (1 position)
- Park Board (alternate)
- Planning Commission (1 position)
- Salary Commission (2 positions & alternate)

*Special Event Permitting:*

- Twelve applications are under review for 2023 events.
- Issued permits for two command picnics, the Independence Day festivities, and the Ragnar Northwest Passage running event.

## **DEVELOPMENT SERVICES**

*Building*

- Processed 21 new home permit applications for Marin Wood Subdivision
- Processed building permits for multiple duplex, tri-plex and four-plex structures at Crosby Trace on Oak Harbor Rd.
- Approved Sonic Drive-In but processing design changes.
- Ready to issue permits for Glint Car Wash.
- Approved occupancy for Cosmic Veggies and Kraken Cove restaurants as well as three of the eleven U-Haul buildings.

*Long Range Planning*

- Community Rating System – exploring the use of the FEMA Program.
- Working Multi-Family Tax Exemption (MFTE) - contract extended to 10/31/23.
- Active Transportation Program (ATP) – reviewing maps and documents.
- Countywide Planning Policies – working with Island County on methodologies.
- Accessory Dwelling Unit Text Amendment – project delayed due to changes in state law.

## Finance

- Seattle June 2023 12-month trailing CPI reading (headline reading) came in at 4.6% which is down 2.3% from the April reading of 6.9%. The primary reason for this is that the latest 2-month trailing reading (May-June 2023) came in at 1.0% while the reading for the same period last year (which it replaced) was 3.2% (red circles on the table below). The next reading for August 2023 will be released on September 13, 2023. That 2-month trailing reading will replace the same period last year which came in at 0.0%. Unless the August 2023 2-month trailing reading comes in below 0.0% (orange circles on the chart), likely the headline August 2023 CPI reading will increase above 4.6%.

## FIRE

- Hosted an open house on July 12 to provide information on the design, site plans and construction timeline for the new station.
- Hearing Examiner conducted a July 20 public hearing on the conditional use permit application for the new fire station to be located at 1250 SW Swantown Ave.

## HUMAN RESOURCES

- Open recruitments include Fitness Instructor, Police Officer, Storm Drain/WWC Specialist, Streets Specialist and WTP Operator. [www.governmentjobs.com/careers/oakharbor](http://www.governmentjobs.com/careers/oakharbor)
- The Wellness Committee held its mid-year retreat and planning is underway for the August 24 Employee Picnic.

## PARKS AND RECREATION

- The Arts Commission sponsored a youth mural summer camp for 15 fourth grade students at Broadview Elementary School.
- Director conducted a site visit to various city parks and properties for the Park Board members.



### Marina

- Boat Ramp Launch Repair was completed on July 1.

### Parks

- A pressure reduction valve for the Windjammer Park irrigation mainline will be installed to mitigate further line breaks within the system.

### Senior Services

- The Center's Annual Member Picnic is August 4 at 12:00 PM at Windjammer Park – West Kitchens. City Council and leadership are all welcome and encouraged to come for the fun.

- Exhibitor registration is now open for the annual 50+ Resource Fair on September 20. This event brings together businesses and groups who have quality of life enhancing products and services specifically for people over the age of fifty in an opportunity to connect with the community they serve.
- The Whidbey Prime Time Players, the Center readers theatre group, had their first public performance at The Center on July 20 presenting their original scripted play “Senior Moments” written and directed by Mark MacNaughton.

## POLICE

- National Night Out will be held on August 1 from 4-7 pm at Windjammer Park.

## PUBLIC WORKS

- The West Whidbey Avenue project is underway with storm line replacement being completed this month along the south end of the road. Road closures will not impact mail delivery or trash collection and emergency services vehicles continue to have access. No roadwork will take place on the weekend; the roadway will be open. The City hired a contractor (the lowest bidder) to complete the water main replacement, storm line replacement, full roadway overlay, and roadway striping on West Whidbey Avenue between NW Jib Street and North Oak Harbor Street. The project will include improvements to the crosswalks on West Whidbey in support of elementary and high school students and other pedestrians.



- The 2023 Paving Project which was detailed in the June 28 report is nearly complete. Citizens, businesses, and visitors are enjoying the much-improved roadway along Columbia Drive, Haslo Place, 7<sup>th</sup> Avenue, Ebb Tide Court, Ensign Drive, Calista Court, and Atlanta Way. There is still paint striping and some punch list items to be finished.

### Administration Department

## Social Media Reporting

### City of Oak Harbor



5,706

Followers



632

Followers



1,431

Followers



211

Followers



348

Subscribers

### Oak Harbor Police Department



10,360

Followers



114

Followers

### Oak Harbor Fire Department



3,034

Followers



907

Followers

### Oak Harbor Marina



1,713

Followers



205

Followers

### The Center



1,241

Followers

## LAMA Monthly Permits Report

**Issued Date: June 2023**

Issued	Type	Number	Fees
<b>Single Family Residential</b>			
06/01/2023	New Building	2304-0234-NEWC	\$ 12,578.69
06/01/2023	New Building	2304-0233-NEWC	\$ 13,649.44
06/01/2023	New Building	2304-0230-NEWC	\$ 11,749.05
06/01/2023	New Building	2304-0229-NEWC	\$ 12,783.93
06/01/2023	Mechanical	2305-0330-MEC	\$ 38.50
06/01/2023	Mechanical	2305-0348-MEC	\$ 34.50
06/01/2023	Deck	2304-0197-DEC	\$ 166.96
06/02/2023	Mechanical	2305-0308-MEC	\$ 38.50
06/02/2023	Mechanical	2305-0309-MEC	\$ 38.50
06/06/2023	Mechanical	2305-0337-MEC	\$ 34.50
06/07/2023	Mechanical	2306-0353-MEC	\$ 38.50
06/08/2023	Meter Installation	2305-0317-MET	\$ 423.38
06/08/2023	Meter Installation	2305-0319-MET	\$ 423.38
06/08/2023	Mechanical	2306-0355-MEC	\$ 53.50
06/09/2023	New Building	2304-0231-NEWC	\$ 13,467.69
06/12/2023	Mechanical	2306-0349-MEC	\$ 34.50
06/12/2023	Mechanical	2306-0367-MEC	\$ 34.50
06/13/2023	New Building	2304-0235-NEWC	\$ 11,938.37
06/13/2023	Right-of-Way / Excavation	2306-0359-ROW	\$ 58.00
06/13/2023	Alteration	2306-0371-REN	\$ 438.15
06/14/2023	Solar Energy System	2305-0312-SOLR	\$ 476.41
06/15/2023	Right-of-Way / Excavation	2305-0285-ROW	\$ 58.00
06/16/2023	Mechanical	2306-0380-MEC	\$ 34.50
06/20/2023	Mechanical	2306-0383-MEC	\$ 38.50

## LAMA Monthly Permits Report

### Issued Date: June 2023

06/20/2023	Alteration	2305-0343-REN	\$ 1,068.75
06/20/2023	Mechanical	2306-0381-MEC	\$ 48.50
06/21/2023	Alteration	2301-0049-REN	\$ 143.86
06/23/2023	Mechanical	2306-0369-MEC	\$ 38.50
06/23/2023	New Building	2304-0232-NEWC	\$ 12,578.69
06/28/2023	Fire Sprinkler System	2306-0388-FSPR	\$ 240.00
06/29/2023	Right-of-Way / Excavation	2306-0404-ROW	\$ 92.00
Totals			\$92,840.25

### Duplex

06/26/2023	Fire Sprinkler System	2306-0389-FSPR	\$ 60.00
Totals			\$60.00

### Multi-Family

06/01/2023	Mechanical	2304-0203-MEC	\$ 63.15
06/01/2023	Plumbing	2304-0261-PLM	\$ 461.95
06/08/2023	Meter Installation	2305-0318-MET	\$ 423.38
06/15/2023	Grading	2306-0351-GRD	\$ 23.50
06/26/2023	Right-of-Way / Excavation	2306-0352-ROW	\$ 92.00
06/28/2023	Tenant Improvement	2306-0414-TENI	\$ 2,810.75
06/30/2023	Right-of-Way / Excavation	2306-0370-ROW	\$ 96.20
Totals			\$3,970.93

### Office/Bank/Professional

06/08/2023	Alteration	2022-076-REN	\$ 0.00
06/14/2023	Tenant Improvement	2305-0275-TENI	\$ 208.56
06/20/2023	Alteration	2305-0342-REN	\$ 1,195.46

## LAMA Monthly Permits Report

Issued Date: June 2023

06/30/2023	Water Service	2306-0365-WAT	\$ 1,356.00
Totals			\$2,760.02

### Retail

06/15/2023	Occupancy	2305-0336-COO	\$ 32.00
06/28/2023	Occupancy	2205-0039-COO	\$ 32.00
Totals			\$64.00

### Church/Assembly

06/07/2023	Tenant Improvement	2303-0161-TENI	\$ 1,202.69
06/22/2023	Addition Building	2301-0046-ADD	\$ 5,157.44
Totals			\$6,360.13

**Grand Total Permits: \$106,055.33**

## OAK HARBOR FIRE DEPARTMENT INCIDENT RESPONSE



MAJOR INCIDENT TYPE	JUNE	2023		2022	
		COUNT	% OF TOTAL	COUNT	% OF TOTAL
Fires		11	8%	3	2%
Overpressure rupture (No Fire)		0	0%	1	1%
Rescue & Emergency Medical Service		69	48%	73	54%
Hazardous Condition (No Fire)		4	3%	3	2%
Service Call		24	17%	23	17%
Good Intent Call		19	13%	12	9%
False Alarm & False Call		15	10%	16	12%
Severe Weather & Natural Disaster		0	0%	0	0%
Special Incident Type		3	2%	3	2%
<b>TOTAL CALLS FOR JUNE</b>		<b>145</b>	<b>100%</b>	<b>134</b>	<b>100%</b>

YEAR TO DATE (JANUARY - JUNE)	2023		2022		
	COUNT	% OF TOTAL	COUNT	% OF TOTAL	
MAJOR INCIDENT TYPE					
Fires	33	3.66%	18	2.70%	
Overpressure rupture (No Fire)	1	0.11%	5	0.75%	
Rescue & Emergency Medical Service	418	46.39%	312	46.78%	
Hazardous Condition (No Fire)	16	1.78%	18	2.70%	
Service Call	251	27.86%	141	21.14%	
Good Intent Call	54	5.99%	63	9.45%	
False Alarm & False Call	120	13.32%	97	14.54%	
Severe Weather & Natural Disaster	0	0.00%	5	0.75%	
Special Incident Type	8	0.89%	8	1.20%	
<b>TOTAL CALLS: YEAR TO DATE</b>		<b>901</b>	<b>100%</b>	<b>667</b>	<b>100%</b>



# City Administrator's Report July 26, 2023

## Finance - Utility Department

*Reporting Period June 1st - June 30th, 2023*

### # of Accounts per Utility

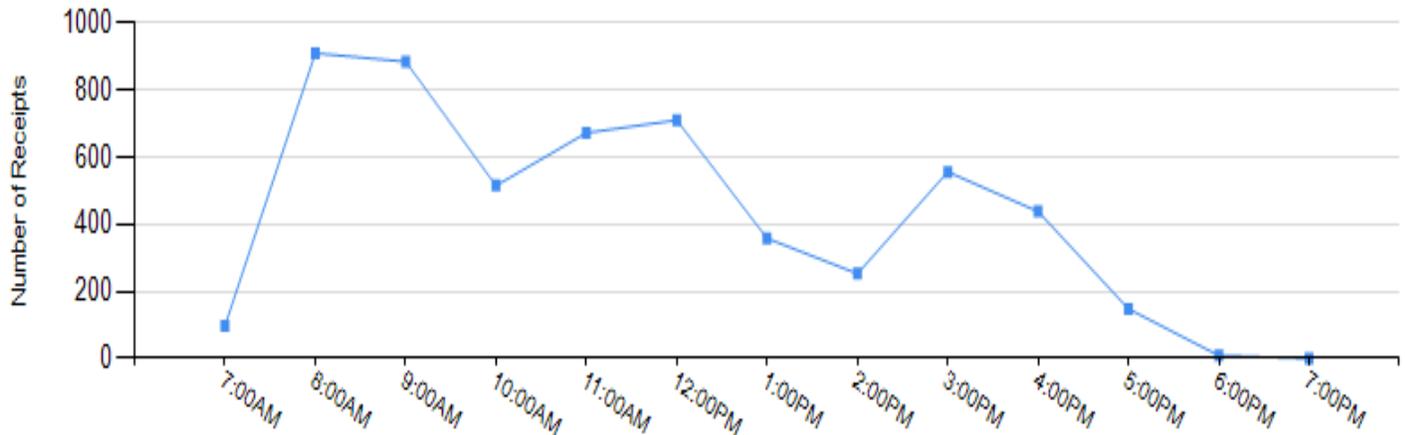
Water	<b>6547</b>
Garbage	<b>6255</b>
Sewer	<b>6307</b>
Storm Drain	<b>6328</b>

### # of delinquent accounts

**738**

### Total receipt volume report

**Hourly Receipt Volume**



7:00AM to 8:00AM	98
8:00AM to 9:00AM	909
9:00AM to 10:00AM	884
10:00AM to 11:00AM	515
11:00AM to 12:00PM	672
12:00PM to 1:00PM	710
1:00PM to 2:00PM	358
2:00PM to 3:00PM	253
3:00PM to 4:00PM	556
4:00PM to 5:00PM	438
5:00PM to 6:00PM	148
6:00PM to 7:00PM	9
7:00PM to 8:00PM	0
<b>Total Receipt Volume</b>	<b>5550</b>



# City Administrator's Report July 26, 2023

## Human Resources Department

Reporting Period June 1 - June 30, 2023

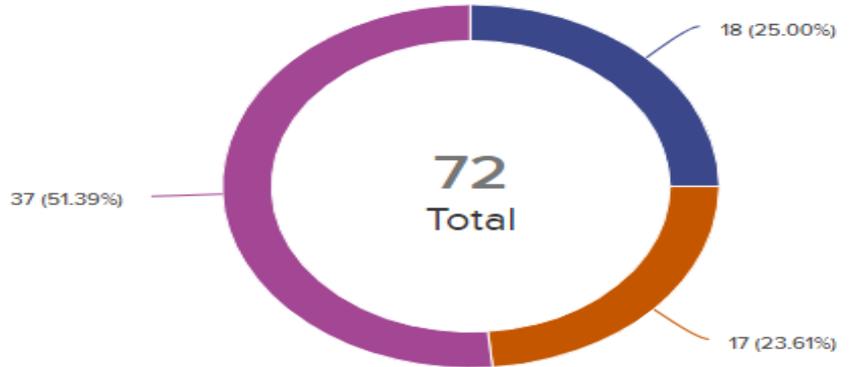
### Performance Management

#### Active Evaluation

- Approval
- Rating
- Before Ratings
- Draft

59

Evaluations Past Due Date



### Recruitment

Class Spec Title	Average Views	Average Applicants	Avg. Conversion Rate
<a href="#">Fitness Instructor</a>	1065	4	0.3%
<a href="#">Police Officer</a>	678	3	0.4%
<a href="#">Streets Specialist I or II</a>	931	6	0.6%
<a href="#">Water Specialist I or II</a>	606	4	0.6%
<a href="#">Solid Waste Collector I or II</a>	21	12	57.1%
<a href="#">Storm Drain/Wastewater Collections Spec...</a>	77	1	1.3%
<a href="#">Wastewater Treatment Plant Operator I or...</a>	111	2	1.8%
<a href="#">Seasonal Laborer - Public Works (Tempor...</a>	85	15	17.6%

#### How is the "Average (Job) Conversion Rate" calculated?

The views-to-applicants conversion rate is determined by the number of applicants divided by the number of views the job posting received. When a job seeker views your job posting and then submits an application for the roles, they have "converted" to a candidate.

**Time to Hire Metrics and Benchmarking Data**  
**Recruitments with Open & Closed dates (continuous)**

Your organization is taking **8 days less** than your peers on an average to hire a candidate.



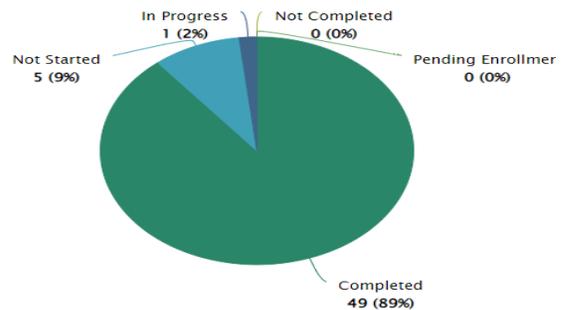
**Staffing Changes - Hires, Promotions, Transfers, & Separations**

**Welcome and congratulate our employees with the City of Oak Harbor:**

- Kohfield, Chris, new employee, Wastewater Treatment Plant Operator-in-Training, effective June 1st
- Moncier, Jaye, new employee, Accounting Assistant-Cashier, effective June 1st
- Scheer, Kevin, transfer from Streets II to SD/Wastewater Collections Specialist II, effective June 1st
- Hoffman, Jeremy, transfer from Seasonal-Mechanic to Streets Specialist I, effective June 16th
- Richard, Brenna, rehire employee, Seasonal-Parks, effective June 16th
- Smalls, Juan, transfer from Streets Specialist I to Solid Waste Collector I, effective June 16th
- Braley, Joshua, new employee, Storm Drain/Wastewater Collections Specialist I, effective June 20th
- Broadie, Megan, new employee, Engineering Technician, effective June 20th
- Rowe, Christian, new employee, Seasonal-Parks, effective June 20th
- Hoff, Aaron, separation from employment, Streets Specialist I, effective June 23rd
- Schofield, Kieren, new employee, Seasonal-Parks, effective June 26th
- Valdez, Cole, new employee, Seasonal-Water, effective June 26th
- Hulse, Jammie, separation from employment, Parks-Laborer, effective June 29th
- Kohfield, Chris, separation from employment, WWTP Plant Operator-in-Training, effective June 30th

**Training - Learning Management System, Course Activity**

	<b>55</b>	CITY OF OAK HARBOR
TOTAL Enrollments	55	<b>Course Activity</b>
Courses not started	5	■ Not Started
Courses in-progress	1	■ In Progress
Courses not completed	0	■ Completed
Courses completed	49	■ Not Completed
		■ Pending Enrollment



**Wellness Committee & WellCity Standards**

- The Wellness Committee held Financial Planning lunch and learn sessions on June 14, 2023.
- The Wellness Committee mid-year mini retreat was held on June 15, 2023.
- The Wellness Committee Annual Employee Summer Picnic is scheduled for August 24, 2023.

**Workers' Compensation (Safety)**

The next Central Safety Committee quarterly meeting is scheduled for August 24, 2023.

**Reported to Human Resources for June 2023:**

Accidents or Injuries	1
Incidents or Near Misses	2
Exposures	0

## Staffing Summary

Employee workforce summary based on employment status.

<b>Totals as of June:</b>	<u>180</u>
Temporary/Seasonal	9
Paid on Call Firefighters	25
Elected Officials	8
Part-Time	4
Full-Time	134

## 2023 Staff Anniversary Service Award Recognitions

Employee Last Name	First Name	Years	Position	Anniversary Date
PLACE	GEORGE	26	LEAD SOLID WASTE COLLECTOR	06/01/2023
STECKEL	RACHEL	3	HR SPECIALIST-PAYROLL	06/01/2023
KAMAK	CAC	17	PRINCIPAL PLANNER	06/05/2023
GLEGHORN	TOBY	2	WWTP OPERATOR II	06/07/2023
ANEMA	JAMES	8	PAID ON CALL FIREFIGHTER-PERS	06/10/2023
ANDREANO	JEREMY	7	POLICE SERGEANT	06/13/2023
RILEY	KEN	16	LEAD EQUIPMENT MECHANIC	06/18/2023
HULSE	JAMMIE	1	SEASONAL LABORER	06/29/2023

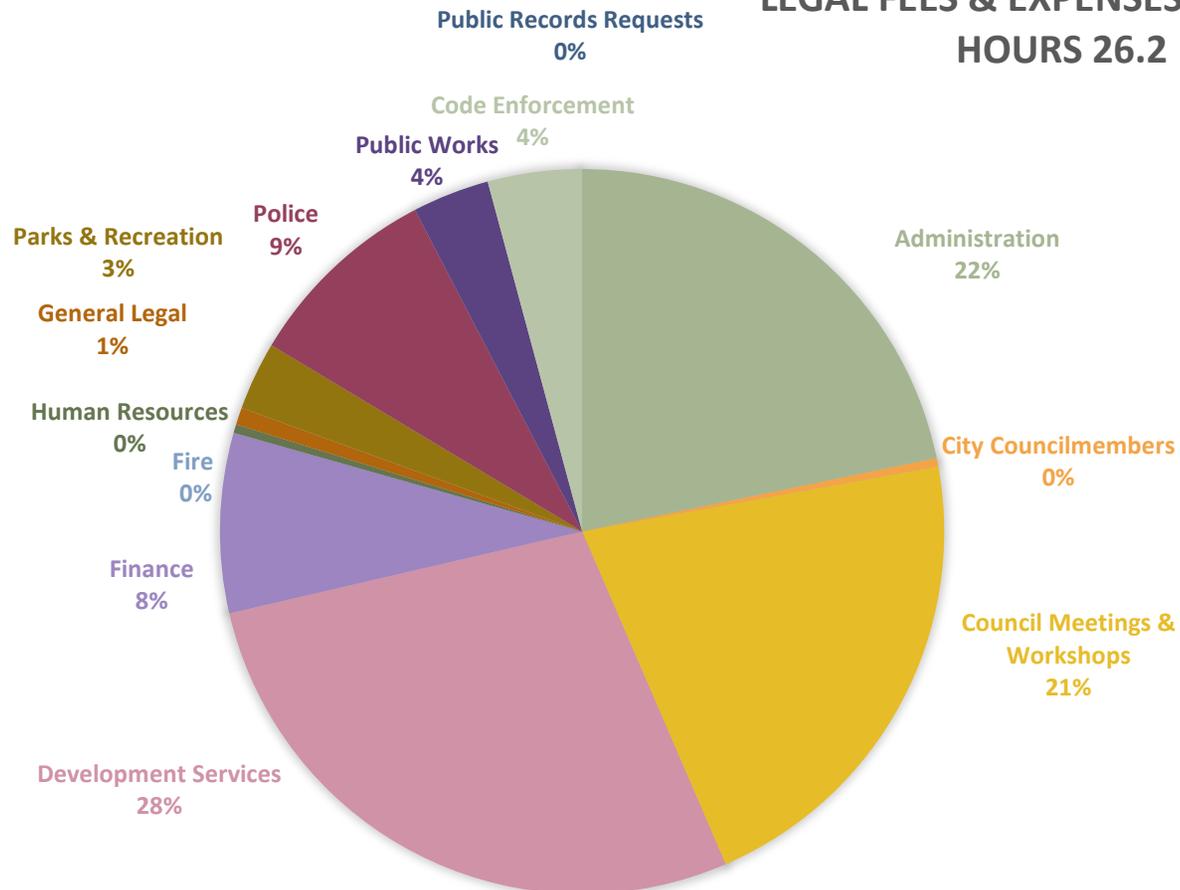
## City Administrator's Report July 26, 2023

### City Attorney Services

Reporting Period June 1-30, 2023

#### City Attorney General Advice, Public Records Requests & Litigation

**DEPARTMENT/SERVICE BREAKDOWN  
LEGAL FEES & EXPENSES \$7,119.12  
HOURS 26.2**





## OAK HARBOR POLICE DEPARTMENT JUNE 2023

CLASSIFICATION	CALLS
CALLS FOR SERVICE	1,145
MISDEMEANOR ARRESTS	57
FELONY ARRESTS	10
INFRACTION TRAFFIC	28
CRIMINAL TRAFFIC	15
ASSIST PUBLIC	77
BURGLARY	9
CIVIL	14
COURT ORDER VIOLATION	9
DEATH INVESTIGATION	1
DISORDERLY/TRESPASS/MENTAL HEALTH	119
DOMESTIC VIOLENCE	25
RAPE	0
SUICIDE THREAT	18



# City Administrator's Report

## July 26, 2023

### Senior Services Division

Reporting Period June 1-30, 2023

#### Membership

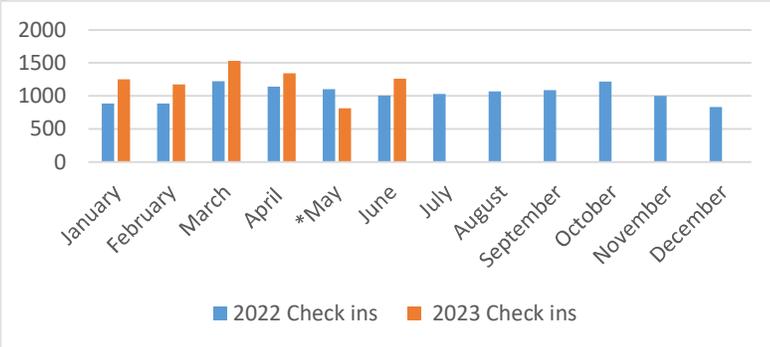
June	942
Prior Month	929

#### Passport Services



	<u>Passports Accepted</u>		<u>Passport Photo</u>	
	Count	Revenue	Count	Revenue
<b>YTD</b>	454	\$ 15,890	581	\$ 6,972
<b>Budgeted</b>		\$ 32,000		\$ 9,200

#### Check-Ins (Member Visits To The Center For Classes and Programs)



This count does not include community members coming for passports, Meals on Wheels, in-person lunches or other services not requiring membership.  
 \*Lower participation and passports due to week closure for roof

#### Rentals June

The Center is available to rent when not being used for senior programming. In may there were seven rentals for the following use: Meetings, Private Parties, Church event, Business hosting caregiver registrations and non-profit mentorship programs.

# City Administrator's Report

## July 26, 2023



### PUBLIC WORKS DEPARTMENT

Reporting Period June 1 - June 30, 2023

PARKS	UNITS	QUANTITY	COMMENTS
Digital Board Banners	Each	16	
Facility Rentals	Each	53	
STREETS	UNITS	QUANTITY	COMMENTS
Tree/Brush Trimming/Weeding ROW/Debris Pickup	Hours	29.00	
Sign Fabrication/Repair/Installation/Cleaning	Hours	12.00	
Special Events/Main Street	Hours	14.00	
Pedestrian and Signal/School Flashers/In Road Inspections	Hours	28.00	
Patching/Pothole Repair/Shoulders/TBD & Arterials	Hours	61.00	
Painting Markings-walk behind painter	Hours	82.00	
WATER	UNITS	QUANTITY	COMMENTS
Gallons Consumed	Gallons	32,468,694	
Gallons Produced (Wells)	Gallons	206,442	
Average Gallons Consumed/Day	Gallons	1,082,290	
Water Service Requests	Each	335	
After Hour Call Outs	Each	12	
Meter Register Change Outs	Each	40	
Samples (Coliform)	Each	25	
Samples (Chlorine, PH, Temp)	Each	76	
Average Chlorine Residual	mg/L	0.90	
Utility Locates	Each	127	
Water Main Leaks	Each	1	
CLEAN WATER FACILITY	UNITS	QUANTITY	COMMENTS
DMR Flow	Million Gallons	50.84	
NPDES Permit Compliant	Yes/No	Yes	
Nutrient Permit DMR OK	Yes/No	Yes	
Bio-Solids	Dry Tons	35.12	
WASTEWATER COLLECTIONS/STORM DRAIN	UNITS	QUANTITY	COMMENTS
Catch Basin Inspections	Each	24	
Street Sweeping	Hours	44	
Grease Traps Inspections	Hours	25	
Storm Water Inspections	Hours	51	DOE Meeting/Camber Meeting/Car Wash Kit Set up Included
Source Control Inspections	Hours	28	
SOLID WASTE	UNITS	QUANTITY	COMMENTS
Solid Waste Collection-Residential	Tons	355.54	
Solid Waste Collection-Commercial	Tons	433.48	
Yard Waste Collection	Tons	115.54	
Recycling Collection	Tons	94.39	
Residential Requests for Large Item Pickup or Special Requests	Yards	15 yards	
EQUIPMENT RENTAL	UNITS	QUANTITY	COMMENTS
Unleaded Fuel	Gallons	2371	
Diesel Fuel	Gallons	3535	
Average Cost of Unleaded	Per Gallon	\$4.47	
Average Cost of Diesel	Per Gallon	\$4.79	
Number of Vehicles in Fleet	Each	106	
Number of Equipment in Fleet	Each	164	



## PUBLIC WORKS DEPARTMENT

*Reporting Period June 1 - June 30, 2023*

<b>EQUIPMENT RENTAL REPLACEMENTS</b>			
	<u>UNITS</u>	<u>QUANTITY</u>	<u>COMMENTS</u>
Number of Replacements Completed	Each	1	
<b>TECH FUND</b>			
	<u>UNITS</u>	<u>QUANTITY</u>	<u>COMMENTS</u>
Number of Replacements Completed	Each	4	
<b>SHOP FACILITY</b>			
	<u>UNITS</u>	<u>QUANTITY</u>	<u>COMMENTS</u>
Labor Pool at City Hall	Hours	0.00	Data not entered until July
Labor Pool at Police Department	Hours	0.00	Data not entered until July
Labor Pool at Senior Center	Hours	0.00	Data not entered until July
Labor Pool at Library	Hours	0.00	Data not entered until July
Labor Pool at PW Divisions	Hours	0.00	Data not entered until July
<b>ENGINEERING</b>			
	<u>UNITS</u>	<u>QUANTITY</u>	<u>COMMENTS</u>
Over the Counter ROW Permits	Each	3	
Right Of Way Inspections	Each	6	
Semrau City Engineer Management	Hours		
Semrau Garry Oaks	Hours		
Semrau Monthly Total	Dollars		

# OAK HARBOR DEMOGRAPHICS REPORT

JULY 2023

**Prepared by :**  
**Steve McCaslin**  
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Introduction and Sources	3
Population	4
Age	5
Sex & Fertility	7
Income	8
Education & Marital Status	9
Housing	10
Disabilities	12
Social Security	13
Poverty	14
Race	17
Veterans	19
Bibliography and Resources	20

# TABLE OF CONTENTS



## Introduction

Demographics is the study of a population based on age, race, sex, and a host of other factors that play an integral role in any local economy. For instance, the goods and services needed to support a family with young children differ dramatically from those needed for a retired couple. Governments, corporations, nongovernment organizations, and many others use demographics to learn more about a population's characteristics for a multitude of purposes, including policy development and economic market research.

This report presents basic demographic data about Island County so the reader can gain an understanding of how demographics might affect their local area. When reading this report, it's important to understand the difference between median and mean.

Median: the middle value in a series arranged from smallest to largest.

Mean: a value computed by dividing the sum of a set of terms by the number of terms.

For the median, Census finds the point smack dab in the middle of the data set (all reported incomes). For the mean, Census takes reported income from all Island County households, adds them together, and divides by the number of households.

## Sources of Information

The primary source for all the information in this report comes from the U.S. Census's *American Community Survey, 2021 5-year estimates using 2021 inflation-adjusted dollars* except where noted. The use of various data sets is normal because of the time needed to aggregate and consolidate data for a specific period of time. This data is relevant and allows a baseline from which subsequent years can be compared. All data is estimated using statistical projections and contains varying margins of error.

In this report we will provide the U.S. Census's demographic data for the City of Oak Harbor and compare those data with Island County, Washington State, and the U.S.

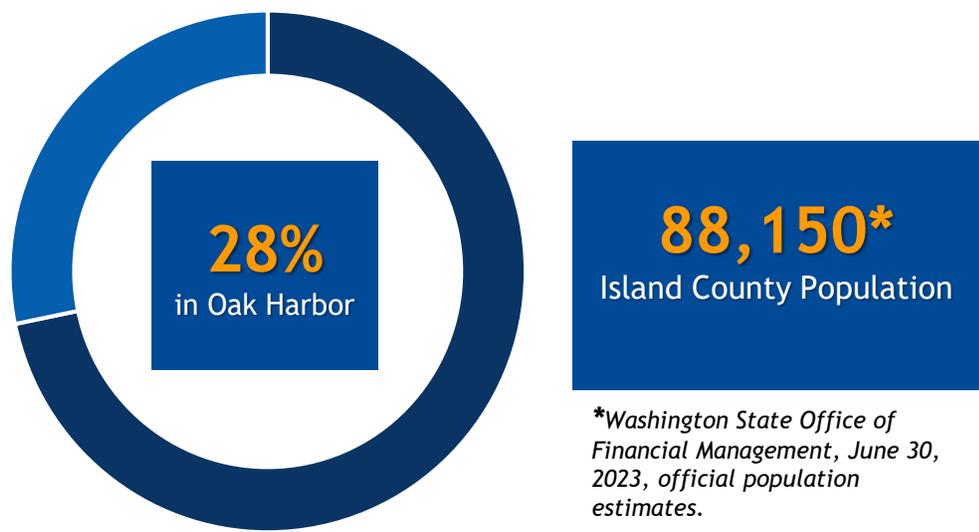
## INTRODUCTION AND SOURCES



# POPULATION



## Percent Population of Island County



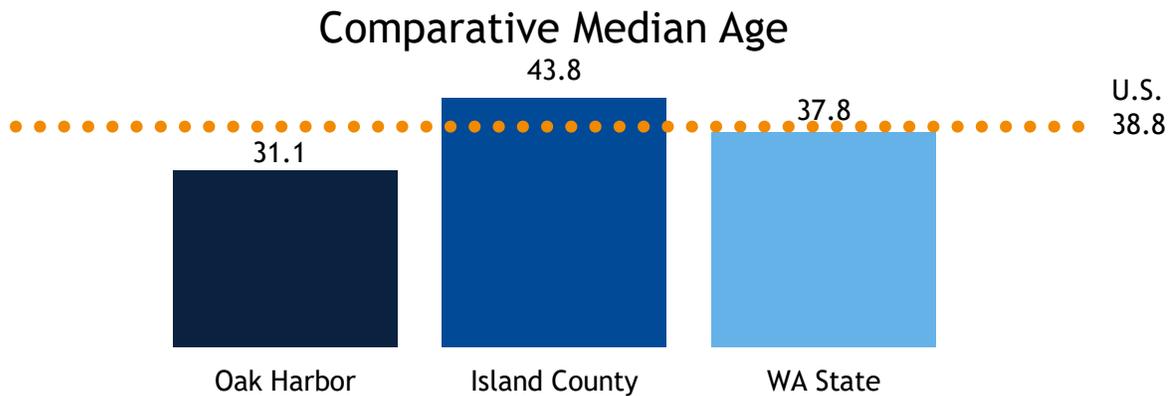
■ Island County    ■ Oak Harbor

# AGE

The size of the U.S. population and its age distribution at any point in time are the result of historical trends in birth rates, mortality rates, and immigration rates. Today’s aging U.S. population results from the sharp decline in the birth rate in the 1960s, which marked the end of the Baby Boom, and the long-running decline in mortality rates. Immigration can offset these demographic forces to some degree but has not been of sufficient magnitude to reverse population aging.

Workers in different age groups may be substitutes or complements to one another and therefore the productivity of one age group can depend on interactions with workers in other age groups. Such productivity spillovers could occur between older and younger workers if, for example, an older worker’s greater experience increases not only their own productivity but also the productivity of those who work with them.

*“The Effect of Population Aging on Economic Growth, the Labor Force and Productivity,” 2016*



The effective labor input depends on the employment rate in the economy and the human capital of the workforce, and both of these components are potentially shaped by the population age structure. Among individuals, labor supply behavior varies by age and over time.

While the above comments are written regarding the U.S. population, the implications are the same for Island County, too.

Naval Air Station Whidbey Island influences the median age of Oak Harbor. Of the U.S. active-duty force

**81.2%** are under **35 years**

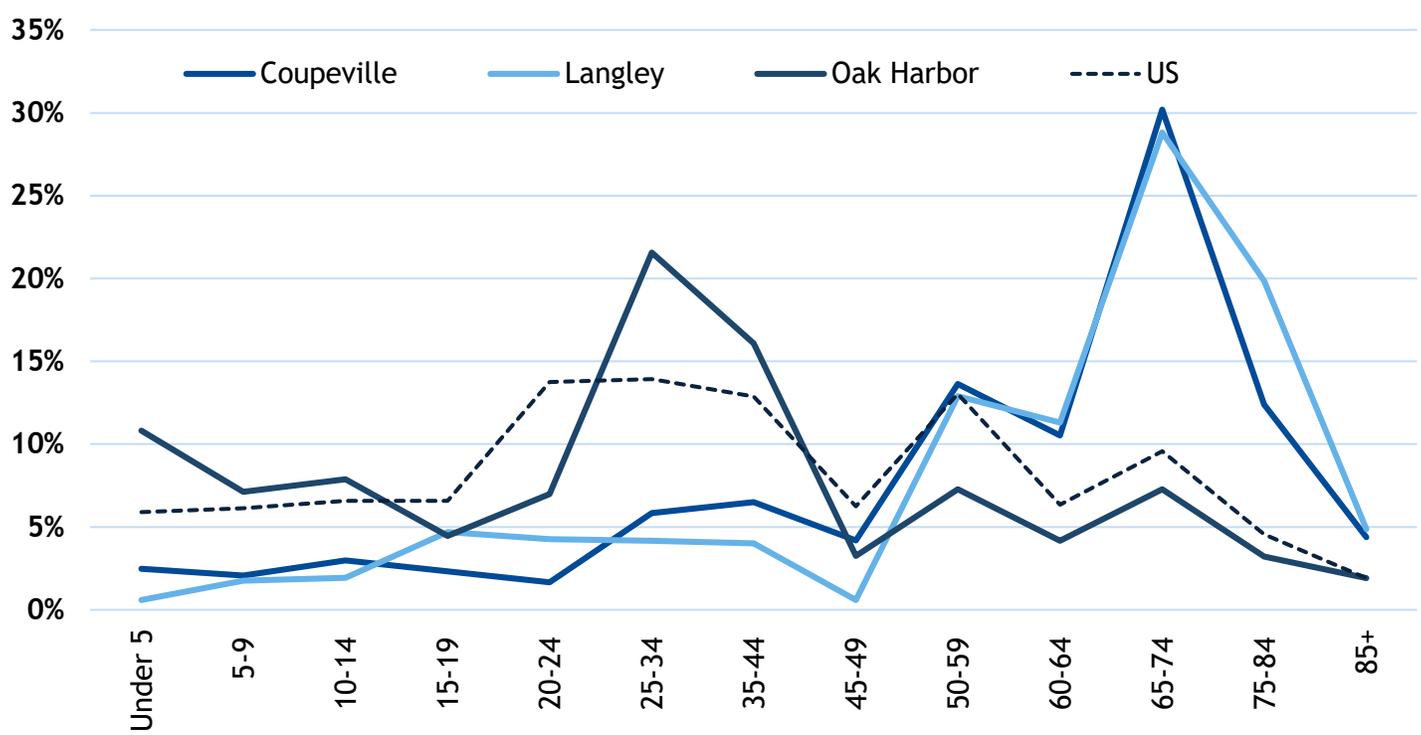
**66.4%** are under **30 years**

This plays a major role in keeping Oak Harbor’s and Island County’s median age as low as it is.

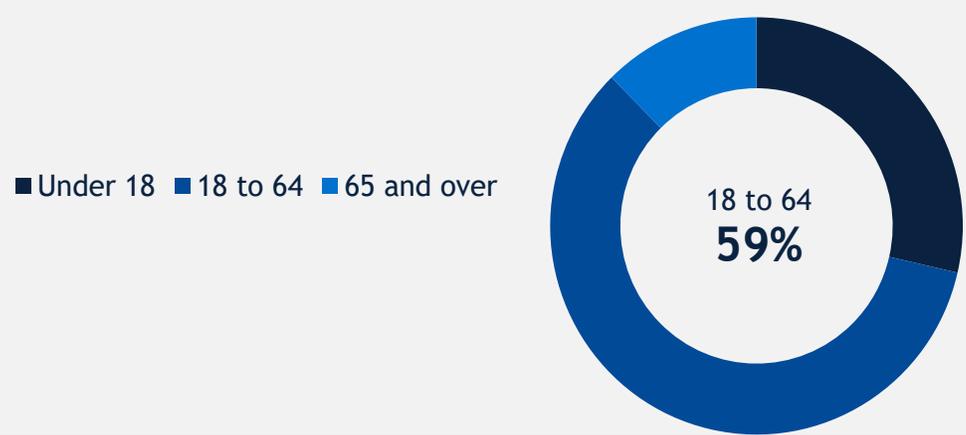
*U.S. Department of Defense 2020 Demographics Report*

# AGE

Age Groups

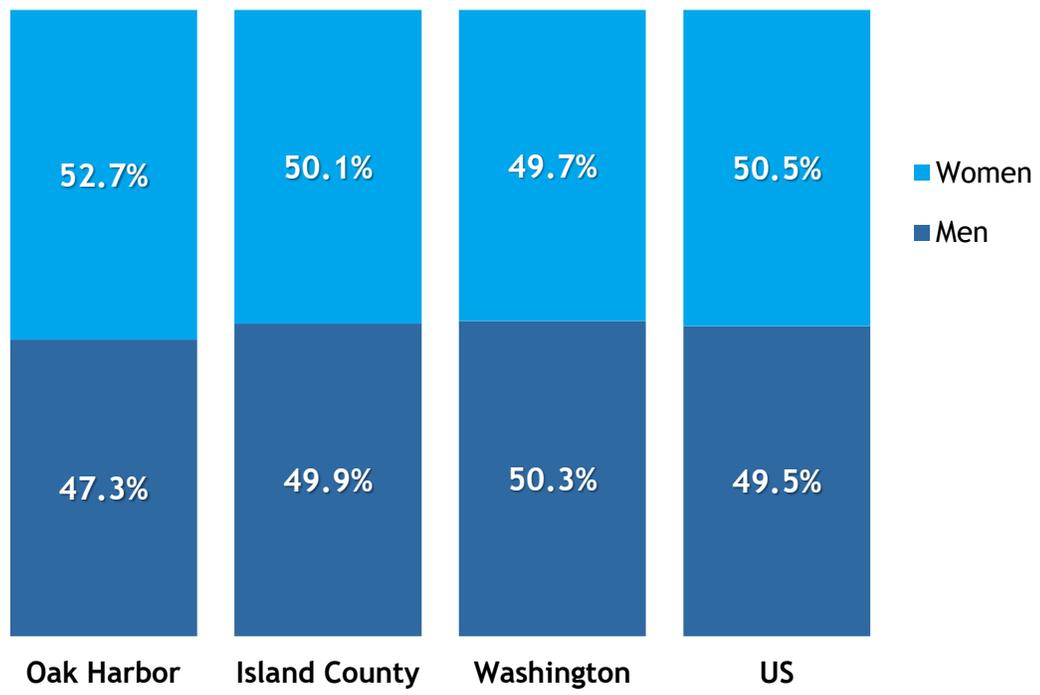


Population by Age Category



# SEX AND FERTILITY

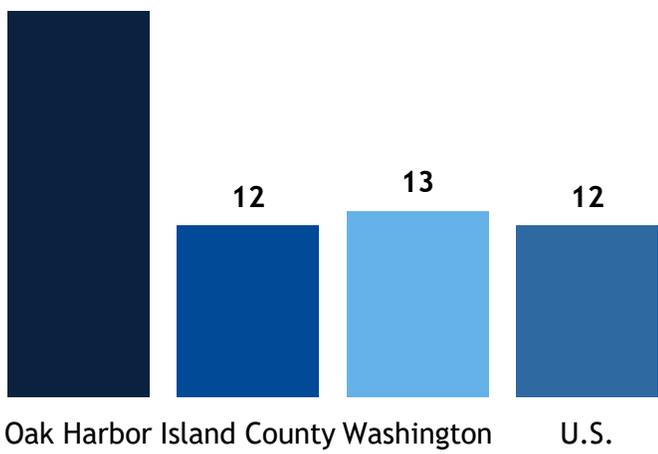
## Percentage of Men and Women



Percentage-wise, Oak Harbor has a **higher** percentage of women than men.

15-19 yrs	2
20-34 yrs	495
35-50 yrs	167

## Births Per 1,000 Women aged 15 - 50



Oak Harbor's birthrate is **~2.3X higher** than the national average

**~76%** births occur in North Whidbey due to lower median age higher population in 0-49 age range

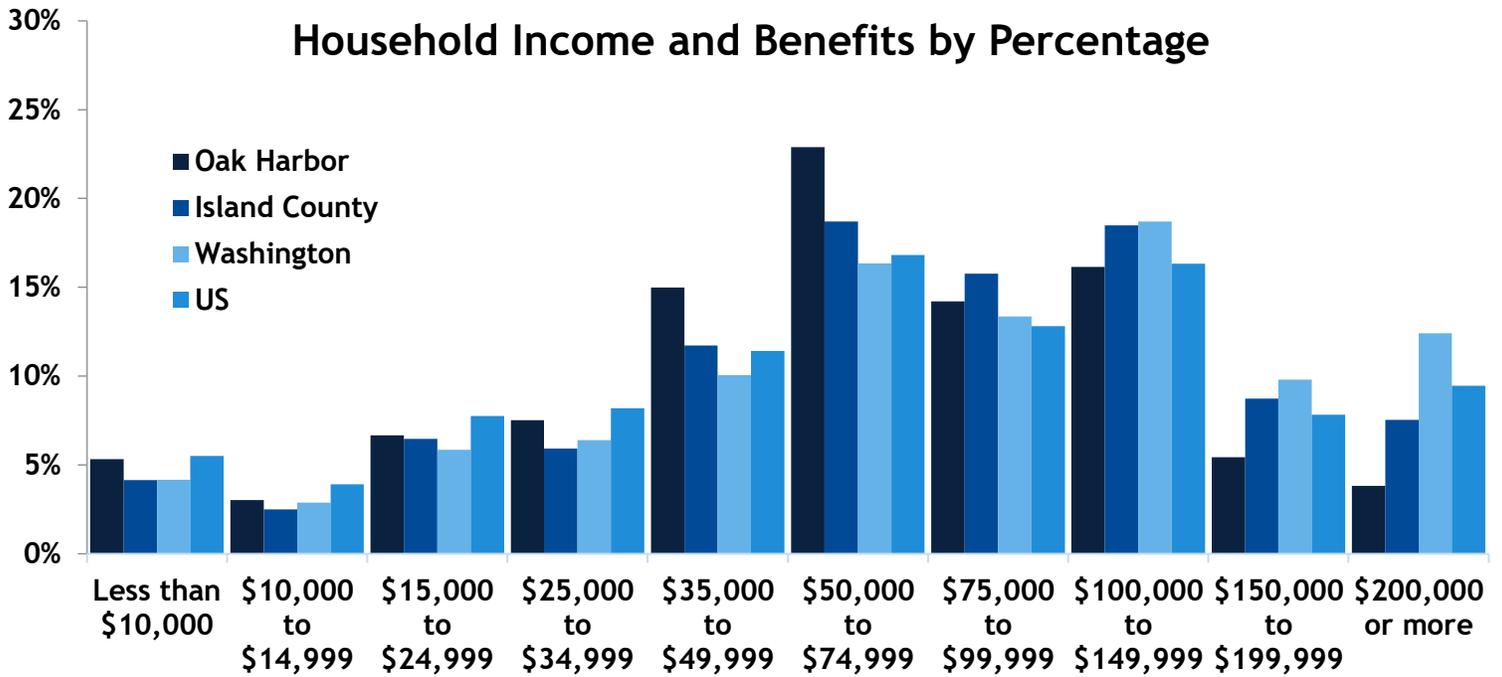


## Birth by Age



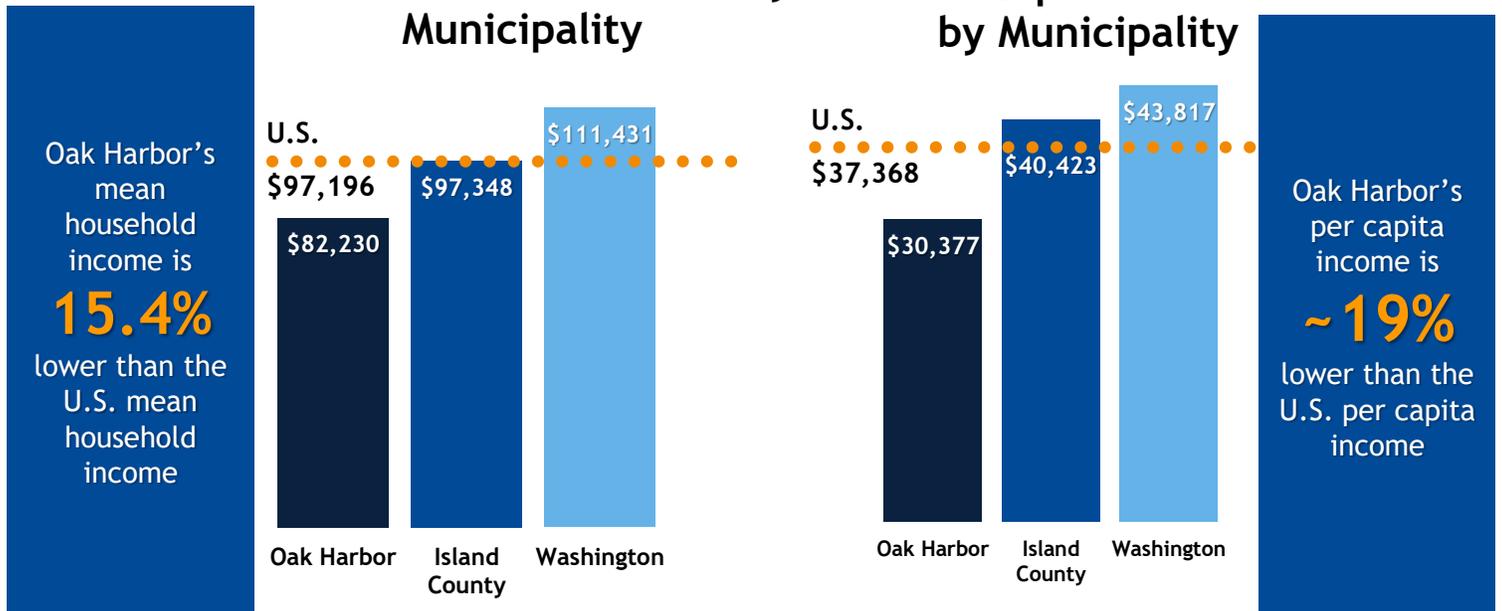
# INCOME

## Household Income and Benefits by Percentage



## Mean Household Income by Municipality

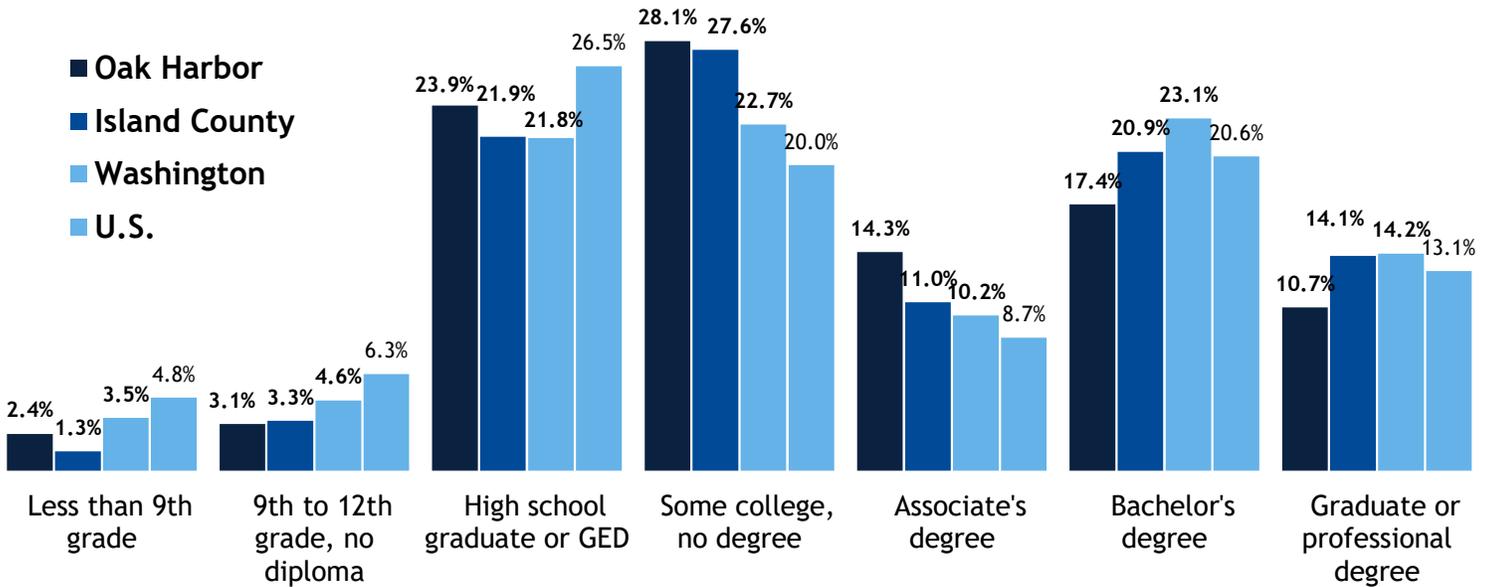
## Per Capita Income by Municipality



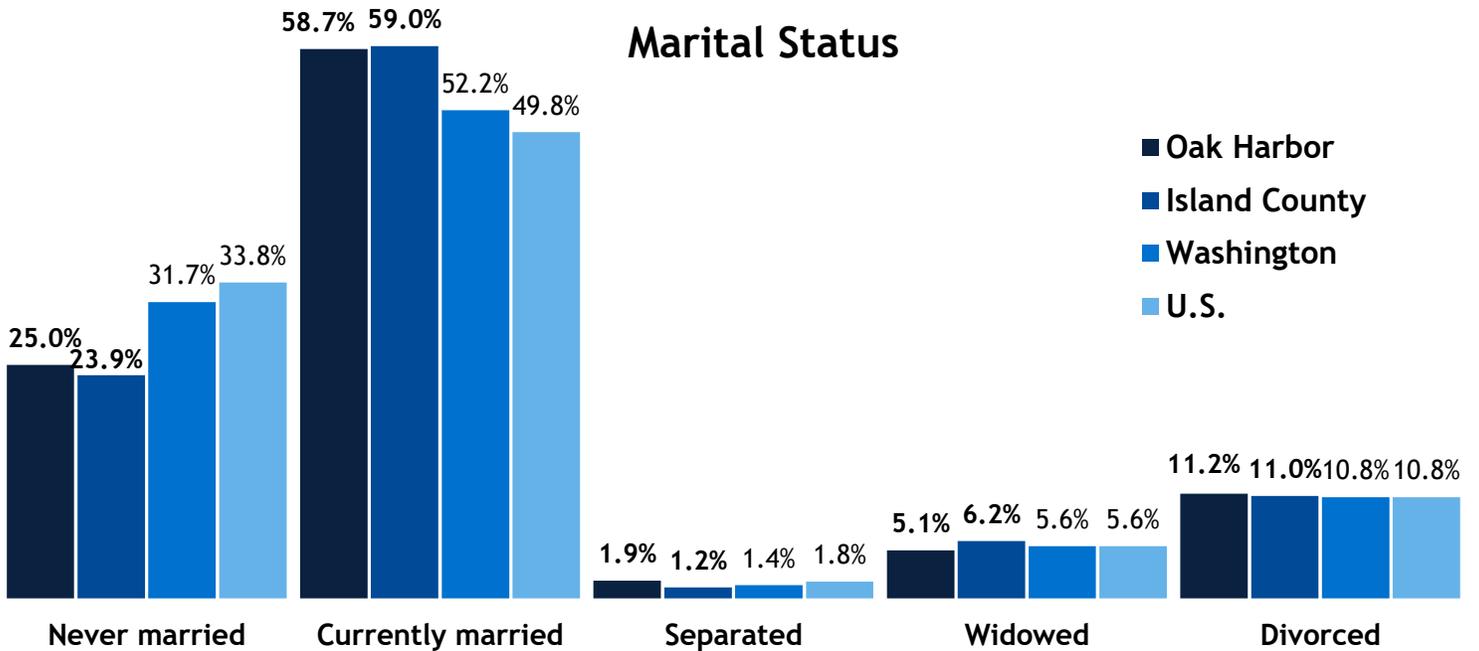


# EDUCATION & MARITAL STATUS

## Education Attainment - 25+ yrs Old



## Marital Status





# HOUSING

Census defines a housing unit as “a house, an apartment, a mobile home or trailer, a group of rooms, or a single room occupied as separate living quarters, or if vacant, intended for occupancy as separate living quarters. Separate living quarters are those in which the occupants live separately from any other individuals in the building, and which have direct access from outside the building or through a common hall.”

## Oak Harbor

Studio	395
1 bedroom	887
2 bedrooms	3,286
3 bedrooms	4,015
4 bedrooms	1,582
5+ bedrooms	152

Oak Harbor has  
**10,317**  
housing  
Units

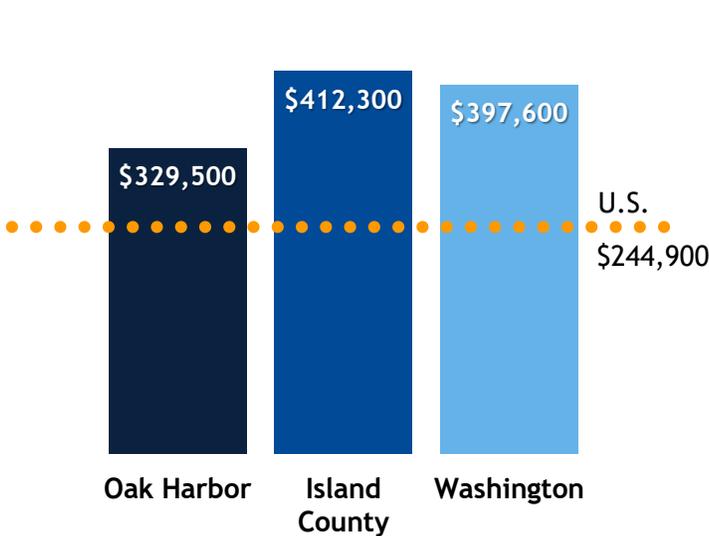
1 unit, attach	749
1 unit, detach	5,347
2 units	782
3-4 units	943
5-9 units	699
10-19 units	798
20+ units	407





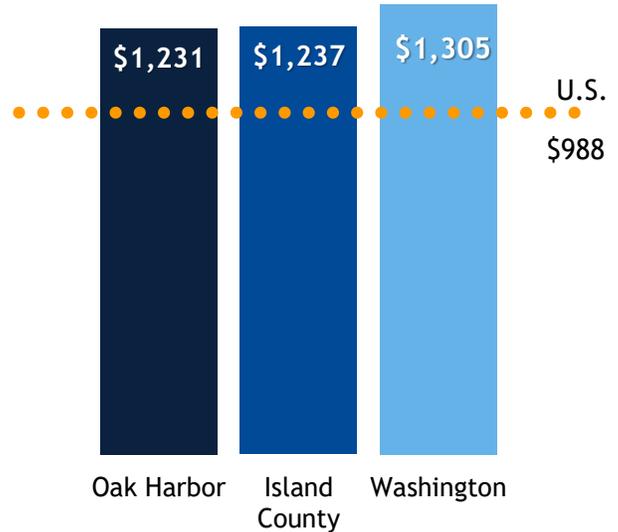
# HOUSING

## Median Home Value



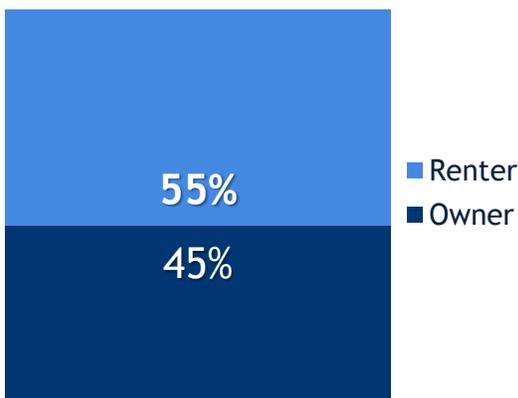
Median home value in Oak Harbor is **34.5%** higher than the U.S. average

## Median Rent



Rental rates in Oak Harbor are **32.5%** higher than U.S. average

## Occupant Type



Oak Harbor

Oak Harbor has the higher rental rates at about \$243 or 32.5% higher than the U.S. median. Frequently, the presence of a military base can lead to inflated rental prices as landlords attempt to match their rates to the Basic Allowance for Housing (BAH)\* rates of the installation's highest population. 53%\*\* of the Navy's ranks concentrate in the E-4 to E-6 pay grades. In 2023, for NAS Whidbey Island, WA, the BAH rates are \$1,692 per month for an E-4 with dependents, \$1,779 per month for an E-5 with dependents, and \$2,262 per month for an E-6 with dependents.

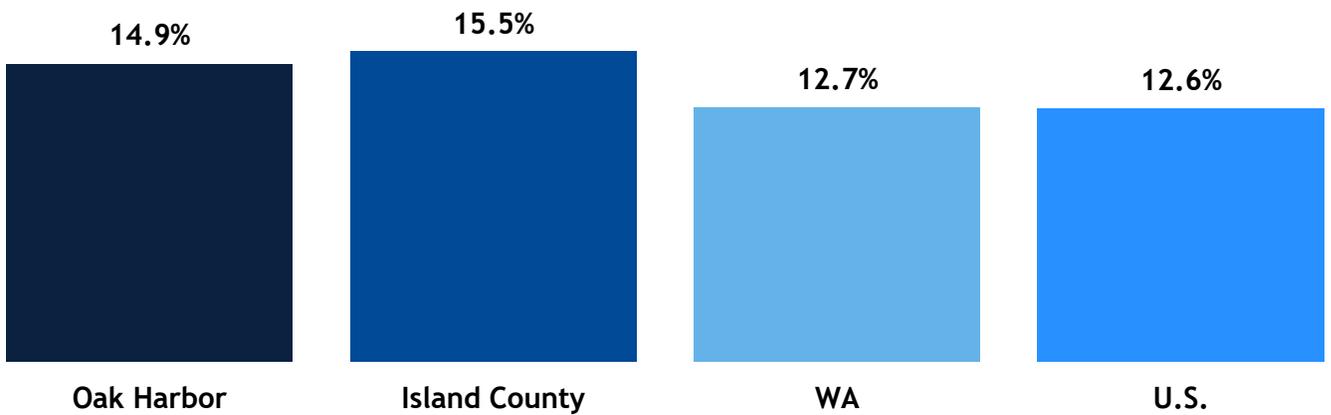
\*BAH Calculator - Defense Travel Management Office.

\*\*Office of the Deputy Assistant Secretary of Defense, "Profile of the Military Community," 2020 July 26, 2023 City Council Workshop Page 302



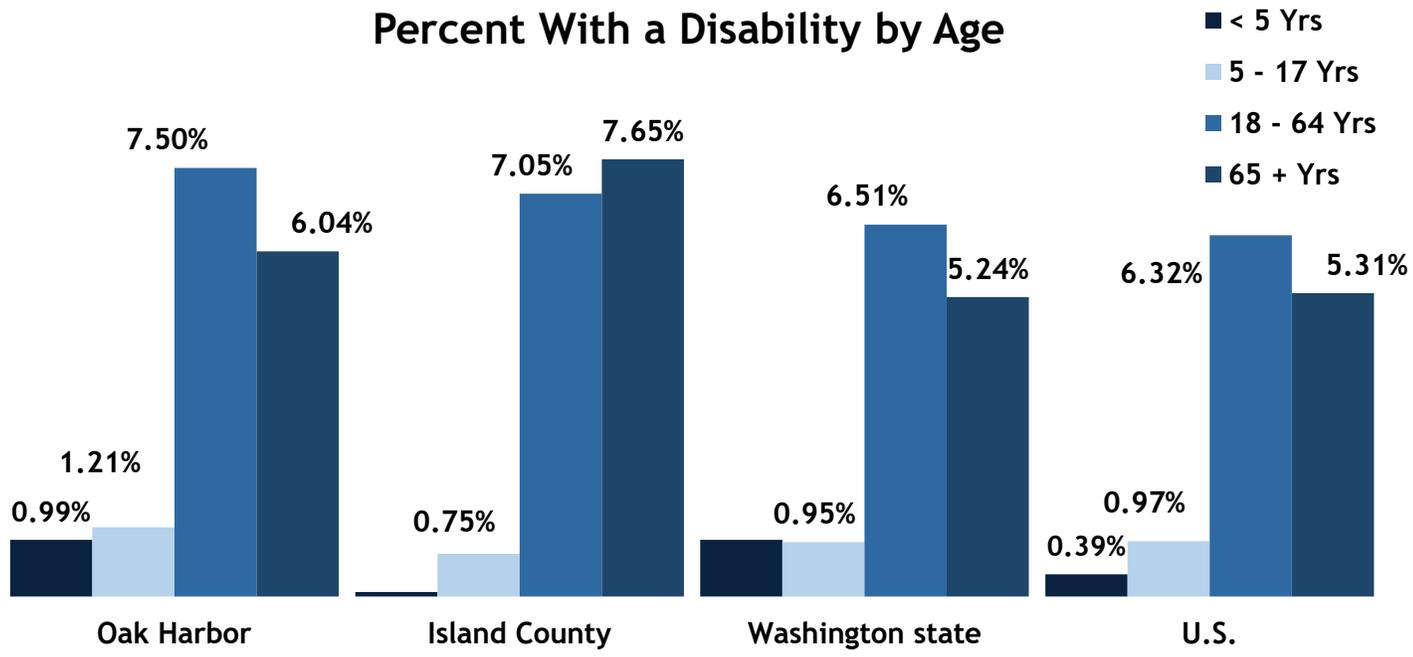
# DISABILITIES

## Percent of Population with a Disability



Oak Harbor's population with a disability is **4%** less than Island County's, and **17%** higher than both Washington state and the U. S.

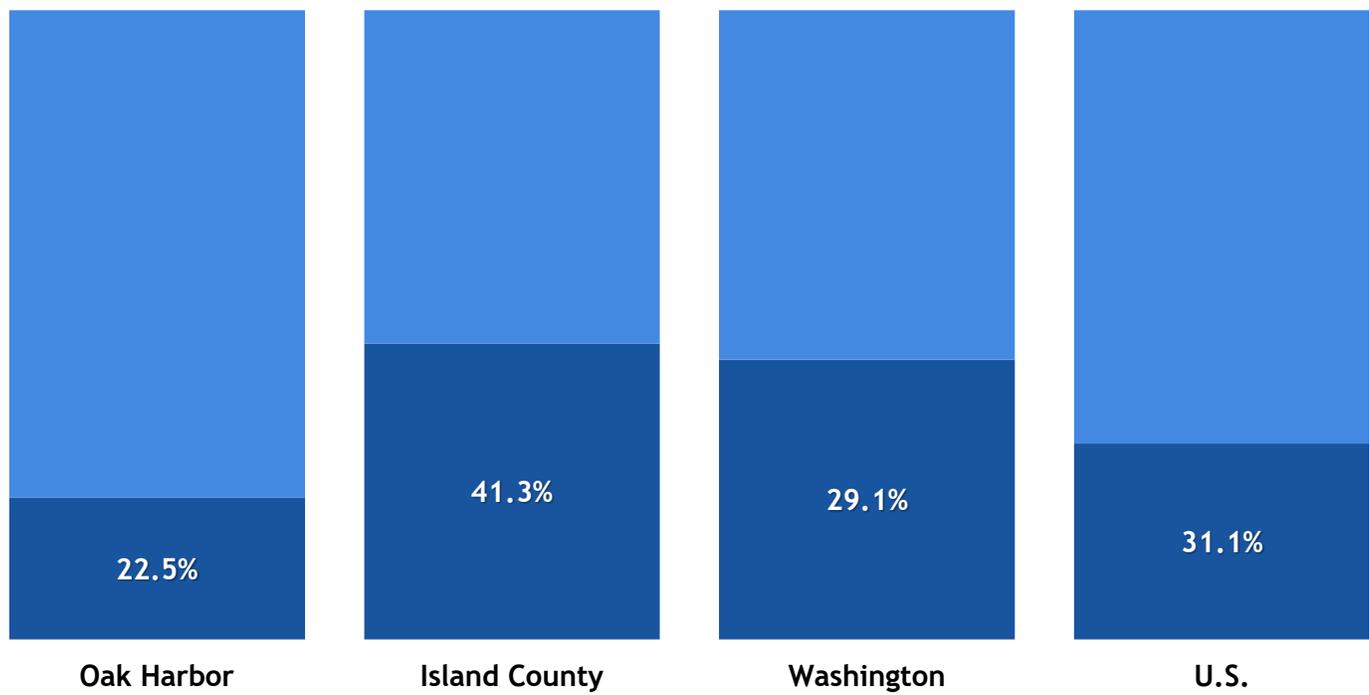
## Percent With a Disability by Age





# SOCIAL SECURITY

## Households Receiving Social Security



Oak Harbor has a **lower percentage** of residents receiving Social Security than Island County, Washington, and the United States in large part due to our younger media age.

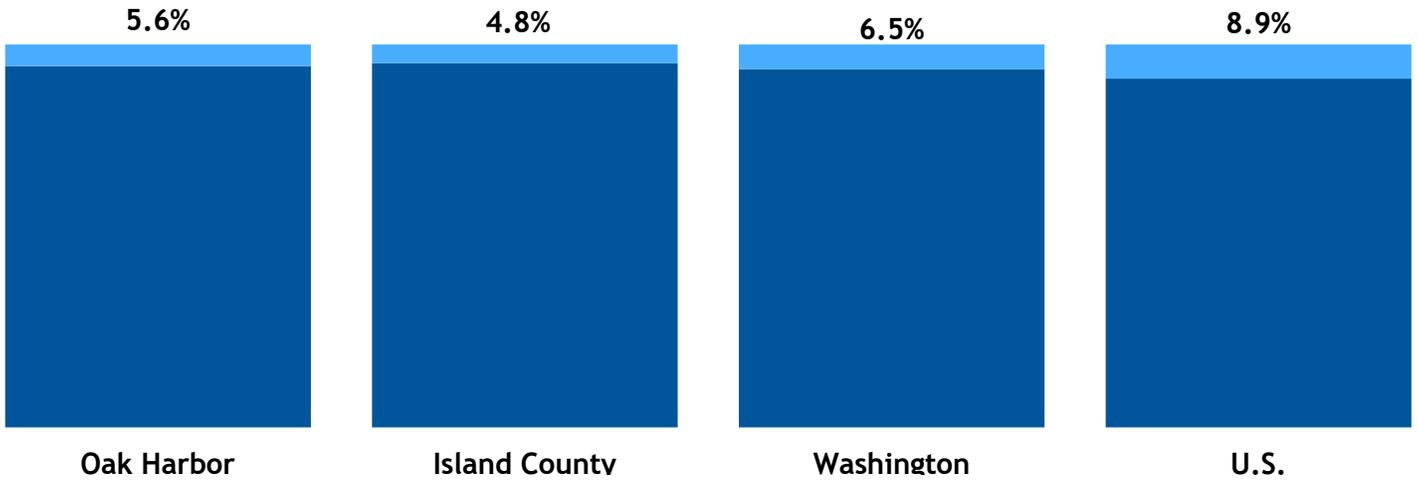


# POVERTY

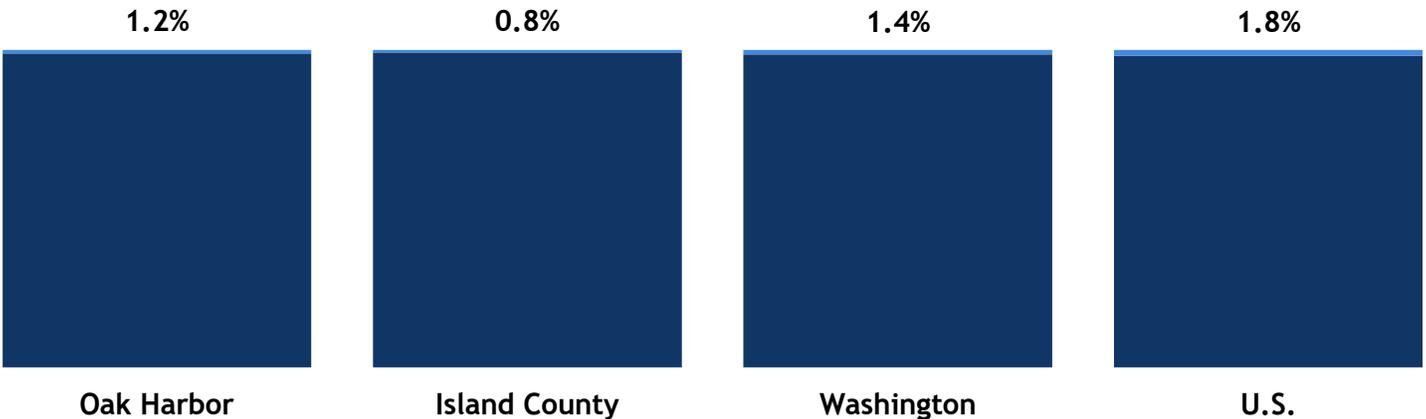
Poverty affects an economy in several ways. Those living in poverty, by definition, are that portion of a population living below the designated poverty line. These people have little money to spend, which creates less demand for many goods than might otherwise be the case. This has an adverse effect on the supply-side of the economic equation, which means less money paid to others to produce, distribute, and sell.

Poverty also adversely affects a nation's economy by diverting government revenue to programs oriented toward the poorer and less-advantaged segments of the population, such as welfare and unemployment payments, government-provided healthcare assistance, and so on.

## Families Below Poverty Level



## Families Below Poverty Level w/ children under 18

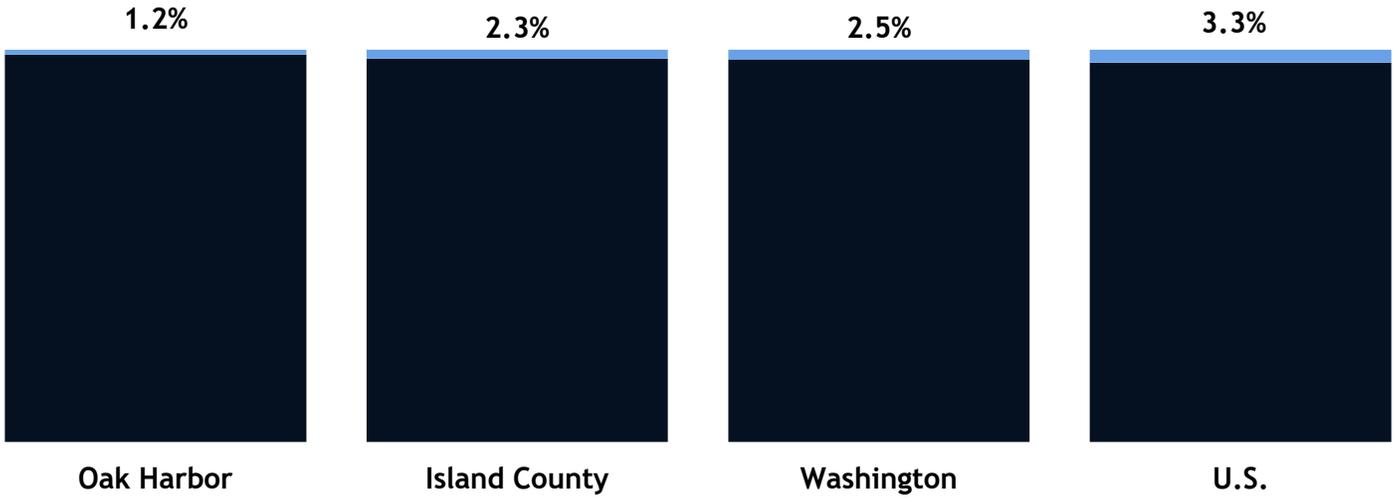




# POVERTY

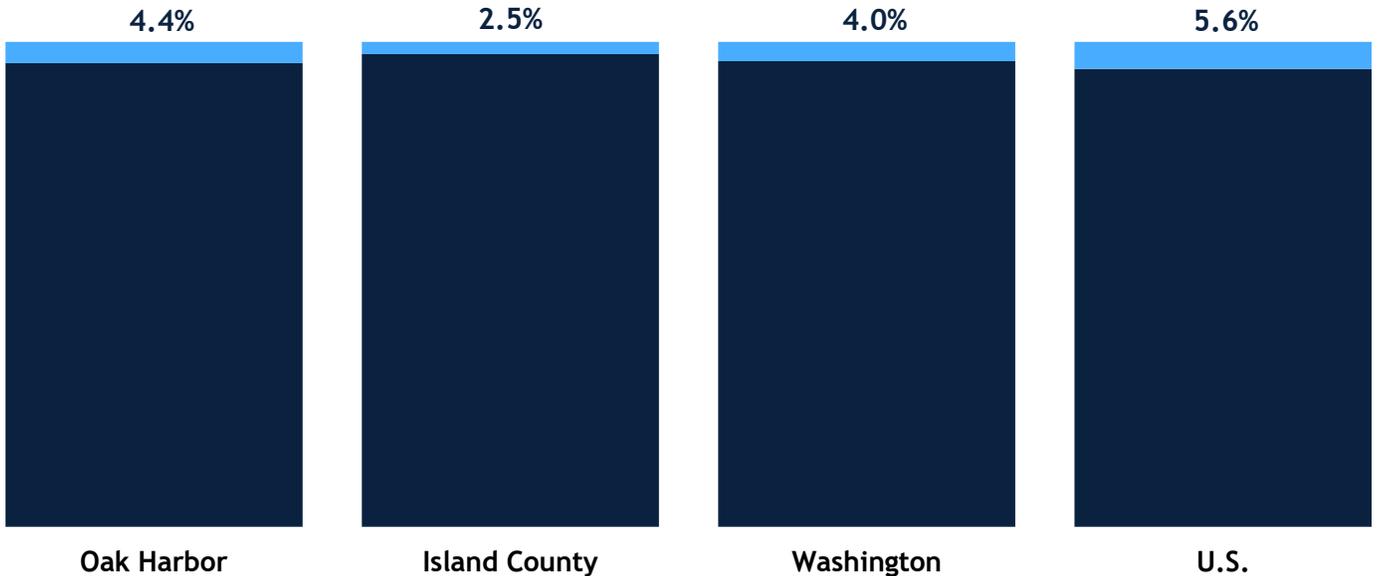
## Families Below Poverty Level

Married



## Families Below Poverty Level

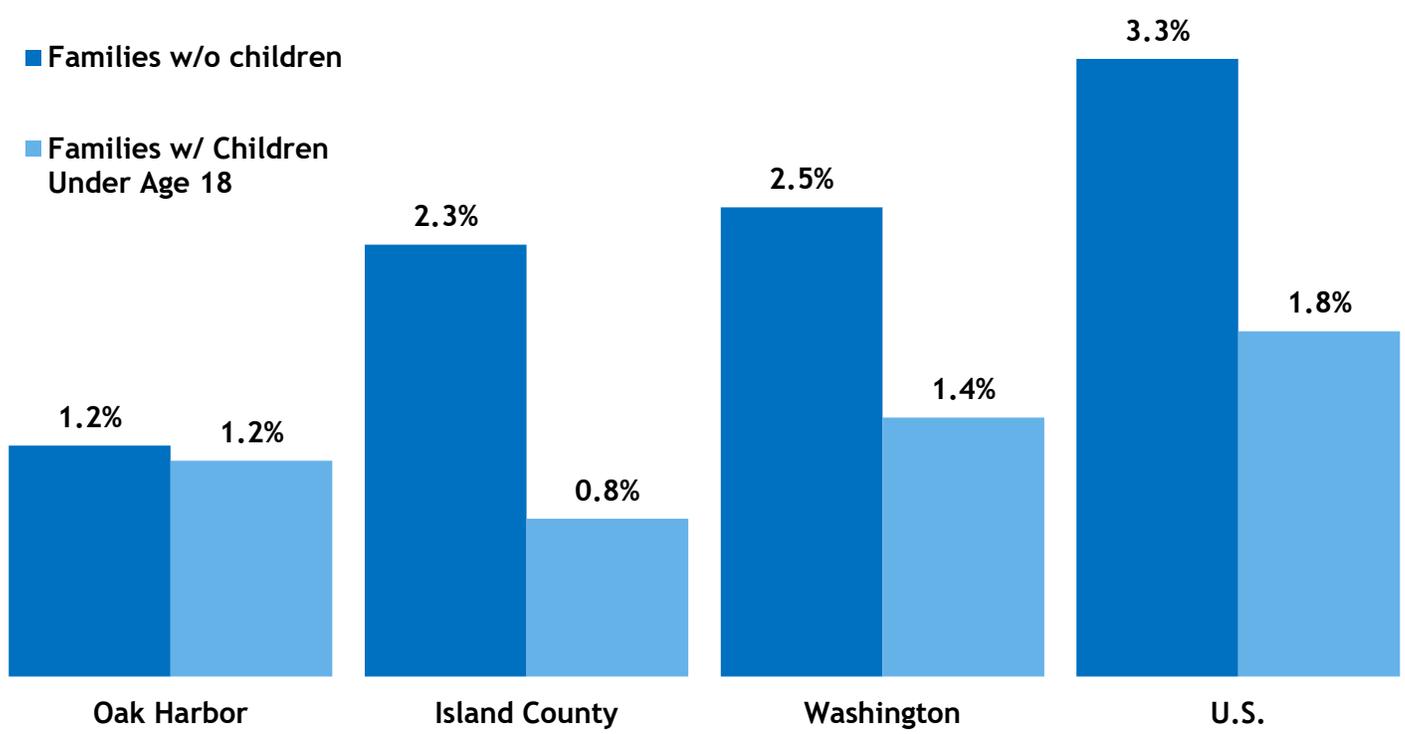
Single Parent





# POVERTY

## Married Couples Below Poverty Level

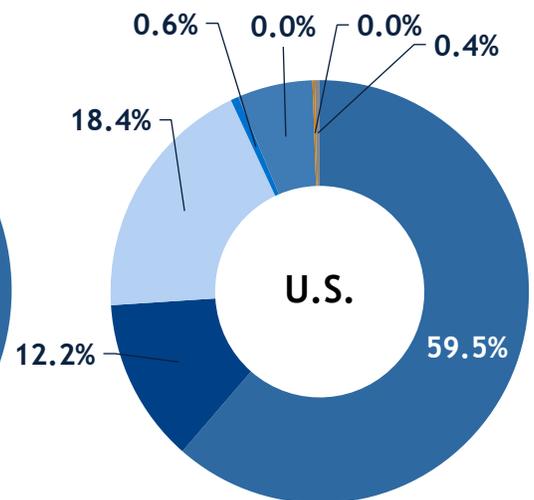
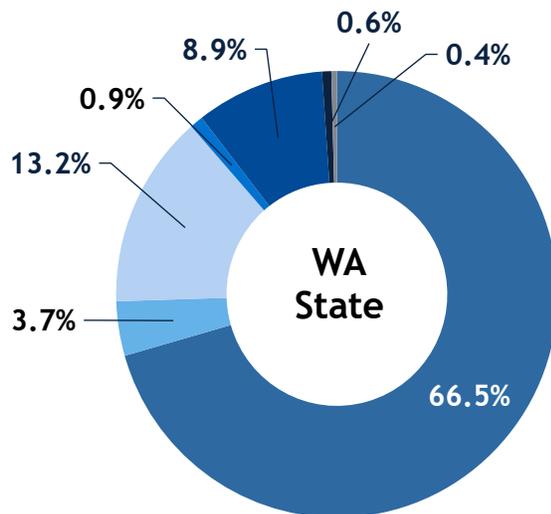
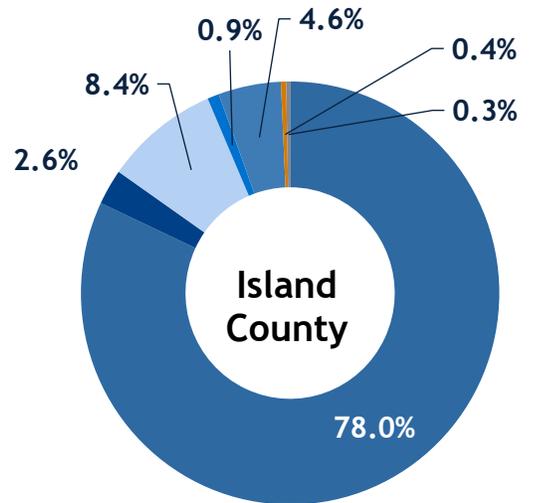
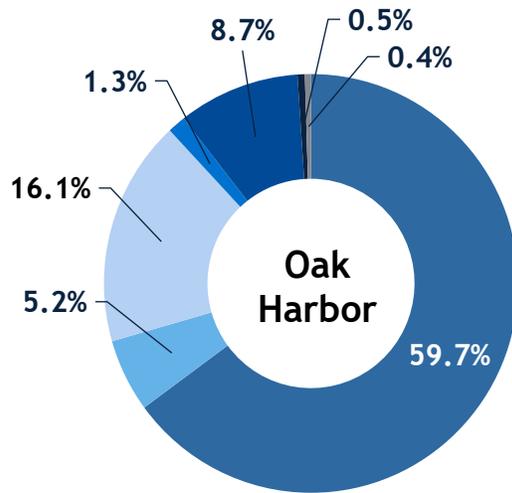


Oak Harbor's poverty rates are generally lower than Island County, Washington state, and the U.S. as a whole. The only area where it is not lower is in Families with Children under age 18 where Island County's rate is lower.

Keep in mind that both Oak Harbor has a very small populations compared with the others, so a minor increase can inflate the percentage more significantly.

# RACE

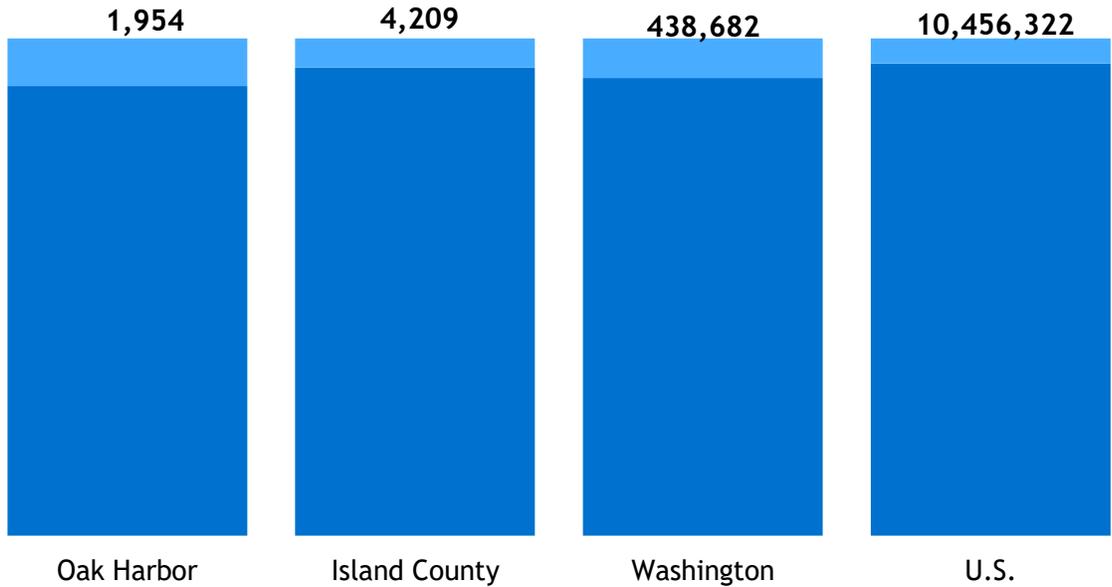
- White
- Black or African American
- Hispanic
- American Indian & Alaska Native
- Asian
- Native Hawaiian or Other Pacific Islander
- Other



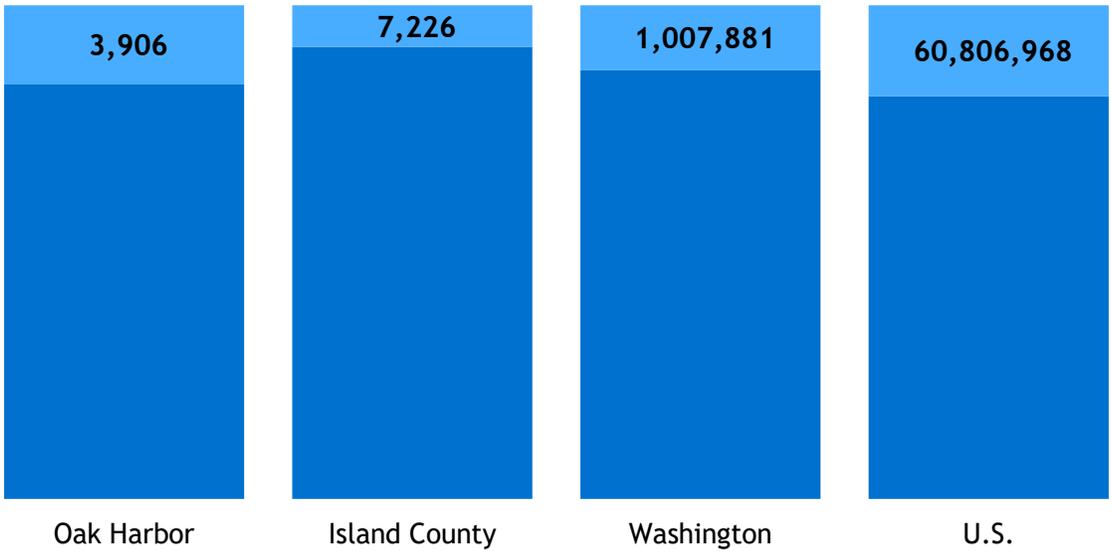


# RACE

## Population Two or More Races

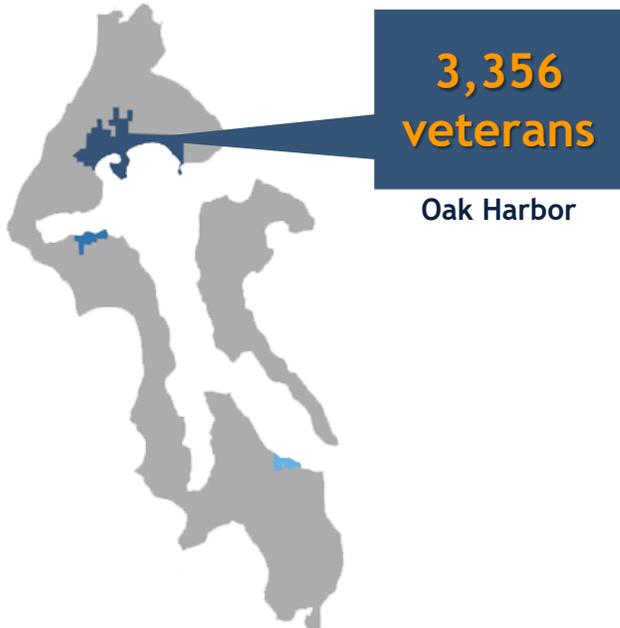


## Population Hispanic or Latino



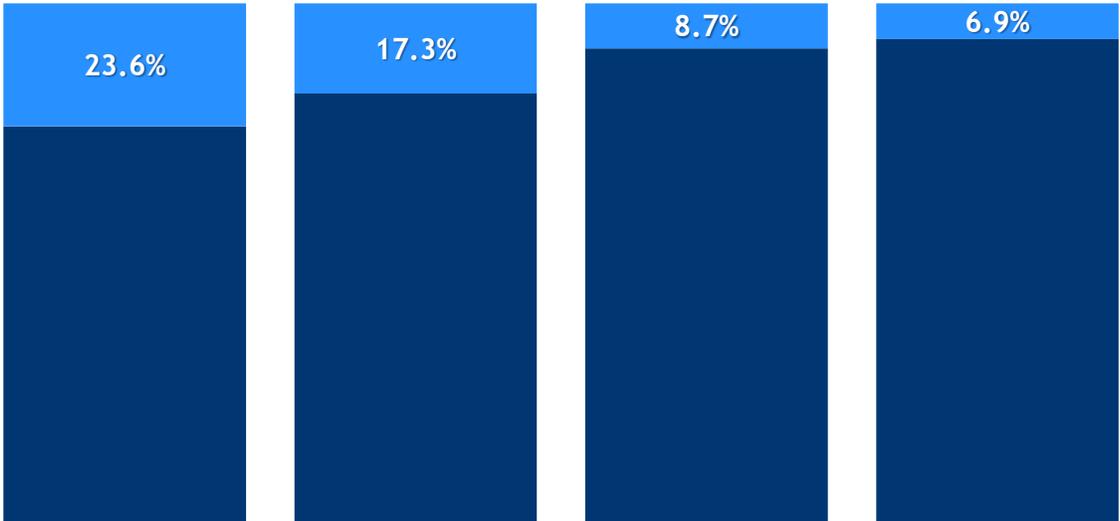
# VETERANS

By total count, the City of Oak Harbor has the highest number of veterans. The closer proximity to the Naval Air Station Whidbey Island contributes significantly to this stark difference.



Oak Harbor has **~36% more** veterans by percentage of the population than Island County and **~271% more** than Washington state veteran population and is **342% higher** than the national average veteran population

**Veterans by Percentage of Population**



Oak Harbor

Island County

Washington

U.S.

## Sources

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## SOURCES

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