



Comprehensive Plan Amendment Application, PART 3

SUPPLEMENTAL ATTACHMENT FOR UGA AMENDMENTS

Project # _____ (assigned by staff) _____ Applicant Initials: _____

APPLICATION TYPE A - PLAN AMENDMENT SUBTYPE II - URBAN GROWTH AREA (UGA) AMENDMENT

Supplemental Attachment to Comprehensive Plan Amendment (CPA) Application Part 1 & 2

This process is a Joint Planning effort that involves all of the Island County Jurisdictions. Please be aware that this is a significant undertaking and may be a multi-year process (varies by application type).

An Urban Growth Area (UGA) Amendment is a proposed change or revision to the boundaries of any of the designated UGAs in Island County. **UGA Amendments are Comprehensive Plan Amendments per ICC 16.26.** Such amendments shall only be considered by the Board of Island County Commissioners (Board) as a legislative decision following review pursuant to RCW 36.70A.130(3), WAC 365-196-310(4), and the Countywide Planning Policies (CWPPs), and must be consistent with the provisions of any executed interlocal agreements for joint planning with any city or town within Island County (if applicable).

The review of a UGA amendment 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 population, or if necessary to accommodate a large employer/institution which cannot reasonably be accommodated within an existing UGA.

PLEASE NOTE:

- **A CPA application, and this supplemental attachment, must be completed for all proposed UGA amendments**, whether requested by an individual, a city/town, or the County.
- **UGA boundary expansions must be evaluated on a county-wide basis.** An applicant may choose to submit a conceptual map of a preferred UGA expansion area, but the location and size of any revision will be determined by the Board after a thorough analysis and a joint planning process with the local jurisdictions, and then **only** if deemed necessary and all state requirements have been met, per RCW 36.70A.215(2) & WAC 365-196-310(4)(b). **This includes, but is not limited to, the Reasonable Measures requirement** that *“counties and cities should first consider the potential of increasing capacity of existing urban areas through allowances for higher densities, or for additional provisions to encourage redevelopment”* (WAC 365-196-310(4)(b)(iv)).
- **Joint Planning Areas (JPA) boundaries designate areas where a future UGA expansion may occur, if an expansion is needed. UGA expansions may not occur outside of the JPA boundary and, at this time, will only be considered where a Priority Growth Area overlay applies** (lands considered for inclusion must follow the sequence identified in the CWPPS 3.3.7).
- **UGA amendments require, at minimum, an update to the Land Use element (WAC 365-196-310).** In addition, the county and city or town impacted should also review and update the transportation, capital facilities, utilities, and housing elements to maintain consistency and show how any new areas added to the urban growth area will be provided with adequate public facilities. **Because of the significant amount of resources this entails, municipal review & support for a reevaluation, and a preliminary commitment to work on any necessary updates should the amendment be adopted, is required PRIOR to application submittal.**
- Due to the complicated nature and legal requirements for UGA amendments, **a pre-application meeting with staff from the County and the affected city/town is required prior to submittal (see Section XVIII).**



Comprehensive Plan Amendment Application, PART 3

SUPPLEMENTAL ATTACHMENT FOR UGA AMENDMENTS

Project # _____ (assigned by staff) _____ Applicant Initials: _____

BOARD DECISIONS – A DISCRETIONARY LEGISLATIVE DECISION

Docketing is a legislative decision of the Board of Island County Commissioners, and as such docketing is at the discretion of the Board. Per RCW 36.70A.130(1)(a) and WAC 365-196-640(6)(d), once a proposed amendment is received, the Board may determine if a proposal should receive further review and consideration as part of the comprehensive plan amendment process (docket). An amendment must be included on a docket before it can be considered by the Board (ICC 16.26.050.B). **The Board may choose to include, exclude, or defer an application from the docket** (ICC 16.26.060.D) as a discretionary legislative decision.

Some types of proposed amendments require a significant investment of time and expense on the part of both applicants and the county and/or impacted city. Per WAC 365-196-640(6)(e), the County may specify in its policies certain types of amendments that will not be carried forward into the amendment process on an annual basis. This provides potential applicants with advance notice of whether a proposed amendment will be carried forward and can help applicants avoid the expense of preparing an application. **See the sections below on Exclusion and Deferral for examples of the types of proposals that the Board will not typically include on the Docket.** NOTE: Site-specific UGA amendments will typically be deferred to the next periodic update of the Comprehensive Plan, per WAC 365-196-310(4)(e)(i).

INCLUDE

The Board may choose to include a UGA amendment application on the docket for further review and consideration. Consideration will include, but not be limited to, evaluation of the following:

- CWPP 3.3.3 capacity concerns have been reviewed and confirmed;
- The most recent Buildable Lands Analysis (BLA) indicates a population and/or employment capacity deficiency and Reasonable Measures have been taken (RCW 36.70A.215(2), WAC 365-196-310(4), & CWPP 3.3.5), but despite these measures a deficiency still exists (CWPP 3.3.14);
- The proposal addresses, but **does not exceed**, the identified need (development type and acreage, per CWPP 3.3.4);
- The proposal is within the JPA with a Priority Growth Area overlay designation (CWPP 3.3.7);
- If a UGA swap, the swap areas have been identified and meet relevant CWPP 3.3.11 & CWPP 3.3.12 criteria and property owner support has been obtained from all impacted property owners;
- Proximity to city/town limits and proximity to urban services allow for reasonable and financially feasible extensions of services to the proposed new areas (WAC 365-196-310(4)(a)(iii)(C)(1));
- Municipal support, if applicable (CWPP 3.3.13); AND
- The staffing and financial resources are available to review and process the related plan amendments (WAC 365-196-640(6)(e) and ICC 16.26.060.E.2).

PLEASE NOTE: Even if the review of this proposed UGA amendment is included in this docket, the final decision might not accommodate the location requested by the applicant.

EXCLUDE

The Board may determine that the review of the UGA amendment request will not be included on the docket (ICC 16.26.060). Considerations include, but are not limited to, the following.

- In light of all proposed amendments being considered for inclusion in the year's annual docket, the proposal cannot be reasonably reviewed within the staffing resources and operational budget allocated to the Planning Department by the Board (ICC 16.26.060.E and WAC 365-196-640(b)).



Comprehensive Plan Amendment Application, PART 3

SUPPLEMENTAL ATTACHMENT FOR UGA AMENDMENTS

Project # _____ (assigned by staff) _____ Applicant Initials: _____

- The proposed amendment would require additional plan or development regulation amendments not otherwise addressed in the application, and/or is not consistent with other goals, objectives, and policies of the Comprehensive Plan (the Plan must remain internally consistent per RCW 36.70A.070 and ICC 16.26.060.E).
- The proposed Plan amendment raises policy, land use, or scheduling issues, or the proposal is comprehensive enough in nature that it would more appropriately be addressed as part of a periodic review cycle or is a site-specific UGA amendment proposal (WAC 365-196-310(4)I(i) and ICC 16.26.060.E).
- The application lacks sufficient information or adequate detail to review and assess whether or not the proposal meets the applicable approval criteria (ICC 16.26.060.E).
- The most recent BLA and Alternative Measures outcomes indicate that there is sufficient capacity for the 20-year growth projections within the existing UGA boundaries, and there is no capacity concern that would indicate an expansion may be needed prior to the next periodic update (CWPP 3.3.3).

DEFER

The Board may choose to defer the application. Considerations include, but are not limited to the following.

- **Deferral to a date specific.** The Board finds that the consideration of the application in the next annual docket cycle or the next periodic review cycle is more appropriate timing for consideration of the specific proposal (ICC 16.26.060.D.3).
- **Additional information desired.** The Board would like additional research & review to be completed before considering the application for docketing; the Board may defer the application and may choose to place the related research and analysis on the Planning Department Work Plan (ICC 16.26.030). This may include a review of Best Available Science, updates to data, further research in implications or extent of changes needed to plan to accommodate request, etc.
- **BLA and related research desired.** The Board may choose to defer the application if the Board finds there is sufficient evidence of a potential capacity deficiency that may require a new BLA (per CWPP 3.3.3). A land capacity review and potential update to the BLA may be placed on the Planning Department Work Plan (note: this may be a multi-year process, and is subject to resource availability). See page 31 for additional information on the process for when a BLA is required as a part of a UGA expansion.
- **An application that has been deferred will be considered in a future docket cycle (as determined by the Board at time of deferral).**

UGA AMENDMENT SUB-TYPES

The following is a description of the three types of UGA Amendments.

Type A.II.(1). UGA Land Swap

A UGA land swap is when land is simultaneously added in one area and removed in another area so that the **total land area and the employment and residential capacity of the UGA is not increased or decreased** (based on zoning, development, and parcel size). If the most recent BLA indicates that no additional residential or employment land capacity is needed in the UGA, and there is no evidence of a capacity deficiency (CWPP 3.3.3) then the proposal must include a UGA land swap to be considered for docketing.

The impacted city/town must indicate a preliminary approval of the requested areas included in the swap proposal and comment on the feasibility of providing urban services to the proposed new area (with additional review to occur after docketing). Any parcel that is proposed for removal from a UGA as part of a land swap



Comprehensive Plan Amendment Application, PART 3

SUPPLEMENTAL ATTACHMENT FOR UGA AMENDMENTS

Project # _____ (assigned by staff) _____

Applicant Initials: _____

must be 5 acres or larger and meet with the criteria of CWPP 3.3.12. Land proposed for removal from a UGA must either be vacant or not urban in nature (developed to rural standards with rural services). Land to be considered for inclusion must follow CWPP 3.3.7, 3.3.8, and 3.3.9 criteria.

For **COMMERCIALLY** zoned land:

- The employment capacity of the land proposed to be removed and of the land proposed to be added must be equivalent per the steps under CWPP Appendix A, Section 5.4.
- *Note: For UGA swaps the adjustment factors in 5.4.3 are not required.*

a. For **INDUSTRIAL** zoned land:

- The employment capacity of the land proposed to be removed and of the land proposed to be added must be equivalent per the steps under CWPP Appendix A, Section 5.5.
- *Note: For UGA swaps the adjustment factors in 5.5.3 are not required.*

b. For **MIXED-USE** zoned land:

- The employment capacity of the land proposed to be removed and of the land proposed to be added must be equivalent per the steps under CWPP Appendix A, Section 5.4.
- The residential capacity of the land proposed to be removed and of the land proposed to be added must be equivalent per the steps under CWPP Appendix A, Section 5.3.
- *Note: For UGA swaps the adjustment factors in 5.4.3 and 5.3.3 are not required.*

c. For **MULTI-FAMILY** residential zoned land:

- The residential capacity of the land proposed to be removed and of the land proposed to be added must be equivalent per the steps under CWPP Appendix A, Section 5.3.
- *Note: For UGA swaps the adjustment factors in 5.3.3 are not required.*

d. For **SINGLE FAMILY** residential zoned land:

- The residential capacity of the land proposed to be removed and of the land proposed to be added must be equivalent per the steps under CWPP Appendix A, Section 5.2.
- *Note: For UGA swaps the adjustment factors in 5.2.3 are not required.*

Type A.II.(2). Addition or Removal of Public Lands or Facilities

The addition or removal of publicly owned lands or facilities, including park lands, does not require a land swap provided that the addition or removal does not alter the residential or employment capacity of the UGA.

Type A.II.(3). UGA Expansion

UGA expansions require considerable review and are usually only considered during the periodic update of the Comprehensive Plan. The Board may choose to consider a UGA expansion mid-cycle, or may choose to address any capacity concerns in the next periodic update due to the extent of work required to complete a BLA review. This is a discretionary legislative decision with many consideration factors, including the fact that the BLA review is a countywide process that may impact multiple UGAs and requires significant staffing and financial resources to complete.

NOTE: If the Board chooses to consider a UGA expansion outside of the periodic review process, the expansion:

- Must respond to the specific needs of the projected County growth (RCW 36.70A.215(3)(a) & WAC 365-196-310(4)(b));



Comprehensive Plan Amendment Application, PART 3

SUPPLEMENTAL ATTACHMENT FOR UGA AMENDMENTS

Project # _____ (assigned by staff) _____ Applicant Initials: _____

- May impact more than one UGA, which may or may not include the UGA in the application (CWPP 3.3.6 & CWPP 3.3.14);
- Is subject to the expansion sequencing criteria found in CWPP 3.3 and by state law (WAC 365-196-310(4)(I & I)); and
- Location(s) are determined through a joint planning process with the applicable municipality(ies) and might not accommodate the location requested in the application.

MUST DEMONSTRATE A CAPACITY DEFICIENCY

Plan amendments are discretionary legislative decisions, and the Board **may** choose to docket (or not) any amendment application, but will only consider docketing this type of amendment proposal outside of a GMA mandated periodic update cycle if it is to address one or more of the following capacity concerns (CWPP 3.3.3). [NOTE: Even if one of the following concerns have been identified, the Board may choose to address the concern in the next periodic review cycle (WAC 365-196-310(4)(e)(i) and ICC 16.26.060).]

- a. **Population capacity concern.** Population growth in the UGA since the start of the planning period equals or exceeds fifty percent of the 20-year population growth allocated to the UGA at the start of the planning period and that population growth is continuing at such a rate that indicates additional population capacity may be needed prior to the next periodic update; or
- b. **Employment capacity concern.** Employment growth in the UGA since the start of the planning period equals or exceeds fifty percent of the 20-year employment growth allocated to the UGA at the start of the planning period and that employment growth is continuing at such a rate that indicates additional population capacity may be needed prior to the next periodic update; or
- c. **Naval capacity concern.** Written notification is provided by the Department of Defense, or other reliable and verifiable information is obtained, indicating that additional capacity may be needed prior to the next periodic update cycle due to modified mission or staffing requirements at Naval Air Station Whidbey that indicate that staffing will increase at a rate or in a manner which would result in population growth equal to or exceeding fifty percent of the 20-year population growth allocated to the UGA at the start of the planning period prior to the next periodic update; or
- d. **Capacity need for major economic development opportunity.** 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 and an expansion is desired prior to the next periodic update to accommodate the employment opportunity.

No applications will be docketed that have not demonstrated that at least one of the applicable 3.3.3 review criteria have been met and a potential capacity need has been preliminarily identified (where additional capacity may be needed prior to the next periodic update). Please note, **a review and verification of the CWPP 3.3.3 criteria is only part of the consideration for docketing. The docketing decision is not based solely on this analysis** (e.g. will also include the need to balance staffing and budget constraints, etc. – see pages 28-29). The Board has the discretion to include, exclude, or defer any plan amendment application.

WHEN A BUILDABLE LAND ANALYSIS REQUIRED – A MULTI-YEAR WORK PLAN ITEM

Proposed UGA Amendments that are not land swaps, or to accommodate publicly owned lands or facilities, typically have an impact on the UGA's employment and residential capacity. For this reason, a reevaluation of the County's population projections, allocations, and buildable lands analysis would likely need to be done. A county-wide current land capacity shall be prepared and shall utilize the procedures described in CWPP



Comprehensive Plan Amendment Application, PART 3

SUPPLEMENTAL ATTACHMENT FOR UGA AMENDMENTS

Project # _____ (assigned by staff) _____ Applicant Initials: _____

Appendix A, and must be completed prior to adoption of a UGA expansion (CWPP 3.3.14). **When the Board decides that a new Buildable Lands Analysis should be completed, the application will be deferred and the BLA work will be done as a Planning Department Work Plan item (likely a 2 year process, at minimum).**

The following summarizes just a few of the steps and considerations for this process. This may include, but is not limited to, any or all of the following:

- Review and comparison of actual growth patterns to the projections;
- Review of population projections and/or allocations;
- Capacity review based on the existing BLA and alternative measures that may accommodate the unanticipated growth within the existing UGA;
- Review of the BLA methodology (if desired by the Board, based on reason for deficiency), with related updates to BLA methodology (a CWPP amendment), if needed;
- Updating the BLA model and data inputs;
- Running the BLA analysis;
- Evaluation & review of BLA output by County and all local jurisdictions;
- Evaluation of Reasonable Measures (this may be a multi-year process, based on municipality resources);
- Joint Planning process to determine and agree upon the type of development and acreage needed; and
- Municipal Review of options for UGA expansion (which may or may not include their own application and review process) and submittal of preferred options to the County.
 - This may or may not include or result in the location requested in the initial application if the application includes a location, type, or acreage that does not meet the identified need or if the City identifies a more desirable location for potential UGA expansion (i.e. based on cost of extension of services, infrastructure expansion plans, etc.).
 - The County and/or City may advertise an opportunity for additional applications if a need has been identified.

An application that has been deferred will be considered in a future docket cycle. Work completed as a part of a work plan item, where related to a specific UGA application request, will apply toward the application fee refund in the event that the application is excluded from the docket (ICC 16.26.060.D.2).

REASONABLE MEASURES

The Buildable Lands Analysis determines if there is existing capacity for the projected growth under current conditions (zoning, etc.). If it is determined that any UGA does not have sufficient capacity to accommodate 20 years of population and job growth, the municipality **must first have considered and implemented Reasonable Measures to accommodate at least a portion of the projected increase in urban growth within existing municipal boundaries or urban areas before considering expansion of the urban growth area** (WAC 365-196-310(3)(f) and CWPP 3.3.5). In some cases, expansion will be the logical response to projected urban growth. If the most recent BLA does not show evidence of a deficiency, or if Reasonable Measures have not yet been taken, a UGA expansion will not be docketed.

Reasonable Measures may include, but are not limited to, increasing the densities and/or intensities allowed in the land use plan and zoning regulations (i.e. up-zone and/or up-plan) or altering the uses allowed in the land use plan and zoning regulations.



Comprehensive Plan Amendment Application, PART 3

SUPPLEMENTAL ATTACHMENT FOR UGA AMENDMENTS

Project # _____ (assigned by staff)

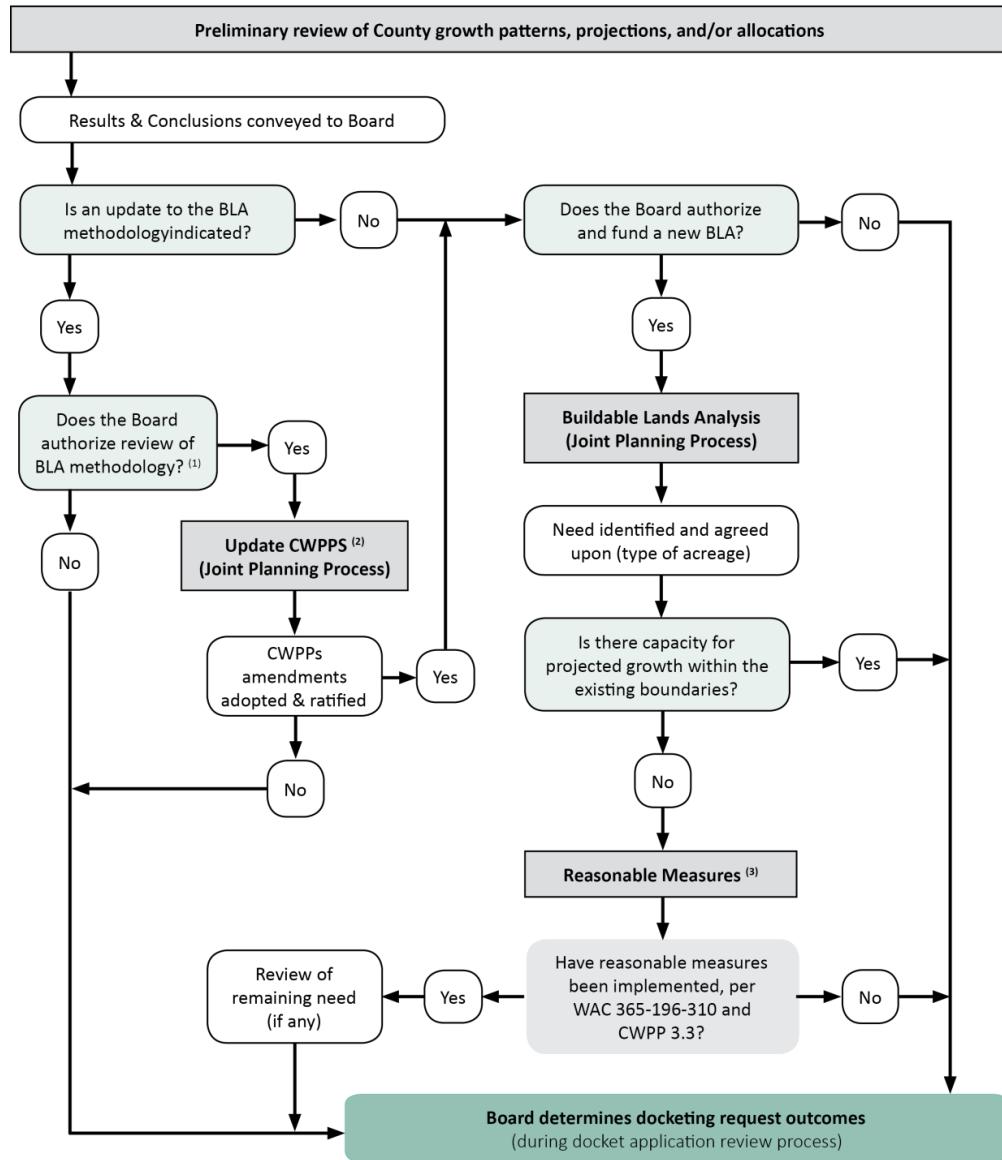
Applicant Initials: _____

EXAMPLE

The following example is provided to show one potential deferral scenario with related work plan research.

DEFERRAL EXAMPLE.

- Board **defers** a Type A.II(3) UGA Expansion application
- With the deferral, the Board decides to place related **research & analysis on the Work Plan**, and authorizes a review of the County's growth patterns, projections and/or allocations.
 - Based on the results of this initial research, and the reason for the capacity deficiency, the Board may also choose to authorize a review of the BLA methodology.
 - The Board may choose to authorize a BLA after initial research is completed (based on data).



NOTES:

1. A review of the BLA methodology will typically only occur during a periodic review cycle. The Board may choose to review the methodology mid-cycle if there are legislative changes or if the reasoning behind a capacity deficiency indicates that the methodology should be reviewed for potential updates.
2. Updating the CWPPs is a joint planning process that may be a multi-year process (requires ratification by all jurisdictions).
3. Reasonable Measures may be a multi-year process (based on municipality choice & resources).



Comprehensive Plan Amendment Application, PART 3

SUPPLEMENTAL ATTACHMENT FOR UGA AMENDMENTS

Project # _____ (assigned by staff) _____

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MUNICIPAL REVIEW & SUPPORT REQUIRED PRIOR TO APPLICATION SUBMITTAL

PLEASE NOTE:

- Modifications proposed by individuals shall not be approved by the County unless the modification is supported by the legislative authority of the affected Municipality, except for the Freeland NMUGA (see Section XVII, Municipal comments & local data).
- The applicant must submit a complete County application to the impacted municipality for review. Any additional forms, fees, and other information that the city and/or town may require is separate from the County process and are the responsibility of the applicant.
- Municipal review should include a public participation process and a resolution in support of the application.

ADDITIONAL APPLICATION INSTRUCTIONS

- **This handbook is a guidance document only, and may be amended at any time.** Additional information may be required for review, and vary by proposal type, scale, and intensity. All decisions and any conflicts will be controlled by the ICC and state law.
- **Please verify that you have the most current version of this handbook and forms prior to submittal (a pre-application is required).** Applications will be reviewed under the codes in effect at the date the application is deemed complete. To ensure compliance with state and local laws and policies, only the most current application form will be accepted at time of submittal.
- **All pages are required at submittal.** Mark N/A where applicable instead of leaving blank or excluding from application.



Comprehensive Plan Amendment Application, PART 3

SUPPLEMENTAL ATTACHMENT FOR UGA AMENDMENTS

Project # _____ (assigned by staff) _____

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XII. Checklist for UGA supplemental attachment

Applicant	Planning Staff	APPLICATION REQUIREMENTS by Application Type	Land Swap	Public Lands or Facilities	UGA Expansion
Application Part 3. Supplemental Attachment					
<input type="checkbox"/>	<input type="checkbox"/>	Section XII. Checklist for UGA Supplemental Attachment	✓	✓	✓
<input type="checkbox"/>	<input type="checkbox"/>	Section XIII. Initiation Type	✓	✓	✓
<input type="checkbox"/>	<input type="checkbox"/>	Section XIV. UGA Expansion Criteria			✓
<input type="checkbox"/>	<input type="checkbox"/>	Section XV. Preliminary Land Capacity Analysis	✓		✓
<input type="checkbox"/>	<input type="checkbox"/>	Section XVI. Calculation Revisions	✓		✓
<input type="checkbox"/>	<input type="checkbox"/>	Section XVII. Parcels Impacted by Proposal	✓	✓	✓
<input type="checkbox"/>	<input type="checkbox"/>	Section XVIII. Municipal Comments & Local Data	✓	✓	✓

XIII. initiation Type

1. Initiation by (check one):

Private Citizen Initiated City/Town Initiated County Initiated

2. Check one of the choices below to indicate which UGA Amendment type you are proposing:

A.II.(1) UGA Land Swap
 A.II.(2) Addition or Removal of Public Lands or Facilities
 A.II.(3) UGA Amendments that Require a Countywide Buildable Lands Analysis

3. Check which UGA(s) you anticipate will be impacted:

Oak Harbor Coupeville Freeland Langley

4. For UGA expansions between periodic updates, specify which of the four (4) allowed categories apply (per CWPP 3.3.3) – see page 31 of this supplemental attachment packet for more info.

3.3.3(a) **Population capacity concern**
 3.3.3(b) **Civilian employment growth capacity concern**
 3.3.3(c) **Revised NAS Whidbey staffing capacity concern**
 3.3.3(d) **Economic Development opportunity.**



Comprehensive Plan Amendment Application, PART 3

SUPPLEMENTAL ATTACHMENT FOR UGA AMENDMENTS

Project # _____ (assigned by staff) _____

Applicant Initials: _____

XIV. UGA Expansion Criteria

1. Is the proposed UGA expansion within the JPA? Yes No

2. JPA Overlay Designation(s) in proposed expansion area: _____

3. Is the proposed expansion in line with the expansion sequencing as laid out in CWPP 3.3? Yes No

4. Does the application include a proposal to change JPA designations? Yes No
(NOTE: If yes, a Part 3 for JPA amendments is also required at submittal)

5. Attach a written narrative that details how the proposal complies with the CWPP sequencing.

XV. Preliminary Land Capacity Analysis Estimates

Proposed Amendment	Total Acres	Population Capacity	Employment Capacity
Existing UGA (include w/in city limits)			
Proposed UGA			

XVI. Proposed Calculation Revisions (IF ANY)

Note: County staff is available to assist you with the following calculations and data sources.

1. Population Growth Estimates (required for proposals under Section XIII, Item 4, criteria A & C)

A. Adopted UGA 20-year Population Growth Allocation¹: _____ persons

B. Population at Start of Planning Period (Dec 2016): _____ persons

C. Current Population Estimate: _____ persons

D. Growth Since Start of Planning Period* (C - B): _____

E. Percentage of allocation utilized (D ÷ A): _____ %

¹ Oak Harbor UGA = 3,747 (including NAS Whidbey impacts); Coupeville = 144; Langley = 92

2. Employment* Growth Estimates (required for proposals under Section XIII, Item 4, criteria B & C)

A. Adopted UGA 20-year Employment Growth Allocation²: _____ FTE

B. UGA Employment at Start of Planning Period (Dec 2016): _____ FTE

C. UGA Current Employment Estimate: _____ FTE

D. Growth Since Start of Planning Period (C - B): _____

E. Percentage of allocation utilized (D ÷ A): _____ %

^{*} Civilian job growth only; for military personnel, use item 3 below. ² Oak Harbor = 167; Coupeville = 162; Langley = 52



Comprehensive Plan Amendment Application, PART 3

SUPPLEMENTAL ATTACHMENT FOR UGA AMENDMENTS

Project # _____ (assigned by staff) Applicant Initials: _____

3. Naval Air Station (NAS) Whidbey Growth & Projection Estimates (required for proposals under Section XIII, Item 4, criteria D)

A. Adopted NAS Whidbey 20-year Job Growth Allocation:	1000 military personnel
B. Revised** NAS Whidbey Job Growth Allocation:	_____ military personnel
C. Change in Navy Projection (B - A):	_____ military personnel
D. Persons-Per-Household (PPH) for NAS Whidbey:	
i. Adopted:	2.53 PPH
ii. Revised** NAS Whidbey PPH, if applicable:	_____ PPH
E. Population growth related to NAS Whidbey (C x D):	_____ Persons
F. Percent of NAS population allocated to the Oak Harbor UGA:	60 %
G. UGA population growth related to NAS Whidbey (E x F):	_____ Persons
H. Will growth occur prior to the start of the next planning period?	<input type="checkbox"/> Yes <input type="checkbox"/> No
i. Year anticipated:	_____

** Must be an official, published Navy projection or study.

XVII. Parcels impacted by Proposed UGA Revision

1. Attach a map of the parcels impacted by the proposed amendment (proposed for inclusion/removal and the neighboring parcels) showing all parcels and parcels numbers. Map must be legible, include a scale, north arrow, and clearly label area(s) proposed to be removed and/or added. To ensure legibility, do not use an aerial photo for a base layer for this map.

2. Do the proposed UGA boundary line revisions comply with the following standards?

- Lines are contiguous to the current UGA and do not create any holes; Yes No
- Follow street alignments, water courses, and other physical boundaries; Yes No
- Kept straight, simple, and logical; and Yes No
- Follow parcel boundaries (not dividing a parcel). Yes No

3. Does the proposed UGA expansion involve any of the following conditions?

- A. A designated tsunami zone Yes No
- B. A flood hazard area Yes No
- C. Property zoned Commercial Agriculture (CA) or Rural Forest (RF) Yes No
- D. Property with a JPA overlay of Priority Growth Area (PGA) Yes No
- E. Property with a JPA overlay of Auxiliary Growth Area (AGA) Yes No
- F. Property extensively constrained by critical areas Yes No



Comprehensive Plan Amendment Application, PART 3

SUPPLEMENTAL ATTACHMENT FOR UGA AMENDMENTS

Project # _____ (assigned by staff) _____

Applicant Initials: _____

XVIII. Municipal Comments & Local Data

Note: Formal comments from the affected city or town must be submitted with the application. Modifications proposed by the public shall not be approved by the County unless the modification is supported by the legislative authority of the affected city or town. For amendments affecting the Freeland NMUGA, Island County Planning & Community Development will provide comments.

FORMAL COMMENTS - REQUIRED AT TIME OF SUBMITTAL

For all UGA Amendment types (land swap, publically owned lands or UGA Amendment requiring a Countywide analysis) the affected jurisdiction must be contacted and **provide formal comments**, attached and labeled as '**Part 3 – Section XVIII(1), Municipal Comments.**' For amendments affecting the Freeland NMUGA, Island County Planning & Community Development will provide comments.

Comments should include, but are not limited to, the following:

1. How the proposal is or is not consistent with the goals and visions of the municipal Comprehensive Plan;
2. Comments on the potential location of the UGA boundary revisions (for UGA Land Swaps the impacted city/town must indicate a preliminary approval of both the area proposed to be removed and area proposed to be added);
3. Preliminary review of the feasibility of providing urban governmental services to the proposed location, per RCW 36.70A.030(18), and impacts to Capital Improvement Plans and/or Transportation Improvement Plans; and
4. A summary of public participation conducted related to this proposal (please attach notices sent, etc.).

A copy of the adopted **Resolution of Support** will be required. If this is not available at the time of application, it may be submitted separately, but **the application will not be included on a docket until after receipt of the Resolution of Support**. The resolution should include, at minimum:

1. Endorsement for the review and further consideration of the application merits;
2. Support for a reevaluation of the Buildable Lands Analysis (BLA), if applicable, based on evaluation of the CWPP threshold criteria (CWPP 3.3.3), and an acknowledgement that the jurisdiction has the staff and resource capacity to support the joint planning process should the County proceed;
3. A statement that, if the BLA results indicate additional capacity is needed, the jurisdiction has considered or anticipates the consideration of Reasonable Measures to accommodate additional urban growth inside the existing UGA prior to consideration of any UGA expansion per RCW 36.70A.215(2) and WAC 365-196-310(4);
4. Acknowledgement that any UGA boundary revision, if deemed necessary, may differ from the application and will be determined by the County after a joint planning process, and will be based on the results of the BLA and Alternative Measures;



Comprehensive Plan Amendment Application, PART 3

SUPPLEMENTAL ATTACHMENT FOR UGA AMENDMENTS

Project # _____ (assigned by staff) Applicant Initials: _____

5. Acknowledgement that a UGA amendment would require a municipal Comprehensive Plan amendment which would include, but may not be limited to, an update to the Land Use Element and will likely involve a review and update to the Transportation, Capital Facilities, Utilities, and Housing Elements of the municipal Comprehensive Plan to maintain consistency; and
6. An acknowledgment that, prior to any UGA boundary revision, the municipality will provide evidence of capacity and a plan for providing adequate public services to new areas added to the UGA.

For UGA Amendments that require a buildable lands analysis, the local data and information must be obtained from ***all*** the municipalities in Island County (for data on the Freeland UGA please contact Island County Planning & Community Development) in order for a BLA to be run. **For each jurisdiction (Oak Harbor, Coupeville, and Langley), obtain a statement that their staff has the resources to obtain the necessary data (as it relates to their jurisdiction) and that they will provide this data if and when needed.** *For proposals 1-acre or less this step is not necessary.*

***** Attach Application Part 3 to the Application Part 1 & 2 (include and initial all pages, 1 – 39). *****