

**ISLAND COUNTY COMMISSIONERS' WORK SESSION SCHEDULE**  
**MAY 21, 2025**

Those interested in attending the meeting virtually may use the following link:

<https://zoom.us/j/98750832914?pwd=3eNmGtLyPYwKV5qvVHv4tc207uylo3.1>

or for voice only, **Dial by your location:** (253) 215-8782

**Meeting ID:** 987 5083 2914 **Passcode:** 777859

9:00 a.m.	Sheriff's Office
9:15 a.m.	Facilities
9:45 a.m.	Planning & Community Development
11:15 a.m.	Public Health

**NOON BREAK**

1:00 p.m.	Commissioners
1:45 p.m.	Public Works

The Board of County Commissioners meets routinely in Work Session the first three Wednesdays of each month. Work Sessions are held in the Annex Building, Board of County Commissioners' Hearing Room, #B102, 1 NE 6<sup>th</sup> Street, Coupeville, WA.

Work Sessions are public meetings that provide an informal workshop format opportunity for the Board to review ongoing items with departments or to meet with other agencies, committees, or groups to discuss specific topics of mutual interest. Items are typically reviewed at Work Session before being scheduled on the agenda for the Board's regular Tuesday business meetings.

While Work Sessions do not have time set aside for verbal public comment, written public comment is welcomed and can be directed to the Clerk of the Board by submitting comments to [CommentBOCC@islandcountywa.gov](mailto:CommentBOCC@islandcountywa.gov). If you have questions regarding public comment, you may call (360) 679-7385. Written public comments are considered a public record.

Times for each department are approximate; a time slot scheduled for a specific department may be revised as the Work Session progresses. Because of the workshop format and time sensitivity, certain items, topics, and materials may be presented that are not included in the published agenda. **If you are interested in reviewing those documents, please contact the Clerk of the Board at (360) 679-7354.**

**ASSISTIVE LISTENING AVAILABLE:** Please contact the clerk for an assistive listening device to use during the meeting. Please return the device at the end of the meeting.

**NOTE:** Audio recordings are posted within 48 hours of the meeting date. To listen to the recording visit the [Agenda Center](#) on the Island County website.



**ISLAND COUNTY SHERIFF**

**WORK SESSION AGENDA**

**MEETING DATE: 5/21/2025**

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**To: Melanie Bacon, Chair**  
**Board of Island County Commissioners**

**From: Rick Felici, Sheriff**

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**Amount of time requested for agenda discussion. 15 minutes**

**DIVISION: Sheriff**

**Agenda Item No.: 1**

**Subject: Axon Enterprise contract renewal with Island County Sheriff's Office**

**Description:** Renewal of 60-month contract for body-worn camera, digital evidence storage, redaction software, and associated devices and accessories set to expire November 1, 2025. There are no additional monies due for 2025, however, the contract must be signed by June 30, 2025. Yearly payments commence in 2026 of \$94,425.66 through 2029. Body worn cameras, digital evidence storage, redaction software and associated devices and accessories were obtained at no cost to Island County in 2021. Washington State funds of \$275,000.00 were appropriated to the Washington Association of Sheriffs and Police Chiefs (WASPC) to provide a grant to Island County to support equipment purchase and video storage cost for body-worn camera programs, providing service through 2025.

**Attachment: Binding quote Q-682280-45784KH, 2021 Axon contract paid for with Washington State budget allocation, no fee to Island County.**

**Request:** *(Check boxes that apply)*

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Move to Consent | <input type="checkbox"/> Move to Regular           |
| <input type="checkbox"/> None/Informational         | <input type="checkbox"/> Schedule a Public Hearing |
| <input type="checkbox"/> Signature Request          | <input type="checkbox"/> Other: _____              |

**IT Review:** Not Applicable

**Budget Review:** Complete

**P.A. Review:** Complete



Axon Enterprise, Inc.  
17800 N 85th St.  
Scottsdale, Arizona 85255  
United States  
VAT: 86-0741227  
Domestic: (800) 978-2737  
International: +1.800.978.2737

## Item #1

Q-682280-45784KH

Issued: 05/07/2025

Quote Expiration: 06/30/2025

Estimated Contract Start Date: 10/01/2025

Account Number: 106988

Payment Terms: N30

Mode of Delivery: UPS-GND

SHIP TO	BILL TO
Island County Sheriff's Office - WA 101 NE 6TH ST COUPEVILLE, WA 98239 USA	Island County Sheriff's Office - WA PO Box 5000 Coupeville WA 98239-5000 USA Email:

SALES REPRESENTATIVE	PRIMARY CONTACT
Kyle Hunt Phone: Email: huntk@axon.com Fax: (480) 930-4484	Ed Wallace Phone: (888) 888-8888 Email: edw@islandcountywa.gov Fax:

### Quote Summary

Program Length	60 Months
TOTAL COST	\$315,990.21
ESTIMATED TOTAL W/ TAX	\$335,921.72

### Discount Summary

Average Savings Per Year	\$43,955.42
TOTAL SAVINGS	\$219,777.09

Payment Summary

Date	Subtotal	Tax	Total
Sep 2025	(\$36,953.79)	(\$4,827.04)	(\$41,780.83)
Sep 2026	\$88,236.00	\$6,189.66	\$94,425.66
Sep 2027	\$88,236.00	\$6,189.66	\$94,425.66
Sep 2028	\$88,236.00	\$6,189.66	\$94,425.66
Sep 2029	\$88,236.00	\$6,189.57	\$94,425.57
Total	\$315,990.21	\$19,931.51	\$335,921.72



Quote Unbundled Price:	\$535,767.30
Quote List Price:	\$494,445.30
Quote Subtotal:	\$315,990.21

## Pricing

*All deliverables are detailed in Delivery Schedules section lower in proposal*

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
<b>Program</b>									
100553	TRANSFER CREDIT - SOFTWARE AND SERVICES	1			\$1.00	(\$111,729.24)	(\$111,729.24)	(\$9,832.17)	(\$121,561.41)
100552	TRANSFER CREDIT - GOODS	1			\$1.00	(\$13,460.55)	(\$13,460.55)	(\$1,184.53)	(\$14,645.08)
BWCamMBDTAP	Body Worn Camera Multi-Bay Dock TAP Bundle	5	60	\$73.05	\$36.07	\$36.07	\$10,821.00	\$952.25	\$11,773.25
BWCamTAP	Body Worn Camera TAP Bundle	55	60	\$42.96	\$33.80	\$33.80	\$111,540.00	\$9,815.54	\$121,355.54
<b>A la Carte Hardware</b>									
H00001	AB4 Camera Bundle	50			\$899.00	\$0.00	\$0.00	\$0.00	\$0.00
H00002	AB4 Multi Bay Dock Bundle	5			\$1,638.90	\$0.00	\$0.00	\$0.00	\$0.00
<b>A la Carte Software</b>									
73478	AXON EVIDENCE - REDACTION ASSISTANT USER LICENSE	55	60		\$10.85	\$10.85	\$35,805.00	\$3,150.84	\$38,955.84
73618	AXON COMMUNITY REQUEST	55	60		\$10.85	\$10.85	\$35,805.00	\$3,150.84	\$38,955.84
73680	AXON FUSUS - LICENSE - BWC CONNECTIVITY AND PLUS USER	55	60		\$20.61	\$20.61	\$68,013.00	\$5,985.14	\$73,998.14
73686	AXON EVIDENCE - STORAGE - UNLIMITED (AXON DEVICE)	55	60		\$27.12	\$27.12	\$89,496.00	\$0.00	\$89,496.00
ProLicense	Pro License Bundle	14	60		\$48.82	\$48.75	\$40,950.00	\$3,603.60	\$44,553.60
BasicLicense	Basic License Bundle	50	60		\$16.27	\$16.25	\$48,750.00	\$4,290.00	\$53,040.00
<b>Total</b>							<b>\$315,990.21</b>	<b>\$19,931.51</b>	<b>\$335,921.72</b>

## Delivery Schedule

### Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
AB4 Camera Bundle	100147	AXON BODY 4 - CAMERA - NA US FIRST RESPONDER BLK RAPIDLOCK	50	1	09/01/2025
AB4 Camera Bundle	100147	AXON BODY 4 - CAMERA - NA US FIRST RESPONDER BLK RAPIDLOCK	1	1	09/01/2025
AB4 Camera Bundle	100466	AXON BODY 4 - CABLE - USB-C TO USB-C	55	1	09/01/2025
AB4 Camera Bundle	100775	AXON BODY 4 - MAGNETIC DISCONNECT CABLE	55	1	09/01/2025
AB4 Camera Bundle	74028	AXON BODY - MOUNT - WING CLIP RAPIDLOCK	55	1	09/01/2025
AB4 Multi Bay Dock Bundle	100206	AXON BODY 4 - 8 BAY DOCK	5	1	09/01/2025
AB4 Multi Bay Dock Bundle	70033	AXON - DOCK WALL MOUNT - BRACKET ASSY	5	1	09/01/2025
AB4 Multi Bay Dock Bundle	71019	AXON BODY - DOCK POWERCORD - NORTH AMERICA	5	1	09/01/2025
Body Worn Camera Multi-Bay Dock TAP Bundle	73689	AXON BODY - TAP REFRESH 1 - DOCK MULTI BAY	5	1	03/03/2028
Body Worn Camera TAP Bundle	73309	AXON BODY - TAP REFRESH 1 - CAMERA	56	1	03/03/2028
Body Worn Camera Multi-Bay Dock TAP Bundle	73688	AXON BODY - TAP REFRESH 2 - DOCK MULTI BAY	5	1	09/01/2030
Body Worn Camera TAP Bundle	73310	AXON BODY - TAP REFRESH 2 - CAMERA	56	1	09/01/2030

## Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
Basic License Bundle	73683	AXON EVIDENCE - STORAGE - 10GB A LA CARTE	50	10/01/2025	09/30/2030
Basic License Bundle	73840	AXON EVIDENCE - ECOM LICENSE - BASIC	50	10/01/2025	09/30/2030
Pro License Bundle	73683	AXON EVIDENCE - STORAGE - 10GB A LA CARTE	42	10/01/2025	09/30/2030
Pro License Bundle	73746	AXON EVIDENCE - ECOM LICENSE - PRO	14	10/01/2025	09/30/2030
A la Carte	73478	AXON EVIDENCE - REDACTION ASSISTANT USER LICENSE	55	10/01/2025	09/30/2030
A la Carte	73618	AXON COMMUNITY REQUEST	55	10/01/2025	09/30/2030
A la Carte	73680	AXON FUSUS - LICENSE - BWC CONNECTIVITY AND PLUS USER	55	10/01/2025	09/30/2030
A la Carte	73686	AXON EVIDENCE - STORAGE - UNLIMITED (AXON DEVICE)	55	10/01/2025	09/30/2030

## Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
Body Worn Camera Multi-Bay Dock TAP Bundle	80465	AXON BODY - TAP WARRANTY - MULTI BAY DOCK	5	09/01/2026	09/30/2030
Body Worn Camera TAP Bundle	80464	AXON BODY - TAP WARRANTY - CAMERA	55	09/01/2026	09/30/2030
Body Worn Camera TAP Bundle	80464	AXON BODY - TAP WARRANTY - CAMERA	1	09/01/2026	09/30/2030

## Shipping Locations

Location Number	Street	City	State	Zip	Country
1	101 NE 6TH ST	COUPEVILLE	WA	98239	USA

## Payment Details

### Sep 2025

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 1	73478	AXON EVIDENCE - REDACTION ASSISTANT USER LICENSE	55	\$7,161.00	\$630.17	\$7,791.17
Year 1	73618	AXON COMMUNITY REQUEST	55	\$7,161.00	\$630.17	\$7,791.17
Year 1	73680	AXON FUSUS - LICENSE - BWC CONNECTIVITY AND PLUS USER	55	\$13,602.60	\$1,197.03	\$14,799.63
Year 1	73686	AXON EVIDENCE - STORAGE - UNLIMITED (AXON DEVICE)	55	\$17,899.19	\$0.00	\$17,899.19
Year 1	BasicLicense	Basic License Bundle	50	\$9,750.00	\$858.00	\$10,608.00
Year 1	BWCamMBDTAP	Body Worn Camera Multi-Bay Dock TAP Bundle	5	\$2,164.20	\$190.45	\$2,354.65
Year 1	BWCamTAP	Body Worn Camera TAP Bundle	55	\$22,308.01	\$1,963.12	\$24,271.13
Year 1	H00001	AB4 Camera Bundle	50	\$0.00	\$0.00	\$0.00
Year 1	H00002	AB4 Multi Bay Dock Bundle	5	\$0.00	\$0.00	\$0.00
Year 1	ProLicense	Pro License Bundle	14	\$8,190.00	\$720.72	\$8,910.72
Invoice Upon Fulfillment	100552	TRANSFER CREDIT - GOODS	1	(\$13,460.55)	(\$1,184.53)	(\$14,645.08)
Invoice Upon Fulfillment	100553	TRANSFER CREDIT - SOFTWARE AND SERVICES	1	(\$111,729.24)	(\$9,832.17)	(\$121,561.41)
Total				(\$36,953.79)	(\$4,827.04)	(\$41,780.83)

### Oct 2025

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Invoice Upon Fulfillment	BWCamMBDTAP	Body Worn Camera Multi-Bay Dock TAP Bundle	5	\$0.00	\$0.00	\$0.00
Total				\$0.00	\$0.00	\$0.00

### Sep 2026

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 2	73478	AXON EVIDENCE - REDACTION ASSISTANT USER LICENSE	55	\$7,161.00	\$630.17	\$7,791.17
Year 2	73618	AXON COMMUNITY REQUEST	55	\$7,161.00	\$630.17	\$7,791.17
Year 2	73680	AXON FUSUS - LICENSE - BWC CONNECTIVITY AND PLUS USER	55	\$13,602.60	\$1,197.03	\$14,799.63
Year 2	73686	AXON EVIDENCE - STORAGE - UNLIMITED (AXON DEVICE)	55	\$17,899.19	\$0.00	\$17,899.19
Year 2	BasicLicense	Basic License Bundle	50	\$9,750.00	\$858.00	\$10,608.00
Year 2	BWCamMBDTAP	Body Worn Camera Multi-Bay Dock TAP Bundle	5	\$2,164.20	\$190.45	\$2,354.65
Year 2	BWCamTAP	Body Worn Camera TAP Bundle	55	\$22,308.01	\$1,963.12	\$24,271.13
Year 2	H00001	AB4 Camera Bundle	50	\$0.00	\$0.00	\$0.00
Year 2	H00002	AB4 Multi Bay Dock Bundle	5	\$0.00	\$0.00	\$0.00
Year 2	ProLicense	Pro License Bundle	14	\$8,190.00	\$720.72	\$8,910.72
Total				\$88,236.00	\$6,189.66	\$94,425.66

### Sep 2027

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 3	73478	AXON EVIDENCE - REDACTION ASSISTANT USER LICENSE	55	\$7,161.00	\$630.17	\$7,791.17
Year 3	73618	AXON COMMUNITY REQUEST	55	\$7,161.00	\$630.17	\$7,791.17
Year 3	73680	AXON FUSUS - LICENSE - BWC CONNECTIVITY AND PLUS USER	55	\$13,602.60	\$1,197.03	\$14,799.63

### Sep 2027

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 3	73686	AXON EVIDENCE - STORAGE - UNLIMITED (AXON DEVICE)	55	\$17,899.19	\$0.00	\$17,899.19
Year 3	BasicLicense	Basic License Bundle	50	\$9,750.00	\$858.00	\$10,608.00
Year 3	BWCamMBDTAP	Body Worn Camera Multi-Bay Dock TAP Bundle	5	\$2,164.20	\$190.45	\$2,354.65
Year 3	BWCamTAP	Body Worn Camera TAP Bundle	55	\$22,308.01	\$1,963.12	\$24,271.13
Year 3	H00001	AB4 Camera Bundle	50	\$0.00	\$0.00	\$0.00
Year 3	H00002	AB4 Multi Bay Dock Bundle	5	\$0.00	\$0.00	\$0.00
Year 3	ProLicense	Pro License Bundle	14	\$8,190.00	\$720.72	\$8,910.72
Total				\$88,236.00	\$6,189.66	\$94,425.66

### Sep 2028

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 4	73478	AXON EVIDENCE - REDACTION ASSISTANT USER LICENSE	55	\$7,161.00	\$630.17	\$7,791.17
Year 4	73618	AXON COMMUNITY REQUEST	55	\$7,161.00	\$630.17	\$7,791.17
Year 4	73680	AXON FUSUS - LICENSE - BWC CONNECTIVITY AND PLUS USER	55	\$13,602.60	\$1,197.03	\$14,799.63
Year 4	73686	AXON EVIDENCE - STORAGE - UNLIMITED (AXON DEVICE)	55	\$17,899.19	\$0.00	\$17,899.19
Year 4	BasicLicense	Basic License Bundle	50	\$9,750.00	\$858.00	\$10,608.00
Year 4	BWCamMBDTAP	Body Worn Camera Multi-Bay Dock TAP Bundle	5	\$2,164.20	\$190.45	\$2,354.65
Year 4	BWCamTAP	Body Worn Camera TAP Bundle	55	\$22,308.01	\$1,963.12	\$24,271.13
Year 4	H00001	AB4 Camera Bundle	50	\$0.00	\$0.00	\$0.00
Year 4	H00002	AB4 Multi Bay Dock Bundle	5	\$0.00	\$0.00	\$0.00
Year 4	ProLicense	Pro License Bundle	14	\$8,190.00	\$720.72	\$8,910.72
Total				\$88,236.00	\$6,189.66	\$94,425.66

### Sep 2029

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 5	73478	AXON EVIDENCE - REDACTION ASSISTANT USER LICENSE	55	\$7,161.00	\$630.16	\$7,791.16
Year 5	73618	AXON COMMUNITY REQUEST	55	\$7,161.00	\$630.16	\$7,791.16
Year 5	73680	AXON FUSUS - LICENSE - BWC CONNECTIVITY AND PLUS USER	55	\$13,602.60	\$1,197.02	\$14,799.62
Year 5	73686	AXON EVIDENCE - STORAGE - UNLIMITED (AXON DEVICE)	55	\$17,899.19	\$0.00	\$17,899.19
Year 5	BasicLicense	Basic License Bundle	50	\$9,750.00	\$858.00	\$10,608.00
Year 5	BWCamMBDTAP	Body Worn Camera Multi-Bay Dock TAP Bundle	5	\$2,164.20	\$190.45	\$2,354.65
Year 5	BWCamTAP	Body Worn Camera TAP Bundle	55	\$22,308.01	\$1,963.06	\$24,271.07
Year 5	H00001	AB4 Camera Bundle	50	\$0.00	\$0.00	\$0.00
Year 5	H00002	AB4 Multi Bay Dock Bundle	5	\$0.00	\$0.00	\$0.00
Year 5	ProLicense	Pro License Bundle	14	\$8,190.00	\$720.72	\$8,910.72
Total				\$88,236.00	\$6,189.57	\$94,425.57

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

## Standard Terms and Conditions

### Axon Enterprise Inc. Sales Terms and Conditions

#### Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at <https://www.axon.com/sales-terms-and-conditions>), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

#### ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at [www.axon.com/legal/sales-terms-and-conditions](http://www.axon.com/legal/sales-terms-and-conditions)), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

#### Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

## Exceptions to Standard Terms and Conditions

Agency has existing contract(s) originated via Quote(s):

Q-310108, Q-552727, Q-603162

Agency is terminating those contracts effective 10/1/2025 Any changes in this date will result in modification of the program value which may result in additional fees or credits due to or from Axon.

The parties agree that Axon is applying a Net Transfer Credit of -\$125189.79

100% discounted body-worn camera and docking station hardware contained in this quote reflects a TAP replacement for hardware purchased under existing quotes aforementioned above. All TAP obligations from this contract will be considered fulfilled upon execution of this quote.

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Signature

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Date Signed

5/7/2025







## ISLAND COUNTY FACILITIES

### WORK SESSION AGENDA

MEETING DATE: 5/21/2025

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To: **Melanie Bacon, Chair**  
**Board of Island County Commissioners**

From: **Ryan Beach, Director**

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Amount of time requested for agenda discussion. 30 minutes

**DIVISION:** Not Applicable

**Agenda Item No.:** 1

**Subject:** **Approval of Purchase Order FAC-250846 in the amount of \$190,923.69 with Rainier Asphalt (RM-FAC-2025-100)**

**Description:** The existing Island County Administration parking lot located at 1 NE 7<sup>th</sup> Street needs a 3-inch-deep demolition and resurfacing to modernize the County's Administration site through 2050.

**Attachment:** **PO FAC-250846, Contract 25-11**

**Request:** *(Check boxes that apply)*

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Move to Consent | <input type="checkbox"/> Move to Regular           |
| <input type="checkbox"/> None/Informational         | <input type="checkbox"/> Schedule a Public Hearing |
| <input type="checkbox"/> Signature Request          | <input type="checkbox"/> Other: _____              |

**IT Review:** Not Applicable

**Budget Review:** Complete

**P.A. Review:** Complete

**DIVISION:** Not Applicable

**Agenda Item No.:** 2

**Subject:** **Island County Multi-Purpose Facility Use Update**

**Description:** Update to the current facility use property to be better align with the cost to maintain the multipurpose room as a rentable space including changing security deposits to credit card, and only allowing full day rentals

**Attachment:** **Executive Summary, New Rental Application, credit card processing proposal**

**Request:** *(Check boxes that apply)*

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Move to Consent | <input type="checkbox"/> Move to Regular           |
| <input type="checkbox"/> None/Informational         | <input type="checkbox"/> Schedule a Public Hearing |
| <input type="checkbox"/> Signature Request          | <input type="checkbox"/> Other: _____              |

**IT Review:** Not Applicable

**Budget Review:** Not Applicable

**P.A. Review:** Not Applicable



**FAC-250846**

Please reference number on invoice



Island Cour

**Facilities Management**

Department

1 NE 7th Street  
Coupeville, WA 98239-5000  
(360) 671

Order date 3/10/2025

Ordered by Dane Kinney

Requested for Administration

POC: Dane Kinney

Commissioner

Date

Vendor Name RAINIER ASPHALT SEALING LLC Contact Person TOM MERRY  
Address PO BOX 1549 City / State / Zip NORTH BEND, WA 98045  
Phone 800-592-0311 merry@rainierasphalt.com Federal Tax ID # 91-2050804

This purchase order is for ☐ Good ☐ General Services ☐ Professional Services ☒ Public Works Construction

Risk Manager Contract Control Number: **RM-FAC-2025-100** Risk Manager Signature \_\_\_\_\_

Coop purchasing for public agencies per

Vendors & Quotes Per ICC 2.30A.020 & 2.30A.050 1) RCW 39.34.030 2) \_\_\_\_\_  
3) \_\_\_\_\_ 4) \_\_\_\_\_ 5) \_\_\_\_\_

Remarks / Attachments Bid Proposal Dated: 12/07/2024; INTERLOCAL AGREEMENT WA994194; Vendor AWARDED CONTRACT 23010402

Date Required * <b>6/2/2025</b>		Project #25-11		* Please notify us immediately if you are unable to ship complete order to be received by date specified*	
Quantity	Bars #	Job #		Unit Price	Amount
333 tons	135-28-18323/546120		Grinding, removal, disposal, and paving using Hot Asphalt Mix with 1-year warranty;	\$ 391.60	\$ 130,404.41
667 LF			Placement of commercial extruded curbing with 1-year warranty;	\$ 48.27	\$ 32,195.23
41			WHEEL STOPS BIG (Precast concrete) - Installed with metal stakes in ASPHALT;	\$ 230.17	\$ 9,437.00
1,014 LF			Striping design, layout, mobilization with 1-year warranty.	\$ 3.40	\$ 3,444.69

I have read and agree to the terms of this Purchase Order (front, back, and any attachments).

Subtotal \$ 175,481.33

Freight

Tax \$ 15,442.36

TOTAL \$ 190,923.69

(VENDOR MUST RETURN SIGNED ORDER BEFORE GOODS ARE RENDERED)

Vendor Signature

Date

## PURCHASE ORDER STANDARD TERMS AND CONDITIONS

The purchase order contract includes the following terms and conditions and includes, but is not limited to the invitation to bid, request for quotations, specifications, plans and published rules and regulations of Island County Ordinances and the laws of the State of Washington, which are hereby incorporated by reference.

- 1) **CHANGES:** No alteration in any of the terms, conditions, delivery, price, quality, quantities, or specifications of this order will be effective without written consent of the department purchasing the materials/services.
- 2) **DELIVERY:** For any exception to the delivery date as specified on this order, Vendor shall give prior notification and obtain written approval thereto from the department purchasing the materials/services. With respect to delivery under this order, time is of the essence and the order is subject to termination for failure to deliver as specified. The acceptance by the Purchaser of late performance with or without objection or reservation shall not waive the right to claim damage for such breach nor constitute a waiver of the requirements for the timely performance of any obligation remaining to be performed by Vendor.
- 3) **PAYMENTS, CASH DISCOUNT, LATE PAYMENT CHARGES:** Invoices will not be processed for payment nor will the period of computation for cash discount commence until receipt of a properly completed invoice or receipt of invoiced items, whichever is later. If an adjustment in payment is necessary due to damage or dispute, the cash discount period shall commence on the date final approval for payment is authorized.
- 4) **SHIPPING INSTRUCTIONS:** Unless otherwise specified, all goods are to be shipped prepaid, FOB Destination. Where shipping addresses indicate room numbers, it will be up to the Vendor to make delivery to that location at no additional charge. Where specific authorization is granted to ship goods, FOB shipping point, Vendor agrees to prepay all shipping charges, route as instructed or if instructions are not provided, route by cheapest common carrier, and to bill the Purchaser as a separate item on the invoice for said charges. Each invoice for shipping charges shall contain the original or a copy of the bill indicating that the payment for shipping has been made. It is also agreed that the Purchaser reserves the right to refuse COD shipments.
- 5) **REJECTIONS:** All goods, materials/services purchased herein are subject to approval by the Purchaser. Any rejection of goods, materials/services resulting because of nonconformity to the terms and specifications of this order, whether held by the Purchaser or returned, will be at Vendor's risk and expense.
- 6) **IDENTIFICATION:** All invoices, packing lists, packages, shipping notices, instruction manuals, and other written documents affecting this order shall contain the applicable purchase order number. Packing lists shall be enclosed in each and every box or package shipped pursuant to this order, indicating the contents therein.
- 7) **INFRINGEMENTS:** Vendor agrees to protect and save harmless the Purchaser against all claims, suits or proceedings for patent, trademark, copyright, or franchise infringement arising from the purchase, installation, or use of goods and materials ordered, and to assume all expenses and damages arising from such claims, suits or proceedings.
- 8) **WARRANTIES:** Vendor warrants that articles and services under this order conform to specifications herein and are fit for the purpose for which such goods or services are ordinarily employed, except that if a particular purpose is stated, the material and/or service must then be fit for that particular purpose.
- 9) **TAXES:** Unless otherwise indicated, the Purchaser agrees to pay all State of Washington sales or use tax. No charge by Vendor shall be made for federal excise taxes and the Purchaser agrees to furnish Vendor, upon acceptance of articles or services supplied under this order, with an exemption certificate.
- 10) **LIENS, CLAIMS AND ENCUMBRANCES:** Vendor warrants and represents that all the goods and materials and services ordered herein are free and clear of all liens, claims and encumbrances of any kind.
- 11) **RISK OF LOSS:** Regardless of FOB point, Vendor agrees to bear all risks of loss, injury or destruction of goods and materials ordered herein which occur prior to delivery. Such loss, injury or destruction shall not release Vendor from any obligation hereunder.
- 12) **SAVE HARMLESS:** Vendor shall protect, defend, and indemnify, and save the Purchaser harmless from and against any damage, cost, or liability for any injuries to persons or property arising from acts or omissions of Vendor, his employees, agents, or subcontractors, howsoever caused. When applicable, and upon request by Purchaser, Vendor will provide certificate(s) of insurance.
- 13) **PRICES:** If the price is not stated on this order, it is agreed that the goods shall be billed at the price last quoted or paid, or the prevailing market price, whichever is lower.
- 14) **TERMINATION:** In the event of breach by Vendor of any of the provisions of this contract, the Purchaser reserves the right to cancel and terminate this contract forthwith upon giving oral or written notice to Vendor. Vendor shall be liable for damages suffered by the Purchaser resulting from Vendor's breach of contract.
- 15) **NONDISCRIMINATION AND AFFIRMATIVE ACTION:** The Vendor agrees not to discriminate any client, employee or applicant for employment or services because of race, creed, color, national origin, sex, sexual orientation, marital status, age or the presence of any sensory, mental or physical handicap, honorably discharged veteran or military status or the use of a trained dog guide or service animal by a person with a disability, with regard to, but not limited to, the following: employment upgrading; demotion or transfer; recruitment or recruitment advertising; layoffs or termination; rates of pay or other forms of compensation; selection for training; rendition of services. It is further understood that any Vendor who is in violation of the clause or an applicable Affirmative Action Program shall be barred forthwith from receiving awards of any purchase order from the County unless a satisfactory showing is made that discriminatory practices or noncompliance with applicable Affirmative Action Programs have terminated and that a recurrence of such acts is unlikely. Vendor must comply with the Americans with Disabilities Act of 1990.
- 16) **DEFAULT:** The Vendor covenants and agrees that in the event suit is instituted by the Purchaser for any default on the part of the Vendor, and the Vendor is adjudged by a court of competent jurisdiction to be in default, the Vendor shall pay to the Purchaser all costs, expenses expended or incurred by the Purchaser in connection therewith, and reasonable attorney's fees. The Vendor agrees that the Superior Court of the State of Washington shall have jurisdiction over any such suit, and that venue shall be laid in Island County.
- 17) **BRANDS:** When a special brand is named it shall be construed solely for the purpose of indicating the standard of quality, performance, or use described. Brands of equal quality, performance, and use shall be considered, provided Vendor specifies the brand and model and submits descriptive literature, when available. Any bid containing a brand which is not equal quality, performance or use specified must be represented as an alternate and not as an equal, and failure to do shall be sufficient reason to disregard the bid.
- 18) **ACCEPTANCE: THIS ORDER EXPRESSLY LIMITS ACCEPTANCE TO THE TERMS AND CONDITIONS STATED HEREIN. ALL ADDITIONAL OR DIFFERENT TERMS PROPOSED BY VENDOR ARE OBJECTED TO AND HEREBY REJECTED, UNLESS OTHERWISE PROVIDED IN WRITING BY THE DEPARTMENT THAT IS PURCHASING THE MATERIALS/SERVICES.**
- 19) **HANDLING:** No charges will be allowed for handling which includes, but is not limited to packing, wrapping, bags, containers, or reels, unless otherwise stated herein. (optional)



Phone: (800)592-0311  
[www.rainierasphalt.com](http://www.rainierasphalt.com)  
PO Box 1549  
North Bend, WA 98045

<b>Bid Date:</b> 12/07/2024	<b>Contact:</b> Ryan Beach	<b>Site Address:</b> Island County Administration Building 701 N. Main Street  Coupeville, WA 98239	<b>Billing Address:</b> Island County 1 NE 7th St.  Coupeville, WA 98239
<b>Job:</b> #36637 - Island County Admin Building Parking Lot Replacement_A_CB_WS_ST	<b>Phone:</b> (360) 678-7871  <b>Email:</b> <a href="mailto:r.beach@islandcountywa.gov">r.beach@islandcountywa.gov</a>		



**Rainier Asphalt & Concrete**  
Company Contact Info



**Estimator**  
Harley Wright



**Project Manager**  
Oscar Cordova

☎ (800)592-0311

✉ [info@rainierasphalt.com](mailto:info@rainierasphalt.com)

☎ (360) 913-6609

✉ [wright@rainierasphalt.com](mailto:wright@rainierasphalt.com)

☎ (425) 231-3287

✉ [cordova@rainierasphalt.com](mailto:cordova@rainierasphalt.com)

Please contact your Account Manager if you would like to proceed with the work or if you have any questions. For company information, such as our W9, business license, etc, please go to [www.rainierasphalt.com/credentials](http://www.rainierasphalt.com/credentials).

## Bid Proposal

### Asphalt (Private Property)

Quantity/Unit	Description
18005.00 Sq. Ft.	Grinding of asphalt full-depth and disposal, 3 inch average maximum depth allowance (333 tons)
667.00 Lineal Feet	Removal and disposal of damaged extruded curbing (8 Yards)
18005.00 Sq. Ft.	Asphalt paving -- FULL DEPTH SAWCUT RIPOUT AREAS -- using Hot Asphalt Mix (3 inch average maximum allowance or 333 ton allowance; additional tons to be billed at \$260 per ton or \$200 per ton for crushed rock (at customer's discretion); material tickets from supplier to be provided for any extra charges)
1.00 Units	#811 Locates and private locates
1.00 Units	Prevailing wages, intents and affidavits
4.00 Days	Mobilizations
1.00 Units	STANDARD INCLUSIONS: One year material and workmanship warranty. STANDARD EXCLUSIONS: (1) If subgrade or sub-base prep is performed by customer or designee, this work must be completed 48 business hours prior to hard surface placement by contractor to allow for inspection (2) Pre-existing site conditions with slope less than 2% is difficult to achieve proper drainage. Consequently, contractor cannot warranty slopes less than 1% against ponding. (3) A soils engineer may be required if unexpected base conditions are encountered upon excavation (i.e. clay, water table, etc.) to design proper solution, (4) Between contract signature and project execution, contractor will absorb 5% material price escalations. Price escalations above that threshold will be passed through to customer.

### Curbing (Private Property)

**\$130,404.41**

Quantity/Unit	Description
667.00 Lineal Feet	Placement of commercial extruded curbing -- Mortar Adhesion
1.00 Units	Prevailing wages, intents and affidavits
3.00 Units	Mobilizations
1.00 Units	One year material and workmanship warranty

### Installation

**\$32,195.23**

Quantity/Unit	Description
41.00 Units	WHEEL STOPS BIG (precast concrete) - Installed with metal stakes in ASPHALT
1.00 Each	Prevailing wages, intents and affidavits

**\$9,437.00**

**TOTALS**

Subtotal	\$175,481.33
Sales Tax @ <del>8.75%</del>	<del>\$15,266.88</del>
8.8%	\$15,442.36
Total	\$190,748.21

- Please visit [www.rainierasphalt.com](http://www.rainierasphalt.com) for a wealth of information or call us with any questions.
- Customer must provide free and clear access to the work areas and adequate staging for trucks and equipment.
- Itemized prices are contingent on entire bid being accepted.
- Please sign below and return a copy to us to schedule this work.

No.: RAINIAS991JO, Bonded.

(Proposal expires 30 days after bid date. THIS AGREEMENT, dated below, is made by and between RAINIER ASPHALT SEALING, LLC, a Washington limited liability company (CONTRACTOR), and the undersigned, a designated agent, hereinafter referred to as CUSTOMER.

1. CUSTOMER, for the full, complete and faithful performance of this Agreement, agrees to pay to CONTRACTOR the total sum listed above plus applicable Washington State sales tax. If a sales tax rate change takes effect between the time the work is bid and performed, CUSTOMER shall pay tax at the rate in effect when work is performed. If over \$10,000, a deposit of 50% shall be due and payable to CONTRACTOR upon acceptance of this Proposal and

Contract by

CUSTOMER. The balance of the contract price shall be due and payable within 30 days of completion of the work. CONTRACTOR may, at its option, send monthly progress billing invoices for work performed.

SUBSTANTIAL COMPLETION shall mean that the construction and installation of work have been completed in a good and workmanlike manner with only minor punch list items remaining to be completed that are non-material in nature and do not interfere with the CUSTOMER'S use or occupancy of the premises. CUSTOMER may, at its option, hold as retention an amount commensurate with the value of any remaining punch list items, but not more, and the payment terms outlined above shall prevail.

A 3% convenience fee shall be due for any payments received by credit card.

2. CONTRACTOR agrees to furnish all supervision, labor, and materials and perform all work as described in paragraph 3 hereof. CONTRACTOR may subcontract part or all of the work as CONTRACTOR shall decide.

3. The labor and materials to be furnished and the work to be performed by CONTRACTOR for the project located at the above address and are set forth as indicated on the preceding pages.

4. CONTRACTOR agrees to timely perform and complete the work under this Agreement provided CUSTOMER is not in breach of any provision of this Agreement. CONTRACTOR may reschedule or cancel this agreement if the work is delayed due to weather or other reasons beyond the control of CONTRACTOR. CUSTOMER or its agent shall make the final determination whether to proceed with any work after consulting with CONTRACTOR regarding weather conditions.

5. CUSTOMER must notify CONTRACTOR in writing within 15 days after completion of the work of any defects. If no notification is received by CONTRACTOR, CUSTOMER shall be deemed to have accepted the work. Any defective work caused solely by CONTRACTOR or its employees or agents shall be repaired by CONTRACTOR at no additional charge. CONTRACTOR is not responsible for any damage or defects due to adverse weather or caused by persons other than

CONTRACTOR or its employees or agents, including but not limited to, damage to work completed but not properly cured in accordance with CONTRACTOR'S instructions. CUSTOMER shall be responsible for maintaining any barriers placed on the site by CONTRACTOR and protecting the work from damage.

6. CUSTOMER hereby warrants and represents to CONTRACTOR that CUSTOMER has the legal right and authority to allow CONTRACTOR to perform the work. CUSTOMER agrees to cooperate with CONTRACTOR in scheduling and performing the work to avoid conflict or interference with the work of others and to provide access to the project site in accordance with such scheduling. CUSTOMER is responsible for obtaining all permits prior to the start of the work, unless otherwise

agreed in writing.

7. CUSTOMER agrees to maintain at CUSTOMER'S expense property damage insurance on the work up to its full insurance value, including the interests of CUSTOMER and CONTRACTOR as such interests may appear, against fire, vandalism and other perils ordinarily included in extended coverage. Losses under such insurance which will be adjusted with and made payable to CUSTOMER as trustee for CONTRACTOR as its interest may appear. CONTRACTOR shall be entitled to recover all reasonable costs incurred by CONTRACTOR whether or not CUSTOMER decides to obtain insurance.

8. CUSTOMER may, without invalidating this Agreement, order extra work or changes, alterations, or deviations from the work contracted for but only after an agreed adjustment in writing in the total price if the alteration involves a change in the price. All such work resulting from a change order shall be executed under the conditions hereof.

9. In the event any portion of this contract is upon a unit price it is understood and agreed that any quantities and amounts mentioned are approximate only and may be more or less at the same unit price, and subject to change as ordered and directed by CUSTOMER.

10. IN NO EVENT SHALL CONTRACTOR BE LIABLE FOR ANY INCIDENTAL, SPECIAL, INDIRECT, OR CONSEQUENTIAL DAMAGES, LOSS OF BUSINESS, LOSS OF PROFITS, LOSS OF GOODWILL, OR TORTIOUS CONDUCT RELATING TO, CAUSED BY OR ARISING OUT OF ANY BREACH OF AN OBLIGATION HEREUNDER OR ANY OTHER CAUSE EVEN IF CONTRACTOR HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH LOSS OR DAMAGES. ANY DAMAGES THAT

CONTRACTOR IS REQUIRED TO PAY FOR ANY AND ALL CAUSES, WHETHER FOR NEGLIGENCE, BREACH OF CONTRACT, OR OTHERWISE, AND REGARDLESS OF THE FORM OF THE ACTION IN THE AGGREGATE, UNDER THIS AGREEMENT SHALL BE LIMITED IN AN AMOUNT NOT TO EXCEED THE CONTRACT PRICE AND CHANGE ORDERS PAID BY CUSTOMER.

11. CUSTOMER agrees to pay interest to CONTRACTOR at the rate of 1.5 percent per month (18 percent per annum) on the unpaid balance of any work that is not timely paid in full.

12. This Agreement is entered into and shall be governed by the laws of the State of Washington.

13. In the event of litigation or collection action to enforce this Agreement or any provisions thereof, the prevailing party, in addition to other relief awarded, shall be

entitled to recover its reasonable attorneys' fees, including fees on appeal, if any. Venue of any action shall be in King County, Washington.

14. This Agreement fully integrates the understanding of the parties. It supersedes and cancels all prior negotiations, correspondence, and communications between the parties with respect to this Agreement. No oral modification of, or amendment to, this Agreement shall be effective; however, this Agreement may only be modified or amended by a written agreement signed by all parties to this Agreement.

15. The invalidity, illegality or unenforceability of any provisions hereof shall not in any way affect, impair, invalidate or rendered unenforceable this Agreement or any other provision thereof.

16. This Agreement becomes binding upon execution by the parties and CONTRACTOR'S

17. Time is of the essence of this Agreement and every provision hereof.

The following is statutory language required by the State of Washington.

## **NOTICE TO CUSTOMER**

This contractor is registered with the state of Washington, registration no. RAINIAS991JO, and has posted with the state a bond or deposit of \$12,000.00 for the purpose of satisfying claims against the contractor for breach of contract including negligent or improper work in the conduct of the contractor's business. The expiration date of this contractor's registration is 05/03/2025. THIS BOND OR DEPOSIT MIGHT NOT BE SUFFICIENT TO COVER A CLAIM THAT MIGHT ARISE FROM THE WORK DONE UNDER YOUR CONTRACT. This bond or deposit is not for your exclusive use because it covers all work performed by this contractor. The bond or deposit is intended to pay valid claims up to \$12,000.00 that you and other customers, suppliers, subcontractors, or taxing authorities may have. FOR GREATER PROTECTION YOU MAY WITHHOLD A PERCENTAGE OF YOUR CONTRACT. You may

withhold a contractually defined percentage of your construction contract as retainage for a stated period of time to provide protection to you and help insure that your project will be completed as required by your contract.YOUR PROPERTY MAY BE LIENED. If a supplier of materials used in your construction project or an employee or subcontractor of your contractor or subcontractors is not paid, your property may be liened to force payment and you could pay twice for the same work. FOR ADDITIONAL PROTECTION YOU MAY REQUEST THE CONTRACTOR TO PROVIDE YOU WITH ORIGINAL "LIEN RELEASE" DOCUMENTS FROM EACH SUPPLIER OR SUBCONTRACTOR AT YOUR PROJECT. The contractor is required to provide you with further information about lien release document if you request it. General information is also available from the state Department of Labor and Industries.I have received a copy of this disclosure statement.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ of the year \_\_\_\_\_.

---

Customer Signature & Print



# Island County Admin Building Parking Lot Replacement\_A\_CB\_WS\_ST

1 NE 7th St, Coupeville, WA 98239





**INTERLOCAL AGREEMENT**  
**Region 8 Education Service Center**

ISLAND COUNTY  
PUBLIC ENTITY (TIPS MEMBER)

WA994194  
Control Number (TIPS will Assign)

and

Region 8 Education Service Center  
Pittsburg, Texas

225 - 950  
Region 8 Texas County-District Number

The Texas Education Code §8.002 permits Regional Education Service Centers, at the direction of the Commissioner of Education, to provide services to assist school districts, colleges and universities in improving student performance and increasing the efficiency and effectiveness of school, college and university financial operations. Region 8 Education Service Center is an Education Service Center which is defined as a “political subdivision” in Texas Education Code 8.009 and falls under the definition of “Unit of State Government” in Chapter 2260 of the Texas Government Code.<sup>1</sup> Pursuant to Section 791 of the Texas Government Code (The Interlocal Cooperation Act) to increase the efficiency and effectiveness of local governments, Region 8 Education Service Center may enter into an interlocal agreement with any political subdivision or local government of this state or any other state to provide purchasing functions and services.<sup>2</sup>

**Vision:**

TIPS will continue to become the premier purchasing cooperative in North America through the qualifying and procurement of quality vendors and through serving all public entities and qualifying non-profits.

**Purpose:**

The purpose of this Agreement shall be to improve procurement process efficiencies and assist in achieving best value for the participating public entities through cooperative purchasing.

**Duration:**

This Agreement is effective immediately and shall be in effect for one (1) year and automatically renews for an additional year annually. The Agreement may be terminated without cause immediately if the public entity Member provides written notice of termination to Region 8 Education Service Center or if Region 8 Education Service Center provides the public entity Member Sixty (60) days prior written notice of termination.

**Statement of Services to be Performed:**

Region 8 Education Service Center, by this Agreement, agrees to provide cooperative purchasing services to the above-named public entity through a program known as The Interlocal Purchasing System (“TIPS”) Program.

**Role of the TIPS Purchasing Cooperative:**

- Provide for the organizational structure of the program.
- Provide staff for efficient operation of the program.
- Promote marketing of the TIPS Program.
- Coordinate the Solicitation Process for all Vendor Awarded Contracts.
- Provide members with procedures for placing orders through TIPS PO System.

<sup>1</sup> Tex. Edu. Code Sec. 8.009; Tex. Gov. Code Sec. 2260.001.

<sup>2</sup> Tex. Gov. Code Chapter 791, The Interlocal Cooperation Act.

- Maintain filing system for Due Diligence Documentation.
- Collect fees from vendors as the method of financing this undertaking and supporting the operational costs of TIPS.

#### **Role of the Public Entity:**

- Commit to participate in the program by an authorized signature on membership forms.
- Designate and keep current a Primary Contact and Secondary Contact for entity.
- Commit to purchase products and services from TIPS Vendors when in the best interest of the entity.
- Submit Purchase Orders and/or Vendor Contracts through the TIPS PO System by emailing the pdf document to [tipspo@tips-usa.com](mailto:tipspo@tips-usa.com).
- Accept shipments of products ordered from Awarded Vendors.
- Process Payments to Awarded Vendors in a timely manner.
- Report all TIPS purchases to TIPS through TIPS authorized methods.
- Determine when a TIPS purchase is legal and appropriate under Federal, State, and Local law and policy before proceeding with a TIPS purchase.

#### **General Provisions:**

The Parties agree to comply fully with all applicable federal, state, and local statutes, ordinances, rules, and regulations in connection with the programs contemplated under this Agreement. This Agreement is subject to all applicable present and future valid laws governing such programs.

No joint agency or joint real property ownership is created by this Agreement.

This Agreement shall be governed by the law of the State of Texas and venue shall be in the county in which the administrative offices of RESC 8 are located which is Camp County, Texas.

This Agreement contains the entire agreement of the Parties hereto with respect to the matters covered by its terms, and it may not be modified in any manner without the express written consent of the Parties.

If any term(s) or provision(s) of this Agreement are held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions of this Agreement shall remain in full force and effect.

The Parties to this Agreement expressly acknowledge and agree that all monies paid pursuant to this Agreement shall be paid from legally appropriated and budgeted available funds for the current fiscal year of each such entity.

Before any party may resort to litigation, any claims, disputes or other matters in question between the Parties to this Agreement shall be submitted to nonbinding mediation. The site of the mediation shall be in Camp County, Texas or a site mutually agreed by the parties. The selection of the mediator shall be mutually agreed. The cost of mediation shall be shared equally.

No Party to this Agreement waives or relinquishes any immunity or defense on behalf of themselves, their directors, officers, employees, and agents as a result of its execution of this Agreement and performance of the functions and obligations described herein.

The Parties agree that the Public Entity TIPS Member is solely responsible for identifying when utilization of a TIPS Contract for procurement is legal and appropriate under Federal, State, and Local law and policy. TIPS

contracts are available for TIPS Member use when the TIPS Member determines that such a procurement is appropriate and legal. TIPS cannot and does not analyze TIPS Member procurements for legality. The Parties agree that TIPS shall not be responsible or liable for any claims, challenges, audit findings, legal holdings, or damages resulting from the TIPS Member's decision to utilize a TIPS Contract when it is not appropriate to do so under the laws and policies applicable to the purchase.

This Agreement may be negotiated and transmitted between the Parties by electronic means and the terms and conditions agreed to are binding upon the Parties.

#### Authorization:

Region 8 Education Service Center and The Interlocal Purchasing System (TIPS) Program have entered into an Agreement to provide cooperative purchasing opportunities to entities as outlined above through awarded vendor agreements procured by public solicitation in accordance with applicable Texas statutes.

This Interlocal Agreement process was approved by the governing boards of the respective parties at meetings that were posted and held in accordance with the respective state.

The individuals signing below are authorized to do so by the respective parties to this Agreement.

#### Membership Entity-

#### Region 8 Education Service Center

ISLAND COUNTY

By: \_\_\_\_\_

Authorized Signature

Title: FACILITIES DIRECTOR

Date

02/25/2025

By: \_\_\_\_\_

David Wayne Fitts

Authorized Signature

Title: Executive Director, Texas Region 8 ESC

Date

02/25/2025

#### Public Entity Contact Information

MAGEN GREGORY	Magen.Gregory@islandcountywa.gov
Primary Purchasing Person's Name	Primary Person's Email Address
1 NE 7th Street	Coupeville WA 98239
Entity Address	City State Zip
DANE KINNEY	Dane.Kinney@islandcountywa.gov
Secondary Person's Name	Secondary Person's Email Address
360-678-7870	n/a
Entity Phone Number	Entity Fax Number

# The Interlocal Purchasing System

Purchasing Made Personal



Printed 10 March 2025

www.rainierasphalt.com



## Rainier Asphalt and Concrete

EMAIL PO & VENDOR QUOTE TO: TIPSPO@TIPS-USA.COM PO AND QUOTE MUST REFERENCE VENDOR TIPS  
CONTRACT NUMBER ATTACH PO AS A PDF - ONLY ONE PO (WITH QUOTE) PER ATTACHMENT

	<u>PAYMENT TO</u>	<u>TIPS CONTACT</u>
ADDRESS	PO Box 1549	NAME David Mabe
CITY	North Bend	PHONE (866) 839-8477
STATE	WA	FAX (866) 839-8472
ZIP	98045	EMAIL david.mabe@tips-usa.com

DISADVANTAGED/MINORITY/WOMAN BUSINESS ENTERPRISE: N

HUB: N

### SERVING STATES

WA

### Overview

*We are a full service pavement maintenance company offering the following services: asphalt patching, milling and paving, concrete flatwork, sidewalks, curb and gutter, ADA ramps, pads, asphalt seal coating, striping, wheelstops, extruded curbing, bollards, signage, traffic control and other ancillary services. We perform nearly everything using in-house crews and equipment. We have three offices in Western Washington and are able to service the entire state.*

**AWARDED CONTRACTS   "View EDGAR Doc" on Website**

Contract	Comodity	Exp Date	EDGAR
23010401	Trades, Labor, and Materials (NON-JOC)	04/30/2028	See EDGAR Certification Doc.
23010402	Trades, Labor, and Materials (JOC)	04/30/2026	See EDGAR Certification Doc.

**CONTACTS BY CONTRACTS**

**23010401**

Thomas Merry	Managing Member	(800) 592-0311	merry@rainierasphalt.com
Mark Machinski	General Manager	(800) 592-0311	machinski@rainierasphalt.com

**23010402**

Thomas Merry	Managing Member	(800) 592-0311	merry@rainierasphalt.com
Mark Machinski	General Manager	(800) 592-0311	machinski@rainierasphalt.com



## Island County Facilities Management

*Ryan Beach, Director*

1 NE 7<sup>th</sup> Street, Coupeville, WA 98239

Office Phone: 360-678-7871

Email: [r.beach@islandcountywa.gov](mailto:r.beach@islandcountywa.gov) | [www.islandcountywa.gov](http://www.islandcountywa.gov)

### Executive Summary

This update to the Camano Multi-Purpose Room Rental Agreement addresses key operational and financial considerations. The primary changes include:

- **Deposit Collection:** A shift from check-based deposit collection to credit card processing. This change aims to streamline the payment process, reduce administrative overhead, and provide a more convenient experience for renters. A credit card will be held on file and only charged in the event that there is damage to the property, or excessive cleaning performed.
- **Rental Price Adjustment:** An increase in rental fees to better align with the actual costs of operating and maintaining the facility. This adjustment is necessary to bridge the gap between current fees and the expenses incurred in providing this community resource. We will also be changing the rental model to full day rentals to better allow for post event walk through and cleaning to occur:

Number of Hours	Old Rate	New Rate
1 to 3 Hours	\$30	Not Offered
4 to 6 hours	\$60	Not Offered
7 to 12 hours	\$120	\$240 Full Day Rental

These revisions are intended to improve the efficiency of the rental process and ensure the long-term financial sustainability of the Camano Multi-Purpose Room, allowing it to continue serving the community effectively.



## Camano Multi-Purpose Room Rental

### ***Full day rental Fee-\$240, Payable by Check or Credit Card***

Credit Card will be held on file for damage deposit, should there be any damage to the property following the event, Island County will assess fee's related to the damage or excessive cleaning and contact the responsible party below

Event Name		
Event Date	Event Time From _____ To _____	
Email	Contact Telephone No.	
Event Contact Name (printed)		
Contact Address		
Credit Card Number:	Expiration Date:	CW
Name On Card:		
Address:		
Backup Contact Name (printed)	Telephone No.	
Address:		

*I have read and understand the general use and cleaning guidelines and agree to abide by them.*

Event Contact Name (signed)		Date
<b>For Island County Admin Use Only:</b>		
Notes:		
Approved	Denied	Reason:



ISLAND COUNTY FACILITIES, WA

POINT & PAY PRICING PROPOSAL



855.634.4299

info@pointandpay.com



110 State Street East  
Oldsmar, FL 34677



Facebook.com/pointandpay



Linkedin.com/company/point-and-pay



## POINT & PAY PROFILE

For 25 years, Point & Pay has developed unique payment solutions for government agencies that present bills, capture payments, and post, settle, and reconcile via centralized points of integration, with the highest security standards as their foundation. We are part of the North (f/k/a North American Bancard) family of companies that consolidates all functions in a government payments workflow. Our clients benefit from this dynamic since we are an *All-in-One* payment provider with the gateway, acquiring, and processing components under one roof. Together with our family of companies, we provide secure, end-to-end encrypted payment solutions for agencies at all levels.

Our hosted platform facilitates the needs of multi-faceted governments, and our progressive payment solutions provide an engaging, experience for customers, delivers increased efficiencies through greater utilization, and we are able to facilitate service transitions quickly. Today, Point & Pay serves more than 5,000 clients nationwide with sophisticated payment solutions that enable customers to pay for several services simultaneously. We are pleased to offer a flexible approach in delivering a best in class payments solution that provides convenient customer experiences and efficient operations.



## OUR MISSION TO CLIENTS WE SERVE NATIONWIDE

Point & Pay's mission is to provide powerful payment solutions that offer the most trusted, capable, and innovative platform in the industry while approaching client relationships as partnerships. We are dedicated to helping clients to enhance their customer experience and engagement on their terms, prioritizing client timelines and milestones for all projects.

As a company whose bases success on our clients' usage of payment systems, we work diligently to make sure that our discussions are engaging, provide value, and result in satisfied customers. We also position ourselves as the payments company that helps its clients achieve their long-term goals to enhance the customer experience and increase electronic engagement. Our plans are structured around the lifecycle of the contract, or longer, and include a multi-phased approach. We take pride in our dedication to keeping our electronic billing payment solutions 100% on budget.

Below, we identify payment channel solutions, all of which include 24/7 access to numerous real-time, customized, and/or ad-hoc report capabilities.

### ONLINE

Our products are simple and engaging, from stand-alone portals to integrated checkout tools.



### MOBILE

Through our mobile-optimized interfaces, customers can pay by text anywhere, anytime.



### IN-PERSON

We offer PCI-validated, P2PE devices for secure and streamlined point-of-sale payments.













### VOICE

Our automated Call2Pay solution provides an interactive experience, increasing customer satisfaction.













## CUSTOMER-PAID CONVENIENCE FEES

One of our most highly utilized pricing structures is our convenience fee model, compliant with all industry rules and regulations.

PAYMENT METHOD			FEE PER TRANSACTION
	CREDIT CARDS		2.5% \$2.00 min
	DEBIT CARDS		2.5% \$2.00 min
	DIGITAL WALLETS		2.5% \$2.00 min
	ELECTRONIC CHECKS		\$2.00
	BANKCONNECT Online Bank Account Validation		NA

## CLIENT-PAID ABSORBED FEES

With our absorbed pricing structure, the client is responsible for payment of the customer's transaction fee and we bill these fees on a monthly basis.

PAYMENT METHOD			FEE PER TRANSACTION
	CREDIT CARDS		
	DEBIT CARDS		
	DIGITAL WALLETS		
	ELECTRONIC CHECKS		
	BANKCONNECT Online Bank Account Validation		

## PROGRAM FEES

Point & Pay offers the following pricing for the implementation and support of our core products. We will quote additional items upon request, such as customized reports, integration components, etc.

ITEM	FEE/COST	FREQUENCY
WEB AND IN-PERSON IMPLEMENTATION	\$500.00	One Time
HOSTING AND MAINTENANCE	0	Per Month
IVR IMPLEMENTATION (if applicable)	NA	One Time
IVR HOSTING, MAINTENANCE, AND COMPLIANCE	NA	Per Month
INVOICING (if required)	NA	Per Month

## POS EQUIPMENT

Please see the following equipment and associated costs. Should any equipment malfunction and/or be deemed inoperable, Point & Pay will replace the defective devices within 24-48 hours of request.

BRAND/MODEL	FEE PER DEVICE
ID TECH VP8300	NA
INGENICO DESK 3500	NA
INGENICO MOVE 5000	NA



**ISLAND COUNTY PLANNING & COMMUNITY DEV.**

**WORK SESSION AGENDA**

**MEETING DATE: 5/21/2025**

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**To: Melanie Bacon, Chair**  
**Board of Island County Commissioners**

**From: Jonathan Lange, Director**

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**Amount of time requested for agenda discussion. 60 minutes**

**DIVISION: Long Range Planning**

**Agenda Item No.: 1**

**Subject: 2025 Comprehensive Plan – Schedule Update**

**Description:** Long Range Planning will give an update on the 2025 Comprehensive Plan Update schedule to the Board.

**Attachments: None**

**Request:** *(Check boxes that apply)*

- |  |  |
|--|--|
| <input type="checkbox"/> Move to Consent               | <input type="checkbox"/> Move to Regular           |
| <input checked="" type="checkbox"/> None/Informational | <input type="checkbox"/> Schedule a Public Hearing |
| <input type="checkbox"/> Signature Request             | <input type="checkbox"/> Other: _____              |

**IT Review:** Not Applicable

**Budget Review:** Not Applicable

**P.A. Review:** Not Applicable

**Agenda Item No.: 2**

**Subject: Emergency Moratorium**

**Description:** Long Range Planning will discuss the Emergency Moratorium language with the Board and consider an exemption to allow commercial properties to make minor improvements.

**Attachments: Draft Resolution**

**Request:** *(Check boxes that apply)*

- |   |   |
|---|---|
| <input type="checkbox"/> Move to Consent    | <input checked="" type="checkbox"/> Move to Regular           |
| <input type="checkbox"/> None/Informational | <input checked="" type="checkbox"/> Schedule a Public Hearing |
| <input type="checkbox"/> Signature Request  | <input type="checkbox"/> Other: _____                         |

**IT Review:** Not Applicable

**Budget Review:** Not Applicable

**P.A. Review:** Not Applicable

*(Continued on next page)*

**Agenda Item No.: 3**

**Subject:** 2025 Comprehensive Plan – Capital Facilities

**Description:** The Board will review and discuss what updates are needed during the periodic update to the Capital Facilities & Utilities Element as well as the Capital Facilities Plan.

**Attachments:** Memo, Presentation, 2016 Comprehensive Plan Goals and Policies for the Utilities and Capital Facilities Elements

**Request:** *(Check boxes that apply)*

☐ Move to Consent

☐ Move to Regular

☒ None/Informational

☐ Schedule a Public Hearing

☐ Signature Request

☐ Other: \_\_\_\_\_

**IT Review:** Not Applicable

**Budget Review:** Not Applicable

**P.A. Review:** Not Applicable



DRAFT

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF ISLAND COUNTY, WASHINGTON

IN THE MATTER OF LAND USE  
REGULATIONS; DECLARING AN  
EMERGENCY; ADOPTING AN  
IMMEDIATE EMERGENCY  
MORATORIUM ON THE PROCESSING  
OF LAND USE AND BUILDING  
APPLICATIONS FOR AND  
CONSTRUCTION IN MIXED-USE RAID  
ZONES OF RURAL CENTER, RURAL  
VILLAGE, AND CAMANO GATEWAY  
VILLAGE; AND SETTING TWELVE  
MONTHS AS THE EFFECTIVE PERIOD  
OF THE MORATORIUM.

ORDINANCE NO. C-\_\_\_\_\_-25  
PLG-~~003~~XXX-25

**WHEREAS**, the Board of Island County Commissioners (“the Board”) asked staff-the Department of Planning and Community Development (PCD) to explore all options in seeking solutions to the County’s housing crisis as a part of the 2025 Comprehensive Plan Periodic Update; and

**WHEREAS**, through a series of focused discussions, PCD staff identified several approaches that could result in increases housing for people of all ages, abilities, and incomes. Key to these discussions was the Board’s direction to find ways to increase density in the County’s already dense areas, such as Mixed-Use RAID zones; and

**WHEREAS**, for the purposes of this document, “Mixed-Use RAID zones” include the Mixed-Use Rural Areas of More Intensive Development (RAID) zones in Island County zoning code named Rural Center, Rural Village, and Camano Gateway Village.

**WHEREAS**, PCD staff’s analysis of housing options indicated that many areas zoned Mixed-Use RAIDs have been significantly underdeveloped with densities much less than what’s intended in the Island County Comprehensive Plan. In many cases, these areas have been developed predominantly with lower density single family homes or with only commercial components; and

**WHEREAS**, changes to the Island County Code (ICC) to facilitate the uses envisioned for Mixed-Use RAID zones have the potential to not only result in a broader range of housing types, but to also advance the goals and policies of the Comprehensive Plan, including those related to affordable and context-sensitive housing and efficient land use; and

**WHEREAS**, staff are currently undertaking the 2025 Comprehensive Plan Periodic Update and associated Development Regulation updates, including updates for Mixed-Use RAID zones that will include increased housing density allowable uses, development regulations, and minimum/maximum densities; and

**WHEREAS**, during the 2025 Comprehensive Plan Periodic Update, RCW 36.70A.020(4) requires counties to “plan for and accommodate housing affordable to all economic segments of the population of this state, promote a variety of residential densities and housing types, and encourage preservation of existing housing stock”; and

**WHEREAS**, when reviewing the 2016 Comprehensive Plan Housing Element on March 13, 2024, the Board directed County staff to identify areas where density supporting housing across all income levels may be appropriately developed; and

**WHEREAS**, the County hired a consultant to analyze the current situation in all Mixed-Use RAIDs and propose land use and development regulation changes to support the 20-year planning period housing allocation; and

**WHEREAS**, on November 15, 2024, the consultant submitted a memo to the County outlining the proposed changes to the Mixed-Use RAIDs; and

**WHEREAS**, on December 18, 2024, staff presented an overview of the updates to the Mixed-Use RAID zones to the Board and Planning Commission and was directed to further identify the necessary changes to facilitate intended development in Mixed-Use RAID zones; and

**WHEREAS**, on April 9, 2025, staff presented a memo identifying necessary changes to facilitate a variety of residential densities across the County, including Mixed-Use RAID zones; and

**WHEREAS**, the Mixed-Use RAID Zone Development Regulation update will include amendments to the ICC, which are subject to a legislative process, including public hearings with the Planning Commission and the Board; and

**WHEREAS**, an emergency exists necessitating adoption of a moratorium concerning the processing of all land use and building applications and construction in Mixed-Use RAID zones in order to preserve opportunities for achieving new densities required to meet our housing targets for the comprehensive plan update; and

**WHEREAS**, a moratorium enacted under RCW 36.70A.390 is one way local governments may preserve the status quo so that new plans and regulations will not be rendered moot by intervening development; and

**WHEREAS**, RCW 36.70A.390 authorize the enactment of a moratorium, interim zoning map, interim zoning ordinance, or interim official control without holding a public hearing as long as the public hearing is held within at least 60 days of its enactment; and

**WHEREAS**, RCW 36.70A.390 provides that “A county or city governing body that adopts a moratorium, interim zoning map, interim zoning ordinance, or interim official



control without holding a public hearing on the proposed moratorium, interim zoning map, interim zoning ordinance, or interim official control, shall hold a public hearing on the adopted moratorium, interim zoning map, interim zoning ordinance, or interim official control within at least sixty days of its adoption, whether or not the governing body received a recommendation on the matter from the planning commission or department. If the governing body does not adopt findings of fact justifying its action before this hearing, then the governing body shall do so immediately after this public hearing. A moratorium, interim zoning map, interim zoning ordinance, or interim official control adopted under this section may be effective for not longer than six months, but may be effective for up to one year if a work plan is developed for related studies providing for such a longer period. A moratorium, interim zoning map, interim zoning ordinance, or interim official control may be renewed for one or more six-month periods if a subsequent public hearing is held and findings of fact are made prior to each renewal”; and

**WHEREAS**, pursuant to WAC 197-11-880, the adoption of this moratorium ordinance is exempt from the requirements of a threshold determination under the State Environmental Policy Act (SEPA) and future permanent zoning regulations will be reviewed in accordance with SEPA Rules; and

**WHEREAS**, the moratorium will provide the County with additional time to review and amend its land use regulations related to the establishments of minimum/maximum densities, allowed uses, and applicable development regulations in the Mixed-Use RAID zones; and

**WHEREAS**, the Board concludes that it has the authority to establish an emergency moratorium and that the County must adopt an emergency moratorium on the processing of all land use or building applications and construction in the County’s Mixed-Use RAID zones in order to preserve the status quo in the Mixed-Use RAID zones while it considers options for achieving the intended densities in these zones; and

**WHEREAS**, the Board enacted an emergency moratorium, with specific permitting and construction exemptions, on April 15, 2025 (Ordinance No. C-29-25), for which a public hearing was held on June 3, 2025, pursuant to RCW 36.70A.390; and

**WHEREAS**, the moratorium in Ord. C-29-25 did not include exemptions for emergency repairs and minor maintenance of commercial structures; and

**WHEREAS**, commercial property owners should be allowed to make emergency repairs and perform minor maintenance activities, where doing so will not undermine the purpose of this moratorium to preserve opportunities for achieving new densities required to meet housing targets for the comprehensive plan update; and

**WHEREAS**, limited exemptions applicable to residential structures, and mobile or manufactured homes, and for like-for-like replacement of single family residences destroyed by catastrophic causes, as provided in Ord. C-29-25, ought to be allowed; and

WHEREAS, the County is authorized to enact interim zoning codes and moratoria, pursuant to its police power under Wash. Const. Art. XI, Sec. 11, and explicit authority under RCW 36.70A.390; and

WHEREAS, adoption of this moratorium, after a public hearing, makes the prior emergency moratorium in Ord. C-29-25 redundant and unnecessary; and

**WHEREAS**, the Board adopts the foregoing recitals as its findings of facts justifying the adoption of this ordinance; and **NOW, THEREFORE,**

**IT IS HEREBY ORDAINED** by the Board of Island County Commissioners:

**Section 1. Findings of Fact.** The Board adopts the above “WHEREAS” recitals as findings of fact in support of its action as required by RCW 36.70A.390.

**Section 2. Purpose.** The purpose of this moratorium is to allow the County adequate time to draft new regulations for Mixed-Use RAID zones that may include affordable housing density bonuses, allowable uses, development regulations, and minimum/maximum densities.

**Section 3. Moratorium Imposed.** The Board hereby establishes an immediate ~~twelve-month~~ moratorium on the acceptance, processing, review, or issuance of any land use or building application or permit for the construction, use change, or land divisions in all Mixed-Use RAID zoned areas unless in compliance with this ordinance, and for the duration specified herein.

Exceptions to this moratorium include:

1. Additions, repairs, remodels, or other alterations that do not result in a cumulative increase of 50% or greater of the market value of the structure before the start of construction of the improvement to existing, lawfully constructed, residential structures; or
2. Applications or permits to replace in-kind, repair, maintain, or otherwise improve an existing mobile home or manufactured home; or
3. The reconstruction of a single-family residence on a like-for-like basis when destroyed or damaged by earthquake, flood, fire, vehicular collision, or similar accidental cause; or
4. Land use or building applications or permits that are deemed complete or have received approval by the effective date of this moratorium; ~~or-~~
- 4.5. Building applications, ~~or permits,~~ or construction performed for emergency repairs or minor maintenance to existing lawfully constructed, commercial structures, where such applications, permits, or construction projects do not impair opportunities for achieving new densities through zoning code amendments required to meet housing targets for the comprehensive plan update.

**Section 4. Applicability.** This moratorium shall apply to the use of land within areas which have been designated by ICC 17.03.155 as a Mixed-Use RAID within the Rural Center, Rural Village, and Camano Gateway Village zones, and as identified in EXHIBIT A.

**Section 5. Duration of Moratorium.** This moratorium shall be in effect for one year from the date Ord. C-29-25 became effective, beginning on (April 15, 2025), and ending terminates on April 15 14, 2026, unless an ordinance is adopted amending the Island County Code and rescinding the moratorium before April 14, 2026, or unless it is renewed for one or more six-month periods, as allowed by RCW 36.70A.390.

~~**Section 6. Public Hearing Required.** As required by RCW 36.70A.390, within 60 days of passage of this ordinance, the Board will hold a public hearing on this moratorium.~~

**Section 76. Work Plan.** During the moratorium period, County staff will study the issues concerning the nature of the Mixed-Use RAID zones and will include that work in the ongoing legislative review process for the 2025 Comprehensive Plan Periodic Update. Staff will prepare a draft ordinance with appropriate revisions to the County's land use regulations, perform SEPA review of the draft ordinance, and conduct a public review process for the amendments, which includes public hearings before the County's Planning Commission and Board.

**Section 87. Declaration of Emergency.** The Board hereby declares an emergency exists necessitating that this ordinance take effect immediately and that this moratorium ordinance must be imposed as an emergency measure to prevent development that would result in densities incompatible with those established for Mixed-Use RAID zones, and to prevent the submission of applications to the County that might vest incompatible development rights for an indefinite period of time.

**Section 98. Effective Date.** This ordinance shall take effect and be in full force and effect immediately upon passage, as set forth herein, as long as it is approved by a majority of the entire membership of the Board.

**Section 109. Conflict with Other ICC Provisions.** If the provisions of this moratorium are found to be inconsistent with other provisions of the Island County Code, this moratorium shall control.

**Section 110. Severability.** If any section, sentence, clause, or phrase of this moratorium ordinance shall be held unconstitutional or unlawful by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this moratorium ordinance.

**Section 11. Repeal of Ordinance C-29-25.** By adoption of this ordinance, the Board hereby repeals Island County Ordinance C-29-25 (PLG-003-25) effective immediately upon passage by a majority of the Board.

**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2025.

BOARD OF COUNTY COMMISSIONERS  
ISLAND COUNTY, WASHINGTON

\_\_\_\_\_  
Melanie Bacon, Chair

\_\_\_\_\_  
Janet St. Clair, Member

\_\_\_\_\_  
Jill Johnson, Member

ATTEST:

\_\_\_\_\_  
Jennifer Roll,  
Clerk of the Board

APPROVED AS TO FORM:

\_\_\_\_\_  
Gregory Banks  
Prosecuting Attorney and  
Island County Code Reviser

## EXHIBIT A





## Island County Planning and Community Development

*Jonathan Lange, AICP, CFM*  
*Director*

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1 NE 7<sup>th</sup> St., Coupeville, WA 98239

Ph: Whidbey 360-679-7339 | Camano 360-387-3443 | Fax: 360-679-7306

Email: [PlanningDept@islandcountywa.gov](mailto:PlanningDept@islandcountywa.gov) | <https://www.islandcountywa.gov/207/Planning-Community-Development>

### ~ MEMORANDUM ~

**TO: Board of County Commissioners**  
**FROM: Long Range Planning**  
**DATE: May 14, 2025**  
**SUBJECT: 2025 Comprehensive Plan Update - Capital Facilities**

Long Range Planning is updating the Capital Facilities & Utilities Element as part of the 2025 Comprehensive Plan Update. Staff will discuss Growth Management Act (GMA) requirements and planned updates for the Capital Facilities Plan and Capital Facilities & Utilities Element. The Board will review the goals from the 2016 Comprehensive Plan for both the Capital Facilities and Utilities Elements.

Staff is bringing this item to the Board to get input and direction setting to progress work on updating this element.

Attachments:

- Capital Facilities Presentation
- 2016 Comprehensive Plan Capital Facilities Element Goals and Policies
- 2016 Comprehensive Plan Utilities Element Goals and Policies





# **Capital Facilities Element & Plan 2025 Comprehensive Plan Update**

**Long Range Planning  
May 14, 2025**

# Agenda

- Overview of the Capital Facilities Element & Plan
- What to Expect in 2025's Update
- Board Considerations & Input
- Goals and Policy Review
- Next Steps



# What is the Difference?

## **Capital Facilities & Utilities Element:**

- Background information on the capital facilities program for Island County
- Level of Service (LOS) standards
- Goals & Policies

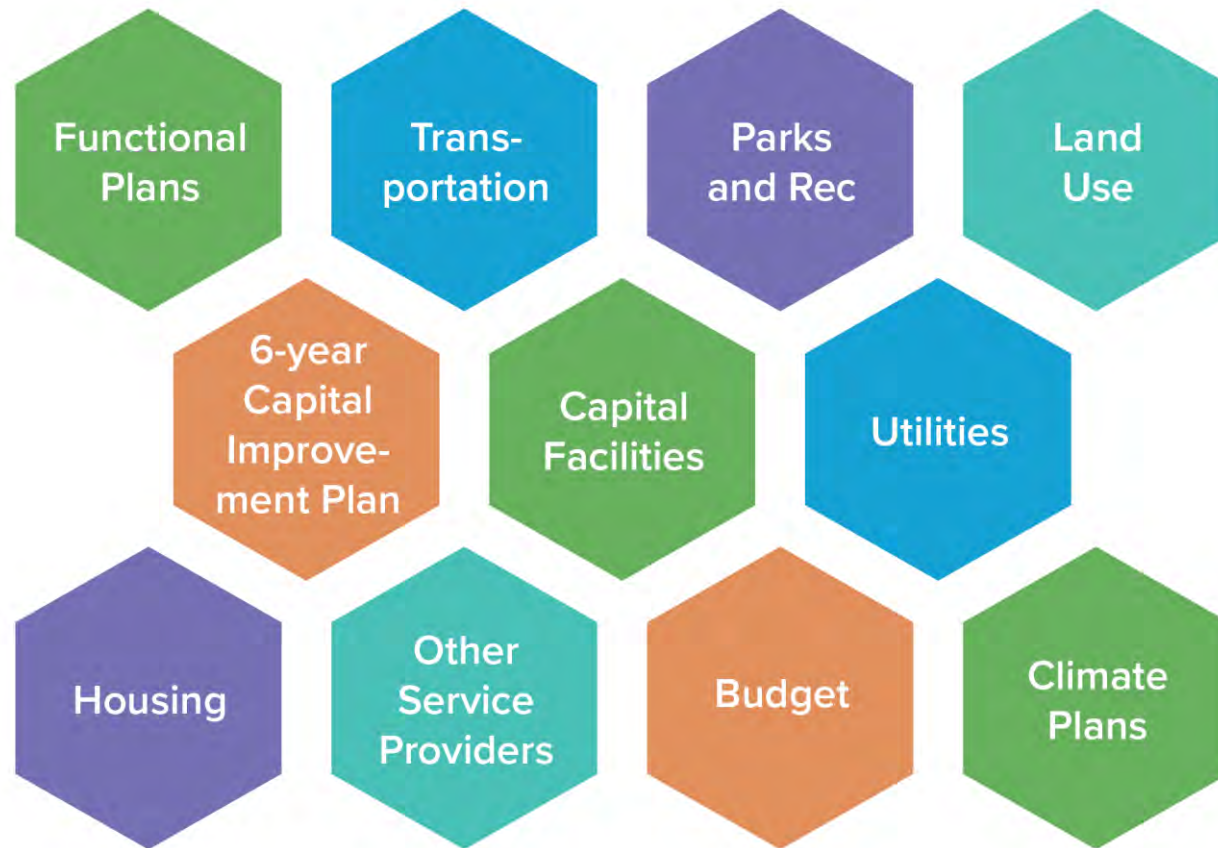
## **Capital Improvement Plan:**

- Projects with identified funding sources that have been approved by the Board for the next 6 years

## **Capital Facilities Plan:**

- Inventory of existing capital facilities
- Comparison of existing LOS to LOS standards set in the element
- List of non-capital alternatives for achieving or maintaining LOS
- Projects with projected funding sources for 20-year planning period
- Implements Capital Facilities & Utilities Element and the Land Use Element

# Coordination of Capital Facilities



# What's New in the Capital Facilities & Utilities Element?

- Combined the Capital Facilities & Utilities Elements into one.
- Added an overview of all existing plans relating to facility category.
- Required to address how UGAs will be served over planning period.

# What's New in the Capital Facilities Plan?

- Collaboration with Port Districts, Sno-Isle Library System, and Island Transit.
- Inventory of Green Infrastructure.
- Inclusion of Park and Recreation Facilities (as required under RCW 36.70A.070(3)).
- Projects with projected funding sources for the 20-year planning period.
- “Projects that Need Funding” List for projects without dedicated funding.

# Topics for Board Consideration

- Impact Fees
- Level of Service Standards

# Impact Fees

- Impact fees are a one-time charge assessed by a local government against a new development project to help pay for new or expanded public capital facilities that will directly address the increased demand for services created by that development. Additionally, the project must be listed in our comprehensive plan's capital facilities element/plan to be able to utilize impact fee revenues. These can include:
  - Public streets and roads, as well as bicycle and pedestrian facilities that were designed with multimodal commuting as an intended use;
  - Publicly owned parks, open space, and recreation facilities;
  - School facilities; and
  - Fire protection facilities

# Level of Service Standards

- Currently meeting the LOS standards for all facilities.
- However:
  - In 2045, there will be a 14,000 sq ft deficit for County Administration Buildings.
  - There needs to be an increase in the LOS standard for the Corrections and Detention facility.



# Goals Review for the Capital Facilities and Utilities Elements

# Goals Review

- 1. Establish Level of Service (LOS) Standards for each type of capital facility, and determine what capital improvements are needed in order to achieve and maintain the standards for existing and future populations and to repair or replace existing capital facilities.**
- 2. Ensure the costs of County-owned capital facilities are within the County's funding capacity, and fairly distributed between users and the County in general.**
- 3. Provide adequate capital facilities by constructing needed capital improvements which repair or replace obsolete or worn out facilities, eliminate existing deficiencies, and meet the needs of future development and redevelopment caused by previously issued and new development permits. The County's ability to provide needed improvements will be demonstrated by maintaining a financially feasible schedule of capital improvements in this Capital Facilities Plan (CFP) and the Capital Improvement Program (CIP).**

# Goals Review

4. Implement the Capital Facilities Element in a manner that coordinates and is consistent with the plans and policies of other Elements of the Island County Comprehensive Plan, the Countywide Planning Policies (CWPP), and the Growth Management Act of the State of Washington. Where possible, the Capital Facilities Element will also coordinate and be consistent with the plans and policies of other regional entities, adjacent counties, and municipalities.
5. Implement the following programs by the effective date as adopted by the County, to ensure that the goals and policies established in the Capital Facilities Element will be achieved or exceeded and that the necessary capital improvements will be constructed. Each implementation program will be adopted by ordinance as appropriate for each implementation program.

# Goals Review

6. Provide for the siting of essential public facilities.
7. Ensure that those public services necessary to support development shall be adequate to serve the development at the time the development is available for occupancy and use without decreasing current LOS below locally established minimum standards.
8. Facilitate the provision of utilities at levels of service and rates appropriate to accommodate planned development within Island County and its incorporated areas.
9. Ensure that utility service is provided in a manner that is environmentally sensitive, safe, reliable, economical, and aesthetically compatible with surrounding land uses.
10. Process permits and approvals for utility facilities in a fair and timely manner, and in accordance with predictable development regulations.

# Goals Review

11. Improve accessibility to government through interactive audio/visual communication, considering the geography of Island County.
12. Manage and protect ground water withdrawals and provide for resource protection through a common goal of non-degradation for existing and future residents of Island County.
13. Manage water systems in a way that protects the quantity and quality of groundwater resources for existing and future residents of Island County.
14. Ensure that Island County plans for water systems in a manner that utilizes the best available information regarding water resources, so that the resource will be preserved for current and future use.

# What's Next?

- Public Works will be leading the Capital Improvement Program (CIP) throughout the summer.
  - All approved projects from the CIP will be added to the CFP for the 2026 – 2031 period.
- Departments will forecast what projects are necessary over the 2032 – 2045 period for the CFP.
- Public comment period with the draft Goals & Policies release.



# Questions?

Submit comments or questions to

[compplan@islandcountywa.gov](mailto:compplan@islandcountywa.gov) or via our website [www.islandcounty2045.com](http://www.islandcounty2045.com)





**ISLAND COUNTY PUBLIC HEALTH**

**WORK SESSION AGENDA**

**MEETING DATE: 5/21/2025**

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**To: Melanie Bacon, Chair**  
**Board of Island County Commissioners**

**From: Shawn Morris, Director**

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**Amount of time requested for agenda discussion. 45 minutes**

**DIVISION: Dept of Natural Resources**

**Agenda Item No.: 1**

**Subject: 2025 Conservation Futures Program: Acquisition Recommendations**

**Description:** The purpose of the Conservation Futures Program (CFP) is to protect and preserve lands of public conservation importance. The CFP Citizens Advisory Board (CAB) is seeking approval from the Board of Island County Commissioners (BOCC) to award two projects, brought forward by the Whidbey Camano Land Trust, CFP acquisition funding for the calendar year 2025. Project one: Double Bluff Preserve \$300,000  
Project two: East Harbor/Holmes Harbor Community Forest - \$250,000

**Attachment: Executive Summary, Planning Review Memos, Presentations**

**Request:** *(Check boxes that apply)*

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Move to Consent | <input type="checkbox"/> Move to Regular           |
| <input type="checkbox"/> None/Informational         | <input type="checkbox"/> Schedule a Public Hearing |
| <input type="checkbox"/> Signature Request          | <input type="checkbox"/> Other: _____              |

**IT Review:** Not Applicable

**Budget Review:** In process

**P.A. Review:** In process

*(continued on next page)*

**DIVISION:** Dept of Natural Resources

**Agenda Item No.:** 2

**Subject:** Noxious Weeds 2025 Program Update

**Description:** An overview and update of the work conducted through the Noxious Weed Control Program in 2024 and the program's goals and objectives for 2025.

**Attachment:** Presentation

**Request:** *(Check boxes that apply)*

☐ Move to Consent

☐ Move to Regular

☒ None/Informational

☐ Schedule a Public Hearing

☐ Signature Request

☐ Other: \_\_\_\_\_

**IT Review:** Not Applicable

**Budget Review:** Not Applicable

**P.A. Review:** Not Applicable

## 2025 Conservation Futures Acquisition Recommendations

To: Board of County Commissioners, Island County, WA  
 From: Conservation Futures Citizens Advisory Board: Linda Rhodes (chair), Steve Giles, Brandon Kelley, Todd Peterson, Karen Sharer, Clay Thompson, Kathryn Wells  
 Date: 05/07/2025  
 Subject: 2025 Conservation Futures Program: **Acquisition Funding** Recommendations

The purpose of the Conservation Futures Program (CFP) program is to protect, preserve, maintain, enhance, restore, and continue into future existence lands of public conservation importance through a variety of means, except eminent domain. These lands can be acquired and maintained consistent with Revised Code of Washington<sup>1</sup>, Island County Code<sup>2</sup>, and Island County Resolution C-58-24

This memo contains the recommendation to the Board of Island County Commissioners (BOCC) on CFP **acquisition funding** for calendar year 2025 by the CFP Citizens Advisory Board (CAB). Final review statements from the Island County departmental reviews are incorporated, and their entire reviews are appendices to this memo.

## EXECUTIVE SUMMARY

### Double Bluff Preserve (total request = \$300,000; Figure 1)

This project seeks to acquire and permanently conserve a 257-acre contiguous land area of 137 acres of coastal upland forest, 78 acres of wetland complex (including a 15-acre lake), and 42 acres of nearshore marine habitat with feeder bluff, beach, and tidelands. The property provides a freshwater stream supply to the Deer Lagoon Preserve estuary. Uplands habitats are suitable for listed species such as the western toad. Low impact walking trail development is highly feasible for the forested portion with access from Wahl Road through a previously purchased 10-acre parcel, and the shoreline is accessible by the public through the adjacent Double Bluff County Park. The proposal is supported by the property's neighbors, Island County salmon recovery and marine resource advisors, and the Tulalip Tribes. Future stewardship by Whidbey-Camano Land Trust includes forest health management, a strong volunteer component (~450 volunteers), and outdoor classroom (K-12) and scientific research opportunities.

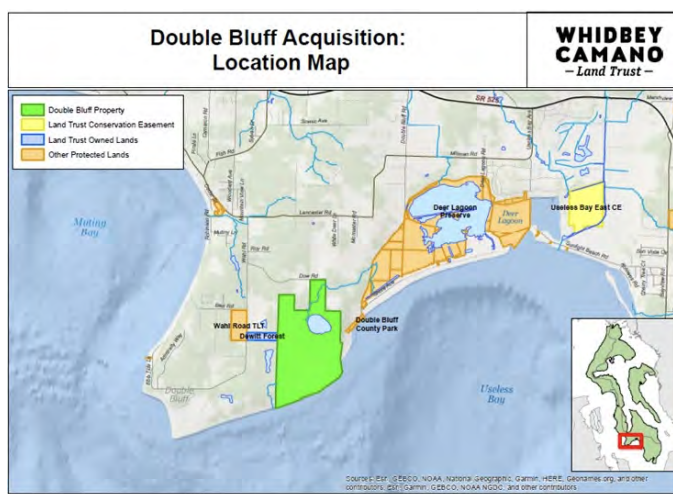


Figure 1. Map displaying location of proposed Double Bluff Preserve acquisition (highlighted with green color).

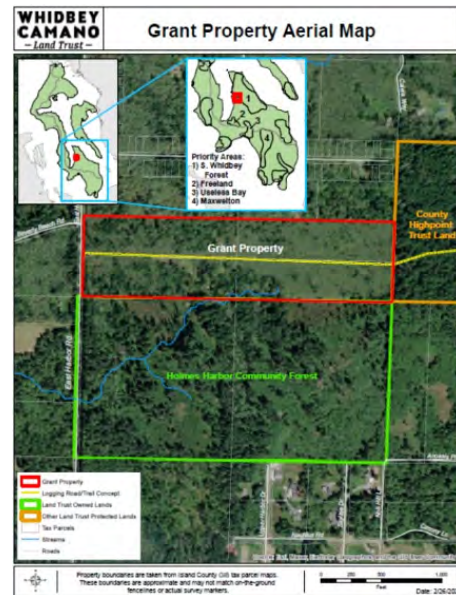
<sup>1</sup> Revised Code of Washington, Chapter 84.34: <https://app.leg.wa.gov/RCW/default.aspx?cite=84.34>

<sup>2</sup> Island County Code, Chapter 3.22: [https://library.municode.com/wa/island\\_county/codes/code\\_of\\_ordinances?nodeId=TITIIREFI\\_CH3.22COFUFU](https://library.municode.com/wa/island_county/codes/code_of_ordinances?nodeId=TITIIREFI_CH3.22COFUFU)

### East Harbor/Holmes Harbor Community Forest (total request = \$250,000; Figure 2)

This project seeks to acquire 40 acres of forested land to serve as needed public access to the Holmes Harbor Community Forest complex (~1,100 acres already protected). Because the parcel is relatively level, directly accessible to East Harbor Road, and has early succession plant community (mostly young alder), it is well suited for creating a public access parking area (including capacity for school buses). There is some immediacy of loss due to development pressure and the owners' desire to sell. The parcel is a component of a multiphase planning for the Community Forest, and it is the parcel that can best accommodate a parking lot and ADA trail with the least environmental damage.

Figure 2. Map displaying the location of the East Harbor/Holmes Harbor Community Forest acquisition (outline in red). The 80-acre adjacent parcel (outlined in green) was recently acquired to protect its stream drainage which flows into Holmes Harbor.



### Executive Summary Tables

Note: If it is necessary to prioritize these two proposals due to limited funding, the CAB places the Double Bluff Preserve proposal ahead of the East Harbor/Holmes Harbor Community Forest proposal.

Title (Proponent, acquisition type)	Short description	Total requested	CAB recommendation
<b>Double Bluff Preserve</b> (Whidbey-Camano Land Trust, fee-simple)	Acquire and permanently conserve 257 acres extending from coastal forest through feeder bluff to marine shoreline, including a lake and wetlands. Site is adjacent to Double Bluff County Park, and drains into Deer Lagoon Preserve. Request would be part of leveraged funding plan.	\$300,000	<b>Fully fund</b> Exceptionally high quality and diverse, scenic habitats. Planning and management for low impact recreation and educational opportunities by a highly experienced organization.

2025 Conservation Futures Acquisition Recommendations

Title (Proponent, acquisition type)	Short description	Total requested	CAB recommendation
<b>East Harbor/Holmes Harbor Community Forest</b> (Whidbey-Camano Land Trust, fee-simple)	Acquire and permanently conserve 40 acres as a public access between East Harbor Road and the Holmes Harbor Community Forest. Parcel is suitable for parking lot installation due to previous human disturbance. Parcel presents an opportunity to manage for early forest succession, remove or manage invasive plant species, and create trailheads for access, including ADA access, to adjacent Community Forest parcels.	\$250,000	<b>Fully fund</b> Highly suitable for a needed public access to the Community Forest complex, with the least amount of environmental damage. Early successional forest provides habitat value. Parking area will handle buses for school and group activities. ADA trail feasibility will be determined by WCLT. Acquisition is a time-limited opportunity.

## Proposal Summaries and Evaluation Criteria

### Proposal Summary: "Double Bluff Preserve" (Whidbey-Camano Land Trust; WCLT)

This project intends to acquire and permanently conserve 257 acres of a contiguous land area containing high quality coastal forest (137 acres), wetlands (78 acres including a 15-acre lake), and shoreline habitat (42 acres) with marine feeder bluff and 3,500 feet of beach and tidelands. The high diversity of habitats supporting native plants and animals, and the undisturbed vegetation places the property into a nearly unique category. The ecological function of the parcel extends beyond its boundaries through the contribution of its feeder bluffs to shoreline maintenance along the Shore Avenue spit. The property is adjacent to Island County's Double Bluff Park, and the parcel drainage provides clean freshwater to the Deer Lagoon Preserve estuary. The proposal is well aligned with overlay priorities such as the WRIA6 Multispecies Salmon Recovery Plan, WA Department of Fish & Wildlife's PSNERP Beach Strategy, and Island County's Comprehensive Plan elements for natural resource protection (Element 01) and conservation with low impact recreation (Element 07).

Because the property is in good ecological condition, very little remediation or restoration is required, although some removal of English holly near Oliver Lake is needed. The proponents intend to develop ~3.5 miles of walking trails throughout the parcel to allow visitors to experience the variety of habitats. As part of long range planning, WCLT previously acquired a 10-acre parcel for public access from Wahl Road. The total acquisition cost is estimated at ~\$7.5 million, and WCLT has already assembled a leveraged suite of funding sources in addition to CFP funds. A property management plan will be developed within a year of acquisition, and preliminary planning for forest management and trail construction has already been accomplished. WCLT determines that future stewardship will involve their professional staff and the large cadre (~450) of volunteers.

### Proposal Strengths

1. Preservation of high quality and highly diverse habitats that rarely occur within a single acquisition. The property includes potential for spectacular viewsheds of Puget Sound, which can make it vulnerable to development.
2. Preservation of highly rated feeder bluffs and important nearshore habitat contributing to forage fish spawning sites and shellfish beds.
3. High ecological connectivity with other conservation parcels, including WA Department of Natural Resource's Wahl Road Trust Land Forest, Island County's Double Bluff Park, and Deer Lagoon Preserve, and County Park visitors already use the subject beach.
4. Protection of 85 acres of wetland that modulates surface runoff and preserves groundwater recharge function in an area rated by Island County with medium susceptibility for aquifer recharge and medium to high risk of seawater intrusion.
5. Cooperation of a willing landowner, strong partnerships for volunteer and educational activities, and strategic, leveraged funding sources for acquisition.

## Proposal Weaknesses and Uncertainties

1. The location is not readily accessible by walking and it is not on a public transit route, so the majority of visitors will arrive by automobile or bus.
2. Due to the complex topography of the parcel, ADA accessibility is anticipated to be difficult or limited.
3. Invasive plant species (English holly, butterfly bush, Scots broom) around Oliver Lake will need to be extirpated.

## Summary of Island County Reviews

1. IIC Planning and Community Development (Appendix A).  
Reviewed by John Lanier, Principal Long Range Planner.  
Findings: Will not affect capacity to accommodate projected housing and/or employment growth within Island County or will not trigger a threshold for further action.
2. IC Department of Natural Resources (Appendix B).  
Reviewed by Jessica Reed, Salmon Recovery Coordinator  
Findings: Did not identify any issues of concern for Island County DNR.

## Summary of Evaluation Criteria and Citizen Advisory Board (CAB) Assessment

Evaluation criterion	Proposal description	CAB assessment
Ecological systems: Biological function	Conserves a large extent of relatively undisturbed habitat (no agricultural or timber harvest in past 80 years) with high connectivity to adjacent conservation units such as WA DNR Trust Land Forest, IC Double Bluff Park, and IC Deer Lagoon Preserve.	Diverse and high quality ecosystem in its own right and synergizes with adjacent areas to provide important wildlife services such as forage opportunities, nesting sites, resting/roosting sites, and migratory corridors.
	Includes wetland and lake habitat appropriate for listed species such as the western toad.	This type of habitat is increasingly scarce, important for climate resilience, and difficult to protect.
	Preserves 3,500 feet of undisturbed shoreline for nearshore and intertidal species.	Within critical habitat for federally listed fish species (boccacio, Chinook salmon), and protects nearshore resources for shellfish, diving birds, and juvenile pink and chum salmon.
	Preserves feeder bluff function within drift cell which includes smelt and sand lance spawning sites. Feeder bluffs rated as “Exceptional” by the WA Dept. of Ecology.	Feeder bluff sediments contribute to forage fish spawning, which is critical to salmon recovery.



2025 Conservation Futures Acquisition Recommendations

Ecological systems: Environment	Preserves hydraulic connection to Deer Lagoon Preserve with a perennial stream from Oliver Lake.	Input of uncontaminated fresh water to Deer Lagoon Preserve is important to estuarine function, habitat for juvenile salmon, and as an Important Bird Area.
	Established indigenous plant community is more resistant to invasive plants.	Efforts to remove invasive plant species from Oliver Lake area are more likely to succeed in undisturbed surroundings.
Ecological systems: Resources	Protects 85 acres of wetland for surface runoff modulation and aquifer recharge.	Significant surface area in a location designated for medium susceptibility risk for aquifer recharge and medium to high risk for seawater intrusion.
	Reduces potential for water contamination.	Prevents surface water contamination from absence of residential development.
Ecological systems: Human well-being & health	Tree and vegetation mass improves air quality (oxygenation, fine particulate processing) and modulates air temperatures through shading.	Positive contribution to better public health.
	Provides a connection to nature through low impact recreation, as an outdoor classroom, for guided field trips (cultural, historical, scientific).	Investment already made in a 10-acre parcel for public access from Wahl Road. Ongoing engagement with tribes, schools, and local groups representing underserved communities, including subsidies for travel costs. Varied ecosystems provide abundant opportunities for education.
	Planning ~3.5 miles of walking trail	Due to complex topography, ADA accessible trails will be difficult or limited. Varied topography and spectacular views would provide interest for hikers, wildlife walkers, plant enthusiasts.
Ecological systems: Climate resilience & adaptation	Ranked by The Nature Conservancy as a highly resilient property, sequesters nearly 40,000 mt of carbon, takes up 203 mt of carbon per year.	Positive contribution to addressing the atmospheric carbon problem.

## 2025 Conservation Futures Acquisition Recommendations

	Due to location of property, public access is primarily through automobiles or buses.	Public access location is not currently on a public transit route and relatively remote from higher density areas.
Agriculture	Not applicable	
Forestry	Not applicable	
Alignment & leverage	Property conservation is consistent with WRIA6 Multispecies Salmon Recovery Plan, WDFW PSNERP Beach Strategy, and IC Comprehensive Plan (Elements 01 and 07)	Protection of natural marine shorelines and vegetation. Drift cell processes include forage fish spawning habitat. Natural areas are aligned with both local and regional plans and priorities.
	A willing landowner and support of the Tulalip Tribes, IC resource advisory groups (salmon, marine) and educational entities enables strategic, leveraged funding sources.	Acquisition is positively supported by a wide range of stakeholders and Puget Sound recovery partners, which allows leveraged funding that is necessary for the magnitude of the purchase price.
Risks of not funding	Parcel is one of the largest and last undeveloped waterfront properties on Whidbey, which would be destined for high-cost residential development.	Although not imminent, status of owner's financial plan is private. Any residential development would be unaffordable housing.
Stewardship, management, & maintenance	WCLT will own and manage in perpetuity, while balancing forest health, ecosystem services, wildlife habitat, and low impact recreation.	Proponent has an excellent track record in managing acquisitions as stated, and will develop a management plan (with public input) within a year of purchase.
	Stewardship activities estimated at \$20K per year for first 10 years, then \$7.5K annually thereafter. Activities will rely on professional staff, interns, and volunteers, with some funding support from grants.	Proponent has already estimated long term maintenance activities and capital costs with an associated funding plan. Activities include parking lot and trailhead installation, and removal of an old, unoccupied shed.
Financial appropriateness	Requested amount is \$290K for acquisition expenses and \$10K for appraisal services.	Request represents ~4% of total acquisition amount, a very modest proportion.

### **Proposal Summary: "East Harbor Road/Holmes Harbor Community Forest" (Whidbey-Camano Land Trust; WCLT)**

This project intends to acquire and permanently conserve 40 acres as a public access for the Holmes Harbor Community Forest (HHCF). The HHCF currently consists of ~1,100 acres of protected forest habitat, but currently does not have an adequate access for the public, including for school buses. The 40-acre parcel is relatively level with mixed maturing alder and conifer forest cover, and it is directly accessible to East Harbor Road. Although it provides habitat for important bird species (pileated woodpecker, multiple owls) and contains a healthy native shrub understory, it also contains previously cleared areas from earlier development attempts. These previously cleared areas would permit construction of a parking lot and trailhead access that would be the least environmentally harmful option.

This proposal is part of the second phase of the HHCF effort. The first phase comprised of preserving or conserving properties with high ecological value, including riparian habitats that drain into Holmes Harbor and quality multispecies forest communities. The value of the subject property is that it can provide excellent public access to those high quality habitats but without major environmental damage to the subject property itself. The total acquisition cost is estimated at \$1.1 million, and WCLT has a leveraged suite of funding sources in addition to CFP funds. There is an element of urgency for this proposal, as the owners are interested in selling sooner rather than later.

### **Proposal Strengths**

1. Existing mixed forest habitat and understory that can be maintained and managed for continuing support of important bird species and as part of existing HHCF management strategy.
2. Geographic location of parcel and parcel conditions well suited for creation of public access facilities (parking lot large enough for school buses, trailheads, gathering areas for education) to HHCF.
3. Conservation avoids residential development that could contribute to increased and potentially contaminated surface runoff to Holmes Harbor and the loss of aquifer recharge potential.
4. Access to large natural forest habitats and low impact recreation, including potential ADA access, is relatively close (< 4 miles) to higher density neighborhood of Freeland.

### **Proposal Weaknesses and Uncertainties**

1. The location is not on a public transit route, and East Harbor Road is not safe for bicycles (50 mph speed limit, little or no shoulder).
2. Parcel requires trash removal and invasive plant species removal.
3. Limited time opportunity for acquisition, and owners would like to make a quick sale.

### **Summary of Island County Reviews**

3. I IC Planning and Community Development (Appendix A).

Reviewed by John Lanier, Principal Long Range Planner.

Findings: Will not affect capacity to accommodate projected housing and/or employment growth within Island County or will not trigger a threshold for further action.

4. IC Department of Natural Resources (Appendix C).

Reviewed by Jessica Reed, Salmon Recovery Coordinator

Findings: Did not identify any issues of concern for Island County DNR.

### Summary of Evaluation Criteria and Citizen Advisory Board (CAB) Assessment

Evaluation criterion	Proposal description	CAB assessment
Ecological systems: Biological function	Contains existing alder-coniferous forest habitat with critical habitat for pileated woodpecker, 4 species of owl, and potential eagle and osprey nesting, as well as appropriate habitat for western toad reproduction.	Conserves valuable bird and amphibian habitat that is contiguous and connected to extensive mixed forest resources of the Holmes Harbor Community Forest (HHCF). However, the greatest value of the parcel is its future restoration potential and utility as a public access point.
	Existing invasive plant species will be monitored and removed as part of the management plan.	This parcel contains invasive plant species as a result of previous development efforts, and acquisition will help ensure control.
	Improves wildlife and plant connectivity between Freeland, Useless Bay, and Maxwellton.	Ecological regions that have been severed by development and high speed roads may benefit from improved connection, but how is not clearly explained.
Ecological systems: Environment	Physically adjacent or functionally connected to > 1,100 acres of protected forest land.	Continuity permits broad scale and flexible forest management.
Ecological systems: Resources	Management with proximal protected forest land allows for integrated control of surface water runoff into Holmes Harbor.	Holmes Harbor is a stratified marine bay with dissolved oxygen and fecal coliform problems, so improving incoming water quality is a benefit.
	Protection of area not involved in the parking lot improves aquifer recharge opportunity.	Parcel is located in an area rated at medium susceptibility for aquifer recharge and high risk for seawater intrusion, so preserving natural infiltration features is a benefit.
Ecological systems: Human	Acquisition will allow open public access, including possible ADA	This parcel is essential for access from East Harbor Road to HHCF,

## 2025 Conservation Futures Acquisition Recommendations

well-being & health	access, and low impact recreation to a large community forest.	although it is not served by public transit or proximal to underserved communities.
	Installation of parking lot, with capacity to handle buses, provides outdoor learning opportunities (K-12) and field trips for focal topics (birding, forest management).	The ability to accommodate groups of children and adults provides unique educational opportunities. WCLT has an active outreach and engagement program that includes subsidies for travel expenses.
	Collaboration with a wide range of entities for outreach and education, including tribes for appropriate representation on signage, multilingual information, and entities working with underserved populations.	WCLT's commitment to opening natural areas to as many groups as possible is supported by their active outreach and engagement program.
Ecological systems: Climate resilience & adaptation	Forest preservation sequesters ~6,000 mt of carbon, provides temperature modulation, and better control of erosion and surface water runoff.	Positive contribution to mitigating effects of climate change
	[Not addressed in proposal]	Because the location is not readily accessible by public transit, walking, or cycling, the project does not support a reduction in transportation-related carbon emissions.
Agriculture	Not applicable	
Forestry	Not applicable	
Alignment & leverage	Proposal is consistent with IC Comprehensive Plan (Element 01) and component of multiphase WCLT plan for HHCF, and supported by neighboring landowners and IC conservation groups.	Planning is based on WCLT's Conservation plan (2004 and 2024), and has a good base of local support, including neighbors to the parcel.
	Proposal is part of a strategic funding plan, leveraging federal and state funding sources.	WCLT has already enabled protection of ~1,100 acres for HHCF through this strategic leveraged process.
Risks of not funding	Current owners would like to sell sooner rather than later, and it is only temporarily off the real estate market.	This is a highly time-limited opportunity. Given the local development pressure, this parcel is likely to sell quickly and be

## 2025 Conservation Futures Acquisition Recommendations

		developed as 8 rural lots (or more, if a zoning variance is employed).
Stewardship, management, & maintenance	WCLT will manage in perpetuity for public recreation, forest health, wildlife habitat, and climate resilience.	Proponent has an excellent track record in managing acquisitions as stated, and plans to develop a management plan (with public input) within a year of purchase.
	Initial stewardship expenses estimated at \$120K with most of the cost in parking lot and trailhead installation. Annual maintenance cost of \$15K. Funding sources include WCLT reserve funding, community fund-raising, and grant funding.	Some initial expenses will include trash removal and invasive plant management, in addition to capital improvement.
Financial appropriateness	Request is \$240K for purchase and \$10K for appraisal.	Request represents ~22% of total acquisition amount, a significant proportion of the total purchase amount.

## Timeline of CAB Activities

<b>Date(s)</b>	<b>Action</b>	<b>Participating members and staff</b>
03/13/2025	Receipt of application, distribution by email	Brandon Kelley, Todd Peterson, Linda Rhodes, Karen Sharer, Clay Thompson, Kathryn Wells, Kelly Webb (staff)
04/03/2025	Presentations to CAB by proponents and preliminary oral discussions (monthly public meeting)	Brandon Kelley, Todd Peterson, Linda Rhodes, Karen Sharer, Clay Thompson, Kathryn Wells, Kelly Webb (staff)
04/15/2025	Site visits	Steve Giles, Brandon Kelley, Todd Peterson, Linda Rhodes, Karen Sharer, Clay Thompson, Kathryn Wells, Kelly Webb (staff)
04/16/2025	<a href="#">Preliminary presentation of applications</a> to BOCC in work session	Jennifer Schmitz and Kelly Webb (staff)
05/01/2025	Oral discussions and evaluations (monthly public meeting)	Steve Giles, Brandon Kelley, Todd Peterson, Linda Rhodes, Karen Sharer, Clay Thompson, Kathryn Wells, Kelly Webb (staff)
05/07/2025	Finalize and submit written recommendations to BOCC	Steve Giles, Brandon Kelley, Todd Peterson, Linda Rhodes, Karen Sharer, Clay Thompson, Kathryn Wells



## ISLAND COUNTY PLANNING & COMMUNITY DEVELOPMENT

Physical Address: 1 NE 6<sup>th</sup> St, Coupeville, WA 98239 Mailing Address: 1 NE 7<sup>th</sup> St, Coupeville, WA 98239  
Ph: Whidbey 360-679-7339 | Camano 360-387-3443 | Fax: 360-679-7306  
Email: [PlanningDept@islandcountywa.gov](mailto:PlanningDept@islandcountywa.gov) | <https://www.islandcountywa.gov/207/Planning-Community-Development>

**TO: Board of Island County Commissioners**

**FROM: John Lanier, Principal Long Range Planner**

**DATE: April 18, 2025**

**SUBJECT: 2025 Conservation Futures Fund – Capacity Analysis**

### Summary

The Island County Conservation Futures Fund, governed by Island County Code Chapter 3.22, is a special fund created in the County Treasurer's office for the purpose of acquiring rights and interests in open space land, farm and agricultural land, and timberland. RCW 84.34.230 states that for Conservation Futures Fund proposals "the County must determine if the rights or interests in real property acquired with these funds would reduce the capacity of land suitable for development necessary to accommodate the allocated housing and employment growth, as adopted in the countywide planning policies." If a project were to reduce the capacity, the applicable jurisdiction must "adopt reasonable measures to increase the capacity lost." Island County Planning and Community Development reviewed the 2025 Conservation Futures Fund proposals to determine if the projects reduced land capacity intended to accommodate projected housing and employment growth. **All projects were determined to have no impact on the capacity to accommodate projected housing and/or employment growth. For a more detailed explanation, see the project summaries below.**

### **Proposed 2025 Conservation Acquisition Proposals**

- **Double Bluff – 257-acre Conservation Easement – \$250,000**

The Whidbey Camano Land Trust proposes to acquire and permanently conserve over 250 acres along Useless Bay on South Whidbey Island. The area is above Double Bluff Beach and provides a wide range of habitats. The site also allows 2/3 of a mile of exceptional feeder bluff to function naturally, feeding other nearby beaches.



The proposal is comprised of six parcels as found in Attachment A. These parcels total 257± acres.

According to the 2016 Island County Comprehensive Plan, all parcels involved are designated as "Rural Lands" by Island County.

Island County's Rural Lands had a housing capacity of 4,294 in 2020 (the most recent available data) of 25,445 total housing units, with a projected need of 2,388 more units by 2045. There are six parcels in the proposed conservation easement, however as the zoning is rural there is a potential for approximately 50 residences if subdivided. Any housing units potentially created on these parcels would be in the Area Median Income range of 100-120%, in which Island County already has a surplus of inventory. This project would not reduce the potential capacity within Island County's Rural Lands by a significant amount, therefore the proposal maintains compliance with the 2016 Comprehensive Plan.

**The creation of this conservation easement will not affect capacity to accommodate projected housing and/or employment growth within Island County and will not trigger a threshold for further action. Furthermore, this action will help preserve habitat and create recreation activities for the people of Island County.**

- **Holmes Harbor Community Forest –\$250,000**

The Whidbey Camano Land Trust proposes to acquire and permanently conserve 40 acres of forestland on South Whidbey Island. This proposal is part of the Holmes Harbor Community Forest project. These 40 acres will join 80 acres immediately to the south of the subject area already in the Community Forest and another 70 potential acres pending acquisition. When every acquisition is completed, the Holmes Harbor Community Forest will total 190 acres of conserved forestland.

The proposal is comprised of one parcel as found in Attachment A. This parcel is 40± acres, adding to the 80± acres of forest and 70± potential acres of forest. The Community Forest also abuts 40 acres of state-owned forestland. The acquisition of these 40 acres will provide an area for public access to the community forest and associated parking.

According to the 2016 Island County Comprehensive Plan, all parcels involved are designated as "Rural Lands" by Island County.

Island County's Rural Lands had a housing capacity of 4,294 in 2020 of 25,445 total housing units, with a projected need of 2,388 more units by 2045. There are four parcels in the proposed conservation easement, however as the zoning is rural there is

a potential for approximately eight residences if subdivided. Any housing units potentially created on these parcels would be in the Area Median Income range of 100-120%, in which Island County already has a surplus of inventory. This project would not reduce the potential capacity within Island County's Rural Lands by a significant amount, therefore the proposal maintains compliance with the 2016 Comprehensive Plan.

**The creation of this easement will not affect capacity to accommodate projected housing and/or employment growth within Island County and will not trigger a threshold for further action. Furthermore, this action will help preserve habitat and create recreation activities for the people of Island County.**

### **Proposed 2025 Maintenance and Operations Proposals**

- Island County Parks Department - \$100,000
- Keystone ADA Trail - \$126,000

**Island County Planning and Community Development has no objections to the Maintenance and Operations proposals, as they would not affect capacity to accommodate projected housing and/or employment growth.**

### **Conclusion**

Island County Planning and Community Development has reviewed these projects as required by RCW 84.34.240(3) and has found that the proposals are consistent with the 2016 Island County Comprehensive Plan. The projects will have minimal impacts that will not reduce the capacity of land suitable for development necessary to accommodate the allocated housing and employment growth, as adopted in the countywide planning policies. **Therefore, Island County Planning and Community Development has no objection to these Conservation Futures Fund proposals.**

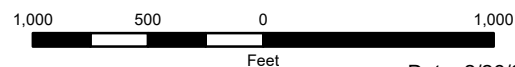
### **Exhibits**

Exhibit A: Double Bluff Concept Map  
Exhibit B: Holmes Harbor Community Forest Map

## Double Bluff Preserve: Conceptual Plan



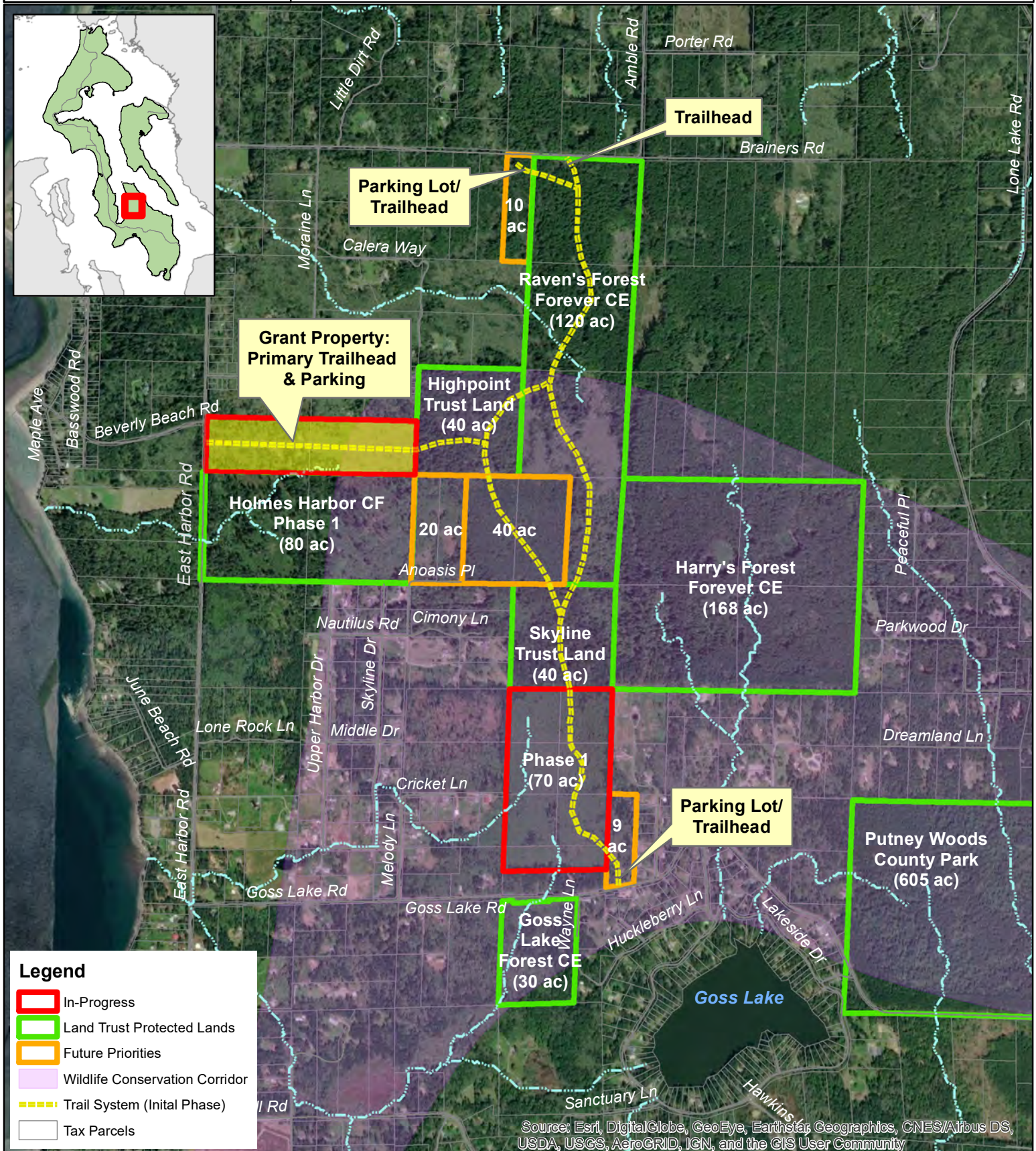
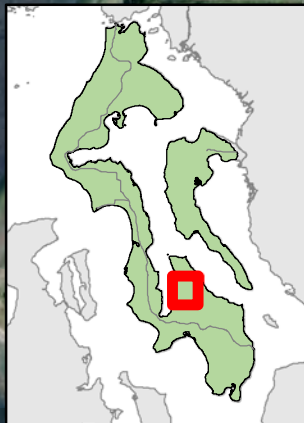
Property boundaries are taken from Island County GIS tax parcel maps. These boundaries are approximate and may not match on-the-ground fencelines or actual survey markers.



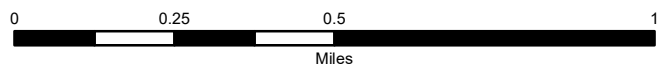
Date: 2/26/2025



# Holmes Harbor Community Forest Conceptual Design



Property boundaries are taken from Island County GIS tax parcel maps. These boundaries are approximate and may not match on-the-ground fencelines or actual survey markers.







## ISLAND COUNTY PUBLIC HEALTH

### Division of Natural Resources

1 NE 7<sup>th</sup> St

Coupeville, WA 98239

P: 360.679.7350 F: 360.679.7390

**TO: Kelly Webb, Conservation Futures Fund Coordinator**

**FROM: Jessica Reed, Salmon Recovery Coordinator**

**DATE: April 21, 2025**

**SUBJECT: 2025 Conservation Futures Fund Project Technical Evaluation**

### Summary

The Island County Conservation Futures Fund, governed by Island County Code Chapter 3.22, is a special fund created in the County Treasurer's office for the purpose of acquiring rights and interests in open space land, farm and agricultural land, and timberland. According to RCW 84.34.200, in order to avoid loss of "open areas and spaces" that could have significant public value, public funds are allowed to be used for the purposes of acquisition "of interests or rights in real property," so that they may "continue to contribute to the welfare and well-being of the citizens of the state as a whole." The project and the subsequent evaluation by Natural Resources is outlined below.

### Proposed 2024

#### Description:

The Whidbey Camano Land Trust (Land Trust) is requesting \$300,000 of Island Conservation Future Funds (CFF) to acquire and permanently conserve 257 acres of exceptional coastal forest, lake, wetland, marine feeder bluff and shoreline habitat located along Useless Bay on south Whidbey Island. The project is estimated to cost a total of \$7,500,000 and CFF support will help leverage substantial matching funding from State and Federal partners, including funding through the US Fish and Wildlife Service's National Coastal Wetlands Conservation Program, the Washington State Salmon Recovery Funding Board, and the Washington Recreation and Conservation Office. We also intend to raise additional private funding that will clearly demonstrate the profound importance and immense public support for this project.

Parcels included in project: R22926-445-1501, R22926-395-0350, R22923-067-0650, R22923-067-1980, R22923-200-1620, R22923-160-0310

#### Comments:

The above-mentioned parcels are located on the west side of South Whidbey Island, in Island County Salmon Priority Area 2. This area is important for returning salmon

populations as they make their way to nearby river systems from the ocean. This area is a key feeder bluff area that continuously deposits fresh sediment to the beach for forage fish habitat and coastal processes. This project encompasses 3,500 feet of shoreline and 42 acres of nearshore marine habitat that includes over 7 acres of coastal tidelands and 35 acres of bluffs and beach. The property also includes 137 acres of coastal upland forest and an approximately 78-acre wetland complex that contains a 15-acre undeveloped lake and associated stream that is a tributary to Island County's Deer Lagoon, a historic estuary that is known to host non-natal populations of juvenile salmon, including chinook, coho, pink, and chum.



## ISLAND COUNTY PUBLIC HEALTH

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### Division of Natural Resources

1 NE 7<sup>th</sup> St

Coupeville, WA 98239

P: 360.679.7350 F: 360.679.7390

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**TO: Kelly Webb, Conservation Futures Fund Coordinator**

**FROM: Jessica Reed, Salmon Recovery Coordinator**

**DATE: April 21, 2025**

**SUBJECT: 2025 Conservation Futures Fund Project Technical Evaluation**

### **Summary**

The Island County Conservation Futures Fund, governed by Island County Code Chapter 3.22, is a special fund created in the County Treasurer's office for the purpose of acquiring rights and interests in open space land, farm and agricultural land, and timberland. According to RCW 84.34.200, in order to avoid loss of "open areas and spaces" that could have significant public value, public funds are allowed to be used for the purposes of acquisition "of interests or rights in real property," so that they may "continue to contribute to the welfare and well-being of the citizens of the state as a whole." The project and the subsequent evaluation by Natural Resources is outlined below.

### **Proposed 2024**

#### **Description:**

The Whidbey Camano Land Trust (Land Trust) is requesting \$250,000 of Island County Conservation Future Funds (CFF) to acquire and permanently conserve 40 acres (East Harbor Road Property) of forest habitat on south Whidbey Island as part of its Holmes Harbor Community Forest (Community Forest) project. This acquisition is part of Phase 2 of this Community Forest effort. Phase 1 involved the acquisition of 80 acres by the Land Trust in Fall 2024, and the pending acquisition of an additional 70 acres of forestland just north of Goss Lake Road. This Phase 2 acquisition will permanently conserve 40 acres of forest habitat and provide a critical trailhead and parking area for future public access into the Community Forest.

Parcels included in project: R23025-185-0630; R23025-185-1920; R23025-150-0630; R23025-150-1920

#### **Comments:**

The above-mentioned parcels are located on the east side of South Whidbey Island, in Island County Salmon Priority Area 2. This area is important for juvenile out migrating salmon populations as they make their way from nearby river systems to the ocean.



The proposal would help to preserve and rehabilitate habitat for wildlife and also protect nearby areas from potential runoff caused by impervious surfaces caused by future development. This area drains into Holmes Harbor, which houses shellfish beds currently closed to pollution and is under efforts to identify and correct said pollution via the Island County Pollution and Identification (PIC) program. This area has wetlands and an unmapped stream that eventually runs down into Holmes Harbor, as well as various tree and plant species native to the area.





# Double Bluff Preserve

Island County Conservation Futures  
May 2025

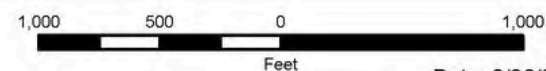




## Double Bluff Preserve: Conceptual Plan



Property boundaries are taken from Island County GIS tax parcel maps. These boundaries are approximate and may not match on-the-ground fencelines or actual survey markers.



Date: 2/26/2025



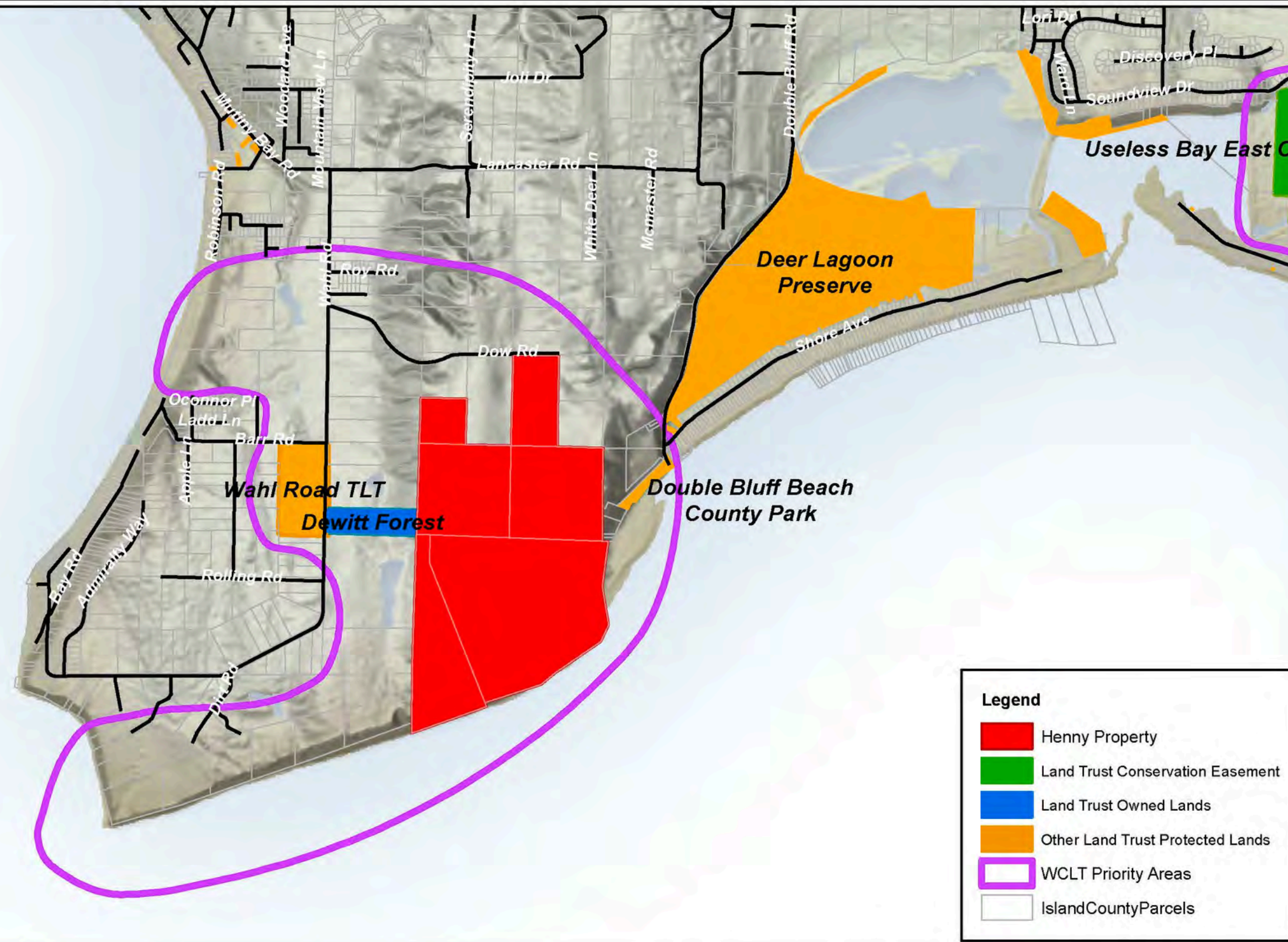
Photo: Anthony Gibbons, RESOLVE

### 257-acre property compromised of:

- 3,500 feet of shoreline
- 42 acres of nearshore marine habitat
- 35 acres of bluffs and beach
- 137 acres of coastal upland forest
- 78 acre wetland complex with 15-acre lake and stream



## Double Bluff Priority Area: Context Map



Property boundaries are taken from Island County GIS tax parcel maps. These boundaries are approximate and may not match on-the-ground fencelines or actual survey markers.

Date: 1/9/2024



Date: 3/29/2021

**Double Bluff within**  
**the Larger**  
**Ecosystem**





Photo: Carlos Andersen





“Exceptional” feeder bluffs  
ranging between 200-300 feet  
high along  $\frac{2}{3}$  mile of shoreline  
Enriches marine habitat  
supporting extensive eelgrass  
beds and kelp forests





Photo: Anthony Gibbons, RESOLVE



# Education and Recreation at Double Bluff

- Low impact recreational opportunities compatible with conservation
- Outdoor classroom for local schools, nonprofits, and educational organizations
- Guided hikes, field trips, volunteer opportunities, and programming
- Continued public access to adjacent beach and tidelands





# Local Plans and Partnerships

- Watershed Resource Inventory Area 6 Multi-Species Salmon Recovery Plan
- Washington Department of Fish and Wildlife Puget Sound Nearshore Ecosystem Restoration Project
- Island County Comprehensive Plan
- Support for this projects include:
  - Island County Salmon Recovery Technical and Citizen Committee
  - Island County Marine Resources Committee
  - The Tulalip Tribes
  - Community and Visitors!





# Thank You!



**WHIDBEY  
CAMANO**  
— *Land Trust* —



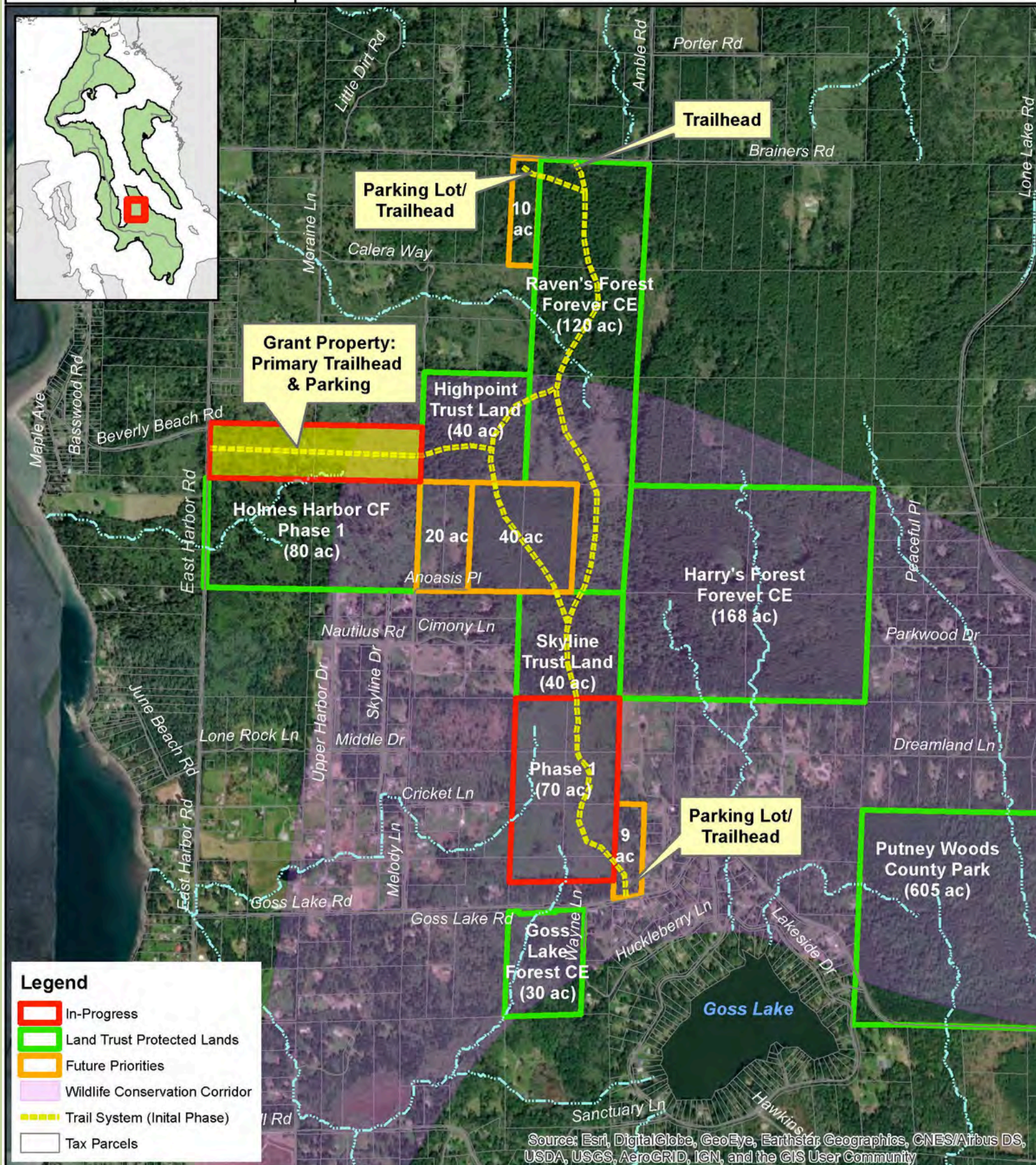


# **Holmes Harbor Community Forest- East Harbor Road Property**

**Island County Conservation Futures  
May 2025**







# Location and Connectivity



# Providing Critical Access and Connecting Properties



Harry's Forest Forever



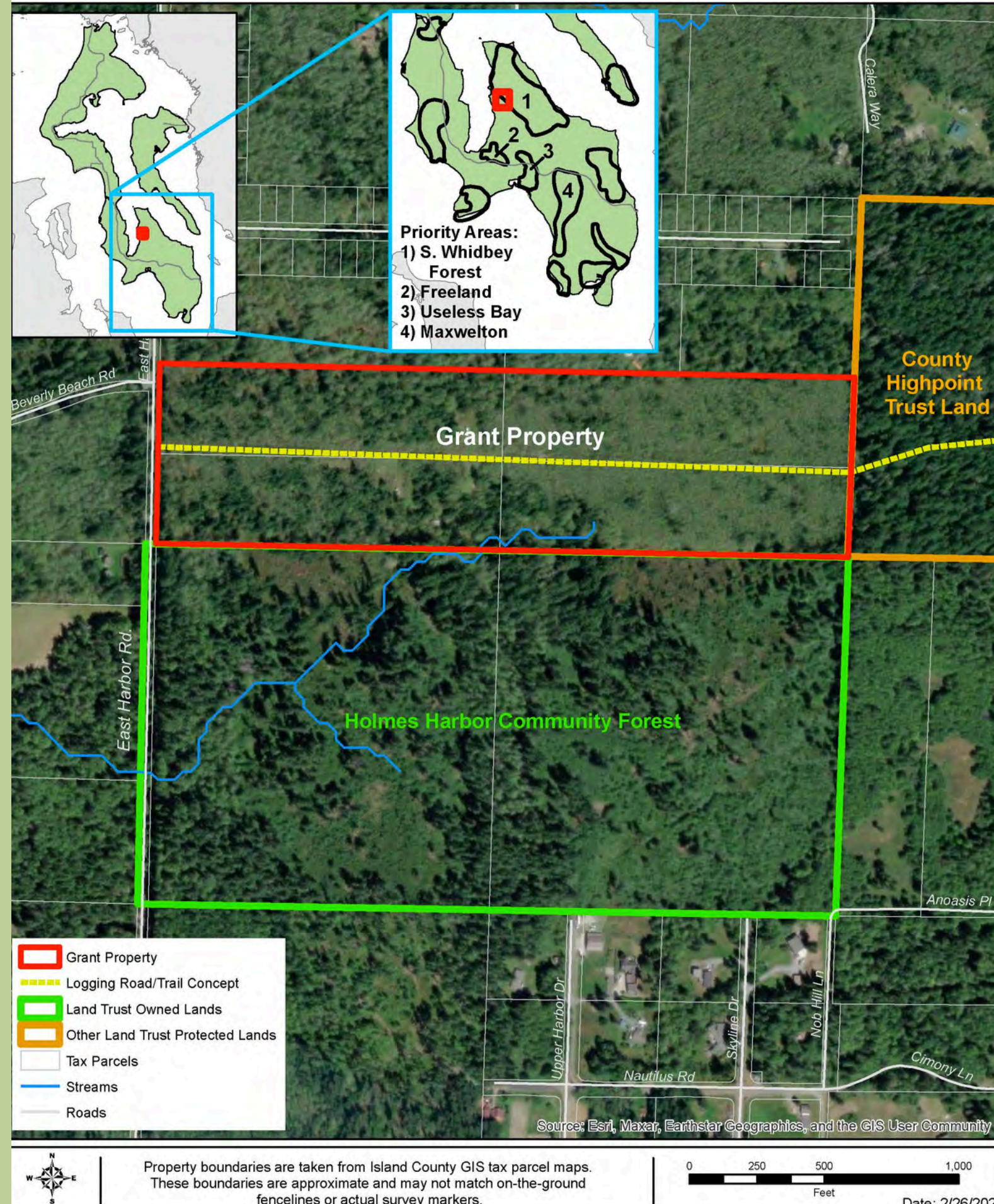
80 acres off East Harbor Rd



Raven's Forest Forever



## Grant Property Aerial Map



# Phase 2 of the Community Forest

- Creating western access through parking and trailhead
- Expanding habitat corridors
- Protecting forestland and headwaters





# Accessibility, Recreation & Education

- Future trailhead and parking lot
- ADA trail access if feasible
- Accessibility for cars, buses, and vans
- Management and safety access





# Local Plans and Partnerships

- Island County Comprehensive Plan
  - Element 1-Natural Resources
  - Element 7-Parks and Recreation
- Support for this project includes:
  - Whidbey Environmental Action Network
  - Whidbey Watershed Stewards
  - Community and Visitors!



Glacial erratic on border of Raven's and High Point Trust Land



# Thank You!





# Noxious Weed Control Program

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2025 Program update

Presented by:

Seth Luginbill, Program coordinator



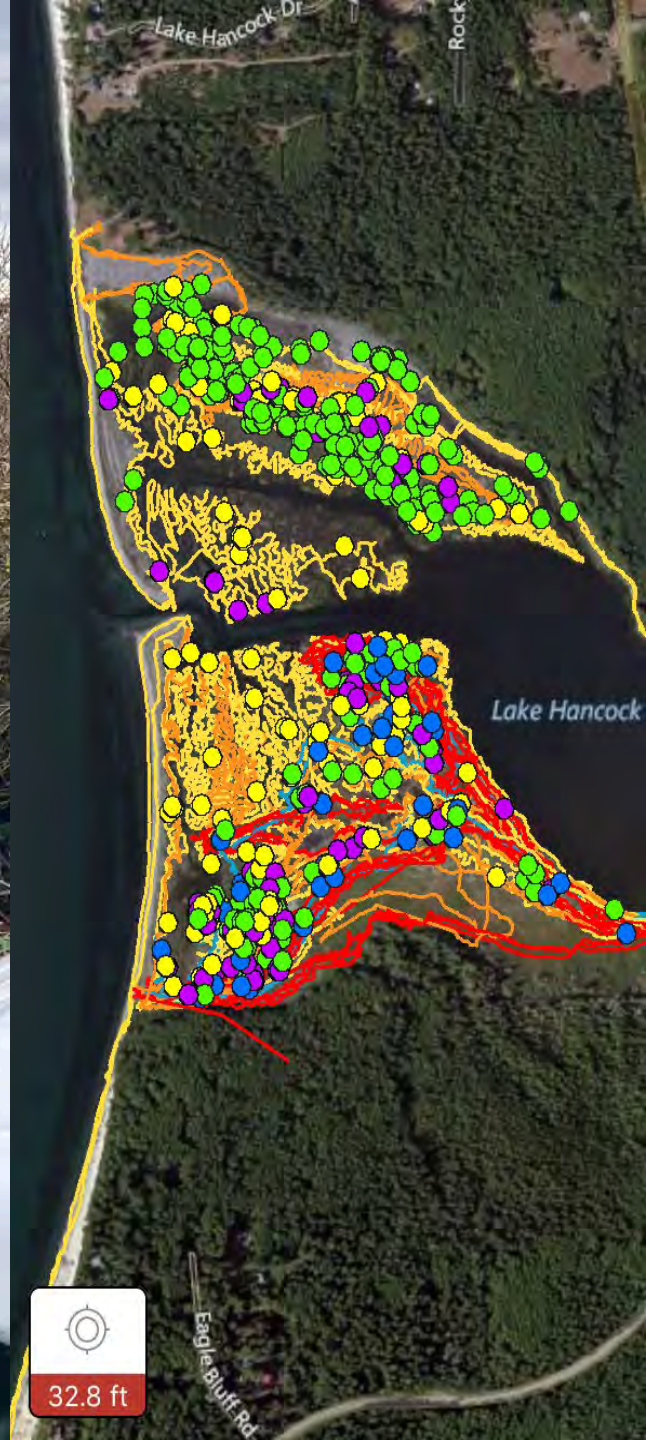
# What does the Weed Board do?

We help consult and guide land owners in developing feasible management plans to help achieve compliance of Noxious weed law (RCW 17.10)

Provide education and teaching about noxious weeds

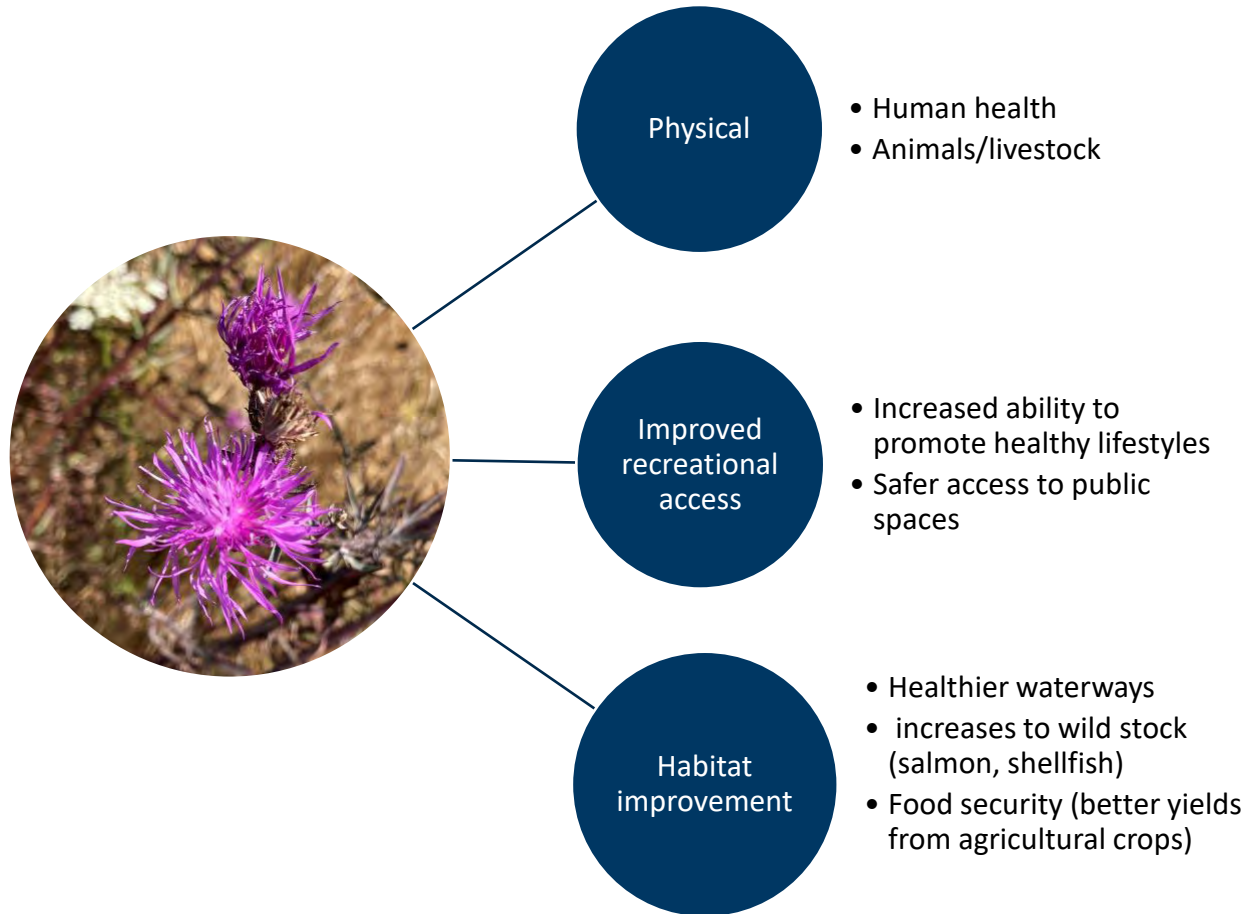
Conduct physical control work along IC ROW's and other county owned properties (County parks, etc)

Regulatory compliance for RCW 17.10





# Noxious Weeds and Public health





# ICNWCB (Board update)

POSITION	MEMBER	REPRESENTING	TERM EXPIRES
1.	Vacant	District I	
2.	Clark Bishop	District II	07/06/27
3.	Jennifer Carlson	District III	04/18/27
4.	Mark Sytsma	District IV	12/19/26
5.	Vacant	District V	
6.	Sarah Bergquist	WSU Extension Office (ex-officio, non-voting member)	N/A

- Looking for a representatives to fill our District I (Oak harbor to Deception Pass) and District V (Camano)

# Program Highlights for 2024

**118** tons of noxious weed disposed in Island County

**381** miles of ROW surveyed, 206 miles treated

**822** phone calls/emails fielded dealing with noxious weed support

35 compliance cases dealing with non-compliant landowners

**10** talks and educational events in Island County

**5** Island County parks actively being treated for noxious weed infestations.



# Current Projects & Partnerships

In addition to utilizing General Fund dollars to address education and compliance work we supplement our work through these grants and partnership projects

## Removal projects:

- Spartina Eradication Grant (WSDA)
- Kettles/Saratoga/Ala Spit CFF M&O
- Barnum/Iverson CFF M&O
- Public works inter-departmental agreement
- Class A eradication grant for Garlic Mustard (WSDA)
- Lesser Celandine eradication grant (WSDA)
- WA State parks weed control project

## Partnership projects:

- Poison hemlock working group
- WSDOT noxious weed mapping project





A photograph showing two individuals in a wetland environment. The person on the left is wearing a blue backpack sprayer, an orange long-sleeved shirt, a black beanie, and green gloves, and is kneeling to treat a patch of green grass. The person on the right is wearing an orange shirt, a grey vest, and grey gloves, and is kneeling nearby. The background features a body of water, a line of trees, and a cloudy sky.

# Spartina Update

- Though we observed a slight increase in overall numbers treated. We still only treated .324 solid acres in 2024.
- We have added *Spartina densiflora* to the eradicated list here in Island County.
- Current number of eradicated sites in Island county sits at 19. This is just over 50% of original sites identified when work commenced in 1997.



The background of the slide is a photograph of a forest. In the foreground, there are dense patches of bright green garlic mustard plants growing on a dark, leaf-covered forest floor. In the background, several tall, thin tree trunks are visible, with sunlight filtering through the canopy. A semi-transparent white box is overlaid on the left side of the image, containing the title and list.

# **Garlic Mustard Eradication project**

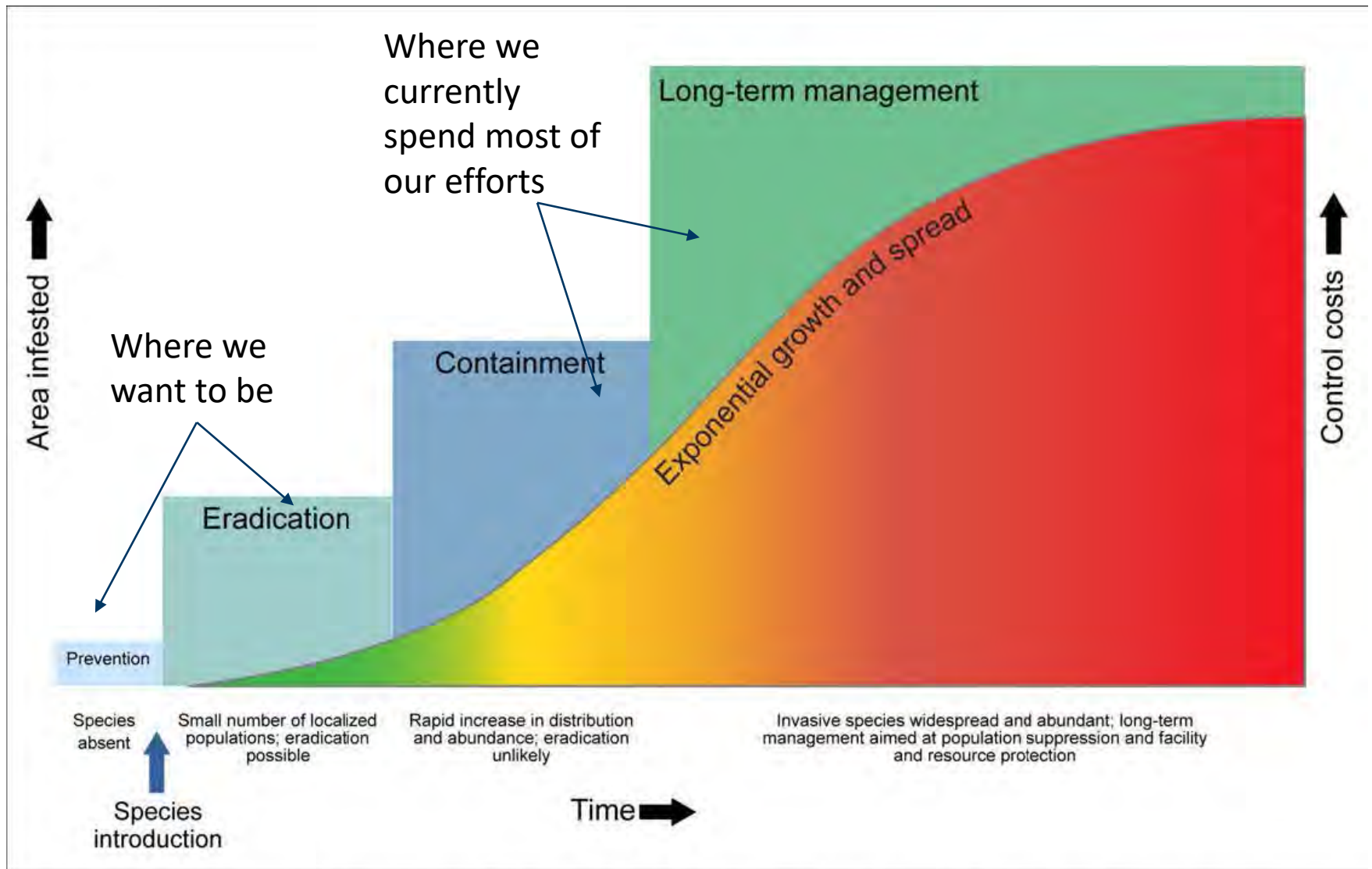
- **We received a \$3,800 grant from WSDA to continue providing assistance to landowners struggling with eradication of this priority species.**
- **Grant provided control staff with ability to get on the ground and conduct removal work.**
- **We removed garlic mustard from five of six affected landowners.**
- **Escaped population discovered in 2022 on Bailey Rd has been eradicated. (rest of ROW numbers greatly reduced).**
- **Camano population is getting very close to being eradicated. Whidbey population appears to be dramatically reduced since work began.**



# Lesser Celandine

- **First discovered in 2021. Class B designated weed**
- **Acquired a small \$2,000 mini-grant from WSDA.**
- **To date: have removed over 540 lbs. of plant material from site**
- **Through this grant we also discovered new infestation located closer to sensitive watershed.**
- **EDRR hopefully leading to eradication of this species from Island County.**





Sources: National Invasive Species Council; U.S. Department of Agriculture; National Park Service; U.S. Fish and Wildlife Service; Rodgers, L., South Florida Water Management District; Department of Primary Industries, State of Victoria, Australia; and GAO. | GAO-16-49







WA state parks





# **WA State Parks Inter-agency agreement**

- **Working on control and eradication of designated weed species in nine different state parks located in Island County.**
- **Actively controlling 10 designated species throughout these tracts of land.**
- **Helping park staff develop management plans for controlling noxious weeds.**
- **Potential for an ongoing agreement to exist between our program and parks moving forward.**






# Noxious Weed List Update

- **English (Common) Holly (*Ilex aquifolium*) was adopted as a Class C Weed by the Washington State Weed Control Board in March 2025.**
  - In this language the term “except where it is commercially grown” was included to differential active holly farms from “wild” populations.
  - This qualifies this species now for our free disposal program.
  - Potentially opens up new funding opportunities to control program and landowners to address places where this species is impacting





A hand holding a compass over a desert landscape with a winding road. The background is a blurred desert scene with a dirt road curving through the distance. A hand in the foreground holds a round compass, with the needle pointing towards the top. The title '2025 Goals & Objectives' is overlaid in white outline text.

# 2025 Goals & Objectives

- Increase ROW surveyed & treated across Island County (Goal of surveying 75% of roads in IC over the next five years. Currently 64%)
- Expand our compliance notifications to non-compliant landowner. Begin conducting follow up inspections to ensure landowners are still following through with management needs.
- Continue to improve landowners access to resources (tool share program), information, and outreach events

# Objectives (continued)

- **Promoting existing services:**

- Free disposal incentive offered at IC solid waste facilities
- Consulting services
- Weed wrench rental program (four wrenches now available to public)
- Providing educational literature to landowners and other agencies to promote BMP's (best management practices) with noxious weed control
- Boosting our capacity for social media presence

- **Creation of new services**

- Weed Board is actively discussing cost share program to help provide landowners with financial and physical disabilities
- Offering more on-site consultation to landowners (Currently capacity sits at approximately 25 visits annually)
- Developing workshops for landscapers and other professionals to have a more educated work force who will assist with private landowners.

How do we move to this point?

- Continued maintenance of staffing levels at current capacity.
- Continued diversified funding sourced through grants, and other agency agreements in addition to county funding.





## Conclusions

**The primary function of the noxious weed control program and weed control board is to help Island County become more fully compliant with the RCW.**

**We continue to work towards improving both the health and resilience of our community and our Island home.**







**Questions?**





**ISLAND COUNTY COMMISSIONERS**

**WORK SESSION AGENDA**

**MEETING DATE: 5/21/2025**

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**To: Melanie Bacon, Chair**  
**Board of Island County Commissioners**

**From: BOCC Staff**

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**Amount of time requested for agenda discussion. 45 minutes**

**DIVISION: Administrative**

**Agenda Item No.: 1**

**Subject: Funding for the 2% Hotel-Motel Lodging Tax Revenue 2026 Tourism Program Year**

**Description:** The Board will discuss the funding budget for the 2% Hotel-Motel Lodging Tax Revenue grants for 2026.

**Attachment: 2% Hotel-Motel Fund Balance Projections**

**Request:** *(Check boxes that apply)*

- |   |   |
|---|---|
| <input type="checkbox"/> Move to Consent    | <input type="checkbox"/> Move to Regular                          |
| <input type="checkbox"/> None/Informational | <input type="checkbox"/> Schedule a Public Hearing                |
| <input type="checkbox"/> Signature Request  | <input checked="" type="checkbox"/> Other: <u>Board Direction</u> |

**IT Review:** Not Applicable

**Budget Review:** Not Applicable

**P.A. Review:** Not Applicable

**DIVISION: Administrative**

**Agenda Item No.: 2**

**Subject: Code Amendments**

**Description:** Review and prioritize order of Code amendment items

**Attachment: Recap of Work to date, Prioritized Worksheets: Planning, Public Works, Budget, Sheriff, Public Health**

**Request:** *(Check boxes that apply)*

- |  |  |
|--|--|
| <input type="checkbox"/> Move to Consent               | <input type="checkbox"/> Move to Regular           |
| <input checked="" type="checkbox"/> None/Informational | <input type="checkbox"/> Schedule a Public Hearing |
| <input type="checkbox"/> Signature Request             | <input type="checkbox"/> Other: _____              |

**IT Review:** Not Applicable

**Budget Review:** Not Applicable

**P.A. Review:** Not Applicable

ISLAND COUNTY  
 2 % HOTEL/MOTEL PUBLIC FACILITIES FUND (124)  
 FUND BALANCE PROJECTIONS  
 FY 2019 - 2025

	Actual <u>2019</u>	Actual <u>2020</u>	Actual <u>2021</u>	Actual <u>2022</u>	Actual <u>2023</u>	Actual <u>2024</u>	Adopted <u>2025</u>
FUND BAL @ Jan 1	295,360	387,072	557,353	945,390	1,288,650	1,356,769	1,228,604
REVENUES							
Tax Hotel/Motel	411,753	446,081	684,573	729,867	635,837	712,248	771,852
TOTAL AVAILABLE	707,112	833,153	1,241,926	1,675,257	1,924,486	2,069,017	2,000,456
EXPENDITURES							
Intergovernmental/Interlocal Contributions	301,418	257,882	275,226	367,498	545,892	808,561	740,000
Indirect Cost	18,622	17,918	21,310	19,109	21,825	31,852	53,334
TOTAL EXPENDITURES	320,040	275,800	296,536	386,607	567,717	840,413	793,334
ANNUAL NET CHANGE Rev - Exp	91,713	170,281	388,037	343,260	68,119	-128,165	-21,482
FUND BAL @ Dec. 31	387,072	557,353	945,390	1,288,650	1,356,769	1,228,604	1,207,122

\*Anticipating revenue to not meet budgeted expectations in 2025



**For discussion purposes with the BOCC**

**Here is a Recap of 2024 BOCC Priorities of Code clean up**

- Scrivener's errors
- Where code is inconsistent with itself
- Clean up for consistency with RCW's

*Keeping the above priorities in mind:*

Scrivener's errors

Plannings spreadsheet, items 2 and 3  
Budget spreadsheet, item 3, MRSC roster

Where code is inconsistent with itself

Plannings spreadsheet, item 1  
Public Works spreadsheet, page 1, item 4  
Public Works spreadsheet, page2, items 4,5 & 6

Clean up for consistency with RCW

Budget spreadsheet, items 2 and 3

PLANNING	17.03.180.S		Commercial AG zoning		Commercial Ag zoning is not listed. JL interprets it as R, RA, RF and CA. Clarify and clean up and define Commercial Ag Zone.	17.03.100 references 180.S for setbacks. Include CA zone in table 180.S.3.a. second row 3 <sup>rd</sup> /4 <sup>th</sup> column add CA to “R, RA, <del>and</del> RF, <b>and CA</b> Zones”
PLANNING	17.03.075 note 3		reference to lot size averaging		Change note 3 in 17.03.075 to reference 17.03.070. <b>B</b> not E.	
PLANNING	17.03.180.EE.2		CORRECT TABLE ITEM		Rural event center, minimum lot size, replace 17.03.180.EE.13.d with 12.d	Scrivener’s error



DEPARTMENT	ICC # SECTION	RCW/WAC	WHAT TO FIX	OTHER DEPT	DESCRIPTION OF HOW TO FIX	REASON EXPLANATION	Super Initials	Group	Policy/admin	Priority
Public Works	11.02 / 17.02B / 17.05A / 14.02A	WAC 365-190-120	Definition vs designation fix	Planning/Building	Definitions for 'geologically hazardous area' need to be standardizard across chapters. Which chapter covers which type of geohazard and how each are designated should also be clarified. See Aspect Opinion piece on how to fix, generally involves designating different kinds of geohazards within critical areas code. 17.05A.090.C.12 does a reasonable job delineating what code should be used where, should be expanded upon and added to 17.02B. so that the delineations are not soley within shoreline jurisdiction.	Leads to general confusion among reviewers/agents on what documents/reports need to be submitted and when. Gap analysis matrix produced by Aspect provides great insight into how other counties handle designation vs definition.		Geo/SMP	policy	medium - PW has been working with a consultant, requested by commisioners
Public Works	11.02.120.B / 17.05A.090.C.12 / 17.05A.090.K.7	likely discussed in SMA	tree removal and thinning on slopes in shorelines	Planning	Unclear. Currently resolved via 'tree memo' but that seems inconsistent with chapter 11, which would otherwise require a permit. Disussion should be had to decide how strict to be on tree removal.	Difficult for landowners to know at what point a permit will trigger. Diffcult for County staff to properly review a 'tree memo'		Trees / SMP	admin/policy	high - already in discussion
Public Works	11.03 / 17.05A.090.N.4		Two different Manuals	Planning/Building	Unclear. Discussion required between Planning and County Engineer to determine how to standardize between shoreline and non-shoreline.	Lots of confusion surrounding stormwater management requirements in shoreline, both agent and reviewer.		SMP	admin/policy	low - important, but requires a substantial amount of discussion
Public Works	11.02.080 / 17.03.270	Not Applicable	Clearing and Grading > Grading	Planning	Areas that say 'clearing and grading permit' could be reduced to 'grading permit' to more accurately reflect 11.02. Alternatively, change all to say 'clearing and grading permit'	Currently inconsistent across the board. Called both in all chapters, should only be one. 11.02 calls out 'grading permit' but prior code update plans showed intent to update to 'clearing and grading' across the chapters.		Code Clarity		low - relatively unimportant just wording clean up
Public Works	17.03.270	Forest Practice Act  Linked to rows 8 & 16 below.	Conditional uses requirement	Planning	section B states that to acquire a Class IV when a conditional use is proposed, that the conditional use must be preliminarily approved. However, if the parcel is cleared without intent to convert a moratorium is issued, when a moratorium is in place, no permits can be issued.	Those who buy previously cleared commercial lots and then try to develop seem to not have a route to approval, as the conditional use must receive preliminary approval prior to issuance of the related CGP, which is not possible so long as a moratorium exists on a lot.		Forest		medium - if another permit comes in that is impacted by this we'll need to have an understanding of how to manage it
Public Works	17.03.270.D & E / 17.02B.300.B.2	unknown  (Forest Practice) - linked to row 7 above & row 16 below.	Confirm extent of mitigation revegetation	Planning/Critical Areas	Research into critical areas ordinance and WACs to determine if the code is meant to be interpreted as requiring sufficient maturity prior to moratorium lift.	Code states the parcel must be in full compliance with CAO to lift moratorium. If the site has been heavily impacted, it's unclear if the applicant is expected to intiate a mitigation plan and regrow fully prior to lifting moratorium.		Forest		low - current status quo is not really problematic, just a bit confusing to implement
Public Works	11.02.170 / 17.02B.450.D / 17.05A.090.E.5.d	potentially review covenant req in state code	Covenant should be standardized	Planning/Critical Areas	A covenant is required for development in geohazards, as well as for development in marine buffer/setback. Currently they are separate covenants. These should be reviewed in reference to their associated code to see if they should remain separate or be combined.	This is an important document that is required for development in dangerous/ hazardous areas. The bulkhead document was recently brought back into the light and should be reviewed/standardized with the geohazard covenant that has been in use.		Covenants	admin	medium - protecting the county from liability is important, though we haven't had notable side effects from lacking covenants as of yet
Public Works	17.03.180.S.7.a	potentially review covenant req in state code	Clarify restrictive covenant enforement	PCD, PW, Health	The note contained within this section should either be stricken or clarified. It likely intends to describe non-code associated covenants that are generated as part of HOA agreements or similar, but there are many restrictive covenants that are required by code that must be enforced by the County during and after permit review.	It seems entirely inconsistent to have the note 'Island County does not enforce restrictive covenants.' We do indeed review and restict applications based on face of plat restrictions and protective wetland/geohazard covenants.		Code Clarity	policy	low - currently we do review some restrictive covenants, matching code to procedure would be wise but is not pressing

Public Works	17.05A.090.C.12.e / 17.05A.090.L.7 / 17.05A.100.J.9 & 13 / 17.05A.100.M.9	potentially review state code for responsible entity	Determine who makes call	Planning	These are a mix of very notable development prohibitions that are balanced between three departments, but are generally hinged on whether or not to allow development in a geologically hazardous area. Who makes final call, Shoreline Administrator, Building Official or County Engineer?	The way these read there are quite a few developments that should require a major change to their development proposal upon submittal. Which entity is responsible for making the call is incredibly important in relation to review processes. These sections are currently in shoreline code so it has been left to the shoreline administrator, is this correct?		Geo/SMP	admin	high - Comes up frequently in review of shoreline projects. The sooner it is resolved the sooner we will be able to provide consistent shoreline review
Public Works	17.05A.090.K.6 & 7	Not Applicable / maybe smp	Define Hazard Tree	Planning	Tree topping is explicitly prohibited in code, yet it is occurring under the guise of 'hazard tree removal.' Code should provide a definition or designation of what can meet the criteria of a hazard tree. Perhaps a third party study could be conducted to determine what types of trees the county should consider hazardous. Trees that are leveraging on slopes are contributing to the natural erosional process of the slope and unless they directly threaten a structure they shouldn't be considered hazardous.	Currently, we leave it to an arborist to determine what is a hazard tree. In recent times 'hazard trees' that have been topped have included those with too big of crowns and trees that are on slopes but are leaning. These are unlikely to be the intended 'hazard trees' meant in code, but we don't have an arborist on staff and thus can't soundly counter these requests.		Trees / SMP	policy	high - currently in discussion
Public Works	17.05A.090.L.7	potentially review covenant req in state code	Notable prohibition that should be discussed	Planning/Building	It appears that development in a floodzone should require some form of covenant preventing structural flood control works. Whether this should be similar to the bulkhead and geohazard covenant should be discussed.	Shoreline code considers flood protection works to include bulkheads, levees, dikes and similar features. It seems like this prohibition is similar to the other hazard prohibitions and should have an associated covenant.		Covenants	admin	medium - protecting the county from liability is important, though we haven't had notable side effects from lacking covenants as of yet
Public Works	17.02B.270	Not Applicable	CARA clarification	Planning/Health	Determine what code speaks to CARAs and accurately direct.	This section of code links to 11.01, describing that there are provisions for CARAs within. 11.01 does not mention them at all. Should potentially route to 11.03, the storm water management section.		Code Clarity	policy	low - seems easy fix (could be high priority)
Public Works	11.01 & 11.02	Not Applicable	Footnote removal	Planning	A footnote exists at the top of 11.01 & 11.02 that says the Planning Director is responsible for interpretation of the chapter. This should be removed or replaced to say the County Engineer or PW director is responsible. Refer to Resolution C-89-14.	The current footnote has been rendered inaccurate by the 2014 resolution.		Code Clarity	policy	low - seems easy fix (could be high priority)
Public Works	11.02.270	Not Applicable  (Forest Practice) - linked to rows 7 & 8 above.	Location	Planning	This section should really be baked into 17.03.270 or vis versa.	This section feels weirdly out of place, and is likely not somewhere a person reviewing forest practice requirements would think to look given that there is a section of planning code that covers forest practices. Collecting all forest practice code and requirements into one section seems wise.		Forest	policy	low
Public Works	11.02.110 & others	Not Applicable	Grading permit requirement	Planning	Submittal requirements for other permit types could potentially be revised, or some form of foot note could be added to section 11.02.110.	Currently, we allow grading to be reviewed under shoreline and similar land-use permits, so long as they meet the submittal criteria called out in 11.02.110. It saves the headache of having to review two permits and seems a reasonable methodology. For sake of applicants it may be worth clarifying this option in code a little further.		Procedure Clarity	admin/policy	medium - could be a real time and money saver for both sides of the counter if done right.



Public Works	11.02.120.B / 11.02.160	Not Applicable	Civil Plan/engineering requirement	Planning/Building	Specify at what point in the review process the various engineered plans are required. At times, engineered grading plans are clearly required due to hazardous development, but for a development only doing a house, that would imply they only need their foundation plans to be engineered, which is usually something reviewed in a building permit rather than a shoreline. However, 11.02.160 would insinuate that we must confirm the building permit is acceptable prior to issuance of the shoreline permit, which is not the way this County does permit review. Commissioner St. Clair has stated that a policy document exists describing when engineering is to be taken in that was agreed upon between Planning and Public Works, but in seeking that document nothing was ever found.	This has lead to an extraordinary amount of confusion and difficulty on both sides of the counter. A single family residence in a flood plain IS development in a geologically hazardous area that requires engineered grading plans. However, if the only thing being engineered is the foundation for flooding and seismic, then that would be reviewed in the building permit, but would be a required submittal for the shoreline permit. Often times developers don't want to spend the money on engineering until the shoreline permit is issued. Therein lies the confusion and difficulty.		Procedure Clarity & Geo/SMP	admin	high - Comes up frequently in review of shoreline projects. The sooner it is resolved the sooner we will be able to provide consistent shoreline review. It has been described that a policy resolving this may already exist.
Public Works	11.02.130	potentially review state code to assure this is required	Posting requirement	Planning	Editing of applications, potentially calling out the requirement in 16.14C.130 or similar.	Grading associated with an SFR is exempt from SEPA review and may not need to do a public notice for SEPA, however, if the development passes 500 CY they are still expected to post a sign per the referenced code. This has lead to many awkward situations in which a sign needed to be posted but was not. Doing a bit more to make this requirement clear may be beneficial.		Procedure Clarity	admin	Low - relatively easy to fix and explain to applicants. Will provide smoother permitting processes.
Public Works	11.02.140.B / 17.05A	Review WAC for BAS but will mostly be internal discussions	geotechnical engineering report vs analysis	planning/building	A geotechnical analysis is something that can be conducted by a geologist or engineer per shoreline code. However, 11.02 and building code requires an engineer for most of the same situations. Clarity between when an geologist is acceptable vs an engineer should be discussed and clarified. Based on code as written, most places where an analysis is required should be replaced with the requirement of an engineering report and associated engineered plans.	11.02.120.B & 140.B require an engineer be involved for any development in a geologically hazardous area. Much of the SMP describes that a geotechnical analysis (can be either engineer or geologist) is what is needed in those hazardous areas. This is inconsistent with 11.02 and leads to situations in which expensive and time-consuming reports are turned away because the applicant hired a geologist and not a geotechnical engineer.		Code Clarity & Geo/SMP	admin	high - Comes up frequently in review of shoreline projects. The sooner it is resolved the sooner we will be able to provide consistent shoreline review
Public Works	11.02.160	unknown	Notable timing piece that should be discussed	PCD, PW, Health	This section of code will need to be considered during this code update/clarification activity.	The idea of non-concurrent/sequential submittals is very heavily impacted by this single section of code. Which essentially says, if the development takes place in a geohazard, the land use permit cannot be issued until the septic, building, access and other associated permits have had their issuances assured. This is not how the County currently reviews development, and leads to issues in relation to submittal order.		Procedure Clarity	admin/policy	medium - should really be discussed and brought to the attention of management across all departments. Very difficult to work around the wording of this section and leads to weird inconsistencies
Public Works	11.02.310 / 17.03.180.S	Not Applicable	cut/fill setbacks	Planning/Building	May be worth referencing cut and fill setbacks within chapter 17 setback section.	May ease design questions relating to cut and fill close to property lines. Comes into play somewhat often for retaining walls on property lines or on small, coastal lots when someone wishes to raise the whole parcel for BFE requirements. Setback can be larger than the standard 5' for large cuts/fills.		Procedure Clarity	admin/policy	low - relatively easy to fix and explain to applicants. Will provide smoother permitting processes.

Public Works	11.03.030 & 110 / potentially 17.05A	Not Applicable unless these definitions are gained from WAC	drainage for residential over 5,000 sq ft	Planning/Building	Discussion and code review to determine if a large SFR should be considered major development, small residential, or something else.	Currently, code delineates between small residential development, small other development, and major development. Major development is anything over 5,000 sq ft of new impervious, NOT associated with an SFR. Small residential and other are for anything under 5,000. There is no guidance on how to review residential development that proposed over 5,000 sq ft of new impervious surface.		Procedure Clarity	policy	medium - causes permitting inconsistency, should be clarified for smoother permit review
Public Works	13.03A.100	Not Applicable	fire flow formatting	building	This section of code just needs to be reformatted to be more clear what sections within the table are subsections/parents of eachother.	Reading through this section of code can be difficult simply due to the way the words on the page are arranged. Seems like an easy fix		Code Clarity		low - may have already been done
Public Works	11.01	Not Applicable	general reorganization	planning	This chapter requires clarification for applicants and IC staff. 11.01.060.D needs a good bit of reformatting to make it more clear what subsections apply to what kinds of permits. IE; the dead end road standard calls out any end road or driveway requires a turn-out, but is underneath 'short plats and PRDs' and thus it has been argued the section has no impact on long plats or commercial development. The cleanest solution would likely involve a list/table of submittal requirements for the various proposals. Also lacks clarity on when road maintenace agreements can be requested.	The differing requirements between short plats, SPRs, residences, commercial etc is incredibly confusing in review and needs to be clarified further. Designations between commercial and non-commercial driveways and designations between driveways and roadways needs further clarity. Currently it is unclear to applicants what requirements impact what developments.		Code Clarity		medium - will allow for more consistent review. Less pressing than shoreline inconsistencies. May be easy to fix however
Public Works	11.01.040	Not Applicable	location	planning	This feels like it belongs in chapter 16	This section feels out of place.		Code Clarity	policy	low
Public Works	11.01.090.B	Not Applicable	location	PCD, PW, Health	This should be noted in submittal requirements across the board. Having it buried deep in chapter 11.01 is odd.	This comes up somewhat often in plats and SPRs, the requirement should be made more clear in the code associated (chap 16)		Procedure Clarity		medium - will allow for more consistent review. Less pressing than shoreline inconsistencies. May be easy to fix however
Public Works	11.01.060	Not Applicable	Clearer references	planning	This section should include code references to the associated zoning and density tables, as they are required to be considered during determination of potential lots served.			Code Clarity		low
Public Works	10.02	Not Applicable	Identification of County-wide road limitations	none	Verify existing conditions across all road segments with restrictions as listed in the ICC 10.02.010	Ensure consistency and completeness of all roads. Restriction signs exist on some roads not listed in ICC 10.02.010.				low
Public Works	10.10.050	Not Applicable	Designation of Department Head designating County parking spaces	Facilities	ICC 10.10.050 assigns the Public Works Director as authorizing DH for parking, while the Facilities Director is actually performing the function	Align with current DH duties & responsibilities. ICC last updated in 2004			admin	low
Public Works	12.12.070	RCW 36.75.130	Further clarify financial responsibility of land owner	none	Current ICC 12.12.070 only notes cost of installation of culvert, yet maintenance is also the parcel owners responsibility. Include 'maintenance, replacement, upgrade' to the section.	Clarification of responsibilities. Access permit conditions include the requirements to maintain, replace, upgrade, relocate, as necessary, and the ICC should do the same. ICC 12.12.070 was last updated in 1974.			policy	low
Public Works	13.03				Fire flow sections do not speak to sizing requirements nor inspection requirements.	Clarify requirements and inspections related to water systems and fire flow.				medium



[illegible]

[illegible]



Department	ICC Section	RCW/WAC	What to Fix	Other Dept	Description	Reason	Super Initials	Group	Policy/Admin	Priority
Health	<a href="#">8.01.040.A: Board of Health</a> <a href="#">8.01.120.A: Right of Appeal</a> <a href="#">8.07D.390: Hearings and Appeals</a> (OSS) <a href="#">8.09.120: Appeals</a> (Water) <a href="#">8.08B.460 Hearings and Appeals</a> (Solid Waste)	RCW 70.05	Change BOH Appeals from Board of Health to Island County Hearing Examiner and review BOH structure. Consolidate appeals sections into unified section.	Coordinate with Planning on use of Hearing Examiner	Update language to IC Hearing Examiner and designate portion of Health budget to Hearing Examiner for appeals from EPH and consolidate appeals sections	Currently appeals go to BOH, need to develop updated process per BOCC guidance		Code Clarity	Admin/Policy	High
EPH Enforcement Sections	<a href="#">8.07D.370 Enforcement</a> THROUGH 8.07D.430 <a href="#">8.07D.390: Hearings and Appeals</a> (OSS) <a href="#">8.08B.440: Violations and Penalties</a> THROUGH 8.08B.500 <a href="#">8.10D.060: Appeals</a> (Food Safety) THROUGH 8.10D.070		Current enforcement sections are spread throughout Health code. Need to consolidate.		Consolidate EPH Enforcement Sections into unified Enforcement code section similar to Planning. Staff to provide detailed description of language and code sections.	Improve accessibility and consistency across enforcement sections		Code and Procedure Clarity	Admin/Policy	Medium
OSS New WA Regulations Update	<a href="#">8.07D – On-Site Sewage Systems</a>	<a href="#">WAC 246-272A</a>	Adopt current WAC by reference.		Need to adapt current WAC in OSS code to provide clarity to OSS professionals and the public.	New WAC OSS code is effective April 2025 across Washington.		Mandatory WAC Change	Admin/Policy	High



**ISLAND COUNTY PUBLIC WORKS**

**WORK SESSION AGENDA**

**MEETING DATE: 5/21/2025**

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**To: Melanie Bacon, Chair**  
**Board of Island County Commissioners**

**From: Fred Snoderly, Director**

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**Amount of time requested for agenda discussion. 75 minutes**

**DIVISION: County Roads**

**Agenda Item No.: 1**

**Subject: 2025 Comprehensive Plan Transportation Element Goals & Policies**

**Description:** Changes made to previous Transportation Element Goals and Policies with changes from the Planning Commission.

**Attachment: Memorandum, Island County Comprehensive Plan Update Transportation Goals and Policies Tracker**

**Request:** *(Check boxes that apply)*

- |  |  |
|--|--|
| <input type="checkbox"/> Move to Consent               | <input type="checkbox"/> Move to Regular           |
| <input checked="" type="checkbox"/> None/Informational | <input type="checkbox"/> Schedule a Public Hearing |
| <input type="checkbox"/> Signature Request             | <input type="checkbox"/> Other: _____              |

**IT Review:** Not Applicable

**Budget Review:** Not Applicable

**P.A. Review:** Not Applicable

**DIVISION: County Roads**

**Agenda Item No.: 2**

**Subject: South Ebey Road Signage**

**Description:** Options in improve safety and reduce accidents/fatalities.

**Attachment: Memorandum**

**Request:** *(Check boxes that apply)*

- |   |  |
|---|--|
| <input type="checkbox"/> Move to Consent    | <input type="checkbox"/> Move to Regular                                 |
| <input type="checkbox"/> None/Informational | <input type="checkbox"/> Schedule a Public Hearing                       |
| <input type="checkbox"/> Signature Request  | <input checked="" type="checkbox"/> Other: <u>Discussion/Instruction</u> |

**IT Review:** Not Applicable

**Budget Review:** Not Applicable

**P.A. Review:** Not Applicable





## **Island County Public Works**

*Ed Sewester, P.E., County Engineer*

*Matthew Lander, P.E., Assistant County Engineer*

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### **M E M O R A N D U M**

21 May 2025

TO: Board of County Commissioners – Island County

FROM: Malcolm Roberts, Transportation Planner/IRTPO

RE: 2025 Comprehensive Plan Transportation Element Goals & Policies

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The Island County Public Works Department (Public Works) will be presenting to the Island County Board of County Commissioners (BOCC), at its May 21<sup>st</sup> Work Session, the revised draft goals and policies from the previous 2014 Island County Transportation Element.

Public works received these revised draft goals and & policies from our consultant Transpo Group, who is completing the work for Public Works. This draft focuses on the preliminary draft policies that Public Works will address throughout the Transportation Element.

# Island County Comprehensive Plan Update Transportation Goals and Policies Tracker

Presented to Planning Commission and the public on January 15, 2025

## Planning Commission and Public Comments Received, January 15-31, 2025

- Planning Commissioner Margaret Andersen
- Planning Commissioner Lynae Slinden
- Bike Whidbey Representative Nancy Ritzenthaler
- Citizen Michael Payne
- Citizen Mary Ann Schradi
- Citizen Lori Taylor
- Citizen Don Meehan
- Citizen Jim Blaisdale
- WSDOT Multimodal Transportation Planner David Strich

## Introduction

This goal and policy tracker reviews the **Transportation Element** of the 2016 Island County Comprehensive Plan in support of the 2025 periodic update.

**Transpo Group** is providing comments, considerations, and recommendations for updating goals and policies based on GMA, WSDOT, and IRTPO requirements, as well as citizen comments.

## Transportation Element

Goal or Policy	Existing Goal or Policy Text	First Draft Proposed Policy Revision <i>The policies will undergo at least another round of revisions before their estimated final adoption in 2025</i>	Reasoning for Proposed Policy Change
	Island County has developed broad goals, along with specific policies, to provide the framework for the Transportation Element. They were established through the feedback solicited at the public meetings conducted in 2014 and input from the Project Advisory Committee, the Board of Island County Commissioners and the Island County Planning Commission. The statements were developed to be consistent with the statewide goals articulated in the Washington Transportation Plan (WTP) 20351 and Island County’s Countywide Planning Policies.	Island County has developed broad goals, along with specific policies, to provide the framework for the Transportation Element. <del>They</del> Goals and policies were established through <del>the</del> feedback solicited at <del>the</del> public meetings <del>conducted in 2014</del> and input from the <u>online public survey, Project Advisory Committee</u> , the Board of Island County Commissioners and the Island County Planning Commission. The <del>statements were developed to be</del> goals and policies are consistent with the statewide goals articulated in the Washington Transportation Plan (WTP) <del>20351</del> <u>Island Regional Transportation Planning Organization (IRTPO)</u> , and Island County’s Countywide Planning Policies.	<b>Update to 2024-2025</b>  Public input occurs throughout the Comp Plan process – addresses Mr. Jim Blaisdale’s comments.



Goal or Policy	Existing Goal or Policy Text	First Draft Proposed Policy Revision <i>The policies will undergo at least another round of revisions before their estimated final adoption in 2025</i>	Reasoning for Proposed Policy Change
<b>Goal No. 1</b>	<i>Provide a safe, comfortable and reliable transportation system that provides adequate mobility for people, goods and services.</i>	<i>Provide a safe, comfortable, <u>resilient</u>, and reliable transportation system that provides adequate <u>and equitable</u> mobility for people, goods and services.</i>	More inclusive; resilient responds to WSDOT comment
<u>Policy 1.1</u>	Base transportation investment decisions on clearly stated rational criteria;	No changes	
<u>Policy 1.2</u>	Implement measures to reduce the number and severity of collisions;	Implement <u>proven safety countermeasures and crash modification factors</u> to reduce the number and severity of collisions;	Transportation industry best practices for safety
<u>Policy 1.3</u>	Identify and work to reduce gaps that hinder the efficient movement of people and goods;	Identify and work to reduce <u>multimodal transportation network</u> gaps that hinder the <u>safe and</u> efficient movement of people and goods;	Clarification, specificity, emphasize safety
<u>Policy 1.4</u>	Seek alternative solutions to mobility problems instead of high-cost capital projects;	<del>Seek alternative</del> <u>Prioritize active, multimodal, and demand-management</u> solutions to mobility <u>and congestion</u> problems <del>instead of over</del> high-cost <u>vehicle capacity</u> capital projects;	Favor more affordable active transportation projects and transit service over vehicle capacity expansions projects
<u>Policy 1.5</u>	Promote transportation facilities that provide for everybody, including people of all ages, abilities, ethnicities, incomes and neighborhoods;	No changes	
<u>Policy 1.6</u>	Promote alternatives to single-occupant vehicle travel such as walking, riding transit, carpooling, vanpooling, and bicycling.	No changes	
<u>Policy 1.7</u>	<u>New policy</u>	<u>Encourage residents living in coastal areas with limited access to work with emergency service agencies to develop local evacuation plans for natural or man-made disasters.</u>	Requested by Lynae Slinden
<u>Policy 1.8</u>	<u>New policy</u>	<u>Coordinate with state and local agencies to implement the “safe systems approach” in the IRTPO Comprehensive Safety Action Plan to advance transportation safety for all users of the transportation system including transit, bike and pedestrian activities.</u>	Requested by WSDOT David Strich
<u>Policy 1.9</u>	<u>New policy</u>	<u>Implement the Island County ADA Transition Plan</u>	Requested by WSDOT David Strich
<b>Goal No. 2</b>	<i>Preserve prior investments in the transportation system.</i>	No changes	
<u>Policy 2.1</u>	Prioritize maintenance over new construction;	Prioritize <u>timely repair, maintenance, and reallocation of street space</u> over new construction <u>for vehicle capacity</u> ;	Favor more affordable active transportation projects and transit service over vehicle capacity expansions projects
<u>Policy 2.2</u>	Emphasize the most cost-effective solutions that meet the needs of the transportation system;	No changes	
<u>Policy 2.3</u>	Operate in compliance with the Standards of Good Practice established by the County Road Administration Board (CRAB);	<u>Island County will</u> operate in compliance with the Standards of Good Practice established by the County Road Administration Board (CRAB);	As requested by Margeret Andersen comment

Goal or Policy	Existing Goal or Policy Text	First Draft Proposed Policy Revision <i>The policies will undergo at least another round of revisions before their estimated final adoption in 2025</i>	Reasoning for Proposed Policy Change
<a href="#">Policy 2.4</a>	Follow established maintenance and repair procedures in order to reduce the long term costs of operating and maintaining the County’s transportation system;	No changes	
<a href="#">Policy 2.5</a>	Restrict new transportation projects that increase capacity unless the project proposal shows that sufficient revenues exist to adequately maintain both existing facilities and the proposed expansion.	Restrict new transportation projects that increase <a href="#">vehicle</a> capacity unless the project proposal shows that sufficient revenues exist to adequately maintain both existing facilities and the proposed expansion.	Favor more affordable active transportation projects and transit service over vehicle capacity expansions projects
<b>Goal No. 3</b>	<i>Support land use development and economic vitality by providing context appropriate transportation infrastructure.</i>	Support <del>land use development</del> <a href="#">safety, mobility, and economic vitality by providing transportation infrastructure designed to be context appropriate transportation infrastructure for the context of adjacent land uses.</a>	Clarification, specificity, focus on land use Consistent with WSDOT comment for land use goal
<a href="#">Policy 3.1</a>	Implement a concurrency program that supports the development of the transportation system to adequately support land use development;	Implement a concurrency program that supports the development of the <a href="#">multimodal</a> transportation system to adequately support land use development;	Inclusive of all modes
<a href="#">Policy 3.2</a>	Monitor cumulative impacts on the transportation system over time to ensure the concurrency program is meeting its objective;	<a href="#">Island County Public Works will publish an Annual Concurrency Report monitor cumulative impacts on documenting the completeness of the multimodal transportation system over time to ensure the concurrency program is meeting its objective consistent with policies 6.9 through 6.14;</a>	Regardless of peak hour, weekend, and seasonal traffic congestion, the transportation system will reach an ultimate vehicle capacity, beyond which mitigation should be limited to active transportation or demand-management. Changes also respond to comments from Margaret Andersen.
<a href="#">Policy 3.3</a>	Transportation infrastructure and services within urban areas should be reflective of urban design, supporting urban development; Particular attention should be given to ensuring that roadway design standards in urban areas provide a high level of connectivity and promote pedestrian circulation;	No changes	
<a href="#">Policy 3.4</a>	Transportation infrastructure and services in rural areas should be consistent with rural design.	Transportation infrastructure and services in rural areas should be consistent with rural design, <a href="#">land use context, and County funding realities.</a>	Clarification, specificity, focus on land use and funding
<b>Goal No. 4</b>	<i>Minimize negative environmental impacts.</i>	No changes	
<a href="#">Policy 4.1</a>	Foster transportation investments that avoid negatively impacting critical areas;	<del>Foster</del> <a href="#">Prioritize</a> transportation investments that avoid negatively impacting critical areas;	“Prioritize” is action-oriented; “Foster” is encouraging
<a href="#">Policy 4.2</a>	Follow the County’s established best management practices for storm water runoff during construction of transportation infrastructure;	<del>Follow the County’s</del> Established best management practices for storm water runoff <a href="#">will be used during in the planning, design, and</a> construction of transportation infrastructure;	Responds to Lynae Slinden comment
<a href="#">Policy 4.3</a>	Identify potential environmental constraints and impacts as early as possible in the conceptual design phase of new transportation projects in order to minimize costly mitigation measures and expedite the delivery of transportation services and facilities;	<a href="#">Island County Public Works will identify potential environmental constraints and impacts as early as possible in the conceptual design phase of new transportation projects in order to minimize</a>	Responds to Margaret Andersen comment





















Goal or Policy	Existing Goal or Policy Text	First Draft Proposed Policy Revision <i>The policies will undergo at least another round of revisions before their estimated final adoption in 2025</i>	Reasoning for Proposed Policy Change
		<del>costly mitigation measures and expedite the delivery of transportation services and facilities;</del>	
<a href="#">Policy 4.4</a>	Involve environmental permitting authorities as early as possible in the design and location of new transportation projects;	Involve environmental permitting authorities as early as possible in the design and location of new transportation projects <del>to protect wetlands adjacent to roadways;</del>	Responds to Lynae Slinden comment
<a href="#">Policy 4.5</a>	Consider mitigation sequencing requirements as early as possible in the design phase to ensure that a full range of mitigation options can be considered;	No changes	
<a href="#">Policy 4.6</a>	Identify opportunities to improve the natural environment.	<del>Proactively</del> identify opportunities to <del>replace road culverts to</del> improve <del>fish passage, wildlife habitat, and other aspects of</del> the natural environment.	Clarification, specificity, transportation-related
<b>Goal No. 5</b>	<i>Build strong relationships between Island County and other local and regional agencies to engage in cooperative planning of common transportation improvements.</i>	No changes	
<a href="#">Policy 5.1</a>	Provide regular forums for both elected officials and staff to collaborate with the Washington State Department of Transportation (WSDOT), Washington State Ferries (WSF), Island Transit, Port of Coupeville, Port of South Whidbey, Naval Air Station Whidbey Island, local jurisdictions and other relevant agencies;	Provide regular <del>public</del> forums for both elected officials and staff to collaborate with the Washington State Department of Transportation (WSDOT), Washington State Ferries (WSF), Island Transit, Port of Coupeville, Port of South Whidbey, Naval Air Station Whidbey Island, local jurisdictions and other relevant agencies;	Responds to Lynae Slinden comment
<a href="#">Policy 5.2</a>	Explore opportunities to collaborate and develop cost effective solutions with state, county and local organizations;	No changes	
<a href="#">Policy 5.3</a>	Coordinate with adjoining jurisdictions and transit service providers to develop and provide better connections between Island County and regional employment centers;	Coordinate with adjoining jurisdictions and transit service providers, <del>such as Naval Air Station Whidbey Island and Island Transit,</del> to develop and provide better connections between Island County and regional employment centers;	Responds to Margaret Andersen comment
<a href="#">Policy 5.4</a>	Public services and facilities should be accessible by all transportation modes. In particular, public services and facilities 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;	<del>Affordable housing,</del> public services and facilities should be accessible by all transportation modes. In particular, <del>housing,</del> public services and facilities 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;	Responds to Margaret Andersen comment
<a href="#">Policy 5.5</a>	Give particular attention to improving pedestrian, bicycle, and transit facilities in areas surrounding ferry terminals in order to facilitate a greater share of walk-on ferry passengers;	Give particular attention to improving pedestrian, bicycle, and transit facilities <del>along the SR 20 and SR 525 Bridge to Boat Trail and</del> in areas surrounding ferry terminals in order to facilitate a greater share of walk-on ferry passengers;	Responds to comments from Nancy Ritzenhaler and Margaret Andersen

Goal or Policy	Existing Goal or Policy Text	First Draft Proposed Policy Revision <i>The policies will undergo at least another round of revisions before their estimated final adoption in 2025</i>	Reasoning for Proposed Policy Change
<a href="#">Policy 5.6</a>	Work with WSDOT to ensure that new development in Island County is consistent with the Concurrency Memorandum of Understanding (MOU) between Island County and WSDOT;	No changes	
<a href="#">Policy 5.7</a>	Work with local and regional municipalities to identify future transportation corridors and plan transportation needs based on planned land use within Urban Growth Areas (UGAs).	Work with local and regional municipalities to identify <del>future</del> <a href="#">planned active transportation networks and multimodal</a> transportation corridors and plan transportation needs based on <del>planned</del> land use <a href="#">plans</a> within <a href="#">the rural county and</a> Urban Growth Areas (UGAs).	“planned” implies intent pending funds available; “future” implies certainty absent funding Rural county responds to comment by Lynae Slinden
<a href="#">Policy 5.8</a>	<a href="#">New policy per WSDOT request</a>	<a href="#">Inform and coordinate early and often with WSDOT/ WSF to ensure effectiveness, connectivity, and safety of the state marine highway system.</a>	Submitted by David Strich, WSDOT
<a href="#">Policy 5.9</a>	<a href="#">New policy per WSDOT request</a>	<a href="#">Inform and coordinate early and often with WSDOT/ WSF to establish that alterations to landscaping in WSDOT right-of-way are consistent with WSDOT removal and replacement policies.</a>	Submitted by David Strich, WSDOT
<a href="#">Policy 5.10</a>	<a href="#">New policy per WSDOT request</a>	<a href="#">Inform and coordinate early and often with WSDOT to:</a> <a href="#">a. Identify and plan for projects on or across state facilities.</a> <a href="#">b. Identify and plan for projects to support multimodal use along and across the regional transportation network including state highways consistent with RCW 47.04.035 Complete Streets Principles.</a> <a href="#">c. Identify and plan for projects to support multimodal use along and across the regional transportation network including state highways consistent with and the WSDOT Active Transportation Plan to meet Bicycle and Pedestrian Levels of Traffic Stress (LTS) of 2 or better</a> <a href="#">d. Pursue support and funding for recommended projects identified in the IRTPO Safety Action Plan, the countywide Active Transportation Network, the County 6-year TIP, and other plans.</a> <a href="#">e. Support maintenance in state rights of way.</a> <a href="#">f. Ensure effectiveness, connectivity, and safety of SR 532, SR 20, and SR 525. throughout Island County.</a> <a href="#">g. Review development projects near or adjacent to state highways to coordinate local access and address transportation needs for all users.</a> <a href="#">h. Minimize private access to state highways to enhance safety and mitigate chances of vehicle collisions.</a>	Submitted by David Strich, WSDOT



Goal or Policy	Existing Goal or Policy Text	First Draft Proposed Policy Revision <i>The policies will undergo at least another round of revisions before their estimated final adoption in 2025</i>	Reasoning for Proposed Policy Change
		<p>i. Identify multimodal transportation improvements or strategies that may be needed to maintain safety, operations, and functional traffic flow, where pm peak hour vehicle level of service cannot be maintained.</p> <p>j. Establish that proposed improvements on state facilities are consistent with the WSDOT Design Manual.</p>	
<b>Goal No. 6</b>	<i>Promote physical activity by expanding options for active transportation modes.</i>	Promote <del>safety</del> , physical activity, <del>and public health</del> by expanding options for active transportation modes.	Clarification, specificity
<del>Policy 6.1</del>	Promote coordination between jurisdictions in the planning and implementation of bicycle, transit, pedestrian and other alternative transportation facilities to establish continuous networks that support healthy communities;	Promote coordination between jurisdictions in the planning and implementation of bicycle, transit, pedestrian and other <del>alternative</del> active transportation facilities to establish continuous networks that support healthy communities;	“alternative” implies inferior choice/mode and promotes vehicle travel as the default mode of choice
<del>Policy 6.2</del>	Install paved shoulders on County arterial and collector roadways where feasible;	Install <del>and maintain</del> paved shoulders = or > 5 feet on County arterial and collector roadways where feasible;	Clarification, specificity; National guidance is for = or > 4 feet shoulders and Island County Public Works staff indicate that 6-feet is not financially feasible. Addresses Nancy Ritzenhaler comment #2 and #4.
<del>Policy 6.3</del>	New projects in NMUGAs will be designed and constructed considering pedestrian facilities;	New projects <del>in NMUGAs</del> will be designed and constructed considering <del>ADA</del> , pedestrian, <del>bicycle</del> , facilities, <del>as well as bus stop amenities, where transit service exists</del> ;	Clarification, specificity, and more inclusive; Removal of NMUGA responds to comments by Margaret Andersen and Lynae Slinden (Removal = all projects everywhere)
<del>Policy 6.4</del>	Promote connections between modes of transportation at public transit facilities;	<del>Promote</del> Require ADA upgrades and connections between modes of transportation at public transit facilities;	More inclusive; Require added in response to Margaret Andersen comment
<del>Policy 6.5</del>	Promote a connected system of multi-use paths to encourage active transportation, recreation and physical activity;	Promote <del>the “Bridge to Boat Trail” alongside SR 20 and SR 525, as well as</del> a connected system of multi-use paths to encourage active transportation, recreation and physical activity;	Incorporates Nancy Ritzenhaler comment #1 and Michael Payne comment #1
<del>Policy 6.6</del>	Promote public beaches for human-powered watercraft access;	Promote public beaches for human-powered watercraft access <del>and collaborate with other agencies on access and parking</del>	responds to comments by Margaret Andersen and Lynae Slinden
<del>Policy 6.7</del>	Encourage innovative and cooperative approaches among public agencies and private parties to provide recreation opportunities and public access;	No changes	
<del>Policy 6.8</del>	Encourage linkage of parks, recreation areas and shoreline public access points with linear systems, such as hiking trails, bicycle routes, and scenic drives.	No changes	
<del>Policy 6.9</del>	<b>New policy</b>	Vehicle LOS standards for County arterials are: Roadway LOS D in rural areas and Roadway LOS E in incorporated and unincorporated UGAs.	Adoption of vehicle LOS standards required by GMA

Goal or Policy	Existing Goal or Policy Text	First Draft Proposed Policy Revision <i>The policies will undergo at least another round of revisions before their estimated final adoption in 2025</i>	Reasoning for Proposed Policy Change								
<a href="#">Policy 6.10</a>	New policy	<p><a href="#">Pedestrian LOS Standards on the countywide Active Transportation Network</a> are listed below:</p> <p>a) Incorporated UGA: Urban standard sidewalks both sides or shared two-way multiuse pathway one side.</p> <p>b) Unincorporated UGA: Urban standard sidewalk one side or shared two-way multiuse pathway one side.</p> <p>c) Rural County: = or &gt; 5-foot-wide shoulder on roadway</p> <p>Green = Complete Network Link, meets County standards</p> <p>Yellow = Incomplete Network, doesn't meet County standards</p> <p>Red = Missing Network Link, doesn't meet County standards</p> <table><tr><th>LOS</th><th>Standard</th></tr><tr><td></td><td>Meets adopted MMLOS standards and has facilities on both sides of the street or a two-way multiuse pathway on one side of the street.</td></tr><tr><td></td><td>Partially meets MMLOS standards with facilities on only one side of the roadway, when both sides would be preferred.</td></tr><tr><td></td><td>No designated facilities are provided for active transportation users and is considered unacceptable.</td></tr></table>	LOS	Standard		Meets adopted MMLOS standards and has facilities on both sides of the street or a two-way multiuse pathway on one side of the street.		Partially meets MMLOS standards with facilities on only one side of the roadway, when both sides would be preferred.		No designated facilities are provided for active transportation users and is considered unacceptable.	Adoption of Multimodal LOS standards required by GMA; Consider consolidating individual Ped and Bike LOS into one Active Transportation LOS
LOS	Standard										
	Meets adopted MMLOS standards and has facilities on both sides of the street or a two-way multiuse pathway on one side of the street.										
	Partially meets MMLOS standards with facilities on only one side of the roadway, when both sides would be preferred.										
	No designated facilities are provided for active transportation users and is considered unacceptable.										
<a href="#">Policy 6.11</a>	New policy	<p><a href="#">Bicycle LOS Standards on the countywide Active Transportation Network</a> are listed below:</p> <p>a) Incorporated UGA: Urban standard marked bike lanes both sides or shared two-way multiuse pathway one side.</p> <p>b) Unincorporated UGA: Urban standard marked bike lanes both sides or shared two-way multiuse pathway one side.</p> <p>c) Rural County: 5-foot-wide shoulder on roadway</p> <p>Green = Complete Network Link, meets County standards</p> <p>Yellow = Incomplete Network, doesn't meet County standards</p> <p>Red = Missing Network Link, doesn't meet County standards</p> <table><tr><th>LOS</th><th>Standard</th></tr><tr><td></td><td>Meets adopted MMLOS standards and has facilities on both sides of the street or a two-way multiuse pathway on one side of the street.</td></tr><tr><td></td><td>Partially meets MMLOS standards with facilities on only one side of the roadway, when both sides would be preferred.</td></tr><tr><td></td><td>No designated facilities are provided for active transportation users and is considered unacceptable.</td></tr></table>	LOS	Standard		Meets adopted MMLOS standards and has facilities on both sides of the street or a two-way multiuse pathway on one side of the street.		Partially meets MMLOS standards with facilities on only one side of the roadway, when both sides would be preferred.		No designated facilities are provided for active transportation users and is considered unacceptable.	Adoption of Multimodal LOS standards required by GMA; Consider consolidating individual Ped and Bike LOS into one Active Transportation LOS
LOS	Standard										
	Meets adopted MMLOS standards and has facilities on both sides of the street or a two-way multiuse pathway on one side of the street.										
	Partially meets MMLOS standards with facilities on only one side of the roadway, when both sides would be preferred.										
	No designated facilities are provided for active transportation users and is considered unacceptable.										
<a href="#">Policy 6.12</a>	New policy	<p><a href="#">The Transit LOS Standard is based on ADA accessibility of WTA transit bus stops within the public road right-of-way. The prioritization and completion of ADA upgrades at all WTA bus stops provides mutual benefit to Island County and Island Transit.</a></p>	Adoption of Multimodal LOS standards required by GMA								



Goal or Policy	Existing Goal or Policy Text	First Draft Proposed Policy Revision <i>The policies will undergo at least another round of revisions before their estimated final adoption in 2025</i>	Reasoning for Proposed Policy Change
		<a href="#">Green = ADA Compliant Pedestrian Connection to Transit Stop</a> <a href="#">Yellow = Non-compliant Pedestrian Connection to Transit Stop</a> <a href="#">Red = Missing Pedestrian Connection to Transit Stop</a>	
<a href="#">Policy 6.13</a>	New policy	<a href="#">Active Transportation LOS and Transit LOS standards will be documented each year in the Island County Annual Report on the Capacity and LOS of Capital Facilities described in Capital Facilities Element Policy CF 5.5.1.</a>	Cross reference to requirements in Capital Facilities Element
<a href="#">Policy 6.14</a>	New policy	<a href="#">Work with WSDOT to plan, fund, and construct Level of Traffic Stress (LTS) Type 1 or 2 (Separated/Protected) facilities on SR 20 and SR 525 in population centers as called for in WSDOT’s Active Transportation Plan – 2020 and Beyond.</a>	Responds to Michael Payne comments #2 and #3

**Responses to Other Comments:**

**Regarding Nancy Ritzenhaler comments #3, #5, & #6:** #3: Signage: Island County is required to follow MUTCD requirements for roadway signs. Sharrows are not appropriate on arterials with higher traffic volumes or speeds above 30 mph unless used to demarcate short sections that connect to other dedicated bicycle facilities.

#5: Chipseal vs asphalt shoulders: This is an Island County financial decision. The cost of asphalt pavement per linear foot is 4x higher than chip seal pavement.

#6: Speed limits: The Town of Coupeville will need to make any decision on speed limit on Madrona Way. State law allows automated traffic safety cameras in many locations [MRSC - Automated Traffic Safety Cameras](#)

Appendix A Comments: Island County can create a “Bicycle Roadway Safety” page on its web site with links to these RCWs addressing bicycle safety, bicycle advocacy groups, and the Washington Active Transportation Safety Council hosted by the Washington Traffic Safety Commission.

**Regarding Michael Payne comments #2 and #3:**

#2: Bikeway facility types within cities and towns will be recommended and funded by those agencies (See policy 5.2).

**Regarding MaryAnn Schradi comments:**

#1: Island County and cities and towns can work with WSDOT to discuss future possibilities for passenger only ferries between Camano and Whidbey Islands.

**Regarding Lori Taylor comments about Whidbey NAS:**

Comments are more relevant to land use element and other Comp Plan elements and are to be addressed by County Planning staff (See policy 5.1).

**Regarding Don Meehan questions #1, #2, & 3:**

#1: Per GMA, the Island County Transportation Element is required to address Interjurisdictional Coordination including local, regional, and State transportation plans.

#2: The term multimodal is inclusive of all modes. Multimodal level of service (MMLoS) standards are required for pedestrian, bicycle, transit, and vehicles.

#3: The 2025 Transportation Element is required to demonstrate how the County will plan and implement multimodal transportation improvements over time.

**Regarding Margaret Andersen comments:**

#1: Lack of Clinton ferry bike lane on SR 525: Per RCW 47.04.035, if project design was before July 2022, WSDOT likely used this as the reason not to include the bile lane.

#2: Transpo Group can recommend transportation impact fees as one method to increase revenue as part of the financial analysis, but work to develop a TIF program is not within the contracted scope of work for Transpo Group.

#3: Island Transit has been encouraged to be fully involved in the update to the Island County Transportation Element.

#4: We do not understand what is being requested regarding goal/policy compliance.

#5: Policy 1.2 – This is standard practice and would be included with all projects, all the time, with progress measured annually or with each plan update over time.

#6: Policy 2.3 – This is standard practice.

#7: Policy 3.2 – See policy 6.13 regarding annual reporting

#15 and #16: Parking needs must be addressed in the Parks & Recreation Element or the Land Use Element rather than the Transportation Element

**Regarding Lynae Slinden comments:**

Comments regarding emergency access and evacuation routes for people living on coastlines have been addressed in new Policy 1.7.

**Regarding Jim Blaisdale comments:**

#1: Public Engagement: Public input has occurred at every level throughout both the 2014-2016 and the 2023-2025 Comprehensive Plan process, as well as other transportation planning processes, such as the 2023-2024 IRTPO Comprehensive Safety Plan. WSDOT has also offered public engagement opportunities for State transportation planning efforts.

#2: Consistency with regional plans: Island County and the Island Regional Transportation Planning Organization (IRTPO) are essentially one and the same with the exception that IRTPO includes representatives from all agencies within Island County as well. The 2016 Island County Transportation Element was consistent with the 2016 IRTPO regional plan and was certified by the IRTPO as such. 2025 will be the same.

#3: Island-Specific Considerations: These are opinions. The 2016 Island County Transportation Element addresses island-specific transportation issues and the 2025 version will do the same or better.

#4: Aviation: Per GMA, air travel facilities are required to be covered in the general inventory of existing conditions and are in both the 2016 and 2025 Transportation Elements. Speculation on future air travel technology may not be covered.

#5: Per GMA, “multimodal” requires the four major modes of travel – pedestrian, bicycle, transit, and driving – for level of service standards.

#6: Community Partnerships: Per GMA requirements, the 2016 Transportation Element includes Interjurisdictional Coordination and the 2025 document will include the same.

#7: Future Technologies: See comment #4 above.

#8: Rural island Context: The Transportation Element very clearly distinguishes the rural low-density land use context of Whidbey and Camano Islands, especially as it relates to justification for very expensive transportation improvement projects.

**Regarding WSDOT comments:**

Most, but not all, WSDOT suggestions have been accommodated



# Capital Facilities Goals and Policies Tracker

DRAFT December 20, 2024

Planning Commission Review

## Introduction

This goal and policy tracker reviews the **Capital Facilities Element** of the 2016 Island County Comprehensive Plan in support of the 2025 periodic update.

**Transpo Group** is providing comments, considerations, and recommendations for updating goals and policies based on GMA, WSDOT, and IRTPO requirements.

## Capital Facilities Element Section 10.5 Goals and Policies

Goal or Policy	Existing Goal or Policy Text	First Draft Proposed Policy Revision <i>The policies will undergo at least another round of revisions before their estimated final adoption in 2025</i>	Reasoning for Proposed Policy Change
<u>Level of Service</u>			
Goal 1	<b>Establish Level of Service (LOS) Standards for each type of capital facility and determine what capital improvements are needed in order to achieve and maintain the standards for existing and future populations and to repair or replace existing capital facilities.</b>		
CF 1.1.	The County’s adopted LOS Standards for Categories A and B capital facilities are as follows:		
CF 1.1.1.	Category A. The LOS Standards of each type of capital facility in Category A, as defined above, shall apply to development permits issued by the County after the effective date of implementation of this Element, as described in CF 3.3, the County’s annual budget, the County’s Capital Improvements Program, and other Elements of this Comprehensive Plan.		
CF 1.1.2.	Category B. The LOS Standards of each type of capital facility in Category B, as defined above, shall apply to development permits issued by the County after the effective date of implementation of this Element, as described in CF 3.3, and other Elements of this Comprehensive Plan. Category B capital facilities are provided by entities other than Island County, therefore the LOS Standards shall not apply to the County’s annual budget or the County’s Capital Improvements Program.		
CF 1.1.3.	Categories C and D. The LOS Standards for those capital facilities in Categories C and D, as defined above, that are required to be found adequate pursuant to RCW 58.17 or required to be found adequate for		

Goal or Policy	Existing Goal or Policy Text	First Draft Proposed Policy Revision <i>The policies will undergo at least another round of revisions before their estimated final adoption in 2025</i>	Reasoning for Proposed Policy Change
	building permits, shall apply to development permits issued by the County, as applicable.		
CF 1.2.	The LOS Standards for capital facilities shall be as follows. The County recognizes that the methodology used to determine the LOS Standards for capital facilities may need to be revisited and adjusted with future updates to this element. These standards apply to the unincorporated area of the County. Municipalities may establish different LOS Standards.		
CF 1.2.1.	<b>Category A Capital Facilities</b>		
CF 1.2.1.1.	County Roads (rural arterials & transit routes): See the Transportation Element		
CF 1.2.1.2.	County Roads (urban arterials & transit routes): See the Transportation Element		
CF 1.2.1.3.	County Arterial/Transit Route Intersections: See the Transportation Element		May want to reconsider this one to eliminate transit part
CF 1.2.2.	<b>Category B Capital Facilities</b>		
CF 1.2.2.1.	City and Town Arterials/Transit Routes/Their Intersections: As specified in the CFE of the city/town.		
CF 1.2.3.	<b>Category C Capital Facilities</b>		
CF 1.2.3.6.	Trails: 0.5 miles per 1,000 population in the unincorporated area		
CF 1.2.3.7.	Community Parks: 3.5 acres per 1,000 population in the unincorporated area		
<i>New Policy</i>			
<u>CF 1.2.4.8.</u>		<u>Countywide Active Transportation Network: See the Transportation Element</u>	GMA requirement; HB 1181
<u>CF 1.2.4.8.1</u>		<u>Active Transportation LOS is not included in the concurrency requirements for development permit review but is required to be included in the Annual Report on the Capacity and LOS of Capital Facilities described in CF 5.5.1.</u>	This is not an equation or demand-based LOS measure, but is based on connectivity, safety, comfort, and equity, all of which vary by location. The Annual Report will establish current ATN degree of completeness and will help to identify opportunities for ATN investment.
<u>CF 1.2.4.9.</u>	Stormwater Management Systems:	<u>Renumber 1.2.3.8. to 1.2.3.9.</u>	
<u>CF 1.2.3.9.1.</u>		<u>Renumber 1.2.3.8. to 1.2.3.9.1.</u>	
<u>CF 1.2.3.9.2.</u>		<u>Renumber 1.2.3.8. to 1.2.3.9.2.</u>	
CF 1.2.4.	<b>Category D Capital Facilities</b>		
CF 1.2.4.5.	State Transportation Facilities		
CF 1.2.4.5.1.	Regional Facilities: As adopted by Island Regional Transportation Planning Organization (IRTPO)		



Goal or Policy	Existing Goal or Policy Text	First Draft Proposed Policy Revision <i>The policies will undergo at least another round of revisions before their estimated final adoption in 2025</i>	Reasoning for Proposed Policy Change
CF 1.2.4.5.2.	State-wide Facilities: As adopted by WSDOT/Legislature		
CF 1.2.4.5.3.	Ferry: As adopted by WSDOT/Legislature		



## Island County Public Works

*Ed Sewester, P.E., County Engineer*

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### MEMORANDUM

21 May 2025

TO: Board of County Commissioners – Island County

FROM: Ed Sewester, PE – County Engineer

RE: South Ebey Road Signage

Located in Coupeville, WA, a curve along South Ebey Road (approximately 0.25 miles South of SW Terry Road) has been a scene of recent accidents, to include fatalities. Although the posted speed limit is 35 mph why do these accidents persist on a moderate curve in the road.

Public Works has reviewed the existing signage, trimmed tree branches, and even worked with the Sherriff's Department to place a temporary speed trailer along the road. Recorded speeds exceeded 50 mph and peaked at 63 mph.

The Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD), administered by the Federal Highway Administration (FHWA) provides national standards. Review of the MUTCD verified that the posted signage meets requirements for S. Ebey Road.

While not mandatory, allowable options offered by the MUTCD to improve safety include: (1) posting an advisory speed of 30 mph for the curve and/or (2) adding chevron signs to provide drivers an additional view of the curve. In addition, feedback received from the Community has been to add a flashing light prior to the curve.

