

Next Ord: 1588-07  
Next Res: 759-07

## MISSION STATEMENT

The mission of the Sedro-Woolley City government is to provide selected services that are not traditionally offered by the private sector. This will be achieved through providing the highest quality services we can within the resources with which we're provided; involving residents in all aspects of planning and operations; serving as a clearinghouse for public information; and operating facilities which meet the legitimate, identified concerns of the residents of and visitors to our community.

We believe in being community-centered, consistently contributing to the quality of life in our area and as fully deserving of the public's trust through the consistent expression of positive values and acceptance of accountability for producing meaningful results.

## CITY COUNCIL AGENDA

November 14, 2007

7:00 PM

Sedro-Woolley Community Center  
703 Pacific Street

1. Call to Order
2. Pledge of Allegiance
3. Consent Calendar

NOTE: Agenda items on the Consent Calendar are considered routine in nature and may be adopted by the Council by a single motion, unless any Councilmember wishes an item to be removed. The Council on the regular agenda will consider any item so removed after the Consent Calendar.

- a. Minutes from Previous Meeting (including November 6, 2007 Work Session)
  - b. Finance
    - Claim Vouchers #61797 to #61960 for \$934,573.63
    - Payroll Warrants #41302 to #41399 for \$209,453.38
  - c. Waiver of Fees - Community Center - Central Elem. Parent Group - March 21, 2008
  - d. Request for Out of State Training - Police Department
  - e. Contract - Humane Society of Skagit Valley for 2008
  - f. Contract - Westlaw - On-Line Legal Research Services
  - g. Contract - Jennifer Bouwens - Prosecutor Services for 2008
  - h. Bid Award - 2007 Borseth Sewer Project
  - i. Bid Award - 2007 Roadway Seal Project
  - j. Resolution - Declaring Certain Property as Surplus and Authorizing its Disposition
4. Special Presentation - Shane Walley - 30 Year Employee Award
  5. Public Comment (Please limit your comments to 3-5 minutes)

### UNFINISHED BUSINESS

6. City Hall Update
7. F&S Grade Road/Highway 20 Update (*status unchanged*)
8. Ordinance - Adopting a Fee Waiver Policy for City owned Park facilities (*2<sup>nd</sup> Reading*)
9. Ordinance - 2008 Salary Ordinance (*2<sup>nd</sup> Reading*)

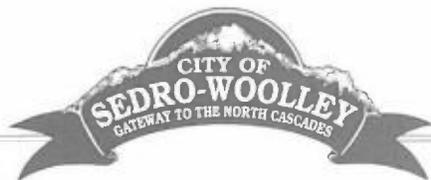
### NEW BUSINESS

10. 2008 Budget (*1<sup>st</sup> Reading*)
  - a. Budget Update
  - b. Budget Ordinance
11. Proposed Revisions to Ordinance 15.04, updating to currently adopted State Codes (*1<sup>st</sup> Reading*)

## JOINT PLANNING COMMISSION AGENDA

8:00 PM

1. Revised Planning Process with Jim Hanson



DATE: November 14, 2007  
TO: Mayor Anderson and City Council  
FROM: Patsy Nelson, Clerk-Treasurer  
SUBJECT: 1) CALL TO ORDER; 2) PLEDGE OF ALLEGIANCE; 3) CONSENT  
CALENDAR

1. CALL TO ORDER - The Mayor will call the November 14, 2007 Regular Meeting to Order. The Clerk-Treasurer will note those in attendance and those absent.

\_\_\_ Ward 1 Councilmember Ted Meamber  
\_\_\_ Ward 2 Councilmember Tony Splane  
\_\_\_ Ward 3 Councilmember Louie Regua  
\_\_\_ Ward 4 Councilmember Pat Colgan  
\_\_\_ Ward 5 Councilmember Hugh Galbraith  
\_\_\_ Ward 6 Councilmember Rick Lemley  
\_\_\_ At-Large Councilmember Dennis London

2. PLEDGE OF ALLEGIANCE - The Mayor will lead the City Council and citizens in the Pledge of Allegiance to the United States of America.
3. CONSENT CALENDAR - Mayor will ask for Council approval of Consent Calendar items.

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CITY OF SEDRO-WOOLLEY  
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Regular Meeting of the City Council  
October 24, 2007 – 7:00 P.M. – Community Center

The meeting was called to order at 7:00 P.M.

Pledge of Allegiance

ROLL CALL: Mayor Mike Anderson, Councilmembers: Ted Meamber, Tony Splane, Louis Requa, Pat Colgan, Hugh Galbraith, Rick Lemley and Dennis London. Staff: Clerk/Treasurer Nelson, Attorney/Supervisor Berg, Planner Moore and Fire Chief Klinger.

Consent Calendar

- Minutes from Previous Meeting
- Finance
  - Claim Vouchers #61664 to #61796 for \$406,663.87
  - Payroll Warrants #41202 to #41301 for \$157,477.36
- Waiver of Fees – Community Center – SWHS – October 17, 2007
- Waiver of Fees – Community Center SWHS FFA – November 16, 2007
- Waiver of Fees – Community Center – Job Corps Pasta Feed – November 1, 2007
- Interlocal Agreement – Joint Purchasing with North Whatcom Fire & Rescue
- Memorandum of Understanding – Radio Frequency Sharing with the City of Burlington
- Street Closure Request – Skagit Valley Omnium Bicycle Race – April 26-27, 2008
- Interlocal Agreement – Skagit County for Library Services 2007

Councilmember Galbraith moved to approve the consent calendar. Seconded by Councilmember Meamber. Motion carried (7-0).

Public Comment

Ernest Taylor – 809 Waldron St., addressed Council regarding the construction of the Rite Aid building and expressed concern of lights from the cars in the drive through window into the neighboring homes. Taylor expressed other concerns to include the height of the privacy trees, fencing at site of the drain on Waldron St., modifications to the drainage plan and the condition of the street from the heavy equipment and contractors. Taylor also presented a letter to the Council on behalf of Laurie Fellers (Bennett) regarding the deterioration of Waldron Street.

Mayor Anderson expressed his interest in looking at the concerns and made an appointment to meet with Taylor for a site visit the following day.

Chuck Owen – 833 Waldron St., also addressed the Council regarding the Rite Aid drive through. Owen noted he had spoke with the project engineer and requested 6 ft emerald greens to be placed to block the light. He also addressed the condition of the road due to the construction vehicles. Owen requested help in resolving the issues from the City.

James Martini – 837 Waldron St., concurred with the other speakers regarding the road condition.

## **PUBLIC HEARINGS**

### Reenactment of Interim Zoning Control Ordinance 1574-07 (Township & Metcalf Street Sewers)

Mayor Anderson opened the public hearing at 7:20 P.M.

Attorney Berg reviewed the proposed renewal of the sewer moratorium ordinance. Berg noted the City is getting closer to being able to reduce the moratorium area in early 2009. He reviewed the various projects and potential time frames.

Mayor Anderson closed the public hearing at 7:25 P.M.

Councilmember Galbraith moved to adopt Ordinance No. 1585-07 An Interim Ordinance of the City of Sedro-Woolley Amending and Extending a Moratorium on Subdivision in Certain Areas Served by the Township Street and Metcalf Street Sewer Mains for a Period of Six Month and Requiring New Applications to be Accompanied by Confirmation from the Public Works Director that Line Capacity is Available. Councilmember Splane seconded. Motion carried (7-0).

### Ordinance – 2008 Property Tax Levy (2<sup>nd</sup> Reading)

The public hearing was continued from the October 10, 2007 meeting.

Clerk/Treasurer Nelson reviewed the pre-preliminary assessed valuation forms received from the Skagit County Assessor's office which includes new construction. She noted according to their estimations the tax rate will actually be down from that of 2007. Nelson noted the final assessed valuation will not be known until January, 2008 and addressed the senior discount process.

Mayor Anderson closed the public hearing at 7:30 P.M.

Councilmember London moved to approve Ordinance No. 1586-07 An Ordinance of the City of Sedro-Woolley Approving the Property Tax Levy. Seconded by Councilmember Meamber. Motion carried (6-1, Councilmember Splane opposed).

## **UNFINISHED BUSINESS**

### City Hall Update

Attorney/Supervisor Berg presented a status update noting the progress to the buildings exterior. He noted the big item still pending is the PSE pole issue and is still waiting for a price estimate. The project is still on schedule and on budget.

### F&S Grade Road/Highway 20 Update

Attorney/Supervisor Berg reviewed the letter sent to WSDOT requesting an extension for the SR20/F&S Grade Road project. Berg also spoke of plans for submitting an upcoming grant application to Skagit County for additional funding for the project.

Councilmember Meamber requested to be on record representing the citizens on the West side of town that there is a definite need for a signal light at F&S Grade Road and SR/20 rather than a round-a-bout.

Councilmember Splane also requested to be on record as being against round-a-bouts.

Councilmember Requa requested to be on record that the Council had previously formed a consensus to ask the Mayor to write a letter to the state and would like the consensus to remain until such time as a response from the state is received.

### Ordinance – Repealing SWMC 2.72 addressing the terms and conditions for using and maintaining the City Building

Attorney/Supervisor Berg reviewed SWMC 2.72 which addresses the use and rental of the City building. He noted being that the City is in the process of selling the City building this section is not longer needed. He noted this is a housekeeping item.

Councilmember Meamber moved to approve Ordinance No. 1587-07 An Ordinance Repealing Chapter 2.72 of the Sedro-Woolley Municipal Code. Councilmember Requa seconded. Motion carried (7-0).

## **NEW BUSINESS**

### Parks Fee Waivers/Community Center (1<sup>st</sup> Reading)

Attorney/Supervisor Berg reviewed the proposed ordinance which addressed the State Auditors concern regarding the fee waivers granted by the Council. It also clarifies the group classes and a facility monitor in order to lift the current moratorium on the use of alcohol. He noted this is the first reading with no action to be taken.

Council discussion ensued to include facility monitor fee, school district interlocal agreement and Job Corps use.

## **COMMITTEE REPORTS AND REPORTS FROM OFFICERS**

### Sewer Committee Report

Attorney/Supervisor Berg reviewed background information regarding a septic decommission credit. Berg stated the current code only allows the credit for those people who connect to the sewer via the 90 day letter and not people who voluntary connect. The Utilities Committee met on September 7, 2007 to discuss the issue and came up with four recommendations as outlined in the council memo. Based on the direction of the Council the proposed ordinance will be available for the next meeting.

Fire Chief Klinger – announced the upcoming benefit dance and auction. Tickets are available from any of the firefighters. He also announced the replacement of 6 broken fire hydrants by PUD.

Councilmember Colgan – requested Mayor Anderson take the City Supervisor or Street Department foreman along when meeting with the Waldron Street residents.

Councilmember Lemley – requested the Farmer’s Market banner be taken down before it is destroyed by the weather.

Councilmember London – commented on the progress on the clean up of the Alexander Street property.

Attorney/Supervisor Berg – announced that Mark Freiburger the new Public Works Director will be joining the staff beginning November 1<sup>st</sup>.

Councilmember Meamber – thanked City staff for their help with the fencing at the Food Bank.

Councilmember Galbraith – encouraged staff to work with Rite Aid on a solution to remove the glare from headlights at their drive through.

Councilmember Splane moved to adjourn. Seconded by Councilmember Meamber. Motion carried (7-0).

The meeting adjourned at 8:30 P.M.

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CITY OF SEDRO-WOOLLEY  
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Work Session of the City Council  
November 6, 2007 – 7:00 P.M. – Public Safety Building

The worksession was called to order at 7:07 P.M.

ROLL CALL: Present: Mayor Mike Anderson, Councilmembers: Tony Splane, Louis Requa, Pat Colgan, Rick Lemley and Dennis London. Staff: Clerk/Treasurer Nelson, Police Chief Wood, Asst. Fire Chief Olson, City Attorney/Supervisor Berg, Debbie Allen (Sewer) and Public Works/Engineer Freiburger.

Mayor Anderson announced the addition of a resolution regarding Waldron Street to the agenda.

### **City Hall Update**

- Discussion was held regarding the flag pole. City staff will move the pole from the south side and relocate it to the west side. Colocurcio Brothers will prepare the base and lighting. Also discussed the looks of the current Public Safety Building where it joins the new building.
- Councilmember Lemley moved to upgrade the Public Safety Building to match the new building at junction on southwest wall in an amount not to exceed \$20,000.00. Seconded by Councilmember Colgan. Motion carried (4-1 Councilmember London opposed).
- Discussion was held regarding the PSE pole relocation with details still unknown. Councilmember Splane moved to authorize Eron Berg to sign a relocation document. Councilmember Colgan seconded. Motion carried (5-0).

### **Fire Department Uniform Supply Contract**

- Councilmember Colgan moved to authorize the Mayor to sign a contract with Unifirst to supply uniforms to the Fire Department career staff. Seconded by Councilmember Requa. Motion carried (5-0).

### **Vacation of Waldron Street for Evidence Storage Building**

- Councilmember London moved to approve Resolution 758-07 A Resolution of the City of Sedro-Woolley Initiating the Vacation of a Portion of Waldron Street. Councilmember Requa seconded. Motion carried (5-0). Clerk/Treasurer Nelson will publish for a public hearing for November 28, 2007.

### **2008 Salary Ordinance (1<sup>st</sup> Reading)**

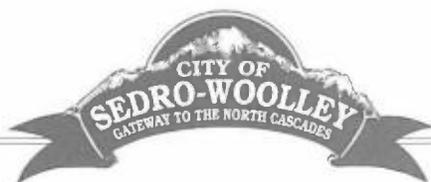
- Attorney/Supervisor Berg explained the process for the salary ordinance. The salaries presented are included in the Mayor's budget.

### **Mayor's 2008 Balanced Budget**

- A discussion of funds, uses and restrictions, revenue projections, sound fiscal management and key overall goals and objectives was held with questions and answer time following.

Councilmember Splane moved to adjourn. Councilmember Colgan seconded. Motion carried.

The worksession adjourned at 8:42 P.M.



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DATE: November 14, 2007  
TO: Mayor Anderson and City Council  
FROM: Patsy Nelson, Clerk-Treasurer  
SUBJECT: FINANCE - VOUCHERS

Attached you will find the Claim Vouchers proposed for payment for the period ending November 14, 2007.

Motion to approve Claim Vouchers #61797 to #61960 in the amount of \$934,573.63.

Motion to approve Payroll Warrants #41302 to #41399 in the amount of \$209,453.38.

If you have any comments, questions or concerns, please contact me for information during the working day at 855-1661. This will allow me to look up the invoices that are stored in our office.

CITY OF SEDRO-WOOLLEY  
 SORTED TRANSACTION WARRANT REGISTER  
 11/14/2007 (Printed 11/08/2007 14:48)

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WARRANT	VENDOR NAME	DESCRIPTION		AMOUNT
61797	SEDRO-WOOLLEY POSTMASTER	POSTAGE	SWR	231.13
		POSTAGE	SAN	231.11
		OPERATING SUPPLIES	SWTR	231.11
		WARRANT TOTAL		693.35
61798	ABOVE ALL GUTTER SYSTEMS	COMMUNITY CENTER DEPOSITS		638.82
		WARRANT TOTAL		638.82
61799	ADVANCE TRAVEL	TRAVEL	PD	72.00
		WARRANT TOTAL		72.00
61800	ALLELUJAH BUSINESS SYSTEMS	MISC-PRINTING & BINDING	PLN	10.80
		WARRANT TOTAL		10.80
61801	ALL-PHASE ELECTRIC	COMMUNITY CENTER DEPOSITS		252.57
		REPAIRS/MAINT-BUILDING	SAN	158.43
		WARRANT TOTAL		411.00
61802	LLOYD H. RUSSELL	REPAIRS/MAINT-EQUIP	FD	568.08
		WARRANT TOTAL		568.08
61803	ANDERSON, MIKE	MEALS/TRAVEL	EXE	21.84
		WARRANT TOTAL		21.84
61804	ARAMARK UNIFORM SERVICES	LAUNDRY	CS	31.58
		MISC-LAUNDRY	PL	16.19
		MISC-LAUNDRY	PL	19.06
		MISC-LAUNDRY	PL	22.35
		MISC-LAUNDRY	PL	18.45
		LAUNDRY	SWR	21.93
		LAUNDRY	SWR	29.49
		WARRANT TOTAL		159.05
61805	ASSOC PETROLEUM PRODUCTS	AUTO FUEL	CS	91.04
		AUTO FUEL	CS	64.69
		AUTO FUEL	PD	1,482.53
		AUTO FUEL	PD	1,308.71
		AUTO FUEL/DIESEL	FD	614.85
		OPERATING SUPPLIES	PL	131.52
		VEHICLE FUEL / DIESEL		352.06
		VEHICLE FUEL / DIESEL		331.86
		VEHICLE FUEL / DIESEL		476.77
		VEHICLE FUEL / DIESEL		32.87
		VEHICLE FUEL / DIESEL		331.86
		AUTO FUEL/DIESEL	SWR	407.12
		AUTO FUEL/DIESEL	SWR	500.87
		AUTO FUEL/DIESEL	SWR	211.59
		AUTO FUEL/DIESEL	SAN	1,659.51
		AUTO FUEL/DIESEL	SAN	2,567.01
		WARRANT TOTAL		10,564.86
61806	ATKINSON, BRANDON, DMD	RETIRED MEDICAL	PD	142.00

WARRANT	VENDOR NAME	DESCRIPTION	AMOUNT
		WARRANT TOTAL	142.00
61807	AT & T	TELEPHONE FIN	42.18
		TELEPHONE LGL	33.26
		TELEPHONE PLN	30.69
		TELEPHONE ENG	12.80
		TELEPHONE INSP	11.51
		TELEPHONE SWR	19.49
		WARRANT TOTAL	149.93
61808	BANK OF AMERICA	MISC-TUITION/REGISTRATION FIN	100.00
		TRAVEL PLN	741.64
		TRAVEL PLN	529.44
		TRAVEL PD	175.64
		OPERATING SUPPLIES PD	117.44
		SAFETY EQUIPMENT SWR	99.76
		WARRANT TOTAL	1,763.92
61809	BANK OF NEW YORK	BOND PRINCIPAL-G/O BONDS	115,000.00
		BOND PRINCIPAL-G/O BONDS	10,000.00
		BOND INTEREST-G/O BONDS	7,500.00
		BOND INTEREST-G/O BONDS	28,537.50
		BOND INTEREST	96,286.25
		WARRANT TOTAL	257,323.75
61810	BANK OF AMERICA	FIRE TRUCK FD	26,818.42
		WARRANT TOTAL	26,818.42
61811	BARNETT IMPLEMENT CO. INC	REPAIRS/MAINT - EQUIP PL	45.08
		WARRANT TOTAL	45.08
61812	BANK OF AMERICA	TRAVEL PD	196.69
		WARRANT TOTAL	196.69
61813	BANK OF AMERICA	TRAVEL/MEALS FD	30.61
		WARRANT TOTAL	30.61
61814	BAY CITY SUPPLY	OFFICE/OPERATING SUPPLIES PD	79.30
		OPERATING SUPPLIES FD	79.30
		REPAIRS/MAINT-DORM FD	70.29
		SUPPLIS - COMMUNITY CENTER PL	64.01
		CONTAINERS SAN	1,024.38
		WARRANT TOTAL	1,317.28
61815	BIGGAR, ROB DBA	PROFESSIONAL SERVICES SWR	2,024.00
		WARRANT TOTAL	2,024.00
61816	BLUMENTHAL UNIFORM & EQUIP	MACHINERY & EQUIPMENT PD	2,340.00
		WARRANT TOTAL	2,340.00
61817	BRIM TRACTOR COMPANY INC	OPERATING SUPPLIES PL	11.02
		WARRANT TOTAL	11.02

WARRANT	VENDOR NAME	DESCRIPTION		AMOUNT
61818	CAL-PACIFIC PRODUCTS	OPERATING SUPPLIES	SWR	318.13
		WARRANT TOTAL		318.13
61819	CENTRAL WELDING SUPPLY	OPERATING SUPPLIES	SAN	16.74
		WARRANT TOTAL		16.74
61820	CHIEF SUPPLY CORPORATION	PUBLIC EDUC. SUPPLIES	PD	537.99
		WARRANT TOTAL		537.99
61821	CINTAS CORPORATION #460	UNIFORMS	FD	42.24
		WARRANT TOTAL		42.24
61822	COLEMAN, JOHN	TRAVEL	PLN	62.52
		WARRANT TOTAL		62.52
61823	COLLINS OFFICE SUPPLY, INC	SUPPLIES	JUD	56.81
		SUPPLIES	JUD	38.18
		SUPPLIES	FIN	111.45
		SUPPLIES	FIN	69.08
		SUPPLIES/BOOKS	PLN	20.66
		SUPPLIES/BOOKS	PLN	52.74
		SUPPLIES/BOOKS	PLN	28.07
		SUPPLIES	ENG	20.66
		SUPPLIES	ENG	5.57
		OFF/OPER SUPPS & BOOKS	INSP	20.66
		OFF/OPER SUPPS & BOOKS	INSP	5.57
		WARRANT TOTAL		373.31
61824	COLACURCIO BROTHERS, INC.	CONSTRUCTION	CH	436,721.98
		WARRANT TOTAL		436,721.98
61825	COMCAST	COMPUTER NETWORK	CS	68.40
		TELEPHONE	PD	13.30
		TELEPHONE	FD	13.30
		WARRANT TOTAL		95.00
61826	HSBC BUSINESS SOLUTIONS	OFFICE/OPERATING SUPPLIES	PD	24.02
		WARRANT TOTAL		24.02
61827	COUNTRYSIDE CHEVROLET	REPAIR & MAINT - AUTO	PD	334.70
		REPAIR & MAINT - AUTO	PD	71.18
		REPAIR & MAINT - AUTO	PD	413.22
		REPAIR & MAINT - AUTO	PD	33.65
		MAINTENANCE OF VEHICLES	SWR	246.25
		WARRANT TOTAL		1,099.00
61828	SKAGIT WEEKLY NEWS GROUP	SUPPLIES	ENG	62.10
		OPERATING SUPPLIES	SAN	62.10
		WARRANT TOTAL		124.20
61829	CRYSTAL SPRINGS	SUPPLIES	LGS	15.98
		OPERATING SUPPLIES	CS	34.67

CITY OF SEDRO-WOLLEY  
 SORTED TRANSACTION WARRANT REGISTER  
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WARRANT	VENDOR NAME	DESCRIPTION		AMOUNT
		OPERATING SUPPLIES	FD	198.25
		OPERATING SUPPLIES	PL	243.48
		OPERATING SUPPLIES	SWR	158.91-
		OPERATING SUPPLIES	SAN	17.98
		WARRANT TOTAL		351.45
61830	DALCO, INC	CONTAINERS	SAN	1,080.00-
		CONTAINERS	SAN	3,513.73
		WARRANT TOTAL		2,433.73
61831	DAVID PARSONS & ASSOCIATES INC.	PROFESSIONAL SERVICES	PL	700.00
		WARRANT TOTAL		700.00
61832	DAY WIRELESS SYSTEMS INC	MACHINERY & EQUIPMENT	PD	79.92
		WARRANT TOTAL		79.92
61833	DESTINATION WIRELESS	TELEPHONE	PD	16.19
		OPERATING SUPPLIES	SWR	48.59
		WARRANT TOTAL		64.78
61834	DISCOVER	BOOKS, PERIOD, RECORDS	LIB	64.95
		WARRANT TOTAL		64.95
61835	DIVERSINT	REPAIR & MAINTENANCE	PLN	71.98
		REPAIR & MAINTENANCE	ENG	71.99
		REPAIRS/MAINTENANCE	INSP	71.98
		WARRANT TOTAL		215.95
61836	E & E LUMBER	OPERATING SUPPLIES	PL	7.11
		OPERATING SUPPLIES	PL	2.80
		OPERATING SUPPLIES	PL	8.95
		OPERATING SUPPLIES	PL	30.02
		OPERATING SUPPLIES	PL	60.22
		OPERATING SUPPLIES	PL	48.99
		SUPPLIS - COMMUNITY CENTER	PL	18.51
		SUPPLIS - COMMUNITY CENTER	PL	29.76
		REPAIRS/MAINT-STREETS	PL	11.43
		REPAIRS/MAINT-STREETS	PL	29.65
		REPAIRS/MAINT-SENIOR CENTER	PL	32.27
		REPAIRS/MAINT-SENIOR CENTER	PL	37.54
		REPAIRS/MAINT-SENIOR CENTER	PL	36.53
		REPAIRS/MAINT-SENIOR CENTER	PL	8.07
		OPERATING SUPPLIES	SWR	45.22-
		OPERATING SUPPLIES	SWR	8.19
		OPERATING SUPPLIES	SWR	52.24
		OPERATING SUPPLIES	SWR	3.76
		WARRANT TOTAL		380.82
61837	ENVIRONMENTAL ABATEMENT SVC. INC.	REPAIRS/MAINT-CAMPGROUND	PL	1,608.80
		BINGHAM PARK BUILDING	PL	818.64
		WARRANT TOTAL		2,427.44

CITY OF SEDRO-WOLLEY  
 SORTED TRANSACTION WARRANT REGISTER  
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WARRANT	VENDOR NAME	DESCRIPTION		AMOUNT
61838	EDGE ANALYTICAL, INC.	PROFESSIONAL SERVICES	SWR	1,101.00
		PROFESSIONAL SERVICES	SWR	137.00
		PROFESSIONAL SERVICES	SWR	64.00
		WARRANT TOTAL		1,302.00
61839	EMERGENCY MEDICAL	OPERATING SUPPLIES	PD	130.47
		WARRANT TOTAL		130.47
61840	ESARY ROOF & SIDING, INC	REPAIRS/MAINTENANCE BLDG.	LIB	1,161.01
		WARRANT TOTAL		1,161.01
61841	FEDERAL CERTIFIED HEARING	RETIRED MEDICAL	PD	34.00
		WARRANT TOTAL		34.00
61842	FEDERAL EXPRESS CORP.	POSTAGE	ENG	16.53
		WARRANT TOTAL		16.53
61843	FEI #3023	MAINTENANCE OF LINES	SWR	247.45
		MAINTENANCE OF LINES	SWR	102.36
		MAINTENANCE OF LINES	SWR	4.67
		WARRANT TOTAL		354.48
61844	FREEMAN, DENISE	UNIFORMS/ACCESSORIES	PD	371.27
		WARRANT TOTAL		371.27
61845	GLENN B. ALLEN AWARDS	SUPPLIES	ENG	6.48
		WARRANT TOTAL		6.48
61846	GEOTIVITY INC.	PROF SVS-ENGINEERING	SWR	5,200.00
		WARRANT TOTAL		5,200.00
61847	GREAT AMERICA LEASING COR	EQUIPMENT LEASES	CS	299.03
		EQUIPMENT LEASES	CS	342.36
		WARRANT TOTAL		641.39
61848	GROENEVELD	REPAIRS/MAINT-EQUIP	SAN	329.01
		WARRANT TOTAL		329.01
61849	GUARDIAN NW TITLE & ESCROW	PROFESSIONAL SERVICES	ENG	135.00
		PROFESSIONAL SERVICES	ENG	32.40
		ENGINEERING - SR20 LINE	PWT	458.40
		WARRANT TOTAL		625.80
61850	GUARDIAN SECURITY	SUPPLIS - COMMUNITY CENTER	PL	97.20
		WARRANT TOTAL		97.20
61851	H.B. JAEGER CO. LLC	MAINTENANCE OF LINES	SWR	225.09
		WARRANT TOTAL		225.09
61852	HACH COMPANY	MAINT OF GENERAL EQUIP	SWR	310.08
		MAINT OF GENERAL EQUIP	SWR	310.08
		OPERATING SUPPLIES	SWR	557.38

WARRANT	VENDOR NAME	DESCRIPTION		AMOUNT
		WARRANT TOTAL		1,177.54
61853	HAYDEN, PATRICK	PROFESSIONAL SERVICES	SWR	300.00
		WARRANT TOTAL		300.00
61854	HEINEMANN LIBRARY	BOOKS, PERIOD, RECORDS	LIB	467.94
		WARRANT TOTAL		467.94
61855	HONEY BUCKET	OPERATING SUPPLIES	PL	72.70
		OPERATING SUPPLIES	PL	93.76
		OPERATING SUPPLIES	PL	137.50
		OP. SUPPLIES - GOLF	PL	103.34
		WARRANT TOTAL		407.30
61856	HR DIRECT	OPERATING SUPPLIES	SWR	56.93
		WARRANT TOTAL		56.93
61857	INGRAM LIBRARY SERVICES	BOOKS, PERIOD, RECORDS	LIB	17.22
		BOOKS, PERIOD, RECORDS	LIB	232.29
		BOOKS, PERIOD, RECORDS	LIB	6.79
		BOOKS, PERIOD, RECORDS	LIB	34.14
		BOOKS, PERIOD, RECORDS	LIB	67.86
		BOOKS, PERIOD, RECORDS	LIB	705.83
		BOOKS, PERIOD, RECORDS	LIB	392.03
		WARRANT TOTAL		1,456.16
61858	ISOMEDIA.COM	TELEPHONE	FIN	8.74
		TELEPHONE	FIN	8.74
		TELEPHONE	PLN	8.73
		TELEPHONE	ENG	8.74
		TELEPHONE	LIB	39.95
		WARRANT TOTAL		74.90
61859	JOHN, RONALD	RETIRED MEDICAL	PD	357.00
		WARRANT TOTAL		357.00
61860	KESSELRING'S	AMMUNITION	PD	755.57
		WARRANT TOTAL		755.57
61861	L N CURTIS & SONS	OPERATING SUPPLIES	FD	106.18
		WARRANT TOTAL		106.18
61862	LANGUAGE EXCH. INC. (THE)	LANGUAGE INTERPRETER	JUD	350.00
		WARRANT TOTAL		350.00
61863	LEADSONLINE	PROFESSIONAL SERVICES	PD	267.75
		WARRANT TOTAL		267.75
61864	LIBRARY CORPORATION (THE)	SUPPLIES	LIB	338.45
		WARRANT TOTAL		338.45
61865	LOGGERS AND CONTRACTORS	OPERATING SUPPLIES	PL	34.50

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WARRANT	VENDOR NAME	DESCRIPTION		AMOUNT
		OP. SUPPLIES - TRAFFIC	PL	149.54
		SAFETY EQUIPMENT	PL	130.98
		REPAIRS/MAINT - EQUIP	PL	38.53
		MAINTENANCE OF LINES	SWR	12.61
		MAINTENANCE OF LINES	SWR	90.16
		WARRANT TOTAL		456.32
61866	MSB ENTERPRISES INC.	OP. SUPPLIES - GOLF	PL	517.17
		WARRANT TOTAL		517.17
61867	LEXISNEXIS MATTHEW BENDER	CODE BOOK	LGS	40.23
		CODE BOOK	LGS	829.79
		WARRANT TOTAL		870.02
61868	MCLOUGHLIN & EARDLEY CORP	MACHINERY AND EQUIPMENT	FD	202.59
		WARRANT TOTAL		202.59
61869	MARTIN MARIETTA MATERIALS	CONTRACTED OVERLAY	PL	1,338.04
		WARRANT TOTAL		1,338.04
61870	MID-AMERICAN RESEARCH CHEM.	OPERATING SUPPLIES	SWR	94.23
		WARRANT TOTAL		94.23
61871	MILLER, FRED & SUSAN	BOOKS, PERIOD, RECORDS	LIB	40.00
		WARRANT TOTAL		40.00
61872	MOORE MEDICAL	OPERATING SUPPLIES	FD	125.37
		WARRANT TOTAL		125.37
61873	MOTOR TRUCKS, INC.	OPERATING SUPPLIES	PL	5.43
		OPERATING SUPPLIES	PL	19.66
		REPAIRS/MAINT-EQUIP	SAN	145.37
		WARRANT TOTAL		170.46
61874	MUNICIPAL RESESEARCH & SVC CENTER	CODE BOOK	LGS	300.00
		WARRANT TOTAL		300.00
61875	NEXTEL COMMUNICATIONS	TELEPHONE	FIN	114.60
		TELEPHONE	LGL	28.65
		TELEPHONE	PLN	57.30
		NEXTEL CELL PHONES		57.28
		TELEPHONE	PD	487.05
		TELEPHONE	FD	200.48
		TELEPHONE	INSP	28.64
		TELEPHONE	PL	487.05
		TELEPHONE	PL	557.24
		NEXTEL CELL PHONES		286.40
		NEXTEL CELL PHONES	SAN	143.20
		WARRANT TOTAL		2,447.89
61876	NORTH CASCADE FORD	REPAIR & MAINT - AUTO	PD	91.80
		WARRANT TOTAL		91.80

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WARRANT	VENDOR NAME	DESCRIPTION		AMOUNT
61877	NORTHWEST RECYCLING CO.	PROFESSIONAL SERVICES	PD	81.30
		WARRANT TOTAL		81.30
61878	OFFICE DEPOT	SUPPLIES	FIN	3.87
		SUPPLIES	FIN	31.33
		SUPPLIES	FIN	146.94
		REPAIR & MAINTENANCE	PLN	75.13
		SUPPLIES	ENG	75.14
		OFFICE/OPERATING SUPPLIES	PD	3.81
		OFFICE/OPERATING SUPPLIES	PD	39.13
		OFFICE/OPERATING SUPPLIES	PD	53.88
		OFFICE/OPERATING SUPPLIES	PD	259.71
		REPAIRS/MAINTENANCE	INSP	75.14
		OFFICE SUPPLIES / POSTAGE	PL	105.82
		OFFICE SUPPLIES	SWR	105.29
		OFFICE SUPPLIES	SWR	10.49
		WARRANT TOTAL		985.68
61879	OLIVER-HAMMER CLOTHES	CLOTHING	PL	86.31
		CLOTHING	PL	.40-
		SAFETY EQUIPMENT	PL	45.34
		SAFETY EQUIPMENT	PL	86.38
		CLOTHING	SWR	165.87
		CLOTHING	SWR	53.87
		SAFETY EQUIPMENT	SWR	102.58
		CLOTHING	SAN	84.22
		CLOTHING	SAN	129.56
		WARRANT TOTAL		753.73
61880	OVERALL LAUNDRY SERV INC	LAUNDRY	CS	31.58
		MISC-LAUNDRY	PL	16.19
		MISC-LAUNDRY	PL	19.06
		MISC-LAUNDRY	PL	50.14
		MISC-LAUNDRY	PL	22.35
		MISC-LAUNDRY	PL	18.45
		LAUNDRY	SWR	29.49
		WARRANT TOTAL		187.26
61881	OTAK	PROFESSIONAL SERVICES	ENG	6,254.75
		WARRANT TOTAL		6,254.75
61882	PACIFIC POWER BATTERIES	OPERATING SUPPLIES	SWR	168.54
		WARRANT TOTAL		168.54
61883	PAPE MACHINERY	REPAIRS/MAINT - EQUIP	PL	68.33
		REPAIRS/MAINT - EQUIP	PL	111.99
		REPAIRS/MAINT - EQUIP	PL	113.72-
		REPAIRS/MAINT - EQUIP	PL	3.66
		WARRANT TOTAL		70.26
61884	PAT RIMMER TIRE CTR, INC	REPAIR & MAINT - AUTO	PD	557.91
		REPAIRS/MAINT - EQUIP	PL	168.10

WARRANT	VENDOR NAME	DESCRIPTION		AMOUNT
		REPAIRS/MAINT - EQUIP	PL	47.74
		REPAIRS/MAINT-EQUIP	SAN	18.36
		WARRANT TOTAL		792.11
61885	PETROCARD	VEHICLE FUEL / DIESEL		555.12
		VEHICLE FUEL / DIESEL		599.19
		WARRANT TOTAL		1,154.31
61886	PETERSON, DEBRA	TRAVEL	LIB	166.84
		WARRANT TOTAL		166.84
61887	PETTY CASH-DEBRA PETERSON	SUPPLIES	LIB	53.41
		POSTAGE	LIB	15.02
		BOOKS, PERIOD, RECORDS	LIB	31.57
		WARRANT TOTAL		100.00
61888	PITTMAN, HAROLD	RETIRED MEDICAL	PD	34.00
		WARRANT TOTAL		34.00
61889	PRO-SEAL SERVICE GRP INC	MAINT OF GENERAL EQUIP	SWR	460.00
		WARRANT TOTAL		460.00
61890	PUBLIC UTILITY DIS. NO.1	PUBLIC UTILITIES	CS	89.40
		PUBLIC UTILITIES	CS	39.05
		PUBLIC UTILITIES	FD	190.50
		PUBLIC UTILITIES	LIB	23.40
		PUBLIC UTILITIES	PL	451.35
		PUBLIC UTIL - CAMPGROUND	PL	169.60
		PUBLIC UTIL - HHS	PL	113.25
		PUBLIC UTILITIES	SWR	166.50
		PUBLIC UTILITIES	SAN	33.75
		WARRANT TOTAL		1,276.80
61891	PUBLIC SAFETY TESTING	PROFESSIONAL SERVICES	CIV	224.00
		WARRANT TOTAL		224.00
61892	PUGET SOUND ENERGY	PUBLIC UTILITIES	CS	763.26
		PUB UTILITIES-MALL	CS	41.60
		PUB UTILITIES-MALL	CS	7.23
		PS - Stormwater		106.08
		PUBLIC UTILITIES	FD	1,130.36
		PUBLIC UTILITIES	LIB	221.22
		ADVERTISING	HOT	29.57
		PUBLIC UTILITIES	PL	366.63
		PUBLIC UTILITIES	PL	48.62
		PUBLIC UTIL - STREETLIGHTS	PL	13,385.04
		PUBLIC UTIL - STREETLIGHTS	PL	66.92
		PUBLIC UTIL - CAMPGROUND	PL	600.49
		PUBLIC UTIL - COMM CENTER	PL	131.99
		PUBLIC UTIL - SENIOR CENTER	PL	288.17
		PUBLIC UTIL - TRAIN	PL	74.22
		PUBLIC UTIL - HHS	PL	245.32

WARRANT	VENDOR NAME	DESCRIPTION		AMOUNT
		PUBLIC UTILITIES - GOLF	PL	52.57
		PUBLIC UTILITIES	SWR	114.40
		PUBLIC UTILITIES	SWR	586.53
		PUBLIC UTILITIES	SAN	109.68
		WARRANT TOTAL		18,369.90
61893	PUGET SOUND LEASING CO. INC	PUBLIC UTILITIES	PL	8.70
		PUBLIC UTIL - CAMPGROUND	PL	16.63
		PUBLIC UTIL - COMM CENTER	PL	32.75
		PUBLIC UTIL - SENIOR CENTER	PL	136.24
		PUBLIC UTILITIES	SWR	150.76
		WARRANT TOTAL		345.08
61894	PURCHASE POWER	POSTAGE	JUD	192.90
		POSTAGE	FIN	575.40
		POSTAGE	LGL	2.53
		POSTAGE	PLN	128.09
		POSTAGE	ENG	10.33
		POSTAGE	FD	1.00
		POSTAGE	INSP	9.64
		OFFICE SUPPLIES / POSTAGE	PL	14.97
		POSTAGE	SWR	140.07
		POSTAGE	SAN	140.07
		WARRANT TOTAL		1,215.00
61895	PURCHASE POWER	POSTAGE	PD	220.50
		POSTAGE	FD	220.49
		WARRANT TOTAL		440.99
61896	QUIRING MONUMENTS, INC.	LINERS	PL	84.00
		LINERS	PL	98.00
		WARRANT TOTAL		182.00
61897	R & D SUPPLY, INC.	MAINTENANCE OF LINES	SWR	1,421.15
		WARRANT TOTAL		1,421.15
61898	RAMBOW, HEATHER	PROFESSIONAL SERVICES	SAN	188.00
		WARRANT TOTAL		188.00
61899	REICHHARDT & EBE ENG, INC	PROFESSIONAL SERVICES	ENG	886.19
		PROFESSIONAL SERVICES	ENG	277.71
		PROFESSIONAL SERVICES	ENG	1,057.07
		PROFESSIONAL SERVICES	ENG	1,994.20
		PROFESSIONAL SERVICES	ENG	16.63
		PROFES. SVCS. REIMBURSE	ENG	94.79
		PROFES. SVCS. REIMBURSE	ENG	756.03
		PROFES. SVCS. REIMBURSE	ENG	503.08
		PROFES. SVCS. REIMBURSE	ENG	16.63
		PROFES. SVCS. REIMBURSE	ENG	978.55
		PROFES. SVCS. REIMBURSE	ENG	397.65
		ROADWAY - CRACK SEAL	ART	1,466.44
		ROADWAY - SLURRY SEAL	AST	1,943.89

WARRANT	VENDOR NAME	DESCRIPTION		AMOUNT
		CONSTRUCTION-TOWNSHIP LINE	PWT	6,984.81
		ENGINEERING - SR20 LINE	PWT	1,435.27
		ENGINEERING - METCALF LINE	PWT	6,572.93
		ENGINEERING-TOWNSHIP LINE	PWT	614.87
		ENGINEERING-TOWNSHIP LINE	PWT	4,097.77
		PROF SVS-ENGINEERING	SWR	380.17
		PROF SVS-ENGINEERING	SWR	2,413.09
		PROF SVS-ENGINEERING	SWR	4,079.59
		WARRANT TOTAL		36,967.36
61900	RINKER MATERIALS	REPAIRS/MAINT-STREETS	PL	1,078.92
		CONTRACTED OVERLAY	PL	188.82
		WARRANT TOTAL		1,267.74
61901	ROHLINGER ENTERPRISES, INC.	OPERATING SUPPLIES	SWR	64.35
		WARRANT TOTAL		64.35
61902	SALSEINA, NATHAN	MISC-DUES/SUBSCRIPTIONS	PL	150.00
		WARRANT TOTAL		150.00
61903	SCIENTIFIC SUPPLY	OPERATING SUPPLIES	SWR	287.09
		OPERATING SUPPLIES	SWR	35.94
		OPERATING SUPPLIES	SWR	62.58
		WARRANT TOTAL		260.45
61904	SEATTLE PUMP AND EQUIP CO	MAINTENANCE OF LINES	SWR	151.81
		WARRANT TOTAL		151.81
61905	SEDRO-WOLLEY AUTO PARTS	OPERATING SUPPLIES	FD	4.61
		REPAIRS/MAINT - EQUIP	PL	6.96
		OPERATING SUPPLIES	SWR	49.14
		REPAIRS/MAINT-EQUIP	SAN	39.03
		REPAIRS/MAINT-EQUIP	SAN	15.96
		REPAIRS/MAINT-EQUIP	SAN	11.07
		OPERATING SUPPLIES	SAN	30.23
		WARRANT TOTAL		157.00
61906	SEDRO-WOLLEY FAMILY	MISC-PERMITS & LICENSES	PL	112.00
		MISC-PERMITS & LICENSES	PL	112.00
		WARRANT TOTAL		224.00
61907	SEDRO-WOLLEY POSTMASTER	POSTAGE	LIB	123.00
		WARRANT TOTAL		123.00
61908	SEDRO-WOLLEY SCHOOL DIST	SCHOOL GMA IMPACT FEES		14,070.00
		WARRANT TOTAL		14,070.00
61909	SEDRO-WOLLEY VOLUNTEER	SALARIES-VOLUNTEERS	FD	12,140.50
		WARRANT TOTAL		12,140.50
61910	SIGNATURE FORMS INC.	OP. SUPPLIES - GOLF	PL	227.56
		WARRANT TOTAL		227.56

WARRANT	VENDOR NAME	DESCRIPTION		AMOUNT
61911	SKAGIT COUNTY GOVERNMENT	COMPUTER NETWORK	CS	13,779.33
		REPAIR/MAINT-COMPUTER	LIB	418.93
		REPAIR/MAINT-COMPUTER	LIB	2,237.73
		PROFESSIONAL SERVICES	SWR	276.50
		PORTABLE EQUIPMENT	SWR	1,080.00
		PROFESSIONAL SERVICES	SAN	141.47
		WARRANT TOTAL		17,933.96
61912	SKAGIT CO HEALTH DEPT	PROFESSIONAL SERVICES	PD	135.00
		WARRANT TOTAL		135.00
61913	SKAGIT COUNTY SHERIFF	PRISONERS	PD	3,541.38
		WARRANT TOTAL		3,541.38
61914	SKAGIT COUNTY TREASURER	CRIME VCTM & WITNSS PROG	LGL	121.95
		WARRANT TOTAL		121.95
61915	SKAGIT FARMERS SUPPLY	OPERATING SUPPLIES	PL	50.19
		OPERATING SUPPLIES	PL	16.19
		PROPANE	PL	16.01
		PROPANE	PL	14.82
		MAINTENANCE OF LINES	SWR	99.34
		WARRANT TOTAL		196.55
61916	SKAGIT DOMESTIC VIOLENCE	PROFESSIONAL SERVICES	JUD	500.00
		WARRANT TOTAL		500.00
61917	SKAGIT READY MIX, INC.	OPERATING SUPPLIES	PL	54.00
		MAINTENANCE OF BUILDINGS	SWR	366.93
		WARRANT TOTAL		420.93
61918	SKAGIT COUNTY HUMAN SVC.	SKAGIT COUNCIL ON ALCOHOL	ALC	2,744.84
		WARRANT TOTAL		2,744.84
61919	SKAGIT SOILS	RECYCLING FEE - YARD WASTE	SAN	212.40
		WARRANT TOTAL		212.40
61920	SKAGIT VALLEY PUBLISHING	LEGAL PUBLICATIONS	LGS	25.65
		LEGAL PUBLICATIONS	LGS	25.65
		LEGAL PUBLICATIONS	LGS	37.05
		LEGAL PUBLICATIONS	LGS	34.20
		LEGAL PUBLICATIONS	LGS	22.80
		LEGAL PUBLICATIONS	LGS	22.80
		ADVERTISING	CIV	233.20
		ADVERTISING	CIV	164.30
		ADVERTISING/LEGAL PUBLIC	PLN	105.45
		ADVERTISING/LEGAL PUBLIC	PLN	162.45
		WARRANT TOTAL		833.55
61921	SPRINT	TELEPHONE	FD	61.29
		WARRANT TOTAL		61.29

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WARRANT	VENDOR NAME	DESCRIPTION		AMOUNT
61922	STENDAL, HEIDI	SUPPLIES	JUD	7.51
		WARRANT TOTAL		7.51
61923	SUNRISE CAR WASH	REPAIRS/MAINT - EQUIP	PL	193.32
		WARRANT TOTAL		193.32
61924	TERRIFIC TEES	OPERATING SUPPLIES	SWR	43.09
		WARRANT TOTAL		43.09
61925	TRUE VALUE	OPERATING SUPPLIES	FD	4.09
		OPERATING SUPPLIES	FD	10.02
		COMMUNITY CENTER DEPOSITS		26.99
		OPERATING SUPPLIES	PL	18.35
		OPERATING SUPPLIES	PL	86.46
		OPERATING SUPPLIES	PL	8.93
		OPERATING SUPPLIES	PL	53.60
		OPERATING SUPPLIES	PL	17.26
		SUPPLIS - COMMUNITY CENTER	PL	39.40
		SUPPLIS - COMMUNITY CENTER	PL	30.23
		SUPPLIS - COMMUNITY CENTER	PL	37.00
		REPAIRS/MAINT - EQUIP	PL	64.67
		REPAIRS/MAINT-CAMPGROUND	PL	45.24
		OPERATING SUPPLIES	SWR	16.18
		OPERATING SUPPLIES	SWR	2.14
		REPAIRS/MAINT-BUILDING	SAN	10.56
		OPERATING SUPPLIES	SAN	10.69
		WARRANT TOTAL		481.81
61926	UNIVAR USA INC	OP SUPPLIES-CHEMICALS	SWR	1,496.50
		OP SUPPLIES-CHEMICALS	SWR	440.67
		OP SUPPLIES-CHEMICALS	SWR	29.11
		WARRANT TOTAL		1,908.06
61927	USA BLUE BOOK	OPERATING SUPPLIES	SWR	287.90
		WARRANT TOTAL		287.90
61928	VALLEY AUTO SUPPLY	MAINTENANCE OF VEHICLES	SWR	10.34
		MAINTENANCE OF VEHICLES	SWR	35.63
		MAINTENANCE OF VEHICLES	SWR	1.29
		REPAIRS/MAINT-EQUIP	SAN	395.40
		REPAIRS/MAINT-EQUIP	SAN	15.96
		REPAIRS/MAINT-EQUIP	SAN	42.77
		SMALL TOOLS & MINOR EQUIP	SAN	45.12
		WARRANT TOTAL		546.51
61929	VALLEY FREIGHTLINER INC	MAINTENANCE OF VEHICLES	SWR	24.84
		WARRANT TOTAL		24.84
61930	VICTORIA	BOOKS, PERIOD, RECORDS	LIB	19.98
		WARRANT TOTAL		19.98
61931	VERIZON NORTHWEST	TELEPHONE	JUD	67.69

WARRANT	VENDOR NAME	DESCRIPTION		AMOUNT
		TELEPHONE	FIN	58.54
		TELEPHONE	PD	81.01
		TELEPHONE	LIB	188.63
		TELEPHONE	PL	312.07
		TELEPHONE	SWR	580.72
		TELEPHONE	SAN	201.47
		WARRANT TOTAL		1,490.13
61932	VISTEN, LESLIE	RETIRED MEDICAL	PD	87.00
		WARRANT TOTAL		87.00
61933	WATER ENVIRO FEDERATION	MISC-DUES/SUBSCRIPTIONS	SWR	69.00
		WARRANT TOTAL		69.00
61934	WA STATE DEPT OF ECOLOGY	MISC-DUES/SUBSCRIPTIONS	SWR	30.00
		MISC-DUES/SUBSCRIPTIONS	SWR	30.00
		MISC-DUES/SUBSCRIPTIONS	SWR	30.00
		MISC-DUES/SUBSCRIPTIONS	SWR	30.00
		MISC-DUES/SUBSCRIPTIONS	SWR	30.00
		MISC-DUES/SUBSCRIPTIONS	SWR	30.00
		MISC-DUES/SUBSCRIPTIONS	SWR	30.00
		WARRANT TOTAL		210.00
61935	WA ST DEPT OF NATURAL RES	TAXES & ASSESSMENTS	PL	14.00
		WARRANT TOTAL		14.00
61936	WA STATE DEPT OF REVENUE	OPERATING SUPPLIES	PD	10.94
		MACHINERY & EQUIPMENT	PD	15.42
		SUPPLIES	LIB	1.92
		TAXES AND ASSESSMENTS	LIB	9.74
		BOOKS, PERIOD, RECORDS	LIB	10.64
		TAXES & ASSESSMENTS	PL	47.76
		TAXES & ASSESSMENTS	PL	18.90
		TAXES AND ASSESSMENTS	SWR	4,137.34
		TAXES & ASSESSMENTS	SAN	5,078.24
		WARRANT TOTAL		9,330.90
61937	WA ST CRIMINAL JUSTICE	TUITION/REGISTRATION	PD	35.00
		WARRANT TOTAL		35.00
61938	WA ST OFF OF TREASURER	STATE REMITTANCES-COURT		5,816.79
		WARRANT TOTAL		5,816.79
61939	WSU URBAN IPM & PEST SAFE ED	MISC-TUITION/REGISTRATION	SWR	100.00
		MISC-TUITION/REGISTRATION	SWR	100.00
		WARRANT TOTAL		200.00
61940	WA STATE UNIVERSITY	MISC-TUITION/REGISTRATION	PL	349.00
		WARRANT TOTAL		349.00
61941	WWCPA	MISC-DUES/SUBSCRIPTIONS	SWR	10.00
		WARRANT TOTAL		10.00

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61942	WASTE MANAGEMENT OF SKGT	RECYCLING FEE - HOUSEHOLD	SAN	10,488.58
		WARRANT TOTAL		10,488.58
61943	WEST PAYMENT CTR	DUES/SUBSCRIPTIONS	JUD	123.66
		WARRANT TOTAL		123.66
61944	WILLIAM F. BLACK SOIL TESTING	PROFESSIONAL SERVICES	SWR	108.00
		WARRANT TOTAL		108.00
61945	WOOD'S LOGGING SUPPLY INC	OP. SUPPLIES - TRAFFIC	PL	50.05
		SMALL TOOL & MINOR EQUIP	PL	297.49
		SAFETY EQUIPMENT	PL	46.40
		MAINTENANCE OF LINES	SWR	21.45
		OPERATING SUPPLIES	SWR	2.97
		OPERATING SUPPLIES	SWR	31.72
		OPERATING SUPPLIES	SWR	12.98
		OPERATING SUPPLIES	SWR	6.44
		WARRANT TOTAL		469.50
61946	ANNEMA, HENRY	JURY/WITNESS FEES	JUD	10.89
		WARRANT TOTAL		10.89
61947	BARTHULE, MISTY LYNN	JURY/WITNESS FEES	JUD	10.00
		WARRANT TOTAL		10.00
61948	BROWN, JODY C	JURY/WITNESS FEES	JUD	10.89
		WARRANT TOTAL		10.89
61949	CARPENTER, JAMES D	JURY/WITNESS FEES	JUD	11.34
		WARRANT TOTAL		11.34
61950	CURETON, BARBARA	JURY/WITNESS FEES	JUD	10.45
		WARRANT TOTAL		10.45
61951	DEWEY, MICHAEL A.	JURY/WITNESS FEES	JUD	11.78
		WARRANT TOTAL		11.78
61952	FELLERS, LAURIE CATHELENE	JURY/WITNESS FEES	JUD	10.89
		WARRANT TOTAL		10.89
61953	HARRIES, DAVID WYNDHAM	JURY/WITNESS FEES	JUD	10.00
		WARRANT TOTAL		10.00
61954	KIPLING, NOLAN DAVID	JURY/WITNESS FEES	JUD	10.00
		WARRANT TOTAL		10.00
61955	MILLER, SAMANTHA JEAN	JURY/WITNESS FEES	JUD	10.45
		WARRANT TOTAL		10.45
61956	RAWLS, SHAWN T	JURY/WITNESS FEES	JUD	14.45
		WARRANT TOTAL		14.45

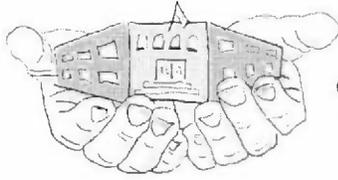
WARRANT	VENDOR NAME	DESCRIPTION		AMOUNT
61957	RIEDEL, JENEE	JURY/WITNESS FEES	JUD	20.68
		WARRANT TOTAL		20.68
61958	THARP, THOMAS EDWARD	JURY/WITNESS FEES	JUD	10.00
		WARRANT TOTAL		10.00
61959	WALKER, LISA SUE	JURY/WITNESS FEES	JUD	18.01
		WARRANT TOTAL		18.01
61960	WARDELL, DALE C.	JURY/WITNESS FEES	JUD	10.89
		WARRANT TOTAL		10.89
		RUN TOTAL		934,573.63

FUND	TITLE	AMOUNT
001	CURRENT EXPENSE FUND	103,246.34
104	ARTERIAL STREET FUND	3,410.33
105	LIBRARY FUND	7,090.49
108	STADIUM FUND	29.57
110	PUBLIC LANDS 110	32,320.00
230	1996 G/O BOND REDEMPTION FUND	161,037.50
331	CITY HALL CONST FUND	436,721.98
332	PWTF SEWER CONSTRUCTION FUND	20,164.05
401	SEWER FUND	33,734.85
407	1998 SEWER REVENUE BOND FUND	96,286.25
412	SOLID WASTE FUND	26,231.16
425	STORMWATER	231.11
621	SUSPENSE FUND	14,070.00
TOTAL		934,573.63

DEPARTMENT	AMOUNT
001 000 000	5,816.79
001 000 011	1,354.15
001 000 012	1,517.47
001 000 013	21.84
001 000 014	1,270.87
001 000 015	186.39
001 000 016	621.50
001 000 018	15,683.22
001 000 019	2,029.55
001 000 020	13,854.38
001 000 021	14,958.91
001 000 022	42,963.29
001 000 024	223.14
001 000 062	2,744.84
FUND CURRENT EXPENSE FUND	103,246.34
104 000 042	3,410.33
FUND ARTERIAL STREET FUND	3,410.33
105 000 072	7,090.49
FUND LIBRARY FUND	7,090.49
108 000 019	29.57
FUND STADIUM FUND	29.57
110 000 000	918.38
110 000 042	31,401.62
FUND PUBLIC LANDS 110	32,320.00
230 000 082	161,037.50
FUND 1996 G/O BOND REDEMPTION FUND	161,037.50
331 000 012	436,721.98
FUND CITY HALL CONST FUND	436,721.98
332 000 082	20,164.05
FUND PWTF SEWER CONSTRUCTION FUND	20,164.05
401 000 035	33,734.85
FUND SEWER FUND	33,734.85
407 000 082	96,286.25
FUND 1998 SEWER REVENUE BOND FUND	96,286.25
412 000 037	26,231.16
FUND SOLID WASTE FUND	26,231.16
425 000 039	231.11
FUND STORMWATER	231.11
621 000 000	14,070.00
FUND SUSPENSE FUND	14,070.00

VENDOR	VENDOR NAME	INVOICE NUMBER	REFERENCE	INVOICE DATE	DUE DATE	COMMENTS
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	TOTAL		934,573.63			
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# Central Parent Group

601 Talcott St., Sedro-Woolley, Washington 98284 • 360-855-3560

November 5, 2007

Sedro-Woolley City Council  
City of Sedro-Woolley  
720 Murdock Street  
Sedro-Woolley, WA 98284

Dear council members;

The Central Elementary Parent Group respectfully requests a waiver of the community center rental fees for their event Friday, March 21, 2008. The Central Parent Group is a non-profit group that raises money for students at Central Elementary School. (Tax ID # 91-1574239)

The Parent Group will be hosting a spaghetti feed/silent auction March 21 to raise money for students at Central Elementary. One of our main fundraising goals this year is equipping classrooms with projector units.

Thank you for your support in the past of this event and we hope to see you at our auction and spaghetti feed in March.

If you need additional information, please contact me at 360-333-2036.

Sincerely,

Millissa Macomber, president

Millissa Macomber

Central Parent Group Executive Board  
Corintha Taylor

Jeni Hunt

Kirsten Verner

# SEDRO-WOOLLEY POLICE DEPARTMENT

## Memo

CITY COUNCIL AGENDA  
REGULAR MEETING

NOV 14 2007

7:00 P.M. COUNCIL CHAMBERS  
AGENDA NO. 32

**To:** City Council  
**From:** Doug Wood, Chief of Police   
**Date:** 11/5/2007  
**Re:** Out of State Training

---

The Northwest Leadership Seminar 2008 is in being held in Portland, Oregon March 5-7, 2008. A copy of the flyer is enclosed for your review. Lt. Tucker attended this seminar in 2005, and considers this to be a valuable training resource and has recommended that I attend. The total cost of the seminar, including the registration, meals, fuel and hotel room is approximately \$1,068.00. I am asking the council to review this information and approve my request for out of state travel and training.

Recommended action:

Allow the Mayor to authorize out of state travel and training for Chief Doug Wood to attend the Northwest Leadership Seminar 2008, in Portland, Oregon.

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# LEADERSHIP: SHARPENING YOUR MENTAL EDGE

...IT'S *Your* MOVE

## 39TH ANNUAL NORTHWEST LEADERSHIP SEMINAR

- CONSCIOUS COMMUNICATION: Bring Out the Best in People, Even at Their Worst  
*Dr. Rick Brinkman*
- FAILURE NEED NOT BE FINAL  
*Commander (Ret.) Scott Waddle*
- THE POWER OF CHOICE  
*Captain (Ret.) Charles Plumb*
- UNINTENTIONAL INTOLERANCE: The KISS Principle in a Complex World  
*Dr. Steve Robbins*
- HIT BY THE *STUPID* TRUCK  
*Fire Chief Jeff Johnson*
- FIRST STEPS TO GREAT TEAMS  
*Bruce Brown*
- MOTIVATION - A MOVING TARGET  
*Mark Speckman*



2008

March 5-7, 2008  
Portland, Oregon

Red Lion on the River  
Jantzen Beach

“PROVIDING A VARIETY OF DYNAMIC, EDUCATIONAL EXPERIENCES  
AND VALUABLE, PRACTICAL SKILLS FOR LEADERS OF TODAY AND TOMORROW”

Wednesday - March 5, 2008

7:00 AM Registration Opens

8:00 AM Opening Ceremonies

8:30 AM Session Begins

**CONSCIOUS COMMUNICATION**

*DR. RICK BRINKMAN*



*Conscious Communication* is based on the belief that good communication skills are the foundation of relationships and the lifeblood of effective leadership, teamwork, and organizational performance.

The cost of *unconscious communication* often goes uncalculated. How much time is lost being concerned about it, trying to work it out, and clarifying what everyone really meant?

- Learn to communicate in a manner that prevents problem behaviors from occurring
- Develop the tools to move people out of problem behaviors
- Positively influence the behavior of the people you interact with on a daily basis

Dr. Brinkman literally wrote the book on communication. As a keynote speaker and trainer for over 20 years, he is known for his unique style of educating through entertainment to make the program engaging and the material memorable.

12:00 Noon Lunch (Provided with your registration)

1:30 PM Seminar Reconvenes

**FAILURE NEED NOT BE FINAL**

*COMMANDER (RET.) SCOTT WADDLE*



An inspirational leader with uncompromising ethical standards, Scott Waddle graduated at the top of his class at Annapolis. Handpicked from a highly competitive field of 250 naval officers to command the improved Los Angeles class fast attack nuclear submarine, *USS Greeneville*, he managed a 140-man crew.

On the fateful day of February 9, 2001, Commander Waddle's life was forever changed when he gave the order to perform an emergency surface maneuver that inadvertently caused the 9,000 ton submarine to collide with the *Ehime Maru*, a 500-ton Japanese fishing vessel, killing nine people on board.

Against the advice of his attorney and the Navy's direction, he took responsibility for the accident. Commander Waddle's compelling story about a tragic ordeal and the choices that followed is a lesson about integrity, faith and resilience.

**THE POWER OF CHOICE**

*CAPTAIN (RET.) CHARLES PLUMB*



*"In a daily routine, or in a communist prison camp, each of us has the choice to succeed, to fall...or to become the victim of circumstance."*

A graduate of the Naval Academy at Annapolis, Captain Charlie Plumb flew the F-4 Phantom jet on 74 successful combat missions over North Vietnam. On his 75th mission, only five days before he was to return home, he was shot down, captured, tortured, and imprisoned in an 8' x 8' cell. He spent the next 2,103 days as a prisoner of war in communist prison camps.

During his nearly six years of captivity, Charlie Plumb distinguished himself among his fellow prisoners as a professional in underground communications and as a Chaplain. Audiences are spellbound as Captain Plumb draws parallels between the P.O.W. experience and the challenges of everyday life. You will not regret spending this session with the recipient of two Purple Hearts, the Legion of Merit Star, the Bronze Star and the P.O.W. Medal, a truly extraordinary man who declares in his popular book: *"I'm No Hero"*.

5:30 PM A "Networking Event" and sponsor exhibits, with hors d'oeuvres, follows the conclusion of Wednesday's program in the lower level of the hotel. Please use this opportunity to interact with fellow attendees and colleagues and to thank the generous sponsors of the Seminar.

Thursday - March 6, 2008

8:30 AM Session Begins

UNINTENTIONAL INTOLERANCE - THE KISS FACTOR IN A COMPLEX WORLD

DR. STEVE ROBBINS



A sought-after consultant and keynote speaker, Dr. Steve L. Robbins coined the term "unintentional intolerance" several years ago, and has since developed engaging presentations and workshops that take a fresh, inviting approach to an often difficult topic.

Research and experience tell us that we all have biases that we are often unaware of, or think little about. Yet these biases guide our decision-making, behaviors and attributions on a daily basis. Could nice, well-meaning people be making "bad" decisions and engaging in exclusive behavior unknowingly? The answer is "YES".

Dr. Robbins explores the "how's" and "why's" surrounding unintentional intolerance in this interactive, humorous and eye-opening presentation...and shows us the antidote. This is a "must go to" presentation for NICE people seeking to be good leaders, good managers and good citizens in an increasingly diverse 21<sup>st</sup> century.

12:00 Noon

Lunch (Provided with your registration)

1:30 PM

Seminar Reconvenes

HIT BY THE *STUPID* TRUCK

CHIEF JEFF JOHNSON



Jeff Johnson, Fire Chief of Tualatin Valley Fire & Rescue and a noted national speaker on Leadership, returns to the Northwest Leadership Seminar to talk about being "Hit by the *Stupid* Truck".

If you've ever watched in agony as a colleague self-destructs publicly from their own behavior, you must wonder...*what were they thinking?* Were they hit by the *stupid* truck? Chief Johnson will delve into the causes that underlie self-destructive conduct that seems to belie reason and rational thinking—but in the end, hurts all of us even remotely affiliated with our respective professions.

While painfully humorous, you will learn to spot at-risk patterns of conduct and gain insight into the difference between a lone event and symptomatic behaviors.

Friday - March 7, 2008

8:30 AM Session Begins

FIRST STEPS TO GREAT TEAMS

BRUCE BROWN



The first steps to building successful teams, whether business or athletic, are consistent and predictable. Leadership has the ability—and the responsibility—to create a positive climate within their "teams".

Join Bruce Brown of Proactive Coaching for this session and discover the essentials for crafting teams of character, establishing what you stand for (the Core Covenants) and building a team's "inner circle", based on the right kind of pride and confidence.

With 35 years as a teacher, coach and athletic administrator, Bruce has received many prestigious honors, including the Lifetime Achievement Award from Citizenship Through Sports Alliance, the NAIA National Co-Athletic Director of the Year and the Coach Krzyzewski Leadership and Service Award.

MOTIVATION - A MOVING TARGET

MARK SPECKMAN



Coach Speckman returns to the Seminar to focus on the complexities of Motivation and Success. He speaks to the idea that all people *want* to achieve Success. This session will show how Success equals a complex combination of Motivation, Leadership, Attitude, and Potential. Learn how all areas are important and how individuals can overcome deficiencies in these critical areas of performance.

As a college athlete, teacher and successful coach, Mark brings years of experience with the concept of Motivation and Success to his presentation. Drawing on his own life experience of being born without hands, he will share anecdotal stories that bring these points to life and make them unforgettable.

Mark Speckman is the Head Coach at Willamette University and brings his lifelong passion for education, coaching and building character to the speaking platform.

12:00 Noon

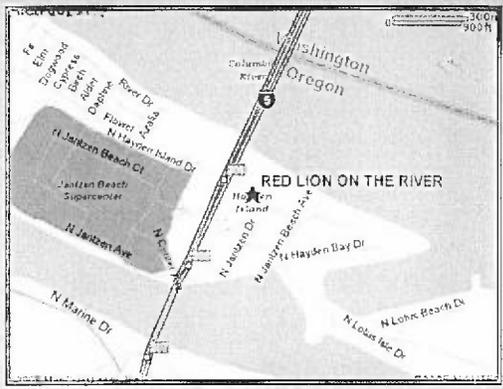
Closing remarks conclude the Seminar

### Red Lion Hotel on the River - Jantzen Beach - Portland, OR

Red Lion Hotel on the River, Jantzen Beach is a resort-style facility conveniently located on the scenic Columbia River, 10 minutes from downtown Portland, 15 minutes from the Portland International Airport via complimentary airport transportation. Vancouver, Washington is just across the Interstate Bridge and shopping is conveniently located nearby.

Each guestroom features large work areas, private balconies, free Net4Guests high-speed wireless Internet access, voicemail and telephone data ports, cable TV with pay-per-view movies and HBO® and coffeemakers. Business services, fitness center, tennis courts, boat dock, outdoor pool and hot tub are available on site, with golf courses, boating, and skiing nearby.

For reservations, please call 1-503-283-4466.



### Register Online

Visit our website at [www.nwleadershipseminar.com](http://www.nwleadershipseminar.com) to register online.

### Educational Credits are available for training received at this Seminar:

- **Western Oregon University**  
Visit the WOU desk on Wednesday morning to register.
- **Oregon**  
Attendees from Police, Law Enforcement and Criminal Justice must sign the DPSST F-6 Attendance Roster, which will be located near the registration desk. OREGON attendees from Fire Service will receive a letter of completion following the 2007 Seminar, to be included in your agency's internal training files.
- **Washington:**  
Attendees from Police, Law Enforcement, Criminal Justice, and Fire Service will receive a letter of completion following the 2007 Seminar, to be included in your agency's internal training files.
- This Seminar satisfies 20 hours of leadership training for law enforcement certification.

### LAST DAY FOR CANCELLATION IS FEBRUARY 22, 2008. REGISTRATIONS ARE TRANSFERABLE.

We encourage you to contact the Registration Staff at 503-587-9427 prior to the Seminar to advise of name changes. Onsite Registration Staff can also make those changes when attendees arrive at the Seminar.

**PLEASE NOTE:** Your completed registration form for the 2008 Northwest Leadership is an OBLIGATION TO PAY. We honor that commitment and will be unable to issue refunds for cancellations received after February 22, 2008.

### 39TH ANNUAL NORTHWEST LEADERSHIP SEMINAR REGISTRATION REPRODUCE FOR ADDITIONAL REGISTRANTS

Last Name WOOD First Name DOUG

Position CHIEF OF POLICE Agency SEDRO-WOOLLEY POLICE

Mailing Address 220 MUNRO STREET

City SEDRO-WOOLLEY State/Province WA Zip/PC 98284

Phone (360) 855-0111 Email dwood@ci.sedro-woolley.wa.us

Make checks payable for \$275.00 to: Northwest Leadership Seminar Billing Authorization # \_\_\_\_\_

Register online at [www.nwleadershipseminar.com](http://www.nwleadershipseminar.com)

Mail Registrations to:

Don Milligan, Registrar  
c/o Oregon Fire Chiefs Association  
727 Center Street NE, Suite 300  
Salem, OR 97301  
(503) 587-9427  
(503) 365-7893 Fax

Payment by Credit Card:	MASTERCARD <input type="checkbox"/>	VISA <input type="checkbox"/>
Number:	_____ - _____ - _____ - _____	Exp. ____/____
Name on card:	_____	

# Memo

CITY COUNCIL AGENDA  
REGULAR MEETING

NOV 14 2007

7:00 P.M. COUNCIL CHAMBERS  
AGENDA NO. 32

**To:** Mayor Anderson  
Sedro-Woolley City Council Members

**From:** Chief Doug Wood 

**Date:** 10-24-07

**Re:** Contract with Humane Society of Skagit Valley

---

## Background

We currently contract with the Humane Society of Skagit Valley to board and take care of our impounded and/or abandoned animals.

This is the new contract and it is similar to the last year's contract with no increase in fees.

There is one addition that allows animal control or residents to take a live cat and her litter of kittens under 4 weeks of age for \$55.00. This will be a cost savings since now they charge for each kitten

The only other change is the new address of the shelter

## Recommended action:

Authorize Mayor Anderson to sign contract for services for 2008.

## CONTRACT

This is a non-exclusive contract entered into between the City of Sedro-Woolley, hereinafter referred to as "City" and Humane Society of Skagit Valley, hereinafter referred to as "Contractor."

### WITNESSETH:

The City is a municipal corporation which, in the exercise of its power and to insure the health and welfare of its citizens, must, to the best of its ability, provide for the care, detention, and/or destruction of stray animals; and the Contractor maintains and operates facilities suitable for said purpose; and both parties are interested in entering into an agreement relative thereto.

### IT IS HEREBY AGREED BY AND BETWEEN THE RESPECTIVE PARTIES AS FOLLOWS:

1. **SERVICES:** Contractor will provide kennels for animals on a seven day per week basis for care and feeding of all animals brought in by City representatives or Sedro-Woolley, residents, other than owner releases, to the Contractor located at 18841 Kelleher Road, Burlington, Washington for impounding.

Impounding will occur during regular business hours. After regular business hours animals will be temporarily held by City until a transfer can be made after 8:00 a.m.

Contractor agrees to maintain clean, sanitary, and adequate kennels for all impounded animals and further, to treat all owners thereof who may appear at said Contractor's place of business in a courteous manner in compliance with the ordinances of the City.

City will keep a current list of all licenses of animals registered in the City, which shall be available to Contractor during regular business hours.

2. **NON-EXCLUSIVITY:** Nothing in this Agreement shall prevent Contractor from providing any service to any other person. Nothing in this Agreement shall prevent City from obtaining all or any part of the services from its own employees and facilities or from providers other than Contractor.
3. **CONTRACT TERMS:** This contract shall be for the period commencing January 1, 2008 through December 31, 2008 provided, however, that this contract shall be self-renewing without further action on the part of either party for additional one (1) year terms upon terms and conditions identical to those hereinafter provided, unless notice in writing of intention to terminate this contract is given by either party to the other at least sixty (60) days preceding the end of the annual contract term.

4. INABILITY TO PAY: City reserves the right to temporarily suspend the performance of this contract when real or projected budget shortfalls create an inability to pay for animals transferred by Sedro-Woolley residents. City will provide 45 days notice in writing of the contract suspension. Suspension of performance of the contract under this section shall not be considered anticipatory repudiation of this agreement nor will it increase the term of the contract.

This section shall not affect the agreement as it relates to services provided by Contractor for animals transferred by City Representatives.

5. CONSIDERATION: In consideration for the services and facilities provided by Contractor, City will pay charges for each animal transferred to Contractor according to the following schedule:

- Live dog transferred to Contractor by City Representative-\$60.
- Live cat transferred to Contractor by City Representative-\$55.
- Live cat and her litter of kittens under 4 weeks of age by City Representative- \$55.
- Deceased dog or cat transferred to Contractor by City Representative-\$25.
- Live dog transferred to Contractor by Sedro-Woolley resident-\$60.
- Live cat transferred to Contractor by Sedro-Woolley resident-\$55.
- Live cat and her litter of kittens under 4 weeks of age by Sedro-Woolley resident:-\$55.
- Sedro-Woolley dog or cat that is adopted in an unaltered condition-No fee. Except that: It is determined that the dog or cat cannot be altered until a later date, based upon staff Veterinary guidelines. In the event of this determination, the animal will be scheduled for an alter appointment with the Contractor's veterinarian at the time of adoption. If City discovers that the adopting party has not kept the alter appointment, no fee will be charged to City.
- City will not be credited for unaltered dogs and cats released directly to a rescue service that has a policy and practice of altering all animals.

6. VERIFICATION OF ADDRESS: Contractor shall require proof of City residency from any person transferring a dog or cat to their care. Contractor shall verify with City that stated addresses are within City's jurisdictional limits.

7. DANGEROUS OR POTENTIALLY DANGEROUS DOG: Contractor agrees to provide adequate facilities to safely and securely hold dangerous, or potentially dangerous dogs, impounded by City. City representative shall complete a written request for quarantine provided by the Contractor to specify holding time and requirements.

- City will pay an additional charge of \$10 per day, after the initial seventy-two (72) hour period for dangerous and potentially dangerous dogs.
8. ANIMAL CRUELTY CASES: City will be responsible for veterinarian care or medicine costs pertaining to cruelty cases. City shall be consulted prior to seeking veterinarian services except for the emergency dispensation of medicine necessary for the comfort of a sick or injured animal.
- City will pay an additional charge of \$10 per day, after the initial seventy-two (72) hour period for animals impounded in cruelty cases.
9. QUARANTINE: The Contractor agrees to provide facilities for animals impounded by City and in need of quarantine. City representative shall complete a written request for quarantine provided by Contractor to specify holding time and requirements.
- City will pay an additional charge of \$10 per day, after the initial seventy-two (72) hour period for animals in quarantine.
10. DISPOSAL OF ANIMALS: Contractor agrees to dispose of all animals in compliance with the provisions of the City Ordinances and state and federal laws.
11. RESERVATION OF RIGHT TO ANIMAL: Contractor may have, at its option, the right to any animal not claimed by the owner within the first seventy-two (72) hours after said animal is transferred to Contractor and may make arrangements with regard to the care of the animal as Contractor deems proper.
- Except that: prior to a decision to euthanize an animal, Contractor shall first make a reasonable attempt to adopt the animal out or to place it with an animal rescue service.
- Except further: City may authorize euthanizing an animal within the first seventy-two (72) hours if the animal is seriously injured or diseased.
12. RELEASE OF ANIMALS: Contractor shall post its office hours in a location visible to the public from the outside of the facility and shall be available during those hours to release animals to owners upon presentation of a proper release form issued by City.
13. RIGHT TO REFUSE ANIMALS: Contractor reserves the right to refuse any animal brought in when it is deemed that Contractor does not have the appropriate facilities to accommodate the need of such animal or Contractor's facilities are at its maximum capacity.

14. ANIMAL RESEARCH: No live animal impounded by City representative or that City paid a charge for, and was unclaimed, shall be offered or released for research purposes.
15. SUSPENSION, TERMINATION AND CLOSE-OUT: If Contractor fails to comply with the terms and conditions of this contract, City may pursue such remedies as are legally available, including but not limited to, the suspension or termination of this contract.
16. CHANGES, AMENDMENTS, MODIFICATIONS: Either party may request changes to the contract. Any and all modifications shall be in writing and signed by each of the parties.
17. REPORTS AND INFORMATION: Contractor, at such time and in such form as City may require, shall furnish City with monthly reports, and as it may request, pertaining to the work or service undertaken pursuant to this contract, the costs and obligations incurred or to be incurred in connection therewith, and any other matters covered by this contract.
18. AUDITS AND INSPECTIONS: City or its representatives shall have the right to review and monitor financial and other components of the work and services provided and undertaken as a part of this contract.
19. HOLD HARMLESS: Contractor agrees to indemnify and hold harmless the City, its appointed officers and employees, from and against all loss and expenses, including attorney's fees and costs by reason on any and all claims and demands upon City, its elected and appointed officers and employees from damages sustained by any person or persons, arising out of or in consequence of Contractor and its agents negligent performance of work associated with this contract.
20. INDEPENDENT CONTRACTOR STATUS: The parties intend that an independent contractor relationship between Contractor and City will be created by this agreement. No agent, employee, or representative of the Contractor shall be deemed to be an employee, agent, servant or representative of the City for any purposes, and the employees of the Contractor are not entitled to any of the benefits the City provided for City employees. Contractor shall be solely and entirely responsible for its acts and for the acts of its agents, employees, servants, subcontractors, or otherwise during the performance of this agreement. Contractor is not any employee of the City and is not eligible for employee benefits. Contractor is responsible for all taxes applicable to this agreement. Contractor is not an agent of the City and does not have authority to bind the City to any fiscal or contractual obligation.

21. **LIABILITY INSURANCE:** Contractor shall procure and keep in force during the term of this Agreement, at Contractor's own cost and expense, Commercial General Liability Insurance with companies authorized to do business in the State of Washington, which are rated at least "A" or better and with a numerical rating of no less than seven (7), by A.M. Best Company and which are acceptable to the City. The policy shall be on an occurrence basis in an amount not less than \$1,000,000 per occurrence and at least \$2,000,000 in the annual aggregate, including but not limited to: premises/operations (including off-site operations), blanket contractual liability and broad form property damage. The policy shall contain a provision that the policy shall not be canceled or materially changed without 30 days prior written notice to the City. No cancellation provision in any insurance policy shall be construed in derogation of the continuous duty of the Contractor to furnish the required insurance during the term of this Agreement. Prior to the Contractor performing any Work, Contractor shall provide the City with a Certificate of Insurance acceptable to the City Attorney evidencing the required insurance. Contractor shall provide the City with either (1) a true copy of an endorsement naming the City of Sedro-Woolley, its offices, employees and agents as Additional Insureds on the Commercial General Liability Insurance policy and that such insurance shall apply as primary insurance on behalf of such Additional Insureds or (2) a true copy of the blanket additional insured clause from the policies. Receipt by the City of any certificate showing less coverage than required is not a waiver of the Contractor's obligations to fulfill the requirements.
22. **GOVERNING LAW:** This contract shall be governed by and constructed in accordance with the laws of the State of Washington, including any regulation, ordinance or other requirements of any governmental agency having or asserting jurisdiction over the services provided hereunder.
23. **VENUE:** In the event that any disputes arise over this contract, the venue of any legal action shall be that of Skagit County, Washington.
24. **SEVERABILITY:** If any term or condition of this contract is held invalid, such invalidity shall not affect other terms, conditions, or application, which can be given effect without the invalid term, condition, or application. To this end, the terms and conditions of the contract are declared severable.
25. **WAIVER:** Waiver of any breach or condition of this contract shall not be deemed a waiver of any prior or subsequent breach. No terms or conditions of this contract shall be held to be waived, modified, or deleted except by an instrument in writing, signed by the parties hereto.
26. **ENTIRE AGREEMENT:** This written contract represents the entire contract between the parties and supersedes any prior oral statement, discussions, or understanding between the parties.

27. SUCCESSORS AND ASSIGNS: This contract shall be binding upon and inure to the benefit of the successors and assigns of the parties hereto; provided that no party hereto may assign this contract without the prior consent of the other party, which consent shall not be unreasonably delayed or withheld.
28. AUTHORITY: Each individual executing this contract on behalf of City and Contractor represents and warrants that such individual(s) are duly authorized to execute and deliver this contract on behalf of City or Contractor.
29. NOTICES: Any and all notices affecting or relative to this contract shall be effective if in writing and delivered or mailed to the respective party being notified at the addresses listed below:

City of Sedro-Woolley  
 ATTN: Director of Finance  
 P.O. Box 659  
 Sedro-Woolley, WA 98284

Contractor  
 Sandy Nelson, Director  
 Humane Society of Skagit Valley  
 18911 Kelleher road  
 Burlington, WA 98233

IN WITNESS WHEREOF, The City and Provider have executed this Agreement as of the date and year first written.

CITY OF Sedro-Woolley

CONTRACTOR

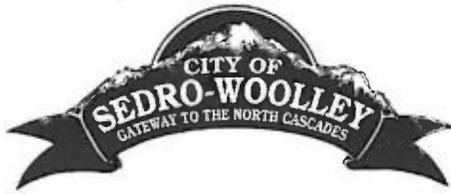
BY: \_\_\_\_\_  
 MAYOR

BY: \_\_\_\_\_  
 PRESIDENT

ATTEST:

BY: \_\_\_\_\_  
 CLERK-TREASURER

BY: \_\_\_\_\_  
 TREASURER



CITY COUNCIL AGENDA  
REGULAR MEETING

NOV 14 2007

7:00 P.M. COUNCIL CHAMBERS  
AGENDA NO. 21

**CITY OF SEDRO-WOOLLEY**  
Sedro-Woolley Municipal Building  
720 Murdock Street  
Sedro-Woolley, WA 98284  
Phone (360) 855-1661  
Fax (360) 855-0707

Eron M. Berg  
City Supervisor/City Attorney

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MEMO TO: City Council  
FROM: Eron Berg  
RE: Westlaw contract  
DATE: November 14, 2007

AGENDA PLACEMENT: Consent

ISSUE: Attached is a contract between the City and West for Westlaw on-line legal research services. This contract replaces a personal contract I have had with West and used for the City since I started working here. Westlaw provides on-line access to statutes, court cases and other legal information necessary for the City.

This contract is within the 2008 budget as presented to the Council on the 6<sup>th</sup>.

REQUEST FOR ACTION:

1. Motion to approve the contract.

**WEST ORDER FORM FOR WESTPACK PRODUCTS**

610 Opperman Drive  
 St. Paul, MN 55164-1803  
 Tel: 651/687-8000



Check West account status below as applicable: Rep Name & Number Tim Borchers 0084321

New  (NACI Form attached) Existing with Increase Credit Limit  (NACI Form attached)

Existing with no changes  Existing with changes  (Permanent name change must attach a Customer Name Change Form)

Acct # 1000606017 PO # \_\_\_\_\_ Date Nov. 14, 2007

Name/Subscriber Sedro Woolley Municipal Court Bill To Acct # \_\_\_\_\_

Order Confirmation Contact Name Eron Berg

E-Mail eberg@ci.sedro-woolley.wa.us

Westlaw Password Contact Name (for password delivery) Eron Berg

E-Mail eberg@ci.sedro-woolley.wa.us

Permanent Address Change  One-Time Ship To  Additional Ship To  Additional Bill To

Name \_\_\_\_\_ Attn: \_\_\_\_\_

Address \_\_\_\_\_ Suite/Floor \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ County \_\_\_\_\_ Zip \_\_\_\_\_

\*\*\*REQUIRED\*\*\*  
  
IF NEEDED

**WestPack WestlawPRO Products**

WestPack Promotion Code: WPK3

Full Svc #	WestlawPRO Products	# of Passwords/ FTEs/Students	Monthly Banded/ Base Rate	Per User Rate	Other	Total Monthly WestlawPRO Charges
40583996	WA Gov't Select 3-5 pt	1				

Notes: Non-availability of funds: If the City Council fails to appropriate or authorize the expenditure of sufficient funds to provide for the continuation of this agreement or if a lawful order issued in or for any fiscal year during the Term of this agreement reduces the funds appropriated or authorized in such amounts as to preclude making the payments set out herein, this agreement shall terminate on the date said funds are no longer available without any termination charges or other liability incurring to the Subscriber. The Subscriber shall provide West with notice not less than thirty (30) days prior to the date of cancellation, if such time is available. Otherwise, prompt notice will suffice.

Total Monthly Charges \$ 270.40

**WestPack Print and CD-ROM Products**

Full Svc #	WestPack Print and CD-ROM Products	-Quantity of WestPack Titles-		List/CD-ROM Charges	Other	Total List/CD- ROM Charges
		New *	Existing **			
21123927	Wa. Pr. V. 11&11A, PJI		1		-50%	
15581477	Wa. Ct. Rules St./Fed./Loc		1		-50%	
17179086	Wa. Pr. V. 5D, Ctrm Hdbk Evid.		1		-50%	

† Total Charges

+ **Total Charges includes charges from attached page 2, if applicable.**

\* This is a new title for Subscriber or Subscriber maintains an existing subscription to this WestPack title and desires additional copy(ies) – ship and enter subscription(s) for the requested title.

\*\* Subscriber maintains existing subscription(s) to this WestPack title – do not ship.

Monthly WestlawPRO Charges and CD-ROM Charges are billed on the date West processes Subscriber's order and continue for the minimum term elected by Subscriber with his/her initials below ("Minimum Term"). If Subscriber agrees to commit to a longer Minimum Term of 24 months or 36 months, any increases in Subscriber's Monthly WestlawPRO Charges will be billed as set forth herein. Subscriber also agrees to maintain all subscriptions to the WestPack print products (new and/or existing as set forth above) during the Minimum Term and the charges for Subscriber's WestPack print products (both initial print charges ("Initial WestPack Charges") and print and CD-ROM subscription services charges including CD-ROM Charges ("WestPack Subscription Charges")) shall be billed as set forth herein. Upon conclusion of the Minimum Term, Monthly WestlawPRO Charges, CD-ROM Charges and WestPack Subscription Charges are billed thereafter at up to then-current rates. Excluded Charges and Monthly WestlawPRO Charges (after the Minimum Term) may be modified as set forth in the Subscriber Agreement (as defined herein). Subscriber is responsible for all Excluded Charges as incurred.

**Subscriber's Initials for 12, 24 or 36 Month Minimum Term**

\_\_\_\_\_ 12 Month **Minimum Term** for WestlawPRO, WestPack Print and CD-ROM Products – 20% WestPack Print and CD-ROM Product discount (new and existing)

\_\_\_\_\_ 24 Month **Minimum Term** for WestlawPRO, WestPack Print and CD-ROM Products – 30% WestPack Print and CD-ROM Product discount (new and existing) – Monthly WestlawPRO Charges for second 12 months not to increase by more than \_\_\_\_\_% over Monthly WestlawPRO Charges for initial 12 months.

X \_\_\_\_\_ 36 Month **Minimum Term** for WestlawPRO, WestPack Print and CD-ROM Products – 50% WestPack Print and CD-ROM Product discount (new and existing) – Monthly WestlawPRO Charges for second 12 months not to increase by more than 5\_\_\_\_\_% over Monthly WestlawPRO Charges for initial 12 months and Monthly WestlawPRO Charges for third 12 months not to increase by more than 5\_\_\_\_\_% over Monthly WestlawPRO Charges for second 12 months.

X \_\_\_\_\_ **Subscriber's Initials** 1 \_\_\_\_\_ attorneys or corporate users are employed by Subscriber at the location identified above. If West learns that the number of Subscriber's affiliated attorneys exceeds this number, West reserves the right to increase Subscriber's Monthly WestlawPRO Charges as applicable.

Internal Corporate Use Only	BND
-----------------------------	-----

<b>Technical Contact for Westlaw Patron Access and Campus Research</b>	
Name (please print): _____	Current Acct # _____
Telephone: _____	E-Mail Address _____
_____ Subscriber's Initials _____ terminals will be used for Patron Access (not required for Campus Research).	

WestlawPRO Renewals	
WestlawPRO Products	Current Monthly WestlawPRO Charges
<b>Notes:</b>	

\_\_\_\_\_ **Subscriber's Initials for 12 Month Renewal Term** \* Subscriber agrees to commit to an additional 12 months and the Monthly WestlawPRO Charges for the such additional 12 months shall be \_\_\_\_\_% more than the current Monthly WestlawPRO Charges.

\_\_\_\_\_ **Subscriber's Initials for 24 Month Renewal Term** \* Subscriber agrees to commit to an additional 24 months. The Monthly WestlawPRO Charges for the first additional 12 months shall be \_\_\_\_\_% more than the current Monthly WestlawPRO Charges and the Monthly WestlawPRO Charges for the second additional 12 months shall be \_\_\_\_\_% more than the Monthly WestlawPRO Charges for the first additional 12 months.

\_\_\_\_\_ **Subscriber's Initials for 36 Month Renewal Term** \* Subscriber agrees to commit to an additional 36 months. The Monthly WestlawPRO Charges for the first additional 12 months shall be \_\_\_\_\_% more than the current Monthly WestlawPRO Charges and the Monthly WestlawPRO Charges for the second additional 12 months shall be \_\_\_\_\_% more than the Monthly WestlawPRO Charges for the first additional 12 months. The Monthly WestlawPRO Charges for the third additional 12 months shall be \_\_\_\_\_% more than the Monthly WestlawPRO Charges for the second additional 12 months.

In the event a promotion in the underlying Order Form required Subscriber to maintain a subscription to certain West products in order to be eligible for such promotion ("Dependency Subscription(s)"), Subscriber must also maintain such Dependency Subscription(s) during the Renewal Term so that Subscriber may be eligible for the pricing set forth herein. In the event Subscriber terminates any of the Dependency Subscription(s) during the Renewal Term, any promotions and related discounts for the Dependency Subscription(s) shall immediately terminate.

\* Effective at the end of the current Minimum Term ("Renewal Term"). Upon conclusion of the Renewal Term, Monthly WestlawPRO Charges are billed thereafter at then-current rates. Excluded Charges and Monthly WestlawPRO Charges (after the Renewal Term) may be modified as set forth in the Subscriber Agreement. Subscriber is responsible for all Excluded Charges as incurred.

Westlaw Passwords and QuickView+						
Last Name	First Name, M.I.	Atty	Lib	Para	Other	Product(s)
Berg	Eron	X				All

Subscriber shall authorize which Westlaw password(s) shall have access to QuickView+. Actual charges billed by West may vary from charges reported on QuickView+. Subscriber shall pay charges as billed. West does not warrant and has no liability with respect to the accuracy of charges or other information on QuickView+.

Authorized QuickView+ Password Holder \_\_\_\_\_ Password \_\_\_\_\_ Authorized Acct. # \_\_\_\_\_



Additional Non-WestPack WestlawPRO, CD-ROM and West LegalEdcenter Products						
Full Svc #	Non-WestPack WestlawPRO/ CD-ROM/WLEC Products	# of Pwds Conc. CD Users	Mo. Banded/ Base Rate	Per User/Conc. User Rate	Other	Total Monthly WestlawPRO/CD/WLEC Charges
Notes:						

Total Charges \$

Monthly WestlawPRO Charges, CD-ROM Charges and West LegalEdcenter Charges, are billed on the date West processes Subscriber's order and continue for a 12 month Minimum Term. Upon conclusion of the Minimum Term, CD-ROM Charges are billed thereafter at then-current rates. If Subscriber elects a longer Minimum Term the Monthly WestlawPRO Charges and/or West LegalEdcenter Charges will be billed as set forth herein. Upon conclusion of the WestlawPRO and/or West LegalEdcenter Minimum Term, Monthly WestlawPRO Charges and/or West LegalEdcenter Charges are billed thereafter at up to then-current rates. Excluded Charges and Monthly WestlawPRO Charges (after the Minimum Term) may be modified as set forth in the Subscriber Agreement (as defined herein). Subscriber is responsible for all Excluded Charges as incurred.

Subscriber's Initials for 24 Month WestlawPRO and/or West LegalEdcenter Minimum Term Subscriber agrees to commit to a Minimum Term of 24 months and the Monthly WestlawPRO Charges and/or West LegalEdcenter Charges for the second 12 months not to increase by more than \_\_\_\_% over the Monthly WestlawPRO Charges and/or West LegalEdcenter Charges for the initial 12 months.

Subscriber's Initials for 36 Month WestlawPRO and/or West LegalEdcenter Minimum Term Subscriber agrees to commit to a Minimum Term of 36 months and the Monthly WestlawPRO Charges and/or West LegalEdcenter Charges for the second 12 months not to increase by more than \_\_\_\_% over the Monthly WestlawPRO Charges and/or West LegalEdcenter Charges for the initial 12 months and the Monthly WestlawPRO Charges and/or West LegalEdcenter Charges for the third 12 months not to increase by more than \_\_\_\_% over the Monthly WestlawPRO Charges and/or West LegalEdcenter Charges for the second 12 months.

Subscriber's Initials \_\_\_\_\_ attorneys or corporate users are employed by Subscriber at the location identified above (for WestlawPRO, CD-ROM case law orders and/or West LegalEdcenter Charges). If West learns that the number of Subscriber's affiliated attorneys exceeds this number, West reserves the right to increase Subscriber's Monthly WestlawPRO Charges as applicable

CD-ROM and/or West LegalEdcenter annual billing (please check if requested)

**West LegalEdcenter Online Features and Services:**

Subscriber's Initials - Subscriber acknowledges that each user will receive an initial e-mail communication from West LegalEdcenter which includes important information about using the service (including username and password), as well as ongoing communication regarding new online programs available in their practice area(s) and special announcements. Subscriber's users may opt out after the initial e-mail communication.

Programs excluded from the Online CLE Pass shall be billed at then-current rates via credit card billing.

Additional Non-WestPack Print Products					
Full Svc #	Non-WestPack Print Products	Quantity	List Charges	Other	Charges
13511359	Wash. Ct. Rules Annotated	1	\$597.00	-100%	\$0.00
40381591	Wa. Pr. Vol. 15A, Handbook on Civil Procedure	1	\$138.00	-100%	\$0.00
17179087	Wa. Pr. Vol. 5D Ctrm Handbook Evid	1	\$143.00	-100%	\$0.00
Notes:					

Total Charges \$

\$0.00

**Terms of Payment for Print Products.** West's standard terms of payment for print products purchased are net 30 days. West may elect to accept installment payments on the purchase price. Installment payment terms are \$ \_\_\_\_\_ per month plus tax for approximately \_\_\_\_\_ months until the purchase price, plus any additional

amounts under this Order Form, is paid in full.

**Subscription Service and Passwords.** Subscription service may consist of updates and/or supplements to the service, including but not limited to: (a) CD-ROM Libraries: updated, replacement or supplemental CD-ROMs and online updates, and other related supplemental material; (b) Print Products: pocket parts, pamphlets, replacement or ancillary volumes; loose-leaf pages and other related supplemental materials; all of which may be billed separately at then-current rates. Subscriber hereby requests that West provide subscription services for the herein-described products at then-current rates until such subscription services are cancelled by West or cancelled upon written request by Subscriber after the Minimum Term for WestPack print or CD-ROM products. Any passwords issued herein may only be used by the person to whom the password is issued and sharing of passwords is STRICTLY PROHIBITED.

**General Provisions.** This Order Form is subject to approval by West in St. Paul, Minnesota and is governed by Minnesota law. The state and federal courts sitting in Minnesota will have exclusive jurisdiction over any claim arising from or related to this agreement. Applicable sales, use, personal property, value added tax (VAT) or equivalent, ad valorem and other taxes are payable by Subscriber. Subscriber may be charged interest for overdue installments and subscriptions and for other open account charges. If any installments, subscriptions, subscription services, Westlaw Charges or open account charges remain unpaid 30 days after becoming due, all unmatured installments, including all amounts that are or would become due and payable for the remaining term of Subscriber's Subscriber Agreement, shall become immediately due and



payable at the sole option of West. Interest charges may be adjusted to the then-highest current rate allowable on Minnesota contracts. This Order Form is non-transferable. All collection fees, including but not limited to attorneys fees, are payable by Subscriber. Transportation and handling (FOB origin) charges will be added for print products. West may request a current financial statement and/or obtain consumer credit report on the undersigned individual to determine creditworthiness. West will only request consumer credit information on the undersigned if the undersigned is applying for credit as an individual or if the undersigned's consumer credit information is necessary for West to consider granting credit to the aforementioned company. If Subscriber inquires whether a credit report was requested, West will provide information of such, if a report was received and the name, address and telephone number of the agency that supplied the report.

**Returns.** If Subscriber is not completely satisfied with any non-WestPack print or non-WestPack CD-ROM product received from West, the product may be returned within 45 days of the invoice date for a full refund or credit, in accordance with West's then-current returns policies. Westlaw Charges and West LegalEdcenter Charges are not refundable.

Online Products to be Lapsed		
Full Svc #	Online Products	# of Passwords

The Subscriber Agreement for Westlaw and CD-ROM Libraries, the applicable Schedule A price plan, (for WestlawPRO products and/or CD-ROM Libraries products) and/or the West LegalEdcenter Subscriber Agreement (for West LegalEdcenter products) individually or jointly, as applicable, ("Subscriber Agreement") is/are hereby incorporated by reference and made part of this Order Form. In the event there is a conflict between the terms and conditions of the Subscriber Agreement and the terms and conditions of this Order Form, the terms and conditions of this Order Form shall control. Subscriber by his/her signature below, acknowledges his/her understanding and acceptance of the terms and conditions of the Subscriber Agreement.

Signature  Date \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE FOR ORDER FORM**

Printed Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 Date \_\_\_\_\_  
 Signature  \_\_\_\_\_

For Credit Card Transactions only:	Visa _____	Master Card _____	Am Ex _____
Card # _____	Expir. Date _____	Total Amt. to Charge _____	_____





**WestlawPRO BRIDGE AMENDMENT**

**AVAILABLE ONLY TO NEW WESTLAW SUBSCRIBERS**

**Amendment to Subscriber Agreement for Westlaw and CD-ROM Libraries between Sedro Woolley Municipal Court ("Subscriber") and West, a Thomson business ("West") as follows:**

**1. Effect of Amendment.** The underlying Subscriber Agreement for Westlaw and CD-ROM Libraries, of even date herewith including all Schedules and Order Forms thereto ("Subscriber Agreement"), between Subscriber and West is amended as specifically set forth herein to incorporate the terms of this Amendment. As amended, the Subscriber Agreement shall remain in full force and effect according to its terms and conditions. All terms used in this Amendment shall have the meanings attributed to them in the Subscriber Agreement. This Amendment embodies the entire understanding between the parties with respect to the subject matter of this Amendment and supersedes any and all prior understandings and agreements, oral or written, relating to the subject matter.

**2. Term and Termination.** The Subscriber Agreement and this Amendment shall become effective upon approval and acceptance by West in St. Paul, Minnesota and shall continue in force and effect as set forth herein.

**3. WestlawPRO Bridge**

3.1 From the effective date of this Amendment and continuing for a minimum of 30 days thereafter ("Period 1"), Subscriber shall receive access, at no charge, to the WestlawPRO product(s) elected by Subscriber on the Order Form. Access to and use of Westlaw Excluded Charges shall be billed to Subscriber at then-current Schedule A WestlawPRO rates.

3.2 From the end of Period 1 and continuing through the end of the Minimum Term elected by Subscriber ("Period 2"), Subscriber shall receive access to the WestlawPRO product(s) elected by Subscriber on the Order Form, at the rates set forth therein. All access to and use of Westlaw Excluded Charges shall be billed at the then-current Schedule A WestlawPRO rates.

3.3 The Minimum Term shall be extended by the length of Period 1.

3.4 All other terms and conditions of the Subscriber Agreement shall remain unchanged.

**WEST**

By: \_\_\_\_\_  
To be signed by authorized home office personnel only

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**SUBSCRIBER**

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

Name (please print): \_\_\_\_\_ X

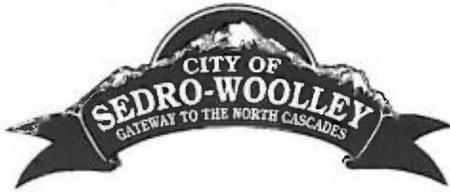
Title: \_\_\_\_\_ X

Date: \_\_\_\_\_ X

Subscriber's Address: \_\_\_\_\_ X

\_\_\_\_\_  
\_\_\_\_\_





CITY COUNCIL AGENDA  
REGULAR MEETING

NOV 14 2007

7:00 P.M. COUNCIL CHAMBERS  
AGENDA NO. 39

CITY OF SEDRO-WOOLLEY

Sedro-Woolley Municipal Building  
720 Murdock Street  
Sedro-Woolley, WA 98284  
Phone (360) 855-1661  
Fax (360) 855-0707

Eron M. Berg  
City Supervisor/City Attorney

---

MEMO TO: City Council  
FROM: Eron Berg  
RE: Prosecutor contract  
DATE: November 14, 2007

AGENDA PLACEMENT: Consent

ISSUE: Attached is a contract between the City and Jennifer Bouwens for prosecutor services in 2008. This contract is identical to the 2007 contract with the addition of a \$1,000 cost reimbursement for Jennifer to attend a Washington State Association of Municipal Attorneys (WSAMA) conference in 2008.

This contract is within the 2008 budget as presented to the Council on the 6<sup>th</sup>.

REQUEST FOR ACTION:

1. Motion to approve the contract.

## AGREEMENT FOR LEGAL SERVICES

**THIS AGREEMENT** is made and entered into as of this \_\_\_\_ day of November, 2007, by and between the CITY OF SEDRO-WOOLLEY, acting by and through its City Attorney, hereinafter referred to as the "City," and JENNIFER BOUWENS, hereinafter referred to as the "Law Firm."

**WHEREAS** the City has need of legal services for the provision of a competent attorney to effectively prosecute those people charged by the City with misdemeanors in the Sedro-Woolley Municipal Court, including appeals at all appellate levels; and

**WHEREAS** the Law Firm has expertise in this area of practice, and is able to provide advice and representation;

**NOW, THEREFORE**, it is hereby agreed as follows:

1. Legal Services: The Law Firm agrees to provide legal services in connection with the City's Request for Proposals ("RFP") dated October 1, 2006. For the purposes of this Agreement, the aforesaid RFP is incorporated into this agreement as though fully set forth. Agreed deviations from the RFP and responsive proposal include: (a) Limits for liability insurance are set at \$500,000.00; and (b) compensation is fixed regardless of the number of trials within the contract term.
2. Service: The Law Firm will make every effort to expedite such legal matters promptly and efficiently according to the highest legal and ethical standards.
3. Term: Services to be provided pursuant to this agreement shall commence on January 1, 2008, and terminate on December 31, 2008. The term of this agreement may be extended upon the mutual agreement of the parties.
4. Fees: For the work under this agreement, the City shall pay the Law Firm as sole compensation for the services performed under this agreement, the sum of \$2,500.00 per month. Additionally, the City agrees to reimburse Law Firm for its actual costs in attending one WSAMA conference in 2008, up to a maximum of \$1,000.00.
5. Services are Personal: The legal services described herein shall be provided by the following attorneys: Jennifer Bouwens. The City has entered into this agreement based upon the skills and qualifications of the attorneys named above, who will provide the services described herein. While this attorney will be the primary attorney providing such services, the Law Firm may, from time to time, assign other attorneys to provide services with the City's consent as to individuals assigned.
4. Billing Procedures: Billings should be submitted on a monthly basis. Each billing statement should set forth for each date services were performed:

A brief summary of the services provided;  
The number of hours, or fractions of hours, spent by each provider.

Payment shall be made through the City's ordinary payment process, and shall be considered timely if made within 30 days of receipt of a properly completed invoice.

All payments shall be subject to adjustment for any amounts, upon audit or otherwise, determined to have been improperly invoiced. In no event shall the total of the City's payment pursuant to this Agreement exceed the amount set forth hereinabove.

5. Interaction with City:

A. The City Attorney for the City shall be responsible for managing this contract on behalf of the City.

B. The Law Firm will keep City well informed of all disputes between the Law Firm and its clients represented pursuant to this Agreement. The Law Firm, at such times and such form as the City may require, shall furnish the City with periodic reports pertaining to the work and services undertaken pursuant to this agreement.

6. Independent Contractor Status: The Law Firm shall at all times perform its duties and responsibilities and carry out all services as an independent contractor.

The Law Firm, at its sole expense, shall obtain and keep in force any and all necessary licenses, permits, and tax certificates. The Law Firm shall maintain a professional liability policy with policy limits as set forth in the RFP to protect Law Firm and the City from losses and claims which may arise out of or result from performance of duties related to this Agreement, including Worker's Compensation and professional liability insurance.

The Law Firm shall obtain a business license under the Sedro-Woolley Municipal Code.

7. Suspension or Termination:

A. Disposal of files upon termination of contract.

B. Disposition of open cases upon termination of contract.

C. City may suspend or terminate the performance of services under this Agreement by written notice to the Law Firm, in whole, or from time to time in part, at the City's discretion based upon Law Firms violation of the terms of this Agreement.

8. Indemnification: The Law Firm shall indemnify and hold harmless the City, its officials, officers, agents, employees, volunteers, and representatives from, and shall process and defend at its sole expense, any and all claims, demands, damages, suits at law or at equity, liabilities, losses, judgments, liens, expenses, and cost arising out of or occasioned by the negligent performance, negligent acts, and/or omissions by the Law Firm and its employees relative to any activity and/or services covered hereunder. In the event of

recovery due to the aforementioned circumstances, the Law Firm shall pay any judgment or lien arising therefrom, including any and all costs as part thereof.

9. Non-discrimination: The Law Firm agrees to take all necessary and affirmative steps to ensure compliance with all federal, state and City laws and policies regarding non-discrimination and equal employment opportunities. The Law Firm shall not discriminate in any employment action or in the representation of any client because of race, creed, color, national origin, marital status, sex, age, or the presence of any sensory, mental or physical handicap.

In the event of non-compliance by the Law Firm with any of the non-discrimination provisions of this Agreement, the City will have the right, at its option, to cancel the Agreement in whole or in part by written notice. If the Agreement is canceled after partial performance, the City will be obligated to pay only for that portion of the total work authorized under this Agreement that is satisfactorily completed.

10. Conflict of Interest: In addition to Rule of Professional Conduct 1.7, the Law Firm shall comply with all federal and state conflict of interest laws, statutes and regulations as they shall apply to all parties and beneficiaries under this Agreement.

**IN WITNESS WHEREOF** the parties hereto have executed this Agreement as of the day and year first written above.

**CITY OF SEDRO-WOOLLEY**

**LAW FIRM**

By \_\_\_\_\_  
Mayor signature

By \_\_\_\_\_  
Jennifer Bouwens  
WSBA No. 32768

Tax ID # \_\_\_\_\_

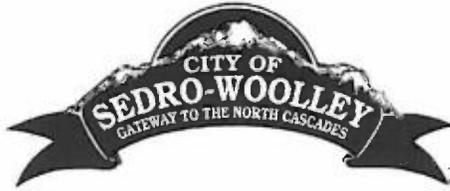
Countersigned:

306 Pine Street No. B  
Mount Vernon, WA 98273

\_\_\_\_\_  
Clerk/Treasurer

Approved as to form:

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



CITY COUNCIL AGENDA  
REGULAR MEETING

NOV 14 2007

7:00 P.M. COUNCIL CHAMBERS  
AGENDA NO. 3b

CITY OF SEDRO-WOOLLEY  
Sedro-Woolley Municipal Building  
720 Murdock Street  
Sedro-Woolley, WA 98284  
Phone (360) 855-1661  
Fax (360) 855-0707

Mark A. Freiberger, PE  
Director of Public Works/City Engineer

MEMO TO: City Council and Mayor Anderson  
FROM: Mark A. Freiberger, PE  
RE: Possible Bid Award  
2007 Borseth Sewer Project  
DATE: November 6, 2007 (for Council action November 14, 2007)

**BACKGROUND:** On October 10, 2007 the City requested quotes through the Small Works Roster Pool for the 2007 Borseth Sewer Project, and closed bids on October 23, 2007. Four bids were received for the project. The Bid Tabulation as prepared by the project engineer is attached.

This project connects existing side sewers to existing service taps from mains located in West State and Borseth. The existing main has been a maintenance problem due to flat grade. After completion of the side sewer work, city forces will abandon the existing sewer main located in a utility easement west of Borseth and north of West State.

**DISCUSSION:** The low bid from Aaction Excavating, Inc. of Bow, WA at \$20,669.90 is 5.3% under the Engineer's Estimate for the work. The second bid was 1.5% over the Engineer's Estimate.

Attached is the recommendation for award from the project engineer, Reichhardt & Ebe Engineering, Inc.

**FINANCIAL:** Funds for this project are budgeted from the 2007 Sewer Fund, Account No. 401.000.035.535.50.48.10 Maintenance of Lines, budgeted at \$75,000, with \$41,865 available.

**CONCLUSION:** It is Staff's recommendation that Council award the 2007 Borseth Project to Aaction, Inc. of Bow, WA in the amount of \$20,669.90 plus Washington State Sales Tax.

**RECOMMENDATION - By Minute Motion:**

**Move to award the 2007 Borseth Sewer Project to Aaction Excavating, Inc. of Bow, WA in the amount of \$20,669.90, plus Washington State Sales Tax of \$1,653.59, total \$22,323.49.**

Mark A. Freiberger, PE  
Director of Public Works/City Engineer

**REICHHARDT & EBE ENGINEERING, INC.**  
**CONSULTING ENGINEERS**

813 Metcalf Street | Sedro-Woolley, WA 98284 | Telephone: ~~360-855-1713~~ 207-694-1713 | Fax: ~~360-855-1164~~ 207-694-1164

November 1, 2007

City of Sedro-Woolley  
720 Murdock Street  
Sedro-Woolley, WA 98284

Attn: Mr. Eron Berg  
City Supervisor/Attorney

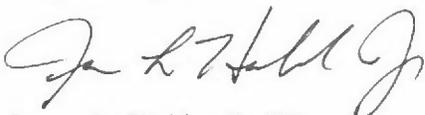
Re: City of Sedro-Woolley  
2007 Borseth Sewer Project  
**Recommendation to Award**

Dear Mr. Berg;

We have reviewed all construction bid proposals for the above referenced project and Aaction Excavation is the apparent low, responsible, responsive bidder at \$20,669.90. We recommend that you award the contract to Aaction Excavation if the required funds are available.

You have previously received the certified bid tabulation and original bid documents. Please contact me if you have any questions or require additional information.

Respectfully,



James L. Hobbs, Jr. PE  
Project Engineer

Cc: Debbie Allen, Sewer Treatment Plant Superintendent



Item No.	Quantity	Unit	Unit Price	Amount	Item No.	Quantity	Unit	Unit Price	Amount
1	1	LS	\$2,000.00	\$2,000.00	1	1	LS	\$2,000.00	\$2,000.00
2	1	LS	\$1,650.00	\$1,650.00	2	1	LS	\$1,650.00	\$1,650.00
3	140	CY	\$6.00	\$840.00	3	140	CY	\$6.00	\$840.00
4	650	SF	\$0.20	\$130.00	4	650	SF	\$0.20	\$130.00
5	45	TON	\$12.00	\$540.00	5	45	TON	\$12.00	\$540.00
6	5.5	TON	\$26.00	\$143.00	6	5.5	TON	\$26.00	\$143.00
7	300	LF	\$38.00	\$11,400.00	7	300	LF	\$38.00	\$11,400.00
8	100	SF	\$10.00	\$1,000.00	8	100	SF	\$10.00	\$1,000.00
9	2	EA	\$500.00	\$1,000.00	9	2	EA	\$500.00	\$1,000.00
10	FA	FA	\$2,000.00	\$2,000.00	10	FA	FA	\$2,000.00	\$2,000.00
			<b>TOTAL ESTIMATE</b>	<b>\$ 21,837.50</b>				<b>TOTAL ESTIMATE</b>	<b>\$ 21,837.50</b>
			Amount	\$20,688.90				Amount	\$20,688.90
			Unit Price	\$3,000.00				Unit Price	\$3,000.00
			Amount	\$2,148.60				Amount	\$2,148.60
			Unit Price	\$181.00				Unit Price	\$181.00
			Amount	\$1,000.00				Amount	\$1,000.00
			Unit Price	\$1.50				Unit Price	\$1.50
			Amount	\$250.00				Amount	\$250.00
			Unit Price	\$2.00				Unit Price	\$2.00
			Amount	\$1,000.00				Amount	\$1,000.00
			Unit Price	\$2.00				Unit Price	\$2.00
			Amount	\$53.95				Amount	\$53.95
			Unit Price	\$7.615.58				Unit Price	\$7.615.58
			Amount	\$2,514.00				Amount	\$2,514.00
			Unit Price	\$2,514.00				Unit Price	\$2,514.00
			Amount	\$22,887.50				Amount	\$22,887.50
			Unit Price	\$2,000.00				Unit Price	\$2,000.00
			Amount	\$1,701.14				Amount	\$1,701.14
			Unit Price	\$86.52				Unit Price	\$86.52
			Amount	\$18,159.90				Amount	\$18,159.90
			Unit Price	\$207.78				Unit Price	\$207.78
			Amount	\$631.35				Amount	\$631.35
			Unit Price	\$1,755.00				Unit Price	\$1,755.00
			Amount	\$7,553.00				Amount	\$7,553.00
			Unit Price	\$17,615.58				Unit Price	\$17,615.58
			Amount	\$2,514.00				Amount	\$2,514.00

Richard & Elve Engineering, Inc.  
 113 Mercant Street  
 Sedro-Woolley, WA 98284  
 Phone: (360) 855-1713

Called By: City of Sedro-Woolley  
 For: 2007 Borseth Sewer Project  
 Name: ENGINEER'S ESTIMATE  
 Address: 6130 Existing Rd  
 BOW, WA 98232  
 Phone: 360 661-6271  
 Action Excavation, Inc.

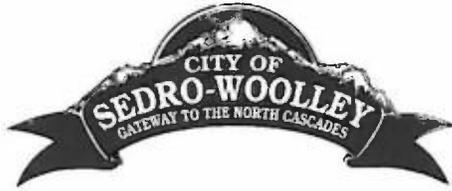
By: James L. Hobbs, Jr., P.E.  
 Date: October 23, 2007

CERTIFIED TABULATION OF BIDS RECEIVED

Excavation West, LLC  
 3085 Winberg Rd  
 Sedro-Woolley, WA 98284  
 Phone: 360 826-6333

Day Creek Contracting, LLC  
 PO Box 347  
 Sedro-Woolley, WA 98284  
 Phone: 360 661-6160

Callon Const. Co. Inc.  
 PO Box 408  
 Ferndale, WA 98248  
 Phone: 360 384-5000



CITY COUNCIL AGENDA  
REGULAR MEETING

NOV 14 2007

7:00 P.M. COUNCIL CHAMBERS  
AGENDA NO. 31

CITY OF SEDRO-WOOLLEY

Sedro-Woolley Municipal Building  
720 Murdock Street  
Sedro-Woolley, WA 98284  
Phone (360) 855-1661  
Fax (360) 855-0707

Mark A. Freiberger, PE  
Director of Public Works/City Engineer

MEMO TO: City Council and Mayor Anderson  
FROM: Mark A. Freiberger, PE  
RE: Possible Bid Award  
2007 Roadway Seal Project  
DATE: November 6, 2007 (for Council action November 14, 2007)

**BACKGROUND:** On September 25, 2007 the City requested quotes under the Small Works Roster Pool for the 2007 Roadway Seal Project, and closed bids on October 19, 2007. Two bids were received for the project. The Bid Tabulation as prepared by the project engineer is attached.

**DISCUSSION:** The low bid from Blackline, Inc. of Spokane, WA at \$37,900 is 44% under the Engineer's Estimate for the work. The second bid was 9.3% under the Engineer's Estimate.

Attached is the recommendation for award from the project engineer, Reichhardt & Ebe Engineering, Inc.

Due to the late award date, and a contract specification prohibiting work in the Central Business District during the period November 27 to January 31, the work may need to be deferred until 2008. The contract specifications are designed to allow for this possibility, and no additional cost is anticipated should this deferral take place.

The work will be contracted under City of Sedro-Woolley Small Works Roster Pool procedures.

**FINANCIAL:** Funds for this project are budgeted from the Arterial Street Fund, Account Nos. 104.000.042.595.30.40.10 (Roadway - Crack Seal) .20 (Roadway - Slurry Seal), totaling \$60,000.

**CONCLUSION:** It is Staff's recommendation that Council award the 2007 Roadway Seal Project to Blackline, Inc. of Spokane, WA. in the amount of \$37,900.

**RECOMMENDATION - By Minute Motion:**

**Move to award the 2007 Roadway Seal Project to Blackline, Inc. of Spokane, WA in the amount of \$37,900.**

Mark A. Freiberger, PE  
Director of Public Works/City Engineer

**REICHHARDT & EBE ENGINEERING, INC.**  
**CONSULTING ENGINEERS**

813 Metcalf Street | Sedro-Woolley, WA 98284 | Telephone 360-855-1713 | Fax: 360-855-1164

November 1, 2007

City of Sedro-Woolley  
720 Murdock Street  
Sedro-Woolley, WA 98284

Attn: Mr. Eron Berg  
City Supervisor/Attorney

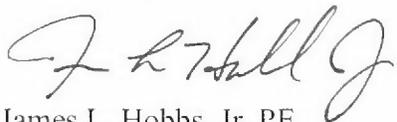
Re: City of Sedro-Woolley  
2007 Roadway Seal Project  
**Recommendation to Award**

Dear Mr. Berg;

We have reviewed all construction bid proposals for the above referenced project and Blackline, Inc. is the apparent low, responsible, responsive bidder at \$37,900.00. We recommend that you award the contract to Blackline, Inc. if the required funds are available.

You have previously received the certified bid tabulation and original bid documents. Please contact me if you have any questions or require additional information.

Respectfully,



James L. Hobbs, Jr. PE  
Project Engineer

Reichhardt & Ebe Engineering, Inc.  
 813 Metcalf Street  
 Sedro-Woolley, WA 98284  
 Phone: (360) 855-1713

Called By: City of Sedro-Woolley  
 For: 2007 Roadway Seal Project  
 James L. Hobbs, Jr., P.E.  
 October 19, 2007

**CERTIFIED TABULATION OF BIDS RECEIVED**

Bidder's Name  
 Address  
 Phone  
 Fax

**ENGINEER'S ESTIMATE**  
 Blackline, Inc.  
 P.O. Box 28807  
 Spokane, WA 99228  
 (509) 466-6501  
 (509) 464-1269

**Highline Pavement**  
 P.O. Box 29236  
 Bellingham, WA 98228  
 (360) 738-8969  
 (360) 738-8531

Item No	Quantity	Unit	Unit Price	Amount	Item No	Quantity	Unit	Unit Price	Amount
1	1	LS	\$4,000.00	\$ 4,000.00	1	1	LS	\$850.00	\$850.00
2	1	LS	\$2,500.00	\$ 2,500.00	2	1	LS	\$2,400.00	\$2,400.00
3	1	LS	\$1,250.00	\$ 1,250.00	3	1	LS	\$2,400.00	\$2,400.00
4	1	LS	\$1,250.00	\$ 1,250.00	4	1	LS	\$2,400.00	\$2,400.00
5	1	LS	\$1,250.00	\$ 1,250.00	5	1	LS	\$2,400.00	\$2,400.00
6	1	LS	\$2,000.00	\$ 2,000.00	6	1	LS	\$2,400.00	\$2,400.00
7	1	LS	\$1,250.00	\$ 1,250.00	7	1	LS	\$2,400.00	\$2,400.00
8	6700	SY	\$1.60	\$10,720.00	8	6700	SY	\$2.25	\$15,075.00
9	3500	SY	\$1.80	\$6,300.00	9	3500	SY	\$2.25	\$7,875.00
10	3400	SY	\$1.60	\$5,440.00	10	3400	SY	\$2.25	\$7,650.00
11	800	LF	\$2.50	\$2,000.00	11	800	LF	\$1.15	\$920.00
12	3300	LF	\$2.50	\$8,250.00	12	3300	LF	\$1.15	\$3,795.00
13	5100	LF	\$2.50	\$12,750.00	13	5100	LF	\$1.15	\$5,865.00
14	3300	LF	\$2.50	\$8,250.00	14	3300	LF	\$1.15	\$3,795.00
15	1	FA	\$1,200.00	\$1,200.00	15	1	FA	\$1,200.00	\$1,200.00
<b>TOTAL ESTIMATE</b>				<b>\$ 67,710.00</b>	<b>TOTAL ESTIMATE</b>				<b>\$37,900.00</b>
				<b>\$3,000.00</b>					<b>\$61,425.00</b>



**CITY OF SEDRO-WOOLLEY SOLID WASTE & FLEET DIVISION**

315 Sterling Street Sedro-Woolley, WA 98284 (360) 855-1884

CITY COUNCIL AGENDA  
REGULAR MEETING

# Memorandum

NOV 14 2007

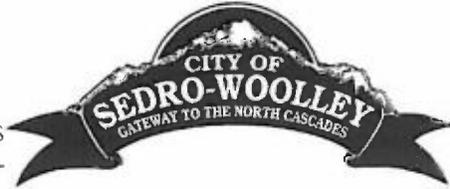
To: Eron Berg, Patsy Nelson

7:00 PM. COUNCIL CHAMBERS  
AGENDA NO. 33

From: Leo Jacobs Solid Waste & Fleet Division Supervisor

Date: 11/5/2007

Re: Zero Value Items to throw away



I have some stickers for items that are no value items and would cost us more to try to sell them than if we just threw them away. I would ask to declare these items as zero value and we can throw them away and or put or recycle them.

1. 00250 is a broken air conditioner at least 10 years old.
2. 00426 IB777 wheel writer 30 series 2
3. No # Electric steam cleaner grime fighter model #100b Serial # 145440 missing parts at least 15 years old.
4. 002772 Oil Burner Shenandoah model # 125 Serial # 4224 does not work and I got a replacement a year ago.

RECOMMENDATION: Motion to approve the attached resultion.

**RESOLUTION NO.**

**A RESOLUTION OF THE CITY OF SEDRO-WOOLLEY DECLARING  
CERTAIN PROPERTY AS SURPLUS AND AUTHORIZING ITS DISPOSITION**

**WHEREAS**, the City has purchased the property and/or equipment identified herein; and

**WHEREAS**, the property and/or equipment identified is surplus to the needs of the City; now, therefore,

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SEDRO-WOOLLEY AS FOLLOWS:**

**Section 1.** The City Council does hereby declare the following to be surplus:

1. 00250 is a broken air conditioner at least 10 years old.
2. 00426 IB777 wheel writer 30 series 2
3. No # Electric steam cleaner grime fighter model #100b Serial # 145440 missing parts at least 15 years old.
4. 002772 Oil Burner Shenandoah model # 125 Serial # 4224 does not work and I got a replacement a year ago.

**Section 2.** These items are of zero value and may be disposed of in the least expensive manner, with a preference of the City being recycling, if possible.

**PASSED** by majority vote of the members of the Sedro-Woolley City Council this 14th day of November, 2007.

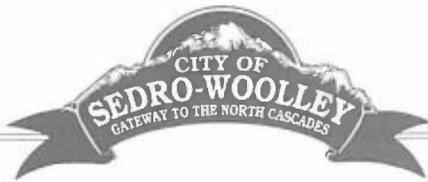
\_\_\_\_\_  
Mike Anderson, Mayor

Attest:

\_\_\_\_\_  
Patsy Nelson, Clerk/Treasurer

Approved as to form:

\_\_\_\_\_  
Eron Berg, City Attorney

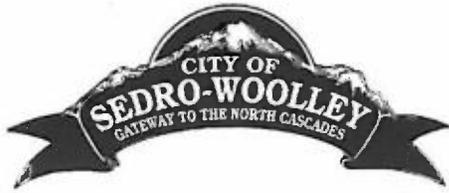


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SUBJECT: PUBLIC COMMENT

Name :  
Address :  
Narrative :

# UNFINISHED BUSINESS



CITY COUNCIL AGENDA  
REGULAR MEETING

NOV 14 2007

7:00 P.M. COUNCIL CHAMBERS  
AGENDA NO. 6

CITY OF SEDRO-WOOLLEY

Sedro-Woolley Municipal Building  
720 Murdock Street  
Sedro-Woolley, WA 98284  
Phone (360) 855-1661  
Fax (360) 855-0707

Eron M. Berg  
City Supervisor/City Attorney

MEMO TO: City Council  
FROM: Eron Berg  
RE: City Hall Update  
DATE: November 14, 2007

PROJECT STATUS: The Project is progressing as anticipated. Current photos of the project are available for review at [www.ci.sedro-woolley.wa.us](http://www.ci.sedro-woolley.wa.us).

- ISSUES:
1. Should the attached easement be granted to PSE?
  2. Should MPR 23R be approved?
  3. Should the Verizon contract/costs be approved?

PENDING ISSUES:

1. PSE pole at entrance to building: we have received design drawings from PSE/Potelco and are now waiting for pricing from PSE. Pricing from the contractor and Verizon is attached for action. I hope to have some late materials for you at the meeting including PSE pricing.
2. Generators. Making progress. See MPR 25R; more details will be forthcoming on separate contract to install the new generator.
3. FF&E budget still pending further review and discussion.
4. Telecommunications. NIS is continuing their work following their site visit at the end of last month.

REQUEST FOR ACTION:

1. Approval of MPR 23R, the easement for PSE and the Verizon costs, contingent upon receiving and approving the PSE costs.

INFORMATIONAL ITEMS:

The following is a log of pending and approved modifications:

MODIFICATION PROPOSAL REQUESTS:

**Preliminarily Approved Under Resolution:**

8-23-2007	7	Electric door strikes	\$ 1,494.77
8-23-2007	8	Electric keypad entrance	\$ 841.01
9-19-2007	11	Addition of wires/boxes to Room 202	\$ 3,789.06
8-23-2007	12	Deletion of guard rail on staircase	(\$1173.74)
8-8-2007	13	Modification of tile trim	\$ 371.31
9-19-2007	14	Wiring for three flat panel monitors (EOC)	\$ 1,203.00
10-2-207	15R	Munro/Murdock drain line	\$ 5,057.19
11-1-2007	16RR	Prep. work for two decorative lights in sidewalk on Metcalf	\$ 3,703.69
10-18-2007	24	Additional telecom cabling in finance office	\$ 460.40
11-1-2007	25R	Conduit and switching gear for future generator	\$ 4,579.76
11-1-2007	26	Relocation of existing bullet proof glass to court clerk	\$ 233.14

**Under Council action on May 23, 2007:**

7-25-2007	5R	Authorization to revise floor plan to redesign building, planning and engineering	\$18,968.51
8-23-2007	9	Electrical revision following MPR 5R	\$ 2,532.34

**Under Council action on June 13, 2007:**

6-13-2007	n/a	Addition to Carletti contract	up to \$30,000.00
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**Under Council action on August 8, 2007 (CHANGE ORDER 1):**

5-29-2007	1R	Cascade Gas delays	\$ 9,270.37
5-29-2007	2	Costs related to electrical conflict under the elevator	\$ 1,660.19
5-29-2007	3	Re-routing conduit as a result of site conditions	\$ 615.79
6-28-2007	4	Additional work required following response to RFI 8 (AR's 8 & 12): additional beam	\$ 1,104.69

7-25-2007	6R	Addition of operable windows	\$10,597.78
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**Under Council action on September 12, 2007:**

9-12-2007	10	Re-roofing existing structure	\$18,761.85
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**Under Council action on September 26, 2007:**

9-26-2007	21	Added cost for City engineer's plan revisions (04-07)	\$ 6,643.13
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**Pending consideration of the City & pricing from Contractor:**

n/a	17	Flagpole/lights/steps on Metcalf	\$ 5,276.13
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9-28-2007	18	Addition of double key deadbolt to jury room	rejected
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9-19-2007	19	Addition of mail room casework for police	voided
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n/a	20	Addition of built-in desk/casework for offices	pending
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n/a	22	Addition of cash drawers for clerks counters	pending
-----	----	----------------------------------------------	---------

n/a	23	Power pole relocation site work/electrical	pending
-----	----	--------------------------------------------	---------

n/a	27	Stucco and brick revision at courtyard	pending
-----	----	----------------------------------------	---------

n/a	28	Relocation of 911 phone to exterior of addition	deleted
-----	----	-------------------------------------------------	---------

RECOMMENDATIONS: Motion to approve granting the easement to PSE; motion to approve MPR 23R and the Verizon costs, contingent upon approval of final PSE costs.

October 30, 2007

City of Sedro Woolley  
Attn: Eron M. Berg  
720 Murdock  
Concrete, WA 98237

Dear Eron

Puget Sound Energy has been asked to provide underground electrical service to your new municipal building on Metcalf Street. In order to do so, Puget needs to acquire the necessary operating rights. Please note that I have been unable to determine how much of the proposed installation will lie within the un-vacated alley. I have included language that provides for a surveyed description to be substituted based on the as-built location. In order to clarify the location, I am attaching an exhibit to the easement.

Please have the appropriate parties review the enclosed easement and, if acceptable, sign the easements in the presence of a notary public and return an original copy to this office for further processing. The other copies are for your records. Please also include documentation showing that the signatory has authority to sign for the City of Sedro Woolley. If a resolution authorizing the execution of the easement is necessary please also include a copy of that document. I have enclosed a self-addressed envelope for your convenience.

Thank you for your cooperation in providing us with the rights necessary to serve you. If you have any questions, concerns or suggestions regarding the easement, please call me at 360-424-2937.

Sincerely,

Pat Sneeringer  
Real Estate Representative  
Northern Region

**RETURN ADDRESS:**

Puget Sound Energy, Inc.  
Attn: R/W Department  
1700 East College Way  
Mount Vernon, WA 98273

**EASEMENT**

GRANTOR: CITY OF SEDRO WOOLLEY  
GRANTEE: PUGET SOUND ENERGY, INC.  
SHORT LEGAL: Portion Block 16, WOOLLEY  
ASSESSOR'S PROPERTY TAX PARCEL: P77545/4177-016-024-0007

For and in consideration of One Dollar (\$1.00) and other valuable consideration in hand paid, **CITY OF SEDRO WOOLLEY, a municipal corporation** ("Grantor" herein), hereby conveys and warrants to **PUGET SOUND ENERGY, INC., a Washington Corporation** ("Grantee" herein), for the purposes hereinafter set forth, a nonexclusive perpetual easement over, under, along, across, and through the following described real property ("Property" herein) in Skagit County, Washington:

**LOTS 1 THROUGH 24, INCLUSIVE, BLOCK 16, "WOOLLEY, THE HUB OF SKAGIT COUNTY, WASHINGTON", AS PER PLAT RECORDED IN VOLUME 2 PF PLATS, PAGE 92, RECORDS OF SKAGIT COUNTY, WASHINGTON.**

**SITUATE IN THE COUNTY OF SKAGIT, STATE OF WASHINGTON.**

Except as may be otherwise set forth herein Grantee's rights shall be exercised upon that portion of the Property ("Easement Area" herein) described as follows:

**That portion of the above described Property lying within an 8 foot by 11 foot rectangle, said rectangle having a length of 11 feet lying adjacent to the East line of Murdock Street as shown in said plat. Said rectangle is to be centered on a transformer as shown on Exhibit "A" as hereto attached and by reference incorporated herein. This easement description may be superseded at a later date with a surveyed description provided at no cost to Grantee.**

**1. Purpose.** Grantee shall have the right to construct, operate, maintain, repair, replace, improve, remove, enlarge, and use the easement area for one or more utility systems for purposes of transmission, distribution and sale of electricity. Such systems may include, but are not limited to:

**Underground facilities.** Conduits, lines, cables, vaults, switches and transformers for electricity; fiber optic cable and other lines, cables and facilities for communications; semi-buried or ground-mounted facilities and pads, manholes, meters, fixtures, attachments and any and all other facilities or appurtenances necessary or convenient to any or all of the foregoing.

Following the initial construction of all or a portion of its systems, Grantee may, from time to time, construct such additional facilities as it may require for such systems. Grantee shall have the right of access to the Easement Area over and across the Property to enable Grantee to exercise its rights hereunder. Grantee shall compensate Grantor for any damage to the Property caused by the exercise of such right of access by Grantee.

**2. Easement Area Clearing and Maintenance.** Grantee shall have the right to cut, remove and dispose of any and all brush, trees or other vegetation in the Easement Area. Grantee shall also have the right to control, on a

continuing basis and by any prudent and reasonable means, the establishment and growth of brush, trees or other vegetation in the Easement Area.

**3. Grantor's Use of Easement Area.** Grantor reserves the right to use the Easement Area for any purpose not inconsistent with the rights herein granted, provided, however, Grantor shall not construct or maintain any buildings, structures or other objects on the Easement Area and Grantor shall do no blasting within 300 feet of Grantee's facilities without Grantee's prior written consent.

**4. Indemnity.** Grantee agrees to indemnify Grantor from and against liability incurred by Grantor as a result of Grantee's negligence in the exercise of the rights herein granted to Grantee, but nothing herein shall require Grantee to indemnify Grantor for that portion of any such liability attributable to the negligence of Grantor or the negligence of others.

**5. Abandonment.** The rights herein granted shall continue until such time as Grantee ceases to use the Easement Area for a period of five (5) successive years, in which event, this easement shall terminate and all rights hereunder, and any improvements remaining in the Easement Area, shall revert to or otherwise become the property of Grantor; provided, however, that no abandonment shall be deemed to have occurred by reason of Grantee's failure to initially install its systems on the Easement Area within any period of time from the date hereof.

**6. Successors and Assigns.** Grantee shall have the right to assign, apportion or otherwise transfer any or all of its rights, benefits, privileges and interests arising in and under this easement. Without limiting the generality of the foregoing, the rights and obligations of the parties shall inure to the benefit of and be binding upon their respective successors and assigns.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2007.

GRANTOR

BY: \_\_\_\_\_

Title : \_\_\_\_\_

STATE OF WASHINGTON )  
 ) ss  
COUNTY OF )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2007, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared \_\_\_\_\_, to me known to be the person(s) who signed as \_\_\_\_\_ of **CITY OF SEDRO WOOLLEY**, the municipal corporation that executed the within and foregoing instrument, and acknowledged said instrument to be his/her/their free and voluntary act and deed and the free and voluntary act and deed of **CITY OF SEDRO WOOLLEY** for the uses and purposes therein mentioned; and on oath stated that they were authorized to execute the said instrument on behalf of said **CITY OF SEDRO WOOLLEY**.

IN WITNESS WHEREOF I have hereunto set my hand and official seal the day and year first above written.

\_\_\_\_\_  
(Signature of Notary)

\_\_\_\_\_  
(Print or stamp name of Notary)  
NOTARY PUBLIC in and for the State of Washington,  
residing at \_\_\_\_\_

My Appointment Expires: \_\_\_\_\_

Notary seal, text and all notations must be inside 1" margins

# MODIFICATION PROPOSAL REQUEST

PROJECT **Sedro-Woolley Courtroom/Council Expansion**

TITLE OF CHANGE Added Work Related To Removal Of Existing Power Pole.

PROPOSAL NO. 023R

REQUEST FOR MODIFICATION: Colacurcio Brothers Construction Company, Inc. Contractor, THE MAIN CONTRACT with City of Sedro-Woolley dated April 17, 2007 request the changes as outlined below and/or detailed on the attachments.

ISSUED BY: Manley McIntyre - Colacurcio Brothers, Inc.

DATE ISSUED: 11/7/07

Added cost for the changes outlined in the revised sheet E-1.0R2 received 11/6/07 and related to MPR #14. This proposal includes all trenching, backfill and restoration required for the installation of the new conduit show on E-1.0R2. This proposal dose not include any work included in MPR 14 other than trenching.

This proposal dose not include any work other than what is described in the attached change order scope letter from Scott Electric and the excavation required for its installation. The removal of the pole or any equipment or other items attached to the poles is excluded. The work involved with this change in scope is time sensitive and needs to be completed as soon as possible to avoid additional delays. Once the work has been scheduled with the utility company's we will calculate the total impact on project completion.

DISTRIBUTION via fax/e-mail (1) Colacurcio Brothers Construction (Manley McIntyre) (3) Carletti Architects (Quienten Sutter)

MODIFICATION PROPOSAL TO: **City of Sedro-Wolley**

We propose to perform all changes described in the above request for a total **(ADDITION)** ~~(DEDUCTION)~~ to the

Contract sum of: Fifteen thousand five hundred seventy-eight dollars & forty-nine cents. \$ 15,578.49  
State Sales Tax ~~(INCLUDED)~~ **(EXCLUDED)**

The amount covers all direct and indirect costs related to the change including effects of the change on the remainder of the project. All other provisions of the contract remain in full effect. Attached are Cost Proposal Detail Sheets. We request and ~~(EXTENSION)~~ ~~(REDUCTION)~~ (leave blank if "0" days) of TBD calendar days in the completion time because of this change. We agree to be bound by this proposal for 30 days from signature date.

SUBMITTED BY \_\_\_\_\_ DATE 11/7/07  
(Contractor's Signature)

DISTRIBUTION (1) signed originals with attached cost breakdown to Quienten Sutter (Carletti Architects)

[ ] Returned to Contractor for revision/reevaluation. See comments above/attached

AUTHORIZATION TO: **Carletti Architects (Quienten Sutter)** recommends acceptance of the foregoing proposal.

RECOMMENDED BY \_\_\_\_\_ DATE \_\_\_\_\_

AUTHORIZED BY \_\_\_\_\_ DATE \_\_\_\_\_  
(Owner's signature)

As indicated above, the Owner accepts the foregoing proposal and authorizes performance of the changes specified. A Change Order (CO) will follow which includes the MPR amount. Billing cannot be honored for the MPR until issuance of the CO.

DISTRIBUTION After signature, (1) original retained by Owner, (1) original to Architect, (1) original to Contractor

Itemization of Costs

Colacurcio Brothers Construction Co. Inc.

Project: Sedro-Woolley Courthouse Expansion							Modification Proposal Request				MPR 023R	
Description of Work: Trenching and conduit for power pole removal.											Job No. 207008	
Owner / Architect: City of Sedro-Woolley - Carletti Architects											Date: 11/07/07	
Labor							Materials					
Description	Class	Straight Time		Overtime		Amount	Description	Quantity	Unit	Unit Price	Amount	
		Hrs	Rate	Hrs	Rate							
	Superintendent		49.50			-	Gravel/Sand Backfill	106.67	TN	8.40	896.03	
Excavate	Operator	16.00	49.19			787.04	Concrete	10.00	CY	90.00	900.00	
Backfill	Operator	8.00	49.19			393.52						
Excavate	Laborer	16.00	40.93			654.88						
Backfill	Laborer	8.00	40.93			327.44						
Excavate	Trucker	16.00	23.75			380.00						
Backfill	Trucker	8.00	23.75			190.00						
Place and finish Concrete	Carpenter	8.00	48.50			388.00						
Place and finish Concrete	Carpenter	8.00	48.50			388.00						
Place and finish Concrete	Carpenter	8.00	48.50			388.00						
Seeding and restoration	Laborer	4.00	40.93			163.72						
Use additional sheet if necessary						Labor - Subtotal					4,060.60	
						*Mark-Up at 15%					609.09	
						Labor Total					4,669.69	
						Use additional sheet if necessary			Material Subtotal			1,796.03
									Mark-Up at 15%			269.40
									Material Total			2,065.43
Equipment							Subcontractors					
Description	Cola. Bros. #	Hours Worked	Equip Rate	Oper. Cost	Total Rate	Total Amount	Description	Quantity	Unit	Unit Price	Amount	
Excavator - Cat312		16.00	35.00	9.67	44.67	714.72	Saw cut	1.00	LS	200.00	200.00	
Excavator - Standby			17.50		17.50	-	Dump Fee Concrete	12.00	TN	16.55	198.60	
Backhoe - 416 Cat/310 JD		8.00	29.00	6.25	35.25	282.00	Dump Fee Dirt	92.44	TY	2.00	184.88	
Backhoe - Standby			14.50		14.50	-	Dump Fee Tree	12.00	TY	10.00	120.00	
Pick-up - crew truck		24.00	5.10	4.95	10.05	241.20	Curb Replacement	20.00	LF	24.00	480.00	
Dump truck - Solo		24.00	32.00	6.95	38.95	934.80	Scott Electric	1.00	LS	4,070.13	4,070.13	
							Use additional sheet if necessary			Subcontract Subtotal	5,253.61	
										Mark-Up at 8%	420.29	
										Subcontract Total	5,673.90	
										Labor - Total	4,669.69	
										Equipment - Total	2,498.63	
										Material - Total	2,065.43	
										Subcontract - Total	5,673.90	
										Subtotal	14,907.65	
										Bonds & Insurance 4.5%	670.84	
										Total Cost This Change	15,578.49	
<b>Notes:</b>						Equipment Subtotal					2,172.72	
						Small Tools at 0% of Labor					-	
						Subtotal					2,172.72	
						Mark-Up at 15%					325.91	
						Equipment Total					2,498.63	
						<b>Summary</b>						

**Sedro Woolley Courthouse/Council Expansion**  
**Scott Electric Inc.**

Power Pole Relocation                      C.O.P. ELE-09

**1. Direct Labor Costs**

Trade	Wage Rate	Proposed Hours	Costs
Journeyman	\$44.32	40	\$ 1,772.80
Engineering for asbuilts	\$44.32	1	\$44.32
Total Labor Costs			\$ 1,817.12
Overhead & Profit on Labor			15%      \$ 272.57

**2. Direct Material Costs**

Description	Quantity	Units	Unit Cost	Cost
4" PVC runs	260-ft		\$ 593.10	\$ 593.10
3" PVC runs	400-ft		\$ 615.37	\$ 615.37
J-11a Type 1 j-box		2	\$ 155.00	\$ 310.00
1-1/4"PVC runs	280-ft		\$ 122.40	\$ 122.40
1"PVC runs	10-ft		\$66.25	\$66.25
jet line	lot		\$15.00	\$15.00
		0	\$0.00	\$0.00
		0	\$0.00	\$0.00
Total Material Cost				\$ 1,722.12
Overhead & Profit on Material				15%      \$ 258.32

**4. Prime Subcontractors Proposals**

Name	Cost
	\$ -
	\$ -
	\$ -

Total Cost of Subcontractors	\$ -
<b>5. Subtotal</b>	<b>\$ 4,070.13</b>
<b>6. Overhead &amp; Profit by the Prime Contractor</b>	10%      \$ -
<b>7. Additional Cost for Bond &amp; Insurance</b>	5.00%    \$ -
<b>Total cost of Proposed Estimate Without Sales Tax</b>	<b><u>\$4,070.13</u></b>

**Subject:** Sedro Woolley Power pole relocation  
**From:** "Quentin Sutter" <quentin@carlettiarchitects.com>  
**Date:** Tue, 06 Nov 2007 08:55:33 -0800  
**To:** m.mcintyre@colacurciobrothers.com  
**CC:** Tim Post <t.post@colacurciobrothers.com>

MANley,

Attached is the electrical site plan for removing the powerpole. The drawing is clear to what the contractor is responsible for and what the utility company will do. To eliminate any confusion have Randy at Scott Electric direct any questions or concerns directly to the electrical engineer. His contact info at Ken Kok Electrical engineers is:

Bill Diephuis  
360-354-4757  
[billdiephuis@k-engineers.com](mailto:billdiephuis@k-engineers.com)

Quentin Sutter  
Carletti Architects, P.S.  
Phone: 360-424-0394 ext.105  
FAX: 360-424-5726

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The following section of this message contains a file attachment prepared for transmission using the Internet MIME message format. If you are using Pegasus Mail, or any other MIME-compliant system, you should be able to save it or view it from within your mailer. If you cannot, please ask your system administrator for assistance.

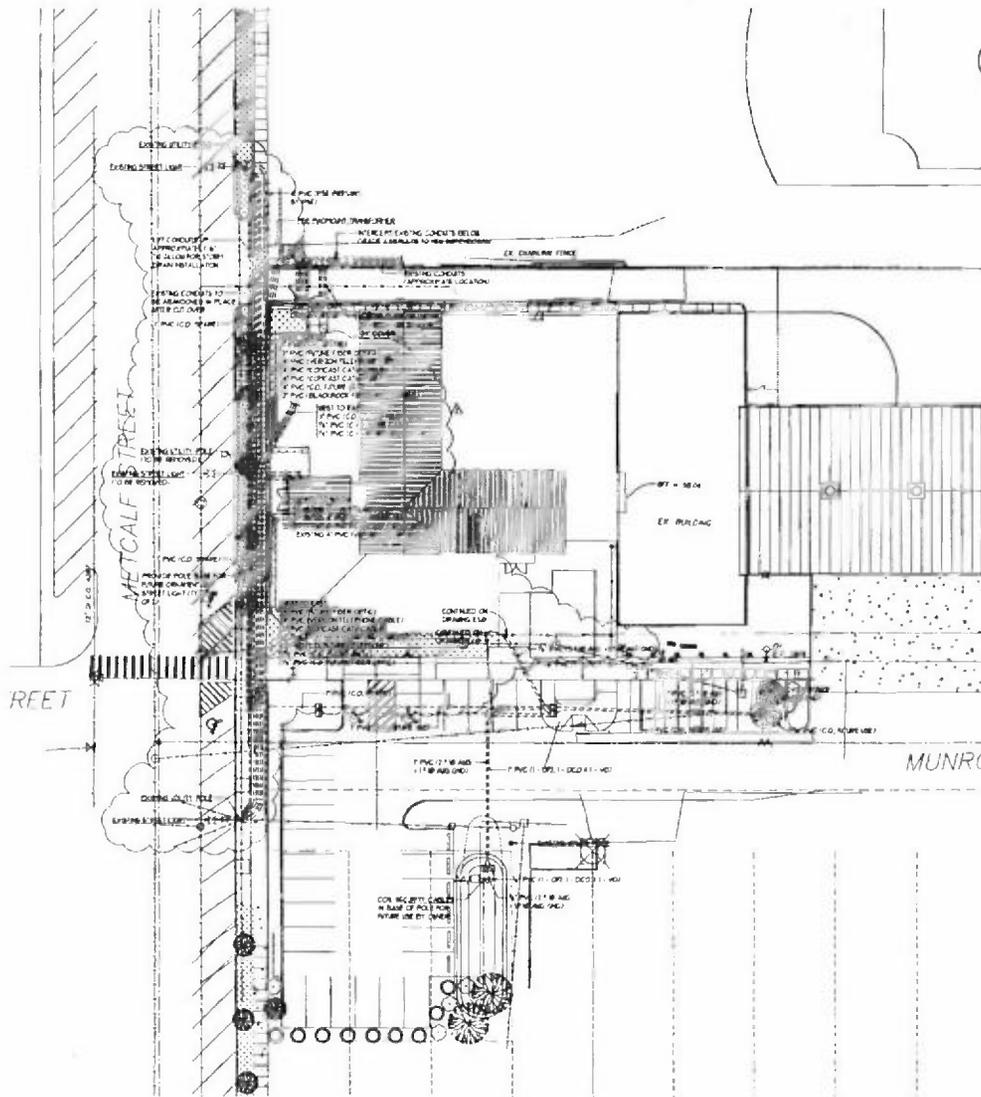
----- File information -----  
File: E-1.0R2.pdf  
Date: 25 Oct 2007, 7:07  
Size: 715736 bytes.  
Type: Unknown

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**Part 1.2** **Content-Description:** Attachment information.  
**Content-Type:** text/plain

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**E-1.0R2.pdf** **Content-Type:** Application/Octet-stream  
**Content-Encoding:** BASE64

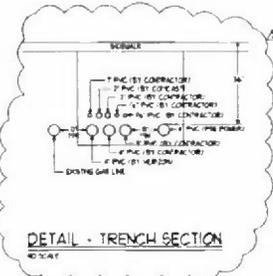


ELECTRICAL - SITE PLAN  
1" = 20'-0"

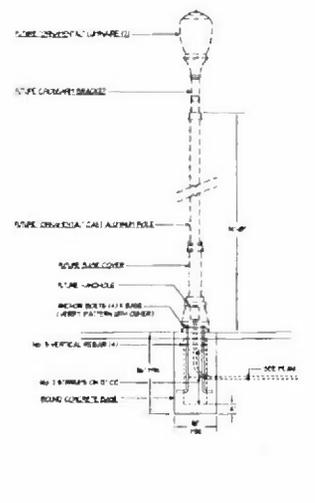
**TIMELOCK CONTROL SCHEDULE**

CHANNEL	CHG. DT	AREA DESCRIPTION	OPERATION
1	11:42	REAR PARKING & STREET LIGHTING	ON @ DUSK, OFF @ DAWN
2	11:42	REAR WALKER LIGHTING	ON @ DUSK, OFF @ DAWN
3	12:42	REAR WALKER LIGHTING	ON @ DUSK, OFF @ 12:30AM, ON @ 5:30AM, OFF @ DAWN
4	12:42	REAR WALKER LIGHTING	ON 1 HR. BEFORE DUSK, OFF 1 HR. AFTER DAWN
5	12:42	REAR WALKER LIGHTING	ON @ DUSK, OFF @ 12:30AM, ON @ 5:30AM, OFF @ DAWN
6	12:42	REAR WALKER LIGHTING	ON @ DUSK, OFF @ 12:30AM, ON @ 5:30AM, OFF @ DAWN
7	12:42	REAR WALKER LIGHTING	ON @ DUSK, OFF @ 12:30AM, ON @ 5:30AM, OFF @ DAWN
8	12:42	REAR WALKER LIGHTING	ON @ DUSK, OFF @ 12:30AM, ON @ 5:30AM, OFF @ DAWN
9	12:42	REAR WALKER LIGHTING	ON @ DUSK, OFF @ 12:30AM, ON @ 5:30AM, OFF @ DAWN
10	12:42	REAR WALKER LIGHTING	ON @ DUSK, OFF @ 12:30AM, ON @ 5:30AM, OFF @ DAWN
11	12:42	REAR WALKER LIGHTING	ON @ DUSK, OFF @ 12:30AM, ON @ 5:30AM, OFF @ DAWN
12	12:42	REAR WALKER LIGHTING	ON @ DUSK, OFF @ 12:30AM, ON @ 5:30AM, OFF @ DAWN
13	12:42	REAR WALKER LIGHTING	ON @ DUSK, OFF @ 12:30AM, ON @ 5:30AM, OFF @ DAWN
14	12:42	REAR WALKER LIGHTING	ON @ DUSK, OFF @ 12:30AM, ON @ 5:30AM, OFF @ DAWN
15	12:42	REAR WALKER LIGHTING	ON @ DUSK, OFF @ 12:30AM, ON @ 5:30AM, OFF @ DAWN
16	12:42	REAR WALKER LIGHTING	ON @ DUSK, OFF @ 12:30AM, ON @ 5:30AM, OFF @ DAWN
17	12:42	REAR WALKER LIGHTING	ON @ DUSK, OFF @ 12:30AM, ON @ 5:30AM, OFF @ DAWN
18	12:42	REAR WALKER LIGHTING	ON @ DUSK, OFF @ 12:30AM, ON @ 5:30AM, OFF @ DAWN
19	12:42	REAR WALKER LIGHTING	ON @ DUSK, OFF @ 12:30AM, ON @ 5:30AM, OFF @ DAWN
20	12:42	REAR WALKER LIGHTING	ON @ DUSK, OFF @ 12:30AM, ON @ 5:30AM, OFF @ DAWN
21	12:42	REAR WALKER LIGHTING	ON @ DUSK, OFF @ 12:30AM, ON @ 5:30AM, OFF @ DAWN
22	12:42	REAR WALKER LIGHTING	ON @ DUSK, OFF @ 12:30AM, ON @ 5:30AM, OFF @ DAWN
23	12:42	REAR WALKER LIGHTING	ON @ DUSK, OFF @ 12:30AM, ON @ 5:30AM, OFF @ DAWN
24	12:42	REAR WALKER LIGHTING	ON @ DUSK, OFF @ 12:30AM, ON @ 5:30AM, OFF @ DAWN
25	12:42	REAR WALKER LIGHTING	ON @ DUSK, OFF @ 12:30AM, ON @ 5:30AM, OFF @ DAWN
26	12:42	REAR WALKER LIGHTING	ON @ DUSK, OFF @ 12:30AM, ON @ 5:30AM, OFF @ DAWN
27	12:42	REAR WALKER LIGHTING	ON @ DUSK, OFF @ 12:30AM, ON @ 5:30AM, OFF @ DAWN
28	12:42	REAR WALKER LIGHTING	ON @ DUSK, OFF @ 12:30AM, ON @ 5:30AM, OFF @ DAWN
29	12:42	REAR WALKER LIGHTING	ON @ DUSK, OFF @ 12:30AM, ON @ 5:30AM, OFF @ DAWN
30	12:42	REAR WALKER LIGHTING	ON @ DUSK, OFF @ 12:30AM, ON @ 5:30AM, OFF @ DAWN

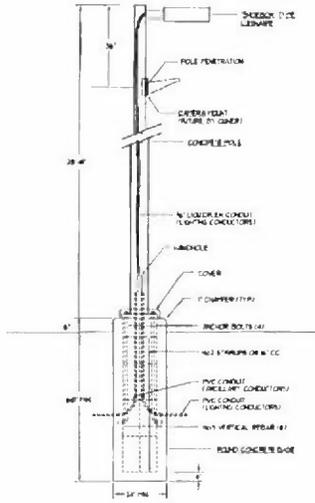
NOTE: 1. COORDINATE OPERATOR SETTINGS WITH OWNER PRIOR TO INSTALLATION.  
2. VERIFY OUTLET SCHEDULE IS PROGRAMMED FOR TESTING OPERATOR PRIOR OWNER OPERATIONS.



DETAIL - TRENCH SECTION  
NO SCALE



DETAIL - STREET LIGHT LUMINAIRE  
NO SCALE



DETAIL - PARKING LOT LUMINAIRE  
NO SCALE

**CA**  
CARLETTI ARCHITECTS P.S.  
Architecture & Planning  
116 EAST FIR STREET  
SUITE A  
MOUNT VERNON WA 98273  
Phone (509) 424-0364  
Fax (509) 424-5726

**K ENGINEERS INC.**  
208 Third Street  
Lynden, WA, 98784  
Bus. (509) 354-4757  
Fax (509) 354-6784

CITY OF SEDRO-WOOLLEY  
COURTROOM/COUNCIL  
EXPANSION  
220 MUNRO STREET  
SEDRO-WOOLLEY, WA  
98284  
360-855-1881  
CONTACT



1170  
PROJECT NUMBER

REVISIONS:  
05/03/07 R1 # 205  
10/15/07 REMOVE UTILITY POLE  
ADD STREET LIGHTING

SHEET TITLE

ELECTRICAL - SITE PLAN

BILL DIERPHUS  
PROJECT ENGINEER  
KL  
CHECKED BY  
DATE  
11/18/2006  
DATE  
1170 Sedro Woolley

E-1.0

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**Letter of Intent – When there is an Advance Payment**  
(All states except VA & NY)

Date: October 23, 2007

To: Mr. Eron Berg  
City of Sedro Woolley  
720 Murdock St.  
Sedro Woolley, WA 98284

Re: **2160-8P0A0AE**

Dear Mr. Berg

This is in response to your request for Verizon to perform the following work: *convert from aerial to underground and relocate entrance facility* located at the **300 Block of Meicalf St. and 220 Munro St.**

In addition to the advance payment listed below, you will be required to provide the following: *1-4" conduit from pole 1 to pole 3, and 1-4" conduit from pole 1 to the location of pole 2 where it will be plumbed to a vacant conduit entering the existing building. (as reference on PSE' drawings)*

We have estimated that the cost of this work effort will be	<b>\$8437.71</b>
<i>Deposit for Engineering Design Charge</i> (waived)	\$00.00
Balance due Verizon	<b>\$8437.71.</b>

This is the amount of the advance payment that you will be required to make. You must return this signed agreement, along with the full advance payment, before your work will be scheduled.

Upon job completion, you will be issued either: (1) a refund for any overpayment, or (2) an invoice, if the final actual costs exceed the advance payments received. Any unapplied portion of advance payments will be refunded to you within sixty (60) days of the final bill or cancellation of the job.

If you agree to these terms, please sign below and forward this signed letter agreement, a check for \$ **8437.71** made payable to Verizon and noted with **2160-8P0A0AE** to:

Verizon  
Attn: Mark Hehn  
Engineering Department  
595 Pease Rd.  
Burlington, WA 98233

If you are signing for a company or other entity, then by signing below, you warrant that you are authorized to bind the company or entity to the terms of this letter agreement.

Upon receipt of your signed agreement and advance payment, your work order will be released to our Construction Department for scheduling.

Verizon shall not be responsible to the extent its performance is delayed or prevented due to causes beyond its control, including but not limited to acts of God or the public enemy, terrorism, civil commotion, embargo, acts of government, any law, order, ordinance, regulation, or requirement of any government, fires, explosions, weather, quarantine, strikes, labor disputes, lockouts, and other causes beyond the reasonable control of Verizon.

Should you have any questions or concerns regarding these terms, please contact me at 360-707-0641.

Please be advised that the price estimate quoted above is only valid for sixty (60) days from the date of this letter. If this work request is cancelled after you have signed the agreement, you will be billed for any Engineering and Construction cost incurred after the date of signature that may include the cost to place and/or remove facilities.

If we do not receive this signed agreement and your full advance payment within this sixty (60) day period, we will assume that you do not want the work to be undertaken and the project will be cancelled.

Sincerely,

  
Verizon - Signature

NETWORK ENGINEER  
Verizon - Title

I agree to the terms of this agreement:

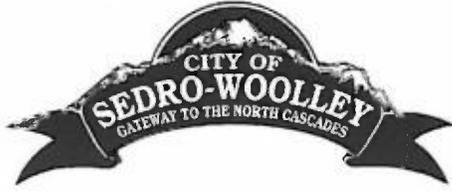
Accepted (Signature): \_\_\_\_\_

Print Name & Title: \_\_\_\_\_

Company: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Date: \_\_\_\_\_



**CITY COUNCIL AGENDA CITY OF SEDRO-WOOLLEY**  
**REGULAR MEETING** Sedro-Woolley Municipal Building

NOV 14 2007

720 Murdock Street  
Sedro-Woolley, WA 98284  
Phone (360) 855-1661  
Fax (360) 855-0707

7:00 P.M. COUNCIL CHAMBERS  
AGENDA NO. 8

Eron M. Berg  
City Supervisor/City Attorney

---

MEMO TO: City Council  
FROM: Eron Berg  
RE: Fee waivers  
DATE: November 14, 2007

ISSUE: Should the Council adopt the attached ordinance which establishes a clear process for fee waivers?

BACKGROUND: This is the 2<sup>nd</sup> reading – unless you have any additional changes, this ordinance is ready for adoption.

RECOMMENDATION: Motion to adopt the attached ordinance.

**ORDINANCE NO.**

**AN ORDINANCE** adopting a fee waiver policy for the use of City owned park shelters, the Community Center and other rented facilities.

**WHEREAS**, the City owns certain facilities which it makes available for the public to rent and use; and

**WHEREAS**, certain users and/or events provide a direct benefit to the people of the City of Sedro-Woolley and therefore should be able to use the facilities free of charge, and;

**WHEREAS**, the City has long allowed for fee waivers by approval of the Council and at the recommendation of the State Auditor's Office, the City is interested in establishing clear guidelines about fees and fee waivers; and

**WHEREAS**, the City Council now desires to effect the auditors' recommendations by establishing a policy regarding fee waivers for City owned and operated facilities; Now, Therefore;

**THE CITY COUNCIL OF THE CITY OF SEDRO-WOOLLEY DO ORDAIN AS FOLLOWS:**

**Section 1.** A new section of SWMC 12.36 is created as follows:

**Fee waivers for City owned facilities.** City facilities may be utilized free of any charge for rental or utilities by the City of Sedro-Woolley any City use and for certain community events sponsored by and authorized by the council including the following events: Founders' Day, Loggerodeo (includes 4<sup>th</sup> of July), City of Lights Festival, and Thanksgiving. Additional events may be authorized at the discretion of the council.

**Section 2.** SWMC 12.36.030C. is amended to read as follows:

C. Rental Fees. Rental fees for the use of the community center are as follows:

	<b>Resident</b>	<b>All Others</b>	<b>Community Group</b>
Monday through Thursday	\$100.00	\$250.00	\$25.00
Friday through Sunday	150.00	300.00	25.00

If alcoholic beverages, live music, or dancing are to be provided at the community center, the fees will be as follows:

	<b>Resident</b>	<b>All Others</b>	<b>Community Group</b>
Monday through Thursday	\$250.00	\$400.00	\$25.00
Friday through Sunday	300.00	500.00	25.00

An additional fee of twenty-five dollars will be charged for the use of the kitchen facilities. Rental fees must be paid at the time the reservation is made. If the reservation is not canceled at least sixty days before the reservation date, it will not be refunded.

Payment in-kind. Upon the prior approval of the City Council, the City may accept rental payments from Community Groups through in-kind contributions to the City including but not limited to improvements to the Community Center or other City owned facilities. This section is intended, for example, to allow the Sedro-Woolley Rotary Club to establish a rental credit in the amount of the value of an improvement to a City owned facility.

Community group eligibility. To be eligible to receive the rates for community groups (Rate table under SWMC 12.36.030); the person, group or organization must submit a request to and receive approval from the mayor or designee. To approve the reduced rate, the mayor or designee shall find that the group meets the definition of a community group and that the event provides a benefit to the citizens of the City of Sedro-Woolley. Such decision shall be final.

Definitions:

- (1) "Community groups" means those civic organizations located within the City of Sedro-Woolley.
- (2) "Resident" means a person who resides within the corporate limits of the City of Sedro-Woolley, a property owner as shown on the Skagit County Assessor's rolls who owns real estate within the corporate limits of the City of Sedro-Woolley or a business that includes a permanent physical location within the corporate limits of the City of Sedro-Woolley.
- (3) "All others" means any person, group or organization that does not categorically fall unto any other definition herein.

**Section 3.** A new section of SWMC 12.36 is created as follows:

Sedro-Woolley School District. Upon approval by the City Council, the City may enter into an interlocal agreement with the Sedro-Woolley School District that would govern the district's use of City owned facilities without regard to the rules and fees in this chapter.

**Section 4.** SWMC 12.36.030 G is amended to read as follows:

G. Security/Facility Monitor.

1. For any event in which alcoholic beverages, live music or dancing are to be allowed or provided, the user must pay an additional fee of twenty-five Dollars for each hour of use (minimum of four hours); includes all time from set-up to cleaning. This fee shall be paid to the city at least three days prior to the event, based upon the anticipated hours of use as determined by the mayor or designee and will not be refunded once the use commences. Additional charges for use beyond the amount paid for in advance will be assessed at a rate of fifty Dollars per hour; no refunds will be given for use that is less than the amount paid for in advance.

2. The mayor may, in his/her reasonable discretion, require the user to pay an additional fee equal to the hourly cost of overtime pay plus benefits and assessments for two police officers, for each hour of anticipated use (for a minimum of four hours each), as determined by the mayor or his designee. This fee shall be paid to the city at least three days prior to the event, and will not be refunded once the use commences, regardless of the actual hours of use.

3. The police chief or designee and the facility monitor shall have the authority to terminate use privileges at any time for good cause. "Good cause" shall include the existence of any condition which threatens the safety of life or property. In such event, no portion of the fee shall be refunded. Any user whose privileges are terminated under this provision shall be barred from renting the facility for a period of ten (10) years following the termination.

**Section 5.** This ordinance shall take effect five (5) days from and after its passage, approval, and publication as provided by law.

**PASSED** by majority vote of the members of the Sedro-Woolley City Council this 14<sup>th</sup> day of November, 2007, and signed in authentication of its passage this 15<sup>th</sup> day of November, 2007.

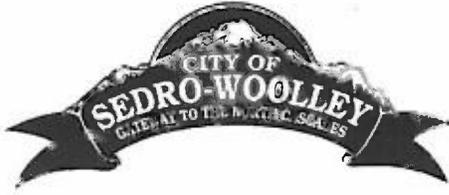
\_\_\_\_\_  
Mike Anderson, Mayor

Attest:

\_\_\_\_\_  
Patsy Nelson, Clerk/Treasurer

Approved as to form:

\_\_\_\_\_  
Eron Berg, City Attorney



**CITY OF SEDRO-WOOLLEY**  
CITY COUNCIL AGENDA  
REGULAR MEETING

NOV 14 2007

7:00 P.M. COUNCIL CHAMBERS  
AGENDA NO. 9

Sedro-Woolley Municipal Building  
720 Murdock Street  
Sedro-Woolley, WA 98284  
Phone (360) 855-1661  
Fax (360) 855-0707

Mike Anderson  
Mayor

---

MEMO TO: City Council  
FROM: Mike Anderson  
RE: 2008 Salary Ordinance  
DATE: November 6, 2007

ISSUE: Should the Council adopt the attached ordinance which establishes 2008 salaries for the City's appointed and elected officials?

BACKGROUND: This is the second reading – the ordinance is ready for adoption tonight.

RECOMMENDATION: Motion to approve the 2008 Salary Ordinance.

ORDINANCE NO.

AN ORDINANCE ESTABLISHING THE SALARIES AND WAGES FOR ELECTED OFFICIALS, UNION (GUILD) AND NON-UNION EMPLOYEES OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON, FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2008

WHEREAS, it is necessary to establish, on an annual basis, the salaries and wages of Elected Officials and Union (Guild) and Non-Union staff; and

WHEREAS, the City is in the second year of a three year agreement with the Sedro-Woolley Public Safety Guild – Police Department Commissioned Employees and Firefighter Classification and Police Department Support Employees, and applicable wages are depicted below; and

WHEREAS, the City is in the final year of a three year agreement with the American Federation of State, County and Municipal Employees, AFL-CIO, Local 176-SW, (AFSCME); and applicable wages are depicted below; and

WHEREAS, Non-Union represented staff salaries and wages are depicted below.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. The year 2008 wages for AFSCME represented shall be established per the current agreement, which increases wages as depicted below.

Section 2. The 2008 wages for Guild represented City employees Sedro-Woolley Public Safety Guild – Police Department Commissioned Employees and Firefighter Classification and Police Department Support Employees) shall be established per the current contracts, which increases wages as depicted below.

Section 3. The 2008 salaries and wages for non-union employees shall be increased by 3.9% as set forth below. The City Council has reviewed certain positions and increased salaries as deemed appropriate.

Section 4. The 2008 annual salary for members of the Sedro-Woolley City Council shall be \$500 per month.

Section 5. The base salaries and wages for all elected officials and employees of the City of Sedro-Woolley are established as follows, not including applicable longevity or incentive pay:

TITLE:

SALARY OR WAGE RANGE:

**Elected**

Mayor \$2,000 Per Month

Councilmember

Ward No. 1 \$ 500 Per Month

Ward No. 2 \$ 400 Per Month

Ward No. 3 \$ 300 Per Month

Ward No. 4 \$ 500 Per Month

Ward No. 5 \$ 500 Per Month

Ward No. 6 \$ 400 Per Month

At Large \$ 500 Per Month

**Non-Union**

City Supervisor/City Attorney \$ 7,200 Per Month

Public Works Director/Engineer \$ 7,084 Per Month

Police Chief \$ 6,703 Per Month

Fire Chief \$ 6,451 Per Month

Police Lieutenant \$ 5,995 Per Month

Assistant Fire Chief/Training Officer \$ 5,735 Per Month

Finance Director \$ 5,633 Per Month

Planning Director/Building Official \$ 5,286 Per Month

Engineering Plan Reviewer \$3,750 - \$5,417 Per Month

Librarian \$ 4,670 Per Month

Associate Planner \$ 3,968 Per Month

Police Confidential Secretary \$ 3,717 Per Month

Executive Confidential Secretary \$ 3,584 Per Month

Assistant Librarian \$ 3,303 Per Month

Building Inspector \$ 3,490 Per Month

Court Clerk (part time) \$ 14.66 Per Hour

Library Extra Help \$ 9.50 - \$15.25 Per Hour

**Sedro-Woolley Public Safety Guild**

Commissioned Employees & Firefighters

Police Sergeant \$5,395 - \$5,614 Per Month

Police Sergeant – Night \$5,478 - \$5,697 Per Month

Police Sergeant – Swing \$5,449 - \$5,669 Per Month

Police Officer \$4,106 - \$5,052 Per Month

Firefighter \$3,768 - \$4,643 Per Month

Support Employees

Records Clerk \$2,786 - \$3,494 Per Month

Dispatch Clerk \$2,688 - \$3,314 Per Month

TITLE:

SALARY OR WAGE RANGE:

Code Enforcement Officer \$2,932 - \$3,210 Per Month  
Transcriptionist \$2,831 Per Month

**Union, AFSCME**

Public Works Worker IV at WWTP \$4,296 - \$5,222 Per Month  
Public Works Worker IV \$4,069 - \$4,944 Per Month  
Public Works Worker III at WWTP \$3,496 - \$4,249 Per Month  
Public Works Worker III \$3,324 - \$4,040 Per Month  
Public Works Worker II at WWTP \$3,310 - \$4,024 Per Month  
Public Works Worker II \$3,138 - \$3,815 Per Month  
Public Works Worker I at WWTP \$3,197 - \$3,885 Per Month  
Public Works Worker I \$3,025 - \$3,676 Per Month  
Public Works Staff Assistant II \$2,855 - \$3,470 Per Month  
Street Foreman \$3,758 - \$4,568 Per Month  
Deputy Clerk \$2,825 - \$3,433 Per Month  
Accounting Clerk & Planning Clerk \$2,742 - \$3,334 Per Month  
Secretary Clerk & Support Worker \$2,625 - \$3,191 Per Month  
Planning/Engineering Technician \$2,880 - \$3,502 Per Month  
Custodian \$2,198 - \$2,672 Per Month  
Mechanic (part-time) \$23.31 Per Hour

Section 6. The above depicted salaries and wages shall be in effect beginning January 1, 2008.

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR THIS \_\_\_\_\_  
DAY OF, \_\_\_\_\_ 2007.

\_\_\_\_\_  
Mike Anderson  
Mayor

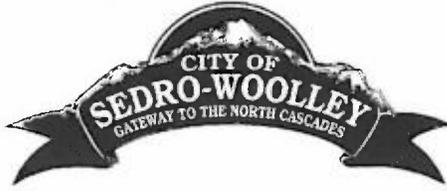
ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Clerk-Treasurer

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

# NEW BUSINESS



CITY COUNCIL AGENDA  
REGULAR MEETING

NOV 14 2007

7:00 P.M. COUNCIL CHAMBERS  
AGENDA NO. 10a

CITY OF SEDRO-WOOLLEY  
Sedro-Woolley Municipal Building  
720 Murdock Street  
Sedro-Woolley, WA 98284  
Phone (360) 855-1661  
Fax (360) 855-0707

Mike Anderson  
Mayor

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MEMO TO: City Council  
FROM: Mike Anderson  
RE: 2008 Budget  
DATE: November 14, 2007

Attached are replacement pages for your 2008 budget which include the following changes:

1. The sewer budget includes \$50,000 less being transferred to the new fund 402; that money is instead budgeted for routine maintenance at the WWTP;
2. "Protective Inspections Department" has been renamed to "Building Department";
3. The executive budget has been increased to include \$3,500 in a new line item identified as employee recognition – this line item will require further Council action prior to its use;
4. The ER&R fund includes a \$45,000 expenditure for the parks department (tractor that was just missed in the last draft); and
5. \$1,700 for Skagit Domestic Violence is added (they had not made a request as of the last draft).

The budget remains balanced and pending any additional modifications tonight, will be ready for your final action on the 28<sup>th</sup>.

CITY OF SEDRO-WOLLEY  
2008 Budget Analysis

OPERATING REVENUES	4,210,370	622,800	137,500	814,000	321,200	2,964,400	1,477,100	218,520
TOTAL OPERATING EXPENSES	4,926,399	618,030	172,150	794,100	323,395	3,291,064	1,589,053	223,535
LESS CAPITAL OUTLAYS	-526,237	-118,700	-32,900	-195,800	-63,500	-1,889,189	-213,330	0
NET OPERATING EXPENSES	4,400,162	499,330	139,250	598,300	259,895	1,401,875	1,375,723	223,535
NET REVENUE/(NET LOSS)	-189,792	123,470	-1,750	215,700	61,305	1,562,525	101,377	-5,015
BEG CASH&INVEST + REVENUES	5,367,785	672,493	187,193	863,693	351,631	3,579,499	1,789,706	243,030
ENDING NET CASH & INVEST	441,386	54,463	15,043	69,593	28,236	288,435	200,653	19,495
AS A PERCENTAGE	8.22%	8.10%	8.04%	8.06%	8.03%	8.06%	11.21%	8.02%
8% OF BEG CASH&INVESTMENT	429,423	53,799	14,975	69,095	28,131	286,360	143,176	19,442

General Parks Cemetery Streets Library Sewer Oper Solid Waste Storm

	2007 BUDGET	2008 BUDGET	Increase (Decrease)	% Change
001	GENERAL FUND			
11 Legislative	53,300	55,196	1,896	4%
12 Judicial	160,896	170,501	9,605	6%
13 Executive	30,600	106,955	76,355	250%
14 Finance	212,070	169,728	-42,342	-20%
15 Legal	71,550	50,935	-20,615	-29%
16 Civil Service	4,300	6,500	2,200	51%
18 Central Services	282,240	409,230	126,990	45%
19 Planning & Community Development	248,982	244,048	-4,934	-2%
20 Engineering	341,160	282,875	-58,285	-17%
21 Police	2,191,465	2,405,422	213,957	10%
22 Fire	896,505	840,872	-55,633	-6%
24 Building	173,095	115,195	-57,900	-33%
25 Emergency Services	21,118	21,118	0	0%
31 Pollution Control	3,430	3,414	-16	0%
51 Economic Development	4,000	2,500	-1,500	-38%
55 Aging	18,901	19,468	567	3%
62 Public Health	21,265	22,442	1,177	6%
TOTAL GENERAL FUND	4,734,877	4,926,399	191,522	4%
101 Parks Fund		618,030	618,030	#DIV/0!
102 Cemetery Fund		172,150	172,150	#DIV/0!
103 Streets Fund		794,100	794,100	#DIV/0!
110 Public Lands Fund	1,760,765		-1,760,765	-100%
104 Arterial Streets Fund	1,073,722	2,833,590	1,759,868	164%
105 Library Fund	278,020	323,395	45,375	16%
106 Cemetery Endowment Fund	100,000	100,000	0	0%
107 Parks Reserve Fund	32,000	4,000	-28,000	-88%
108 Hotel Motel Fund	25,150	24,650	-500	-2%
109 Special Investigations Fund	0	1,000	1,000	#DIV/0!
113 Paths & Trails Fund	0	10000	10,000	#DIV/0!
204 1991-1 ULID Fund	0	0	0	#DIV/0!
230 G/O Rev Bond-1996 Fund	197500	200000	2,500	1%
302 Reserve for Current Exp Capital Fund	227500	270398	42,898	19%
310 Police Mitigation Fund	29285	40000	10,715	37%
311 Park Impact Fees Fund	145000	55000	-90,000	-62%
312 Fire Impact Fees Fund	0	20000	20,000	#DIV/0!
331 City Hall Construction Fund	3800000	5202500	1,402,500	37%
332 PWTF Sewer Construction Fund	4843692	6269818	1,426,126	29%
401 Sewer Operations Fund	3228126	3291064	62,938	2%
407 1998 Sewer Revenue Bond Fund	505000	501500	-3,500	-1%
410 Cumulative Reserve for Sewer Fund	1870655	1076159	-794,496	-42%
411 1998 Sewer Revenue Bond Reserve Fund	0	0	0	#DIV/0!
412 Solid Waste Fund	1426545	1589053	162,508	11%
425 Stormwater Fund	0	223535	223,535	#DIV/0!
501 ERR / Fleet Fund	838785	205090	-633,695	-76%
Public Lands Combined	1760765	1584280	-176,485	-10%

CITY OF SEDRO-WOOLLEY  
PRELIMINARY 2007 BUDGET  
REVENUES

			2007	Y T D		Estimated		2008	
Description			Budget			12/31/2007		Budget	
<b>CURRENT EXPENSE FUND - 001</b>									
001	308.00	00 00	BEG NET CASH & INVESTMENT	1,363,494	1,438,021.82	1	1,438,022	1	1,157,415
001	311.10	00 00	Property Taxes	636,000	349,845.10	1	636,000	1	550,000
			<b>Total General Property Taxes</b>	<b>636,000</b>	<b>349,845.10</b>	<b>1</b>	<b>636,000</b>	<b>1</b>	<b>550,000</b>
001	313.10	00 00	Local Retail Sales & Use Tax	1,000,000	730,519.97	1	1,100,000	1	1,150,000
001	313.71	00 00	Criminal Justice Tax	180,000	136,589.08	1	200,000	1	200,000
			<b>Total Retail Sales &amp; Use Taxes</b>	<b>1,180,000</b>	<b>867,109.05</b>	<b>1</b>	<b>1,300,000</b>	<b>1</b>	<b>1,350,000</b>
001	316.20	00 00	Admissions Tax	2,750	7,493.43	1	7,500	1	3,750
001	316.41	00 00	B & O Tax on Electricity	325,000	264,800.47	1	334,000	1	335,000
001	316.43	00 00	B & O Tax on Natural Gas	240,000	208,124.27	1	275,000	1	275,000
001	316.46	00 00	B & O Tax on Cable	105,000	88,643.35	1	115,500	1	115,500
001	316.47	00 00	B & O Tax on Telephone	100,000	57,713.29	1	85,000	1	85,000
001	316.54	00 00	B & O Tax-Sewer	45,000	32,700.41	1	48,700	1	48,000
001	316.55	00 00	B & O Tax-Sanitation	25,000	18,507.96	1	27,000	1	27,000
001			B & O Tax-Stormwater	0	0.00	1	900	1	3,600
			<b>Total Business Taxes</b>	<b>842,750</b>	<b>677,983.18</b>	<b>1</b>	<b>893,600</b>	<b>1</b>	<b>892,850</b>
001	317.51	00 00	Gambling Tax	29,500	24,167.75	1	31,000	1	30,000
			<b>Total Excise Taxes</b>	<b>29,500.00</b>	<b>24,167.75</b>	<b>1</b>	<b>31,000</b>	<b>##</b>	<b>30,000.00</b>
			<b>Total Taxes</b>	<b>2,688,250</b>	<b>1,919,105.08</b>	<b>1</b>	<b>2,860,600</b>	<b>1</b>	<b>2,822,850</b>
001	321.90	00 00	General Business Licenses	35,000	19,260.40	1	36,000	1	36,000
001	321.90	10 00	Garage Sale Permits	25	29.00	1	35	1	35
001	322.10	01 00	Planning Permits	10,000	4,090.00	1	7,500	1	9,000
001	322.10	02 00	Engineering Permits	8,500	3,300.50	1	4,000	1	6,000
001	322.10	03 00	Building Permits	170,000	111,450.68	1	130,000	1	250,000
001	322.10	04 00	Fire Permits	2,400	1,579.00	1	1,800	1	1,800
001	322.80	01 00	Planning Code Enforcement	0	0.00	1	0	1	0
001	322.80	03 00	Building Code Enforcement	0	0.00	1	0	1	0
001	322.90	00 00	Gun Permits	2,300	3,294.00	1	4,000	1	3,500
			<b>Total Licenses &amp; Permits</b>	<b>228,225</b>	<b>143,003.58</b>	<b>1</b>	<b>183,335</b>	<b>1</b>	<b>306,335</b>
001	331.10	77 60	USDA Grant	0	5,646.63	1	5,647	1	0
001	331.16	70 00	FEMA - FIRE	0	0.00	1	48,000	1	20,000
			<b>Total Direct Federal Grants</b>	<b>0</b>	<b>5,646.63</b>	<b>1</b>	<b>53,647</b>	<b>1</b>	<b>20,000</b>
001	333.16	59 20	WASPC Equip Block Grant	0	0.00	1	0	1	0
001	333.39	70 00	Military Dept - FEMA	0	5,981.80	1	5,982	1	0
			<b>Total Indirect Federal Grants</b>	<b>0</b>	<b>5,981.80</b>	<b>1</b>	<b>5,982</b>	<b>1</b>	<b>0</b>
001	334.03	10 00	Ecology Stormwater Grant	0	55,317.50	1	69,889	1	5,000
001	334.04	90 00	Health Dept. Grant	1,500	1,439.00	1	1,439	1	1,450
001	334.03	00 00	Stormwater Grant - DOE	0	0.00	1	0	1	0
			<b>Total State Grants</b>	<b>1,500</b>	<b>56,756.50</b>	<b>1</b>	<b>71,328.25</b>	<b>1</b>	<b>6,450</b>
001	336.06	10 00	MVET Crim Justice-HI CR	45,000	34,040.17	1	40,000	1	40,000
001	336.06	21 00	MVET Criminal Justice-POP	2,140	1,430.21	1	2,250	1	2,290
001	336.06	26 00	Criminal Justice special project	7,400	5,593.78	1	7,420	1	7,650
001	336.06	51 00	MVET Criminal-DUI	1,500	1,805.05	1	2,200	1	2,000
001	336.06	94 00	Liquor Excise Tax	41,600	32,649.21	1	44,480	1	46,740
001	336.06	95 00	Liquor Board Profit	72,500	39,120.72	1	66,820	1	70,400
			<b>Total State Entitlements...</b>	<b>170,140</b>	<b>114,639.14</b>	<b>1</b>	<b>163,170</b>	<b>1</b>	<b>169,080</b>

CITY OF SEDRO-WOOLLEY  
PRELIMINARY 2007 BUDGET  
REVENUES

			Description	2007 Budget	Y T D		Estimated 12/31/2007		2008 Budget
001	338 22	00 00	Fire Protection, FD #8	140,000	87,469.10	1	119,940	1	123,500
001	338 25	00 00	E.M.S. Council-Reimburse	3,200	1,694.02	1	11,559	1	9,855
			<b>Total Intergovernmental Services</b>	<b>143,200</b>	<b>89,163.12</b>	<b>1</b>	<b>131,499</b>	<b>1</b>	<b>133,355</b>
			<b>Total Intergovernmental Revenue</b>	<b>314,840</b>	<b>272,187.19</b>	<b>#</b>	<b>425,626</b>	<b>1</b>	<b>328,885</b>
001	341 22	00 00	Civil Filing	0	0.00	1	0	1	0
001	341 33	02 00	Reimbursement of Warrant Costs	2,000	3,387.12	1	4,500	1	2,500
001	341 43	00 00	Admin Fee Collected	3,500	1,935.00	1	2,100	1	2,100
001	341 50	00 00	Sale of Maps & Publications	0	0.00	1	0	1	0
001	341 60	00 00	Copying, Postage, Envelopes	1,000	1,756.22	1	2,000	1	1,500
001	341 91	00 00	Election Candidate Filing Fee	180	0.00	1	180	1	0
001	341 96	00 00	Personnel Services	0	0.00	1	0	1	0
001	341 99	00 00	Passport Fees	0	0.00	1	0	1	0
			<b>Total General Government</b>	<b>6,680</b>	<b>7,078.34</b>	<b>1</b>	<b>8,780</b>	<b>1</b>	<b>6,100</b>
001	342 10	00 00	Law Enforcement Svcs	6,500	4,962.00	1	6,500	1	6,500
001	342 10	01 00	Reimb of Police Services	2,000	2,991.23	1	3,000	1	2,000
001	342 20	00 00	Fire Control Svcs	1,000	2,515.00	1	2,515	1	1,000
001	342 20	00 01	Fire Training Center Fees	1,000	0.00	1	0	1	1,000
001	342 33	00 00	Adult Probation Charges	500	1,320.00	1	1,400	1	1,000
001	342 36	00 00	Housing of Prisoners	0	14.36	1	15	1	0
001	342 40	01 00	Planning Inspections	0	50.00	1	50	1	0
001	342 40	02 00	Engineering Inspections	40,000	25,083.50	1	25,200	1	35,000
001	342 40	03 00	Building Inspections	25,000	12,657.40	1	16,000	1	35,000
001	342 40	04 00	Fire Inspections	1,000	0.00	1	0	1	1,000
001	342 91	00 00	Sale of House Numbers	2,500	834.50	1	850	1	850
			<b>Total Security of Persons &amp; Prop</b>	<b>79,500</b>	<b>50,427.99</b>	<b>1</b>	<b>55,530</b>	<b>1</b>	<b>83,350</b>
001	345 83	01 00	Planning Review Fees	2,400	1,717.49	1	2,700	1	2,700
001	345 83	02 00	Engineering Review Fees	61,950	26,139.18	1	26,500	1	113,500
001	345 83	03 00	Building Review Fees	50,000	44,358.87	1	53,000	1	68,000
001	345 836	04 00	Fire Review Fees	1,000	-1,077.64	1	1,000	1	1,000
			<b>Total Economic Environment</b>	<b>115,350</b>	<b>71,137.90</b>	<b>1</b>	<b>83,200</b>	<b>1</b>	<b>185,200</b>
			<b>Total Charges for Goods &amp; Servic</b>	<b>201,530</b>	<b>128,644.23</b>	<b>1</b>	<b>147,510</b>	<b>1</b>	<b>274,650</b>
001	352 30	00 00	Proof of Motor Veh Insurance	450	328.21	1	400	1	400
001	353 10	00 00	Traffic Infraction Penalties	25,000	25,559.01	1	30,000	1	25,000
001	353 70	00 00	Non-Traf Infr Penalties	100	479.22	1	500	1	200
001	354 00	00 00	Civil Parking Infr Penalties	500	298.00	1	375	1	300
001	354 00	01 00	Parking in Handicapped Space	0	250.00	1	250	1	250
001	355 20	00 00	Driving Under Influ Fines	2,500	3,620.69	1	4,000	1	2,500
001	355 80	00 00	Other Criminal Traffic Fines	10,000	14,068.39	1	16,000	1	12,000
001	356 90	00 00	Other Crim Non-Traffic Fines	6,500	10,112.10	1	11,000	1	7,500
001	357 30	00 00	Municipal Court Cost Recoup	0	0.00	1	0	1	0
001	357 33	00 00	Public Defense Cost	0	0.00	1	0	1	0
001	357 34	00 00	Sheriff's Services	0	0.00	1	0	1	0
001	359 90	00 00	Restitution For Damages	0	95.64	1	100	1	0
			<b>Total Fines and Forfeits</b>	<b>45,050</b>	<b>54,811.26</b>	<b>1</b>	<b>62,625</b>	<b>1</b>	<b>48,150</b>
001	361 11	00 00	Investment Interest	60,000	52,657.21	1	75,000	1	70,000
001	361 40	00 00	Sales Interest	5,000	3,979.98	1	6,300	1	5,000
001	361 40	01 00	Court/Collections, Interest	550	467.98	1	600	1	550
001	362 10	00 00	Equipment & Vehicle Rental	0	0.00	1	0	1	0
001	362 90	00 00	Rents, Leases, Concessions	3,000	4,878.22	1	5,500	1	4,500
001	363 00	00 00	Claims & Recoveries	0	100.00	1	100	1	0
001	369 81	00 00	Cashier's Overage	0	28.25	1	0	1	0
001	369 90	00 00	Miscellaneous Revenue	0	-273.13	1	0	1	0
001	369 90	01 00	Court-Small Overpayment	0	22.01	1	0	1	0
			<b>Total Miscellaneous Revenues</b>	<b>68,550</b>	<b>61,860.52</b>	<b>1</b>	<b>87,500</b>	<b>1</b>	<b>80,050</b>

CITY OF SEDRO-WOOLLEY  
PRELIMINARY 2007 BUDGET  
REVENUES

				2007	Y T D		Estimated		2008
Description				Budget			12/31/2007		Budget
001	386 00	00 00	County Crime Vic Witness Prog	4,800	4,077.95	1	4,250	1	4,000
001	386 01	00 00	Building Code Fee	500	391.50	1	450	1	450
001	386 02	00 00	Energy Code Surcharge	0	0.00	1	0	1	0
001	386 90	00 00	Court Ref to State & County	10,000	14,510.80	1	10,000	1	10,000
001	386 96	01 00	State Remittance - Breath Test	0	9.88	1	0	1	0
			<b>Total Nonrevenues</b>	<b>15,300</b>	<b>18,990.13</b>	<b>1</b>	<b>14,700</b>	<b>1</b>	<b>14,450</b>
001	395 10	00 00	Disposition of Fixed Assets	0	349.58	1	10,350	1	0
001	395 00	20 00	Compensation For Loss	0	0.00	1	0	1	0
001	397 14	00 00	Utility Admin from 401,412	190,000	126,666.72	1	190,000		275,000
001	397 21	00 00	Police Mit from 310	29,285	29,285.00	1	29,285	1	40,000
001	397 22	00 00	Fire Mit from 312	0	0.00	1	15,000		20,000
			<b>Total Other Funding Sources</b>	<b>219,285</b>	<b>156,301.30</b>	<b>1</b>	<b>244,635</b>	<b>1</b>	<b>335,000</b>
			<b>Total Other Financing Sources</b>	<b>234,585</b>	<b>175,291.43</b>	<b>1</b>	<b>259,335</b>	<b>1</b>	<b>349,450</b>
001			<b>TOTAL REVENUES</b>	<b>3,781,030</b>	<b>2,754,903.29</b>	<b>1</b>	<b>4,026,531</b>	<b>1</b>	<b>4,210,370</b>
001			<b>TOTAL BEG NET C&amp;I + REV</b>	<b>5,144,524</b>	<b>4,192,925.11</b>	<b>1</b>	<b>5,464,553</b>		<b>5,367,785</b>
				<b>5,144,524</b>			5,464,553		5,367,785
			OPERATING REVENUES	3,781,030			4,026,531		4,210,370
			TOTAL OPERATING EXPENSES	4,734,877			4,307,137		4,926,399
			LESS CAPITAL OUTLAYS	(382,865)			-286,135		(526,237)
			NET OPERATING EXPENSES	4,352,012			4,021,003		4,400,162
			NET REVENUE/(NET LOSS)	(570,982)			5,528		(189,792)
			BEG CASH&INVEST + REVENUES	5,144,524			5,464,553		5,367,785
			ENDING NET CASH & INVEST	409,647			<b>1,157,415</b>		<b>441,386</b>
			AS A PERCENTAGE	7.96%			<b>21.18%</b>		<b>8.22%</b>
			8% OF BEG CASH&INVESTMENT	411,562			437,164		429,423

CITY OF SEDRO-WOOLLEY  
 PRELIMINARY BUDGET FOR 2007  
 EXPENDITURES

							DESCRIPTION	2007 BUDGET	THRU 8/31/2007	EST SEPT-JAN	ESTIMATE 12/31/2007	2008 BUDGET		
							<b>EXECUTIVE DEPT - 013</b>							
							SALARIES AND WAGES							
001	000	013	513	10	11	00	SALARIES	EXE	24,000	16,010.94	7,989 1	24,000 1	73,600	
							TOTAL SALARIES AND WAGES		24,000	16,010.94	7,989 1	24,000 1	73,600	
							PERSONNEL BENEFITS							
001	000	013	513	10	21	00	INDUSTRIAL INSURANCE	EXE	250	78.36	42 1	120 1	485	
001	000	013	513	10	22	00	SOCIAL SECURITY	EXE	1,850	1,224.00	626 1	1,850 1	5,650	
001	000	013	513	10	23	00	PERS RETIREMENT	EXE	1,350	0.00	0 1	0 1	4,120	
							UNEMPLOYMENT	EXE			1	0 1	150	
							MEDICAL INSURANCE	EXE			1	0 1	5,950	
							TOTAL PERSONNEL BENEFITS		3,450	1,302.36	668 1	1,970 1	16,355	
							SUPPLIES							
001	000	013	513	10	31	00	SUPPLIES	EXE	250	139.63	100 1	240 1	1,000	
							TOTAL SUPPLIES		250	139.63	100 1	240 1	1,000	
							OTHER SERVICES AND CHARGES							
001	000	013	514	23	41	12	NEGOTIATIONS	EXE		0.00	0 1	0 1	2,000	
							ENERGY CONSULTANT	EXE						3,000
001	000	013	513	10	43	00	MEALS/TRAVEL	EXE	800	51.90	348 1	400 1	2,000	
							COMMUNICATION	EXE			1	0 1	2,000	
							EMPLOYEE RECOGNITION	EXE					3,500	
001	000	013	513	10	49	00	TUITION/REGISTRATION	EXE	300	0.00	0 1	0 1	1,000	
							TOTAL OTHER SERVICES & CHARGES		1,100	51.90	348 1	400 1	13,500	
							CAPITAL OUTLAYS							
001	000	013	596	10	64	10	OFFICE FURNITURE	EXE	1,800	0.00	1,800 1	1,800 1	2,500	
							TOTAL CAPITAL OUTLAYS		1,800	0.00	1,800 1	1,800 1	2,500	
							TOTAL EXECUTIVE DEPT		30,600	17,504.83	10,905 1	28,410 1	106,955	

CITY OF SEDRO-WOOLLEY  
 PRELIMINARY BUDGET FOR 2007  
 EXPENDITURES

DESCRIPTION							2007	THRU	EST	ESTIMATE	2008					
							BUDGET	8/31/2007	SEPT-JAN	12/31/2007	BUDGET					
<b>BUILDING DEPT - 024</b>																
SALARIES AND WAGES																
001	000	024	524	20	11	00	SALARIES	INSP	54,100	31,867.92	15,937	1	47,805	1	62,500	
001	000	024	524	20	12	00	EXTRA HELP	INSP	0	0.00	0	1	0	1	0	
001	000	024	524	20	13	00	OVERTIME	INSP	0			1	0	1	0	
TOTAL SALARIES & WAGES										54,100	31,867.92	15,937	1	47,805	1	62,500
PERSONNEL BENEFITS																
001	000	024	524	20	21	00	INDUSTRIAL INSURANCE	INSP	1,675	1,056.91	393	1	1,450	1	1,250	
001	000	024	524	20	22	00	SOCIAL SECURITY	INSP	4,150	2,402.44	1,208	1	3,610	1	4,800	
001	000	024	524	20	23	00	PERS RETIREMENT	INSP	3,000	1,792.68	977	1	2,770	1	5,200	
001	000	024	524	20	24	00	UNEMPLOYMENT	INSP	110	63.68	36	1	100	1	125	
001	000	024	524	20	25	00	MEDICAL/DENT/VISION	INSP	11,900	5,966.72	2,983	1	8,950	1	12,150	
TOTAL PERSONNEL BENEFITS										20,835	11,282.43	5,598	1	16,880	1	23,525
SUPPLIES																
001	000	024	524	20	31	00	OFF/OPER SUPPS & BOOKS	INSP	2,500	2,139.88	300	1	2,440	1	3,000	
TOTAL SUPPLIES										2,500	2,139.88	300	1	2,440	1	3,000
OTHER SERVICES AND CHARGES																
001	000	024	524	20	41	00	PROFESSIONAL SERVICES	INSP	80,000	7,940.76	1,000	1	8,941	1	15,000	
001	000	024	524	20	42	00	POSTAGE	INSP	250	109.78	80	1	190	1	250	
001	000	024	524	20	42	20	TELEPHONE	INSP	3,200	1,456.35	910	1	2,367	1	3,000	
001	000	024	524	20	43	00	TRAVEL/MEALS	INSP	1,500	73.53	1,000	1	1,074	1	1,500	
001	000	024	524	20	44	00	ADVERTISING	INSP	500	0.00	0	1	0	1	500	
001	000	024	524	20	46	00	INSURANCE	INSP	1,200	0.00	1,220	1	1,220	1	1,320	
001	000	024	524	20	48	00	REPAIRS/MAINTENANCE	INSP	2,800	0.00	0	1	0	1	1,000	
001	000	024	524	20	49	10	MISC-DUES	INSP	400	298.78	100	1	399	1	600	
001	000	024	524	20	49	30	MISC-TUITION/REGISTRATION	INSP	1,810	726.34	800	1	1,526	1	2,000	
TOTAL OTHER SERVICES & CHARGES										91,660	10,605.54	5,110.22	#	15,715.76	#	25,170.00
CAPITAL OUTLAYS																
001	000	024	596	24	64	00	OFFICE EQUIPMENT	INSP	4,000	0.00	1,000	1	1,000	1	1,000	
TOTAL CAPITAL OUTLAYS										4,000	0.00	1,000	1	1,000	1	1,000
TOTAL BUILDING DEPT										173,095	55,895.77	27,945	1	83,841	1	115,195

CITY OF SEDRO-WOOLLEY  
 PRELIMINARY BUDGET FOR 2007  
 EXPENDITURES

							DESCRIPTION	2007 BUDGET	THRU 8/31/2007	EST SEPT-JAN	ESTIMATE 12/31/2007	2008 BUDGET		
							<b>EMERGENCY SERVICES</b>							
001	000	025	525	10	51	00 DEPT OF EMERG MANAGEMENT	EMG	21,118	10,177.84	10,940	1	21,118	21,118	
							TOTAL EMERGENCY SERVICES		21,118	10,177.84	10,940	1	21,118	21,118
							<b>POLLUTION CONTROL</b>							
001	000	031	531	70	51	00 NW AIR POLLUTION	AIR	3,430	3,430.00	0	1	3,430	3,414	
							TOTAL POLLUTION CONTROL		3,430	3,430.00	0	1	3,430	3,414
							<b>ECONOMIC DEVELOPMENT</b>							
001	000	051	551	10	51	00 E.D.A.S.C	DEV	4,000	2,000.00	0	1	2,000	2,000	
							MEMBERSHIPS	DEV						500
							TOTAL ECONOMIC DEVELOPMENT		4,000	2,000.00	0	1	2,000	2,500
							<b>AGING</b>							
001	000	055	555	00	51	20 SKAGIT SENIOR SERVICES	SEN	18,901	9,450.50	9,451	1	18,901	19,468	
							TOTAL AGING		18,901	9,450.50	9,451	1	18,901	19,468
							<b>PUBLIC HEALTH</b>							
001	000	062	562	00	51	20 SKAGIT COUNTY SUBSTANCE ABUSE	ALC	11,410	8,774.48	5,326	1	14,100	11,750	
001	000	062	562	00	51	30 SK. COMM ACTION PUBL HLTH	HLT	5,000	2,890.48	2,110	1	5,000	7,500	
							SCAA - Food Bank						1	0
001	000	062	562	00	51	40 SKAGIT CO DOMESTIC VIOLENCE	DOM	1,655	0.00	1,655	1	1,655	1,700	
001	000	062	562	00	51	50 SKAGIT COM NETWORK Vol of Am	SCN	1,200	0.00	1,200	1	1,200	1,492	
001	000	062	562	00	51	55 BIG BROTHERS/BIG SISTERS		2,000	0.00	2,000	1	2,000	0	
							TOTAL PUBLIC HEALTH		21,265	11,664.96	12,290	1	23,955	22,442
							<b>TRANSFERS</b>							
001	000	095	597	20	0	00 OPERATING TRANSFER OUT-113		0					0	
							TOTAL TRANSFERS							
							TOTAL CURRENT EXPENDITURES		4,734,877	2,771,018.54	1,586,788.68	#	4,307,137	4,926,399
001	000	099	508	00	0	00 ENDING NET CASH & INVESTMENTS		409,647.0	0.0	1,488,281.4		957,415.3	441,385.8	
001	000	099	508	01	0	00 DESGNTD END FUND BAL-CTRL SVCS		0	0.00	200,000	1	200,000	0	
001	000	099	508	03	0	00 DESGNTD END FUND BAL-FD EQUIP			0.00	0		0		
001	000	099	508	04	0	00 DESGNTD END FUND BAL-D.A.R.E.		0	0.00	0		0	0	
001	000	099	508	05	0	00 DES END FUND BAL-GMA IF-FIRE			0.00	0		0		
							TOTAL ENDING NET CASH & INVES		409,647	0.00	1,688,281		1,157,415	441,386
							TOTAL GENERAL FUND		5,144,524	2,771,018.54	3,275,070	1	5,464,553	5,367,785

CITY OF SEDRO-WOOLLEY  
PRELIMINARY 2007 BUDGET  
REVENUES

			2007	Y T D		Estimated		2008
Description			Budget			12/31/2007		Budget
401	401	<b>SEWER FUND - 401</b>						
401	308 00 00 00	BEG NET CASH & INVESTMENT	577,386	930,931.74	1	930,932	1	615,099
401	333 39 70 00	FEMA	0	601.92	1	602	1	0
401	343 50 00 00	Sewer Service Charges	2,460,000	1,639,488.77	1	2,439,000	1	2,500,000
401	343 55 00 00	Fertilizer Sales	800	1,694.67	1	1,695	1	800
401	343 74 02 00	Collections - Other	0	0.00	1	0	1	0
401	361 11 00 00	Investment Interest	70,000	57,687.00	1	78,500	1	75,000
401	361 40 00 00	Interest on Personal Accounts	3,000	4,317.80	1	7,000	1	5,000
401	369 90 00 00	Miscellaneous Income	40,000	6,612.00	1	8,600	1	8,600
401	397 35 00 00	Operating Transfer-In 410	360,000	0.00	1	0	1	375,000
401		TOTAL REVENUES	2,933,800	1,710,402.16		2,535,397	1	2,964,400
401		TOTAL BEG NET C&I + REV	<b>3,511,186</b>	<b>2,641,333.90</b>		<b>3,466,329</b>	<b>1</b>	<b>3,579,499</b>
			3,511,186			3,466,329		3,579,499
		OPERATING REVENUES	2,933,800			2,535,397		2,964,400
		TOTAL OPERATING EXPENSES	3,228,126			2,851,230		3,291,064
		LESS CAPITAL OUTLAYS	(1,897,676)			-1,052,285		(1,889,189)
		NET OPERATING EXPENSES	1,330,450			1,798,945		1,401,875
		NET REVENUE/(NET LOSS)	1,603,350			736,452		1,562,525
		BEG CASH&INVEST + REVENUES	3,511,186			3,466,329		3,579,499
		ENDING NET CASH & INVEST	283,060			615,099		288,435
		AS A PERCENTAGE	8.06%			17.74%		8.06%
		8% OF BEG CASH&INVESTMENT	280,895			277,306		286,360

CITY OF SEDRO-WOOLLEY  
PRELIMINARY BUDGET FOR 2007  
EXPENDITURES

							DESCRIPTION	2007	THRU	EST	ESTIMATE	2008			
								BUDGET	8/31/2007	SEPT-JAN	12/31/2007	BUDGET			
							<b>SEWER FUND - 401</b>								
							MAINTENANCE								
							OTHER SERVICES AND CHARGES								
401	000	035	535	50	48	00	MAINTENANCE CONTRACTS	SWR	28,000	14,486.51	5,513	1	20,000	1	28,000
401	000	035	535	50	48	10	MAINTENANCE OF LINES	SWR	75,000	29,152.40	50,848	1	80,000	1	80,000
401	000	035	535	50	48	20	MAINT OF PUMPING EQUIP	SWR	8,000	5,804.57	2,195	1	8,000	1	8,000
401	000	035	535	50	48	40	MAINTENANCE OF VEHICLES	SWR	4,500	2,613.15	1,887	1	4,500	1	4,500
401	000	035	535	50	48	50	MAINT OF GENERAL EQUIP	SWR	55,000	41,036.36	18,964	1	60,000	1	60,000
401	000	035	535	50	48	60	MAINT - BUILDINGS	SWR	30,000	9,544.59	10,455	1	20,000	1	0
							TOTAL OTHER SERVICES & CHARGES		200,500	102,637.58	89,862	1	192,500	1	180,500
							TOTAL MAINTENANCE		200,500	102,637.58	89,862	1	192,500	1	180,500
							GENERAL OPERATIONS								
							SALARIES AND WAGES								
401	000	035	535	80	11	00	SALARIES	SWR	454,800	305,272.40	153,328	1	458,600	1	523,625
401	000	035	535	80	12	00	EXTRA HELP	SWR	25,000	6,005.22	5,995	1	12,000	1	15,000
401	000	035	535	80	13	00	OVERTIME	SWR	5,000	950.99	4,049	1	5,000	1	5,000
							TOTAL SALARIES AND WAGES		484,800	312,228.61	163,371	1	475,600	1	543,625
							PERSONNEL BENEFITS								
401	000	035	535	80	21	00	INDUSTRIAL INSURANCE	SWR	27,650	8,945.01	3,055	1	12,000	1	17,800
401	000	035	535	80	22	00	SOCIAL SECURITY	SWR	37,100	23,442.81	12,057	1	35,500	1	41,600
401	000	035	535	80	23	00	PERS RETIREMENT	SWR	25,725	17,155.94	9,444	1	26,600	1	44,500
401	000	035	535	80	24	00	UNEMPLOYMENT	SWR	975	624.28	321	1	945	1	1,100
401	000	035	535	80	25	00	MEDICAL/DENTAL/VISION	SWR	103,800	66,934.65	33,065	1	100,000	1	126,350
401	000	035	535	80	26	00	CLOTHING	SWR	2,400	1,086.61	1,313	1	2,400	1	2,400
							TOTAL PERSONNEL BENEFITS		197,650	118,189.30	59,256	1	177,445	1	233,750
							SUPPLIES								
401	000	035	535	80	31	00	OFFICE SUPPLIES	SWR	2,500	1,747.13	753	1	2,500	1	2,500
401	000	035	535	80	31	10	OPERATING SUPPLIES	SWR	27,000	16,151.14	10,849	1	27,000	1	27,000
401	000	035	535	80	31	20	OP SUPPLIES-CHEMICALS	SWR	20,000	6,888.91	13,111	1	20,000	1	20,000
401	000	035	535	80	32	00	AUTO FUEL/DIESEL	SWR	8,000	5,300.04	2,700	1	8,000	1	8,000
401	000	035	535	80	35	00	SMALL TOOLS & MINOR EQUIP	SWR	1,000	970.88	29	1	1,000	1	1,000
401	000	035	535	80	35	10	SAFETY EQUIPMENT	SWR	1,500	1,074.76	425	1	1,500	1	1,500
401	000	035	535	80	35	20	SOLIDS HANDLING	SWR	70,000	36,706.78	28,293	1	65,000	1	65,000
							TOTAL SUPPLIES		130,000	68,839.64	56,160	1	125,000	1	125,000
							OTHER SERVICES AND CHARGES								
401	000	035	535	80	41	00	PROFESSIONAL SERVICES	SWR	80,000	40,660.61	39,339	1	80,000	1	62,500
401	000	035	535	80	41	20	COLLECTION SERVICES	SWR	3,000	90.73	2,909	1	3,000	1	3,000
401	000	035	535	80	42	15	POSTAGE	SWR	4,200	2,932.19	1,468	1	4,400	1	4,400
401	000	035	535	80	42	20	TELEPHONE	SWR	7,800	4,440.93	3,359	1	7,800	1	7,800
401	000	035	535	80	42	30	NEXTEL PHONES	SWR	2,500	2,573.17	927	1	3,500	1	3,500
401	000	035	535	80	43	00	MEALS/TRAVEL	SWR	2,000	1,954.73	545	1	2,500	1	3,000
401	000	035	535	80	44	00	LEGAL PUBLICATIONS	SWR	2,000	0.00	1,000	1	1,000	1	2,000
401	000	035	535	80	45	00	EQUIPMENT RENTAL	SWR	10,000	1,215.27	8,785	1	10,000	1	10,000
401	000	035	535	80	46	00	INSURANCE	SWR	36,000	0.00	37,755	1	37,755	1	41,500
401	000	035	535	80	47	00	PUBLIC UTILITIES	SWR	92,000	61,556.18	31,444	1	93,000	1	100,000
401	000	035	535	80	48	00	REPAIR/MAINTENANCE-EQUIP	SWR	2,000	0.00	2,000	1	2,000	1	2,000
401	000	035	535	80	49	00	LAUNDRY	SWR	1,200	741.76	458	1	1,200	1	1,300
401	000	035	535	80	49	10	MISC-DUES/SUBSCRIPTIONS	SWR	2,400	100.00	1,900	1	2,000	1	2,000
401	000	035	535	80	49	30	MISC-TUITION/REGISTRATION	SWR	7,000	2,254.92	2,745	1	5,000	1	5,000
401	000	035	535	80	49	40	MISC-FILING FEES/LIEN EXP	SWR	7,400	4,995.45	2,505	1	7,500	1	7,500
							TOTAL OTHER SERVICES & CHARGES		259,500	123,515.94	137,139	1	260,655	1	255,500
							INTERGOV INTERFUND SERVICES								
401	000	035	535	80	51	00	SKAGIT CO HEALTH DEPT	SWR	1,000	122.00	378	1	500	1	500
401	000	035	535	80	51	10	SKAGIT CO SOLID WASTE	SWR	5,000	2,145.40	3,855	1	6,000	1	6,000
401	000	035	535	80	51	20	DOE DISCHARGE PERMIT	SWR	10,000	9,393.46	1,607	1	11,000	1	12,000
401	000	035	535	80	53	10	TAXES AND ASSESSMENTS	SWR	42,000	27,195.71	16,304	1	43,500	1	45,000
							TOTAL INTERGOV INTERFUND SVS		58,000	38,856.57	22,143	1	61,000	1	63,500
							TOTAL GENERAL OPERATIONS		1,129,950	661,630.06	438,070	1	1,099,700	1	1,221,375

CITY OF SEDRO-WOOLLEY  
PRELIMINARY BUDGET FOR 2007  
EXPENDITURES

DESCRIPTION							2007	THRU	EST	ESTIMATE	2008				
							BUDGET	8/31/2007	SEPT-JAN	12/31/2007	BUDGET				
CAPITAL OUTLAYS															
401	000	035	596	35	61	00	SWR	0	387,384.80	5,400	1	392,785	1	0	
401	000	035	596	35	62	00	SWR	0	13,764.71	1,235	1	15,000	1	0	
401	000	035	596	35	63	0	SWR	520,000	272.75	379,727	1	380,000	1	490,000	
401	000	035	596	35	63	20	SWR	275,000	35,302.71	89,697	1	125,000	1	267,500	
401	000	035	596	35	64	10	SWR	0	0.00	0	1	0	1	40,000	
401	000	035	596	35	64	20	SWR	79,500	31,567.91	47,932	1	79,500	1	12,000	
401	000	035	596	70	64	00	SWR	125,000	29,890.47	30,110	1	60,000	1	0	
TOTAL CAPITAL OUTLAYS								999,500	498,183.35	554,101	1	1,052,285	1	809,500	
TRANSFERS															
401	000	035	597	00	0	00	SWR	125,000	83,333.36	41,667	1	125,000		210,000	
401	000	035	597	35	4	00	SWR	250,000	166,666.64	83,333	1	250,000	1	250,000	
401	000	035	597	90	0	00	SWR	81,000	54,000.00	27,000	1	81,000	1	78,530	
401	000	035	597	35	5	00	SWR	442,176	294,784.00	(244,039)	1	50,745	1	316,159	
401	000	035	597	35	6	00									
TRANSFER TO OPERATIONS RESERVE															225,000
TOTAL OPER TRANSFERS OUT								898,176	598,784.00	-92,039.00	#		506,745	#	1,079,689
TOTAL SEWER EXPENDITURES								3,228,126	1,861,234.99	989,995	1	2,851,230	1	3,291,064	
401	000	099	508	00	0	00		283,060	0	387,284		387,284	1	120,620	
401	000	099	508	01	0	00		0	0.00	227,815	1	227,815		167,815	
401	000	099	508	02	0	00			0.00	0					
TOTAL ENDING NET CASH & INVEST								283,060	0.00	615,099		615,099		288,435	
TOTAL SEWER FUND								3,511,186	1,861,234.99	1,605,094	1	3,466,329	1	3,579,499	

CITY OF SEDRO-WOOLLEY  
PRELIMINARY 2007 BUDGET  
REVENUES

				2007	Y T D	Estimated	2008	
Description				Budget		12/31/2007	Budget	
<b>402 CUM RESERVE - SEWER OPERATIONS FUND</b>								
402	308	00	00	BEG NET CASH & INVESTMENT	0	0.00	0	0
402	361	11	00	Investment Interest	0	0.00	0	5,000
402	397	35	01	Transfer-In from 401	0	0.00	0	225,000
402				TOTAL REVENUES	0	0.00	0	230,000
402				TOTAL BEG NET C&I + REV	0	0.00	0	230,000
								230,000

CITY OF SEDRO-WOOLLEY  
PRELIMINARY BUDGET FOR 2007  
EXPENDITURES

						2007	THRU	EST	ESTIMATE	2008
DESCRIPTION						BUDGET	8/31/2007	SEPT-JAN	12/31/2007	BUDGET
<b>CUM RESERVE - OPERATIONS FUND 402</b>										
402	000							0	1	20,000
402	000							0	1	5,000
402									1	125,000
TOTAL EXPEND						0	0.00	0	0 1	150,000
402	000	099	508	00	0 00		0	0	0 1	80,000
TOTAL CUM RESERVE OPERATIONS FUND						0	0.00	0	0 1	230,000

CITY OF SEDRO-WOOLLEY  
PRELIMINARY 2007 BUDGET  
REVENUES

				2007	YTD		Estimated		2008
Description				Budget			12/31/2007		Budget
<b>EQUIPMENT REPLACEMENT</b>									
501	308 00	00 00	Beginning Net Cash/Invest	538,857	577,555.06	1	577,555	1	262,932
501	334 03	10 00	Ecology Grant	105,000	0.00	1	115,000	1	0
501	361 11	00 00	Interest Income	20,000	18,582.61	1	19,500	1	20,000
501	397 20	00 00	Transfer - Administration	9,485	6,323.36	1	9,485	1	10,730
501	397 35	00 00	Transfer - Sewer	81,000	54,000.00	1	81,000	1	78,530
501	397 36	00 00	Transfer - Cemetary	0	0.00	1	0	1	14,900
501	397 37	00 00	Transfer - Solid Waste	35,000	23,333.36	1	35,000	1	116,530
501	397 42	00 00	Transfer - Public Lands/Streets	141,000	95,300.00	1	141,000	1	94,800
501	397 79	00 00	Transfer - Parks	0	0.00	1	0	1	44,600
			<b>Total Transfers</b>	<b>391,485</b>	<b>197,539.33</b>	<b>1</b>	<b>400,985</b>	<b>1</b>	<b>380,090</b>
501	381 00	00 00	Loan Payment - Solid Waste	55,000	36,666.64	1	55,000	1	0
			<b>Total Beginning cash &amp; Revenues</b>	<b>985,342</b>	<b>811,761.03</b>	<b>#</b>	<b>1,033,540.06</b>	<b>1</b>	<b>643,022</b>
				985,342			1,033,540		643,022

CITY OF SEDRO-WOOLLEY  
 PRELIMINARY BUDGET FOR 2007  
 EXPENDITURES

							2007	THRU	EST	ESTIMATE	2008	
DESCRIPTION							BUDGET	8/31/2007	SEPT-JAN	12/31/2007	BUDGET	
<b>EQUIPMENT REPLACEMENT - 501</b>												
SALARIES & WAGES												
501	000						SALARIES	38,000	21,460.88	12,539 1	34,000 1	39,200
501							EXTRA HELP	0		0 1	0 1	0
501							OVERTIME	0		0 1	0 1	0
501							TOTAL SALARIES & WAGES	38,000	21,461	12,539 1	34,000 1	39,200
501							PERSONNEL BENEFITS					
501							INDUSTRIAL INSURANCE	2,800	744.09	301 1	1,045 1	1,400
501							SOCIAL SECURITY	2,905	1,624.60	935 1	2,560 1	3,000
501							PERS RETIREMENT	2,075	638.07	392 1	1,030 1	3,260
501							UNEMPLOYMENT	80	42.88	27 1	70 1	80
501							MEDICAL/DENTAL/VISION	7,200	2,423.64	1,386 1	3,810 1	5,350
501							CLOTHING	200	0.00	200 1	200 1	300
501							TOTAL PERSONNEL BENEFITS	15,260	5,473	3,242 1	8,715 1	13,390
501							SUPPLIES					
501							OPERATING SUPPLIES	5,225	5,771.61	1,228 1	7,000 1	2,500
501							TOTAL SUPPLIES	5,225	5,771.61	1,228 1	7,000 1	2,500
TOTAL OPERATIONS							58,485.00	32,705.77	17,009.23 #	49,715.00 1	55,090	
CAPITAL OUTLAYS												
501	000	001	596	18	64	00	Equipment & Vehicles - Admin	18,500	16,979.99	0 1	16,980 1	0
501	000	101	596	76	64	00	Equipment & Vehicles - Park	0	0.00	0 1	0 1	45,000
501	000	102	596	36	64	00	Equipment & Vehicles - Cemetery	14,000	22,379.19	0 1	22,379 1	0
501	000	103	596	42	64	00	Equipment & Vehicles - Street	115,800	75,747.16	7,094 1	82,841 1	0
501	000	401	596	35	64	00	Equipment & Vehicles - Sewer	192,000	192,986.61	0 1	192,987 1	0
501	000	412	596	37	64	00	Equipment & Vehicles - Solid Waste	440,000	399,706.05	6,000 1	405,706 1	105,000
501	000	412	581	00	0	00	Loan to Solid Waste	0			0 1	0
							780,300	707,799.00	13,094	720,892.84 1	150,000	
TOTAL EXPENDITURES							838,785.00	740,504.77	30,103.07 #	770,607.84 1	205,090	
501	000	099	508	00	0	00	ENDING NET CASH & INVESTMENTS	146,557	0	262,932 1	262,932 1	437,932
							DESIG. EFB - PARKS	0	0			0
							DESIG. EFB - CEMETERY	0	0			0
							DESIG. EFB - STREET	0	0			0
							DESIG. EFB - SEWER	0	0			0
							DESIG. EFB - SOLID WASTE	0	0			0
TOTAL EQUIPMENT REPLACE FUND							985,342.00	740,504.77	29,303.29 #	1,033,540.06	643,022.22	
TOTAL ALL FUNDS							33,382,620	10,363,842.29	17,769,592.73	25,811,495	37,639,368	

# Memorandum

**To:** Mayor Anderson and City Council

**From:** Patsy Nelson *patsy*

**Date:** 11/08/07

**Re:** 2008 Budget (first reading)

CITY COUNCIL AGENDA  
REGULAR MEETING

NOV 14 2007

7:00 P.M. COUNCIL CHAMBERS  
AGENDA NO. 105

---

The attached ordinance summarizes the budget amounts for each fund as detailed in the Mayor's 2008 Preliminary Budget which was presented and discussed at the November Worksession. All funds have been balanced according to Council goals and direction as outlined in the Mayor's 2008 Budget Memo. Staff will be available to answer any additional Council questions.

ORDINANCE NO.

AN ORDINANCE ADOPTING THE ANNUAL BUDGET FOR THE CITY OF SEDRO-WOOLLEY, WASHINGTON, FOR THE FISCAL YEAR ENDING DECEMBER 31, 2008.

WHEREAS, the Mayor of the City of Sedro-Woolley, Washington, completed and placed on file with the City Clerk-Treasurer, a proposed budget and estimate of the amount of the moneys required to meet the public expenses, bond retirement and interest, reserve funds and expenses for the City of Sedro-Woolley for the fiscal year ending December 31, 2008, and a notice was published that the Sedro-Woolley City Council would meet on the 28th day of November, 2007, at the hour of 7:00 P.M., at the Sedro-Woolley Community Center, for the purpose of making and adopting a budget for the year 2008, and giving taxpayers within the city limits of Sedro-Woolley an opportunity to be heard upon said budget; and

WHEREAS, the Sedro-Woolley City Council did meet at said time and place and did then consider the matter of said proposed budget; and

WHEREAS, the proposed budget does not exceed the lawful limit of taxation allowed by law to be levied on the property within the City of Sedro-Woolley for the purposes set forth in said budget, and the estimated expenditures set forth in said budget being all necessary to carry on the government of said City for said year and being sufficient to meet the various needs of said City during said period.

NOW, THEREFORE, the City Council of the City of Sedro-Woolley do ordain as follows:

Section 1. The budget for the City of Sedro-Woolley, Washington, for the year 2008 is hereby adopted at the fund level in its final form and content as set forth in the document entitled City of Sedro-Woolley 2008 Annual Budget, 3 copies of which are on file in the Office of the Clerk-Treasurer.

Section 2. Estimated resources, including fund balances or working capital from each separate fund of the City of Sedro-Woolley, and aggregate totals for all such funds combined, for the year 2008 are set forth in summary form below, and are hereby appropriated for expenditure at the fund level during the year 2008 as set forth below:

FUND:	AMOUNT:
001 GENERAL FUND	5,367,785
101 PARKS FUND	672,493
102 CEMETERY FUND	187,193
103 STREET FUND	863,693
104 ARTERIAL STREET FUND	3,419,769
105 LIBRARY FUND	351,631
106 CEMETERY ENDOWMENT FUND	123,696
107 CUM RESERVE FOR CITY PARKS FUND	9,069
108 STADIUM FUND	37,733
109 SPECIAL INVESTIGATIONS FUND	4,213
113 PATHS AND TRAILS FUND	40,955
204 LID 1991-1 DEBT SERVICE FUND	19,273
230 G/O BOND REDEMPTION FUND	272,621
302 CUM RES FOR C/E CAP OUT FUND	2,093,709
310 MITIGATION RES FOR POLICE FUND	140,577
311 MITIGATION RES FOR PARKS FUND	178,849
312 MITIGATION RES FOR FIRE FUND	134,924
331 CITY HALL CONSTRUCTION FUND	5,202,500
332 PWTF SEWER CONSTRUCTION FUND	6,300,940
401 SEWER FUND	3,579,499
402 CUM RES FOR SEWER OPERATIONS FUND	230,000
407 98 SEWER REV BOND FUND	702,226
410 CUM RES FOR SEWER FACILITES FUND	4,511,025
411 98 SEWER REV BOND RESERVE FUND	519,239
412 SOLID WASTE FUND	1,789,706
425 STORMWATER FUND	243,030
501 EQUIPMENT REPLACEMENT FUND	643,022
TOTAL ALL FUNDS	37,639,370

Section 3. The City Clerk-Treasurer is directed to transmit a certified copy of the budget hereby adopted to the State Auditor's Office and to the Association of Washington Cities.

Section 4. This ordinance shall be in force and take effect five (5) days after its publication according to law.

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR THIS 28TH DAY OF NOVEMBER, 2007.

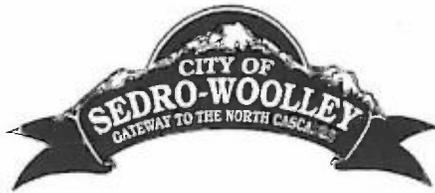
\_\_\_\_\_  
Mike Anderson, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Clerk-Treasurer

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



**CITY OF SEDRO-WOOLLEY**  
 Sedro-Woolley Municipal Building  
 720 Murdock Street  
 Sedro-Woolley, WA 98284  
 Phone (360) 855-1661  
 Fax (360) 855-0707

Mike Anderson  
 Mayor

MEMO TO: City Council  
 FROM: Mike Anderson  
 RE: 2008 Budget  
 DATE: November 6, 2007

Consistent with the revised budgeting process this year, I am submitting for the Council's review, the attached balanced budget. I believe this balanced budget provides a fiscally responsible approach to meeting the needs of the citizens as identified by the Council. Like prior years, we are making the best out of revenues that are low. We must continue to roll out the red carpet for business and industry to attract new businesses that will provide enhanced revenues to allow us to better serve the needs of our community. This is my top objective for 2008.

The following information is provided in this memo for your review:

1. Summary information regarding the 2008 budget;
2. Summary changes between the 2007 budget and the 2008 budget;
3. Identification of key Council goals/objectives addressed in the 2008 budget; and
4. Detail of requests that were made from departments and not included in the Mayor's balanced budget.

This budget is ready for your review and consideration. Final action will be requested following a first reading on November 14, 2007 and following a public hearing on November 28, 2007.

**SUMMARY INFORMATION:**

	<u>General</u>	<u>Parks</u>	<u>Cemetery</u>	<u>Streets</u>	<u>Library</u>	<u>Sewer Oper</u>	<u>Solid Waste</u>	<u>Storm</u>
OPERATING REVENUES	4,210,370	622,800	137,500	814,000	321,200	2,964,400	1,477,100	218,520
TOTAL OPERATING EXPENSES	4,921,199	618,030	172,150	794,100	323,395	3,291,064	1,589,053	223,535
LESS CAPITAL OUTLAYS	-526,237	-118,700	-32,900	-195,800	-63,500	-1,939,189	-213,330	0
NET OPERATING EXPENSES	4,394,962	499,330	139,250	598,300	259,895	1,351,875	1,375,723	223,535
NET REVENUE/(NET LOSS)	-184,592	123,470	-1,750	215,700	61,305	1,612,525	101,377	-5,015
BEGINNING CASH&INVEST + REVENUES	5,367,785	672,493	187,193	863,693	351,631	3,579,499	1,789,706	243,030
ENDING NET CASH & INVEST	446,586	54,463	15,043	69,593	28,236	288,435	200,653	19,495
AS A PERCENTAGE	8.32%	8.10%	8.04%	8.06%	8.03%	8.06%	11.21%	8.02%
8% OF BEG CASH&INVESTMENT	429,423	53,799	14,975	69,095	28,131	286,360	143,176	19,442

SUMMARY CHANGES BETWEEN 2007 & 2008:

	2007 BUDGET	2008 BUDGET	Increase (Decrease)	% Change
001 GENERAL FUND				
11 Legislative	53,300	55,196	1,896	4%
12 Judicial	160,896	170,501	9,605	6%
13 Executive	30,600	103,455	72,855	238%
14 Finance	212,070	169,728	-42,342	-20%
15 Legal	71,550	50,935	-20,615	-29%
16 Civil Service	4,300	6,500	2,200	51%
18 Central Services	282,240	409,230	126,990	45%
19 Planning & Community Development	248,982	244,048	-4,934	-2%
20 Engineering	341,160	282,875	-58,285	-17%
21 Police	2,191,465	2,405,422	213,957	10%
22 Fire	896,505	840,872	-55,633	-6%
24 Building	173,095	115,195	-57,900	-33%
25 Emergency Services	21,118	21,118	0	0%
31 Pollution Control	3,430	3,414	-16	0%
51 Economic Development	4,000	2,500	-1,500	-38%
55 Aging	18,901	19,468	567	3%
62 Public Health	21,265	20,742	-523	-2%
TOTAL GENERAL FUND	4,734,877	4,921,199	186,322	4%
101 Parks Fund		618,030	618,030	#DIV/0!
102 Cemetery Fund		172,150	172,150	#DIV/0!
103 Streets Fund		794,100	794,100	#DIV/0!
110 Public Lands Fund	1,760,765		-1,760,765	-100%
104 Arterial Streets Fund	1,073,722	2,833,590	1,759,868	164%
105 Library Fund	278,020	323,395	45,375	16%
106 Cemetery Endowment Fund	100,000	100,000	0	0%
107 Parks Reserve Fund	32,000	4,000	-28,000	-88%
108 Hotel Motel Fund	25,150	24,650	-500	-2%
109 Special Investigations Fund	0	1,000	1,000	#DIV/0!
113 Paths & Trails Fund	0	10000	10,000	#DIV/0!
204 1991-1 ULID Fund	0	0	0	#DIV/0!
230 G/O Rev Bond-1996 Fund	197500	200000	2,500	1%
302 Reserve for Current Exp Capital Fund	227500	270398	42,898	19%
310 Police Mitigation Fund	29285	40000	10,715	37%
311 Park Impact Fees Fund	145000	55000	-90,000	-62%
312 Fire Impact Fees Fund	0	20000	20,000	#DIV/0!
331 City Hall Construction Fund	3800000	5202500	1,402,500	37%
332 P WTF Sewer Construction Fund	4843692	6269818	1,426,126	29%
401 Sewer Operations Fund	3228126	3291064	62,938	2%
407 1998 Sewer Revenue Bond Fund	505000	501500	-3,500	-1%
410 Cumulative Reserve for Sewer Fund	1870655	1076159	-794,496	-42%
411 1998 Sewer Revenue Bond Reserve Fund	0	0	0	#DIV/0!
412 Solid Waste Fund	1426545	1589053	162,508	11%
425 Stormwater Fund	0	223535	223,535	#DIV/0!
501 ERR / Fleet Fund	838785	160090	-678,695	-81%
Public Lands Combined	1760765	1584280	-176,485	-10%

## KEY OVERALL GOALS/OBJECTIVES IN 2008:

1. Transportation: the budget includes funds to support the F&S and SR 20 project; \$75,000 for sidewalks in the City and continued support for the McGarigle/Fruitdale reconstruction which is scheduled for 2009.
2. Sewer: the budget includes staff support and funding for continued maintenance at the plant and in the collection system (including \$200,000 for additional CIPP in 2008). A new fund is proposed for sewer operations reserves to address plant repairs, maintenance and small upgrades on an as-needed basis (Fund 402). The budget includes funding for construction of the SR 20 project in 2008, the Metcalf trenchless in 2008, and the McGarigle CIPP in 2008; design money is included for the SR 9 extension. Construction is anticipated in 2008, but funding has yet to be identified. \$100,000 is budgeted for design of Ball Street sewer improvements; \$100,000 is budgeted for engineering on a new clarifier. \$25,000 is budgeted to add radio telemetry between the pump stations and the WWTP.
3. Increase revenues through increased commercial and industrial activity in the City. Additional funds were added in the executive budget to support some limited marketing about the City (identified as communications in the amount of \$2,000). This line item will also support community recognition. An additional \$500 is included in the economic development section to allow the City to join economic development organizations in addition to EDASC (existing \$2,000). Also, the planning/building budgets include additional funding to revise the permit process and building permit application forms.
4. Continued coordination with the Council and long-range planning. A small addition of \$1,500 was budgeted to support an annual retreat.
5. Staff support/morale. The budget includes cost of living adjustments for staff as well as targeted market adjustments. These costs are distributed throughout the budget. The draft budget makes meaningful progress on this issue.
6. Public safety. The budget includes \$80,000 to purchase two new police vehicles and one new code enforcement truck. It includes an additional \$11,000 to purchase tasers for the whole department. The fire department budget includes \$10,000 to maintain the quarters and \$10,000 to purchase mobile data terminals for fire rigs. Also, \$10,000 is included for hydrant maintenance in 2008.
7. Facilities. The budget includes funds to complete the City Hall construction project including \$100,000 for FF&E, \$100,000 for telecommunications and additional money to address change orders or modifications. I am hopeful that we will have adequate funding to

purchase and install the new generator in 2008 with existing budgeted funds. The budget also includes \$5,000 to pay for fencing for a new dog park and \$10,000 for new playground equipment at Bingham Park. \$35,000 is budgeted for a new roof at the library (in the form of an interfund loan with repayment beginning in 2009).

8. Stormwater. Continued focus on NPDES II compliance. Seventy five percent of 2.0 FTEs is funded through this utility (reallocation of existing positions).
9. Solid Waste. Funding is included for a new 1.0 FTE midyear and for a new vehicle (\$105,000 from ER&R fund).

REQUESTS THAT WERE NOT FUNDED: This includes the significant requests that were not funded. Most of these items are not cuts from 2007, but are new requests for 2008 that were not included in my draft budget. Every budget line item was reviewed and cuts were made throughout the budget to reflect realistic needs and to address shortfalls. Smaller adjustments are not addressed in this memo.

#### PLANNING, BUILDING & ENGINEERING:

1. The departments together requested a new 1.0 FTE to perform reception and clerical work; the proposed budget includes a 0.5 FTE that is contingent upon revenues.
2. The planning department requested \$17,000 for a buildable lands analysis. This will be required before the City can support any UGA expansion to the County. My recommendation is that we work with our private partners to fund this with a lower level of funding needed from the City in 2009.

#### POLICE DEPARTMENT:

1. The police overtime budget was increased to \$65,000 from the current year's \$60,000; the current year's actual is closer to \$80,000. Overtime is difficult to manage, but I have asked the department to manage its overtime to the proposed budgeted amount. The reserves/extra help budget was reduced from \$10,000 to \$2,000.
2. Traffic light control emitters (signal priority) at a cost of \$7,000 were not included; these are important for safety as they allow the officers' to have green lights when running code to calls. I have asked the chief to spec his new vehicles to include these devises and hope to have dollars available for 2009.

#### FIRE DEPARTMENT:

1. The department's requested ladder truck (\$755,000.00) is not included in my proposed budget; while this is an important request, it is just too expensive to purchase at this time. I have asked the chief to continue to work on grant

funding. I think we also need to consider establishing an annual contribution to a future ladder truck purchase, possibly beginning in 2009.

#### PUBLIC HEALTH:

1. Skagit Community Action Agency requested \$10,000 to help pay for the new food bank building; this request was not funded in my budget.

#### PARKS & RECREATION:

1. Requested a new P/T support person to assist with the development and implementation of a new recreation program (\$10,000). I have asked Shane to use 2008 to develop a plan for recreation with the goal of implementing it in 2009.
2. Requested additional seasonal labor for custodial services (\$8,000).

#### STREET:

1. Additional FTE was not included; with the new public works director, 2008 will be a year for change and adjustment to the street department and it seems to me that additional personnel growth should occur, if needed, after Mark has a chance to structure the department.
2. Requested \$40,000 for a new building. This was not included in 2008 because City property in that area has changed with the addition of the Lemley property and we are budgeting a site plan that will address future needs and growth. It seems likely that any new facilities built for the street department would be built in a different location following the planning process.
3. \$150,000 front end loader; the budget could not support this request.
4. \$50,000 tandem drum vibrator; the budget could not support this request.

#### LIBRARY:

1. Additional 0.25 FTE (\$16,844) was not included.
2. Increased book budget of \$4,000 was not included.

#### HOTEL/MOTEL:

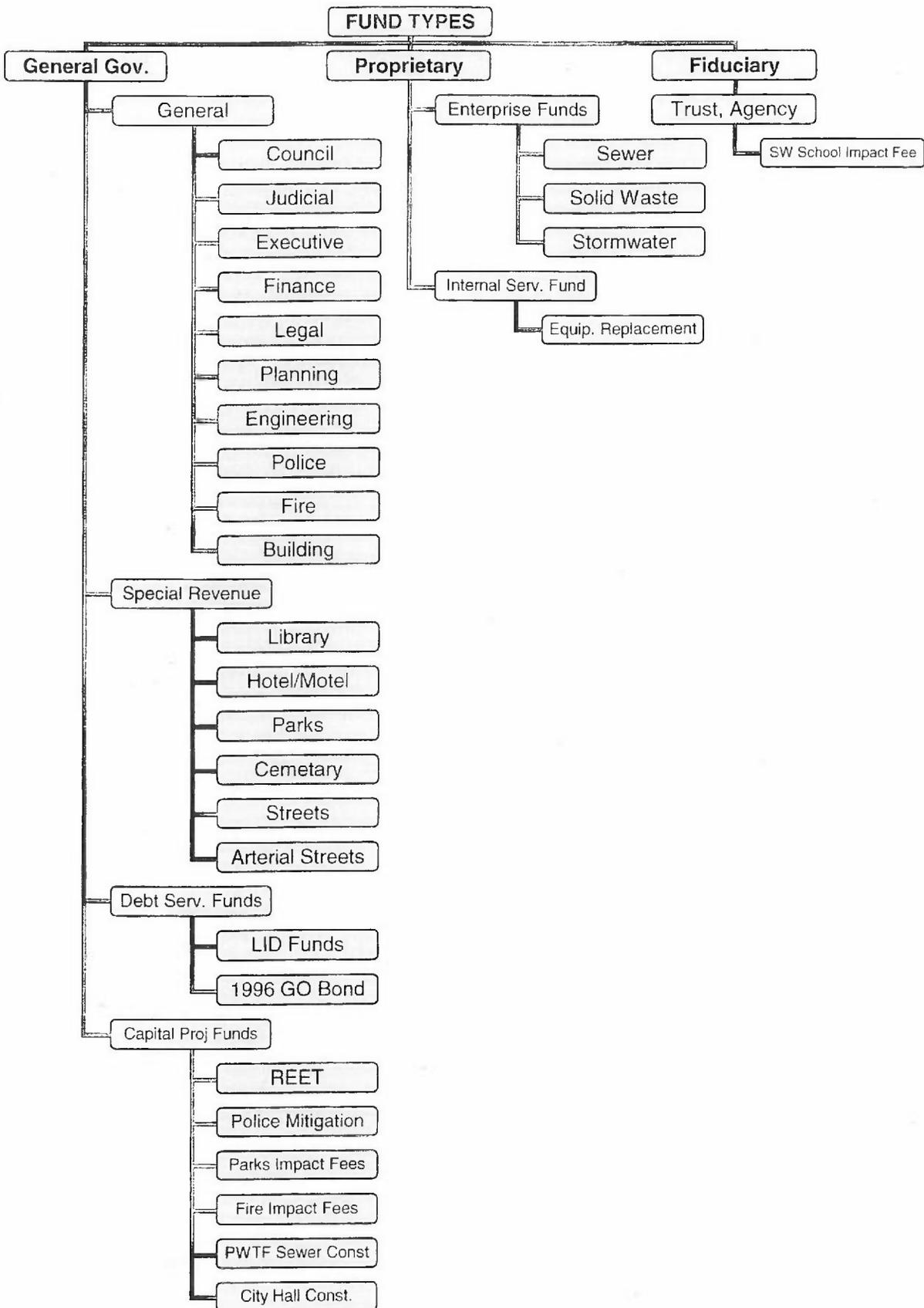
1. The hotel/motel committee met and made recommendations (included in your budget materials). I am recommending slightly different funding which includes the following changes: reallocation of funding from SPAC and Shakespeare to Loggerodeo. I have also kept the S-W Museum at the same level of funding and reallocated that \$500 to Loggerodeo. My goal is to keep the money in Sedro-Woolley.

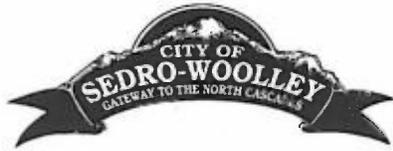
#### EXECUTIVE:

1. Eron requested a new 1.0 FTE confidential secretary to support his position; the budget includes a 0.5 FTE for this new position. It may be possible to revise staffing to accommodate this request in 2008, but the current funding is for a 0.5 FTE only. \$40,000 was reduced from the finance budget from prior year – this money is anticipated to be unnecessary because Eron will be negotiating directly with AFSCME for the 2009-2011 contract.

SEWER:

1. Items not included: \$400,000 for Ball Street sewer construction, \$30,000 for asphalt work and roofing at the WWTP, \$100,000 for clarifier and water reuse studies.





**Building, Planning and Engineering Dept.**

Sedro-Woolley Municipal Building

720 Murdock Street

Sedro Woolley, WA 98284

Phone (360) 855-0771

Fax (360) 855-0733

---

**MEMO:**

**To:** City Council  
Mayor Anderson

**CITY COUNCIL AGENDA  
REGULAR MEETING**

**From:** Jack Moore, *JM*  
Director of Planning & Community Development

NOV 14 2007

7:00 P.M. COUNCIL CHAMBERS  
AGENDA NO. \_\_\_\_\_

**Date:** November 7, 2007

**Subject:** Proposed revisions to ordinance 15.04, updating to currently adopted State Codes.  
(1<sup>st</sup> Reading)

---

**ISSUE**

1. Should the Council approve the attached proposal to update the City's Ordinances to reflect the State adoption of the 2006 editions of the codes our City currently uses along with local amendments?

**DESCRIPTION**

Sections 1504.020, 1504.030 and 1504.035 are proposed to be updated to include references to the 2006 editions of the codes that are currently adopted by the city, with the specific changes as follows:

- |                                                                                                            |                                                                                                                                     |
|------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| <b>15.04.020(A)</b> Adoption of Appendices                                                                 | B: Board of Appeals<br>C: Agricultural Buildings<br>J: Grading                                                                      |
| <b>15.04.020(B)</b> Adoption of Appendices                                                                 | E: Manufactured Housing Used as Dwellings<br>F: Radon Control Methods (as adopted by State)<br>G: Swimming Pools, Spas and Hot Tubs |
| <b>15.04.020(D)</b> Exclusion of Chapters 12 and 15 and portions of Chapter 5 (as excluded by State)       |                                                                                                                                     |
| <b>15.04.020(K)</b> Eliminate deletion of subsection 302.8 and add required insertion in subsection 302.4. |                                                                                                                                     |

Section 15.04.035 has been revised and reformatted. The subsections shown in this memo refer to the existing code numeration.

- 15.04.035(A) Eliminate amendment to Chapter 3408 (these requirements are now addressed in the International Codes and the fees are included in fee schedule).
- 15.04.035(B) Eliminate 1<sup>st</sup> paragraph of section (these requirements are now addressed in the International Codes) and reformat as subsection (A).
- 15.04.035(C) Reformat as subsection (D).
- 15.04.035(D) Eliminate description in last sentence and add “as required by code.”  
Reformat as subsection (B).
- 15.04.035(E) Reformat as subsection (C).
- 15.04.035(F) Reformat as subsection (E).
- 15.04.035(G) Revised old reference from 3304 to *Appendix J*. Reformat as subsection (G).
- 15.04.035(H) Eliminated—Unnecessary, repetitive statement.
- 15.04.035(I) Reformat as subsection (F).
- 15.04.035(J) Eliminated—Unnecessary; appendices are not adopted unless specifically named.
- 15.04.035(K) Reformat as subsection (H).
- 15.04.035(L) Add as new code Section AE607. Reformat as subsection (I).

Included in this memo is:

**Exhibit A** – Existing sections 1504.020, 1504.030 and 1504.035; and

**Exhibit B** – Proposed sections 1504.020, 1504.030 and 1504.035

### **RECOMMENDED ACTION**

No action at this time. (1<sup>st</sup> Reading)

# **Exhibit A**

## Chapter 15.04

### BUILDING CODE\*

#### Sections:

15.04.010	<b>Title.</b>
15.04.020	<b>Codes adopted.</b>
15.04.030	<b>Amendments generally.</b>
15.04.035	<b>Specific amendments and additions to International Building Code.</b>
15.04.038	<b>Specific amendments to International Fire Code.</b>
15.04.039	<b>Amendments.</b>
15.04.040	<b>Fees—Building permit and plan review fees.</b>
15.04.042	<b>Building valuation data.</b>
15.04.043	<b>Administration and enforcement.</b>
15.04.044	<b>Certification of plans by architects and engineers.</b>
15.04.045	<b>Plan check fees for identical plans.</b>
15.04.047	<b>Mandatory street signs.</b>
15.04.050	<b>Prohibitions.</b>
15.04.055	<b>Enforcement—Civil suits.</b>
15.04.060	<b>Violation—Penalty.</b>

\* Prior ordinance history: Ords. 1025 and 1078.

#### 15.04.010 Title.

This chapter shall be known as the building code of the city of Sedro-Woolley. (Ord. 1477-04 § 1, 2004; Ord. 1154 § 1, 1992)

#### 15.04.020 Codes adopted.

The following codes are hereby adopted by reference, subject to modifications and/or amendments hereinafter set forth in this chapter:

A. International Building Code, 2003 Edition, published by the International Code Council, together with all supplements thereto, mandated state amendments and subject to the modifications set forth by the state of Washington in Chapter 51-50 WAC;

B. International Residential Code, 2003 Edition, published by the International Code Council, together with all supplements thereto, excluding Appendix Chapter F and subject to the modifications set forth by the state of Washington in Chapter 51-51 WAC;

C. International Mechanical Code, 2003 Edition, published by the International Code Council, together with all supplements thereto, and subject to the modifications set forth by the state of Washington in Chapter 51-52 WAC;

D. Uniform Plumbing Code, 2003 Edition, published by the International Association of Plumbing and Mechanical Officials, together with all supplements and amendments thereto, and subject to the modifications set forth by the state of Washington in Chapters 51-56 and 51-57 WAC;

E. International Fire Code, 2003 Edition, published by the International Code Council, and amendments and additions thereto; supplements thereto; mandated state amendments, Chapter 51-54 WAC. Appendices Chapter B, Chapter C, Chapter E, Chapter F;

F. International Fuel Gas Code, 2003 Edition, published by the International Code Council, together with standards NFPA 58 and NFPA 54;

G. International Existing Building Code, 2003 Edition;

H. The Washington State Energy Code, 2003 Edition, and Reference Standard 29, developed by the Washington State Building Code Council, and set forth in Chapter 51-11 WAC;

I. The Washington State Ventilation and Indoor Air Quality Code, 2003 Edition, as set forth in Chapter 51-13 WAC, effective July 1, 2004;

J. Installation of factory built housing and commercial structures, RCW 43.22.460, together with WAC 296-150C-0540, 296-150F-0540 and the installation of manufactured and mobile homes, RCW 43.22.440 and WAC 296-150M-0650;

K. The International Property Maintenance Code, 2003 Edition, published by the International Code Council, together with all supplements thereto, deleting subsection 302.8 regarding motor vehicles.

In case of conflict among the codes numerated in subsections A through K of this section, the first named code shall govern over those following. (Ord. 1492-04 § 1, 2004; Ord. 1477-04 § 2, 2004; Ord. 1323-99 § 1, 1999; Ord. 1280-97 § 1, 1997; Ord. 1154 § 2, 1992)

**15.04.030 Amendments generally.**

Pursuant to authority granted by the Revised Code of the state of Washington under the State Building Code Act, amendments to the uniform codes adopted in Section 15.04.020, when adopted by the state of Washington and Building Code Council, are hereby adopted and incorporated by reference, and apply within this jurisdiction. (Ord. 1477-04 § 3, 2004; Ord. 1211 § 1, 1994; Ord. 1154 § 3, 1992)

**15.04.035 Specific amendments and additions to International Building Code.**

A. Section 3408 of the International Building Code, 2003 Edition, is amended to read as follows:

**3408 - Moved Structures**

Buildings or structures moved into or within the jurisdiction shall comply with the provisions of this code for new buildings or structures. No person shall move any building or structure into or within the city unless, prior to moving, said building or structure has been inspected for compliance with this code by the building official.

The cost of said inspection fee shall be payable in advance and shall not be refundable. The inspection fee shall be based upon the following schedule:

\$100.00 - When located within the city.

\$200.00 - When located outside of the city but within Skagit County. This fee is for pre-relocation inspection, and does not preclude

additional fees and inspections for new construction associated with the structure.

A building permit is required for the improvements of the new site and must be obtained prior to the actual relocation of the building or structure. Plans for the site improvements should include a chronological time frame for completion of improvements and a security bond for improvements may be required at the discretion of the building official.

Temporary structures such as reviewing stands and other miscellaneous structures, sheds, canopies, or fences used for the protection of the public around and in conjunction with construction work may be erected by special permit from the building official for a limited period of time. Such buildings or structures need not comply with the type of construction or fire-resistive time periods required by this code. Temporary buildings or structures shall be completely removed upon the expiration of the time limit stated in the permit.

B. Section 104.8 of the International Building Code, 2003 Edition, is hereby amended to read as follows:

**104.8 - Liability**

The building official, or his authorized representative charged with the enforcement of this code, acting in good faith and without malice in the discharge of his duties required by this code or other pertinent law or ordinance, shall not thereby be rendered personally liable for any damage that may accrue to persons or property as a result of any act or by reason of any act or omission in the discharge of his duties. Any suit brought against the building official or employee because of such act or omission performed by him in the enforcement of any provision of this code shall be defended by legal counsel provided by this jurisdiction

until final termination of such proceedings. The building official or any subordinate shall not be liable for cost in any action, suit or proceeding that is instituted in pursuance of the provisions of this code.

This code shall not be construed to relieve from or lessen the responsibility of any person owning, operating, or controlling any building or structure for any damages to persons or property caused by defects, nor shall the code enforcement agency or its parent jurisdiction be held as assuming any such liability by reasons of the inspections authorized by this code or any certificates of inspection issued under this code.

Enforcement of this code shall not be construed to be for the particular benefit of any individual person or group of persons, other than the general public. In the event of a conflict between the intent of this section and any other section or subsection herein, this subsection shall govern insofar as applicable.

C. Section 112A of the International Building Code, 2003 Edition, is hereby amended to read as follows:

#### 112.1 - General

In order to hear and decide appeals of orders, decisions or determinations made by the building official relative to the application and interpretation of this code, there shall be and is hereby created a Board of Appeals consisting of members who are qualified by experience and training to pass upon matters pertaining to building construction and who are not employees of the City of Sedro-Woolley.

The building official and fire chief shall be ex officio members of said Board but shall have no vote on any matter before the Board. The Board of Appeals shall be appointed by the mayor and shall hold office at the mayor's pleasure. The

Board shall render all decisions and findings in writing to the appellant with a duplicate copy to the building official.

D. Section 105.1 of the International Building Code, 2003 Edition, is amended to read as follows:

#### 105.1 - Permits Required

No person, firm, or corporation shall erect, construct, enlarge, alter, repair, move, improve, remove, convert, or demolish any building, structure, parking facility, or parking lot in the city, except as specified in Section 105.2, or cause the same to be done, without obtaining a separate building permit for each such building, structure, or parking facility from the building official, nor shall any person, firm, or corporation excavate, fill, or grade for any purpose in the city, or cause the same to be done, without first obtaining a permit therefore from the building official. The building official can waive the permit required for fill, excavating, or grading if it is determined that the work does not exceed the purpose intended in IBC Appendix J Section J103 contained therein.

E. Section 105.2 of the International Building Code, 2003 Edition, is amended to add an enumerated paragraph "14" to the numbered paragraphs therein, as follows:

#### 105.2 - Work Exempt from Permit

14. Pursuant to WAC 51-50-007 Exceptions, Permits will not be required for the installation or relocation of framed membrane structures or tent type structures as defined in Chapter 3102.2, provided that:

(1) The structure is used exclusively for the protection or propagation of plants; and

(2) The structure is located a minimum of 20 feet from any property line or other structure.

F. Section 3304.1 of the International Building Code, 2003 Edition, is amended to read as follows:

#### 3304.1 — Excavation and fill

All stumps and roots shall be removed from the soil to a depth of at least twelve inches (12") below the surface of the ground in the area to be occupied by the building.

All wood forms which have been used in placing concrete, if within the ground or between foundation sills and the ground, shall be removed before a building is occupied or used for any purpose. Before completion, loose or casual wood shall be removed from direct contact with the ground under the building.

The finished grade and elevation under the building shall be above the ground drainage flow of the land around the building to prevent surface or subsurface water from draining to the space under the building, provided that alternates may be used if shown on the building plans and approved by the building official, such as drain tile, or exterior drainage of the building, or an approved sump pump system. At least two percent (2%) gradient toward approved drainage facilities is required from building walls unless waived by the building official for non-hill terrain. Approved sump pump systems shall in no case be connected to the sanitary sewer system.

Tight lined downspout and perimeter building drains may be connected together at a point no closer than 10 feet from a building.

G. Appendix Section 3304 of the International Building Code, 2003 Edition, is amended to add the following paragraph and read as follows:

#### 3304.1.5 - Hazards

Whenever the building official determines that a proposed or existing excavation, embankment, or fill on any land within the City of Sedro-Woolley is or may become a hazard to life or limb, endangers property, adversely affects the environment or the safety, use, or stability of a public way, or adversely affects a drainage channel or other natural watercourse by siltation, erosion, diversion, concentration, or an increase in storm water runoff, the owner of the property upon which the excavation or fill is located or other person or agent in control of said property shall upon receipt of notice from the building official repair or eliminate such excavations, embankments, or fill so as to eliminate the hazard and be in conformance with the requirements of this code.

#### H. 3313 Environmental Impact Statement.

(Added) An environmental impact statement shall be submitted where required by state statute.

I. Appendix Section J109 of the International Building Code, 2003 Edition, is amended to add the following subsection and read as follows:

#### J109.5 - Disposal

All drainage facilities shall be designed to carry water to nearest practicable drainage way approved by the building official and/or any appropriate administrative authority as a safe place to deposit such waters. Erosion of ground in the area of discharge shall be prevented by installation of nonerosive down-drains or other devices. The building official shall not approve plans for drainage facilities which adversely

affect the rights of nonconsenting owners other than the applicant.

J. International Building Code, 2003 Edition, Appendix Chapters D and H are hereby deleted.

K. Whenever the word "shall" is used in the referenced adopted Codes, it is defined to have the following meanings:

A. With respect to the functions and powers of the chief code official, building official, or any agents and employees of the city and any board authorized hereunder, a direction and authorization to act in the exercise of sound discretion and in good faith;

B. With respect to the obligation upon owners and occupants of premises and their agents, a mandatory requirement to act in compliance with the provisions of the code at the risk of civil and/or criminal liability upon failure.

L. A new section is added to the International Building Code to read as follows:

1. Mobile homes: before any mobile home or manufactured housing unit is located or placed upon a lot or parcel, the person desiring to locate or place the mobile home/unit must obtain a building permit from the building department. Thereafter the building department shall ascertain if the mobile home/unit meets the requirements of the city zoning code, that the wheels and tongue have been removed and the proper support is provided.

2. All applicable zoning requirements must be adhered to. No mobile home/unit shall be located or placed until permits and approvals have been obtained.

3. Mobile homes and manufactured housing not located within a sale lot nor within an approved mobile home park shall:

1. Consist of at least two fully enclosed parallel sections of each of not less than twelve feet wide by thirty-six feet long;

2. Be placed on a poured or permanent concrete block foundation similar to that required for other residential construction;

3. Have a roof which was originally constructed and is now pitched with a slope no less than 3 inches of rise to 12 inches of run, is constructed as an integral part of the home, and is made of either composition, shakes or shingles;

4. Have exterior siding similar in appearance to siding materials commonly used on conventional site-built (per the Uniform Building Code) single-family residences;

5. Have the tongue removed if designed to allow removal;

6. Have a minimum of eighteen inches crawl space;

7. Have permanent steps affixed to all exits; and

8. Be approved by and bear the insignia of the U.S. Department of Housing and Urban Development.

4. Mobile homes and manufactured housing within approved mobile home parks shall:

1. Be placed on a permanent foundation or footings and piers and meet all manufacturer's specifications for support;

2. Be securely tied down in accordance with the manufacturer's specifications or those of a licensed architect or engineer;

3. Have the tongue removed;
4. Maintain a minimum of eighteen inches crawl space under the entire mobile home;
5. Have permanent steps affixed to all exits;
6. Be approved by and bear the insignia of the U.S. Department of Housing and Urban Development;
7. Have a securely attached exterior skirting material consisting of concrete, masonry, or pressure treated wood, or vinyl siding that extends around the entire mobile home between the ground and the outer bottom portion of the dwelling;
8. Have a finished exterior consisting of a composition roof and wood or wood-type siding;
9. Have a minimum area of 500 square feet exclusive of expandos; and
10. Have a minimum width of not less than 14 feet.

(Ord. 1477-04 § 4, 2004)

# **Exhibit B**

## Chapter 15.04

### BUILDING CODE\*

#### Sections:

- 15.04.010 Title.
- 15.04.020 Codes adopted.
- 15.04.030 Amendments generally.
- 15.04.035 Specific amendments and additions to International Building Code.
- 15.04.038 Specific amendments to International Fire Code.
- 15.04.039 Amendments.
- 15.04.040 Fees—Building permit and plan review fees.
- 15.04.042 Building valuation data.
- 15.04.043 Administration and enforcement.
- 15.04.044 Certification of plans by architects and engineers.
- 15.04.045 Plan check fees for identical plans.
- 15.04.047 Mandatory street signs.
- 15.04.050 Prohibitions.
- 15.04.055 Enforcement—Civil suits.
- 15.04.060 Violation—Penalty.

\* Prior ordinance history: Ords. 1025 and 1078.

#### 15.04.010 Title.

This chapter shall be known as the building code of the city of Sedro-Woolley. (Ord. 1477-04 § 1, 2004; Ord. 1154 § 1, 1992)

#### 15.04.020 Codes adopted.

The following codes are hereby adopted by reference, subject to modifications and/or amendments hereinafter set forth in this chapter:

A. International Building Code, 2006 Edition, published by the International Code Council, together with all supplements thereto, subject to the modifications set forth by the state of Washington in Chapter 51-50 WAC; and Appendices B, C, J and M (WA State amendments).

B. International Residential Code, 2006 Edition, except chapters 11 and 25-42, published by the International Code Council, together with all supplements thereto, and Appendices E, F and G; and subject to the modifications set forth by the state of Washington in Chapter 51-51 WAC;

C. International Mechanical Code, 2006 Edition, published by the International Code Council, together with all supplements thereto, and subject to the modifications set forth by the state of Washington in Chapter 51-52 WAC;

D. Uniform Plumbing Code, 2006 Edition, published by the International Association of Plumbing and Mechanical Officials, together with all supplements thereto, and subject to the modifications set forth by the state of Washington in Chapters 51-56 and 51-57 WAC; provided that chapters 12 and 15 are not adopted. Provided further, that those requirements of the Uniform Plumbing Code relating to venting and combustion air of fuel fired appliances as found in chapter 5 and those portions of the code addressing building sewers are not adopted.

E. International Fire Code, 2006 Edition, published by the International Code Council, and all supplements thereto; mandated state amendments, Chapter 51-54 WAC; and Appendices Chapter B, Chapter C, Chapter E, Chapter F;

F. International Fuel Gas Code, 2006 Edition, published by the International Code Council, together with standards NFPA 58 and NFPA 54;

G. International Existing Building Code, 2006 Edition;

H. The Washington State Energy Code, 2006 Edition, and Reference Standard 29, developed by the Washington State Building Code Council, and set forth in Chapter 51-11 WAC;

I. The Washington State Ventilation and Indoor Air Quality Code, 2006 Edition, as set forth in Chapter 51-13 WAC,

J. Installation of factory built housing and commercial structures, RCW 43.22.460, together with WAC 296-150C-0540, 296-150F-0540 and

the installation of manufactured and mobile homes, RCW 43.22.440 and WAC 296-150M-0650;

K. The International Property Maintenance Code, 2006 Edition, published by the International Code Council, together with all supplements thereto. Insert (6") into section 302.4.

In case of conflict among the codes numerated in subsections A through K of this section, the first named code shall govern over those following. (Ord. 1492-04 § 1, 2004; Ord. 1477-04 § 2, 2004; Ord. 1323-99 § 1, 1999; Ord. 1280-97 § 1, 1997; Ord. 1154 § 2, 1992)

**15.04.030 Amendments generally.**

Pursuant to authority granted by the Revised Code of the state of Washington under the State Building Code Act, amendments to the codes adopted in Section 15.04.020, when adopted by the state of Washington and Building Code Council, are hereby adopted and incorporated by reference, and apply within this jurisdiction. (Ord. 1477-04 § 3, 2004; Ord. 1211 § 1, 1994; Ord. 1154 § 3, 1992)

**15.04.035 Specific local amendments and additions to International Building Code and International Residential Code.**

A.. Sections 104.8 of the International Building Code and the International Residential Code, 2006 Editions, are hereby amended to include the additional paragraphs as follows:

This code shall not be construed to relieve from or lessen the responsibility of any person owning, operating, or controlling any building or structure for any damages to persons or property caused by defects, nor shall the code enforcement agency or its parent jurisdiction be held as assuming any such liability by reasons of the inspections authorized by this code or any certificates of inspection issued under this code.

Enforcement of this code shall not be construed to be for the particular benefit of any individual person or group of persons, other than the general public. In the event of a conflict between the intent of this section and any other section or subsection herein, this subsection shall govern insofar as applicable.

B. Sections 105.1 of the International Building Code and the International Residential Code, 2003 Editions, are amended to read as follows:

105.1 - Permits Required

No person, firm, or corporation shall erect, construct, enlarge, alter, repair, move, improve, remove, convert, or demolish any building, structure, parking facility, or parking lot in the city, except as specified in Section 105.2, or cause the same to be done, without obtaining a separate building permit for each such building, structure, or parking facility from the building official, nor shall any person, firm, or corporation excavate, fill, or grade for any purpose in the city, or cause the same to be done, without first obtaining a permit therefore from the building official as required by code.

C. Section 105.2 of the International Building Code, 2006 Edition, is amended to add an enumerated paragraph "14" to the numbered paragraphs therein; and section 105.2 of the International Residential Code, 2006 Edition, is amended to add an enumerated paragraph "10" to the numbered paragraphs, as follows:

105.2 - Work Exempt from Permit

(14)/(10). Pursuant to WAC 51-50-007 Exceptions, Permits will not be required for the installation or relocation of framed membrane structures or tent type structures as defined in Chapter 3102.2, provided that:

(1) The structure is used exclusively for the protection or propagation of plants; and

(2) The structure is located a minimum of 20 feet from any property line or other structure.

D. Section 112.1 of the International Building Code and the International Residential Code, 2006 Editions, are hereby amended to read as follows:

#### 112.1 - General

In order to hear and decide appeals of orders, decisions or determinations made by the building official relative to the application and interpretation of this code, there shall be and is hereby created a Board of Appeals consisting of members who are qualified by experience and training to pass upon matters pertaining to building construction and who are not employees of the City of Sedro-Woolley.

The building official and fire chief shall be ex officio members of said Board but shall have no vote on any matter before the Board. The Board of Appeals shall be appointed by the mayor and shall hold office at the mayor's pleasure. The Board shall render all decisions and findings in writing to the appellant with a duplicate copy to the building official.

E. Section 3304.1 of the International Building Code, 2006 Edition, is amended to read as follows:

#### 3304.1 — Excavation and fill

All stumps and roots shall be removed from the soil to a depth of at least twelve inches (12") below the surface of the ground in the area to be occupied by the building.

All wood forms which have been used in placing concrete, if within the ground or between foundation sills and the ground, shall be removed before a building is occupied or used for any purpose. Before completion, loose or casual wood shall be removed from direct contact with the ground under the building.

The finished grade and elevation under the building shall be above the ground drainage flow of the land around the building to prevent surface or subsurface water from draining to the space under the building, provided that alternates may be used if shown on the building plans and approved by the building official, such as drain tile, or exterior drainage of the building, or an approved sump pump system. At least two percent (2%) gradient toward approved drainage facilities is required from building walls unless waived by the building official for non-hill terrain. Approved sump pump systems shall in no case be connected to the sanitary sewer system.

Tight lined downspout and perimeter building drains may be connected together at a point no closer than 10 feet from a building.

F. Appendix Section J109 of the International Building Code, 2006 Edition, is amended to add the following subsection and read as follows:

#### J109.5 - Disposal

All drainage facilities shall be designed to carry water to nearest practicable drainage way approved by the building official and/or any appropriate administrative authority as a safe place to deposit such waters. Erosion of ground in the area of discharge shall be prevented by installation of nonerosive down-drains or other devices. The building official shall not approve plans for drainage facilities which adversely affect the rights of nonconsenting owners other than the applicant.

G. Appendix J of the International Building Code, 2006 Edition, is amended to add the following section to read as follows:

#### Section J112 - Hazards

Whenever the building official determines that a proposed or existing excavation, embankment, or fill on any land within the City of Sedro-Woolley is or may become a hazard to life or limb, endangers property, adversely affects the environment or the safety, use, or stability of a public way, or adversely affects a drainage channel or other natural watercourse by siltation, erosion, diversion, concentration, or an increase in storm water runoff, the owner of the property upon which the excavation or fill is located or other person or agent in control of said property shall upon receipt of notice from the building official repair or eliminate such excavations, embankments, or fill so as to eliminate the hazard and be in conformance with the requirements of this code.

H. Whenever the word "shall" is used in the referenced adopted Codes, it is defined to have the following meanings:

1. With respect to the functions and powers of the chief code official, building official, or any agents and employees of the city and any board authorized hereunder, a direction and authorization to act in the exercise of sound discretion and in good faith;
2. With respect to the obligation upon owners and occupants of premises and their agents, a mandatory requirement to act in compliance with the provisions of the code at the risk of civil and/or criminal liability upon failure.

I. Appendix E of the International Residential Code, 2006 Edition, is amended to add the following section to read as follows:

#### Section AE607 – Local Requirements

1. Mobile homes: before any mobile home or manufactured housing unit is located or placed upon a lot or parcel, the person desiring to locate or place the mobile home/unit must obtain a building permit from the building department. Thereafter the building department shall ascertain if the mobile home/unit meets the requirements of the city zoning code, that the wheels and tongue have been removed and the proper support is provided.
2. All applicable zoning requirements must be adhered to. No mobile home/unit shall be located or placed until permits and approvals have been obtained.
3. Mobile homes and manufactured housing not located within a sale lot nor within an approved mobile home park shall:
  1. Consist of at least two fully enclosed parallel sections of each of not less than twelve feet wide by thirty-six feet long;
  2. Be placed on a poured or permanent concrete block perimeter foundation similar to that required for site-built residential construction;
  3. Have a roof which was originally constructed, pitched with a slope no less than 3 inches of rise to 12 inches of run, is constructed as an integral part of the home, and is made of either composition, shakes or shingles;
  4. Have exterior siding similar in appearance to siding materials commonly used on conventional site-built (per the International Residential Code) single-family residences;
  5. Have the tongue removed if designed to allow removal;

6. Have a minimum of eighteen inches crawl space;

7. Have permanent steps affixed to all exits; and

8. Be approved by and bear the insignia of the U.S. Department of Housing and Urban Development.

4. Mobile homes and manufactured housing within approved mobile home parks shall:

1. Be placed on a permanent foundation or footings and piers and meet all manufacturer's specifications for support;

2. Be securely tied down in accordance with the manufacturer's specifications or those of a licensed architect or engineer;

3. Have the tongue removed;

4. Maintain a minimum of eighteen inches crawl space under the entire mobile home;

5. Have permanent steps affixed to all exits;

6. Be approved by and bear the insignia of the U.S. Department of Housing and Urban Development;

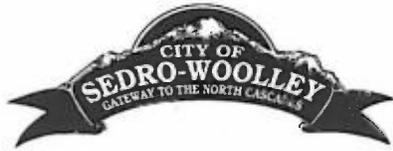
7. Have a securely attached exterior skirting material consisting of concrete, masonry, or pressure treated wood, or vinyl siding that extends around the entire mobile home between the ground and the outer bottom portion of the dwelling;

8. Have a finished exterior consisting of a composition roof and wood or wood-type siding;

9. Have a minimum floor area of 500 square feet; and

10. Have a minimum width of not less than 14 feet.

(Ord. 1477-04 § 4, 2004)



**Building, Planning and Engineering Dept.**

Sedro-Woolley Municipal Building

720 Murdock Street

Sedro Woolley, WA 98284

Phone (360) 855-0771

Fax (360) 855-0733

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**MEMO:**

**To:** City Council  
Mayor Anderson

**CITY COUNCIL AGENDA  
REGULAR MEETING**

**From:** Jack Moore, *JM*  
Director of Planning & Community Development

NOV 14 2007

7:00 P.M. COUNCIL CHAMBERS  
AGENDA NO. \_\_\_\_\_

**Date:** November 7, 2007

**Subject:** Proposed revisions to ordinance 15.04, updating to currently adopted State Codes.  
(1<sup>st</sup> Reading)

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**ISSUE**

1. Should the Council approve the attached proposal to update the City's Ordinances to reflect the State adoption of the 2006 editions of the codes our City currently uses along with local amendments?

**DESCRIPTION**

Sections 1504.020, 1504.030 and 1504.035 are proposed to be updated to include references to the 2006 editions of the codes that are currently adopted by the city, with the specific changes as follows:

- |                                                                                                            |                                                                                                                                     |
|------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| <b>15.04.020(A)</b> Adoption of Appendices                                                                 | B: Board of Appeals<br>C: Agricultural Buildings<br>J: Grading                                                                      |
| <b>15.04.020(B)</b> Adoption of Appendices                                                                 | E: Manufactured Housing Used as Dwellings<br>F: Radon Control Methods (as adopted by State)<br>G: Swimming Pools, Spas and Hot Tubs |
| <b>15.04.020(D)</b> Exclusion of Chapters 12 and 15 and portions of Chapter 5 (as excluded by State)       |                                                                                                                                     |
| <b>15.04.020(K)</b> Eliminate deletion of subsection 302.8 and add required insertion in subsection 302.4. |                                                                                                                                     |

Section 15.04.035 has been revised and reformatted. The subsections shown in this memo refer to the existing code numeration.

- 15.04.035(A) Eliminate amendment to Chapter 3408 (these requirements are now addressed in the International Codes and the fees are included in fee schedule).
- 15.04.035(B) Eliminate 1<sup>st</sup> paragraph of section (these requirements are now addressed in the International Codes) and reformat as subsection (A).
- 15.04.035(C) Reformat as subsection (D).
- 15.04.035(D) Eliminate description in last sentence and add “as required by code.”  
Reformat as subsection (B).
- 15.04.035(E) Reformat as subsection (C).
- 15.04.035(F) Reformat as subsection (E).
- 15.04.035(G) Revised old reference from 3304 to *Appendix J*. Reformat as subsection (G).
- 15.04.035(H) Eliminated—Unnecessary, repetitive statement.
- 15.04.035(I) Reformat as subsection (F).
- 15.04.035(J) Eliminated—Unnecessary; appendices are not adopted unless specifically named.
- 15.04.035(K) Reformat as subsection (H).
- 15.04.035(L) Add as new code Section AE607. Reformat as subsection (I).

Included in this memo is:

**Exhibit A** – Existing sections 1504.020, 1504.030 and 1504.035; and

**Exhibit B** – Proposed sections 1504.020, 1504.030 and 1504.035

### **RECOMMENDED ACTION**

No action at this time. (1<sup>st</sup> Reading)

# **Exhibit A**

## Chapter 15.04

### BUILDING CODE\*

#### Sections:

15.04.010	<b>Title.</b>
15.04.020	<b>Codes adopted.</b>
15.04.030	<b>Amendments generally.</b>
15.04.035	<b>Specific amendments and additions to International Building Code.</b>
15.04.038	<b>Specific amendments to International Fire Code.</b>
15.04.039	<b>Amendments.</b>
15.04.040	<b>Fees—Building permit and plan review fees.</b>
15.04.042	<b>Building valuation data.</b>
15.04.043	<b>Administration and enforcement.</b>
15.04.044	<b>Certification of plans by architects and engineers.</b>
15.04.045	<b>Plan check fees for identical plans.</b>
15.04.047	<b>Mandatory street signs.</b>
15.04.050	<b>Prohibitions.</b>
15.04.055	<b>Enforcement—Civil suits.</b>
15.04.060	<b>Violation—Penalty.</b>

\* Prior ordinance history: Ords. 1025 and 1078.

#### 15.04.010 Title.

This chapter shall be known as the building code of the city of Sedro-Woolley. (Ord. 1477-04 § 1, 2004; Ord. 1154 § 1, 1992)

#### 15.04.020 Codes adopted.

The following codes are hereby adopted by reference, subject to modifications and/or amendments hereinafter set forth in this chapter:

A. International Building Code, 2003 Edition, published by the International Code Council, together with all supplements thereto, mandated state amendments and subject to the modifications set forth by the state of Washington in Chapter 51-50 WAC;

B. International Residential Code, 2003 Edition, published by the International Code Council, together with all supplements thereto, excluding Appendix Chapter F and subject to the modifications set forth by the state of Washington in Chapter 51-51 WAC;

C. International Mechanical Code, 2003 Edition, published by the International Code Council, together with all supplements thereto, and subject to the modifications set forth by the state of Washington in Chapter 51-52 WAC;

D. Uniform Plumbing Code, 2003 Edition, published by the International Association of Plumbing and Mechanical Officials, together with all supplements and amendments thereto, and subject to the modifications set forth by the state of Washington in Chapters 51-56 and 51-57 WAC;

E. International Fire Code, 2003 Edition, published by the International Code Council, and amendments and additions thereto; supplements thereto; mandated state amendments, Chapter 51-54 WAC. Appendices Chapter B, Chapter C, Chapter E, Chapter F;

F. International Fuel Gas Code, 2003 Edition, published by the International Code Council, together with standards NFPA 58 and NFPA 54;

G. International Existing Building Code, 2003 Edition;

H. The Washington State Energy Code, 2003 Edition, and Reference Standard 29, developed by the Washington State Building Code Council, and set forth in Chapter 51-11 WAC;

I. The Washington State Ventilation and Indoor Air Quality Code, 2003 Edition, as set forth in Chapter 51-13 WAC, effective July 1, 2004;

J. Installation of factory built housing and commercial structures, RCW 43.22.460, together with WAC 296-150C-0540, 296-150F-0540 and the installation of manufactured and mobile homes, RCW 43.22.440 and WAC 296-150M-0650;

K. The International Property Maintenance Code, 2003 Edition, published by the International Code Council, together with all supplements thereto, deleting subsection 302.8 regarding motor vehicles.

In case of conflict among the codes numerated in subsections A through K of this section, the first named code shall govern over those following. (Ord. 1492-04 § 1, 2004; Ord. 1477-04 § 2, 2004; Ord. 1323-99 § 1, 1999; Ord. 1280-97 § 1, 1997; Ord. 1154 § 2, 1992)

**15.04.030 Amendments generally.**

Pursuant to authority granted by the Revised Code of the state of Washington under the State Building Code Act, amendments to the uniform codes adopted in Section 15.04.020, when adopted by the state of Washington and Building Code Council, are hereby adopted and incorporated by reference, and apply within this jurisdiction. (Ord. 1477-04 § 3, 2004; Ord. 1211 § 1, 1994; Ord. 1154 § 3, 1992)

**15.04.035 Specific amendments and additions to International Building Code.**

A. Section 3408 of the International Building Code, 2003 Edition, is amended to read as follows:

**3408 - Moved Structures**

Buildings or structures moved into or within the jurisdiction shall comply with the provisions of this code for new buildings or structures. No person shall move any building or structure into or within the city unless, prior to moving, said building or structure has been inspected for compliance with this code by the building official.

The cost of said inspection fee shall be payable in advance and shall not be refundable. The inspection fee shall be based upon the following schedule:

\$100.00 - When located within the city.

\$200.00 - When located outside of the city but within Skagit County. This fee is for pre-relocation inspection, and does not preclude

additional fees and inspections for new construction associated with the structure.

A building permit is required for the improvements of the new site and must be obtained prior to the actual relocation of the building or structure. Plans for the site improvements should include a chronological time frame for completion of improvements and a security bond for improvements may be required at the discretion of the building official.

Temporary structures such as reviewing stands and other miscellaneous structures, sheds, canopies, or fences used for the protection of the public around and in conjunction with construction work may be erected by special permit from the building official for a limited period of time. Such buildings or structures need not comply with the type of construction or fire-resistive time periods required by this code. Temporary buildings or structures shall be completely removed upon the expiration of the time limit stated in the permit.

B. Section 104.8 of the International Building Code, 2003 Edition, is hereby amended to read as follows:

**104.8 - Liability**

The building official, or his authorized representative charged with the enforcement of this code, acting in good faith and without malice in the discharge of his duties required by this code or other pertinent law or ordinance, shall not thereby be rendered personally liable for any damage that may accrue to persons or property as a result of any act or by reason of any act or omission in the discharge of his duties. Any suit brought against the building official or employee because of such act or omission performed by him in the enforcement of any provision of this code shall be defended by legal counsel provided by this jurisdiction

until final termination of such proceedings. The building official or any subordinate shall not be liable for cost in any action, suit or proceeding that is instituted in pursuance of the provisions of this code.

This code shall not be construed to relieve from or lessen the responsibility of any person owning, operating, or controlling any building or structure for any damages to persons or property caused by defects, nor shall the code enforcement agency or its parent jurisdiction be held as assuming any such liability by reasons of the inspections authorized by this code or any certificates of inspection issued under this code.

Enforcement of this code shall not be construed to be for the particular benefit of any individual person or group of persons, other than the general public. In the event of a conflict between the intent of this section and any other section or subsection herein, this subsection shall govern insofar as applicable.

C. Section 112A of the International Building Code, 2003 Edition, is hereby amended to read as follows:

#### 112.1 - General

In order to hear and decide appeals of orders, decisions or determinations made by the building official relative to the application and interpretation of this code, there shall be and is hereby created a Board of Appeals consisting of members who are qualified by experience and training to pass upon matters pertaining to building construction and who are not employees of the City of Sedro-Woolley.

The building official and fire chief shall be ex officio members of said Board but shall have no vote on any matter before the Board. The Board of Appeals shall be appointed by the mayor and shall hold office at the mayor's pleasure. The

Board shall render all decisions and findings in writing to the appellant with a duplicate copy to the building official.

D. Section 105.1 of the International Building Code, 2003 Edition, is amended to read as follows:

#### 105.1 - Permits Required

No person, firm, or corporation shall erect, construct, enlarge, alter, repair, move, improve, remove, convert, or demolish any building, structure, parking facility, or parking lot in the city, except as specified in Section 105.2, or cause the same to be done, without obtaining a separate building permit for each such building, structure, or parking facility from the building official, nor shall any person, firm, or corporation excavate, fill, or grade for any purpose in the city, or cause the same to be done, without first obtaining a permit therefore from the building official. The building official can waive the permit required for fill, excavating, or grading if it is determined that the work does not exceed the purpose intended in IBC Appendix J Section J103 contained therein.

E. Section 105.2 of the International Building Code, 2003 Edition, is amended to add an enumerated paragraph "14" to the numbered paragraphs therein, as follows:

#### 105.2 - Work Exempt from Permit

14. Pursuant to WAC 51-50-007 Exceptions, Permits will not be required for the installation or relocation of framed membrane structures or tent type structures as defined in Chapter 3102.2, provided that:

(1) The structure is used exclusively for the protection or propagation of plants; and

(2) The structure is located a minimum of 20 feet from any property line or other structure.

F. Section 3304.1 of the International Building Code, 2003 Edition, is amended to read as follows:

#### 3304.1 — Excavation and fill

All stumps and roots shall be removed from the soil to a depth of at least twelve inches (12") below the surface of the ground in the area to be occupied by the building.

All wood forms which have been used in placing concrete, if within the ground or between foundation sills and the ground, shall be removed before a building is occupied or used for any purpose. Before completion, loose or casual wood shall be removed from direct contact with the ground under the building.

The finished grade and elevation under the building shall be above the ground drainage flow of the land around the building to prevent surface or subsurface water from draining to the space under the building, provided that alternates may be used if shown on the building plans and approved by the building official, such as drain tile, or exterior drainage of the building, or an approved sump pump system. At least two percent (2%) gradient toward approved drainage facilities is required from building walls unless waived by the building official for non-hill terrain. Approved sump pump systems shall in no case be connected to the sanitary sewer system.

Tight lined downspout and perimeter building drains may be connected together at a point no closer than 10 feet from a building.

G. Appendix Section 3304 of the International Building Code, 2003 Edition, is amended to add the following paragraph and read as follows:

#### 3304.1.5 - Hazards

Whenever the building official determines that a proposed or existing excavation, embankment, or fill on any land within the City of Sedro-Woolley is or may become a hazard to life or limb, endangers property, adversely affects the environment or the safety, use, or stability of a public way, or adversely affects a drainage channel or other natural watercourse by siltation, erosion, diversion, concentration, or an increase in storm water runoff, the owner of the property upon which the excavation or fill is located or other person or agent in control of said property shall upon receipt of notice from the building official repair or eliminate such excavations, embankments, or fill so as to eliminate the hazard and be in conformance with the requirements of this code.

#### H. 3313 Environmental Impact Statement.

(Added) An environmental impact statement shall be submitted where required by state statute.

I. Appendix Section J109 of the International Building Code, 2003 Edition, is amended to add the following subsection and read as follows:

#### J109.5 - Disposal

All drainage facilities shall be designed to carry water to nearest practicable drainage way approved by the building official and/or any appropriate administrative authority as a safe place to deposit such waters. Erosion of ground in the area of discharge shall be prevented by installation of nonerosive down-drains or other devices. The building official shall not approve plans for drainage facilities which adversely

affect the rights of nonconsenting owners other than the applicant.

J. International Building Code, 2003 Edition, Appendix Chapters D and H are hereby deleted.

K. Whenever the word "shall" is used in the referenced adopted Codes, it is defined to have the following meanings:

A. With respect to the functions and powers of the chief code official, building official, or any agents and employees of the city and any board authorized hereunder, a direction and authorization to act in the exercise of sound discretion and in good faith;

B. With respect to the obligation upon owners and occupants of premises and their agents, a mandatory requirement to act in compliance with the provisions of the code at the risk of civil and/or criminal liability upon failure.

L. A new section is added to the International Building Code to read as follows:

1. Mobile homes: before any mobile home or manufactured housing unit is located or placed upon a lot or parcel, the person desiring to locate or place the mobile home/unit must obtain a building permit from the building department. Thereafter the building department shall ascertain if the mobile home/unit meets the requirements of the city zoning code, that the wheels and tongue have been removed and the proper support is provided.

2. All applicable zoning requirements must be adhered to. No mobile home/unit shall be located or placed until permits and approvals have been obtained.

3. Mobile homes and manufactured housing not located within a sale lot nor within an approved mobile home park shall:

1. Consist of at least two fully enclosed parallel sections of each of not less than twelve feet wide by thirty-six feet long;

2. Be placed on a poured or permanent concrete block foundation similar to that required for other residential construction;

3. Have a roof which was originally constructed and is now pitched with a slope no less than 3 inches of rise to 12 inches of run, is constructed as an integral part of the home, and is made of either composition, shakes or shingles;

4. Have exterior siding similar in appearance to siding materials commonly used on conventional site-built (per the Uniform Building Code) single-family residences;

5. Have the tongue removed if designed to allow removal;

6. Have a minimum of eighteen inches crawl space;

7. Have permanent steps affixed to all exits; and

8. Be approved by and bear the insignia of the U.S. Department of Housing and Urban Development.

4. Mobile homes and manufactured housing within approved mobile home parks shall:

1. Be placed on a permanent foundation or footings and piers and meet all manufacturer's specifications for support;

2. Be securely tied down in accordance with the manufacturer's specifications or those of a licensed architect or engineer;

3. Have the tongue removed;
4. Maintain a minimum of eighteen inches crawl space under the entire mobile home;
5. Have permanent steps affixed to all exits;
6. Be approved by and bear the insignia of the U.S. Department of Housing and Urban Development;
7. Have a securely attached exterior skirting material consisting of concrete, masonry, or pressure treated wood, or vinyl siding that extends around the entire mobile home between the ground and the outer bottom portion of the dwelling;
8. Have a finished exterior consisting of a composition roof and wood or wood-type siding;
9. Have a minimum area of 500 square feet exclusive of expandos; and
10. Have a minimum width of not less than 14 feet.

(Ord. 1477-04 § 4, 2004)

# **Exhibit B**

## Chapter 15.04

### BUILDING CODE\*

#### Sections:

- 15.04.010 Title.
- 15.04.020 Codes adopted.
- 15.04.030 Amendments generally.
- 15.04.035 Specific amendments and additions to International Building Code.
- 15.04.038 Specific amendments to International Fire Code.
- 15.04.039 Amendments.
- 15.04.040 Fees—Building permit and plan review fees.
- 15.04.042 Building valuation data.
- 15.04.043 Administration and enforcement.
- 15.04.044 Certification of plans by architects and engineers.
- 15.04.045 Plan check fees for identical plans.
- 15.04.047 Mandatory street signs.
- 15.04.050 Prohibitions.
- 15.04.055 Enforcement—Civil suits.
- 15.04.060 Violation—Penalty.

\* Prior ordinance history: Ords. 1025 and 1078.

#### 15.04.010 Title.

This chapter shall be known as the building code of the city of Sedro-Woolley. (Ord. 1477-04 § 1, 2004; Ord. 1154 § 1, 1992)

#### 15.04.020 Codes adopted.

The following codes are hereby adopted by reference, subject to modifications and/or amendments hereinafter set forth in this chapter:

A. International Building Code, 2006 Edition, published by the International Code Council, together with all supplements thereto, subject to the modifications set forth by the state of Washington in Chapter 51-50 WAC; and Appendices B, C, J and M (WA State amendments).

B. International Residential Code, 2006 Edition, except chapters 11 and 25-42, published by the International Code Council, together with all supplements thereto, and Appendices E, F and G; and subject to the modifications set forth by the state of Washington in Chapter 51-51 WAC;

C. International Mechanical Code, 2006 Edition, published by the International Code Council, together with all supplements thereto, and subject to the modifications set forth by the state of Washington in Chapter 51-52 WAC;

D. Uniform Plumbing Code, 2006 Edition, published by the International Association of Plumbing and Mechanical Officials, together with all supplements thereto, and subject to the modifications set forth by the state of Washington in Chapters 51-56 and 51-57 WAC; provided that chapters 12 and 15 are not adopted. Provided further, that those requirements of the Uniform Plumbing Code relating to venting and combustion air of fuel fired appliances as found in chapter 5 and those portions of the code addressing building sewers are not adopted.

E. International Fire Code, 2006 Edition, published by the International Code Council, and all supplements thereto; mandated state amendments, Chapter 51-54 WAC; and Appendices Chapter B, Chapter C, Chapter E, Chapter F;

F. International Fuel Gas Code, 2006 Edition, published by the International Code Council, together with standards NFPA 58 and NFPA 54;

G. International Existing Building Code, 2006 Edition;

H. The Washington State Energy Code, 2006 Edition, and Reference Standard 29, developed by the Washington State Building Code Council, and set forth in Chapter 51-11 WAC;

I. The Washington State Ventilation and Indoor Air Quality Code, 2006 Edition, as set forth in Chapter 51-13 WAC,

J. Installation of factory built housing and commercial structures, RCW 43.22.460, together with WAC 296-150C-0540, 296-150F-0540 and

the installation of manufactured and mobile homes, RCW 43.22.440 and WAC 296-150M-0650;

K. The International Property Maintenance Code, 2006 Edition, published by the International Code Council, together with all supplements thereto. Insert (6") into section 302.4.

In case of conflict among the codes numerated in subsections A through K of this section, the first named code shall govern over those following. (Ord. 1492-04 § 1, 2004; Ord. 1477-04 § 2, 2004; Ord. 1323-99 § 1, 1999; Ord. 1280-97 § 1, 1997; Ord. 1154 § 2, 1992)

**15.04.030 Amendments generally.**

Pursuant to authority granted by the Revised Code of the state of Washington under the State Building Code Act, amendments to the codes adopted in Section 15.04.020, when adopted by the state of Washington and Building Code Council, are hereby adopted and incorporated by reference, and apply within this jurisdiction. (Ord. 1477-04 § 3, 2004; Ord. 1211 § 1, 1994; Ord. 1154 § 3, 1992)

**15.04.035 Specific local amendments and additions to International Building Code and International Residential Code.**

A.. Sections 104.8 of the International Building Code and the International Residential Code, 2006 Editions, are hereby amended to include the additional paragraphs as follows:

This code shall not be construed to relieve from or lessen the responsibility of any person owning, operating, or controlling any building or structure for any damages to persons or property caused by defects, nor shall the code enforcement agency or its parent jurisdiction be held as assuming any such liability by reasons of the inspections authorized by this code or any certificates of inspection issued under this code.

Enforcement of this code shall not be construed to be for the particular benefit of any individual person or group of persons, other than the general public. In the event of a conflict between the intent of this section and any other section or subsection herein, this subsection shall govern insofar as applicable.

B. Sections 105.1 of the International Building Code and the International Residential Code, 2003 Editions, are amended to read as follows:

105.1 - Permits Required

No person, firm, or corporation shall erect, construct, enlarge, alter, repair, move, improve, remove, convert, or demolish any building, structure, parking facility, or parking lot in the city, except as specified in Section 105.2, or cause the same to be done, without obtaining a separate building permit for each such building, structure, or parking facility from the building official, nor shall any person, firm, or corporation excavate, fill, or grade for any purpose in the city, or cause the same to be done, without first obtaining a permit therefore from the building official as required by code.

C. Section 105.2 of the International Building Code, 2006 Edition, is amended to add an enumerated paragraph "14" to the numbered paragraphs therein; and section 105.2 of the International Residential Code, 2006 Edition, is amended to add an enumerated paragraph "10" to the numbered paragraphs, as follows:

105.2 - Work Exempt from Permit

(14)/(10). Pursuant to WAC 51-50-007 Exceptions, Permits will not be required for the installation or relocation of framed membrane structures or tent type structures as defined in Chapter 3102.2, provided that:

(1) The structure is used exclusively for the protection or propagation of plants; and

(2) The structure is located a minimum of 20 feet from any property line or other structure.

D. Section 112.1 of the International Building Code and the International Residential Code, 2006 Editions, are hereby amended to read as follows:

#### 112.1 - General

In order to hear and decide appeals of orders, decisions or determinations made by the building official relative to the application and interpretation of this code, there shall be and is hereby created a Board of Appeals consisting of members who are qualified by experience and training to pass upon matters pertaining to building construction and who are not employees of the City of Sedro-Woolley.

The building official and fire chief shall be ex officio members of said Board but shall have no vote on any matter before the Board. The Board of Appeals shall be appointed by the mayor and shall hold office at the mayor's pleasure. The Board shall render all decisions and findings in writing to the appellant with a duplicate copy to the building official.

E. Section 3304.1 of the International Building Code, 2006 Edition, is amended to read as follows:

#### 3304.1 — Excavation and fill

All stumps and roots shall be removed from the soil to a depth of at least twelve inches (12") below the surface of the ground in the area to be occupied by the building.

All wood forms which have been used in placing concrete, if within the ground or between foundation sills and the ground, shall be removed before a building is occupied or used for any purpose. Before completion, loose or casual wood shall be removed from direct contact with the ground under the building.

The finished grade and elevation under the building shall be above the ground drainage flow of the land around the building to prevent surface or subsurface water from draining to the space under the building, provided that alternates may be used if shown on the building plans and approved by the building official, such as drain tile, or exterior drainage of the building, or an approved sump pump system. At least two percent (2%) gradient toward approved drainage facilities is required from building walls unless waived by the building official for non-hill terrain. Approved sump pump systems shall in no case be connected to the sanitary sewer system.

Tight lined downspout and perimeter building drains may be connected together at a point no closer than 10 feet from a building.

F. Appendix Section J109 of the International Building Code, 2006 Edition, is amended to add the following subsection and read as follows:

#### J109.5 - Disposal

All drainage facilities shall be designed to carry water to nearest practicable drainage way approved by the building official and/or any appropriate administrative authority as a safe place to deposit such waters. Erosion of ground in the area of discharge shall be prevented by installation of nonerosive down-drains or other devices. The building official shall not approve plans for drainage facilities which adversely affect the rights of nonconsenting owners other than the applicant.

G. Appendix J of the International Building Code, 2006 Edition, is amended to add the following section to read as follows:

#### Section J112 - Hazards

Whenever the building official determines that a proposed or existing excavation, embankment, or fill on any land within the City of Sedro-Woolley is or may become a hazard to life or limb, endangers property, adversely affects the environment or the safety, use, or stability of a public way, or adversely affects a drainage channel or other natural watercourse by siltation, erosion, diversion, concentration, or an increase in storm water runoff, the owner of the property upon which the excavation or fill is located or other person or agent in control of said property shall upon receipt of notice from the building official repair or eliminate such excavations, embankments, or fill so as to eliminate the hazard and be in conformance with the requirements of this code.

H. Whenever the word "shall" is used in the referenced adopted Codes, it is defined to have the following meanings:

1. With respect to the functions and powers of the chief code official, building official, or any agents and employees of the city and any board authorized hereunder, a direction and authorization to act in the exercise of sound discretion and in good faith;
2. With respect to the obligation upon owners and occupants of premises and their agents, a mandatory requirement to act in compliance with the provisions of the code at the risk of civil and/or criminal liability upon failure.

I. Appendix E of the International Residential Code, 2006 Edition, is amended to add the following section to read as follows:

#### Section AE607 – Local Requirements

1. Mobile homes: before any mobile home or manufactured housing unit is located or placed upon a lot or parcel, the person desiring to locate or place the mobile home/unit must obtain a building permit from the building department. Thereafter the building department shall ascertain if the mobile home/unit meets the requirements of the city zoning code, that the wheels and tongue have been removed and the proper support is provided.
2. All applicable zoning requirements must be adhered to. No mobile home/unit shall be located or placed until permits and approvals have been obtained.
3. Mobile homes and manufactured housing not located within a sale lot nor within an approved mobile home park shall:
  1. Consist of at least two fully enclosed parallel sections of each of not less than twelve feet wide by thirty-six feet long;
  2. Be placed on a poured or permanent concrete block perimeter foundation similar to that required for site-built residential construction;
  3. Have a roof which was originally constructed, pitched with a slope no less than 3 inches of rise to 12 inches of run, is constructed as an integral part of the home, and is made of either composition, shakes or shingles;
  4. Have exterior siding similar in appearance to siding materials commonly used on conventional site-built (per the International Residential Code) single-family residences;
  5. Have the tongue removed if designed to allow removal;

6. Have a minimum of eighteen inches crawl space;

7. Have permanent steps affixed to all exits; and

8. Be approved by and bear the insignia of the U.S. Department of Housing and Urban Development.

4. Mobile homes and manufactured housing within approved mobile home parks shall:

1. Be placed on a permanent foundation or footings and piers and meet all manufacturer's specifications for support;

2. Be securely tied down in accordance with the manufacturer's specifications or those of a licensed architect or engineer;

3. Have the tongue removed;

4. Maintain a minimum of eighteen inches crawl space under the entire mobile home;

5. Have permanent steps affixed to all exits;

6. Be approved by and bear the insignia of the U.S. Department of Housing and Urban Development;

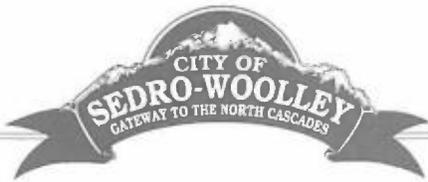
7. Have a securely attached exterior skirting material consisting of concrete, masonry, or pressure treated wood, or vinyl siding that extends around the entire mobile home between the ground and the outer bottom portion of the dwelling;

8. Have a finished exterior consisting of a composition roof and wood or wood-type siding;

9. Have a minimum floor area of 500 square feet; and

10. Have a minimum width of not less than 14 feet.

(Ord. 1477-04 § 4, 2004)



# Joint Planning Commission



**Building, Planning and Engineering Dept.**

Sedro-Woolley Municipal Building

720 Murdock Street

Sedro Woolley, WA 98284

Phone (360) 855-0771

Fax (360) 855-0733

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**MEMO:**

**To:** City Council  
Mayor Anderson

**CITY COUNCIL AGENDA  
REGULAR MEETING**

**From:** Jack Moore, *JM*  
Director of Planning & Community Development

NOV 14 2007

**Date:** November 8, 2007

7:00 P.M. COUNCIL CHAMBERS  
AGENDA NO. \_\_\_\_\_

**Subject:** Proposed revisions to development code

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**ISSUE**

The Mayor and City Council have directed our department to continue improving our processes in order to better assist our customers and the citizens of our City.

**PROJECT DESCRIPTION / HISTORY**

Our planning and process consultant, Mr. Jim Hanson, has submitted a preliminary package for your consideration. It includes a *Summary of Code Changes and Development Review Authority and procedure modifications*.

**RECOMMENDED ACTION**

No action at this time.

A presentation will be given by Mr. Hanson at the Council Workshop to review the proposed changes. We will request feedback to further guide Mr. Hanson in continuing to refine the information presented in order to eventually adopt as a code revision.

# HANSON CONSULTING

Jim Hanson  
360-422-5056

September 10, 2007

Jack Moore, Development Services Director  
City of Sedro-Woolley  
720 Murdock Street  
Sedro-Woolley WA 98284

Subject: Procedural changes for SWMC

Dear Jack:

Enclosed are copies of recommended changes in review authority, process, appeal procedure and submittal requirements for various permits issued by the City of Sedro-Woolley. Various other codes require changes also so as not to conflict with the review modifications and are also enclosed.

The various code sections are in draft form at this time for review. Upon review by the Planning Commission and staff I will put the changes in ordinance form for adoption by the City Council.

Thank You:

Jim Hanson

# Summary of Code Changes

## Planning Procedures:

- Clear procedures for each type of permit and or planning review for development projects.
- Detailed submittal requirements for each type of permit.
- Clear definitions of terms used.
- Appeal process for each type of permit.
- Short plats increased to nine lots from four.

## Authority changes:

- Planning commission role and duties will be for:
  - Comprehensive Plan review and recommendation to city council.
  - Shoreline Master Program amendments and recommendation to city council.
  - Area wide zoning, conduct land use analysis, recommend amendments to the city council.
  - Land use regulations and process review based upon the goals and policies in the Comprehensive Plan and recommendation to the city council.
- Hearing Examiner duties to include:
  - Conduct hearings to review and approve land use permits listed in chapter 2.90 SWMC.
  - Conduct hearings for major land use permits listed in chapter 2.90 such as Long Plats, and PRDs, and make a recommendation to the city council.
  - Conduct appeal hearings.
- City Staff responsibility:
  - Process simplified for Short Plats increasing to nine lots for administrative review and approval.
  - Review of development applications for compliance with landscape and sign regulations.

## Fee changes:

- Land use fees simplified and increased to be in relation with the type of review needed for each type of review process.

September, 10, 2007

# Development Review

## Authority and procedure modifications

Chapter 2.48, **Planning Commission** should be changed as follows:

Section 2.48.030 **Duties and Powers**, should be modified to read: The duties and powers of the board shall be as established and conducted in accordance with section 2.90 SWMC.

Section 2.48.040, **Authority of planning commission to hear impact fee appeals**, should be deleted.

Chapter 2.49, **Hearing Examiner**, Add Section: (See attached)

Chapter 2.90, **Consolidated Planning Procedures**, Change as follows: (See Attached)

Chapter 15.56, **Concurrency Management System**, should be changes as follows:

Section 15.56.070, **Concurrency test, B.1**, Change: The "Planning Department" to "Development Services Department."

Section 15.56.070, **Concurrency test, C, 2, e** to read: Appeal the results of the concurrency test to the Hearing Examiner in accordance with the provisions of Section 15.56.110 of this chapter and chapter 2.90 of SWMC.

Section 15.56.110, **Appeals**, Change "Planning Department" to "Development Services Department".

Chapter 15.60, **Impact Fees for Planned Facilities**, Change as follows:

Section 15.60.150, **Appeals, A**, change "planning commission" to "Hearing Examiner".

Chapter 15.64, **Impact Fees for School Facilities**, Change as follows:

Section 15.64.080, **Appeals A thru O**, Change “planning commission” to “Hearing Examiner”.

Chapter 16.00, **Subdivisions**, should be changes as follows:

Section 16.04.030, **Definitions**, F. should read: “Short Subdivision” is the division or re-division of land into nine or fewer lots, tracts, parcels, sites or divisions for the purpose of sale, lease, or transfer of ownership.

Section 16.04.030, **Definitions**, M, should read: “Director” is the Sedro-Woolley Development Services Director.

Chapter 17.43, **Planned Residential Development**, should be changed as follows:

Section 17.43.070, **Approval-Procedure**, should read: Planned Residential Development applications shall be processed per section 2.90 SWMC.

- A. An application for a Preliminary Plat must be submitted with the PRD application. Fees for the subdivision shall be in addition to those of the PRD application.
- B. A PRD application must contain sufficient detail to show compliance with the design standards and guidelines of Chapter 15.44 for layout, infrastructure, and buildings within the PRD, to allow the reviewing body to incorporate compliance with design standards into its recommendation and final decision. The applicant is expected to submit this information in a format that meets the standards of an architect or design professional. The integration of a comprehensive, well-planned design into all aspects of the PRD is a required element of the application. The application and approval shall require subsequent construction within the PRD to conform with the approved design elements, at a sufficiently detailed level to ensure compliance with the approval documents.

Chapter 17.50, **Landscaping**, should be changed as follows:

Section 17.50.030, **Site landscaping required review** should be modified to read: The Development Services Director shall use the Sedro-Woolley design and development guidelines landscaping section as it pertains to that zone as a guide for design and layout when reviewing applications.

- A. The Development Services Department shall review the proposed landscape development with each application within the applicability of this document.

- B. The irrigation system shall be designed in accordance with Skagit PUD #1.

Section 17.50.060,A, **Landscaping**, should be modified as follows:

- A. Submittal requirements are as listed in Section 2.90 SWMC.
- B. Skagit PUD approval for irrigation systems is required.

Chapter 17.52, **Rezoning**, should be changed as follows:

Section 17.52.010 last sentence should read, Rezoning may be initiated by the property owner or authorized representative, Planning Commission, or the City Council by means of an application to the Development Services Department.

Section 17.52.020, **Fee**, should read as follows: Application fee as specified in Fee ordinance section \_\_\_\_\_SWMC.

Section 17.52.030 should be changed as follows: The procedure for a rezoning application shall be as specified in section 2.90 SWMC.

Chapter 17.56, **Conditional Use Permits**, should be changed as follows:

Section 17.56.020, **Fee**, should read: Application fee as specified in Fee ordinance section \_\_\_\_\_SWMC.

Section 17.56.030, **Procedure**, should read: The procedure for a Conditional Use Permit shall be as set forth in section 2.90 SWMC.

Section 17.56.050, **Time limitations**, should read: Conditional Use Permits shall become null and void if substantial progress toward construction of improvements is not made within two years or if the use has not commenced within five years, which periods may be extended by the Hearing Examiner for good cause.

Chapter 17.60, **Variations and Zoning Waivers**, should be changed as follows:

Section 17.60.020, **Fee**, should read: Application fee as specified in Fee ordinance section \_\_\_\_\_SWMC.

Section 17.60.030, **Procedure**, should read, Variance applications shall be processed as set forth in section 2.90 SWMC.

Section 17.60.040, **Time Limitations**, should read: Variances and Zoning Waivers shall become null and void if substantial progress is not made toward construction within two years, or if construction has not been completed within five years, which periods may be extended by the hearing body for good cause.

Chapter 17.64, **Temporary Permits**, should be changed as follows:

Section 17.64.030, **Procedures** should read: The process for review and approval is as specified in Section 2.90 SWMC.

Chapter 17.66, **Flood Damage Prevention**, should be changed as follows:

Section 17.66.130, **Variance Procedures A**, should be changed as follows:

A. Appeals as set forth in section 2.90 SWMC.

1. (Delete, renumber).
2. (Delete, renumber)
3. (Delete, renumber)
4. The appeal body shall consider all technical evaluations, all relevant factors, standards specified in other sections of the ordinance codified in this chapter, and: (a. thru k as written)

Chapter 17.68, **Home Occupation Permits**, change as follows:

Section 17.68.020, **Fee**, should read: Application fee as specified in Fee ordinance section \_\_\_\_\_ SWMC.

Section 17.68.030, should read: The procedure and appeals per section 2.90 SWMC.

Chapter 17.72, **Sign Permits**, should be changed as follows:

Section 17.72.020, **Fee**, should read: Application fee as specified in Fee ordinance section \_\_\_\_\_ SWMC.

Section 17.72.030, **Procedure**, should read: The application and appeal procedures as specified in section 2.90 SWMC.

New Chapter, **Development Review Fees**, Adopt fee schedule attached.



## **HEARING EXAMINER**

Sections:

- 2.49.010 Creation of hearing examiner system.
- 2.49.020 Appointment.
- 2.49.030 Qualifications.
- 2.49.040 Freedom from improper influence.
- 2.49.050 Conflict of interest.
- 2.49.060 Rules.
- 2.49.070 Powers.

### **2.49.010 Creation of hearing examiner system.**

There is created the office of the Sedro-Woolley Hearing examiner. The examiner shall interpret, review and implement land use regulations as provided by ordinance and may perform other quasijudicial functions as are delegated by ordinance. Unless the context requires otherwise, the term “examiner” or “hearing examiner” as used in this chapter shall include deputy examiners and examiners pro tem.

### **2.49.020 Appointment.**

The hearing examiner shall be employed by professional service agreement or otherwise as directed by the city council. The council may also appoint and employ deputy examiners, and the mayor may appoint examiners pro tem, to serve in the event of the examiner’s absence or inability to act.

### **2.49.030 Qualifications.**

Examiners shall be appointed solely with regard to their qualifications for the duties of their office and will have such training and experience as will qualify them to conduct administrative or quasijudicial hearings and to discharge other delegated functions.

### **2.49.040 Freedom from improper influence.**

No person, including city officials, elected or appointed, shall attempt to influence an examiner in any matter pending before him or her, except at a public hearing duly called for such purpose, or to interfere with an examiner in the performance of his or her duties in any other way; provided, that this section shall not be read as prohibiting the

city staff from making such reports and recommendations as are required in the exercise of their duties; and provided, further, this section shall not prohibit the city attorney from rendering legal service to the examiner upon request.

### **2.49.050 Conflict of interest.**

The examiner shall be subject to the same code of ethics as other appointed public officers in code cities, as set forth in RCW 35.42.020 and Chapter 42.23 RCW, as the same now exist or may hereafter be amended

### **2.49.060 Rules.**

The examiner shall have the power to prescribe rules, consistent with city ordinances, for the scheduling and conduct of hearings and other procedural matters related to the duties of the office.

### **2.49.070 Powers.**

The hearing examiner shall have the authority to:

- A. Receive and examine available information;
- B. Hold and conduct public hearings in accordance with Chapter 2.90SWMC, Chapter 42.32 RCW, and all other applicable law, and to prepare a record thereof;
- C. Make recommendations and decisions on all applications, permits or approvals as described in Chapter 2.90 SWMC;
- D. Hear and make final decisions on appeals made pursuant to Chapter 2.90 SWMC;
- E. Administer oaths and affirmations;
- F. Issue subpoenas and examine witnesses; provided, that no person shall be compelled to divulge information which he or she could not be compelled to divulge in a court of law;
- G. Regulate the course of hearings;
- H. Make and enter written findings of fact and conclusions to support his or her decisions;
- I. At the examiner’s discretion, hold conferences

for the settlement or simplification of the issues;

J. Conduct discovery;

K. Dispose of procedural requests of similar matters;

L. Take official notice of matters of law or material facts;

M. Issue summary orders in supplementary proceedings; and

N. Take any other action authorized by or necessary to carry out this chapter and those matters within the jurisdiction of the examiner.

## **Chapter 2.90 PERMITS – GENERAL AND APPEALS**

CHAPTER GUIDE: This Chapter implements State regulatory reform requirements for permit review, classifies permits, indicates which Responsible Official has the authority to make recommendations, decisions, or consider appeals, and lists submittal requirements for all development-related permits and decisions of the City. While chapter 2.90 SWMC provides the overall review framework regarding submittal and hearings, Titles 15-17 contain the permit-specific review procedures and criteria, such as conditional use permit, site plan review, variance, etc. All chapters should be reviewed in tandem.

### **2.90.010 PURPOSE AND INTENT:**

The purpose and intent of this Chapter is to establish standard procedures for all land use and development applications in order to provide for an integrated and consolidated land use permit and environmental review process. It is further the purpose of this Chapter to combine and expedite development review to eliminate redundancy and minimize delays, to establish timelines for notifying the public of land use applications, to revise hearing requirements to allow one open record hearing and one closed record appeal hearing, and to provide that final decisions on development proposals be made within one hundred twenty (120) days of the date of the letter of completeness, except for development specifically exempted under this Chapter.

The mandatory nature of the one hundred twenty (120) day processing time notwithstanding, it is neither the intent nor the purpose of this Chapter to establish a claim or remedy for a delay in the final decision beyond one hundred twenty (120) days.

### **2.90.015 DEFINITIONS:**

### **2.90.20 APPLICABILITY:**

All applications for development shall be subject to the provisions of this Chapter, except where specifically exempted under SWMC 2.90.050, Exemptions from State Process Requirements.

### **2.90.030 EFFECT OF PERMIT:**

The issuance or granting of a permit or approval of plans and specifications shall not be deemed or construed to be a permit for, or an approval of, any violation of any of the provisions of this code. No permit presuming to give authority to violate or cancel the provisions of this code shall be valid except insofar as the work or use which it authorized is lawful.

### **2.90.035 PERMIT PROCESSES CLASSIFIED BY TYPE:**

Development subject to review by the City is classified and processed using one of the ten (10) types of land use permit procedures listed in SWMC 2.90.070G. The review process for the types of permit review procedures are described in SWMC 2.90.070. If the code does not expressly provide for review according to one of the ten (10) types of permit review procedures, and another specific procedure is not required by law, the Development Services Department shall classify the application.

### **2.90.040 EXEMPTIONS FROM STATE PROCESS REQUIREMENTS:**

#### **A. STATE AUTHORITY:**

RCW 36.70B.140 allows a local government to exclude certain project permits from procedure and time limit requirements. This Section deals with exemptions from State-mandated notice requirements. Permit types listed below may and often do have City Code requirements for review, notification, and appeal beyond State requirements.

#### **B. EXEMPTIONS FROM CITY GOAL OF ONE HUNDRED TWENTY (120) DAY REVIEW PROCESS FOR CERTAIN ACTIONS REQUIRING MORE TIME:**

RCW 36.70B.140 provides that local governments may determine that there are “special circumstances” relative to certain actions or processes that warrant a different review process than that set forth in State law. Therefore, the City exempts the following actions since they typically require more than one hundred twenty (120) days to process or would be deemed emergencies:

1. Comprehensive Plan amendments with or without any other associated land use application such as a rezone,
2. Sedro-Woolley Municipal Code amendments,
3. Annexations,
4. Planned residential developments,
5. Development agreements,
6. Environmental impact statements,
7. Temporary emergency wetland permit,
8. Declared emergency under SEPA,
9. Street vacations,
10. Any project once it is appealed to the Hearing Examiner and/or City Council.
11. Any project once it becomes the subject of a petition under the Land Use Petition Act,
12. Any project that is determined by the Mayor to present extenuating circumstances which would require more than one hundred twenty (120) days to process.

**C. EXEMPTIONS FROM STATE NOTIFICATION AND PROCEDURAL REQUIREMENTS FOR PERMITS RELATING TO USE OF PUBLIC AREAS/FACILITIES:**

As permitted by RCW 36.70B.140, the City also exempts the following “approvals relating to the use of public areas or facilities” from the notification and procedural requirements of RCW 36.70B.060 through 36.70B.080 and RCW 36.70B.110 through 36.70B.130.

1. Deferral of off- or on-site improvements,
2. Drainage connection permits,

3. Driveway construction permit (all uses/users),
4. Driveway relocation permit (all uses/users),
5. Franchise utility permits,
6. Right-of-way use permit,
7. Release of easements,
8. Side sewer permit,
9. Side sewer cap permit,
10. Sidewalk repair permit (all uses/users),
11. Sidewalk/curb/gutter construction permit (all uses),
12. Permits to stop City sewer service,
13. Other SEPA exempt actions/activities as outlined in WAC 197-11-800.

**D. EXEMPTIONS FROM STATE NOTIFICATION AND PROCEDURAL REQUIREMENTS FOR PERMIT APPLICATIONS NOT SUBJECT TO ENVIRONMENTAL REVIEW:**

RCW 36.70B.140 allows local governments to exclude certain approvals and building and engineering permits from the public notification and procedural requirements of the statute if they are categorically exempt from environmental review or if environmental review has already been completed at an earlier stage. However, the City's one hundred twenty (120) day maximum processing time would still apply. Therefore, the City exempts the following actions from the public notification and procedural requirements since they are typically processed very quickly and would be considerably delayed by imposition of a public comment period(s).

1. Building and grading permits (SEPA exempt),
2. Business licenses for home occupations,
3. Fire installation/construction permits,
- 4 Mechanical, plumbing, sign and fence permits,

5. Lot line adjustments,
6. Final plats,
7. Minor amendments to a previously approved PUD,
8. Occupancy permits,
9. Shoreline exemptions,
10. Temporary use permits (SEPA exempt), but not exempting sign requirements,
11. Water, sewer, storm drainage, roadway permits (SEPA exempt),
16. Other SEPA exempt actions/activities as outlined in WAC 197-11-800.

## **2.90.050 SUBMITTAL REQUIREMENTS – GENERAL:**

### **A. PURPOSE:**

In order to comply with the State law, the City is required to detail the requirements for complete building, public works and land use permit applications.

### **B. VESTING OF APPLICATION:**

Is a legal doctrine whereby a valid and fully complete building application for a project that is permitted under the zoning or other land use control ordinances in effect on the date of the application shall be considered under the building permit, zoning, or other land use controls in effect on the date of such valid and fully complete building application.

1. Supplemental information required after acceptance shall not affect the validity of the vesting for such application.
2. Revisions requested by an applicant to a vested, but not yet approved, application shall be deemed a new application when such revisions would result in a substantial change in the basic site design plan, intensity, density, and the like, involving a change of ten percent (10%) or more in area or scale. Vesting for the new application shall occur upon the date of submission of a valid and fully complete building application for the changed project.

### **C. APPLICATION LOCATION:**

All land use, building, and public works applications addressed in this Title shall be filed with the Development Services Department. All fire permits shall be filed with the Fire Prevention Bureau.

### **D. COMPLETE APPLICATION:**

Unless waived by the Development Services Department, the requirements for a full complete land use, building, or public works permit application shall consist of the information listed in SWMC, and any site-specific information identified in a preapplication meeting summary. Application fees pursuant to SWMC 2.90 are also required for a complete application.

#### **E. MULTIPLE PERMIT APPLICATION SUBMITTAL REQUIREMENTS:**

Where submittal requirements are duplicated for various types of permit applications, an applicant shall be required to submit only the largest (not total) number of copies required.

#### **F. SUBMITTAL WAIVER PROCESS:**

In order to have any of the normally required submittals waived, the applicant must request such waiver(s) at or after a preapplication meeting with City staff. Staff will consider the merits of the waiver request(s) and will provide the applicant with a written list of any/all submittals waived. The applicant must submit a copy of the list of City approved waiver(s) at the time of formal application.

#### **G. LETTER OF COMPLETENESS:**

Upon finding an application complete, the Development Services Department will provide a letter of completeness to the applicant and property owner(s).

### **2.90.060 AUTHORITY AND RESPONSIBILITIES:**

#### **A. REVIEW AUTHORITY:**

SWMC 2.90.080G, Land Use Permit Procedures, lists the development applications and outlines the responsible review authority associated with making recommendations, conducting open record public hearings, open record appeals, the responsible official for the permit decision, and appeal bodies.

#### **B. SPECIFIC RESPONSIBILITIES:**

The regulation of land development is a cooperative activity including many different elected and appointed boards and City staff. The specific responsibilities of these bodies are listed as set forth in subsections C through G of this Section and SWMC, Title 2.

#### **C. DEVELOPMENT SERVICES DIRECTOR OR DESIGNEE:**

**1. Authority:** The Development Services Director or his or her designee shall review and act on the following:

- a. Building and grading permits,
- b. Binding site plan approval for commercial or industrial developments
- c. Conditional approval permits for nonconforming structures,
- d. Conditional use permit, administrative,
- e. Environmental Review I:

- i. Make threshold determinations for environmental checklists,
  - ii. Authorize circulation of draft environmental impact statements,
  - iii. Approve and issue final environmental impact statements,
  - iv. Approve mitigation conditions for mitigated determinations of nonsignificance and final environmental impact statements.
- f. Historic overlay and historic structure development permit.
- g. Interpretation of flood insurance rate map boundaries,
- h. Lot line adjustments,
- i. Modifications:
  - i. Minor modifications to previously approved site plan,
  - ii. Modifications of street standards - Planning Level pursuant to SWMC 16.16.035.
  - iii. Minor modifications of landscaping requirements
  - iv. Minor amendment to PUD
- j. Review of business licenses for home occupations,
- k. Shoreline exemptions,
- l. Shoreline permits,
- n. Short plats –nine (9) or less,
- o. Temporary use permits,
- p. Variances – Administrative ,

q. Modifications of the number of required parking stalls and the requirements of the parking, loading and driveway regulations.

**D. CITY ENGINEER OR HIS OR HER DESIGNEE:**

1. The City Engineer shall review and act on the following:

a. Appeals of administrative decisions/determinations regarding requests for modification of storm drainage regulations,

b. Revocable permits for the temporary use of public right-of-way,

c. Sewer modifications, alternates, and appeals,

d. Modifications to Street Design Standards,

e. Waivers:

i. On- and off-site improvements (including deferrals),

ii. Allowing a commercial or multi-family residential driveway grade of between eight percent (8%) and fifteen percent (15%).

**E. PLANNING COMMISSION:**

The Planning Commission shall review and act on the following:

**1. Comprehensive Plan:** Duties related to the Comprehensive Plan. Recommendations to City Council regarding amendments after holding a public hearing,

**2. Shoreline Master Program Amendments:** Recommendations to City Council regarding Shoreline Master Program Amendments after holding public hearing.

**3. Area-Wide Zoning:** The Planning Commission, in conducting area land use analysis, may from time to time recommend to the City Council area-wide zonings to implement the recommended amendments to the Comprehensive Plan.

**4. Land Use Regulations and Processes:** Upon Council request and based upon the goals and policies of the Comprehensive Plan, recommendations to Council regarding effective and efficient land use regulations and processes.

## **F. HEARING EXAMINER:**

**1. Authority:** The Hearing Examiner shall review and act on the following:

- a. Appeals of administrative decisions/determinations and SEPA Threshold decisions ,
- b. Appeals relating to SWMC 15.04.020 International Existing Building Code 2003 ED,
- c. Conditional approval permit for nonconforming uses,
- d. Conditional use permit
- e. Flood plain variance and appeal
- f. EIS hearing
- g. Shoreline conditional use permit,
- h. Shoreline variance,
- i. Variances

**2. Recommendations:** The Hearing Examiner shall hold a hearing and make recommendations to the City Council on the following:

- a. Major amendment to PRD,
- b. Master plan with and without PRD,
- c. Mobile/manufactured home park or subdivision,
- d. Preliminary plats,
- e. Planned unit developments,
- f. Rezones, site specific, in conformance with the Comprehensive Plan,

g. Variances from the provisions of the subdivision regulations relating to a full subdivision.

**3. Appeals:** Unless otherwise specified, any decision of the Responsible SEPA Official or the Development Services Director or his or her designee in the administration or the City Engineer of this Title shall be appealable to the Hearing Examiner as an administrative determination pursuant to SWMC 2.90, Appeals.

**G. CITY COUNCIL:**

The City Council shall review and act on the following:

1. Annexations,
2. Appeals of Hearing Examiner decisions (any appeal from a Hearing Examiner's decision, whether an appeal from an administrative determination or an original decision, shall be appealable to the City Council pursuant to SWMC 2.90,
3. Comprehensive Plan map or text amendment,
4. Dedications of property for public purposes,
5. Development and zoning regulations text amendment,
6. Development Agreements,
7. Designation of historic overlay district,
8. Final plats,
9. Preliminary plats,
10. Planned residential developments, preliminary and final,
11. Release of easements,
12. Rezones consistent with the Comprehensive Plan,
13. Rezones with associated Comprehensive Plan map or text amendment,

14. Street vacations,

15. Variances from the provisions of the subdivision regulations relating to a full subdivision.

#### **H. REVIEW AUTHORITY FOR MULTIPLE PERMIT APPLICATIONS:**

Where required permits are subject to different types of permit review procedures, then all the associated applications are subject to the highest level of review authority that applies to any of the required applications.

#### **2.90.070 PERMIT CLASSIFICATION:**

##### **A. PURPOSE:**

The purpose of this Section is to outline the procedure and time requirements for the various development applications reviewed by the City. All development applications are classified and processed according to one of 10 types of permit procedures, as identified in subsection G of this Section.

##### **B. REVIEW PROCESS BASED UPON APPLICATION TYPE:**

Subsection G of this Section lists the development applications and explains the basic steps in the review process. This table also outlines the responsible review authority

##### **C. CONSOLIDATED REVIEW PROCESS FOR MULTIPLE PERMIT APPLICATIONS:**

**1. Optional Process Resulting in a Single Open Record Public Hearing:** An applicant may elect to have the review and decision process for required permits consolidated into a single review process. Consolidated review shall provide for only one open record hearing and no more than one closed record appeal period. An appeal of an environmental determination of significance (DS) is exempt from limits on the number of appeals. Where hearings are required for permits from other local, State, regional, or Federal agencies, the City will cooperate to the fullest extent possible with the outside agencies to hold a single joint hearing. A flowchart showing the timeline for processing a combined land use, environmental, and building permit application is included in subsection H of this Section.

**2. Review Authority for Multiple Permit Applications:** Where more than one land use permit application is required for a given development, an applicant may file all related permit applications concurrently, pay appropriate fees, and the processing may be conducted under the consolidated review process. Where required permits are subject to different types of permit review procedures, then all the applications are subject to the highest-number procedure, as identified in subsection G of this Section, and highest level of review authority, that applies to any of the applications.

##### **D. TIME FRAME BASED ON PERMIT TYPE:**

The flowcharts in subsection H of this Section indicate timelines for each of the land use permit types, as discussed in subsection G of this Section. The timelines include the statutory requirement that requires the issuance of a letter of completeness within twenty eight (28) days of the application submittal, pursuant to RCW 36.70B.070(1), and the provision for final decisions on permits within one hundred twenty (120) days of receipt of a complete application. In addition, there is a generalized flowchart for the consolidated review process.)

##### **E. TIME FRAMES – MAXIMUM PERMITTED:**

Final decisions on all permits and reviews subject to the procedures of this Chapter shall occur within one hundred twenty (120) days from the date an application is deemed complete, unless the applicant consents to an extension

of such time period. If a project application is substantially revised by an applicant, the one hundred twenty (120) day time period shall start again after the revised project application is determined to be complete. Development applications which are specifically exempted under SWMC 2.90.040 Exemptions from State Process Requirements, are not subject to this time frame.)

**F. EXCLUSIONS FROM ONE HUNDRED TWENTY (120) DAY TIME LIMIT:**

In determining the number of days which have elapsed since the applicant was notified that the application is complete, the following periods shall be excluded:

**1. Revisions/Additional Information Required:** The time period in which an applicant has been requested by the Development Services Department to correct plans, perform required studies, or provide additional information. The period shall be calculated from the date the Development Services Department notifies the applicant of the need for additional information until: (a) the date the Department determines the additional information satisfies the request for information, or (b) fourteen (14) days after the date acceptable information has been provided to the City, whichever is earlier. If the Department determines that the information submitted is insufficient, it shall notify the applicant of the deficiencies.

**2. EIS Preparation:** A period of two hundred fifty (250) days for the preparation of a draft environmental impact statement (DEIS), following a determination of significance. This time frame shall commence after the final scoping of the DEIS is complete.

**3. Applicant Agreements:** Any time extension mutually agreed upon by the applicant and the Development Services Department.

**G. LAND USE PERMIT PROCEDURES:**

LAND USE PERMITS	PUBLIC NOTICE OF APPLICATION	RECOMMENDATION	OPEN RECORD HEARING	DECISION/ADOPTION	OPEN RECORD APPEAL	CLOSED RECORD HEARING	JUDICIAL APPEAL
<b>TYPE I</b>							
Building and Grading Permits <sup>1</sup>	No	No	No	Staff	HE	CC	SC
Business Licenses for Home Occupations	No	No	No	Staff	HE	CC	SC
Lot Line Adjustments	No	No	No	Staff	HE	CC	SC
Minor Modification to Previously Approved Site Plan/PUD	No	No	No	Staff	HE	CC	SC

Modifications, Deviations, Alternates of Various Code Standards <sup>2</sup>	No	No	No	Staff	HE	CC	SC
Shoreline Exemptions	No	No	No	Staff	HE	CC	SC
Special Fence Permits	No	No	No	Staff	HE	CC	SC
Waivers <sup>2</sup>	No	No	No	Staff	HE	CC	SC
<b>TYPE II</b>							
Business Licenses for Home Occupations (with customer visits/deliveries)	No	No	No	Staff	HE	CC	SC
Conditional Use Permit (administrative without SEPA)	YES	NO	NO	Staff	HE	CC	SC
Short Plats – 4 Lots or Less (SEPA exempt)	Yes	No	No	Staff	HE	CC	SC
Temporary Use Permits (SEPA exempt)	Yes <sup>3</sup>	No	No	Staff	CC	CC	SC
Variances, Administrative	Yes	No	No	Staff	HE	CC	SC
<b>TYPE III<sup>4</sup></b>							
Binding Site Plans	Yes	No	No	Staff	HE	CC	SC
Conditional Use Permit (administrative) with Environmental Review	Yes	No	No	Staff	HE	CC	SC
Environmental Review <sup>9</sup>	Yes	No	No	Staff	HE	CC	SC

Shoreline Permit	Yes	No	No	Staff	DOE	CC	SC
Short Plats – 9 Lots or Less, with Environmental Review	Yes	No	No	Staff	HE	CC	SC
Temporary Use Permits (subject to SEPA)	Yes	No	No	Staff	HE	CC	SC
Building Permits submitted in conjunction with any of the above	Yes	No	No	Staff	HE	CC	SC
<b>TYPE IV</b>							
Flood Plain Variance	Yes	Staff	HE	HE		CC	SC
<b>TYPE V<sup>4</sup></b>							
Conditional Use Permit (Hearing Examiner)	Yes	Staff	HE	HE		CC	SC
Master Plan Approval	Yes	Staff	HE	HE		CC	SC
Shoreline Conditional Use Permit <sup>6</sup>	Yes	Staff	HE	DOE, HE		SHB	
Shoreline Variance <sup>6</sup>	Yes	Staff	HE	DOE, HE		SHB	
Variances (associated with Hearing Examiner land use review)	Yes	Staff	HE	HE		CC	
Building Permits submitted in conjunction with any of the above	Yes	Staff	HE	HE		CC	
Environmental Review	Yes	No	No	Staff	HE	CC	SC
<b>TYPE VI<sup>4</sup></b>							
Major Amendments to PUD	Yes	Staff, HE	HE	CC			SC

Master Plan with/without PUD	Yes	Staff, HE	HE	CC			SC
Mobile/Manufactured Home Park or Subdivision	Yes	Staff, HE	HE	CC			SC
Preliminary Plats –	Yes	Staff, HE	HE	CC			SC
Planned Residential Developments (preliminary and final)	Yes	Staff, HE	HE	CC			SC
Rezones (site-specific, not associated with a Comprehensive Plan amendment)	Yes	Staff, HE	HE	CC			SC
Building Permits submitted in conjunction with any of the above	Yes	Staff, HE	HE	CC	SC		SC
<b>TYPE VII<sup>4</sup></b>							
Development Agreements	Yes	Staff	CC	CC			SC
Final Plats	No	Staff	NA	CC			SC
Street Vacations <sup>8</sup>	Yes	Staff	CC	CC			SC
<b>TYPE VIII<sup>4</sup></b>							
Development Regulation Text Amendments – Except Those Referred to Planning Commission	Yes	Staff	CC	CC			SC
<b>TYPE IX<sup>4</sup></b>							
Comprehensive Plan Map or Text Amendments	Yes	Staff, PC	PC, CC	CC			SC
Rezones with Associated Comprehensive Plan Map or Text Amendments	Yes	Staff, PC	PC, CC	CC			SC

Development Regulation Text Amendments Referred to Planning Commission	Yes	Staff, PC	PC, CC	CC			SC
<b>TYPE X</b>							
Reserved for Annexations							

**LEGEND:**

- Staff – Development Service/Public Works Staff
- PC – Planning Commission
- HE – Hearing Examiner
- CC – City Council
- DOE – Washington State Department of Ecology
- SC – Superior Court
- SHB – Shoreline Hearings Board
- NA – Not Applicable

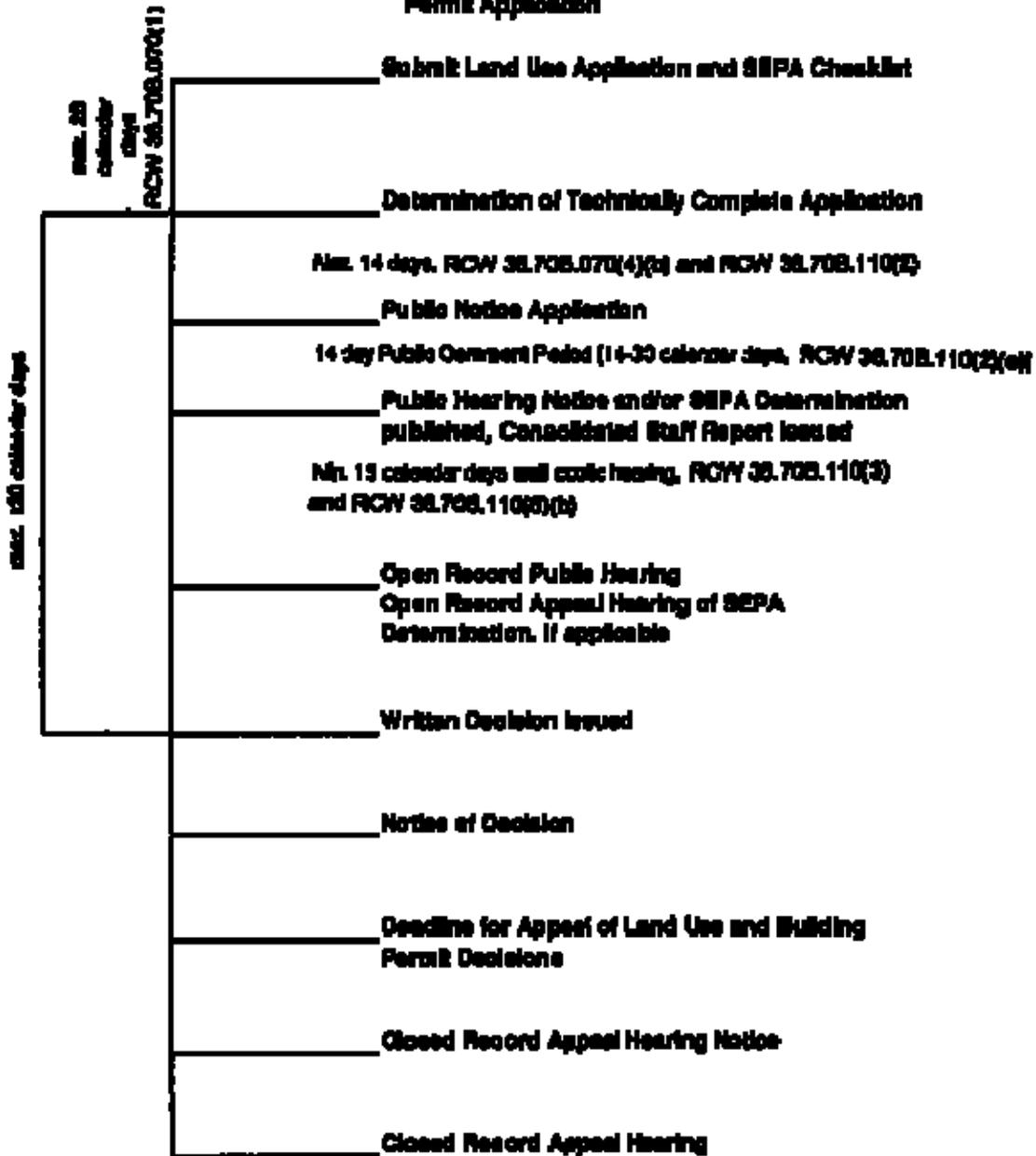
**FOOTNOTES:**

1. SEPA exempt or for which the SEPA/land use permit process has been completed.
2. Administratively approved.
3. Environmental review may be associated with a land use permits. The Development Services Director is responsible for environmental determinations.
4. Shoreline conditional use permits and shoreline variances also require approval of the State Department of Ecology (DOE). DOE has up to 30 days to make a decision on a permit. This time period does not count toward the 120-day maximum time limit for permit decisions. DOE’s decision is followed by a 21-day appeal period, during which time no building permit for the project may be issued.
5. An open record appeal of an environmental threshold determination must be held concurrent with an open record public hearing.
6. Street vacations are exempt from the 120-day permit processing time limit.
7. Environmental review for a permitted/secondary/accessory use not requiring any other land use permit.

**H. REVIEW PROCESSES:**

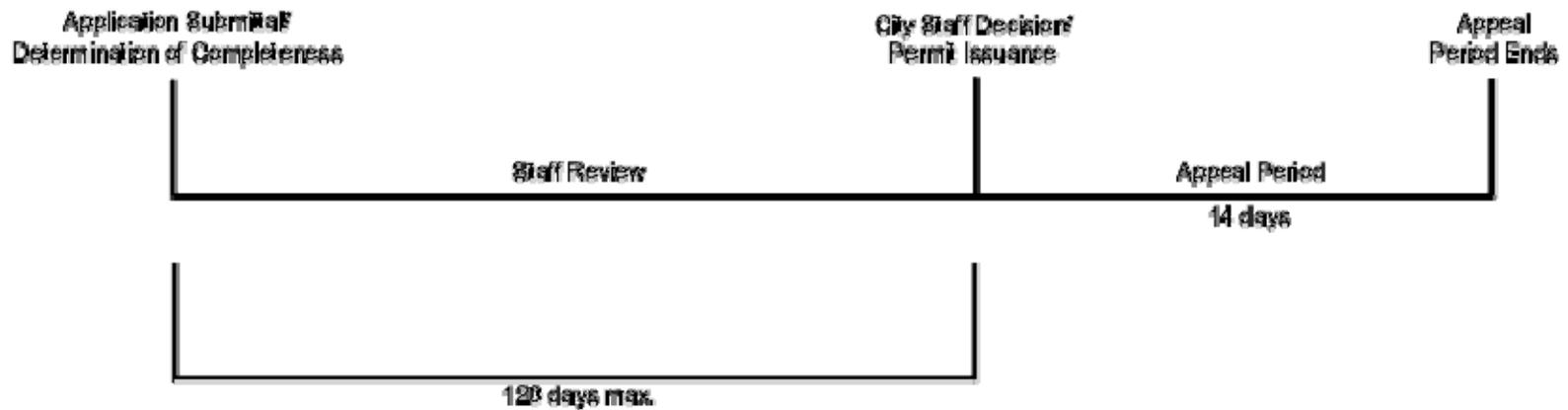
**GENERALIZED  
CONSOLIDATED REVIEW PROCESS**

For Combined Land Use, Environmental and (optional) Building  
Permit Application



All references in this chart are to sections in the Revised Code of Washington (RCW).

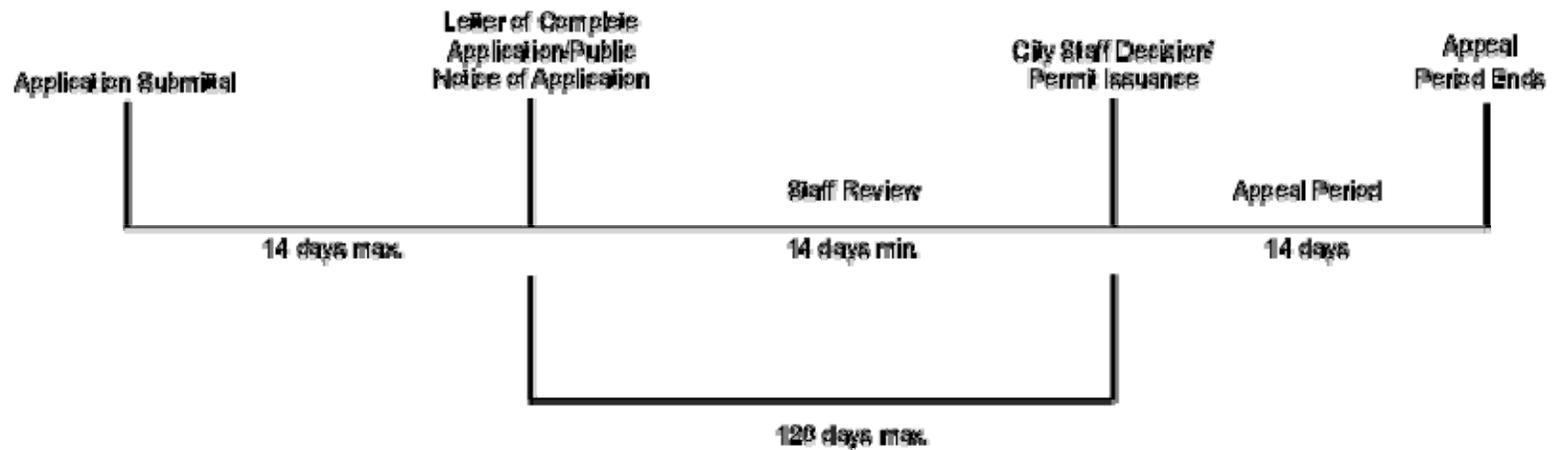
## Type I – Land Use Permits Administrative Review Process



### Type I – Staff Review without Public Notice:

- Building and Grading Permits (SEPA exempt) or SEPA/Land Use Permit process completed
- Business Licenses for Home Occupations without customer visits/deliveries
- Deferrals
- Boundary Line Adjustments
- Minor Adjustments (less than 10%) to a previously approved Site Plan
- Modifications (administratively approved) of Various Code Standards
- Routine Vegetation Management Permits (SEPA exempt)
- Shoreline Exemptions
- Waivers
- Other SEPA Exempt Activities/Actions

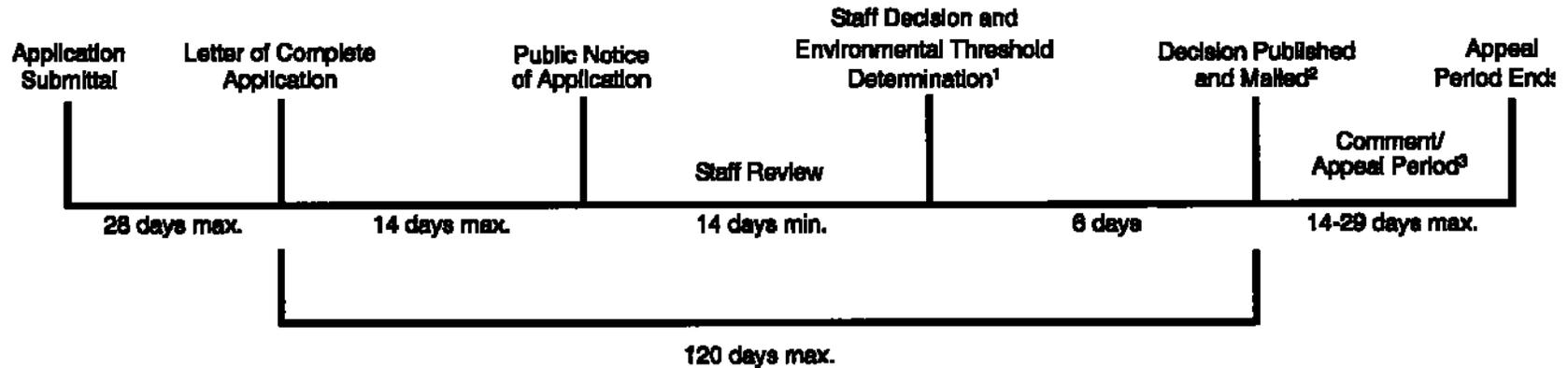
## Type II – Land Use Permits Administrative Review Process



### Type II – Staff Review with Public Notice:

- Administrative Variances
- Business Licenses for Home Occupations with customer visits/deliveries
- Conditional Approval Permits for Nonconforming Structures
- Short Plats of 9 lots or less (SEPA exempt)
- Temporary Use Permits (SEPA exempt)

## Type III – Land Use Permits Administrative Review and/or Environmental Review Process



### Type III – Environmental Review Committee and Staff Review:

Binding Site Plans

Conditional Use Permit (administrative) with Associated Environmental Review

Environmental Review for a Permitted/Secondary/Accessory Use not requiring any other Land Use Permit

Shoreline Substantial Development Permit with associated Environmental Review<sup>4</sup>

Short Plats of 9 lots or less (non-SEPA exempt)

Temporary Use Permit (subject to SEPA)

Building Permits submitted in conjunction with any of the above

<sup>1</sup> Environmental Threshold Determination shall not be issued prior to a 14-day comment period following the mailing of public notice of the development application.

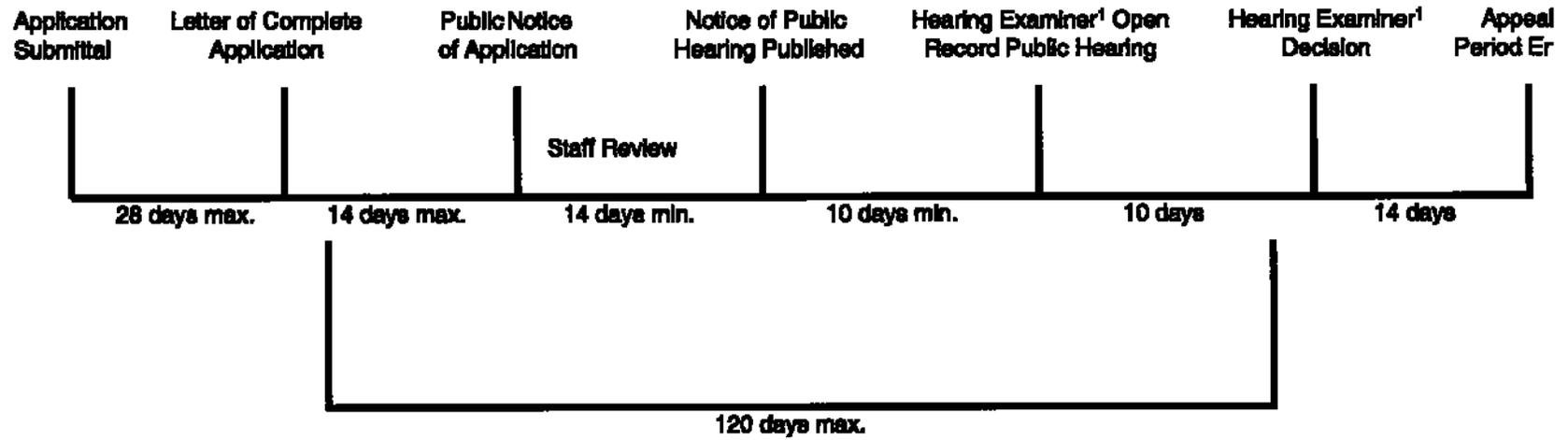
<sup>2</sup> In the case of a Shoreline Permit, the Washington State Department of Ecology (DOE) and Attorney General's Office are also notified of permit issuance.

<sup>3</sup> Comment/Appeal Period may include:

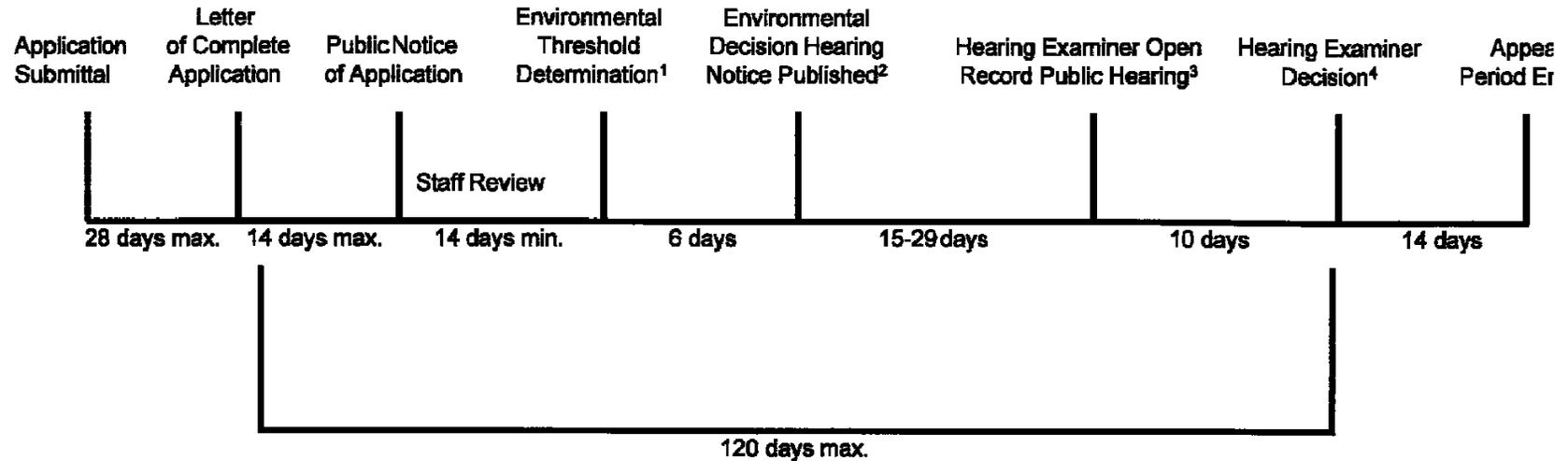
- 1) a 14-day appeal period with no comment period,
- 2) a 15-day combined comment/appeal period, or
- 3) a separate 15-day comment period followed by a 14-day appeal period.

<sup>4</sup> For Shoreline Substantial Development Permits, a Building Permit shall not be issued until 21 days after the Shoreline Permit decision is filed with DOE and the Attorney General's Office or until any appeal proceedings have concluded.

# Type IV – Land Use Permits - Staff/Hearing Examiner Review Process



## Type V– Land Use Permits Hearing Examiner/Environmental Review Process



Shoreline Conditional Use Permit and Shoreline Variance – Also requires approval of Washington State Department of Ecology (DOE)<sup>4</sup>  
Special Permits

Variations, with associated Hearing Examiner Land Use Review Building Permits submitted in conjunction with any of the above

<sup>1</sup> Environmental Threshold Determination shall not be issued prior to a 14-day comment period following the mailing of public notice of the development application.

<sup>2</sup> Comment/Appeal Period may include:

- 1) a 14-day appeal period with no comment period,
- 2) a 15-day combined comment/appeal period, or
- 3) a separate 15-day comment period followed by a 14-day appeal period.

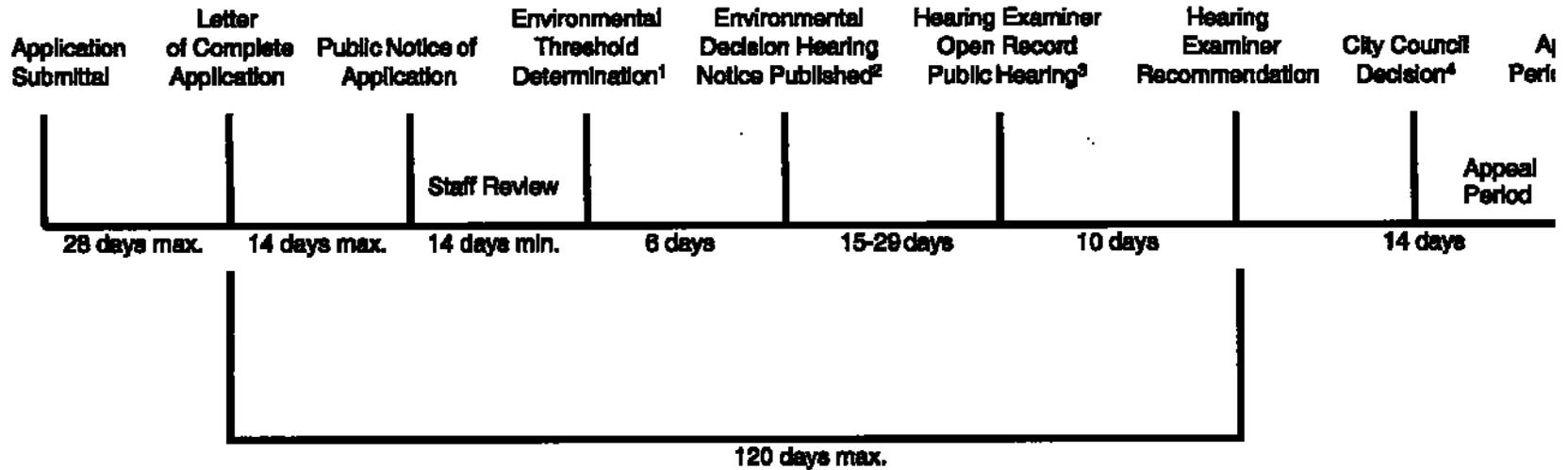
<sup>3</sup> Open Record Appeal of Environmental Threshold Determination may be included in Public Hearing (Hearing Examiner) if applicable.

<sup>4</sup> DOE has up to 30 days to make a decision on a Shoreline Conditional Use Permit and Variance Permit. This time period does not count toward the 120-day maximum time limit for permit decisions.

<sup>5</sup> For Shoreline Conditional Use Permits and Variations, a Building Permit shall not be issued until 21 days after the permit decision.

## Type VI – Land Use Permits

### City Council/Hearing Examiner Environmental Review Process



### Type VII – City Council/Hearing Examiner/Environmental Review Process:

Preliminary Plats

PRDs, Preliminary and Final

Building Permits submitted in conjunction with any of the above

Rezoning, site-specific in conformance with Comprehensive Plan

<sup>1</sup> Environmental Threshold Determination shall not be issued prior to a 14-day comment period following the mailing of public notice of the development application.

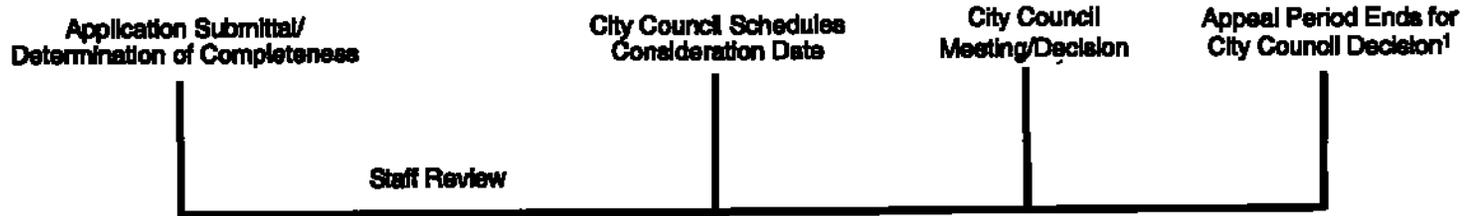
<sup>2</sup> Comment/Appeal Period may include:

- 1) a 14-day appeal period with no comment period,
- 2) a 15-day combined comment/appeal period, or
- 3) a separate 15-day comment period followed by a 14-day appeal period.

<sup>3</sup> Open Record Appeal of Environmental Threshold Determination may be included in Public Hearing (Hearing Examiner) if applicable.

<sup>4</sup> Appeal of City Council decision to Skagit County Superior Court.

## Type VII – Land Use Permits City Council/Staff Review Process



### Type VIII – City Council and Staff Review:

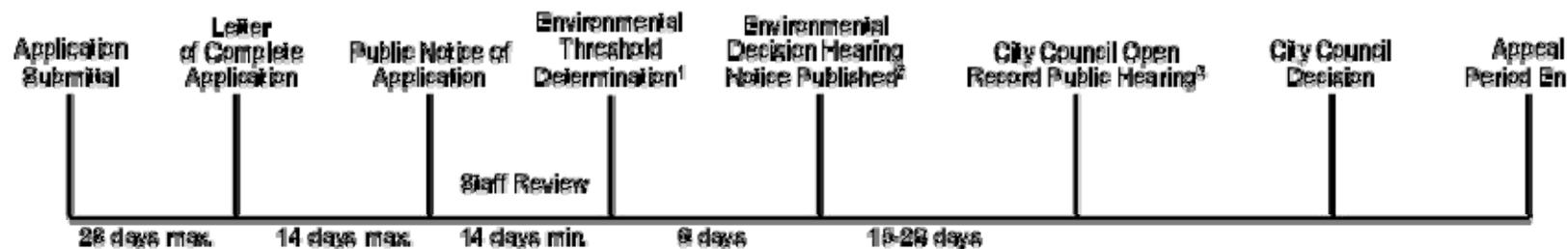
Final Plats

Street Vacations<sup>2</sup>

<sup>1</sup> Appeals of City Council decisions are to Skagit County Superior Court.

<sup>2</sup> Street Vacations are exempt from the 120-day permit processing time limit.

**Type  
VIII – Land Use Permits  
City Council/Environmental Review/Staff**



**Type IX – City Council/Environmental Review Committee (ERC)/Staff**

Development Regulation Amendments except those referred to Planning Commission

<sup>1</sup> Environmental Threshold Determination shall not be issued prior to a 14-day comment period following the mailing of public notice of the development application.

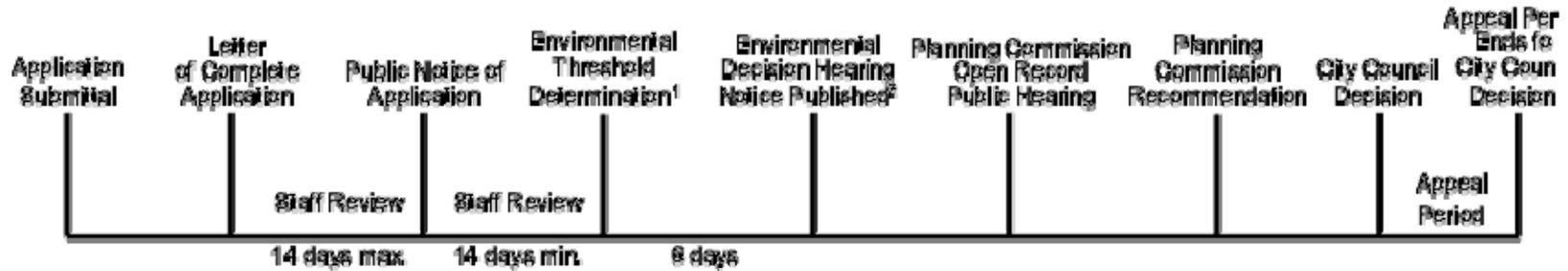
<sup>2</sup> Comment/Appeal Period may include:

- 1) a 14-day appeal period with no comment period,
- 2) a 15-day combined comment/appeal period, or
- 3) a separate 15-day comment period followed by a 14-day appeal period.

<sup>3</sup> Open Record Appeal of Environmental Threshold Determination may be included in Public Hearing (Hearing Examiner) if applicable.

## Type IX<sup>4</sup> – Land Use Permits

### City Council/Planning Commission/Environmental Review Process



#### IX4 – City Council/Planning Commission/Environmental Review Process:

Comprehensive Plan Map or Text Amendments

Rezoning with associated Comprehensive Plan Map Amendments

Development Regulations Text Amendments Referred to Planning Commission

<sup>1</sup> Environmental Threshold Determination shall not be issued prior to a 14-day comment period following public notice of proposal.

<sup>2</sup> Any appeal of Environmental Decision shall be heard before the Hearing Examiner.

<sup>3</sup> Appeal of City Council decision to SKagit County Superior Court.

<sup>4</sup> Type IX Land Use Permits are exempt from the requirements of State Regulatory Reform Act.

**Type X – Land Use Permits  
Reserved for Annexations**

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## **2.90.070 PUBLIC NOTICE REQUIREMENTS:**

### **A. APPLICABILITY:**

A notice of application is not required for actions which are classified as a Type 1 land use procedure under SWMC 2.90.060G, and for actions specifically exempted under SWMC 2.90, Exemptions from State Process Requirements, but is required for all land development permit applications subject to notice requirements.

### **B. NOTICE OF DEVELOPMENT APPLICATION:**

1. Within fourteen (14) days of issuing a letter of completeness under C, Letter of Completeness, the City shall issue a notice of development application. The notice shall, at minimum, include the following:

- a. Applicant and/or owner name,
- b. Project name and City file number,
- c. Date of application acceptance,
- d. Project location,
- e. Project description,
- f. A listing of all permits/approvals requested,
- g. The date the fourteen (14) day public comment period expires,
- h. The following, or equivalent, statements: "In order to receive additional information regarding this particular project, you will need to contact the City's Development Services Department and request to be made a party of record" and "In order to become a party of record or to obtain further information regarding this project, please contact the City of Sedro-Woolley Development Services Department at 720 Murdock Street, (360) 855-0771 The date, time, and place of a public hearing if one has been scheduled.

2. Three (3) notices of development application shall be posted on or near the subject property and mailed to property owners within three hundred feet (300') of the boundaries of the subject property.

### **C. NOTICE OF ADMINISTRATIVE DECISIONS:**

The Development Services Department shall notify all parties of record, the project proponent and affected government agencies of any administrative decision subject to notice. Notification must be made

by mail; however, the Development Services Department may also elect to post the notices of administrative decision at or near the project site. The notice shall include:

1. A description of the decision(s), including any conditions of approval.
2. A statement explaining where further information may be obtained.
3. Any threshold environmental determination issued for the project. If an application subject to an administrative approval requires an environmental threshold determination, the notice of administrative approval shall include the threshold determination and its appeal process.
4. The decision and a statement that the decision will be final unless an appeal to the Hearing Examiner is filed with the City Clerk within fourteen (14) days of the date of the decision.

#### **D. NOTICE OF PUBLIC HEARING:**

Notice of a public hearing for all development applications subject to notification requirements and all open record appeals shall be given as follows:

**1. Time of Notices:** Except as otherwise required, public notification of meetings, hearings, and pending actions shall be made by:

- a. Publication at least ten (10) days before the date of a public meeting, hearing, or pending action in the official newspaper if one has been designated or a newspaper of general circulation in the City,
- b. Mailing at least ten (10) days before the date of a public meeting, hearing, or pending action to all parties of record, the project proponent and affected government agencies, and
- c. Posting of three (3) notices at least ten (10) days before the meeting, hearing, or pending action at or near the project site.

**2. Content of Notice:** The public notice shall include a general description of the proposed project, the action to be taken, a nonlegal description of the property or a vicinity map or sketch, the time, date and place of the public hearing, where further information may be obtained, and the following, or equivalent, statement: "If the hearing on a pending action cannot be completed on the date set in the public notice, the meeting or hearing may be continued to a date certain and no further notice under this Section is required".

**E. NOTICE OF HEARING EXAMINER DECISION:**

Notice of Hearing Examiner decisions subject to notice requirements shall be made by the Hearing Examiner's office to all parties of record, the project proponent, and Development Services Department, and affected government agencies. Notification shall be made by mail and must include:

1. A description of the decision(s), including any conditional approval.
2. A statement explaining where further information may be obtained.
3. Any threshold environmental determination issued and its appeal process.
4. The decision date and a statement that the decision will be final unless an appeal to the City Council is filed with the City Clerk within fourteen (14) days of the date of the decision.

**F. NOTICE OF CITY COUNCIL DECISION:**

Notice of City Council decisions subject to notice requirements shall be made by the City Clerk's office to all parties or record, the project proponent, the Development Services Department, and affected government agencies. Notification shall be made by mail and must include:

1. A description of the decision(s), including any conditions of approval.
2. A statement explaining where further information may be obtained.
3. Any threshold environmental determination issued and its appeal process.
4. The decision date and a statement that the decision will be final unless the appropriate land use appeal, writ of review or appeal from the decision of the City Council is filed with the Superior Court within fourteen (14) days of the date of the decision.

**2.90.080 APPLICATION AND DECISION – GENERAL:**

**A. PREAPPLICATION MEETING:**

1. **a. Preapplication Required:** A preapplication meeting may be required prior to formal submittal of a development application if a waiver of submittal requirements is requested.

**b. Preapplication Recommended:** A preapplication meeting is recommended for all other projects.

2. **Purpose:** The meeting is not intended to provide an exhaustive review of all potential issues. Preapplication review does not prevent or limit the City from applying all relevant laws at the time of application submittal. The purposes of a preapplication meeting are:

a. To acquaint an applicant with the requirements of the City's development regulations and other applicable laws.

b. To provide an opportunity for the City to be acquainted with a proposed application prior to review of a formal application.

**3. Preapplication Submittal Requirements:** Preapplication meeting submittal requirements are available through the City of Sedro-Woolley's Development Services Department.

**4. Waiver of Formal Application Submittal Requirements:** An applicant may submit a written request for a waiver from formal application submittal requirements which may be considered during or after a preapplication meeting.

#### **B. SUBMITTAL OF FORMAL APPLICATION:**

Applications, except appeals of administrative or environmental determinations shall be filed with the Development Services Departmentor..

#### **C. LETTER OF COMPLETENESS:**

**1. Timing:** Within twenty eight (28) days after receipt of an application, the Development Services Department shall provide a written determination that the application is deemed complete or incomplete according to the submittal requirements as listed in SWMC-----A, B or C, and any site-specific information identified after a site visit. In the absence of a written determination, the application shall be deemed complete.

**2. Applications Which are Not Complete:** If an application is determined incomplete, the necessary materials for completion shall be specified in writing to the contact person and property owner. Within fourteen (14) days of submittal of the information specified as necessary to complete an application, the applicant will be notified whether the application is complete or what additional information is necessary.

**3. Additional Information May Be Requested:** A written determination of completeness does not preclude the Development Services Department from requesting supplemental information or studies, if new information is required to complete review of an application or if significant changes in the permit application are proposed. The Development Services Department may set deadlines for the submittal or supplemental information.

#### **D. NOTICES TO APPLICANT:**

The applicant shall be advised of the date of acceptance of the application and of the environmental determination. The applicant shall be advised of the date of any public hearing at least ten (10) days prior to the public hearing.

#### **E. REPORT BY DEVELOPMENT SERVICES:**

**1. Report Content:** When such application has been set for public hearing, if required, the Development Services Department shall coordinate and assemble the comments and recommendations of other City departments and government agencies having an interest in the

subject application and shall prepare a report summarizing the factors involved and the Development Services Department findings and supportive recommendations.

**2. Report Timing:** At least seven (7) calendar days prior to the scheduled hearing, the report shall be filed with the Examiner and copies thereof shall be mailed to the applicant and shall be made available for use by any interested party for the cost of reproduction.

#### **F. PUBLIC HEARING:**

**1. Hearing by Examiner Required:** Before rendering a decision or recommendation on any application for which a public hearing is required, the Examiner shall hold at least one public hearing thereon.

**2. Constitutes Hearing by Council:** On applications requiring approval by the City Council, the public hearing before the Examiner, if required, shall constitute the hearing by the City Council.

**3. Hearing Rules:** The Examiner shall have the power to prescribe rules and regulations for the conduct of hearings under this Chapter subject to confirmation by the City Council, and to administer oaths and preserve order.

**4. Closure/Continuation of Public Hearing:** At the close of the testimony, the Examiner may close the public hearing, continue the hearing to a time and date certain, or close the public hearing pending the submission of additional information on or before a date certain.

**5. Application Dismissal:** Until a final action on the application is taken, the Examiner may dismiss the application for failure to diligently pursue the application after notice is given to all parties of record.

#### **G. EXAMINER'S DECISION:**

**1. Standard Decision Time and Notification Procedure:** Unless the time is extended pursuant to this Section, within fourteen (14) days of the conclusion of a hearing, or the date set for submission of additional information pursuant to this Chapter, the Examiner shall render a written decision, including findings from the record and conclusions therefrom, and shall transmit a copy of such decision by regular mail, postage prepaid, to the applicant and other parties of record in the case requesting notice of the decision. The person mailing the decision, together with the supporting documents, shall prepare an affidavit of mailing, in standard form, and the affidavit shall become a part of the record of the proceedings. In the case of applications requiring City Council approval, the Examiner shall file his decision with the City Council members individually at the expiration of the appeal period for the decision.

**2. Decision Time Extension:** In extraordinary cases, the time for filing of the recommendation or decision of the Examiner may be extended for not more than thirty (30) days after the conclusion of the hearing if the Examiner finds that the amount and nature of the evidence to be considered, or receipt of additional information which cannot be made available within the normal decision period, requires the extension. Notice of the extension, stating the reasons therefor, shall be forwarded to all parties of record in the manner set forth in this Section for notification of the Examiner's decision.

**3. Conditions:** The Examiner's recommendation or decision may be to grant or deny the application, or the Examiner may require of the applicant such conditions, modifications and restrictions as the Examiner finds necessary to make the application compatible with its environment and carry out the objectives and goals of the Comprehensive Plan, the zoning regulations, the subdivision regulations, the codes and ordinances of the City of Sedro-Woolley, and the approved preliminary plat, if applicable. Conditions, modifications and restrictions which may be imposed are, but are not limited to, additional setbacks, screenings in the form of landscaping and fencing, covenants, easements and dedications of additional road rights-of-way. Performance bonds may be required to insure compliance with the conditions, modifications and restrictions.

**4. Reconsideration of Examiner's Decision:** Any interested person feeling that the decision of the Examiner is based on an erroneous procedure, errors of law or fact, error in judgment, or the discovery of new evidence which could not be reasonably available at the prior hearing may make a written application for review by the Examiner within fourteen (14) days after the written decision of the Examiner has been rendered. The application shall set forth the specific errors relied upon by such appellant, and the Examiner may, after review of the record, take further action as the Examiner deems proper. The Examiner may request further information which shall be provided within ten (10) days of the request. The Examiner's written decision on the request for consideration shall be transmitted to all parties of record within ten (10) days of receipt of the application for reconsideration or receipt of the additional information requested, whichever is later.

#### **H. EXPIRATION OF DECISION:**

The City declares that circumstances surrounding land use decisions change rapidly over a period of time. In order to assure the compatibility of a decision with current needs and concerns, any such decision must be limited in duration, unless the action or improvements authorized by the decision is implemented promptly. Any application or permit approved pursuant to this Chapter with the exception of rezones shall be implemented within two (2) years of such approval unless other time limits are prescribed elsewhere in the Sedro-Woolley Municipal Code. Any application or permit which is not so implemented shall terminate at the conclusion of that period of time and become null and void.

#### **I. EXTENSION:**

The Examiner may grant one extension of time for a maximum of one year for good cause shown. The burden of justification shall rest with the applicant.

#### **J. EXPIRATION OF LARGE SCALE OR PHASED PROJECTS:**

For large scale or phased development projects, the Examiner may at the time of approval or recommendation set forth time limits for expiration which exceed those prescribed in this Section for such extended time limits as are justified by the record of the action.

#### **K. COUNCIL ACTION:**

**1. Council Action Requires Minutes and Findings of Fact:** Any application requiring action by the City Council shall be evidenced by minute entry unless otherwise required by law. When taking any

such final action, the Council shall make and enter findings of fact from the record and conclusions therefrom which support its action.

**2. Adoption of Examiner's Findings and Conclusions Presumed:** Unless otherwise specified, the City Council shall be presumed to have adopted the Examiner's findings and conclusions.

**3. Applications to Be Placed on Council Agenda:** Except for rezones, all applications requiring Council action shall be placed on the Council's agenda for consideration.

#### **14.05.090 APPEALS:**

##### **A. SCOPE AND PURPOSE:**

This Section provides the basic procedures for processing all types of land use and development-related appeals. Specific requirements are based upon the type/level of appeal and the appeal authority. Procedures for the following types of appeals are included in this Section:

1. Appeals to Hearing Examiner of administrative decisions and environmental determinations,
2. Appeals to City Council,
3. Appeals to Superior Court, and
4. Appeals to the State Shorelines Hearings Board.

##### **B. DECISION AUTHORITY:**

SWMC 2.90.080 G, Land Use Permit Procedures, lists the development permits reviewed by the City and the review authority responsible for open record appeals, closed record appeals and judicial appeals. Where required permits are subject to different types of permit review procedures, then all the applications are subject to the highest-number procedure, as identified SWMC 2.90.080G, and highest level of review authority that applies to any of the applications.

##### **C. GENERAL INFORMATION APPLICABLE TO ALL TYPES OF APPEALS:**

**1. Standing: (Reserved)**

**2. Time to File: (Reserved)**

**3. Required Form for and Content of Appeals:** Any appeal shall be filed in writing. The written notice of appeal shall fully, clearly and thoroughly specify the substantial error(s) in fact or law which exist in the record of the proceedings from which the appellant seeks relief. **4. Filing of Appeal and Fee:** The notice of appeal shall be accompanied by a fee in accordance with SWMC\_\_\_\_\_, the fee schedule of the City. **5. Facsimile Filings:** Whenever any application or filing is required under this Chapter, it may be made by facsimile. Any facsimile filing received at the City after five o'clock (5:00)

p.m. on any business day will be deemed to have been received on the following business day. Any facsimile filing received after five o'clock (5:00) p.m. on the last date for filing will be considered an untimely filing. Any party desiring to make a facsimile filing after four o'clock (4:00) p.m. on the last day for the filing must call the City official with whom the filing must be made and indicate that the filing is being made by facsimile and the number to which the facsimile copy is being sent. The filing party must ensure that the facsimile filing is transmitted in adequate time so that it will be completely received by the City before five o'clock (5:00) p.m. in all instances in which filing fees are to accompany the filing of an application, those filing fees must be received by the City before the end of the business day on the last day of the filing period or the filing will be considered incomplete and will be rejected.

#### **6. Notice of Appeal: (Reserved)**

**7. Restrictions on Subsequent Actions:** Any later request to interpret, explain, modify, or retract the decision shall not be deemed to be a new administrative determination creating a new appeal period for any new third party to the permit. **8. Limit on Number of Appeals:** The City has consolidated the permit process to allow for only one open record appeal of all permit decisions associated with a single development application. There shall be no more than one appeal on a procedural determination or environmental determination such as the adequacy of a determination of significance, nonsignificance, or of a final environmental impact statement.

Any appeal of the action of the Hearing Examiner in the case of appeals from environmental determinations shall be joined with an appeal of the substantive determination.

#### **9. Exhaust of Administrative Remedies: (Reserved)**

### **D. APPEALS TO EXAMINER OF ADMINISTRATIVE DECISIONS AND ENVIRONMENTAL DETERMINATIONS:**

#### **1. Applicability and Authority:**

**a. Administrative Determinations:** Any administrative decisions made may be appealed to the Hearing Examiner, in writing, with the Planning Department. **b. Environmental Determinations:** Except for permits and variances issued pursuant to, Shoreline Master Program Regulations, when any proposal or action is granted, conditioned, or denied on the basis of SEPA by a nonelected official, the decision shall be appealable to the Hearing Examiner under the provisions of this Section.

**c. Authority:** To that end, the Examiner shall have all of the powers of the office from whom the appeal is taken insofar as the decision on the particular issue is concerned.

#### **2. Standing:**

**a. Standing for Filing Appeals of the City's Environmental Determinations:** Appeals from environmental determinations as set forth in this Title may be taken to the Hearing Examiner by any person aggrieved, or by any officer, department, board or bureau of the City affected by such

determination. Any agency or person may appeal the City's compliance with chapter 197-11 WAC for issuance of a Threshold Determination.

**b. Standing for Appeals of Administrative Determinations other than Environmental:**

Appeals from administrative determinations of the City's land use regulation codes and from environmental determinations required by the Sedro-Woolley environmental review regulations may be taken to the Hearing Examiner by any person aggrieved, or by any officer, department, board or bureau of the City affected by such determination.

**3. Time for Appeal:** Any such appeal shall be filed in writing with the Examiner within the following time limits:

**a. Appeals of Environmental Determinations:** Appeals of a final environmental determination under the Sedro-Woolley environmental review regulations shall be filed within fourteen (14) days of publication of notice of such determination.

**i. A Final DNS:** The appeal of the DNS must be made to the Hearing Examiner within fourteen (14) days of the date the DNS is final.

**ii. A DS:** The appeal must be made to the Hearing Examiner within fourteen (14) days of the publication date of the DS in the official City newspaper.

**iii. A Final EIS:** The appeal of the FEIS must be made to the Hearing Examiner within twenty (20) days of the date the permit or other approval is issued.

**b. Appeals to Examiner of Administrative Determinations Other Than Environmental:**

Appeals from an administrative decision pursuant to this Chapter shall be filed within fourteen (14) days of the date that the action was taken.

The appeal from an administrative decision implementing a land use decision of the City Council or the Hearing Examiner pursuant to this Chapter shall be filed with the Hearing Examiner, along with the required fee, within fourteen (14) days of the administrative decision or, if no date of administrative decision can be determined, within fourteen (14) days of the issuance of any permit which requires interpretation of that land use decision, such administrative decision being an essential part of the issuance of the permit, license, or other City permission to proceed.

As between the permit holder and the City, any decision to modify or retract the permit shall give the permit holder a fourteen (14) day appeal period from the date of the action to modify or retract the permit.

**5. Complaints After Expiration of Appeal Time:** Any claim that an administrative decision maker has failed to correctly interpret or enforce a land use decision after the expiration of the appeal time established in this Section shall not create an appeal right, but will be treated as a complaint of noncompliance with the land use decision.

**6. Appeal Procedures – Hearing Examiner:** The City establishes the following administrative appeal procedures under RCW 43.21C.075 and WAC 197-11-680:

**a. Notice to Officer:** Immediately upon receipt of the notice of appeal, the Hearing Examiner shall forward to the officer from whom the appeal is being taken a copy of the notice of appeal.

**b. Transmittal of Records and Reports:** Upon receiving such notice, the officer from whom the appeal is being taken shall transmit to the Hearing Examiner all of the records pertaining to the decision being appealed, together with such additional written reports as are deemed pertinent. The Examiner may request additional information from the applicant.

**c. Notice of Hearing Required:** A written notice of the time and place of the hearing at which the appeal shall be considered by the Examiner shall be mailed to the applicant, all parties of record in the case, and to the officer from whom the appeal is taken not less than ten (10) days prior to the date of the hearing.)

**d. Content of Hearing:** The Examiner may hear and consider any pertinent facts pertaining to the appeal. **e. Record Required:** For any appeal under this subsection, the City shall provide for a record that shall consist of the following:

- i. Findings and conclusions;
- ii. Testimony under oath; and
- iii. A taped or written transcript.

**f. Electronic Transcript:** The City may require the appellant to provide an electronic transcript.

## **7. Examiner Decision:**

**a. Substantial Weight:** The procedural determination by the SEPA Responsible Official or City staff shall carry substantial weight in any appeal proceeding. The Hearing Examiner shall give substantial weight to any discretionary decision of the City rendered pursuant to this Chapter/Title.

**b. Examiner Decision Options and Decision Criteria:** The Examiner may affirm the decision or remand the case for further proceedings, or it may reverse the decision if the substantial rights of the applicant may have been prejudiced because the decision is:

- i. In violation of constitutional provisions; or
- ii. In excess of the authority or jurisdiction of the agency; or

- iii. Made upon unlawful procedure; or
- iv. Affected by other error of law; or
- v. Clearly erroneous in view of the entire record as submitted; or
- iv. Arbitrary or capricious.

**c. Time for Examiner's Decision:** The Hearing Examiner shall render a written decision within ten (10) days.

**8. Appeal of Examiner Decision:**

**a. Appeal of Examiner's Decision to Council:** Unless a specific section or State law providing for review of decision of the Examiner requires review thereof by the Superior Court or other body, any interested party aggrieved by the Examiner's written decision or recommendation may submit a notice of appeal to the City Council, upon a form furnished by the City Clerk, within fourteen (14) calendar days from the date of the Examiner's written report.

**E. APPEALS TO CITY COUNCIL – PROCEDURES:**

**1. Time for Appeal:** Unless a specific section of State law providing for review of a decision of the Examiner requires review thereof by the Superior Court or any other body, any interested party aggrieved by the Examiner's written decision or recommendation may submit a notice of appeal to the City Clerk, upon a form furnished by the City Clerk, within fourteen (14) calendar days from the date of the Examiner's written report.

**2. Notice to Parties of Record:** Within five (5) days of receipt of the notice of appeal, the City Clerk shall notify all parties of record of the receipt of the appeal.

**3. Opportunity to Provide Comments:** Other parties of record may submit letters in support of their positions within ten (10) days of the dates of mailing of the notification of the filing of the notice of appeal.

**4. Transmittal of Record to Council:** Thereupon the Clerk shall forward to the members of the City Council all of the pertinent documents, including the written decision or recommendation, findings and conclusions contained in the Examiner's report, the notice of appeal, and additional letters submitted by the parties.

**5. Council Review Procedures:** No public hearing shall be held by the City Council. No new or additional evidence or testimony shall be accepted by the City Council unless a showing is made by the party offering the evidence that the evidence could not reasonably have been available at the time of the hearing before the Examiner. If the Council determines that additional evidence is required, the

Council shall remand the matter to the Examiner for reconsideration and receipt of additional evidence. The cost of transcription of the hearing record shall be borne by the applicant. In the absence of an entry upon the record of an order by the City Council authorizing new or additional evidence or testimony, and a remand to the Hearing Examiner for receipt of such evidence or testimony, it shall be presumed that no new or additional evidence or testimony has been accepted by the City Council, and that the record before the City Council is identical to the hearing record before the Hearing Examiner.

**6. Council Evaluation Criteria:** The consideration by the City Council shall be based solely upon the record, the Hearing Examiner's report, the notice of appeal and additional submissions by parties.

**7. Findings and Conclusions Required:** If, upon appeal of a decision of the Hearing Examiner on an application submitted pursuant to, and after examination of the record, the Council determines that a substantial error in fact or law exists in the record, it may remand the proceeding to Examiner for reconsideration, or modify, or reverse the decision of the Examiner accordingly.

**8. Council Action:** If, upon appeal from a recommendation of the Hearing Examiner upon an application submitted pursuant to, and after examination of the record, the Council determines that a substantial error in fact or law exists in the record, or that a recommendation of the Hearing Examiner should be disregarded or modified, the City Council may remand the proceeding to the Examiner for reconsideration, or enter its own decision upon the application.

**9. Decision Documentation:** In any event, the decision of the City Council shall be in writing and shall specify any modified or amended findings and conclusions other than those set forth in the report of the Hearing Examiner. Each material finding shall be supported by substantial evidence in the record. The burden of proof shall rest with the appellant.

**10. Council Action Final:** The action of the Council approving, modifying or rejecting a decision of the Examiner shall be final and conclusive, unless appealed within the time frames established under subsection G5 of this Section.

## **F. APPEALS TO SUPERIOR COURT:**

**1. Intent:** Appeals pursuant to this Section are intended to comply with the Land Use Petition Act, chapter 36.70C RCW.

**2. Applicability:** Any decision or order issued by the City pursuant to this Section may be judicially reviewed provided that available administrative appeals, including those listed in, have been exhausted.

**3. Standing:** Those persons with standing to bring an appeal of a land use decision are limited to the applicant, the owner of property to which land use decisions are directed, and any other person aggrieved or adversely affected by the land use decision or who would be aggrieved or adversely affected by a re-versal or modification of the land use decision. The terms "aggrieved" and "adversely affected" are defined in RCW 36.70C.060.

**4. Content of Appeal Submittal:** The content, procedures and other requirements of an appeal of land use decision are governed by chapter 36.70C RCW which is incorporated herein by reference as if fully set forth.

**5. Time for Initiating Appeal to Superior Court:**

**a. Appeals of Land Use Decisions:** An appeal to Superior Court of a land use decision, as defined herein, must be filed within twenty one (21) days of the issuance of the land use decision. For purposes of this Section, the date on which a land use decision is issued is:

i. Three (3) days after a written decision is mailed by the City or, if not mailed, the date on which the local jurisdiction provided notice that a written decision is publicly available;

ii. If the land use decision is made by ordinance or resolution by the City Council, sitting in a quasi-judicial capacity, the date the body passes the ordinance or resolution; or

iii. If neither (i) or (ii) of this subsection applies, the date the decision is entered into the public record.

**b. Appeal of Environmental Determinations:** Appeal to the Superior Court of the environmental decision and the substantive determination must be made within twenty (20) days of the substantive determination and must be made by writ of review to the Superior Court of Washington for Skagit County.

**6. Appeals of Other Than Land Use Decisions – Superior Court:** Appeals to Superior Court from decisions other than a land use decision, as defined herein, shall be appealed within the time frame established by ordinance. If there is no appeal time established by an ordinance, and there is no statute specifically pre-empting the area and establishing a time frame for appeal, any appeal, whether through extraordinary writ or otherwise, shall be brought within twenty one (21) days of the decision.

**H. APPEALS OF SHORELINE PERMIT DECISIONS TO SHORELINES HEARING BOARD:**

**1. Standing for Appeals to Shorelines Hearings Board:** Any person aggrieved by the granting or denying of a substantial development permit, a conditional use permit and/or a variance on shorelines of the City, or by the rescinding of a permit pursuant to the provisions of the Shoreline Master Program, may seek review from the State of Washington Shorelines Hearing Board.

**2. Place and Time for Filing Appeals:** Appeals of decisions by the Land Use Hearing Examiner must be made directly to the Shorelines Hearings Board. Appeals are made by filing a request for the same within twenty one (21) days of receipt of the final order and by concurrently filing copies of such request with the Department of Ecology and the Attorney General's office as provided in section 18(1) of the Shorelines Management Act of 1971.

**3. City Requires Copy of Appeal Notice:** A copy of any such appeal notice shall likewise be filed with the Development Service Department of the City of Sedro-Woolley.

**4. Limited Utility Extensions and Protective Bulkheads – Appeals:** Appeals of substantial development permits, for a limited utility extension as defined in RCW 90.58.140 (11) or for the construction of a bulkhead or other measures to protect a single family residence and its appurtenant structures from shoreline erosion, shall be finally determined by the legislative authority within thirty (30) days.

**2.90.100 SUBMITTAL REQUIREMENTS – SPECIFIC TO APPLICATION TYPE:**

The following tables list the submittal requirements for each type of permit application or land use approval which must accompany the required application fees specified in .

- A. Table 4-8-120A – Public Works Permit Submittal Requirements.
- B. Table 4-8-120B – Building Section Permit Submittal Requirements.
- C. Table 4-8-120C – Land Use Permit Submittal Requirements.

**TABLE 2.90-120A**

<b>PUBLIC WORKS APPLICATIONS</b>	<b>TYPE OF APPLICATION/PERMIT</b>	<b>Utility Construction Permit (Sewer and/or Water)</b>	<b>Storm water Construction Permit</b>	<b>Roadway Construction Permit</b>	<b>Combined Permit (includes Plats)</b>	<b>APA Operating Permit</b>	<b>APA Closure Permit</b>
<b>SUBMITTAL REQUIREMENTS</b>							
Closure Permit Application Form							1(b)
Construction Permit Appl. Forms		1	1	1	2		
Construction Mitigation Description		3	3	3	4		
Drainage Plans			3	3	3		
Drainage Report			2	2	2		
Erosion Control Plan (Temporary)		3	3	3	3		
Geotechnical Report		3	2	1	2		
Grading Plans			3	3	4		
Hazardous Materials Management Statement		1(b)	1(b)	1(b)	1(b)		
Neighborhood Detail Map		3	3	3	3		
Operating Permit Application						1	
Roadway Construction Plans				3	3		
Source Statement, Fill Material		1(b)	1(b)	1(b)	1(b)		
Street Lighting Plans				3	3		
Topography Map		3	3	3	4		
Tree Cutting/Inventory/Land Clearing Plan – Approved		3	3	3	3		
Utilities Plans – Engineered		3	3	3	4		
Wetlands Report/Delineation		1(a)	1(a)	1(a)	1(a)		
Table 4-8-120A Legend:	The number of copies required (if any) is indicated for each type of application and each submittal requirement, unless waived by the Development Services Division Plan Review Supervisor. Waiver of aquifer permit submittal requirements may be granted by the Water Utility						
(a) Required when wetlands are present on-site.							
(b) Required when project is located in Zones 1 or 2 of an aquifer protection area.							

TABLE 2.90-120B

**BUILDING APPLICATIONS**

SUBMITTAL REQUIREMENTS	TYPE OF APPLICATION/PERMIT										
	Demolition	Grading/Fill	Manufactured Home in Manufactured Home Park	Manufactured Home Outside of Manufactured Home Park	Family/Commercial/Industrial New or Additions	Commercial/Industrial Interior Remodel	Pool/Spa	Sign	Single Family/Duplex New or Additions	Single Family/Multi-Family Interior Remodel	
Applicant Agreement Statement (for wireless communications facilities only)					3						
Application Form, Building Division	1	2	1	1	2	1	1	1	1	1	
Application Form, Construction Permit		2			2						
Architectural Elevations					5				2		
Architectural Plans, Commercial/Industrial/Attached Dwellings 3+ Units					4	3(n)					
Architectural Plans, Detached/Semi-Attached Dwellings and 2 Attached Dwellings									2	2	
Blocking/Anchoring/Skirting Details			2								
Construction Mitigation Description		1			2						
Drainage Plans		2			5				2(h)		
Drainage Report					2						
Electrical Plans					2	2	1(g)				
Energy Code Checklist, Nonresidential					1(m)	1					
Energy Code Checklist, Residential					1(k)				1	1(a)	
Foundation Plans				2	4			2	2		
Geotechnical Report				2(b)	4				2(b)		
Grading Plan		5			5						
Grading Work Description		4			2						
Hazardous Materials Management Statement	2(o)	2(o)	2(o)	2(o)	2(o)		2(o)		2(o)		
Heat Loss Calculation									1(c)	1(c)	
Installer Certification			1								
Inventory of Existing Sites (for wireless communications facilities only)					3						
Irrigation Sprinkler Plans					3						
King County Health Department-Approved Plans					1(f)	1(f)	1(g)				
Land Use Permit Conditions, Approved (if any)	2	2			2	1					

Landscaping Plans										4		
Lease Agreement, Draft (for wireless communications facilities only)										3		
Manufacturer's Plans									2			
Mechanical Plans										3	2	
Plumbing Plans										2(m)	2	
Project Information Sheet (includes legal description)	2	2		2		5	3(n)	2		2	2	
Receipt for Construction (Utility) Permit Application											1(h)	
Roadway Construction Plan										2		
Screening Detail, Refuse/Recycling										3		
Service Area Map (for wireless communications facilities only)										3		
Side Sewer Capping Permit, Finaled	1											
Sign Plan											3	
Site Plan, Commercial, Industrial, Multi-Family										5	1	
Site Plan, Sign											2	
Site Plan, Single Family/Duplex				2	2				2(d)		2	
Source Statement, Fill Material, Aquifer Protection Areas	2(p)	2(p)	2(p)	2(p)	2(p)			2(p)			2(p)	
Structural Calculations					2	3	2(e)	2(g)	2		2(i)	
Structural Plans					2	3	2(e)	2(g)	2		2(j)	
Topography Map (may be combined with site plan or grading plan)		2	2	2		4					2	
Tree Cutting/Land Clearing Plan, Approved		2				3		2(d)				
Utilities Construction Plans						6	1					
Water/Sewer Availability Letter						1(j)(k)					1(j)	1(a)(j)
Water Service Disconnect Request (final)	1											
WSEC Trade-Off Form												1(l)

Table 4-8-120B Legend:

- a. Required for any alteration of exterior of (heated) building envelope.
- b. When required by Section 1804 (Foundations and Retaining Walls) of the UBC.
- c. Required for installation of a new furnace or a replacement of greater size.
- d. Not required for pools/spas/hot tubs to be installed within an existing building.
- e. Required for structural changes only.
- f. Required for food service establishments only.
- g. Required only for public pools/spas/hot tubs (not required for single family or duplex pools/spas/hot tubs).
- h. Required for duplexes only.
- i. Required for other than conventional construction.
- j. Required only if trade-off option is being used for compliance.
- k. For multi-family, one per building.
- l. Not required for additions.
- m. Not required for multi-family projects.

- n. For restaurants and any construction project involving work in the right-of-way, four (4) copies are required.
- o. Required only when project is located in an Aquifer Protection Area and (1) construction vehicles will be refueled on site and/or (2) the quantity of hazardous materials that will be stored, dispensed, used, and handled on the construction site, exclusive of the quantity of hazardous materials contained in fuel or fluid reservoirs of construction vehicles will exceed twenty (20) gallons. Weight of solid hazardous materials will be converted to volumes for purposes of determining whether de minimis amount is exceeded. Ten (10) pounds shall be considered equal to one gallon.
- p. Required only when project is located in an Aquifer Protection Area.

The number of copies (if any) is indicated in each column unless waived by the Development Services Department





Table 2.90 - 120 C (cont'd)

Land Use Applications																																					
Submittal Requirements																																					
TYPE OF APPLICATION	Accessory Dwelling Unit (SUP)	Administrative Conditional Use Permit	Annexation (10% Notice of Intent)	Annexation (60% Petition)	Appeal	Binding Site Plan	Boundary Line Adjustment	Comp Plan Map Amendment/Rezone	Comp Plan Text Amednment	Conditional Use Permit (Hearing Examiner)	Environmental Review	Environmental Review (Non-Project)	Fill & Grade Permit Over 500 cubic yards	Home Occupation - Type II	Master Site Plan (Overall)	Master Site Plan (Individual Phases)	Mobile Home Park, Preliminary	Mobile Home Park, Final	Modification/Alternate Request	Plat, Final	Plat, Preliminary	PRD, Preliminary	PRD, Final	Rezone	Shoreline Exemption	Shoreline Substantial Development Permit	Shoreline Conditional Use Permit	Shoreline Variance	Short Plat	Special Use Permit	Temporary Use Permit	Variance	Waiver	Wetland Permit			
Justification for the Conditional Use Permit Request		5								10																											
Justification for Rezone																								10													
Justification for Variance Request																																				10	
Skagit County Assessor's Map, indicating site		3						3																													
Landscaping Plan, Conceptual		4								5	5					12	5					5	5			5	5			5							
Legal Description (Certified)	2	2	10	10		5	1	10	10	10	10		10		10	10	10	10		10	10	10	10	10	4	10	10	10	10	12	5	10			12		
Legal Description (Certified) - Proposed								1																													
Letter describing proposed home occupation													1																								
Letter to Examiner/Council stating reason(s) for appeal					1																																
Letter explaining w hich comprehensive plan text/policies should be changed, and why									1																												
List of affected property ow ners w ithin the Annexation area boundary			2	2																																	
List of surrounding property ow ners	2	2	2	2				2		2	2		2	2	2	2	2				2	2		2		2	2	2	2	1	2	2	2		2		
Lot line adjustment map								5																													
Mailing Labels for Property Ow ners (Assessor's Office list required)	2	2	2	2				2		2	2		2	2	2	2	2				3	2		2		2	2	2	2	3	2	2	2		2		
Map of existing site conditions		5						12																													
Master Application Form	2	5		10		5	1	10	10	10	10	10	10		10	10	10	10		5	10	10	5	10	4	10	10	10	10	10	10	5	10				



Table 2.90 - 120 C (cont'd)

Land Use Applications  
 Submittal Requirements

TYPE OF APPLICATION	Accessory Dwelling Unit (SUP)	Administrative Conditional Use Permit	Annexation (10% Notice of Intent)	Annexation (60% Petition)	Appeal	Binding Site Plan	Boundary Line Adjustment	Comp Plan Map Amendment/Rezone	Comp Plan Text Amendment	Conditional Use Permit (Hearing Examiner)	Environmental Review	Environmental Review (Non-Project)	Fill & Grade Permit Over 500 cubic yards	Home Occupation - Type II	Master Site Plan (Overall)	Master Site Plan (Individual Phases)	Mobile Home Park, Preliminary	Mobile Home Park, Final	Modification/Alternate Request	Plat, Final	Plat, Preliminary	PRD, Preliminary	PRD, Final	Rezone	Shoreline Exemption	Shoreline Substantial Development Permit	Shoreline Conditional Use Permit	Shoreline Variance	Short Plat	Special Use Permit	Temporary Use Permit	Variance	Waiver	Wetland Permit			
Statement addressing the basis for alternate and/or modification																			5																		
Statement addressing the basis for the Shoreline Permit Exemption Request																									4												
Survey						5														4																	
Title Information: Description of easements, restrictions, covenants, & all other encumbrances to the property	2	2				5	3													1	3		4	4						3							
Topography Map (5' contours)						5									5	5					5								5								
Traffic Study		5								5	5				5	5	5				5	5				5	5			5							
Tree Cutting/Vegetation Clearing Plan										4	4		4		4	4	4				4					4	4	4	4	4	4	4					
Tree Cutting/Vegetation Plan, Approved by DNR, Forest Practices Permit																4																					
Urban Center Design Overlay District Review Packet										10																											
Utilities Plan, Generalized	2	5				5	5			5	5	5		5	5	5										5	5	5	5	5	5	5	5				
Wetlands Delineation Map										10	10	10		10(2)	10(2)	10					5	4			10	10	10	10	5	10			10			10	
Wetlands Study										5	5	5			5	5					5	4			5	5	5	5	5	5	5	5	5			5	
<p>The number of copies of all required items are indicated in each column. All required application materials shall be submitted unless waived in writing by the Community and Economic Development Department.</p>																																					

**D. DEFINITIONS OF TERMS USED IN SUBMITTAL REQUIREMENTS FOR BUILDING, PLANNING AND PUBLIC WORKS PERMIT APPLICATIONS:**

**1. Definitions A:**

**Action:** Environmental Review Procedures, use only.

A. "Actions" include, as further specified below:

1. New and continuing activities (including project and programs) entirely or partly Financed, assisted, conducted regulated, licensed, or approved by agencies;
2. New or revised agency rules, regulations, plans policies, or procedures; and
3. Legislative proposals.

B. "Actions" fall within one of two (2) categories

1. Project Actions: A Project action involves a decision on a specific project, such as a construction or management activity located in a defined geographic area. Projects include and are limited to agency decisions to:
  - a. License, fund, or undertake any activity that will directly modify the environment, Whether the activity will be conducted by the agency, an applicant, or under contract.
  - b. Purchase, sell, lease, transfer, or exchange natural resources, including publicly owned land whether or not the environment is directly modified.
2. Non-Project Actions: Non-project actions involve decisions on policies, plans, or programs such as:
  - a. The adoption of amendment on legislation, ordinances, rules, or regulations that contain standards controlling use or modification of the environment;
  - b. The adoption or amendment of comprehensive land use plans or zoning ordinances;
  - c. The adoption of any policy, plan or program that will govern the development of a series of connected actions (WAC 197-11-060), but not including any policy, plan, or program for which approval mt be obtained from any Federal agency prior to implementations;
  - d. Creation of a district or annexations to any city, town or district;
  - e. Capital budgets; and
  - f. Road, street, and highway plans.

C. "Actions" do not include the activities listed above when an agency is not involved. Actions do not include bringing judicial or administrative civil or criminal enforcement actions (certain categorical exemptions in SWMC----- identify in more detail governmental activities that would not have any environmental impacts and for which SEPA review is not required).

**Administrative Authority:** The Development Services Director and/or the Public Works Director of the City of Sedro-Woolley, or his/her duly authorized representative or agent.

**Affidavit of Installation of Public Information Sign:** A notarized statement signed by the applicant of applicant's representative attesting that the required public information sign(s) has been installed in accordance with City Code requirements.

**Annexation, Ten Percent (10%) Notice of Intent:** A petition form, supplied by the City, containing the signatures of property owners as identified in Skagit County Assessor's records as taxpayers of record for properties representing at least ten percent (10%) of the assessed valuation for the areas proposed for annexation. Information requested on the form includes the signatures of all identified taxpayers of record, the date of signing, a mailing address, and property identification number of each parcel. Petitions must conform to RCW 35A.01.040.

**Annexation, Sixty Percent (60%) Petition:** A petition form, supplied by the City, containing the signatures of property owners as identified in Skagit County Assessor's records as taxpayers of record for properties representing at least sixty percent (60%) of the assessed valuation for the areas proposed for annexation.

Information requested on the form includes the signatures of all identified taxpayers of record, the date of signing, a mailing address, and property identification number of each parcel. Petitions must conform with RCW 35A.01.040.

**Applicant:** Any person or entity, including an agency, applying for a license from an agency. "Application" means a request for a license.

**Applicant:** A person who files an application of permit under this Title and who is either the owner of the land on which that proposed activity would be located, a contract vendee, a lessee of the land, the person who would actually control and direct the proposed activity, or the authorized agent of such a person.

**Applicant Agreement Statement:** A signed notarized statement indicating that:

- A. The applicant agrees to allow for the potential collocation of additional wireless communication facility equipment by other providers on the applicant's structure or within the same site location; and
- B. That the applicant agrees to remove the facility within six (6) months after that site's use is discontinued or if the facility falls into disrepair, and restore the site to its pre-existing condition. If there are two (2) or more users of a single wireless communication facility (WCF), then this provision shall not become effective until all users cease using the WCF.

**Application Fee:** The appropriate processing fee as required by the Sedro-Woolley Municipal Code.

**Application Form, Building Section:** The Development Services Department form required for the type of work to be performed (e.g., grading permit application for grading work, sign permit application for installation of a sign, etc.). Information requested includes the following:

- A. Skagit Tax Assessor's number for the property,
- B. Legal description of property,
- C. Street address, if applicable,
- D. Property owner's name, address and phone number,
- E. Prime contractor's business name, address, phone number, current state contractor registration number, and
- F. Either the name, address and phone number of the lender administering the interim construction financing, if any, or the name and address of the firm that has issued a payment bond, if any, on behalf of the prime contractor for the protection of the owner, if the bond is for an amount fifty percent (50%) or more than the total construction project.

**Applicant:** Any person or entity, including an agency, applying for a license from an agency. "Application" means a request for a license.

**Applicant:** A person who files an application of permit under this Title and who is either the owner of the land on which that proposed activity would be located, a contract vendee, a lessee of the land, the person who would actually control and direct the proposed activity, or the authorized agent of such a person.

**Application Form, Construction Permit:** The City of Sedro-Woolley form used for all public works construction projects. Information requested includes the name, address, and telephone number for the project applicant and property owner, legal description, Skagit County Tax Assessor's number, site area, area of impervious surface, description of work, preliminary cost estimate, and, if applicable, water meter size.

**Application Form, Master:** The City of Sedro-Woolley Development Services Department combined land use permit application form used for most environmental and land use reviews. Information requested includes the name, address, and telephone number for the project applicant, all owners, contact person, tax account number for the property, and other site information.

**Approved Testing Agency:** An agency as determined by the Washington Association of Building Officials whose purpose is to provide special building inspection(s).

**Architectural Plans, Commercial, Industrial, Attached Dwellings with Three (3) or More Units:** A twenty four inch by thirty six inch (24" x 36") plan prepared by an architect licensed in the State of Washington (unless project exempted by WAC 18-04-410) drawn at a scale of one-eighth inch equals one foot (1/8" = 1') or one-fourth inch equals one foot (1/4" = 1') (or other size or scale approved by the Building Official) clearly indicating the information required by the "Permits" section of the currently adopted International Building Code and chapter 19.27 RCW (State Building Code Act, Statewide amendments), including, but not limited to, the following:

- A. General building layout, both existing and proposed – indicate square footage of rooms, use of each room or area, window and door size and ventilation, opening headers, plumbing, ducting, and electrical layout, including penetration protection, IBC occupancy group, and IBC type of construction,
- B. Cross section details, as needed, to show typical foundation, floor, wall, ceiling and roof construction; structural members labeled as to size and spacing; bracing, blocking, bridging, special connectors, anchor bolts; insulation of walls, floors and roof/ceiling,
- C. Details of stairs, fireplaces and special construction, if any,
- D. Skagit County Health Department approval on plans submitted to the City for dining/food-handling establishments,
- E. Skagit County Health Department approval on plans submitted to the City for public pools/spas,
- F. Independent plan review by the State of Washington Labor and Industries Electrical Division for I and E Occupancies,
- G. Asbestos assessment by the Puget Sound Air Pollution Control Agency (PSAPCA) for interior demolition, and
- H. Independent review by State Department of Health for hospitals.

**Architectural Plans, Detached Dwellings, Semi-Attached Dwellings, and Two (2) Attached Dwellings:** An eighteen inch by twenty four inch (18" x 24"), minimum, plan drawn at a scale of one-fourth inch equals one foot (1/4" = 1') (or other size or scale approved by the Building Official) clearly indicating the information required by the "Permits" section of the currently adopted International Building Code and chapter 19.27 RCW (State Building Code Act, Statewide amendments), including, but not limited to, the following:

- A. General building layout and room use,
- B. Window and door size and window ventilation area,
- C. Plumbing, duct, and electrical layout,
- D. Opening headers, size and material,
- E. Cross section details, as needed, to show typical foundation, floor, wall, ceiling and roof construction, including connection details,
- F. Structural members labeled as to size and spacing as well as bracing, blocking, bridging, special connectors, and anchor bolts,
- G. Special details as needed, (i.e., stairs, fireplaces, special construction), and
- H. Insulation of walls, slab, floors, and roof/ceiling

**Assessment Information:** Records obtained from the Skagit County Assessor's office for each tax lot included in an area proposed for annexation. The records display all taxpayers of record and assessed value for each tax lot.

**Authorization for Abatement:** An irrevocable signed and notarized statement granting the City permission to summarily abate the use and all physical evidence of that use, if it has not been removed as required by the terms of the permit. The statement shall include a statement that the applicant will reimburse the City for any expenses incurred in abating the use.

## 2. Definitions B: (Reserved)

## 3. Definitions C:

**Calculations, Survey:** A compilation prepared by a State of Washington licensed land surveyor clearly indicating the dimensions of the boundaries and the closures for each lot, parcel, tract, and block in the plat, short plat, lot line, binding site plan, or lot line adjustment – an approved printed computer plot closure or demonstrated mathematical plot closure on all lots, streets, alleys and boundaries.

**Closure Permit Application, Aquifer Protection Area:** An application package including the following:

- A. A list of hazardous materials to be removed from premises, the method of removal, and the final destination (include product names and quantities);
- B. A list of potentially contaminated equipment and/or containment devices to be removed from premises and a description of the method of disposal or recycling;
- C. A plan prepared by a professional engineer or geologist licensed in the State of Washington to investigate the facility to determine whether it is free of contamination exceeding Model Toxics Control Act (MTCA) standards (chapter 173-340 WAC), to report findings to the Water Utility, and to describe remediation needed, if any, according to said standards and RMC [4-9-015G](#);
- D. A written agreement between the owner, the property owner, and the purchaser or other recipient, in lieu of subsections a and b of this definition, stating that the owner will not remove hazardous materials and containment devices from the facility because all agree that the materials and devices are needed to continue to operate the facility;
- E. A schedule for implementation of subsections a and b of this definition and the investigation described in subsection c. (Ord. 4851, 8-7-2000; Amd. Ord. 4992, 12-9-2002)

**Colored Display Maps:** Full-size plan sheets of each of the following maps colored with a wide tip marker in order to clearly define the site's outer property boundary, the area of new construction and/or proposed new lot lines (dashed), existing buildings, landscaping areas, and adjacent street names for use in presenting the project at public hearing and/or to the Environmental Review Committee.

- A. Neighborhood detail map,
- B. Site plan,
- C. Landscaping plan, and
- D. Elevations.

**Complete Project Permit Application (Building, Land Use, Public Works):** An application package meeting the submittal requirements listed in SWMC 2.90, Submittal Requirements, which is sufficient for continued processing, even though additional information may be required or project modifications may be subsequently undertaken.

**Conditional Use Permit Justification:** A written description/justification setting forth the reasons in favor of the application and addressing the criteria listed in 17.56.060, Conditional Use Permits.

**Construction Mitigation Description:** A written narrative addressing each of the following:

- A. Proposed construction dates (begin and end dates),
- B. Hours of operation,
- C. Proposed hauling/transportation routes,
- D. Measures to be implemented to minimize dust, traffic and transportation impacts, erosion, mud, noise, and other noxious characteristics,

- E. Any specialty hours proposed for construction of hauling (i.e., weekends, late nights), and
- F. Preliminary traffic control plan.

**Covenants, Draft:** A proposed, unrecorded written agreement promising performance or nonperformance of certain acts or stipulating certain uses or non-uses of property to be binding upon current and future property owners, including the legal description of that area of property to be encumbered.

**Covenants, Existing:** The recorded limitation on property which may be set forth in the property deed and/or identified in a title report.

#### 4. Definitions D:

**Deeds (Draft) to City for Any Land to Be Dedicated:** A legal document proposing to convey ownership of real property and including a legal description of the area to be dedicated.

**Development:** The division of a parcel of land into two (2) or more parcels; the construction, reconstruction, conversion, structural alteration, relocation or enlargement of any structure; any mining, excavation, landfill or land disturbance and any use or extension of the use of land.

**Drainage Plan** The plan for receiving, handling, transporting surface water within the subject property.

**Drainage Plan/Map:** Plans drawn to scale and stamped by a State of Washington licensed engineer and complying with the requirements of *the 2001 Department of Ecology's Storm Water Management Manual for Western Washington*.

**Drainage Report:** A report stamped by a State of Washington licensed engineer complying with the requirements of the 2001 Department of Ecology's Storm Water Management Manual for Western Washington.

#### 5. Definitions E:

**Easements, Existing:** A recorded document by the property owner granting one or more privileges to use the owner's land to and/or for the use by the public, a corporation or another person or entity. Easements may be referenced by property deed and are identified in the property title report.

**Easements, Proposed:** A draft document, including proposed legal description, listing to whom and for what specific purpose or purposes the easement is to be granted.

**Elevations, Architectural:** A twenty four inch by thirty six inch (24" x 36") fully dimensioned architectural elevation plan drawn at a scale of one-fourth inch equals one foot (1/4" = 1') or one-eighth inch equals one foot (1/8" = 1') (or other size or scale approved by the Building Official) clearly indicating the information required by the "Permits" section of the currently adopted Uniform Building Code and chapter 19.27 RCW (State Building Code Act, Statewide amendments), including, but not limited to, the following:

- A. Existing and proposed ground elevations,
- B. Existing average grade level underneath proposed structure,
- C. Height of existing and proposed structures showing finished roof-top elevations based upon site elevations for proposed structures and any existing/abutting structures,
- D. Building materials and colors including roof, walls, any wireless communication facilities, and enclosures,
- E. Fence or retaining wall materials, colors, and architectural design,
- F. Architectural design of on-site lighting fixtures, and
- G. Cross-section of roof showing location and height of rooftop equipment (include air conditioners, compressors, etc.) and proposed screening.

**Energy Code Checklist, Nonresidential:** The standard Washington State Energy Office form requesting the information required under chapter 51-11 WAC detailing building components to be used to comply with the State Nonresidential Energy Code.

**Energy Code Checklist, Residential:** The standard Washington State Energy Office form requesting the information required under chapter 51-11 WAC and detailing building components to be used to comply with the State Residential Energy Code.

**Engineering Geologist:** A geologist who is experienced and knowledgeable in engineering geology.

**Engineering Geology:** The application of geologic knowledge and principles in the investigation and evaluation of naturally occurring rock and soil, for use in the design of civil works.

**Engineering Geology Report:** A report that includes an adequate description of the geology of the site, conclusions and recommendations regarding the effect of geologic conditions on the proposed development.

**Environmental Checklist:** The standard State of Washington form required under WAC 197-11-742 and 197-11-960.

**Erosion Control Plan, Temporary:** Drawings of the entire site showing the proposed erosion control measures for the project in conformance with the City of Sedro-Woolleydrafting standards (or as approved by the Plublic Woprks Department) and 2001 Department of Ecology's Storm Water Management Manual for Western Washington as adopted by the City of Sedro-Woolley

## 6. Definitions F:

**Final Plat Plan:** The final plat or final short subdivision map (for short subdivisions of five (5) or more lots) shall be drawn to a scale of not less than one inch representing one hundred feet (1" = 100') unless otherwise approved by the Department, and on sheets eighteen inches by twenty four inches (18" x 24"). The original reproducible drawing shall be in black ink on stabilized drafting film, and shall:

- A. Include the date, title, name and location of subdivision, graphic scale, and north arrow.
- B. Include names, locations, widths and other dimensions of existing and proposed streets, alleys, easements, parks, open spaces and reservations.
- C. Include lot lines with all property lines dimensioned and square footage of each lot.
- D. Include location, dimensions, and square footage of any existing structures to remain within or abutting the plat.
- E. e. Include location of existing conditions (such as wetlands, steep slopes, watercourses, floodplains) on or adjacent to the site which could hinder development.
- F. Include reservations, restrictive covenants, easements (including easement language), and any areas to be dedicated to public use, with notes stating their purpose and any limitations. If a new easement is created on the plat, it must show the grantee of the easement rights. If the grantee is the City, a statement of easement provisions reserving, granting and conveying the easement, with a description of the rights and purposes need to be made on the plat.
- G. Include the lot and block numbering scheme and lot addresses on the plat map. Street names and addresses shall be determined by the Department.
- G. Contain data sufficient to determine readily and reproduce on the ground the location, bearing, and length of every street, easement line, lot line, boundary line and block line on-site. Shall include dimensions to the nearest one-hundredth (1/100) of a foot and angles and bearings in degrees, minutes, and seconds.
- H. Include coordinates per City surveying standards for permanent control monuments.
- I. Display all interior permanent control monuments located per City surveying standards.

- J. Be mathematically correct.
- K. Contain a legal description of the land to be subdivided on the final mylar.
- L. Include certifications:
  - 1. Certification showing that streets, rights-of-way and all sites for public use have been dedicated.
  - 2. Certification by a licensed land surveyor that a survey has been made and that monuments and stakes will be set.
  - 3. Certification by the responsible health agencies that the methods of sewage disposal and water service are acceptable.
  - 4. Certification by the Skagit County Finance Department that taxes have been paid in accordance with section 1, chapter No. 188, Laws of 1927 (RCW 58.08.030 and 58.08.040) and that a deposit has been made with the Skagit County Finance Department in sufficient amount to pay the taxes for the following year.
  - 5. Certification by the City Finance Department that there are no delinquent special assessments and that all special assessments certified to the City Treasurer for collection on any property herein contained dedicated for streets, alleys or other public uses are paid in full.
  - 6. Certification of approval to be signed by the Development Services Director.
  - 7. Certification of approval to be signed by the Mayor and attested by the City Clerk.

**Flood Hazard Data:** Flood hazard data includes:

- A. Plans in duplicate drawn to scale showing the nature, location, dimensions, and elevations of the area in question; existing or proposed structures, fill, storage of materials, drainage facilities, and the location of the foregoing;
- B. Elevation in relation to mean sea level of the lowest floor (including basement) of all structures;
- C. Elevation in relation to mean sea level to which any structure has been floodproofed;
- D. Certification by a registered professional engineer or architect that the floodproofing methods criteria in SWMC 17.66 are met.
- E. Description of the extent to which a watercourse will be altered or relocated as a result of proposed development.

**Floor Plans, General:** A basic line drawing plan of the general building layout showing walls, exits, windows, and designated uses indicating the proposed locations of kitchens, baths and floor drains, bedrooms and living areas, with sufficient detail for City staff to determine if an oil/water separator or grease interceptor is required and to determine sizing of side sewer.

## **7. Definitions G:**

**Geotechnical Report:** A study prepared in accordance with generally accepted geotechnical practices and stamped by a professional engineer licensed in the State of Washington which includes soils and slope stability analysis, boring and test pit logs, and recommendations on slope setbacks, foundation design, retaining wall design, material selection, and all other pertinent elements. If the evaluation involves geologic evaluations or interpretations, the report shall be reviewed and approved by a geologist. Further recommendations, additions or exceptions to the original report based on the plans, site conditions, or other supporting data shall be signed and sealed by the geotechnical engineer. If the geotechnical engineer who reviews the plans and specifications is not the same engineer who prepared the geotechnical report, the new engineer shall in a letter to the City accompanying the plans and specifications, express his or her agreement or disagreement with the recommendations in the geotechnical report and state that the plans and specifications conform to his or her recommendations. If the site contains a geologic hazard regulated by the critical areas regulations, the preparation and content requirements of the critical area regulations and Table 18 shall also apply.

**Grading Plan:** A twenty two inch by thirty four inch (22" x 34") plan drawn by a State of Washington licensed landscape architect at a scale of one inch to forty feet (1" to 40') (horizontal feet) and one inch to ten feet (1" to 10') (vertical feet) (or other size plan sheet or scale approved by the Development Services Department clearly indicating the following:

- A. Graphic scale and north arrow,
- B. Dimensions of all property lines, easements, and abutting streets,
- C. Location and dimension of all on-site structures and the location of any structures within fifteen feet (15') of the subject property or which may be affected by the proposed work,
- D. Accurate existing and proposed contour lines drawn at five foot (5'), or less, intervals showing existing ground and details of terrain and area drainage to include surrounding off-site contours within one hundred feet (100') of the site,
- E. Location of natural drainage systems, including perennial and intermittent streams, the presence of bordering vegetation, and flood plains.
- F. Setback areas and any areas not to be disturbed,
- G. Finished contours drawn at five foot (5') intervals as a result of grading,
- H. Proposed drainage channels and related construction with associated underground storm lines sized and connections shown, and
- I. General notes addressing the following (may be listed on cover sheet):
  - 1. Area in square feet of the entire property.
  - 2. Area of work in square feet.
  - 3. Both the number of tons and cubic yards of soil to be added, removed, or relocated.
  - 4. Type and location of fill origin, and destination of any soil to be removed from site.
  - 5. Finished floor elevation(s) of all structures, existing and proposed. (Ord. 4835, 3-27-2000)

## **8. Definitions H:**

**Habitat Data Report:** Habitat data reports include:

- A. **Site Plan:** The site plan shall indicate:
  - 1. The vegetative cover types reflecting the general boundaries of the different plant communities on the site;
  - 2. The exact locations and specifications for all activities associated with site development including the type, extent and method of operations;
  - 3. Top view and typical cross-section views of critical habitat/wildlife habitat to scale;
  - 4. The results of searches of the State Department of Fish and Wildlife's Natural Heritage and Non-Game Data System databases;
  - 5. The results of searches of the Washington State Department of Fish and Wildlife Priority Habitat and Species database.
- B. **Narrative Report:** A narrative report shall be prepared to accompany the site plan which describes:
  - 1. The layers, diversity and variety of habitat found on the site;
  - 2. The location of any migration or movement corridors;
  - 3. The species typically associated with the cover types, including an identification of any critical wildlife species that might be expected to be found;

4. Identification of any areas that have been previously disturbed or degraded by human activity or natural processes;
5. A summary of existing habitat functions and values, utilizing a habitat evaluation procedure or methodology approved by the City;
6. A summary of proposed habitat alterations and impacts and proposed habitat management program. Potential impacts may include but are not limited to clearing of vegetation, fragmentation of wildlife habitat, expected decrease in species diversity or quantity, changes in water quality, increases in human intrusion, and impacts on wetlands or water resources. (Ord. 4835, 3-27-2000)

**Hearing Examiner:** The Hearing Examiner is appointed by the Mayor of the City to conduct public hearings on applications outlined in the City ordinance that creates the Hearing Examiner, and prepares a record, findings of fact, and conclusions on such applications.

**Hearings Board:** The Shorelines Hearings Board established by the Act. Shorelines Master Program.

**Heat Loss Calculation:** A State of Washington Energy Code mandated analysis performed to determine the heat loss of a structure in order to determine the size of the required heating equipment.

#### **9. Definitions I:**

**Installer Certification:** Washington State Department of Community, Trade and Economic Development (CTED) approval given to those contractors authorized to install manufactured homes and designated by a State registration number.

**Irrigation Sprinkler Plans (Underground):** A twenty two inch by thirty four inch (22" x 34") plan drawn at the same scale as, or included on, the generalized utilities plan(s) (or other size plan sheet or scale approved by the Development Services Department clearly indicating the following:

- a. Scale and north arrow,
- b. Dimensions of all property lines, easements, and abutting streets,
- c. Meter location and size, and
- d. Proposed type, size, and location of sprinkler piping, sprinkler heads, and backflow prevention devices.

#### **10. Definitions J: (Reserved)**

#### **11. Definitions K: (Reserved)**

#### **12. Definitions L:**

**Land Use Permit Conditions:** Environmental or land use permit requirements which may have been placed upon the project in addition to any code-mandated requirements in conjunction with a required environmental determination and/or a land use permit. Examples of land use permits include site plan review, conditional use permits and variances.

**Landscaping Plan, Conceptual:** A fully dimensioned plan drawn at the same scale as the project site plan (or other scale approved by the Development Services Department, clearly indicating the following:

- a. Date, graphic scale, and north arrow,
- b. Location of proposed buildings, parking areas, access and existing buildings to remain,
- c. Names and locations of abutting streets and public improvements, including easements,
- d. Existing and proposed contours at five foot (5') intervals or less,
- e. Location and size of planting areas,
- f. Location and height for proposed berming,
- g. Location and elevations for any proposed landscape-related structures such as arbors, gazebos, fencing, etc., and
- h. Location, size, spacing and names of existing and proposed shrubs, trees, ground covers, and decorative rockery or like landscape improvements in relationship to proposed and existing utilities.

**Landscaping Plan, Detailed:** A fully dimensioned plan drawn at the same scale as the project site plan (or other scale approved by the Development Services Department, clearly indicating the following:

- a. Date, graphic scale, and north arrow,
- b. Location of proposed buildings, property lines, walks, parking areas, and access, and existing buildings to remain,
- c. Names and locations of abutting streets and public improvements, including easements,
- d. Existing and proposed contours at five foot (5') intervals or less,
- e. Detailed grading plan,
- f. Location and dimensions of planting areas (the width of a landscaping area when curbed shall be measured from inside to inside of the curbs),
- g. Location and height for proposed berming,
- h. Locations, elevations, and details for any proposed landscape-related structures such as arbors, gazebos, fencing, etc.,

i. Location, size, spacing and names of existing and proposed shrubs, trees, ground covers, and decorative rockery or like landscape improvements in relationship to proposed and existing utilities,

j. Names of existing and proposed vegetation, and

k. Detailed planting plan (soil mix, planting depth and width, and bark mulch depth).

**Letter of Conformance with Geotechnical Report:** A letter submitted by the applicant stating structural plans were prepared consistent with the findings of the geotechnical report and stamped by a structural engineer. The plans and specifications shall be accompanied by a letter from the geotechnical engineer who prepared the geotechnical report stating that in his or her judgment, the plans and specifications conform to the recommendations in the geotechnical report and the risk of damage to the proposed development site and downslope properties from potentially hazardous conditions will be minimal subject to the conditions set forth in the report.

**Letter of Understanding Geologic Risk:** The applicant, or the owner of the site, shall submit a letter to the City, with the plans and specifications, stating that he or she understands and accepts the risk of developing in an unstable area and that he or she will advise, in writing, any prospective purchasers of the site, or any prospective purchasers of structures or portions of structures on the site, of the unstable potential of the area.

**List of Current Property Owners:** A listing of all current property owners and their mailing addresses and Skagit County Assessor's account numbers within three hundred feet (300') of the boundaries of the subject site as obtained from a title company or the Skagit County Assessor's office. The list shall include a notarized statement from the applicant attesting that the ownership information provided is current and accurate. Current shall mean obtained within the past thirty (30) days unless otherwise approved by the Development Services Department.

**Lot Line Adjustment Map:** A drawing of the proposed lot line adjustment prepared on an eighteen inch by twenty four inch (18" x 24") sheet of mylar by a licensed land surveyor complying with the City's surveying standards.

a. Name of the proposed lot line adjustment (e.g., Smith/Larsen Lot Line Adjustment),

b. Space reserved for "City of Sedro-Woolley File Number" (large type) at top of first sheet,

c. Legal description for each of the existing parcels. If a metes and bounds description is used, it must be stamped by a licensed surveyor,

d. Date, graphic scale (one inch equals forty feet (1" = 40')), unless otherwise approved by the Department), and north arrow,

e. Names, locations, widths, types, and dimensions of adjacent and on-site streets, alleys, and easements,

f. Lot lines with all property lines dimensioned and square footage of each lot,

g. Parcels identified as Lot 4, Lot 3, etc.,

h. "Old" lot line(s) and "new" lot line(s) clearly labeled and differentiated by line type and/or thickness (indicated distance(s) moved),

- i. Addresses for each lot and new street names in accordance with the City street name standards.
- j. Total square footage of existing and revised lots,
- k. Ground floor square footage of all structures,
- l. Location, dimensions and square footage of any existing structures to remain, and dimensioned distances to property lines,
- m. Location of existing conditions (such as wetlands, steep slopes, watercourses) on or adjacent to the site which could hinder development,
- n. Reservations, restrictive covenants, easements, description of any areas to be dedicated to public use with notes stating their purpose, and any limitations, and identifying the grantee and if the grantee is the City, a statement of provisions reserving, granting and/or conveying the area with a description of the rights and purposes must be shown,
- o. Coordinates per City surveying standards for permanent control monuments,
- p. Location of all interior permanent control monuments per City surveying standards,
- q. Statement of equipment and procedure used per WAC 332-130-100,
- r. Basis of bearing per WAC 332-130-150(1)(b)(iii),
- s. Date the existing monuments were visited per WAC 332-103-050(1)(f)(iv),
- t. Verification that permanent markers are set at corners of the proposed lots,
- u. Statement of discrepancies, if any, between bearings and distances of record and those measured or calculated,
- v. Surveyor's testament, stamp and signature,
- w. Certification by a State of Washington licensed land surveyor that a survey has been made and that monuments and stakes have been set,
- x. Notarized signatures of all property owners having an interest in the property, certifying ownership and approval of the proposal,
- y. Signature and date line(s) for the Skagit County Assessor,
- z. Signature and date line(s) for the Public Works Director.

### 3. Definitions M:

**Mailing Labels:** Self-adhesive mailing labels including the name, mailing address, and Skagit County Assessor's account numbers (optional) for all property owners within three hundred feet (300') of the boundaries of the subject site.

**Map of Existing Site Conditions:** A plan drawn at the same scale as, or combined with, the grading plan or topography map showing existing topographical or five foot (5') contours or less, and structural and natural features. The plan shall include major trees, shrubs, large rocks, creeks and watersheds, floodplains, buildings, roadways and trails.

**Master Application Form:** The standardized application form used for the majority of land use permit applications including, but not limited to, the following:

- a. Owner, applicant, and contact person names, addresses and telephone numbers,
- b. Notarized signatures of all current property owners,
- c. Name of the proposed project,
- d. Project/property address,
- e. Skagit County Assessor's tax account number,
- f. Existing and proposed land uses,
- g. Existing and, if applicable, proposed Comprehensive Plan map designation,
- h. Existing and, if applicable, proposed zoning designation,
- i. Site area,
- j. Estimated project cost,
- k. Whether or not the project site contains any environmentally sensitive areas, and
- l. Property legal description.

**Mechanical Plans:** Plans as required per the International Mechanical Code (IMC) and section 1141 of the currently adopted Washington State Energy Code (WSEC) along with Statewide amendments.

**Monument Card:** A form provided by the City and filled out by a surveyor providing information regarding a single monument, including the section, township and range, method of location, type of mark found or set, manner of re-

establishment of the single monument (if applicable), description, and a drawing showing the location of a single monument and indicating a reference point to that monument.

#### **14. Definitions N:**

**Neighborhood Detail Map:** A map, drawn at a scale of one inch equals one hundred feet (1" = 100') or one inch equals two hundred feet (1" = 200') (or other scale approved by the Development Services Department). The map shall show the location of the subject site relative to the property boundaries of the surrounding parcels within approximately one thousand feet (1,000') or approximately two thousand five hundred feet (2,500') for properties over five (5) acres and identifying the subject site with a darker perimeter line than that of surrounding properties. The map shall also show the property's lot lines, existing land uses, building outlines, City boundaries of the City of Sedro-Woolley (if applicable), north arrow (oriented to the top of the plan sheet), graphic scale used for the map, and street names for all streets shown.

**Notation of Geologic Risk by Engineer:** A letter of notation on the design drawings prepared by a structural engineer and submitted at the time of the permit application stating that he or she has reviewed the geotechnical report, understands its recommendations, has explained or has had explained to the owner the risks of loss due to earth movement on the site, and has incorporated into the design the recommendations of the geotechnical report and established measures to reduce the potential risk of injury or damage that might be caused by any earth movement predicted in the report.

#### **15. Definitions O: Reserved**

#### **16. Definitions P:**

**Parking, Lot Coverage, Landscaping Analysis:** A listing of the following information (may also be included on the first sheet of the site plan):

- a. Total square footage of the site,
- b. Total square footage of existing area(s) of impervious surfacing,
- c. Total square footage of existing natural/undeveloped area,
- d. Square footage (by floor and overall total) of each individual building and/or use,
- e. Total square footage of the footprints of all buildings,
- f. Percentage of lot covered by buildings or structures,
- g. Total pavement square footage both existing pavement to remain plus new pavement proposed to be installed,
- h. Square footage of any on-site wetlands,
- i. Parking analysis to include the total number of parking spaces required and provided, number of compact and "ADA accessible" spaces provided, and parking space dimensions,

j. Square footage of landscaping for each area, for interior parking lot landscaping, and total,

k. Allowable and proposed building height,

l. Building setbacks required by Code, and

m. Proposed building setbacks.

**Plat Certificate:** A document prepared by a title insurance company documenting the ownership and title of all interested parties in the plat, subdivision, or dedication and listing all encumbrances. In the case of a final plat, the certificate shall be dated within forty five (45) days prior to the granting of the final plat by the City Council.

**Plumbing Plan:** Plans as required per section 30.2 of the currently adopted Uniform Plumbing Code (UPC) and Statewide amendments.

**Preliminary Plat or Binding Site Plan:** A plan, with a two-inch (2") border on the left edge and one-half-inch (1/2") on all other sides, prepared by a State of Washington registered land surveyor in accordance with RCW 18.43.020 and/or chapter 58.17 RCW, fully dimensioned, drawn at a scale of one inch equals forty feet (1" = 40') on an eighteen inch by twenty four inch (18" x 24") plan sheet (or other size or scale approved by the Development Services Department

a. Name of the proposed preliminary plat or binding site plan (and space for the future City file numbers).

b. Names and addresses of the engineer, licensed land surveyor, and all property owners.

c. Legal description of the property to be subdivided.

d. Date, graphic scale, and north arrow oriented to the top of the paper/plan sheet.

e. Vicinity map (a reduced version of the neighborhood detail map as defined above).

f. Drawing of the subject property with all existing and proposed property lines dimensioned. Lots designated by number within the area of the lot. Tracts shall be similarly designated and each tract shall be clearly identified with the ownership and purpose. Indicate the required yards (setbacks) with dashed lines.

g. Location of the subject site with respect to the nearest street intersections (including intersections opposite the subject property), alleys and other rights-of-way.

h. Names, locations, types, widths and other dimensions of existing and proposed streets, alleys, easements, arks, open spaces and reservations. i. Location, distances from existing and new lot lines, and dimensions of any existing and proposed structures, existing on-site trees, existing or proposed fencing or retaining walls, freestanding signs, and easements.

j. Location of existing conditions on or adjacent to the site which could hinder development.

k. Flood hazard information and boundary on the subdivision drawing including the nature, location, dimensions, and elevations of the subdivided area.

l. A legend listing the following included on the first sheet of the preliminary plat plan:

i. Total area in acres,

ii. Proposed number of lots,

iii. Zoning of the subject site,

iv. Proposed square footage in each lot, and

v. Percentage of land in streets and open space.

m. Access and Utilities: Indicate how the proposed subdivision will be served by streets and utilities, show how access will be provided to all lots, and the location of sewer and water lines.

n. Contours and Elevations: Shall include contour and/or elevations (at five foot (5') vertical intervals minimum) to the extent necessary to accurately predict drainage characteristics of the property. Approximate, estimated contour lines shall be extended at least one hundred feet (100') beyond the boundaries of the proposed plat.

o. Zoning: Shall indicate the zoning applicable to the land to be platted, subdivided or dedicated and of the land adjacent and contiguous.

**Project Information Sheet:** An eight and one-half inch by eleven inch (8-1/2" x 11") sheet of paper listing the following information:

a. Job address,

b. Property owner's name,

c. Skagit County Tax Assessor's number,

d. Legal description of property.

**Project Narrative:** A clear and concise description and summary of the proposed project, including the following:

a. Project name, size and location of site,

- b. Zoning designation of the site and adjacent properties,
- c. Current use of the site and any existing improvements,
- d. Special site features (i.e., wetlands, water bodies, steep slopes),
- e. Statement addressing soil type and drainage conditions,
- f. Proposed use of the property and scope of the proposed development (i.e., height, square footage, lot coverage, parking, access, etc.),
- g. Proposed off-site improvements (i.e., installation of sidewalks, fire hydrants, sewer main, etc.),
- h. Total estimated construction cost and estimated fair market value of the proposed project,
- i. Estimated quantities and type of materials involved if any fill or excavation is proposed,
- j. Number, type and size of trees to be removed,
- k. Explanation of any land to be dedicated to the City, and
- l. For shoreline applications only:
  - i. Name of adjacent water area or wetlands,
  - ii. Nature of existing shoreline – describe:  
  
Type of shoreline (i.e., lake, stream, lagoon, march, bog, floodplain, floodway);  
  
Type of beach (i.e., accretion, erosion, high bank-low bank);  
  
Type of material (i.e., sand, gravel, mud, clay, rock, riprap); and  
  
The extent and type of any bulkheading, and
  - iii. The number and location of structures and/or residential units (existing and potential) which might have views obstructed as a result of the proposed project, and
- m. The proposed number, size, and density of the new lots, for subdivision applications only.

**Proposal Description:** A complete, unabridged copy of the proposal (i.e., draft ordinance, resolution, plan or policy) and all attachments.

**Proposal Summary:** A concise description of the scope, intent and timing of the proposal.

**Public Works Approval Letter:** Written confirmation from the Public Works Department that all required improvements have been substantially installed or deferred and authorizing the submittal of the final plat, final short plat, final binding site plan, or final PUD application.

#### 17. Definitions Q: (Reserved)

#### 18. Definitions R:

**Rezone Justification:** A written statement and other information provided by the applicant to support the rezone which may include, but is not limited to: letters, photographs, site development plans, market research reports, and land use maps indicating in a clear and concise manner why the rezone application should be granted and that the rezone request is timely.

**Roadway Construction Plans:** Plans prepared by a State of Washington licensed civil engineer as detailed by the document "City of Sedro-Woolley Street Standards.

#### 19. Definitions S:

**Screening Detail, Refuse/Recycling:** A detailed plan drawing, prepared to scale, showing location within property boundaries, heights, elevations, and building materials of proposed screening or of proposed plantings.

**Shoreline Conditional Use Justification:** A written statement setting forth the reasons in favor of the shoreline conditional use permit application and addressing the criteria listed in SWMC\_\_\_\_\_ which are used by the Hearing Examiner in reviewing the permit request.

**Shoreline Variance Justification:** A written statement setting forth the reasons in favor of the shoreline variance application and addressing the criteria listed in SWMC\_\_\_\_\_ which are used by the Hearing Examiner when reviewing the variance request.

**Short Plat or Binding Site Plan Map, Final:** A plan, with a two-inch (2") border on the left edge and one-half-inch (1/2") on all other sides, prepared by a State of Washington registered land surveyor in accordance with RCW 18.43.010 and or chapter 58.17 RCW, fully dimensioned, drawn at a scale of one inch equals forty feet (1" = 40') on eighteen inch by twenty four inch (18" x 24") plan sheet(s) (or other scale approved by the Development Services Director. The reproducible original shall be in black ink on stabilized drafting film and shall include the following:

- a. Name and location of the short plat or binding site plan,
- b. Space reserved for "City of Sedro-Woolley file number" (large type) at top of first sheet,
- c.

- d. Legal description of the property,
- e. Date, graphic scale, and north arrow,
- f. Vicinity map (a reduced version of the "neighborhood detail map" as defined above),
- g. Names, locations, widths and other dimensions of existing and proposed streets, alleys, easements, parks, open spaces and reservations. Shall show all utilities, streets, existing and new easements and associated covenants within or abutting the short plat. If a new easement is created on the plat, it must show grantee of easement rights. If the grantee is the City, a statement of easement provisions reserving and conveying the easement, with a description of the rights and purposes, needs to be made on the short plat,
- h. Lots designated by number within the area of the lot. Tracts shall be similarly designated and each tract shall be clearly identified with the ownership and purpose. Lot lines with all property lines dimensioned and square footage of each lot,
- i. Lot numbers,
- j. Addresses for each lot and new street names determined by the Department.
- k. Reservations, restrictive covenants, easements and any areas to be dedicated to public use with notes stating their purpose, and any limitations, and identifying the grantee. If the grantee is the City, a statement of provisions reserving, granting and/or conveying the area with a description of the rights and purposes must be shown,
- l. Coordinates per City surveying standards for permanent control monuments,
- m. All interior permanent control monuments located per City surveying standards,
- n. Statement of equipment and procedure used per WAC 332-130-100,
- o. Basis for bearing per WAC 332-130-150(1)(b)(iii),
- p. Date the existing monuments were visited per WAC 332-103-050(1)(f)(iv),
- q. Verification that permanent markers are set at corners of the proposed lots,
- r. Statement of discrepancies, if any, between bearing and distances of record and those measured or calculated,
- s. Location, dimensions and square footage of any existing structures to remain within or abutting the plat,
- t. Location of existing conditions (such as wetlands, steep slopes, watercourses) on or adjacent to the site which could hinder development,
- u. Reference to all agreements or covenants required as a condition of approval,

v. For binding site plans only: provisions requiring site development to be in conformity with the approved binding site plan,

w. Certifications by:

i. A State of Washington licensed land surveyor that a survey has been made and that monuments and stakes have been set,

ii. The Skagit County Department of Health that the proposed septic system(s) is acceptable to serve the plat if not served by sewer,

x. Signature and date line for:

i. All property owners (signatures must be notarized with an ink stamp),

ii. The Skagit County Assessor,

iii. The City of Sedro-Woolley City Clerk- Treasurer with the following text preceding: "There are no delinquent special assessments and any special assessments for any dedicated property herein contained have been paid in full", and

iv. The Public Works Director.

**Short Plat Map, Preliminary:** A fully dimensioned plan, drawn at a scale of one inch equals forty feet (1" = 40') on an eighteen inch by twenty four inch (18" x 24") plan sheet (or other size or scale approved by the Development Services Director and including the following information:

a. Name of the proposed short plat (and space for the future City file number);

b. Names and addresses of the engineer, licensed land surveyor, and all property owners;

c. Legal description of the property;

d. Date, graphic scale, and north arrow oriented to the top of the paper/plan sheet;

e. Vicinity map (a reduced version of the "neighborhood detail map" as defined above);

f. A drawing of the subject property with all existing and proposed property lines dimensioned, indicating the required yards (setbacks) with dashed lines;

g. Location of the subject site with respect to the nearest street intersections (including intersections opposite the subject property), alleys and other rights-of-way, showing how access will be provided to all lots;

- h. Names, locations, widths and other dimensions of existing and proposed streets, alleys, easements, parks, open spaces and reservations;
- i. Contours and elevations at minimum five foot (5') vertical intervals to the extent necessary to predict drainage characteristics of the property. Approximate, estimated contour lines shall be extended at least one hundred feet (100') beyond the boundaries of the proposed short plat;
- j. Location and dimensions of any existing and proposed structures, existing on-site trees, existing or proposed fencing or retaining walls, freestanding signs, and easements;
- k. Location of existing conditions on or adjacent to the site which could hinder development;
- l. Flood hazard information and boundary on the subdivision drawing including the nature, location, dimensions, and elevations of the subdivided area; and
- m. A legend listing the following included on the first sheet of the short plat plan:
  - i. Short plat,
  - ii. Proposed number of lots,
  - iii. Zoning of the subject site,
  - iv. Proposed square footage in each lot, and
  - v. Percentage of land in streets and open space. (Amd. Ord. 4835, 3-27-2000)

**Sign Plans:** A twenty four inch by thirty six inch (24" x 36") plan drawn by a State of Washington licensed architect at a scale of one inch equals twenty feet (1" = 20') or one inch equals forty feet (1" = 40') (or other size plan sheet or scale approved by the Building Official) clearly indicating the following:

- a. Footing connections to building, size of supports and materials used in supports and sign itself,
- b. Elevation showing size and height of any proposed freestanding or projecting signs clearly indicating ground clearance and clearance to overhead power lines, and
- c. Elevation of building facade for any proposed wall signs showing dimensions of the building as well as existing and proposed wall signs.

**Site Plan, Commercial, Industrial, Multi-Family:** A twenty four inch by thirty six inch (24" x 36") plan drawn by a State of Washington licensed architect at a scale of one inch equals twenty feet (1" = 20') or one inch equals forty feet (1" = 40') (or other size plan sheet or scale approved by the Building Official) clearly indicating the following:

- a. Scale and north arrow,

- b. Legal description,
- c. Location, identification, and dimensions of all buildings, property lines, setbacks, streets, alleys and easements,
- d. Condition of all public rights-of-way and verification of right to use easements,
- e. Off-street parking layout and driveways,
- f. Curbs, gutters, sidewalks, paving, storm drainage, meters (domestic and fire), and grease interceptors,
- g. Grading plan showing proposed and existing contours and site elevations,
- h. Landscaped areas, irrigation meters,
- i. Lighting and sign structures (new and existing),
- j. Location of garbage containers and recycling storage,
- k. Fire hydrant locations (new and existing) within three hundred feet (300') of building,
- l. For wireless communication facilities, indicate type and locations of existing and new plant materials used to screen facility components and the proposed color(s) for the facility,
- m. General notes addressing the following (may be listed on cover sheet):
  - i. Full name of the project,
  - ii. Name, address, and telephone number of owner and agent(s),
  - iii. Existing zoning of the project site,
  - iv. Area, in square feet, of the project site,
  - v. Reference to the current International Building Code (i.e., IBC and date of current adopted version),
  - vi. Proposed use of each building (if multi-family, the number of dwelling units),
  - vii. IBC occupancy group designation,
  - viii. IBC type of construction of all buildings,

- ix. Allowable and proposed building height and number of stories of new buildings,
- x. Square footage (by floor and overall total) of each individual building and/of use,
- xi. Total square footage of all buildings (footprint of each building),
- xii. Allowable area calculation,
- xiii. Occupancy load (maximum capacity) of each building,
- xiv. Percentage of lot coverage,
- xv. Square footage of all landscaping (total, parking lot, and wildlife habitat),
- xvi. Seismic zone of the project site
- xvii. Floor, roof, and wind design loads,
- xviii. Identity of special inspection agency selected by the owner to perform special inspections,
- xix. Building setbacks required by Code,
- xx. Proposed building setbacks,
- xxi. Parking analysis, including:
  - Number of stalls required, by use; number of stalls provided, by use,
  - Sizes of stalls and angles,
  - Location and number of handicap stalls, compact, employee and/or guest parking stalls,
  - Location and size of curb cuts,
  - Traffic flow within the parking, loading, and maneuvering areas and ingress and egress,
  - Location of wheel stops,
  - Loading space,

Stacking space, and

Square footage of interior parking lot landscaping.

**Site Plan, Sign:** A twenty four inch by thirty six inch (24" x 36") plan drawn at a scale of one inch equals twenty feet (1" = 20') or one inch equals forty feet (1" = 40') (or other size plan sheet or scale approved by the Building Official) clearly indicating the following:

- a. Scale and north arrow,
- b. Location, identification and dimensions of all buildings, property lines, existing and proposed signs, streets, alleys and easements, and the setbacks from property lines and easements,
- c. Location and dimensions of off-street parking layouts and driveways,
- d. Location and dimensions of the landscaped areas,
- e. General notes addressing the following (may be listed on cover sheet):
  - i. Note if any proposed signage will flash or be animated,
  - ii. Name, address and telephone number of owner and agent(s),
  - iii. Zoning of the project site,
  - iv. Street frontage(s) (in feet) for the site or, for multiple tenants building, indicate frontage of individual tenant space,
  - v. Type (e.g., freestanding, wall, etc.), size and number of all existing signs,
  - vi. Type, size and number of all proposed signs,
  - vii. Reference to the current Uniform Sign Code (USC and year of current adopted version), and
  - viii. Wind design loads.

**Site Plan, Single Family/Duplex:** An eight and one-half inch by eleven inch (8-1/2" x 11") plan drawn at a scale of one inch to twenty feet (1" to 20') or one inch to forty feet (1" to 40') (or other size plan sheet or scale approved by the Building Official) clearly indicating the following:

- a. Legal description,

- b. Explanation of scope of work,
- c. Existing and proposed construction labeled and differentiated by pattern or line type,
- d. Dimensions of all property lines and all building setbacks to property lines,
- e. Dimensions and labels for all streets, alleys, and/or easements,
- f. Lot size in square feet,
- g. Location and footprint size in square feet of all existing and proposed structures on property including decks, carports, storage sheds, and garages,
- h. Location and dimensions of approaches, driveways and public sidewalks,
- i. Elevation at property corners and contour lines at two foot (2') height intervals, showing proximity to steep slopes,
- j. Finished floor elevation for properties located within a flood zone,
- k. The location, height and length of retaining walls, rockeries, etc.,
- l. Location and distance in feet of nearest fire hydrant to structure, and
- m. Location of any pool/spa and setback dimensions to property lines and the location of the required six foot (6') fence.

**Stream and Lake Data:** Stream and lake data include the following information, prepared as specified:

**a. Field Location:** The ordinary high water mark shall be flagged in the field by a qualified consultant. The field flagging must be accompanied by a stream or lake reconnaissance report.

**b. Reconnaissance Report:** The report shall include the following information:

i. In addition to any submittal requirements in chapter 2.90, Permits – General and Appeals, the site map(s) shall indicate:

(1) The entire parcel of land owned by the applicant and the ordinary high water mark determined in the field;

(2) Top view and typical cross-section views of the stream or lake bed, banks, and buffers to scale;

(3) The vegetative cover of the stream or lake, banks, and the site identification of the dominant plant and animal species;

**ii. Stream or Lake Assessment:** A narrative report shall be prepared to accompany the site plan which describes:

(1) The vegetative cover of the stream or lake, banks, and the site, identifying the dominant plant, fish, and animal species;

(2) If mitigation is proposed, a mitigation plan which includes baseline information, environmental goals and objectives, performance standards, construction plans, a monitoring program and a contingency plan;

(3) If stream or lake or associated buffer changes are proposed, the applicant shall evaluate alternative methods of developing the property using the following criteria in this order:

Avoid any disturbances to the stream, lake or buffer,

Minimize any stream, lake or buffer impacts,

Compensate for any stream, lake or buffer impacts,

Restore any stream, lake or buffer area impacted or lost temporarily, and

Enhance degraded stream or lake habitat to compensate for lost functions and values;

(4) Any proposed alteration of lakes or stream shall be evaluated by the Department Administrator using the above hierarchy. (Ord. 4835, 3-27-2000; Amd. Ord. 4963, 5-13-2002)

**Street Lighting Plan:** Drawing showing the proposed lighting system, including luminaries, junction boxes, electric wiring, and wiring diagrams using the same scale as the utility plans Public Works Department and conforming to the City of Sedro-Woolley Street Light Standards.

**Structural Calculations:** An analysis of loads, materials, etc., prepared and stamped by a State of Washington licensed professional engineer.

**Structural Plans:** Twenty four inch by thirty six inch (24" x 36") plans prepared and stamped by a State of Washington licensed professional engineer drawn at a scale of one-eighth inch equals one foot ( $1/8" = 1'$ ) (or other size or scale approved by the Building Official) clearly indicating the information required by the "Permits" section of the currently adopted International Building Code and chapter 19.27 RCW (State Building Code Act, Statewide amendments), including, but not limited to, the following:

a. Structural members labeled as to size and spacing as well as bracing, blocking, bridging, special connectors, and anchor bolts,

b. Cross-section details, as needed, to show typical foundation, floor, wall, ceiling and roof construction; insulation of walls, floors and roof/ceiling, and

c. Details of stairs, fireplaces and special construction, if any.

**Survey:** A sketch showing all distances, angles and calculations required to determine corners and distances of the plat shall accompany this data. The allowable error of closure shall not exceed one foot (1') in ten thousand feet (10,000') per City surveying standards. Shall be accompanied by a complete survey of the section or sections in which the plat or replat is located, or as much thereof as may be necessary to properly orient the plat within such section or sections. The plat and section survey shall be submitted with complete field and computation notes showing the original or re-established corners with descriptions of the same and the actual traverse showing error of closure and method of balancing.

## 20. Definitions T:

**Topography Map:** A map showing the existing land contours using vertical intervals of not more than five feet (5'). For any existing buildings the map shall show the finished floor elevations of each floor of the building.

**Traffic Study:** A report prepared by a State of Washington licensed engineer containing the elements and information in sufficient detail to define potential problems related to the proposed development and identify the improvements necessary to accommodate the development in a safe and efficient manner.

**Tree Cutting/Land Clearing (Tree Inventory) Plan:** A plan, based on finished grade, drawn to scale with the northern property line at the top of the paper clearly showing the following:

- a. All property boundaries and adjacent streets,
- b. Location of all areas proposed to be cleared,
- c. Types and sizes of vegetation to be removed, altered or retained. This requirement applies only to trees, eight inches in diameter for evergreens and Ten inches in diameter for deciduous trees at a point five feet from the ground. and larger,
- d. Future building sites and drip lines of any trees which will overhang/overlap a construction line, and
- e. Location and dimensions of rights-of-way, utility lines, and easements.

## 21. Definitions U:

**Utilities Construction Plans:** Plans prepared by a State of Washington licensed civil engineer as stipulated by the City of Sedro-Woolley standards.

**Utilities Plan, Generalized:** A plan drawn on twenty two inch by thirty four inch (22" x 34") plan sheets using a graphic scale of one inch equals twenty feet (1" = 20') (or other scale or size approved by the Public Works

Department clearly showing all existing (to remain) and proposed public or private improvements to be dedicated or sold to the public including, but not limited to: curbs, gutters, sidewalks, median islands, street trees, fire hydrants, utility poles, refuse areas, freestanding lighting fixtures, utility junction boxes, public utility transformers, etc., along the full property frontage. The finished floor elevations for each floor of proposed and existing (to remain) structures shall be shown.

## 22. Definitions V:

**Variance Justification:** A written statement setting forth the reasons in favor of the application and addressing the criteria listed in SWMC 17.60 which are used by the Hearing Examiner/Administrative Staff when reviewing the variance request.

## 23. Definitions W:

**Wetland Mitigation Plan – Preliminary:** A preliminary wetland mitigation plan shall include the following:

- a. A conceptual site plan demonstrating sufficient area for replacement ratios;
- b. Proposed planting scheme for created, restored, and enhanced wetlands;
- c. Written report consistent with final wetland mitigation plan requirements regarding baseline information, environmental goals and objectives, and performance standards.

**Wetland Mitigation Plan – Final:** A final wetland mitigation plan shall include:

**a. Baseline Information:** A written assessment and accompanying maps of the impacted wetland including, at a minimum, a wetland delineation by a qualified wetland specialist; existing wetland acreage; vegetative, faunal and hydrologic characteristics; soil and substrata conditions; topographic elevations and compensation site. If the mitigation site is different from the impacted wetland site, the assessment should include at a minimum: existing acreage; vegetative, faunal and hydrologic conditions; relationship within the watershed and to existing water bodies; soil and substrata conditions, topographic elevations; existing and proposed adjacent site conditions; buffers; and ownership.

**b. Environmental Goals and Objectives:** A written report by a qualified wetland specialist shall be provided identifying goals and objectives of the mitigation plan and describing:

- i. The purposes of the compensation measures including a description of site selection criteria, identification of compensation goals; identification of target evaluation species and resource functions, dates for beginning and completion, and a complete description of the structure and functional relationships sought in the new wetland. The goals and objectives shall be related to the functions and values of the original wetland or if out-of-kind, the type of wetland to be emulated; and
- ii. A review of the available literature and/or experience to date in restoring or creating the type of wetland proposed shall be provided. An analysis of the likelihood of success of the compensation project at duplicating the original wetland shall be provided based on the experiences of comparable projects, preferably those in the same drainage basins, if any. An analysis of the likelihood of persistence of the created or restored wetland shall be provided based on such factors as surface and ground water supply and flow patterns, dynamics of the wetland ecosystem; sediment or pollutant influx and/or erosion, periodic

flooding and drought, etc., presence of invasive flora or fauna, potential human or animal disturbance, and previous comparable projects, if any.

**c. Performance Standards:** Specific criteria shall be provided for evaluating whether or not the goals and objectives of the project are achieved and for beginning remedial action or contingency measures. Such criteria may include water quality standards, survival rates of planted vegetation, species abundance and diversity targets, habitat diversity indices, or other ecological, geological or hydrological criteria. These criteria will be evaluated and reported pursuant to subsection e of this definition, Monitoring Program. An assessment of the project's success in achieving the goals and objectives of the mitigation plan should be included along with an evaluation of the need for remedial action or contingency measures.

**d. Detailed Techniques and Plans:** Written specifications and descriptions of compensation techniques shall be provided including the proposed construction sequence, grading and excavation details, erosion and sediment control features needed for wetland construction and long-term survival, a planting plan specifying plant species, quantities, locations, size, spacing, and density; source of plant materials, propagates, or seeds; water and nutrient requirements for planting; where appropriate, measures to protect plants from predation; specification of substrata stockpiling techniques and planting instructions; descriptions of water control structures and water level maintenance practices needed to achieve the necessary hydroperiod characteristics; etc. These written specifications shall be accompanied by detailed site diagrams, scaled cross-sectional drawings, topographic maps showing slope percentage and final grade elevations, and any other drawings appropriate to show construction techniques or anticipated final outcome. The plan shall provide for elevations which are appropriate for the desired habitat type(s) and which provide sufficient hydrologic data. The City may request such other information as needed to determine the adequacy of a mitigation plan.

**e. Monitoring Program:** A program outlining the approach for monitoring construction and development of the compensation project and for assessing a completed project shall be provided in the mitigation plan. Monitoring may include, but is not limited to:

- i. Establishing vegetation plots to track changes in plant species composition and density over time;
- ii. Using photo stations to evaluate vegetation community response;
- iii. Sampling surface and subsurface waters to determine pollutant loading, and changes from the natural variability of background conditions (pH, nutrients, heavy metals);
- iv. Measuring base flow rates and storm water runoff to model and evaluate hydrologic and water quality predictions;
- v. Measuring sedimentation rates;
- vi. Sampling fish and wildlife populations to determine habitat utilization, species abundance and diversity; and
- vii. A description shall be included outlining how the monitoring data will be evaluated by agencies that are tracking the progress of the compensation project. A monitoring report shall be submitted quarterly for the first year and annually thereafter, and at a minimum, should document milestones, successes, problems, and contingency actions of the compensation project. The compensation project shall be monitored for a period necessary to establish that performance standards have been met, but not for a period less than five (5) years.

**f. Contingency Plan:** Identification of potential courses of action, and any corrective measures to be taken when monitoring or evaluation indicates project performance standards are not being met.

**g.**

**h. Demonstration of Competence:** A demonstration of financial resources, administrative, supervisory, and technical competence and scientific expertise of sufficient standing to successfully execute the compensation project shall be provided. A compensation project manager shall be named and the qualifications of each team member involved in preparing the mitigation plan and implementing and supervising the project shall be provided, including educational background and areas of expertise, training and experience with comparable projects.

**Wetland Report/Delineation:** A wetland report/delineation includes the following:

a. A description of the project and maps at a scale no smaller than one inch equals two hundred feet (1" = 200') showing the entire parcel of land owned by the applicant and the wetland boundary surveyed by a qualified wetlands ecologist, and pursuant to SWMC\_17.65

b. A description of the vegetative cover of the wetland and adjacent area including identification of the dominant plant and animal species;

c. A site plan for the proposed activity at a scale no smaller than one inch equals two hundred feet (1" = 200') showing the location, width, depth and length of all existing and proposed structures, roads, stormwater management facilities, sewage treatment and installations within the wetland and its buffer;

d. The exact locations and specifications for all activities associated with site development including the type, extent and method of operations;

e. Elevations of the site and adjacent lands within the wetland and its buffer at contour intervals of no greater than five feet (5') or at a contour interval appropriate to the site topography and acceptable to the City;

f. Top view and typical cross-section views of the wetland and its buffer to scale;

g. The purposes of the project and, if a variance is being requested, an explanation of why the proposed activity cannot be located at another site;

h. If wetland mitigation is proposed, a mitigation plan which includes baseline information, environmental goals and objectives, performance standards, construction plans, a monitoring program and a contingency plan.

**i. Alternative Methods of Development:** If wetland changes are proposed, the applicant shall evaluate alternative methods of developing the property using the following criteria in this order:

Avoid any disturbances to the wetland or buffer;

Minimize any wetland or buffer impacts;

Compensate for any wetland or buffer impacts;

Restore any wetlands or buffer impacted or lost temporarily;

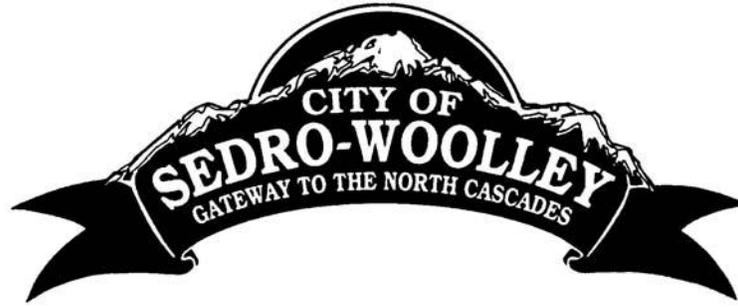
Create new wetlands and buffers for those lost; and

In addition to restoring a wetland or creating a wetland, enhance an existing degraded wetland to compensate for lost functions and values.

This evaluation shall be submitted to the Development Services Director. Any proposed alteration of wetlands shall be evaluated by the Director using the above hierarchy.

j. Such other information as may be needed by the City, including but not limited to an assessment of wetland functional characteristics, including a discussion of the methodology used; a study of hazards if present on site, the effect of any protective measures that might be taken to reduce such hazards; and any other information deemed necessary to verify compliance with the provisions of this Section.

**WSEC Trade-Off Form:** Manual of Wattsun calculations performed to show compliance with chapter 5 of the current adopted version of the Washington State Residential Energy Code requirements.



**CITY OF SEDRO-WOOLLEY  
BUILDING, PLANNING & ENGINEERING  
SCHEDULE OF FEES**

The fees described below are the minimum fees specific to the identified activities. Other fees may apply and will be added to the minimum fee. Plan Review and Application Fees are due at time of application. **Permit and final billing fees must be paid before Permit Issuance or City Action.**

To calculate building permit fees, valuation is established by using the Marshal and Swift table, published by the International Code Council (ICC) in the Building Safety Journal as may be updated from time to time. Permit fees are calculated from the 1997 Uniform Building Code Table 1-A. Valuation information for structures not included in the Marshall and Swift Table is listed below.

The determination of plan check fees for projects reviewed by the City of Sedro-Woolley will be based on valuation computed from following figures. Plan review fees shall be 65 percent of the building permit fee pursuant to Section 107.3 of the 1997 Uniform Building Code.

Adjustments to the valuation rates can be made for special architectural or structural features and the location of the project. Higher or lower unit rates may result. These rates can be adjusted without notice pursuant to valuation tables as provided by the ICC. Please check with the City Building Department to verify current valuation information.

<b>Structure or Improvement</b>	<b>Structure or Improvement</b>
Semi-Finished Basement	\$19.49 per Square foot
Non-engineered Wood Frame pole building	\$23.57 per Square foot
Open Carport	\$16.10 per Square foot
Foundations	\$35.00 per linear foot
Fences greater than 6' in height	\$12.84 per linear foot
Decks	\$12.84 per Square foot
Post Frame Building	\$16.10 per Square foot
Commercial Signs	Contractor Price to Install
Unfinished Basement	\$15.00 per Square foot

<b>Other Building Related Fees</b>	
Plans Examination Review Fee	65% of assessed building permit fee
Inspections outside of normal business hours	\$47.00/hour plus administrative overhead 2 hour minimum
Re-inspection fees	\$47.00/hour plus administrative overhead 1 hour minimum
Additional plan review fee or inspection required by changes, additions, or revisions to plans	\$47.00/hour 1 hour minimum
For use of outside consultants for plan checking, inspections, environmental, stormwater, landscape and other related reviews	\$50.00/hour plus the resulting consultant fees
Demolition Permits	\$22.00 Application Fee \$50.00 SFR Demolition Permit Fee \$75.00 Commercial Demolition Permit Fee
Re-Roofing Permit –Not required at this time	\$50.00 Residential \$150.00 Commercial
Temporary Certificate of Occupancy	\$250.00
Renewal of Building Permits	<b>50% of the cost of a current permit.</b> If plans have been modified from the original permit approvals, the applicant shall pay additional plan review fees of \$50.00/hour. Expired non-commercial projects requiring only a final inspections shall pay a minimum fee of \$100.00
Building Decision Appeal	\$300.00 Plus \$50/hour for staff time plus resulting consultant fees plus resulting attorney fees.

<b>Manufactured Homes</b>	
Manufactured Home	\$250.00 Inside a mobile home park \$500.00 Outside a mobile home park
Modular Homes	\$500.00 plus foundation and/or basement permit fee

## Mechanical / Plumbing Permits

(Refer Table 1-A of the 1997 UMC for other related mechanical fees not specifically listed here)

### Mechanical Permits

Mechanical Permit	\$23.50
Furnace	\$14.80 up to 100,000 Btu \$18.20 100,000 Btu and over
Wood/Gas Stove or Insert	\$13.00
Range Hoods	\$9.50
For other costs (see mechanical permit)	
Inspections outside of normal business hours	\$47.00/hour 2 hour minimum plus any resultant consultant fees
Re-inspection fees	\$47.00/hour 4 hour minimum plus any resultant consultant fees
Inspections for which no fee is specifically indicated	\$47.00/hour 1 hour minimum plus any resultant consultant fees
Additional Plan Review	\$47.00/hour 1 hour minimum plus any resultant consultant fees

### Plumbing Permits

(Refer Table 1-1 of the 2003 UPC for all other related plumbing fees)

Plumbing Permit	\$20.00
Each plumbing fixture on a trap	\$7.00
Gas Piping	\$5.00 per outlet up to five outlet \$1.00 for each additional outlet past five
Commercial Mechanical Plan Review	25% of the total mechanical permit fee
Fuel Gas Permit	\$23.50 (Refer to Table 1-1 of the 2003 UPC and table 1-A of the 1997 UMC for all other related fees).

<b>ENGINEERING DEPARTMENT FEES</b>	
<b>Review/Permits</b>	<b>Fee</b>
Curb and/or Sidewalk Installation review	\$150.00
Parking Lot Paving review	\$150.00
Street Improvement Review	\$200.00
Storm sewer installation/Improvement review	\$250.00
Storm water retention/detention review	\$200.00
Sanitary sewer installation/improvement review	\$150.00
Water main and fire protection/hydrant system review	\$150.00
Illumination (street light) review	\$150.00
Traffic Signal Permit review	\$300.00
Access Permit	\$90.00
Driveway Curb Cut	\$20.00
TESC Review	\$150.00
Misc. Engineering Department Fees	
Street Vacation	\$200.00
Right-of-Way Permit	\$25.00 plus \$25.00 per private utility
Engineering review for activities not listed specifically above.	\$150.00
<b>ENGINEERING DEPARTMENT INSPECTION FEES</b>	
<b>Inspection Type</b>	<b>Fee</b>
Street Improvements	\$1.75/lf
Curb and/or Sidewalk	\$1.00/lf
Curb Cuts	\$80.00
Parking Lot Paving Permit	\$0.05/sq. yd.
Storm sewer installation/Improvement	\$1.50/lf
Storm water retention/detention	\$200.00 each
Sanitary sewer installation/improvement	\$1.75/lf
Sewer lateral	\$30.00 each
Side Sewer Inspection	\$36.00 per side sewer
Water main and fire protection system	\$60.00 each
Illumination (street light)	\$100.00 each
Traffic Signal	\$250.00 each signal
Private Utility (e.g. power, gas, phone, etc.)	\$100.00 per private utility
TESC	\$250/acre
For all inspection not specifically listed above	\$60.00/hour plus administrative overhead 1 hour minimum
Re-inspection fee	\$60.00/hour plus administrative overhead 1 hour minimum

## Grading Plan Review Fees

(U.B.C Table A-33A)

50 cubic yards (38.2m <sup>2</sup> )	No fee
51 to 100 cubic yards (40m <sup>3</sup> to 76.5m <sup>3</sup> )	\$23.50
101 TO 1,000 cubic yards (77.2m <sup>3</sup> to 764.6m <sup>3</sup> )	\$37.00
1,001 to 10,000 cubic yards (765.3m <sup>3</sup> to 7645.5m <sup>3</sup> )	\$49.25
10,001 to 100,000 (97646.3m <sup>3</sup> to 76,455m <sup>3</sup> )	\$49.25 for the first 10,000 cubic yards plus \$24.50 for each additional 10,000 yards or fraction thereof.
100,001 to 200,000 (76,456m <sup>3</sup> to 152,911m <sup>3</sup> )	\$269.75 for the first 100,000 cubic yards plus \$13.25 for each additional 10,000 yards or fraction thereof.
200,001 cubic yards or more (152.912m <sup>3</sup> )	\$402.25 for the first 200,000 cubic yards plus \$7.25 for each additional 10,000 yards or fraction thereof.
Additional plan review required by changes, additions or revisions to approved plans	\$60/hour minimum one-half hour

## Grading Permit Fees

The fee for a grading and clearing permit authorizing additional work under a valid permit shall be the difference between the fees paid for the original permit and the fee shown for the entire project

(U.B.C Table A-33A)

50 cubic yards (38.2m <sup>2</sup> )	\$23.50
51 to 100 cubic yards (40m <sup>3</sup> to 76.5m <sup>3</sup> )	\$37.00
101 TO 1,000 cubic yards (77.2m <sup>3</sup> to 764.6m <sup>3</sup> )	\$37.00 for the first 100 cubic yards plus \$17.50 for each additional 100 yards or fraction thereof.
1,001 to 10,000 cubic yards (765.3m <sup>3</sup> to 7645.5m <sup>3</sup> )	\$194.50 for the first 1,000 cubic yards plus \$14.50 for each additional 1,000 yards or fraction thereof.
10,001 to 100,000 (97646.3m <sup>3</sup> to 76,455m <sup>3</sup> )	\$325.00 for the first 10,000 cubic yards plus \$66.00 for each additional 10,000 yards or fraction thereof.
100,001 or more (76,456m <sup>3</sup> )	\$919.00 for the first 100,000 cubic yards plus \$36.50 for each additional 10,000 yards or fraction thereof.
Inspection fees outside of normal business hours	\$60/hour plus consultant fees.

<b>Environmental Fees</b>	
Critical Areas Review Fee	\$400.00
Shoreline Permit	\$500.00
Shoreline Conditional Use/Variance	\$400.00
Floodplain Permit	\$50.00
For use of outside consultants for specialty plan checking and inspections	\$50.00/hour plus the resulting consultant fees
SEPA Environmental Policy Act (SEPA) Checklist Review	\$500.00
Environmental Impact Statement (E.I.S.)	\$500.00 (included 20 hours of staff time) For projects that require more than 20 hours of staff time, applicant will be billed at \$50/hour plus consultant fees
SEPA E.I.S. Appeal	\$1000 plus consultant fees plus attorney fees.

<b>Planning</b>	
Pre-Application Meeting Fee	No Fee
Comprehensive Plan Amendment	\$1000.00 plus any resultant consultant fees.
Zoning Ordinance Amendment	\$200.00
Rezone	\$500.00 plus any resultant consultant fees
Long Plat – Preliminary	\$2,000.00 plus \$150.00/lot. plus any resultant consultant fees
Final	\$1000.00 plus \$150.00 per lot plus any resultant consultant fees.
PRD, Preliminary	\$1,000.00 plus Hearing Examiner fee plus any resultant consultant fees
Final	\$1,000.00 plus Hearing Examiner fees, plus any resultant consultant fees
Plat Amendment	\$500.00
Short Plat	\$1,000.00 plus any resultant consultant fees
Conditional Use Permit, Administrative Hearing Examiner	\$100.00 \$1,000.00 plus Hearing Examiner fee
Zoning Variance , Administrative Hearing Examiner	\$100.00 \$500.00 plus Hearing Examiner fee
Home Occupation Permit	\$25.00
Temporary Use Permit	\$100.00
Boundary Line adjustment	\$100.00 plus \$75.00 per lot, plus any resultant consultant fees.
Binding Site Plan	\$1000.00
Design Review	\$15.00
Annexation	\$400.00
Signs	Contractor price to install
Planning Decision Appeal	\$200.00 by Permit Application.  \$100.00 by non-permit applicant residing greater than 500 ft from the project.  \$30.00 by non-permit applicant residing less than 300 ft from the project  Plus \$50/hour plus resulting consultant fees plus resulting attorney fees
Planning Review for activities not listed specifically above.	\$50/hour plus administrative overhead.

**Hearing Examiner Fees:** The applicant shall pay 100% of the fee for any permit requiring Hearing Examiner review.

**Extra Fees:** Whenever any application is to be handled under the terms of any portion of the City's land use codes, adopted codes, or the International Building Code, and that application is so large, complicated or technically complex that it cannot be handled with existing city staff, then an additional fee can be charged which is equivalent to the extra costs incurred by the City of Sedro-Woolley.

**IMPACT FEES & GENERAL FACILITY CHARGES****SINGLE-FAMILY RESIDENTIAL**

Fire Impact Fee	\$0.19 per square foot
Park Impact Fee	\$1000.00
Street Impact Fee	Refer to Traffic Zone District Section in Comp. Plan-Engineering. Contact Planning Dept for assistance in calculating fees.
School Impact Fee	\$2,010.00
School Administration Fee	\$35.00
General Facility Charge (Residential)	\$7,266.00
Sewer Inspection Fee	\$36.00

**MULTI-FAMILY RESIDENTIAL (4 OR MORE UNITS)**

Fire Impact Fee	\$0.19 per square foot
Park Impact Fee	\$1000.00
Street Impact Fee	Refer to Traffic Zone District Section in Comp. Plan-Engineering .Contact Planning Dept for assistance in calculating fees.
School Impact Fee	\$1,595.00
School Administration Fee	\$35.00
General Facility Charge (Residential)	\$7,266.00
Sewer Inspection Fee	\$36.00

**OTHER/COMMERCIAL**

McGarigle Road Improvement Fee (Sauk Mt. Development Only)	\$1,500.00
Police Mitigation Fee (SEPA MDNS Only)	\$202.96
Commercial General Facility Charge	\$405.00 per ERU (refer to SWMC 13.16.035)
Street Impact Fee (Commercial)	Refer to TIF (1.3) Look-up Table in Engineering. Contact Planning Dept for additional assistance in calculating fees.
Fire Impact Fee (Commercial)	\$0.20 per square foot
Impact Fee Appeal	\$300.00 Plus \$50/hour plus resulting consultant fees plus resulting attorney fees

**Fire Code Fees**

Fire Code Operations permit (pursuant to 2003 IFC 105.6)	\$250.00 plus \$50.00/hr plan review fee plus consultant fees.
Fire Code Construction Permit (pursuant to 2003 IFC 105.7)	\$250.00 plus \$50.00/hr plan review fee plus consultant fees.
Automatic fire suppression system	\$300.00 plus consultant review fees.
Fire suppression commercial hood system	\$77.00 plus consultant review fees.
Fire alarm system when required	\$97.00 plus consultant review fees.
Temporary Occupation/use Permit	\$250.00
Fire Code Violation Investigation Fee	\$50.00/hr minimum 1 hour
Fire Code Compliance Review Fee and Report	\$100.00 plus consultant fees
Fire Investigation Fee	\$50.00/hr plus consultant fees.

<b>Enforcement Fees</b>	
Work without a permit investigation fee (Any permit)	\$50.00/hour plus consultant fees plus attorney fees plus applicable fines.
Permit violation investigation fee (any permit)	\$50.00/hour plus consultant fees plus attorney fees plus applicable fines.
Permit compliance monitoring fee (for permits that require temporary monitoring)	\$50.00/hour plus consultant fees
Building Permit Violation	Add 100% of the building fee
Planning/Zoning Violation	Add 100% of resulting planning fees
Fire Code Violation	\$50.00 - \$200.00 per violation per day
Legal action	Billed at a rate of \$50.00/hour plus attorney fees, plus consultant fees.

<b>Computer Mapping Services</b>	
8½ x 11	1-5 copies \$2.50 (20% discount after five copies)
11 x 17	1-5 copies \$5.00 (20% discount after five copies)
17 x 22	1-5 copies \$10.00 (20% discount after five copies)
22 x 34	1-5 copies \$15.00 (20% discount after five copies)
34 x 44	1-5 copies \$20.00 (20% discount after five copies)
A \$60/hour charge will be applied to all custom map request plus actual cost for maps produced and reproduced by outside sources.	

<b>Administrative And Misc. Fees</b>	
Copies	\$0.15/single-page \$0.25/double -page Actual cost for multi-media materials such as computer diskettes and CD's. Actual cost for materials produced and reproduced by outside sources.
Color Copies	8.5x11/\$0.50 8.5x14/\$0.75 11x17/\$1.00
Copies of recorded public hearings	\$15.00/tape

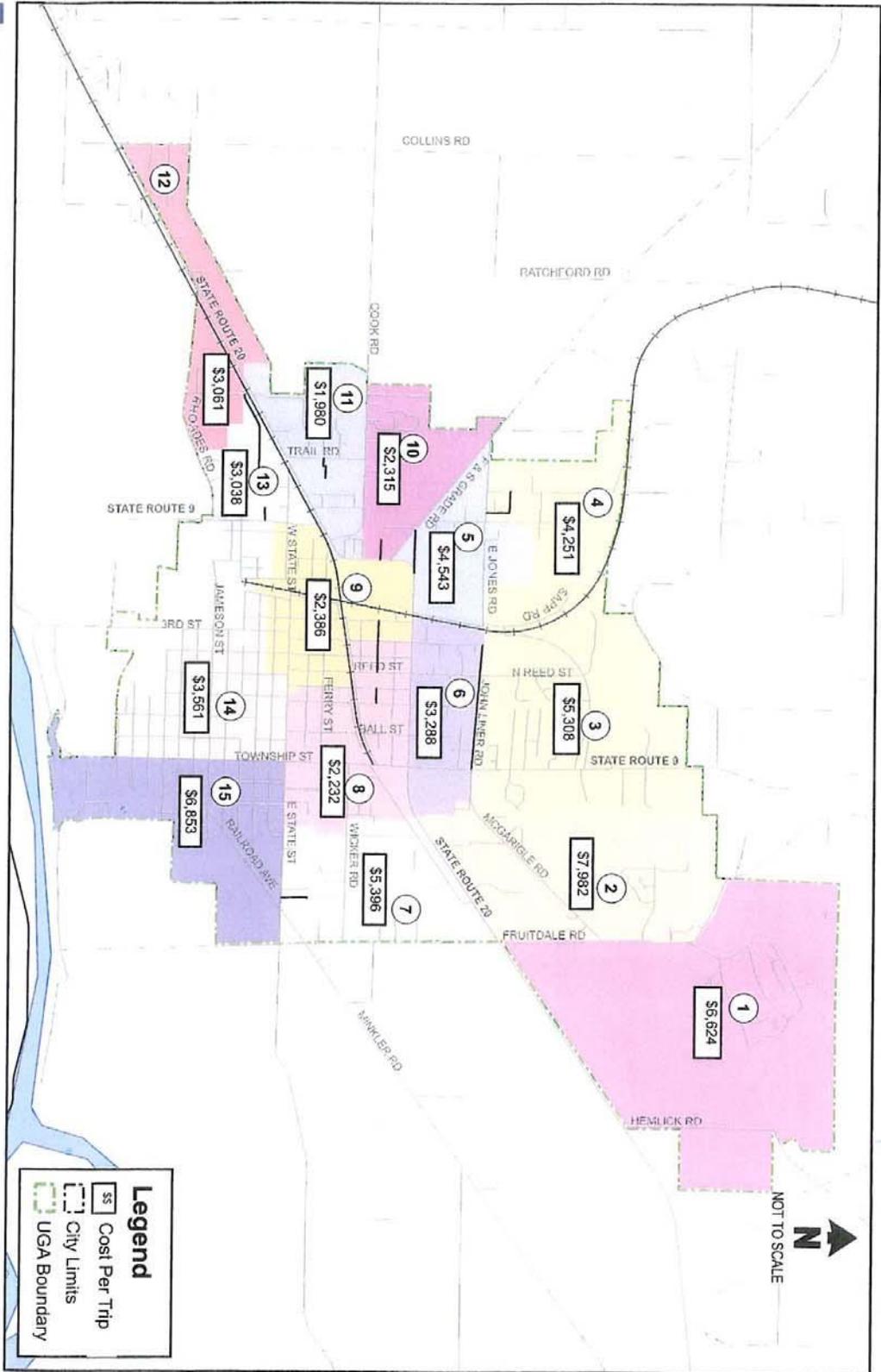
**FEE REFUNDS:** The Planning Director and/or the Building Official may authorize a refunding of fees in general accordance with IRC R108.5 and IBC 108.6

Every building permit issued by the City of Sedro-Woolley under the provisions of the Building Code shall expire by limitation and become null and void if the building or work authorized by such permit is not completed per the permitted requirements within two (2) years of the date of issuance.

To renew action on a permit after expiration, the permittee shall pay a renewal fee of one half the amount required for a new permit for such work, provided no changes have been made or will be made in the original plans and specifications for such work. A new permit will be required where expiration has been more than six months. Expired non-commercial projects requiring only a final inspections shall pay a minimum fee of \$100.00

Any permittee holding an unexpired permit may apply for a six-month extension in order to complete the authorized work. The Building Official may grant a 180 day extension of time upon a written request from the permittee showing that circumstances beyond the control of the permittee have prevented the authorized work from being completed. No permit may be extended more than once.

# SINGLE FAMILY UNITS



**Attachment A**  
**Impact Fee Cost Per PM Peak Hour Trip by District - Adopted Fees Without the Three SR 20 Improvements**  
*Sedro Woolley Transportation Impact Fee Ordinance*

