

Next Ord: 1704-11  
Next Res: 840-11

VISION STATEMENT

SEDRO-WOOLLEY IS A FRIENDLY CITY THAT IS CHARACTERIZED BY CITY GOVERNMENT AND CITIZENS WORKING TOGETHER TO ACHIEVE A PROSPEROUS, VIBRANT AND SAFE COMMUNITY

MISSION STATEMENT

TO PROVIDE SERVICES AND OPPORTUNITIES WHICH CREATE A COMMUNITY WHERE PEOPLE CHOOSE TO LIVE, WORK AND PLAY

**CITY COUNCIL WORKSESSION**

**AGENDA**

**April 6, 2011**

**7:00 PM**

**Sedro-Woolley Municipal Building  
Public Safety Training Room  
325 Metcalf Street**

- A. Partnering with Washington State Department of Licensing  
for Business Licensing  
*(Staff Contact – Patsy Nelson)*
  
- B. Code Enforcement Procedures  
*(Staff Contact – Jack Moore)*

APR 06 2011

AGENDA ITEM     A    

# Memorandum

**To:** Mayor Anderson & Council  
**From:** Patsy Nelson *Patsy*  
**Date:** 3/29/2011  
**Re:** Partnering with Washington State Department of Licensing.

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**ISSUE:** Should the City partner with the Washington State Department of Licensing (DOL) for the issuance and renewal of City business licenses?

**BACKGROUND:** In an effort to do more with less, the Finance Department has been looking for ways to cut costs and improve efficiencies. The current method of processing business licenses is quite time consuming; mailing invoices, processing individual payments, printing & mailing licenses as well as collection efforts. City staff estimates direct costs for business licenses are \$1,150 per year excluding staff time. DOL costs vary dependent upon the amount of computer time and is estimated to be \$260 to \$600 per year for our City's volume. Time saved by partnering with DOL would be reassigned to collection of delinquent utility accounts.

DOL currently collects over 100 different licenses for various cities, towns and state agencies. Businesses receive 1 bill and 1 license listing all licenses included, writing 1 check for multiple licenses. The tasks and responsibilities in the licensing process are broken down as follows:

DOL

Collects fees  
processes paperwork  
gathers missing info  
issues licenses  
license renewals  
keeps record database  
collects NSF's  
provides on-line applications  
provides on-line payment  
pays S-W full license fee collected  
handles compliance issues

City

final approval or denial  
reimburse DOL for credit card payment fees  
access DOL database for licensing info  
pay DOL for computer time (estimated at less than current mailing costs per Anacortes' experience)

Partnering with DOL would require the following changes:

SWMC to allow for partnership and to streamline the license process.

One fee level at time of application with our current multiple fee levels allowed upon renewal.

License renewals are staggered throughout the year rather than on a calendar year basis.

Businesses are charged a \$9 renewal handling fee by the State. DOL analysts estimate 20-30% of a city's businesses already pay this fee such as contractors and grocery/convenience stores selling alcohol. A business pays only one \$9 renewal fee no matter how many licenses. DOL provides an introductory sample letter for local government use to advise local businesses of the process before going live.

**RECOMMENDATION:** Members of the Council Finance Committee attended the DOL introductory presentation and have met to discuss this issue. The Finance Committee decided to refer this partnership proposal forward to the entire Council at a worksession.



Return renewal and payment to:  
 DEPARTMENT OF LICENSING  
 MASTER LICENSE SERVICE  
 PO BOX 9034  
 OLYMPIA WA 98507-9034  
 TELEPHONE: (360) 664-1414



## Master License Renewal Application

UNIFIED BUSINESS ID: 500 034 434 001 0001  
 CURRENT EXPIRATION DATE: 08-31-2010  
 NEW EXPIRATION DATE: 08-31-2011  
 BUSINESS OWNER NAME & MAILING ADDRESS:

FOR VALIDATION ONLY

01P-400-925-0003

### BUSINESS FIRM NAME & LOCATION ADDRESS:

GRAB N BAG FOOD TO GO, INC.  
 6543 2ND ST SW  
 SPOKANE VALLEY WA 99204

GRAB N BAG MARKET  
 6543 2ND ST SW  
 SPOKANE VALLEY WA 99204

Please make any corrections to the business name, mailing or business address. For your convenience, we encourage renewing early to avoid delays receiving your license. Payment requested by: 08-16-2010

RENEW ONLINE! Go to [www.dol.wa.gov/business/renewbusiness.html](http://www.dol.wa.gov/business/renewbusiness.html)  
 Use your UBI# and password: KF35 3252

Your new liquor license must be posted on your premises by the expiration date above or you will not be able to sell alcoholic beverages. Late charges will accrue if not renewed by the expiration date.

SHOPKEEPER	31.00
GROCERY STORE - BEER/WINE	166.00
TUMWATER GENERAL BUSINESS	20.00
SPOKANE VALLEY GENERAL BUSINESS *	13.00

\* Update emergency contact information below:  
 1st: ELIZABETH GRAB (509) 663-1919  
 2nd Name/Phone: \_\_\_\_\_ ( ) \_\_\_\_ - \_\_\_\_

RENEWAL APPLICATION FEE	9.00
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UBI # 500 034 434 001 0001

I certify under penalty of perjury under the laws of Washington State that I understand the above requirements and conditions, and that the information provided for this renewal is true, complete, and correct.

**TOTAL AMOUNT DUE:** 239.00  
 Make check payable to  
**STATE TREASURER**  
 in U.S. funds only

**X**

Signature of Sole Proprietor, Partner, Corporate Officer,  
 or LLC Member or Manager

Date and Place (City and County) Signed

( )

Business Telephone No.

GRAB N BAG FOOD TO GO, INC.  
GRAB N BAG FOOD TO GO  
6543 2ND ST SW  
SPOKANE VALLEY WA 99204-1486

DETACH BEFORE POSTING



STATE OF  
WASHINGTON

**MASTER LICENSE SERVICE**  
PO Box 9034 • Olympia, WA 98507-9034 • (360) 664-1400  
**REGISTRATIONS AND LICENSES**

DOMESTIC PROFIT CORPORATION

Unified Business ID #: 500 034 434  
Business ID #: 1  
Location: 1  
Expires: 08-31-2009

GRAB N BAG FOOD TO GO, INC.  
GRAB N BAG FOOD TO GO  
6543 2ND ST SW  
SPOKANE VALLEY WA 99204-1486

TAX REGISTRATION  
INDUSTRIAL INSURANCE

CIGARETTE RETAILER  
UNEMPLOYMENT INSURANCE

CITY LICENSES / REGISTRATIONS:  
SPOKANE VALLEY GENERAL BUSINESS

REGISTERED TRADE NAMES:  
GRAB N BAG FOOD TO GO

Sample

The licensee named above has been issued the business registrations or licenses listed. By accepting this document the licensee certifies the information provided on the application for these licenses was complete, true, and accurate to the best of his or her knowledge, and that business will be conducted in compliance with all applicable Washington state, county, and city regulations.

*Elizabeth A. Luce*  
Director, Department of Licensing

— Sample —

City of

## Chapter 5.02 BUSINESS LICENSE FEES

### 5.02.000 Chapter Contents

#### Sections:

- 5.02.005 License required.
- 5.02.010 License term designated.
- 5.02.015 License fee.
- 5.02.020 Application and renewal.
- 5.02.030 Home occupation business.
- 5.02.040 Exemptions.

### **5.02.005 License required**

A. No person may conduct business within the City without first obtaining an approved City business license. The license required by this chapter is in addition to any regulatory license that may be required by another chapter within Title 5 OMC.

B. The business license is not transferable. A business owner acquiring an existing business in the City must obtain a new, approved license for that business. Each separate physical location operated by a business inside the City must be licensed separately and be approved by the City before business may commence at that location. No fee will be charged for additional locations.

A change of physical location of a business inside the City will require approval by the City before business may commence at the new location, and may require the filing of a new Master Business Application. If two or more businesses operate at the same physical location, each business must obtain a license.

C. The issuance and renewal of business licenses shall be done by the State of Washington Department of Licensing Master License Service (MLS) in coordination with the City.

D. The business license document issued by the Master License Service must be posted in a conspicuous place on the premises identified on the license.

(Ord. 6694 §2, 2010).

### **5.02.010 License term designated**

The license required by this chapter shall have a term as established by the State of Washington MLS, in cooperation with the City.

(Ord. 6694 §2, 2010; Ord. 4493 §1, 1984; Ord. 4419 §5, 1983; Ord. 4417 §5, 1983).

#### **5.02.015 License fee**

The initial fee for the City business license required by this chapter is \$80.00. The fee is comprised of an annual renewal business license fee of \$30.00, a onetime new business registration fee of \$25.00 and a onetime B&O tax registration fee of \$25.00. The renewal fee may be prorated to accommodate the license term established under OMC 5.02.010. The license fees listed in this section are in addition to any other license or handling fee collected by the MLS.

(Ord. 6694 §2, 2010).

#### **5.02.020 Application and renewal**

A. Application for the business license shall be made by submitting a completed Master Business Application, and any appropriate addenda forms to the MLS, in cooperation with the City. Said application shall be accompanied by payment of all respective license fees due for that application and the MLS application handling fee authorized by RCW 19.02.075.

B. Renewals shall be handled by the Master License Service in coordination with the City Treasurer. Renewal shall require payment of all license fees due for that renewal, and the MLS renewal handling fee authorized by RCW 19.02.075.

C. Failure to renew the license on or before the expiration date established by the Master License Service may result in the charge of a delinquent renewal penalty as authorized in RCW 19.02.085.

D. Failure to renew the license on or before 120 days after the expiration date established by the Master License Service may result in the cancellation of the license, and may require the filing of a new Master Business Application, payment of all appropriate fees, and reapproval by the City in order to continue conducting business in the City.

(Ord. 6694 §2, 2010).

#### **5.02.030 Home occupation business**

A business owner intending to conduct business from a residence located within the City must provide proof of residency within the City and sign an acknowledgement of compliance with the Home Occupation Standards listed in OMC 18.04.060. The proof of residency and acknowledgement must be

filed directly with the City separate from the Master Business Application submitted to the Master License Service, and must be received by the City before the business license application can be approved.

(Ord. 6694 §2, 2010).

#### **5.02.040 Exemptions**

Non-profit organizations recognized by the State of Washington and Federal Government (e.g. 501(c)3) are exempted from any fees this Chapter. However, they are not exempted from registering with the City of

(Ord. 6694 §2, 2010).

### City and county licenses

Master License Service now processes business license applications for many cities. This means you may be able to use the [Master Business Application](#) and addenda to apply for city licenses at the same time you apply for state licenses and registrations.

#### Participating cities

You may use Master License Service to apply for business licenses at the following participating cities. Select a city to find out how to get forms and apply for city licenses.

- [Anacortes](#)
- [Bellevue](#)
- [Blaine](#)
- [Bonney Lake](#)
- [Buckley](#)
- [Clyde Hill](#)
- [Connell](#)
- [Covington](#)
- [DuPont](#)
- [Duvall](#)
- [Eatonville](#)
- [Edgewood](#)
- [Fircrest](#)
- [Gig Harbor](#)
- [Granite Falls](#)
- [Ilwaco](#)
- [Issaquah](#)
- [Lake Stevens](#)
- [Leavenworth](#)
- [Liberty Lake](#)
- [Long Beach](#)
- [Longview](#)
- [Marysville](#)
- [Millwood](#)
- [Milton](#)
- [Monroe](#)
- [Newcastle](#)
- [Olympia](#)
- [Port Orchard](#)
- [Port Townsend](#)
- [Prosser](#)
- [Pullman](#)
- [Richland](#)
- [Ruston](#)
- [Sammamish](#)
- [Sequim](#)
- [Shoreline](#)
- [Skykomish](#)
- [Spokane Valley](#)
- [Stanwood](#)
- [Sultan](#)
- [Sumner](#)
- [Tumwater](#)
- [University Place](#)

#### Other cities and counties

If you will perform your work in any city or county **not listed** above, please contact them directly to determine if additional licenses are needed.

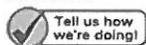
[City business license and tax information](#) (Access Washington)

[Washington city/town websites](#)

[Washington county websites](#)

#### CONTACT US

[Office locations](#)  
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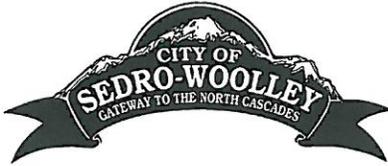
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#### STAY CONNECTED



**Building and Planning Departments**  
Sedro-Woolley Municipal Building  
325 Metcalf Street  
Sedro-Woolley, WA 98284  
Phone (360) 855-9929  
Fax (360) 855-0733

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## MEMO:

**To:** City Council  
Mayor Anderson

**From:** Jack Moore   
Planning Director/ Building Official

**Date:** April 5, 2011

**Subject:** Code Enforcement procedures

**CITY COUNCIL  
WORKSESSION**

APR 06 2011

AGENDA ITEM 6

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## ISSUE

What procedure does the Council wish to use when preliminary attempts at code compliance are exhausted?

## HISTORY

The City's current code enforcement procedures have been very successful in gaining compliance for the majority of violations that have been brought to our attention. Unfortunately, there are a few cases where we have been unsuccessful in working with the property owners to abate the violation.

The final non-criminal step (lien) in our recently adopted code enforcement procedure has been determined to be unusable according to outside legal review. There appears to be no statutory authority to allow the City to lien a property for code enforcement fines.

We could report the outstanding debt to a collection agency, but while this may or may not ultimately result in collection of the code enforcement fines, it may not achieve the goal of rectifying the actual problem in a timely manner.

Along with what we do already, there are other options available to us to encourage compliance. These, or a combination of these, are what other jurisdictions use in similar situations.

**Option 1:** Record a *Certificate of Non-compliance* on the property. If there is a bank or mortgage holder, the bank may decide that the notice constitutes a default on their loan agreement and require the property owner to rectify the violation. This option alone would have little effect if the property is owned outright.

**Option 2:** Obtain a court order that instructs the property owner to abate the violation and authorizes the City to enter the property to abate the violation if the owner does not comply with court order. The City could then lien the property to recover all actual costs associated with the code enforcement case.

Option 2 is how the majority of jurisdictions handle their worst cases. To finance the legal action and the physical cleanup of the properties, some jurisdictions allocate money to start a code enforcement fund that eventually "pays for itself" as liens are collected.

Another jurisdiction that I contacted adopted a creative system of generating funds for these cases. Each solid waste account pays \$1 per month which entitles them to one trip to the transfer station per year. (There are 3,325 solid waste accounts in S-W). Since not every account holder takes advantage of their pre-paid trip, the system generates money to finance abatement of the worst violations. The peripheral benefit to this system is that it may encourage self-cleanup of properties within the City.

### **EXHIBITS**

**A.** *Draft Certificate of Non-compliance*

**B.** Pictures of code enforcement cases in Sedro-Woolley that have not been rectified

### **RECOMMENDED ACTION**

Hold discussion of code enforcement procedures and provide staff with direction regarding desired method of gaining compliance

After Recording Return to:  
Skagit County Planning and Development Services  
1800 Continental Place  
Mount Vernon WA 98273

### CERTIFICATE OF NON-COMPLIANCE

Skagit County Planning and Development Services has found the property listed below in non-compliance with Skagit County Code Title 14 or 15, or both, pursuant to the attached Notice and Order to Abate. The property owner has been notified. This certificate of Non-Compliance will remain in effect until compliance is achieved.

Case Number

Violator:

Legal Description:

Address of Violation:

Parcel Number:

I, \_\_\_\_\_, do hereby certify under penalty of perjury that the above information, to the best of my knowledge, is correct.

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

\_\_\_\_\_  
Skagit County Building Official

State of Washington, County of Skagit. On this \_\_\_\_ day of \_\_\_\_\_, year of \_\_\_\_\_, before me \_\_\_\_\_ Notary Public, personally appeared \_\_\_\_\_ personally known to me to be the person whose name is subscribed to this instrument, and acknowledged that he/she executed it. Witness my hand and official seal:

Notary's Signature \_\_\_\_\_

Notary Public in and for the State of Washington residing at \_\_\_\_\_

\_\_\_\_\_ My commission expires: \_\_\_\_\_

407 E. Jones











203 Garden of Eden

②







TERRY'S

109B / III

109B

109 B. JAMESON.

3



1099

111

111







JCP

Tolo

SATANK

RIG M

PRINCESS SUICIDE

This is my...





























109 Jameson

4





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SALE**  
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**NO  
TRESPASSING**  
VIOLATORS WILL  
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VIOLATORS WILL  
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5





720 Sterling

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310 W. State.







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(360) 854-0409



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