

Next Ord: 1793-14

Next Res: 899-14

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**

**May 7, 2014**

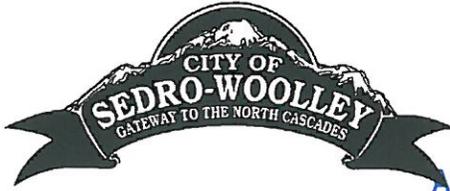
**7:00 PM**

**Sedro-Woolley Municipal Building**

**Public Safety Training Room**

**325 Metcalf Street**

- A. Proposed Purchase Order No. 2014-PO-08 with Meridian Equipment Company  
*(Staff Contact – Mark Freiberger)*
- B. Open Government Training (ESB 5964)  
*(Staff Contact – Eron Berg)*
- C. Accessory Dwelling Unit Discussion – 2013 Comprehensive Plan Docket  
(continued)  
*(Staff Contact – John Coleman)*



**CITY COUNCIL  
WORKSESSION**

**MAY 07 2014**

**AGENDA ITEM**

A

**CITY OF SEDRO-WOOLLEY**  
Sedro-Woolley Municipal Building  
325 Metcalf Street  
Sedro-Woolley, WA 98284  
Phone (360) 855-0771  
Fax (360) 855-0733

Mark A. Freiberger, PE  
Director of Public Works

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**MEMO TO:** City Council and Mayor Mike Anderson  
**FROM:** Mark A. Freiberger, PE  
**RE:** **Proposed Purchase Order No. 2014-PO-08 with Meridian Equipment Company of Bellingham, WA**  
**DATE:** April 30, 2014 (for Council action May 7, 2014)

**ISSUE**

Should council move to approve a manual <sup>check</sup> ~~warrant~~ for Purchase Order No. 2014-PO-08 with Meridian Equipment Company of Bellingham, WA for a used Capacity Tote Yard Goat, Model TJ 4000D at a cost of \$9,472.50?

**BACKGROUND/DISCUSSION**

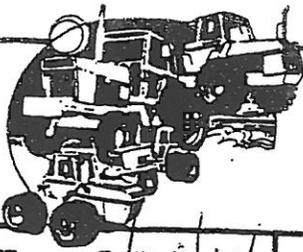
The City Administrator reported on issuance of Purchase Order 2014-PO-08 on April 9, 2014 for purchase of the Yard Goat under the Administrator's purchase authority. The unit was delivered to the city on April 11, 2014, under the understanding that payment would be issued after the April 23, 2014 council session. Due to an administrative oversight, the payment request was not submitted for the April 23 meeting. The seller has agreed to accept payment after the May 7 work session.

**FINANCE**

The work will be funded as follows:  
594.35-64-00-401 Sewer Machinery & Equipment.

**MOTION:**

**Move to authorize issuance of a manual <sup>check</sup> ~~warrant~~ for \$9,472.50 for Purchase Order No. 2014-PO-08 with Meridian Equipment Company of Bellingham, WA.**



# MERIDIAN EQUIPMENT COMPANY

5946 Guide Meridian  
Bellingham, Washington 98226  
National Used Parts Locator

(360) 647-1199  
(360) 398-2141

DATE: 3/31/14 PURCHASE ORDER NO. SALESMAN: Job

PURCHASER: City of Sedro Woolley

ADDRESS: 325 Metcalf PHONE: 855-1661

CITY: Sedro Woolley STATE: WA ZIP: 98284

### DESCRIPTION OF EQUIPMENT ORDERED

STOCK #:	DESCRIPTION OF EQUIPMENT ORDERED	AMOUNT OR VALUE:
	1 Capacity Tote Yard Goat #8500 <sup>00</sup> Model TJ 4000D 8.2N 40 SR50 In R170 3399	

T R A D E  I N	MAKE:	TOTAL PRICE:	\$ 8500 <sup>00</sup>
	MODEL #:	LESS TRADE IN:	
	SERIAL #:	DIFFERENCE:	
	STOCK #:	SALES TAX (8.5%):	\$ 722 <sup>50</sup>
	TRADE ALLOWANCE:	SHIPPING:	250 <sup>00</sup>
	FOB:	TOTAL:	\$ 9,272 <sup>50</sup>

DESCRIPTION OF TRADE: \$ 9,472.50

Machinery / Equipment:  
594.35.64.00.401 Omar A. J. [Signature]  
4/25/14

# AS IS - NO WARRANTY

READ: This vehicle and all parts of such vehicle are sold without any implied, or expressed warranties. Sold only "AS IS WHERE IS"  
SIG: \_\_\_\_\_

The purchaser agrees to purchase equipment listed above, for the price and on the terms and conditions provided above, from MERIDIAN EQUIPMENT COMPANY.

RESPECTFULLY SUBMITTED BY: [Signature]

ACCEPTED BY BUYER x: \_\_\_\_\_

ACCEPTED BY SELLER: [Signature]

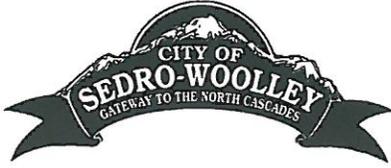
TITLE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_





**CITY COUNCIL  
WORKSESSION**

MAY 07 2014

AGENDA ITEM     C    

**Planning Department**  
Sedro-Woolley Municipal Building  
325 Metcalf Street  
Sedro-Woolley, WA 98284  
Phone (360) 855-0771  
Fax (360) 855-0733

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**MEMO:**

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

**From:** John Coleman, AICP   
Planning Director

**Date:** May 7, 2014

**Subject:** Accessory Dwelling Unit Discussion - 2013 Comprehensive Plan Docket (continued)

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**ISSUE**

Should the City Council adopt regulations to allow Accessory Dwelling Units (ADUs)?

**PROJECT DESCRIPTION / HISTORY**

The City Council requested that the Planning Commission review the potential benefits and negative impacts of allowing ADUs in the neighborhoods of Sedro-Woolley. The Planning Commission found that ADUs can be a beneficial housing option in Sedro-Woolley if regulated in such a way to address parking and density impacts. The Planning Commission drafted regulations to allow ADUs in the Residential 5 (R-5) and Residential 7 (R-7) zones.

The Council reviewed the Planning Commission's recommendations at its April 23 meeting and asked that the item be placed on the May 7 worksession agenda for detailed review.

Attached with this memo are the Planning Commission's recommended changes to Title 17 Zoning and Chapter 2.90 – Consolidated Planning Procedures. No changes have been made to the Planning Commission's recommended language. The Planning Commission did not address permit fees or impact fees for ADUs. If the City Council chooses to adopt a system to allow ADUs, then the Council will need to set fees for ADU permits and determine if ADUs shall pay impact fees, sewer connection fees and/or separate monthly utility bills (sewer, garbage and stormwater). Staff will produce a separate resolution and/ordinance addressing fees based on the Council's discussion at today's meeting.

**EXHIBITS**

Planning Commission's recommended draft development regulation amendments to allow ADUs

**RECOMMENDATION**

Review draft amendments and recommend changes as needed.

# Exhibit

## From Planning Commission Findings of Fact & Recommendation

### **Accessory Dwelling Units (ADUs) – Chapter 17.XX SWMC (new chapter)**

#### Sections:

17.XX.010 Purpose and intent.

17.XX.020 Permit required.

17.XX.030 Standards and criteria.

#### **17.XX.010 Purpose and intent.**

The purpose of an accessory dwelling unit is to:

1. Add affordable units to existing housing and make housing units available to moderate-income people who might otherwise have difficulty finding homes within the city;
2. Develop housing units in single-family neighborhoods that are appropriate for people at a variety of stages in the life cycle;
3. Provide homeowners with a means of obtaining, through tenants in either the accessory dwelling unit or the principal residence, rental income, companionship, or security;
4. Protect neighborhood stability, property values, and the single-family residential appearance of the neighborhood by ensuring that accessory dwelling units are installed under the conditions of this title.

#### **17.XX.020 Permit Required.**

A development authorization application is required for all accessory dwelling units. An application for an attached accessory dwelling unit is subject to Type I review. An application for a detached accessory dwelling unit is subject to Type II review. Application for an ADU shall be made in accordance with the permit procedures established in Chapter 2.90 SWMC.

#### **17.XX.030 Standards and Criteria.**

Accessory dwelling units shall meet the following criteria:

1. Accessory dwelling units are subject to the codes, regulations, and statutes adopted by reference in Chapter 15.04 SWMC. The design and size of the accessory dwelling unit shall conform to all applicable standards in the building, plumbing, electrical, mechanical, fire, health, and any other applicable codes. When there are practical difficulties involved in carrying out the provisions of this title, the director or

his designee may recommend modifications that will meet the intent of these codes. Such modifications shall be processed as a variance under this title.

2. An accessory dwelling unit may be attached or detached from the principal unit. Per section 17.XX020, an application for an attached accessory dwelling unit is subject to Type I review; an application for a detached accessory dwelling unit is subject to Type II review.
3. Only one accessory dwelling unit may be created per residence.
4. Accessory dwelling units shall not be permitted on lots smaller than the minimum lot size for the zoning designation within which the property is located. Accessory dwelling units are not allowed in subdivisions platted as a Planned Residential Development (PRD).
5. An accessory dwelling unit may be established in an existing single-family dwelling unit or in a detached structure on a legal building lot by any one or by a combination of the following methods:
  - a. Alteration of interior space of the dwelling; or
  - b. Conversion of an attic, basement, attached or detached private garage, or other previously uninhabited portion of a dwelling; or
  - c. Addition of attached living area onto an existing dwelling; or
  - d. Construction of a detached living area.
6. The maximum size of an accessory dwelling shall be eight hundred square feet.
7. There shall be only one entrance on the front of a house. Separate entrances to an accessory dwelling unit are permitted at the side or rear of the principal dwelling unit.
8. Any additions to an existing building shall not exceed the allowable lot coverage or encroach into required setbacks. The director shall not have the power to vary this provision.
9. The primary unit, together with the accessory dwelling, may not occupy more than 40 percent of the total site area and must be designed so that, to the degree reasonably feasible, they will appear as one primary residence.
10. One off-street parking space is required in addition to the off-street parking spaces required for the principal residence. Parking must be provided on the subject property, either off of an alley or on a driveway. When the property abuts an alley, the off-street parking space for the accessory dwelling unit shall gain access from the alley.
11. The property owner, which shall include title holders and contract purchasers, must occupy either the principal unit or the accessory dwelling unit as their permanent residence, but not both, for more than six months out of each year, and at no time receive rent for the owner-occupied unit. The owner shall file a certification or owner-

occupancy with the planning department prior to the issuance of the permit to establish an accessory dwelling unit.

12. The owner of a single-family dwelling with an accessory dwelling unit shall file an owner's certificate of occupancy in a form acceptable to the city attorney no later than April 1st of each year. Any person who falsely certifies that he or she resides in a dwelling unit at the stated address to satisfy the requirements of this section shall be subject to the violation and penalty provisions of Chapter 17.80 SWMC.
13. All accessory dwelling units shall also be subject to the condition that such a permit shall automatically expire whenever:
  - a. The accessory dwelling unit is substantially altered and is thus no longer in conformance with the approved plans; or
  - b. The subject lot ceases to maintain at least three off-street parking spaces; or
  - c. The applicant ceases to own or reside in either the principal or the accessory dwelling unit.
14. The applicant shall provide a covenant in a form acceptable to the city attorney and suitable for recording with the county auditor, providing notice to future owners or long-term lessors of the subject lot that the existence of the accessory dwelling unit is predicated upon the occupancy of either the accessory dwelling unit or the principal dwelling by the person to whom the accessory dwelling unit permit has been issued. The covenant shall also require any owner of the property to notify a prospective buyer of the limitations of this section and to provide for the removal of improvements added to convert the premises to an accessory dwelling unit and the restoration of the site to a single-family dwelling in the event that any condition of approval is violated.
15. Recreational vehicles or temporary housing shall not be utilized as an accessory dwelling unit.
16. The accessory and principal dwelling unit shall comply with all applicable requirements of the International Building Code and zoning ordinance as adopted or amended by the city.
17. A permit for an accessory dwelling unit shall not be transferable to any lot other than the lot described in the application.

#### **SWMC 17.04.030 – Definitions** (new text underlined)

...

“Accessory dwelling unit” means a habitable living unit that provides the basic requirements of shelter, heating, cooking and sanitation and meets the standards provided in this code.

...

**SWMC 17.08.010 Use restrictions** (new text underlined)

Use restrictions in the residential R-5 zone shall be as follows:

A. Permitted Uses.

1. One single-family residence per lot;
2. Low-intensity agriculture;
3. Home occupations in compliance with Chapter 17.68;
4. Child day care centers meeting state requirements;
5. Adult or family day care facilities meeting state requirements;
6. Accessory dwelling units in compliance with Chapter 17.XX.

...

**SWMC 17.12.010 Use restrictions** (new text underlined)

Use restrictions in the residential R-7 zone shall be as follows:

A. Permitted Uses.

1. One single-family residence per lot;
2. Low-intensity agriculture;
3. Home occupations in compliance with Chapter 17.68;
4. One duplex per lot with nine thousand square foot minimum lot size, in compliance with the requirements set forth in this Chapter 17.12, which meet the following requirements, in addition to any other requirements imposed by ordinance:
  - i. Be situated on a lot of not less than nine thousand square foot minimum size, with a minimum width of eighty feet at the building line, a minimum depth of one hundred feet, and a minimum lot frontage on a public street of twenty feet;
  - ii. Provide off-street parking for four vehicles;
  - iii. Be designed to resemble a single-family residence so as to blend in with the design and appearance of the surrounding residences in the neighborhood;
  - iv. No more than one duplex shall be allowed per any three successive lots adjoined by side property lines as defined in Section 17.04.030.

Exception: Lots which have twenty feet or less frontage on the public street shall not be required to be counted on a successive lot. This exception is intended to allow successive duplexes if located behind single-family lots.

- 5. Child day care centers meeting state requirements;
- 6. Adult or family day care facilities meeting state requirements.
- 7. Accessory dwelling units in compliance with Chapter 17.XX.

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**SWMC 2.90.070.G – Permit Classifications (new text underlined)**

G. Land Use Permit Procedures.

1. Permit Classification Table.

Land Use Permit/Action	Permit Type					
	I	II	III	IV	V	VI
<u>Accessory Dwelling Unit - Attached</u>	X					
<u>Accessory Dwelling Unit - Detached</u>		X				
Administrative Determination	X					
Binding Site Plan		X				
Boundary Line Adjustment	X					
Building Permit SEPA Exempt	X					
Code Interpretation	X					
Comprehensive Plan Map (and Rezone) or Text Amendments						X
Conditional Use Permit			X			
Design Review with Building Permit	X					
Design Review with Hearing Examiner Land Use Permit			X			
Development Agreement					X	
Development Regulation Text Amendments Referred to Planning Commission						X
Development Regulation Text Amendments Not Referred to Planning Commission					X	
Environmental Review		X				

Fence or Wall Permit	X					
Fill and Grade Permit	X					
Floodplain District Development Permit or Variance				X		
Home Occupation	X					
Landscape Modifications	X					
Major Modification PRD				X		
Master Plan Approval				X		
Minor Modifications	X					
Nonconforming Use—Ordinary Maintenance or Repair	X					
Nonconforming Use—Certificate of Use or Occupancy	X					
Nonconforming Use—Special Permission to Enlarge, Expand, or Reconstruct			X			
Plat, Preliminary				X		
Plat, Final					X	
Planned Residential Development				X		
Rezoning Consistent with Comprehensive Plan				X		
Shoreline Conditional Use Permit			X			
Shoreline Exemption	X					
Shoreline Substantial Development Permit			X			
Shoreline Variance			X			
Short Plat		X				
Short Plat—When Hearing Requested			X			
Site Plan Approval	X					
Special Use Permit			X			
Street Vacations				X		
Street Design Modifications	X					
Temporary Use Permit		X				
Variations			X			
Zoning Waivers				X		