

Next Ord: 1816-15
Next Res: 922-15

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 AGENDA

June 24, 2015

7:00 PM

**Sedro-Woolley Municipal Building
Council Chambers
325 Metcalf Street**

1. Call to Order
2. Pledge of Allegiance
3. Consent Calendar.....3-62

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. Approval of Agenda
- b. Minutes from Previous Meeting
- c. Finance
 - Claim Checks #181728 to #181824 plus EFT's in the amount of \$278,698.22
 - Payroll Checks #58588 to #58600 plus EFT's in the amount of \$196,553.19
- d. Interlocal Cooperative Purchasing Agreement with Kittitas County Hospital District No. 2 and Proposal with Braun NW, Inc. for ambulance replacement
- e. Resolution 919-15 authorizing an interfund loan from the Sewer Cumulative Reserve Fund (410) to retrofit PSE owned streetlights with LED lighting to save money, and providing for repayment thereof
- f. Resolution 920-15 Confirming the Mayor's Appointment of Brock Stiles as Judge for the Sedro-Woolley Municipal Court
- g. Possible Contract Award – 2015 On-Call Drainage Ditch Mowing and Cleaning – Contract 2015-PW-15 - Industrial Mowing & Spraying

4. Presentation – Sedro-Woolley Rodeo
5. Presentation – Northern State Project Update – Consulting Team
6. Public Comment.....63

PUBLIC HEARING

- 7. Possible adoption by Resolution (921-15) of the Six-Year Transportation Improvement Program (TIP) 2016-2021 (*1st reading – action requested*).....64-92

UNFINISHED BUSINESS

- 8. Proposed Amendments to the Sedro-Woolley Municipal Code, Chapter 17.04 - Definitions and Chapter 2.90 – Consolidated Planning Procedures
 - Ordinance approving amendments to Chapter 2.90 SWMC
 - Ordinance approving amendments to Chapter 17.04 SWMC
 (*2nd reading – action requested*).....93-166

NEW BUSINESS

COMMITTEE REPORTS AND REPORTS FROM OFFICERS

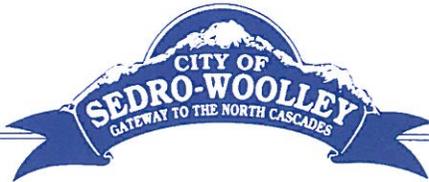
- 9. Report of Contracts approved under SWMC 2.104.060.....167
- 10. Northern State: Special Meeting on July 17th from 10:00-12:00

EXECUTIVE SESSION

There may be an Executive Session immediately preceding, during or following the meeting.

JUN 24 2015

7:00 P.M. COUNCIL CHAMBERS
AGENDA NO. 1-13



DATE: June 24, 2015
TO: Mayor Anderson and City Council
FROM: Patsy Nelson, Finance Director
SUBJECT: 1) CALL TO ORDER; 2) PLEDGE OF ALLEGIANCE; 3) CONSENT CALENDAR

1. CALL TO ORDER - The Mayor will call the June 24, 2015 Regular Meeting to Order. The Finance Director will note those in attendance and those absent.
 - ___ Ward 1 Councilmember Kevin Loy
 - ___ Ward 2 Councilmember Germaine Kornegay
 - ___ Ward 3 Councilmember Brenda Kinzer
 - ___ Ward 4 Councilmember Keith Wagoner
 - ___ Ward 5 Councilmember Hugh Galbraith
 - ___ Ward 6 Councilmember Rick Lemley
 - ___ At-Large Councilmember Brett Sandström
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.

JUN 24 2015

7:00 P.M. COUNCIL CHAMBERS
AGENDA NO. 26

CITY OF SEDRO-WOOLLEY

Regular Meeting of the City Council
June 10, 2015 – 7:00 P.M. – Council Chambers

ROLL CALL: Present: Mayor Mike Anderson, Councilmembers: Kevin Loy, Germaine Kornegay, Brenda Kinzer, Keith Wagoner, Hugh Galbraith, Rick Lemley and Brett Sandström. Staff: Recorder Brue, Finance Director Nelson, City Supervisor/Attorney Berg, Public Works Director Freiberger, Planning Director Coleman, Fire Chief Klinger and Police Chief Tucker. Consultants: Jana Hanson, Planning Consultant and Katy Isaksen, Rate Analysis Consultant.

The meeting was called to order at 7:00 P.M. by Mayor Mike Anderson.

Pledge of Allegiance

Consent Calendar

- Approval of Agenda
- Minutes from Previous Meeting
- Finance
 - Claim Checks #181649 to #181727 in the amount of \$275,622.65
 - Payroll Checks #58570 to #58587 plus EFT's in the amount of \$276,604.36
- Request for Advance Travel – Sedro-Woolley Library
- Proposed Interlocal Agreement with PUD No. 1 of Skagit County RE: 2015 Greenstreet-Dean-Virginia Sanitary Sewer and Sidewalk Improvement Project, City Project 2015-PW-04
- Possible Purchase Order 2015-PO-11 – Wheeled Carts for Recycle/Food and Yard Waste Programs – Toter LLC
- Possible Contract Award – New Side Loader Refuse Truck – Western Peterbuilt Inc.
- BLS Ambulance Transports (Interlocal Agreement)

Councilmember Galbraith moved to approve the consent calendar items A through H. Seconded by Councilmember Wagoner. Motion carried (7-0).

Public Comment

No comments received.

PUBLIC HEARING

Proposed Amendments to the Sedro-Woolley Municipal Code, Chapter 17.04 – Definitions and Chapter 2.90 – Consolidated Planning Procedures

Planning Consultant Jana Hanson presented background information on the Consolidated Planning Procedures. She noted amendments to the Code are necessary 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. Hanson explained in detail the process, responsibilities and review authority. She also noted it designates the types of projects at the planning level rather than the permit level and reduces the permit processing time. Adoption of an ordinance will also be necessary and will be brought before the Council in early fall.

Mayor Anderson opened the public hearing at 7:10 P.M.

Troy Erwin – 144 N. Reed St. noted he is biased against Environmental Impact Statements (EIS) and questioned what are the costs for the EIS and also what future action of the Council will be mandated. He presented an example of the Tacoma Narrows Bridge EIS.

City Supervisor/Attorney Berg addressed the EIS for the Northern State process which is a combined effort with the City of Sedro-Woolley, Port of Skagit, Skagit County, Department of Commerce and Peter and Susan Janicki. The total project cost is approximately 1 million. Berg also presented a breakdown of the funding each entity has or will be contributing.

Max Mitchell – 815 Haines, questioned job opportunities that may result from the project.

City Supervisor/Attorney Berg addressed job estimations as well as spin off jobs and the scope of the project as a whole.

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

UNFINISHED BUSINESS

NEW BUSINESS

Sewer Rate Study and Consumption Billing Proposal

City Supervisor/Attorney Berg introduced Katy Isaksen of Katy Isaksen & Associate to review findings on how have we done based upon our last rate analysis, as well as looking into volume based billing.

Isaksen commented on the improvements and vitality of the City. She then reviewed the current rates which are sufficient to meet the basic needs of the sewer utility. She addressed the 2013 Council direction regarding annual increases to cover the CPI and volume based rates. Isaksen presented a power point presentation to include what sewer rates pay for, the outlook for new ERU's and review of the rates and new connections. She reviewed various scenarios, CPI, reserve balances with her conclusion to continue with a tight belt and to continue to review and monitor.

Isaksen addressed connection fees, with no recommended changes to the fees.

Comparisons were reviewed for volume based billing versus flat rate billing. Isaksen spoke about the delay in PUD readings and the effect on the billing, residential and commercial billings, customer class usage and revenues, volume based alternatives (base & volume, base, volume & strength), pro's and cons of volume based billing and billing examples.

Discussion followed the presentation to include public acceptance of current system, strength, industry standards for strength, landlords, additional cost in bookkeeping, assumptions about conservation, no hurry for decision, give time to study and to poll people with a further discussion to be held in July.

The Council thanked Isaksen for the presentation and the format in which it was presented.

Discussion regarding cubic feet versus gallons (7.48 gallons per cubic ft.).

COMMITTEE REPORTS AND REPORTS FROM OFFICERS

Report of Contracts Approved Under SWMC 2.104.060

Northern State: Special Meeting on July 17th From 10:00 – 12:00 and Also Tour for Elected Officials on June 18th from 2:30 – 4:30.

Planning Director Coleman – noted the scoping document for the EIS for the Northern State Project in Council packets. He noted it is a summary of comments received during scoping period. The scoping document defines what the EIS will address. Coleman reported the Building Department has been extremely busy and reviewed the number and types of construction under way. Robert Osborne who has been filling in as part-time building inspector has not been able to help due to a family emergency and responsibilities. He also noted the Planning Commission will be reviewing the draft buildable lands analysis.

Public Works Director Freiberger – announced the Greenstreet/Virginia/Dean Sewer Project will be starting shortly after the 4th of July. He also announced plans to hold a public meeting on the Jameson Arterial Extension Project to be held just prior to the regular Council meeting on July 8th. Freiberger reported on the WSDOT BNSF Crossing Guard project noting that the lane revisions completed in 2007 do not meet DOT standards and will need to be returned back to the original configuration. He noted it is difficult to contest due to the unapproved nature of the work. The work is not scheduled until 2017/2018. He also reported he met with the Skagit Island Technical Advisory Committee and the next phase of the Cascade Trail from Hodgins to Trail ranked number one which will place it on the schedule for 2020/2021.

City Supervisor/Attorney Berg – reminded Council of the upcoming Northern State Tour for Elected Officials and requested confirmation of attendance.

Councilmember Sandström -- questioned whether or not the smoke stack at Northern State Campus has to be removed.

Councilmember Lemley – reported on the Blast from Past festival noting it was a good event with great weather and a good turnout for the motor cycle and car shows.

Councilmember Wagoner – congratulated Councilmember Lemley and the Public Works Department for all their work on the Blast from the Past event.

Councilmember Kinzer – thanked whoever was responsible for getting the Tree Source lot cleaned up. She also addressed the billing insert about picking up after your dog and questioned if it pertains to horse droppings as well. Some discussion ensued regarding horse droppings.

Councilmember Kornegay – commented on the Blast from the Past. She also noted that a tree trimmer had come to trim her tree as they were interfering with the garbage trucks and felt that the property owner should be notified before such work is scheduled. This comment was followed by a brief discussion.

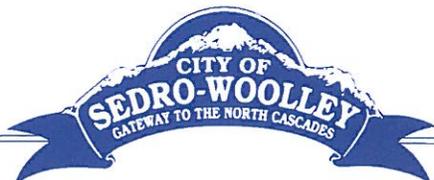
Councilmember Loy – noted with the newly remodeled Bingham Park the area could benefit from more picnic tables being placed in the park.

Councilmember Galbraith moved to adjourn. Seconded by Councilmember Wagoner. Motion carried (7-0).

The meeting adjourned at 8:48 P.M.

JUN 24 2015

7:00 P.M. COUNCIL CHAMBERS
AGENDA NO. 30



DATE: June 24, 2015
TO: Mayor Anderson and City Council
FROM: Patsy Nelson, Finance Director
SUBJECT: FINANCE - CLAIMS

Attached you will find the Claim Checks register proposed for payment for the period ending June 24, 2015.

Motion to approve Claim Checks #181728 to #181824 plus EFT's in the amount of \$278,698.22.

Motion to approve Payroll Checks #58588 to #58600 plus EFT's in the amount of \$196,553.19.

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.

CHECK REGISTER

City Of Sedro-Woolley
MCAG #: 0647

06/11/2015 To: 06/24/2015

Time: 11:26:00 Date: 06/19/2015
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4233	06/24/2015	Claims	2		EFT US Bank -- Purchase Cards	12,742.16	
					621 - 389 50 00 000 - Unapplied Cash - Suspense	85.95	
					621 - 389 50 00 000 - Unapplied Cash - Suspense	-52.48	
					621 - 389 50 00 000 - Unapplied Cash - Suspense	297.00	
					621 - 389 50 00 000 - Unapplied Cash - Suspense	49.00	
					621 - 389 50 00 000 - Unapplied Cash - Suspense	349.00	
					001 - 513 10 44 009 - Senior Crime Watch	336.35	
					001 - 513 10 44 009 - Senior Crime Watch	41.77	
					001 - 513 10 49 010 - Dues & Subscriptions	855.55	
					001 - 517 90 49 003 - Employee Wellness (supplies)	346.19	
					001 - 517 90 49 003 - Employee Wellness (supplies)	152.43	
					001 - 521 20 26 000 - Uniforms/Accessories	394.98	
					001 - 521 20 26 000 - Uniforms/Accessories	39.19	
					001 - 521 20 32 000 - Auto Fuel	35.65	
					001 - 521 20 49 010 - Dues/Subscriptions	50.00	
					001 - 521 40 43 000 - Travel	566.40	
					001 - 521 40 43 000 - Travel	45.50	
					001 - 521 40 43 000 - Travel	37.37	
					001 - 521 40 43 000 - Travel	1,261.66	
					001 - 521 40 43 000 - Travel	40.00	
					001 - 521 40 43 000 - Travel	185.02	
					001 - 522 20 31 011 - EMS Supplies	553.00	
					001 - 522 20 31 011 - EMS Supplies	152.85	
					001 - 522 20 31 011 - EMS Supplies	118.08	
					001 - 522 20 31 011 - EMS Supplies	27.35	
					001 - 522 45 31 000 - Supplies & Books	266.82	
					001 - 522 45 49 000 - Training Facilities	86.94	
					425 - 531 50 41 002 - Contracted Services	150.00	
					425 - 531 50 41 002 - Contracted Services	150.00	
					401 - 535 80 43 000 - Meals/Travel	13.94	
					401 - 535 80 49 030 - Misc-Tuition/Registration	220.00	
					401 - 535 80 49 030 - Misc-Tuition/Registration	210.00	
					412 - 537 80 31 000 - Operating Supplies	130.18	
					412 - 537 80 35 000 - Small Tools & Minor Equip	1,733.77	
					103 - 542 64 31 002 - Traffic Signal Supplies	641.26	
					105 - 572 20 31 010 - Supplies	198.52	
					105 - 572 20 34 000 - Summer Reading Program	476.51	
					105 - 572 20 42 010 - Postage	98.00	
					105 - 572 20 49 010 - Tuition/registration	85.39	
					101 - 576 80 31 001 - Operating Sup - Riverfront	67.68	
					101 - 576 80 42 020 - Telephone	86.75	
					101 - 576 80 48 002 - RV Park	22.77	
					101 - 576 80 48 007 - Bingham Park	540.31	
					101 - 576 80 48 021 - Equipment	102.55	
					101 - 576 80 48 021 - Equipment	56.37	
					101 - 576 80 48 021 - Equipment	75.41	
					101 - 576 80 48 021 - Equipment	187.21	
					001 - 594 18 64 001 - Network Hardware	1,514.40	
					001 - 594 21 64 000 - Machinery & Equipment	453.24	
					001 - 594 21 64 000 - Machinery & Equipment	18.99	
					001 - 594 21 64 000 - Machinery & Equipment	196.49	
					001 - 594 21 64 000 - Machinery & Equipment	61.93	
					001 - 594 21 64 000 - Machinery & Equipment	58.66	
					105 - 594 72 64 000 - Books & Materials	93.33	
					105 - 594 72 64 000 - Books & Materials	114.52	
					105 - 594 72 64 000 - Books & Materials	54.25	
					001 - 595 10 31 000 - Supplies	65.10	
4327	06/24/2015	Claims	2		EFT WA State Dept Of Revenue	10,403.46	
					001 - 522 20 31 000 - Operating Supplies	73.20	
					401 - 535 80 31 000 - Office Supplies	22.70	

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06/11/2015 To: 06/24/2015

Time: 11:26:00 Date: 06/19/2015
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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			401 - 535 80 44 010		Taxes & Assessments	4,602.17	
			102 - 536 20 44 010		Taxes And Assessments	6.00	
			412 - 537 80 44 001		Taxes & Assessments	5,590.04	
			105 - 572 20 44 010		Taxes & Assessments	8.48	
			101 - 576 80 44 010		Taxes And Assessments	94.35	
			105 - 594 72 64 000		Books & Materials	6.52	
4235	06/24/2015	Claims	2	181728	A WorkSAFE Service, Inc.	191.00	
			001 - 521 20 41 001		Professional Services	52.00	
			001 - 524 20 41 000		Professional Services	52.00	
			412 - 537 80 41 000		Professional Services	87.00	
4236	06/24/2015	Claims	2	181729	ATV Signs	243.04	
			001 - 595 10 31 001		Address & Street Signs-Reiml	104.16	
			001 - 595 10 31 001		Address & Street Signs-Reiml	138.88	
4237	06/24/2015	Claims	2	181730	Advanced Marking Systems	188.79	
			001 - 522 20 35 000		Small Tools & Minor Equip	188.79	
4238	06/24/2015	Claims	2	181731	Aramark Uniform Services	29.88	
			401 - 535 80 49 000		Laundry	8.22	
			401 - 535 80 49 000		Laundry	8.22	
			103 - 542 30 48 000		Repair/Maint-Streets	6.72	
			103 - 542 30 49 000		Misc-Laundry	6.72	
4239	06/24/2015	Claims	2	181732	Assoc Petroleum Products	5,008.73	
			001 - 518 20 32 000		Auto Fuel	39.36	
			001 - 521 20 32 000		Auto Fuel	1,473.46	
			001 - 522 20 32 000		Auto Fuel/Diesel	637.05	
			401 - 535 80 32 000		Auto Fuel/Diesel	203.98	
			401 - 535 80 32 000		Auto Fuel/Diesel	80.72	
			102 - 536 20 32 000		Auto Fuel/Diesel	185.33	
			412 - 537 80 32 000		Auto Fuel/Diesel	118.71	
			412 - 537 80 32 000		Auto Fuel/Diesel	119.94	
			412 - 537 80 32 000		Auto Fuel/Diesel	1,207.65	
			103 - 542 30 32 000		Auto Fuel/Diesel	185.97	
			103 - 542 30 32 000		Auto Fuel/Diesel	126.60	
			101 - 576 80 32 000		Auto Fuel/Diesel	486.60	
			101 - 576 80 32 000		Auto Fuel/Diesel	143.36	
4240	06/24/2015	Claims	2	181733	Association Of WA Cities	3,091.98	
			001 - 521 20 27 000		Retired Medical	3,091.98	
4241	06/24/2015	Claims	2	181734	Better Homes & Gardens	11.98	
			105 - 594 72 64 000		Books & Materials	11.98	
4242	06/24/2015	Claims	2	181735	Bioscience Inc	1,725.00	
			401 - 535 50 48 010		Maintenance Of Lines	1,725.00	
4243	06/24/2015	Claims	2	181736	Blumenthal Uniform & Equip	663.57	
			001 - 521 20 26 000		Uniforms/Accessories	16.00	
			001 - 521 20 26 000		Uniforms/Accessories	611.28	
			001 - 522 20 26 000		Uniforms	36.29	
4244	06/24/2015	Claims	2	181737	Bonner Electrical Contracting LLC	726.29	
			101 - 576 80 48 002		RV Park	726.29	
4245	06/24/2015	Claims	2	181738	Boulder Park Inc	3,527.96	
			401 - 535 80 35 020		Solids Handling	3,527.96	
4246	06/24/2015	Claims	2	181739	Brat Wear	29.57	
			001 - 521 20 26 000		Uniforms/Accessories	29.57	

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4247	06/24/2015	Claims	2	181740	Capital Industries Metal Fabricators	381.92	
					412 - 537 80 34 000 - Containers - Garbage	381.92	
4248	06/24/2015	Claims	2	181741	Capital One Commercial	305.94	
					001 - 515 30 31 000 - Office Supplies	162.74	
					001 - 522 20 31 000 - Operating Supplies	143.20	
4249	06/24/2015	Claims	2	181742	Cascade Natural Gas Corp	659.63	
					001 - 521 20 47 000 - Public Utilities	12.62	
					001 - 522 50 47 000 - Public Utilities	101.62	
					401 - 535 80 47 000 - Public Utilities	64.16	
					412 - 537 80 47 000 - Public Utilities	51.06	
					103 - 542 63 47 000 - Public Utilities	10.60	
					103 - 542 63 47 000 - Public Utilities	5.30	
					105 - 572 20 47 000 - Public Utilities	11.61	
					101 - 576 80 47 010 - Community Center	55.10	
					101 - 576 80 47 020 - Senior Center	63.20	
					101 - 576 80 47 050 - Hammer Square	17.68	
					101 - 576 80 47 052 - Bingham Caretaker	12.38	
					101 - 576 80 47 052 - Bingham Caretaker	36.90	
					101 - 576 80 47 070 - City Hall	217.40	
4250	06/24/2015	Claims	2	181743	Code Publishing Inc	176.07	
					001 - 511 30 34 000 - Code Book	176.07	
4251	06/24/2015	Claims	2	181744	Community Action Of Sk County	674.68	
					001 - 562 00 51 030 - Skagit Comm Action Agency	674.68	
4252	06/24/2015	Claims	2	181745	Concrete Nor'west Inc	32.39	
					412 - 537 60 47 000 - Solid Waste Disposal	32.39	
4253	06/24/2015	Claims	2	181746	Crystal Springs	21.39	
					401 - 535 80 31 010 - Operating Supplies	21.39	
4254	06/24/2015	Claims	2	181747	Databar	2,914.96	
					112 - 515 30 42 112 - Public Education	345.57	
					112 - 515 30 42 112 - Public Education	127.39	
					001 - 522 20 41 040 - Advertising	127.39	
					425 - 531 50 42 010 - Postage	92.58	
					401 - 535 80 42 015 - Postage	1,504.50	
					412 - 537 80 42 010 - Postage	717.53	
4255	06/24/2015	Claims	2	181748	Demco Inc	512.17	
					105 - 572 20 31 010 - Supplies	512.17	
4256	06/24/2015	Claims	2	181749	Dwayne Lane's North Cascade Ford	593.72	
					001 - 521 20 48 010 - Repair & Maint - Auto	185.20	
					001 - 521 20 48 010 - Repair & Maint - Auto	55.03	
					001 - 521 20 48 010 - Repair & Maint - Auto	353.49	
4257	06/24/2015	Claims	2	181750	E & E Lumber	275.07	
					101 - 576 80 31 000 - Operating Sup - Metcalf Park	22.33	
					101 - 576 80 31 005 - Operating Sup - Senior Ctr	28.55	
					101 - 576 80 31 006 - Operating Sup - City Hall	12.13	
					101 - 576 80 31 009 - Operating Sup - Bingham Par	6.39	
					101 - 576 80 35 010 - Safety Equipment	25.49	
					101 - 576 80 48 006 - Memorial Park	13.23	
					101 - 576 80 48 006 - Memorial Park	39.75	
					101 - 576 80 48 007 - Bingham Park	120.58	
					101 - 576 80 48 015 - Library	6.62	

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City Of Sedro-Woolley
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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4258	06/24/2015	Claims	2	181751	Edge Analytical Inc	724.00	
					401 - 535 80 41 000 - Professional Services	297.00	
					401 - 535 80 41 000 - Professional Services	35.00	
					401 - 535 80 41 000 - Professional Services	47.00	
					401 - 535 80 41 000 - Professional Services	35.00	
					401 - 535 80 41 000 - Professional Services	129.00	
					401 - 535 80 41 000 - Professional Services	181.00	
4259	06/24/2015	Claims	2	181752	Emergency Reporting	2,226.42	
					001 - 522 20 41 000 - Professional Services	2,226.42	
4260	06/24/2015	Claims	2	181753	Enterprise Office Systems	194.82	
					001 - 512 50 31 000 - Supplies	106.97	
					001 - 514 23 31 000 - Supplies	61.82	
					001 - 595 10 31 000 - Supplies	26.03	
4261	06/24/2015	Claims	2	181754	Fastenal Company	542.10	
					401 - 535 80 31 010 - Operating Supplies	109.68	
					103 - 542 30 48 010 - Repair/Maintenance-Equip	219.13	
					501 - 548 30 31 000 - Operating Supplies	213.29	
4262	06/24/2015	Claims	2	181755	Federal Certified Hearing	40.00	
					001 - 521 20 41 001 - Professional Services	20.00	
					105 - 572 20 41 000 - Professional Services	20.00	
4263	06/24/2015	Claims	2	181756	Frontier	1,671.60	
					001 - 512 50 42 020 - Telephone	39.60	
					001 - 513 10 42 020 - Telephone	59.40	
					001 - 514 23 42 020 - Telephone	59.40	
					001 - 515 30 42 001 - Telephone	26.40	
					001 - 518 80 42 020 - Telephone	19.80	
					001 - 521 20 42 020 - Telephone	197.92	
					001 - 521 20 42 020 - Telephone	72.04	
					001 - 521 20 42 020 - Telephone	64.20	
					001 - 522 20 42 020 - Telephone	72.60	
					001 - 524 20 42 020 - Telephone	19.80	
					401 - 535 80 42 020 - Telephone	52.80	
					401 - 535 80 42 020 - Telephone	281.48	
					102 - 536 20 42 020 - Telephone	86.46	
					412 - 537 80 42 020 - Telephone	26.40	
					412 - 537 80 42 020 - Telephone	102.93	
					103 - 542 30 42 020 - Telephone	6.60	
					001 - 558 60 42 020 - Telephone	19.80	
					105 - 572 20 42 020 - Telephone	33.00	
					105 - 572 20 42 020 - Telephone	150.70	
					101 - 576 80 42 020 - Telephone	13.20	
					101 - 576 80 47 070 - City Hall	76.81	
					101 - 576 80 47 070 - City Hall	144.06	
					001 - 595 10 42 020 - Telephone	46.20	
4264	06/24/2015	Claims	2	181757	Glenn Gardner	135.63	
					001 - 522 20 35 000 - Small Tools & Minor Equip	135.63	
4265	06/24/2015	Claims	2	181758	Grainger Parts	123.48	
					001 - 522 20 31 000 - Operating Supplies	123.48	
4266	06/24/2015	Claims	2	181759	Guardian Security	165.00	
					101 - 576 80 48 015 - Library	165.00	
4267	06/24/2015	Claims	2	181760	Patrick Hayden	2,500.00	
					001 - 515 30 41 001 - Prosecuting Attorney	2,500.00	
4268	06/24/2015	Claims	2	181761	Home Depot Credit Services	145.32	
					101 - 576 80 31 001 - Operating Sup. Riverfront	145.32	

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4269	06/24/2015	Claims	2	181762	Honey Bucket	210.00	
					101 - 576 80 47 090 - Portable Toilets	75.00	
					101 - 576 80 47 090 - Portable Toilets	135.00	
4270	06/24/2015	Claims	2	181763	Humane Society Of Skagit	264.00	
					001 - 521 20 41 021 - Humane Society	264.00	
4271	06/24/2015	Claims	2	181764	Ingram Library Services	1,280.10	
					105 - 594 72 64 000 - Books & Materials	443.56	
					105 - 594 72 64 000 - Books & Materials	52.38	
					105 - 594 72 64 000 - Books & Materials	61.47	
					105 - 594 72 64 000 - Books & Materials	632.69	
					105 - 594 72 64 000 - Books & Materials	18.46	
					105 - 594 72 64 000 - Books & Materials	71.54	
4272	06/24/2015	Claims	2	181765	Island Environmental Resources Inc.	2,990.53	
					401 - 535 80 31 020 - Op Supplies-Chemicals	2,990.53	
4273	06/24/2015	Claims	2	181766	Katy Isaksen Associates	4,328.00	
					401 - 535 80 41 000 - Professional Services	4,328.00	
4274	06/24/2015	Claims	2	181767	Language Exch Inc (The)	39.15	
					001 - 521 20 41 001 - Professional Services	39.15	
4275	06/24/2015	Claims	2	181768	Lauts Inc	621.60	
					412 - 537 60 47 000 - Solid Waste Disposal	621.60	
4276	06/24/2015	Claims	2	181769	Lithtex NW	138.11	
					001 - 512 50 31 000 - Supplies	14.72	
					001 - 512 50 31 000 - Supplies	123.39	
4277	06/24/2015	Claims	2	181770	Lochner	45,290.94	
					104 - 595 10 63 040 - Eng-SR9 Jameson	45,290.94	
4278	06/24/2015	Claims	2	181771	Loggers And Contractors	52.86	
					401 - 535 50 48 010 - Maintenance Of Lines	42.04	
					103 - 542 30 48 010 - Repair/Maintenance-Equip	10.82	
4279	06/24/2015	Claims	2	181772	MAILFINANCE	800.99	
					001 - 514 23 45 000 - Operating Rentals/Leases	133.50	
					001 - 521 20 42 010 - Postage	133.50	
					001 - 522 20 42 010 - Postage	133.50	
					001 - 524 20 42 000 - Postage	133.49	
					001 - 558 60 42 010 - Postage	133.50	
					001 - 595 10 42 000 - Postage	133.50	
4280	06/24/2015	Claims	2	181773	Martin Marietta Materials	961.60	
					103 - 542 30 48 000 - Repair/Maint-Streets	961.60	
4281	06/24/2015	Claims	2	181774	William R McCann	3,000.00	
					001 - 515 93 41 000 - Indigent Defender	3,000.00	
4282	06/24/2015	Claims	2	181775	McLoughlin & Eardley Corp	1,065.16	
					001 - 522 20 48 000 - Repairs/Maint-Equip	1,065.16	
4283	06/24/2015	Claims	2	181776	Mid-American Research Chem	465.47	
					401 - 535 80 31 010 - Operating Supplies	465.47	
4284	06/24/2015	Claims	2	181777	Jack R Moore	5,178.50	
					001 - 524 20 41 000 - Professional Services	5,178.50	
4285	06/24/2015	Claims	2	181778	North Central Laboratories	605.13	
					401 - 535 80 31 010 - Operating Supplies	605.13	

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4286	06/24/2015	Claims	2	181779	North Hill Resources Inc	58.43	
					101 - 576 80 48 001 - Riverfront	58.43	
4287	06/24/2015	Claims	2	181780	Oasys	380.79	
					105 - 572 20 48 020 - Repair/Maintenance-Equip	380.79	
4288	06/24/2015	Claims	2	181781	Office Depot	61.80	
					001 - 524 20 31 000 - Off/Oper Supps & Books	10.25	
					001 - 558 60 31 000 - Supplies/Books	10.25	
					001 - 595 10 31 000 - Supplies	41.30	
4289	06/24/2015	Claims	2	181782	Pape Machinery	225.43	
					401 - 535 50 48 040 - Maintenance Of Vehicles	225.43	
4290	06/24/2015	Claims	2	181783	Pat Rimmer Tire Ctr Inc	1,498.25	
					412 - 537 50 48 000 - Repairs/maint-equip	1,241.08	
					412 - 537 50 48 000 - Repairs/maint-equip	98.74	
					412 - 537 50 48 010 - Repairs/Maint-Building	52.10	
					103 - 542 30 48 010 - Repair/Maintenance-Equip	106.33	
4291	06/24/2015	Claims	2	181784	Protech Automotive	287.21	
					001 - 523 20 31 000 - Office/Operating Supplies	158.68	
					101 - 576 80 48 021 - Equipment	128.53	
4292	06/24/2015	Claims	2	181785	Public Utility Dis Nol	1,283.15	
					001 - 521 20 47 000 - Public Utilities	23.35	
					401 - 535 80 47 000 - Public Utilities	336.65	
					102 - 536 20 47 000 - Public Utilities	61.68	
					412 - 537 80 47 000 - Public Utilities	49.62	
					103 - 542 63 47 000 - Public Utilities	53.45	
					105 - 572 20 47 000 - Public Utilities	31.02	
					101 - 576 80 47 000 - Riverfront	234.03	
					101 - 576 80 47 040 - Train	34.85	
					101 - 576 80 47 050 - Hammer Square	122.45	
					101 - 576 80 47 051 - Bingham / Memorial	80.29	
					101 - 576 80 47 053 - Other Utilities	45.78	
					101 - 576 80 47 070 - City Hall	209.98	
4293	06/24/2015	Claims	2	181786	Puget Sound Energy	10,198.35	
					103 - 542 63 47 000 - Public Utilities	6.28	
					103 - 542 63 47 000 - Public Utilities	147.99	
					103 - 542 63 47 000 - Public Utilities	247.54	
					105 - 572 20 47 000 - Public Utilities	265.82	
					101 - 576 80 47 000 - Riverfront	538.43	
					101 - 576 80 47 020 - Senior Center	361.02	
					101 - 576 80 47 040 - Train	41.84	
					101 - 576 80 47 050 - Hammer Square	187.48	
					101 - 576 80 47 051 - Bingham / Memorial	21.48	
					101 - 576 80 47 052 - Bingham Caretaker	109.81	
					101 - 576 80 47 052 - Bingham Caretaker	14.64	
					101 - 576 80 47 053 - Other Utilities	10.81	
					103 - 594 42 64 103 - Equipment	8,245.21	
4294	06/24/2015	Claims	2	181787	Ricoh USA Inc	173.33	
					001 - 521 20 48 000 - Repairs & Maintenance	86.66	
					001 - 522 20 48 000 - Repairs/Maint-Equip	86.67	
4295	06/24/2015	Claims	2	181788	Kevin Rogerson	150.00	
					001 - 512 50 41 000 - Professional Services	150.00	
4296	06/24/2015	Claims	2	181789	Sedro-Woolley Auto Parts	199.26	
					102 - 536 20 48 040 - Repair/Maint-Equip & Bldg	42.48	
					412 - 537 50 48 000 - Repairs/maint-equip	29.28	
					103 - 542 30 48 010 - Repair/Maintenance-Equip	9.44	

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			103 - 542 30 48 010		- Repair/Maintenance-Equip	6.50	
			103 - 542 30 48 010		- Repair/Maintenance-Equip	100.23	
			101 - 576 80 48 021		- Equipment	11.33	
4297	06/24/2015	Claims	2	181790	Sedro-Woolley School Dist	59,152.00	
			621 - 586 00 00 621		- School GMA Impact Fees	59,152.00	
4298	06/24/2015	Claims	2	181791	Sjostrom Law Office	1,376.71	
			425 - 531 50 31 000		- Operating Supplies	55.07	
			401 - 535 80 49 040		- Misc-Filing Fees/Lien Exp	894.86	
			412 - 537 80 49 020		- Misc-Filing Fees/Lien Exp	426.78	
4299	06/24/2015	Claims	2	181792	Skagit CD	238.60	
			425 - 531 50 41 002		- Contracted Services	238.60	
4300	06/24/2015	Claims	2	181793	Skagit Co Public Works	40,613.76	
			412 - 537 60 47 000		- Solid Waste Disposal	40,613.76	
4301	06/24/2015	Claims	2	181794	Skagit County Auditor	1,152.00	
			401 - 535 80 49 040		- Misc-Filing Fees/Lien Exp	384.00	
			401 - 535 80 49 040		- Misc-Filing Fees/Lien Exp	192.00	
			412 - 537 80 49 020		- Misc-Filing Fees/Lien Exp	384.00	
			412 - 537 80 49 020		- Misc-Filing Fees/Lien Exp	192.00	
4302	06/24/2015	Claims	2	181795	Skagit County Government	3,706.02	
			001 - 518 80 41 000		- Professional Services	463.29	
			001 - 521 20 51 020		- Spillman System	3,242.73	
4303	06/24/2015	Claims	2	181796	Skagit County Sheriff Office	446.94	
			001 - 523 60 51 001		- Prisoner Medical	446.94	
4304	06/24/2015	Claims	2	181797	Skagit County Treasurer	112.87	
			001 - 586 00 00 001		- Crime Victim & Witnss Prog	112.87	
4305	06/24/2015	Claims	2	181798	Skagit Farmers Supply	30.36	
			101 - 576 80 31 001		- Operating Sup - Riverfront	30.36	
4306	06/24/2015	Claims	2	181799	Skagit Law Group, PLLC	3,495.00	
			001 - 521 20 49 020		- Special Investigations	100.00	
			425 - 531 50 31 000		- Operating Supplies	12.20	
			425 - 531 50 31 000		- Operating Supplies	26.80	
			425 - 531 50 31 000		- Operating Supplies	25.40	
			425 - 531 50 31 000		- Operating Supplies	8.00	
			425 - 531 50 31 000		- Operating Supplies	10.00	
			425 - 531 50 31 000		- Operating Supplies	30.40	
			425 - 531 50 31 000		- Operating Supplies	23.00	
			401 - 535 80 49 040		- Misc-Filing Fees/Lien Exp	198.25	
			401 - 535 80 49 040		- Misc-Filing Fees/Lien Exp	435.50	
			401 - 535 80 49 040		- Misc-Filing Fees/Lien Exp	412.75	
			401 - 535 80 49 040		- Misc-Filing Fees/Lien Exp	130.00	
			401 - 535 80 49 040		- Misc-Filing Fees/Lien Exp	162.50	
			401 - 535 80 49 040		- Misc-Filing Fees/Lien Exp	494.00	
			401 - 535 80 49 040		- Misc-Filing Fees/Lien Exp	373.75	
			412 - 537 80 49 020		- Misc-Filing Fees/Lien Exp	94.55	
			412 - 537 80 49 020		- Misc-Filing Fees/Lien Exp	207.70	
			412 - 537 80 49 020		- Misc-Filing Fees/Lien Exp	196.85	
			412 - 537 80 49 020		- Misc-Filing Fees/Lien Exp	62.00	
			412 - 537 80 49 020		- Misc-Filing Fees/Lien Exp	77.50	
			412 - 537 80 49 020		- Misc-Filing Fees/Lien Exp	235.60	
			412 - 537 80 49 020		- Misc-Filing Fees/Lien Exp	178.25	
4307	06/24/2015	Claims	2	181800	Skagit Publishing	470.86	
			001 - 511 60 31 000		- Supplies	46.13	
			001 - 511 60 31 001		- Legal Publications	52.75	

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			001 - 511 60 31 001		Legal Publications	116.05	
			001 - 511 60 31 001		Legal Publications	94.95	
			001 - 511 60 31 001		Legal Publications	87.13	
			001 - 558 60 41 010		Advertising	73.85	
4308	06/24/2015	Claims	2	181801	Skagit River Steel	535.54	
			412 - 537 80 34 000		Containers - Garbage	535.54	
4309	06/24/2015	Claims	2	181802	Snelson Companies Inc	209.72	
			425 - 531 50 41 002		Contracted Services	209.72	
4310	06/24/2015	Claims	2	181803	Sno-Ilse Libraries	174.00	
			105 - 572 20 43 000		Travel	174.00	
4311	06/24/2015	Claims	2	181804	Soils Plus LLC	127.50	
			001 - 517 90 49 003		Employee Wellness (supplies)	57.00	
			101 - 576 80 48 012		Harry Osborne	70.50	
4312	06/24/2015	Claims	2	181805	Sparkle Shop Laundries	107.42	
			001 - 521 20 26 010		Uniform Cleaning	107.42	
4313	06/24/2015	Claims	2	181806	Staples Business Advantage	117.42	
			001 - 521 20 31 002		Office/Operating Supplies	2.19	
			001 - 521 20 31 002		Office/Operating Supplies	115.23	
4314	06/24/2015	Claims	2	181807	Stiles & Stiles	3,000.00	
			001 - 512 50 41 010		Municipal Court Judge	2,950.00	
			001 - 521 20 41 001		Professional Services	50.00	
4315	06/24/2015	Claims	2	181808	Summit Law Group	84.00	
			001 - 515 30 41 000		Professional Services	84.00	
4316	06/24/2015	Claims	2	181809	The Week	69.00	
			105 - 594 72 64 000		Books & Materials	69.00	
4317	06/24/2015	Claims	2	181810	Thompson's Greenhouse	3,132.25	
			101 - 594 76 64 001		Holiday Displays	3,132.25	
4318	06/24/2015	Claims	2	181811	Payment Center Thomson Reuters -- West	257.08	
			001 - 515 30 41 002		Westlaw Services	257.08	
4319	06/24/2015	Claims	2	181812	Transportation Solutions, Inc.	3,659.00	
			001 - 595 10 41 000		Professional Services	3,659.00	
4320	06/24/2015	Claims	2	181813	True Value	360.33	
			001 - 522 20 31 000		Operating Supplies	10.16	
			001 - 523 20 31 000		Office/Operating Supplies	15.71	
			401 - 535 80 31 010		Operating Supplies	6.50	
			401 - 535 80 31 010		Operating Supplies	10.84	
			401 - 535 80 31 010		Operating Supplies	39.04	
			401 - 535 80 31 010		Operating Supplies	2.71	
			401 - 535 80 31 010		Operating Supplies	14.40	
			102 - 536 20 31 010		Operating Supplies	27.74	
			412 - 537 50 48 000		Repairs/maint-equip	18.49	
			101 - 576 80 48 009		Hammer Square	52.06	
			101 - 594 76 64 001		Holiday Displays	162.68	
4321	06/24/2015	Claims	2	181814	Util Underground Loc Ctr	75.46	
			401 - 535 80 31 010		Operating Supplies	75.46	
4322	06/24/2015	Claims	2	181815	Valley Auto Supply	105.23	
			101 - 576 80 48 021		Equipment	105.23	
4323	06/24/2015	Claims	2	181816	Valley Freightliner Inc	2,403.95	
			412 - 537 50 48 000		Repairs/maint-equip	2,403.95	

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City Of Sedro-Woolley
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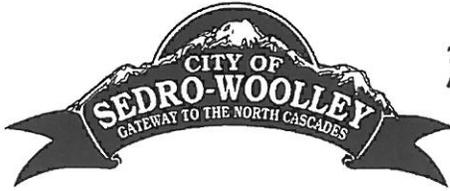
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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4324	06/24/2015	Claims	2	181817	Victoria	36.00	
					105 - 594 72 64 000 - Books & Materials	36.00	
4325	06/24/2015	Claims	2	181818	WA St Dept Of Prof Licen	108.00	
					001 - 521 20 51 000 - Intergov Svc-Gun Permits	108.00	
4326	06/24/2015	Claims	2	181819	WA State Criminal Justice	100.00	
					001 - 521 40 49 000 - Tuition/Registration	100.00	
4234	06/24/2015	Claims	2	181820	WA St Off Of Treasurer	6,652.58	
					001 - 386 90 00 000 - State Remittances-Court	-6,652.58	
4328	06/24/2015	Claims	2	181821	Angela Wagenaar	172.97	
					001 - 521 20 26 000 - Uniforms/Accessories	172.97	
4329	06/24/2015	Claims	2	181822	Waste Management Of Skgt	10,254.13	
					412 - 537 60 47 010 - Curbside Recycling Disposal	10,254.13	
4330	06/24/2015	Claims	2	181823	Wood's Logging Supply Inc	481.37	
					001 - 523 20 31 000 - Office/Operating Supplies	35.81	
					401 - 535 50 48 050 - Maint Of General Equip	8.68	
					401 - 535 50 48 050 - Maint Of General Equip	75.12	
					102 - 536 20 48 030 - Repair/Maintenance-Land	3.80	
					101 - 576 80 48 021 - Equipment	357.96	
4331	06/24/2015	Claims	2	181824	Zoll Medical Corporation GPO	272.29	
					001 - 522 20 31 011 - EMS Supplies	272.29	
						52,934.68	001 Current Expense Fund
						10,143.99	101 Parks & Facilities Fund
						413.49	102 Cemetery Fund
						11,104.29	103 Street Fund
						45,290.94	104 Arterial Street Fund
						4,111.71	105 Library Fund
						472.96	112 Code Enforcement Fund
						26,284.53	401 Sewer Fund
						68,273.04	412 Solid Waste Fund
						1,031.77	425 Stormwater
						213.29	501 Equipment Replacement Fund
						58,423.53	621 Suspense Fund
						278,698.22	Claims:
						278,698.22	* Transaction Has Mixed Revenue And Expense Accounts

CITY COUNCIL AGENDA
REGULAR MEETING

JUN 24 2015

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



CITY OF SEDRO-WOOLLEY
Sedro-Woolley Municipal Building
325 Metcalf Street
Sedro-Woolley, WA 98284
Phone (360) 855-9922
Fax (360) 855-9923

Eron M. Berg
City Supervisor/City Attorney

MEMO TO: City Council
FROM: Eron Berg
RE: Ambulance replacement
DATE: June 24, 2015

- ISSUES:
1. Should the Council approve the attached interlocal cooperative purchasing agreement with Kittatas County Hospital District No. 2?
 2. Should the Council authorize the fire chief to accept the attached proposal with Braun NW, Inc., to remount & refurbish the SWFD's ambulance, 5519 in an amount not to exceed \$150,000?

BACKGROUND: Skagit County approved the interlocal agreement that the City Council approved on June 10th regarding the provision of EMS services, including funding for the remount & refurbishment of 5519. The county has agreed to reimburse the city for 90% of the cost.

The SWFD is ready to move forward with the replacement of this unit as it is plagued by the infamous Ford/Northstar 6.0 L diesel engine which is a total failure. To make this happen, we are seeking approval of the interlocal joint purchasing agreement to allow the SWFD to piggyback onto the Kittatas County bid as well as approval to accept the proposal from Braun that falls under that bid.

The city's share of this project, approximately \$15,000, will come from the ER&R fund and is budgeted for 2015.

- RECOMMENDATION:
1. Motion to approve the attached interlocal cooperative purchasing agreement with Kittatas County Hospital District No. 2.
 2. Motion to accept the proposal from Braun NW, Inc. to remount & refurbish the SWFD's 2005 Road Rescue ambulance in an amount not to exceed \$150,000, including tax and associated costs from other vendors/suppliers.

INTERLOCAL COOPERATIVE PURCHASING AGREEMENT

Agency: Kittitas County Hospital District #2 Bid# Type III Medic Unit Remount

Date: 7/17/14 P.O. #: Proposal signed 8/1/14 Effective Until: 7/17/17

Pursuant to Chapter 39.34 RCW and to other provisions of law, _____, hereinafter referred to as the "SPONSOR" and _____, hereinafter referred to as the "USER", both being municipal corporations, political subdivisions or other public agencies of the State of Washington, hereby agree to cooperative interlocal purchasing with the following terms and conditions:

Upon the following terms and conditions:

1. The SPONSOR, in contracting for the purchase of the above goods, agrees to extend said supply contract to other political subdivisions to the extent permitted by law, and agreed upon by the parties.
2. The USER accepts responsibility for compliance with any additional or varying laws and regulations governing purchases by or on behalf of the political subdivision in question.
3. The SPONSOR accepts no responsibility for the performance of any purchasing contract by the vendor and accepts no responsibility for payment of the purchase price by the USER.
4. The USER reserves the right to contact independently for the purchase of any goods.
5. This agreement shall remain in effect for three (3) years from the date of execution by both parties.

SPONSER AGENCY:

USER AGENCY:

Entity Name

Entity Name

Address

Address

City / / Zip

City / / Zip

Phone / Fax

Phone / Fax

Signature Date

Signature Date

Printed Name Title

Printed Name Title

INVESTMENT:

Chassis: Year 2015 Make International Model Terra Star
Module: Year 2006 Make MedTec Size 168"

Price \$146,884.00
Sales Tax N/A
Total \$146,884.00

Payment Terms: The above vehicle price shall be based upon a 90% payment being made upon receipt of vehicle with the balance due in 30 days.

Drive out allowance of completed vehicle included in above price \$ 300.00
Pick up Used Vehicle and transport to Remounter -- If Required ADD 300.00
Delivery of Used Chassis to N/A If Required ADD N/A
Used Chassis Traded In - DEDUCT (500.00) Already included in price
100% Performance Bond - If Required ADD \$1,500.00
The price quoted above shall remain firm until 9/17/14
Delivery: Calendar days after receipt of order, chassis, and vehicle 90 days

Bidder Braun Northwest, Inc.

Signed _____

Richard Underdahl, Director FIRE/EMS
Address 150 North Star Drive, Chehalis, WA 98532

Phone 800-245-6303

Motor Vehicle Dealer License: State WA # 0991-A

This bid shall remain open to additional purchases (Interlocal, Tag-On, Piggy Back) by this or other agencies for a period of three (3) years, with periodic cost adjustments based on actual manufacturer's price increases.

*Clarifications/Exceptions
Ambulance Bid
Kittitas County Hospital District 2
Cle Elum, WA*

Page	Section	Comments
8	1.01.01	Per International, the chassis rating is now 19,000 pounds GVW with air suspension.
30	8.01	The chassis part of the specification, 1.01.06, on page 9 does not call for a spare tire; therefore none is to be shipped loose.

Kittitas County Public Hospital District 2 Call for Bids - Type III Medic Unit – Remount

Contact: Rich Elliott, Operations Manager
Kittitas County Fire District 2
505 Power St
Cle Elum, WA 98922
elliotttr@KCPHD 2.org

(509) 201-6280

Sealed proposals will be received by Kittitas County Public Hospital District 2 (KCPHD 2) up to 1300 hours, on July 17th, 2014, for the re-mounting and refurbishing of one Type III Medic Unit and listed equipment as outlined in the following specifications. Late bids will not be considered and returned to the vendor unopened. Bids will be opened at 1300 hours on July 17th, 2014, at 505 Power St. KCPHD 2 reserves the right to reject any and all bids or to accept any presented which they may deem to be in the interest of the District and community. KCPHD 2 will not necessarily accept the lowest bid.

The bidder shall furnish satisfactory evidence of the ability to construct the apparatus specified, the number of similar units that have been manufactured in the last three years, and the location of the factory where the apparatus is to be built. The bidder or local sales representative shall state the number of years they have been representing the manufacturer, and list the service facilities available to KCPHD 2 for maintenance and warranty items.

Completed apparatus shall be compliant with all applicable federal and state standards for Type III ground ambulances. Delivery shall be stated in calendar days only. All bids shall be F.O.B to 505 Power St.

Each bid shall be accompanied by the bidder's detailed description of the apparatus and equipment proposed. The bid shall be in the same sequence as the specifications provided by KCPHD 2.

All exceptions to the specifications shall be noted and the bidder is responsible to fully explain the exception and to describe the alternate material, construction method, etc., in a manner that provides KCPHD 2 with information sufficient to determine the acceptability of the exceptions. The specifications provided are designed around current apparatus; however, this is an open bid process and all bids will be evaluated based on quality, suitability, cost of acquisition and cost of ownership.

To scale drawings of all four sides and the top of the apparatus shall be provided with the bid. By signing the bid, the bidder agrees that the bid is, in all respects, fair and without collusion or fraud. The manufacturer shall have product liability insurance with coverage of at least \$5,000,000. Bids submitted shall be firm for 45 days. Final inspection will be made at the time of delivery by the Fire Chief or his/her designate.

The bidder must provide an anticipated delivery date for the completed vehicle. The bidder will not be subject to penalty for a missed delivery date.

Questions arising from these specifications shall be directed to Deputy Chief Rich Elliott at 509-201-6280.

0.26

Bidder shall provide a **pre-build meeting** and a **final inspection meeting** at the manufacturing facility. If the bidder is not in the full time employment of the company who will manufacture the vehicle, he is required to attend both of these meetings. Bidder shall be responsible for the following expenses, to include airfare, ground transportation from airport to plant and return, meals and lodging if necessary. **Pre-build meeting shall be for one (1) person from purchaser. Final Inspection meeting shall be for two (2) people from the purchaser.**

COMPLY YES NO

0.28

FORCE MAJEURE

The seller shall not be charged with liquidated damages or any excess cost when delay in delivery of goods is due to:

- a) Any preference, priority of allocation order duly issued by the Government;
- b) Unforeseeable cause beyond the control and without the fault, or negligence of the Seller, including but not restricted to, acts of God, or of the public enemy, acts of the Buyer, acts of another Contractor in the performance of a contract with the Buyer, fire, flood, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; and
- c) Any delays of subcontractors occasioned by any of the causes specified in the two immediately preceding clauses.

Provided that the Seller shall, within seven (7) days from the beginning of such delay, notify the Buyer, in writing, of the causes of the delay whereupon the Buyer shall ascertain the facts and extent of the delay and notify the Seller within a reasonable time of its decision in the matter.

COMPLY YES NO

0.29

INTER-LOCAL AGREEMENT

Pursuant to **Revised Code of the Washington (RCW) 39.34.030(5)**, any public agency or agencies in Washington may purchase or otherwise utilize this contract provided the public agency or agencies that awarded the original contract complied with all statutory notice and contracting requirements.

Public or purchasing agencies from Oregon and Washington may utilize this contract for interstate cooperative procurements, according to the requirements of ORS 279a.220 and RCW 39.34.

COMPLY YES NO

Susan Layman

() **From:** Jim Young
Sent: Tuesday, June 24, 2014 10:30 AM
To: Susan Layman
Cc: Twylla Boling; Tami McCallum; Richard Underdahl
Subject: Fwd: Ambulance specs / question

Sent from my iPhone

Begin forwarded message:

From: Rich Elliott <elliotttr@kvfr.org>
Date: June 24, 2014, 10:24:00 AM PDT
To: Jim Young <jimyoung@braunnorthwest.com>
Subject: Ambulance specs / question

We are advertising the bid on Thursday in the Ellensburg Daily Record with a short turn-around time. Let me know if that creates an issue.

Also, we are having issues with our third medic unit – we may need to do another remount in 2015. I will start softening the Commissioners for that. In the interim, I want to explore the possibility of a 6+ month lease on a reliable unit – could be used as long as it is in good shape – do you do this or know of anyone who does?

Susan Layman

From: DAILY RECORD/KITTITAS PUB <lfishburn@kvnews.com>
Sent: Friday, October 31, 2014 4:04 PM
To: Susan Layman
Cc: lfishburn@kvnews.com
Subject: Confirmation: Ad 1118440 for KC FIRE DIST #2
Attachments: AD1118440_jnl.pdf

Hello Susan,

Here is copy of the legal notice we published for your firm on June 25, 2014. It was also available online for the public to view on our website at dailyrecord.news.com on the requested date as well.

Laura Fishburn
Legal Specialist
Daily Record
509-925-1414
legals@kvnews.com

DAILY RECORD/KITTITAS PUB
C/O IDAHO STATE JOURNAL RECEIVABLES
PO BOX 1570
POCATELLO ID 83204
(509)925-1414

ORDER CONFIRMATION

Salesperson: LAURA FISHBURN

Printed at 10/31/14 15:58 by lfi18

Acct #: 26978

Ad #: 1118440

Status: E

KC FIRE DIST #2
ATTN: SHANNON HILL
PO BOX 218
ELLENSBURG WA 98926

Start: 06/25/2014 Stop: 06/25/2014
Times Ord: 1 Times Run: 1
STD6 2.00 X 10.70 Words: 780
Total STD6 21.40
Class: 0001 LEGAL NOTICES
Rate: LEG2 Cost: 184.04
Affidavits: 1

Contact: MANDA MELLERGAARD
Phone: (509)933-7232
Fax#: (509)933-9245
Email: beckett@kvfr.org
Agency:

Ad Descrpt: CALL FOR BIDS AMBULANCE
Given by: RICH ELLIOTT
Created: lfi18 06/23/14 09:41
Last Changed: pte18 10/01/14 14:56

COMMENTS:

Richard had said in original email that he wanted bill for this legal to be sent to 505 Power St. in Cle Elum. Received email on 6/34 confirming this. Sent affidavit and memo bill to 505 power street. in cle elum. 7/29 Rich Elliott requested that I email him the invoice to elliottr@kvfr.org 10/01 Rich is requesting that we remove the charge from KVFDist2 and bill to Hospital District 2 in cle elum

PUB ZONE ED TP START INS STOP SMTWTFS
DR A 97 S 06/25
IN A 97 S 06/25

PAYMENTS:

-- 08/18/2014 -184.04 Check #:361279005

AUTHORIZATION

Under this agreement rates are subject to change with 30 days notice. In the event of a cancellation before schedule completion, I understand that the rate charged will be based upon the rate for the number of insertions used.

Quote from Daily Record/Kittitas County Publishing (509) 925-1414
This ad will run as quoted unless cancellation is received. Please contact your sales rep 24 hours prior to first run date to cancel order.

Name (print or type)

Name (signature)

(CONTINUED ON NEXT PAGE)

DAILY RECORD/KITTITAS PUB
C/O IDAHO STATE JOURNAL RECEIVABLES
PO BOX 1570
POCATELLO ID 83204
(509) 925-1414

ORDER CONFIRMATION (CONTINUED)

Salesperson: LAURA FISHBURN

Printed at 10/31/14 15:58 by lfi18

Acct #: 26978

Ad #: 1118440

Status: E

CALL FOR BIDS
Ambulance Remount

NOTICE IS HEREBY GIVEN that sealed bids will be received by Kittitas County Public Hospital District #2 (KCPHD 2) hereinafter referred to as the District, up to 1:00 p.m. (1300 hrs), July 14, 2014, 605 Power St, Cle Elum, WA 98922. Late bids will not be considered and will be returned to the vendor unopened. Public bid opening will immediately follow. Bids will be for the furnishing of the following:

Remount one (1) Model Year 2006 Type III Medic Unit on an International Terra Star chassis in accordance with the plans and specifications on file with the District.

A Bid Packet is available at 505 Power St, Cle Elum, WA 98922, during regular business hours. All bids shall be made on the bid packet form.

The District reserves the right to; reject any and all bids; accept the bid deemed in the best interest of the district; not necessarily accept the lowest bid; waive any informalities in the bidding; delay the award of the bid until a later regular or special meeting of the Hospital District Commissioners.

Bids shall be sealed with the outside of the envelope marked "BID 2006 Ambulance Remount". Name and address of the bidder shall also appear on the outside of the envelope.

The bidder shall furnish satisfactory evidence of the ability to construct the apparatus specified, the number of similar units that have been manufactured in the last three years, and the location of the factory where the apparatus is to be built. The bidder or local sales representative shall state the number of years they have been representing the manufacturer, and list the service facilities available to the District for maintenance and warranty items.

Complete apparatus shall be compliant with all applicable federal and state standards for ambulances. Delivery shall be slated in calendar days only. All bids shall be F.O.B. to 505 Power St, Cle Elum, WA 98922, Washington. Bids shall be on the basis of cash upon the final delivery and acceptance in accordance with the specifications for this apparatus. No bid may be withdrawn for a period of thirty (30) days after bid closing date.

Each bid shall be accompanied by the bidder's detailed description of the apparatus and equipment proposed. The bid shall be in the same sequence as the specifications provided by the District.

All exceptions to the specifications shall be noted and the bidder is responsible to fully explain the exceptions and to describe the alternate materials, construction methods, etc., in a manner that provides the District with information sufficient to determine the acceptability of the exceptions. The specifications provided are designed around current apparatus; however, this is an open bid process and all bids will be evaluated based on quality, suitability, cost of acquisition and cost of ownership.

Additionally, all bidders will advise the District if there is a requirement in the bid that is not available or able to be manufactured in the process listed. It is incumbent on the bidder to advise the District of best practices within the ambulance industry, so there are no bidder required change orders during the manufacturing process. This list of best practices and advice to the District should be submitted as a separate document with the bid.

A one hundred percent (100%) performance bond will be required from the successful bidder(s) except for the exceptions. The surety company must be listed in United States Treasury District circular #570 and be a Washington State licensed underwriter.

To-scale drawings of all four sides and the top of the fire apparatus shall be provided with the bid. By signing the bid, the bidder agrees that the bid is, in all respects, fair and without collusion or fraud. The manufacturer shall have product liability insurance with coverage of at least \$5,000,000. Bids submitted shall be firm for forty-five (45) days. Final inspection will be made at the time of delivery by the Operations Manager or his/her designate. Unless otherwise noted, this award shall be subject to RCW 39.34 Inter-Local Cooperative Act, wherein other governmental agencies may purchase on this bid request in accordance with the terms and prices therein.

The bidder must provide an anticipated delivery date for the completed apparatus. The bidder will not be subject to penalty for a missed delivery date.

Special Note to Bidders: Only bidders and apparatus manufacturers which conduct business inside the United States shall be considered. The definition of a United States bidder and manufacturer is: "The Company, who resides, pays taxes, manufactures inside the United States of America". There shall be no exceptions to this requirement.

Contact for information regarding this call for bids is Rich Elliott (509) 201-6280.

PUBLISHED: June 25th, 2014

Wednesday, June 25, 2014 - B5

**CALL FOR BIDS
Ambulance Remount**

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same sequence as the specifications provided by the District. All exceptions to the specifications shall be noted and the bidder is responsible to fully explain the exceptions and to describe the alternate materials, construction methods, etc., in a manner that provides the District with information sufficient to determine the acceptability of the exceptions. The specifications provided are designed around current apparatus; however, this is an open bid process and all bids will be evaluated based on quality, suitability, cost of acquisition and cost of ownership.

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Contact for information regarding this call for bids is Rich Elliott (509) 201-8280.

PUBLISHED: June 25th, 2014

509-925-1414 Daily Record

Dean Klinger

From: Rich Elliott <elliotttr@kvfr.org>
Sent: Monday, June 15, 2015 3:09 PM
To: Dean Klinger
Subject: Medic Unit Purchasing

I am the operations Manager for Kittitas County Public Hospital District 2. I manage purchasing which includes medic units. KCPHD 2 bid a Type III remount in June of 2014. We only received 1 response, from Braun Northwest. The bid was opened on July 17, 2014 at 1300 in Cle Elum. We awarded the bid to Braun NW in the amount of 146,884.00.

Thank you –

Rich Elliott, Operations Manager
Kittitas County Public Hospital District 2
509-201-6280

**REMOUNT SPECIFICATIONS
FOR
SEDRO WOOLLEY FIRE DEPARTMENT
SEDRO WOOLLEY, WASHINGTON**

Module: 2005 Road Rescue, Ford E-450, 168" Module

1 CHASSIS

1.01 OEM CHASSIS

- 2016 Ford E-450, meeting all the specifications of Section 1.01.
 - 3 year/36,000 mile "Bumper to Bumper" warranty
 - Ambulance Prep. Package
 - Dual Rear Wheels
 - Provided by Braun Northwest

1.01.01 SPECIFIC RATINGS

- Drive – 4 x 2
- G.V.W.R. – 14,500 lbs.
- Wheelbase – 158"
- Cab to Axle – 100"
- Curb Weight – 10,000 lbs. Approximate
- Payload – 3,950 lbs. Approximate
- Front Spring Capacity – 5,000 lbs.
- Rear Spring Capacity – 9,450 lbs.
- Front Axle – 5,000 lbs.
- Rear Axle – 9,450 lbs.
- Rear Differential – 4.56 ratio, limited slip

1.01.02 POWER TRAIN

- Engine – Gasoline
 - 6.8L EFI Triton V10
 - 5 year/60,000 mile warranty
 - Block Heater
 - External oil cooler
 - Heavy duty dry type air cleaner with flow restriction indicator
- Engine Cooling System
 - Heavy duty, closed-air, free-liquid state type
 - Coolant recovery system
 - 50/50 solution Permanent type antifreeze to –40 degrees F
- Transmission
 - Heavy duty automatic, six (6) speeds forward, one (1) reverse
 - External oil cooler in chassis grille area

- Exhaust System
 - System complies with Federal Motor Carrier Safety Regulations, Part 393.83
 - Suspended using three (3) hangers, excluding manifold attachment
 - Discharge at right rear side of module
 - Tailpipe shall not terminate within twelve (12) inches of the vertical axis of the fuel tank filler opening.

1.01.03 STEERING

- Power assisted
- Tilt steering wheel
- Shock type steering stabilizer

1.01.04 SHOCK ABSORBERS/STABILIZER BARS

- Heavy-duty shock absorbers front and rear
- OEM front and rear stabilizer bars

1.01.05 BRAKES

- Heavy duty power assisted; Front and rear disc
- Front 13.58" diameter; Rear 13.58" diameter
- Four Wheel ABS

1.01.06 TIRES AND WHEELS

- Seven (7) OEM LT 225-75Rx-16E all-season steel belted radials
- Seven (7) OEM 16" wheels
- Steel Valve stems
- Spare tire and wheel shipped loose

1.01.07 ELECTRICAL

- Alternators – OEM Heavy Duty 225 amp
- Batteries – OEM Dual Heavy Duty

1.01.08 INSTRUMENT PANEL AND CONTROLS

- Gauges
 - Trip odometer
 - Tachometer
 - Fuel
 - Coolant temperature
 - Oil pressure
- Controls – Cruise
- Audio – OEM AM/FM/CD

1.01.09

CAB EXTERIOR

- Horn – OEM dual electric
- Windows – Tinted safety glass
- Windshield wipers – Two-speed electric, washer and intermittent speed control
- Mirrors
 - Two (2) black, below eye level, manually telescoping trailer tow
 - Power glass
 - Lower portion convex
- Chrome Bumper and Grille
- Aerodynamic Halogen Headlamps
- Fuel tank – OEM 55 Gallons

1.01.10

CAB INTERIOR

- Seats – OEM
 - Cloth covered high back Captain’s Chairs
 - Combination lap and shoulder harness
 - Retractable arms on inside, side door armrest
- Climate Control – OEM
 - Heavy duty, fresh air, high capacity heater/defroster
 - Dehumidifying air conditioning system
- Interior Upgrade Package (18C)
 - Cloth Headliner
 - High-Series Door Trim Panels
 - Cloth Sun Visors
 - Flooring – Black Vinyl
 - Power Door Locks & Windows
- Lights and Convenience Group
 - Courtesy light switches on all doors
 - Warning chimes
 - Headlight-on audible alert
 - Illuminated entry
- Ambulance Prep. Package
 - Dual air bags
- 12 Volt Power Point

1.01.11

COLORS

- Exterior – White
- Interior – Gray

1.02 CHASSIS MODIFICATION

The following modifications will be made to the chassis by Braun Northwest.

1.02.02A EXTERIOR MIRRORS

The upper portion, 7"W x 8.25"H, of the OEM mirror shall be replaced with heated glass.

1.02.03A SIMULATORS

Stainless steel wheel simulators with rear valve stem extensions shall be installed.

1.02.04 EXHAUST HEAT SHIELD

Shall be formed from 20 ga. galvanized steel sheets with stamped reinforcements and formed edges. Access openings shall be provided for shock absorber, mounting bolts, etc. Heat shields shall be bolted to chassis frame and extend from back of cab to the frame cross member just behind the rear axle.

1.02.05B RUNNING BOARDS WITH SPLASH GUARDS

New Running Boards shall have grip strut insert.

1.02.07X AUTO THROTTLE

A voltage monitor shall be installed to automatically adjust throttle for changes in electrical load.

1.02.09A RUBBER MUD FLAPS

Install new black rubber mud flaps behind rear wheels.

1.03 MODULE-TO-CHASSIS MOUNTING SYSTEM

Module shall be transferred utilizing existing module mounting points with new isolator pads and bolts.

1.03.02A CAB-TO-MODULE ATTACHMENT

Install a new closed cell foam isolation gasket between cab and module.

1.04A USED CHASSIS

Trade In

2 **MODULAR CONSTRUCTION**

- 2.08** **EXTERIOR COMPARTMENTS**
Transfer existing compartment shelves and dividers.
- 2.09A** **MODULE DOORS**
Transfer existing doors.
- 2.09.01B** **DOOR SEAL**
Install new door gaskets for all doors.
- 2.09.02A** **DOOR HINGES**
Transfer existing hinges.
- 2.09.03A** **DOOR LATCHES**
Transfer and lubricate all compartment and passage door latches. Adjust for proper operation.
- 2.09.04A** **COMPARTMENT DOOR CONTROL**
Transfer and lubricate door hold open devices.
- 2.09.05A** **CURBSIDE DOOR CONTROL**
Transfer and lubricate door hold open devices.
- 2.09.06b** **REAR DOOR CONTROL**
Install Cast Products "Grabber" type door holders.
- 2.09.07a** **COMPARTMENT DOOR SKINS**
Transfer existing compartment door skins.
- 2.09.08A** **ENTRANCE DOOR SKINS**
Transfer passage door skins.
- 2.09.10A** **THRESHOLDS**
Install new stainless steel thresholds at all doors. Install with a polyurethane adhesive.
- 2.10X** **MODULE INTERIOR CABINETS**
Transfer all existing cabinets and doors.
The following additions/modifications shall be made:

Cabinets Location: Streetside Cabinets
 Changes: Add two (2) new gas struts to each cabinet
- 2.11X** **SIDE DOORSTEP**
Module door step is currently grip strut. Make it removable for cleaning.
- 2.13B** **CAB TO MODULE PASSAGE**
Transfer partition door.
- 2.15** **CORROSION REDUCTION/ PREVENTION**
Apply corrosive inhibitor to all newly installed screws, bolts, etc.

3 COATINGS AND FINISHES

3.01 MODULE FINISH PREPARATION

The module shall be sanded and imperfections on aluminum surfaces of module shall be sanded smooth. The entire exterior shall be mechanically etched and washed with wax and grease remover to ensure proper primer and paint adhesion.

3.02 MODULE PRIMER

Bare metal shall be primed with urethane primer prior to applying the finish coat of acrylic urethane paint.

3.03 PAINT TYPE

Shall be Sherwin Williams acrylic urethane.

3.04X COLOR SCHEME

Base color: Ford White

Stripe #1	Color:	Red
	Width:	8"
	Style:	Beltline with "Z" over wheel well
	Material:	Scotchlite
	Location:	Sides and rear of vehicle

3.04.01A CHASSIS COLOR

Chassis shall be OEM white. Section 1.01.11 Related.

3.05 LETTERING/DECALS

Item #1	Lettering:	"SEDRO WOOLLEY" Arched
	Color:	Red
	Size:	6"
	Material:	Scotchlite
	Location:	Module Sides

Item # 2	Lettering:	"SEDRO WOOLLEY"
	Color:	Red
	Size:	3.5"
	Material:	Scotchlite
	Location:	Module Rear

Item #3	Lettering:	"FIRE/RESCUE"
	Color:	Red
	Size:	6"
	Material:	Scotchlite
	Location:	Module Sides

Item #4	Lettering:	"FIRE/RESCUE"
	Color:	Red
	Size:	3.5"
	Material:	Scotchlite
	Location:	Module Rear

Item #5 Lettering: “FIRE/RESCUE” Mirrored
 Color: Red
 Size: 3.5”
 Material: Scotchlite
 Location: Module Front

Item #6 Lettering: “EMERGENCY”
 Color: Red
 Size: 4”
 Material: Scotchlite
 Location: Module Sides

Item #7 Lettering: “911”
 Color: Red
 Size: 6”
 Material: Scotchlite
 Location: Module Sides

3.06A COMPARTMENT FINISH

Compartment interiors from weather strip in, shall not be repainted, but cleaned.

3.07A INTERIOR CABINERY FINISH

All interior cabinetry shall be cleaned.

3.08A MODULE UPHOLSTERY

Transfer all upholstery with existing covering. (Includes Head pads-Section 5.03)

3.09A MODULE FLOORING MATERIAL

Transfer existing module sub-floor and flooring.

3.10A COMPARTMENT LINING

Transfer existing exterior compartment flooring.

3.11A CABINET LINING

Transfer existing cabinet lining.

3.13 AUTOMOTIVE UNDERCOATING SEAL

The entire chassis underbody (excluding drive shafts, wheels, exhaust system, and lubrication fittings, per manufacturer's specifications) shall be sprayed with undercoating for reduced corrosion and added sound deadening.

4 MODULE EXTERIOR

- 4.01X STEP/BUMPER**
Install new 9” North Star Grip Strut step bumper with tapered ends. Center shall not flip up.
- 4.02B RUB RAILS**
Install new extruded rub rails with conspicuity tape inserts.
- 4.03B FENDER RINGS**
Install new extruded aluminum fenderettes.
- 4.04X DRIP RAIL**
Install new drip rails in all locations.
- 4.05B ROCK GUARDS**
Install new aluminum diamond plate rock guards.
- 4.06B REAR KICK PANEL**
Install new aluminum diamond plate rear kick panel.
- 4.07A FUEL FILL(S)**
Transfer fuel fill(s) as they exist.
- 4.08A MODULE WINDOWS**
Transfer existing windows.
- 4.09B FUEL SPLASH GUARD**
Install stainless steel splashguard below fuel fill.

5 MODULE INTERIOR

- 5.01 UPPER WALL COVERING**
Transfer and clean existing wall covering.

- 5.02A HEADLINER**
Transfer and clean existing headliner.

- 5.03A HEAD PADS/CUSHIONS**
Transfer head pads with existing upholstery.

- 5.04A LOWER WALL COVERING**
Transfer and clean existing covering.

- 5.05A GRAB RAIL**
Transfer existing grab rail.

- 5.06A ACCESS DOOR GRAB RAILS**
Transfer existing door and wall grab rails.

- 5.07A IV HANGERS**
Transfer existing IV hangers.

- 5.08A COT MOUNT**
Transfer existing cot mounts in the same position.

- 5.10A ATTENDANT SEAT**
Transfer attendant seat with existing upholstery.

- 5.11A OXYGEN SYSTEM**
Transfer and test existing oxygen system.

- 5.12A SUCTION PUMP**
Transfer existing suction pump.

- 5.13A SUCTION COLLECTOR**
Transfer existing system.

- 5.14A SEATBELTS**
Transfer existing seatbelts.

- 5.17A MODULE CLIMATE CONTROL SYSTEM**
Transfer air conditioning unit, replacing hoses and clamps. A/C unit to be modified as necessary to accept 134 refrigerant. Transfer module heater, replacing hoses and valve.

- 5.18 EXTERNAL AIR INTAKE**
Transfer existing system.

- 5.19 AIR RETURN**
Transfer existing system.

- 5.20A** **EXHAUST VENT**
Transfer and test exhaust system.
- 5.21A** **NO SMOKING/FASTEN SEAT BELTS SIGNS**
Install new “No Smoking/Fasten Seat Belts” sign in chassis.
- 5.24A** **CLOCK**
Transfer existing clock.
- 5.32A** **GLOVE BUTLERS**
Transfer existing glove butlers.

6 **ELECTRICAL**

- 6.01B OVERLOAD PROTECTION DEVICES**
Electrical component panel and consoles shall be replaced with a hard wired system utilizing relays and circuit breakers.
- 6.02A VOLTMETER/AMMETER**
Install new single digital display Voltmeter/Ammeter, located in the driver's console, which displays voltage and battery current when the ignition is on. Display includes audible and visual alarms for high and low voltage.
- 6.04B IGNITION CONTROL**
All chassis electrical circuits to be controlled by the ignition switch as provided by the OEM chassis manufacturer. The auxiliary chassis related functions shall be powered by a new 100 amp continuous duty solenoid (rear heater/air conditioner, siren, spot light, etc.).
- 6.05A MODULE POWER**
Install a new 200-amp power disconnect switch (CDR-357) shall provide module power. An ignition interlock will disconnect module power fifteen (15) minutes after vehicle's ignition is turned off. The interlock will also allow module power to be activated independently for fifteen (15) minutes without engaging ignition.
- 6.07B BACK-UP ALARM**
Install new back up alarm and momentary switch.
- 6.09X DRIVER'S CONSOLE**
Install new Custom Map Box/Driver's Console. Design to be determined at pre-construction meeting.
- 6.10A SWITCHES**
Shall be lighted rocker type and permanently marked by function. One (1) spare switch shall be provided.
- 6.11B MAP LIGHT**
Install new 7" gooseneck light on cab console.
- 6.12A DOOR AJAR WARNING LIGHT**
Transfer existing system.
- 6.13X ATTENDANT CONTROL PANEL**
Install twelve (12) new action area switches.
- 6.14A ACTION WALL AREA LIGHTING**
Transfer action area work light.
- 6.15A STEP LIGHTS**
Transfer existing step lights, replace any burned out bulbs.
- 6.16A MODULE INTERIOR LIGHTING**
Transfer and clean lenses of existing dome lights replacing burned out halogen bulbs.

- 6.17A BASIC EXTERIOR LIGHTING**
Transfer and clean lenses of all stop, turn, and back-up lights, clearance lights, and rear lights, replacing any burned out halogen bulbs or broken lights.
- 6.18A COMMUNICATIONS EQUIPMENT**
Transfer one (1) radio head amplifier(s), and wiring to new unit. The repowering and tuning of the radios shall be the responsibility of the vehicle owner.
- 6.19A ANTENNA MOUNTS AND CABLES**
Transfer existing antenna bases.
- 6.20A BLOCK HEATER**
A block heater, with On/Off switch in 120VAC power box, shall be wired to the 120VAC shorepower system and shall be circuit protected (Section 1.01.02 related).
- 6.21X SHORELINE POWER**
Transfer existing shoreline connection. Add an Auto Charge Status indicator.
- 6.22 BATTERY GROUNDS**
In addition to OEM grounds, the following ground circuits shall be added: 4 ga. ground cable from module power component panel to frame, two (2) braided ground straps from the module body to the chassis to reduce RF interference.
- 6.23A BATTERY CHARGER**
Transfer existing battery charging system.
- 6.24A BATTERY MODIFICATION**
Utilize system as provided with chassis.
- 6.25A 12VDC RECEPTACLES**
Transfer existing 12VDC receptacles.
- 6.26A COMPARTMENT LIGHTING**
Transfer compartment lights, replacing any burned out bulbs.
- 6.27B EXTERIOR DOOR SWITCHES**
Install new compartment and passage door switches.

6.30 EMERGENCY WARNING SYSTEMS

- 6.30.01X FRONT LIGHT BAR**
Transfer existing lightbar and mount on module. Lightbar is a Whelen 4500. Replace four (4) sections with Red LED flashers.
- 6.30.02X REAR LIGHTBAR**
Transfer existing lightbar and mount on module. Lightbar is a Whelen 4500. Replace seven (7) sections with LED flashers; five (5) Red and two (2) Amber.

- 6.30.03A FLASHERS**
Transfer and clean lenses of existing flashers and replace any inoperable halogen lights and broken lenses.
- 6.30.04A SCENELIGHTS**
Transfer and clean lenses of existing scene and load lights replacing any burned out bulbs, and broken lenses.
- 6.30.05A SPOTLIGHT**
Transfer existing hand held spotlight.
- 6.30.06X INTERSECTION LIGHTS**
Install two (2) new Whelen 500 series Red **LED** flashers on cab fenders.
- 6.30.08X GRILLE LIGHTS**
Install two (2) Red lens Red LED flashers, Whelen TIR6 #50R03ZRR and two (2) Clear lens Clear LED flashers, Whelen TIR6 #50C03ZCRwith 5TSMAC flange.
The clear light shall be switched on the driver's console by the "White Light" switch and the Red light by the "Flasher" switch.
- 6.30.09A SIREN**
Transfer existing electronic siren.
- 6.30.10D SIREN SPEAKERS**
Install new Cast Products in the bumper speakers.
- 6.30.11A SEQUENTIAL SWITCHING SYSTEM**
Existing sequential switching shall be transferred.
- 6.30.12A FLASHER CONTROL**
Transfer existing unit.
- 6.31A INVERTER**
Transfer existing 120VAC inverter.
- 6.40A ELECTRIC DOOR LOCKS**
Utilize electric door locks as they exist. Passage Doors only have door locks.

7 **SUPPORTING DOCUMENTATION**

7.01 **OWNER'S MANUAL**

1. Chassis owner information packet.
2. Extra set of keys.
3. Remount warranty.
4. Factory Chassis warranty.
5. 1-year/24,000 mile limited electrical warranty.
6. Electrical load test.
7. Alternator maintenance information.
8. Schematics for individual options.
9. Warranty and parts list for lightbar, etc.

8 **MISCELLANEOUS EQUIPMENT**

8.01 **LOOSE EQUIPMENT**

1. Touch Up Paint
2. Spare Tire and Wheel

* * * *



Department of Emergency Medical Services

Mark Raaka, Director

2911 East College Way, Suite C, Mount Vernon, WA 98273

(360) 391-8059 markr@co.skagit.wa.us

June 17, 2015

Eron Berg, City Supervisor
325 Metcalf Street
Sedro-Woolley, WA 98284

Dear Eron,

Per your letter of June 11, 2015, please accept this letter from the Skagit County EMS department, on behalf of the Board of County Commissioners, as confirmation of the EMS department's commitment to fund 90% of the remount cost of the City's 2004 licensed BLS ambulance (5519), per section 3.17 and Exhibit C of Skagit County ILA #020150253, as recently entered into between the City and the County.

On behalf the EMS department and the Board of County Commissioners, our thanks to you, Mayor Mike Anderson, Chief Dean Klinger and his staff, and the entire Sedro-Woolley City Council for your ongoing dedication to the provision of EMS Services and willingness to be the first agency in the County to pilot BLS integration.

Sincerely,

A handwritten signature in black ink, appearing to be "Mark Raaka", written over a faint, larger version of the same signature.

Mark Raaka, MS, EMT-P
Director of Emergency Medical Services
Skagit County, Washington

JUN 24 2015

RESOLUTION NO.

7:00 P.M. COUNCIL CHAMBERS
AGENDA NO. 30

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEDRO-WOOLLEY AUTHORIZING AN INTERFUND LOAN FROM THE SEWER CUMULATIVE RESERVE FUND (410) TO RETROFIT PSE OWNED STREETLIGHTS WITH LED LIGHTING TO SAVE MONEY, AND PROVIDING FOR REPAYMENT THEREOF.

WHEREAS, the City purchases street lighting from Puget Sound Energy (PSE), and

WHEREAS, the newer light emitting diode (LED) technology saves enough money on energy to pay for the retrofit in a reasonable period of time, and

WHEREAS, the City Council authorized the project by motion on March 12, 2014 and contemplated funding through an interfund loan at that time; and

WHEREAS, the project expenditures did not occur until 2015 and the City Council desires to document the interfund loan by resolution; and

WHEREAS, in order to pay the cost thereof, it is deemed reasonable to permit a loan of funds from the Sewer Cumulative Reserve Fund (410) to fund the project, bearing interest at a rate which equals the average of the Washington State Treasurer's Investment Pool rate for the period which the loan is outstanding, and subject to repayment to the Sewer Cumulative Reserve Fund (410) from future budget allocations;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Sedro-Woolley that a loan in an amount not to exceed \$70,540.00 shall be made from the Sewer Cumulative Reserve Fund (410) to fund the LED retrofit project to be repaid as follows: by two annual payments beginning in 2016 with a final payment in 2017 from the City's street fund.

PASSED by the City Council of the City of Sedro-Woolley, Washington, and approved by its Mayor at a regular meeting of said Council held on the 24th day of June, 2015.

MAYOR

Attest:

Finance Director

Approved as to form:

City Attorney

JUN 24 2015

RESOLUTION NO. _____-15

7:00 P.M. COUNCIL CHAMBERS
AGENDA NO. 36

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEDRO-WOOLLEY
CONFIRMING THE MAYOR'S APPOINTMENT OF BROCK STILES AS JUDGE FOR THE
SEDRO-WOOLLEY MUNICIPAL COURT**

WHEREAS, pursuant to the provisions of RCW 3.50, the City of Sedro-Woolley did establish a municipal court on November 23, 1987 to be effective on January 1, 1988, and

WHEREAS, said court was established with exclusive original jurisdiction over traffic infractions arising under City ordinances, exclusive original criminal jurisdiction of all violations of City ordinances, and all other exclusive jurisdiction as conferred by law; and

WHEREAS, pursuant to SWMC 2.16.030, the Mayor has the authority to appoint the municipal judge, subject to confirmation by the City Council, for a term of four years; and

WHEREAS, RCW 3.50.040 establishes the term of office to run four years beginning January 1, 1986; and

WHEREAS, the office of the Judge will be vacant on July 1, 2015 and the City Council desires to confirm a judicial appointment effective July 1, 2015;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Sedro-Woolley that the Mayor's appointment of Brock Stiles as Judge of the Sedro-Woolley Municipal Court effective July 1, 2015 to complete the current four year term which ends on December 31, 2017 is hereby confirmed.

PASSED by the City Council of the City of Sedro-Woolley, Washington, and approved by its Mayor at a regular meeting of said Council held on the 24th day of June, 2015.

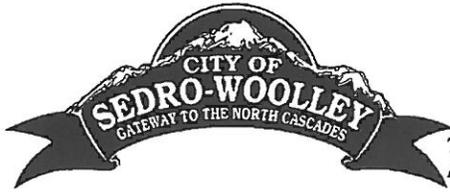
MAYOR

Attest:

Finance Director

Approved as to form:

City Attorney



CITY COUNCIL AGENDA
REGULAR MEETING

JUN 24 2015

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

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

MEMO TO: City Council and Mayor Anderson
FROM: Mark A. Freiberger, PE
RE: **Possible Contract Award
2015 On-Call Drainage Ditch Mowing and Cleaning
Contract 2015-PW-15, Industrial Mowing & Spraying**
DATE: June 11, 2015 (for Council action June 24, 2015)

ISSUE:

Shall council move to authorize Mayor Anderson to execute Contract 2015-PW-15 for the 2015 On-Call Drainage Ditch Mowing and Cleaning with Industrial Mowing & Spraying of Mount Vernon, WA with a not to exceed amount of \$32,000?

BACKGROUND/ DISCUSSION:

Bids were advertised for this project on May 21, 2015 under the Small Works Roster process. Bids closed on June 11, 2015, with two bids received. The bid tabulation is attached. The low bid based on unit prices and estimated hours for the work was from Industrial Mowing & Spraying of Mount Vernon, WA with a total bid of \$26,213.60 for the estimated scope of work. The low bid was 7.6% under engineer's estimate for this project. Industrial Mowing & Spraying was the 2014 contractor for this project. The 2015 bid unit prices are slightly higher than the 2014 contract prices, but comparable for the main articles of work expected.

The proposed contract not to exceed total is set at \$32,000, which includes budget for removal of the failed 60" CMP culvert on Brickyard Creek on the Bucko property, and some ditch dredging on F&S Grade Road, as further explained below.

FINANCIAL:

REVENUE

531.343.10.00.000.425 Stormwater Fees	\$ 2,000
531.343.10.00.001 425 BY Creek Subflood	\$30,000
TOTAL	\$32,000

ESTIMATED COST

Brickyard Creek – Sedro-Woolley Sub-Flood ILA areas	\$30,000
City maintained ditch areas	\$ 2,000
TOTAL	\$32,000

ANALYSIS:

The 2014 cost for this work totaled \$19,241.31, which excluded any dredging work and minimal hand work for this particular year. The 2015 budget includes \$25,000 for the Brickyard Creek Subflood Control Zone areas that are reimbursed under Skagit County Interlocal Agreements C2010252 and C20120374, and \$1,000 for additional mowing of city areas from Account 425 revenue Stormwater. Since the budget was submitted, we have determined that removal of a failed 60" culvert on Brickyard Creek on the Bucko property south of Jones Road will also be needed. This work is also reimbursable under the county IA C20120252, and will add an estimated \$5,000 to the contract and county reimbursement amounts. We

also plan to do some ditch dredging on F&S Grade Road near Klinger to deal with flooding issues east of Klinger that will increase the city portion by about \$1,000. A budget amendment will be required at some point to correct the revenue and expenditure lines. This will be done after the final cost is determined.

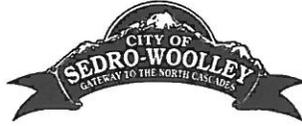
RECOMMENDATION:

The low bid has been checked for accuracy and found to be complete and acceptable. The low bidder is a well known area contractor and has the capacity and the experience to complete the work. The Public Works Director recommends award of the bid to Industrial Mowing & Spraying of Mount Vernon, WA at the not to exceed amount indicated on the attached contract documents.

MOTION:

Move to authorize Mayor Anderson to execute Contract 2015-PW-15 for the 2015 On-Call Drainage Ditch Mowing and Cleaning with Industrial Mowing & Spraying of Mount Vernon, WA with a not to exceed amount of \$32,000.

									
BID TABULATION 2015 ON-CALL DRAINAGE DITCH MOWING & CLEANING BID 2:00 PM, June 11, 2015									
BY: Mark A. Freiberger, PE, Director of Public Works				INDUSTRIAL MOWING MOUNT VERNON, WA		SOILS PLUS LLC SEDRO-WOOLLEY, WA		ENGINEER'S ESTIMATE	
ITEM	DESCRIPTION	EST QUANTITY	UNIT	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION
1	Tractor with Boom Mower, up to 25' reach	112.00	HR	80.00	8,960.00	275.00	30,800.00	85.00	9,520.00
2	Tractor with Boom Mower, 30' reach	56.00	HR	115.00	6,440.00	300.00	16,800.00	120.00	6,720.00
3	All Season Vehicle with Boom Mower, Low Ground Pressure, Tracked	24.00	HR	95.00	2,280.00	275.00	6,600.00	100.00	2,400.00
4	Mini-Excavator w/buckets	16.00	HR	85.00	1,360.00	225.00	3,600.00	90.00	1,440.00
5	Excavator w/buckets & thumb (Kobelco 120 or equivalent)	8.00	HR	125.00	1,000.00	310.00	2,480.00	140.00	1,120.00
6	Chipper w/Truck	8.00	HR	165.00	1,320.00	425.00	3,400.00	175.00	1,400.00
7	Dump Truck, 10 CY	8.00	HR	85.00	680.00	110.00	880.00	90.00	720.00
8	Man Labor w/Tools (Chainsaw, gas, oil, weed eaters, etc.)	32.00	HR	45.00	1,440.00	74.33	2,378.56	55.00	1,760.00
9	Equipment Mobilization/Demobilization (Lowboy & Operator)	4.00	HR	125.00	500.00	135.00	540.00	125.00	500.00
10	Equipment Mobilization/Demobilization (Transporter & Operator)	4.00	HR	45.00	180.00	135.00	540.00	105.00	420.00
SUBTOTAL					24,160.00	68,018.56	26,000.00		
WASHINGTON STATE SALES TAX AT 8.5%					2,053.60	5,781.58	2,210.00		
TOTAL BID					26,213.60	73,800.14	28,210.00		
% OVER/UNDER ENGR ESTIMATE					-7.6%	161.6%			
ADDENDA NOTED (IF ANY):				NA	NA				
REQUIRED ENCLOSURE(S):									
Bidder's Qualification Statement				YES	YES				
Contractor's Labor & Equipment Rate Sheet				NA	NA				
Bidder's Bond				Not required	NA				



PUBLIC WORKS AGREEMENT 2015-PW-15

Project Name: 2015 On-Call Drainage Ditch Mowing and Cleaning

The City of Sedro-Woolley, a municipal corporation of the State of Washington (hereinafter the “City”); and **Industrial Mowing & Spraying, 17389 Bennett Road, Mount Vernon, WA 98273**, (hereinafter the “Contractor”) hereby agree as follows:

I. THE PROJECT: The Contractor agrees to complete the following project, utilizing the best available materials and labor, and in accordance with bid specifications and contractor’s proposal (if any), project plans and technical specifications:

Project description: **Mowing, clearing and dredging of city drainage ditch facilities per Invitation to Bid and the Bid Proposal Special Provisions in accordance with state and local guidelines.**

II. GENERAL CONDITIONS: The General Conditions of this agreement are the Standard Specifications for Road, Bridge and Municipal Construction, Current Edition, issued by the State of Washington and the APWA, modified as follows:

A. Definitions and Terms:

1. Whenever the terms “Washington State Transportation Commission”, “State Department of Transportation”, or variations of same are used in the Standard specifications, they shall be construed to mean “City of Sedro-Woolley” or “Owner”.

2. Where references are made to the “State Treasurer”, the term shall be construed to mean the City’s “Finance Director”.

3. Where the term “Secretary of Transportation” or “District Administrator” are used, the terms shall be construed to mean the duly authorized representative of the City.

B. Project Manager: The term “engineer” is understood to be the City’s Project Manager, who is the City’s representative to the Contractor for all purposes under this agreement. The City designates **Nathan Salseina, Public Works Operations Supervisor** as its Project Manager. Contractor designates **Randy Skillman** as its Project Manager.

C. Business License: A City Business License is required, and Contractor and Sub-Contractors are responsible for payment of the taxes imposed thereunder.

D. Taxes: Contractor is responsible for payment of all applicable taxes, including state sales tax on those projects subject to it. Taxes are deemed to be included in the amounts invoiced to the City.

E. Bonding Requirements: The City requires the following bonds; combination documents, cash deposits, or assigned savings accounts are acceptable alternatives:

1. Bid Bond: 5%, if the work is subject to bid procedures;

2. Contract bond in the form made a part of this agreement. In lieu thereof for projects of \$35,000 or less, at the contractor’s option, retainage of 50% will be held until releasable under RCW 39.08.010.

F. Insurance: The Contractor shall provide proof to the City that it is insured under **automobile and vehicle liability insurance** covering claims for injuries to members of the public and/or damages to property of others arising from use of motor vehicles, including onsite and offsite operations, and owned, non-owned, or hired vehicles, and general **comprehensive liability insurance** covering the work within the scope of this agreement, in such form and with policy limits in such amounts (\$1 Million minimum) as are acceptable to the City.

The Contractor agrees to name the City as an **additional insured** when obtaining liability insurance and to provide a **Certificate of Insurance** to this effect.

G. **Traffic Control:** The Contractor shall furnish all flagging and maintain all temporary traffic control signs and devices necessary to control traffic during construction operations at all locations. Traffic control plans and traffic control signs and devices shall conform to the Manual on Uniform Traffic Control Devices as adopted by the State of Washington, and shall be approved in advance by the City. Unless provided for specifically in the contract, no additional compensation will be made for traffic control.

H. **Subcontracting:** Work done by the Contractor's own organization shall account for at least 30 percent of the Award contract price. See Standard Specifications Section 1-08 for additional information.

III. PAYMENT

A. The maximum payable hereunder is **\$32,000**.

B. Individual Task Orders issued by the Public Works Director will specify the method of compensation, which will be on a Time & Expense Not to Exceed basis per rates established in **Exhibit A, 2015 Labor and Equipment Rate Sheet**, or agreed Lump Sum Price.

C. The Contractor will be paid on the basis of invoices for work satisfactorily completed. Invoices are submitted to the Project Manager for approval prior to payment. No final payment shall be made until the project is accepted by the City.

D. Prior to any payment hereunder, contractor is responsible for complying with applicable Department of Labor and Industries and Department of Revenue requirements and procedures. (General conditions section 1-07.9. If Federal Funds, Davis-Bacon Act and U. S. Department of Labor requirements.) This includes obtaining and timely filing of Intent to Pay Prevailing Wages, Affidavit of Wages paid, Notice of Completion of Public Works Contract, and any other required documents.

E. Retainage will be administered in accordance with RCW 60.28.010(1).

IV. SCOPE OF PROJECT, TECHNICAL SPECIFICATIONS AND CONDITIONS OF WORK:

A. Term of contract: contractor shall begin work as soon as is practicable and will complete work on or before **December 31, 2015**.

B. To the extent not inconsistent with this agreement, this contract includes the Invitation to Bid and Proposal, and contract plans and specifications, all incorporated herein by this reference.

C. Scope of project: **Mowing, clearing and dredging of city drainage ditch facilities per Invitation to Bid dated May 21, 2015 in accordance with state and local guidelines.**

D. Joinder in Arbitration Proceedings. If the City and any third party agree to binding arbitration as the method of dispute resolution between them and their claims or any of them arise out of or are related to Contractor's services, Contractor agrees to be joined in such arbitration proceeding as a party and that the Arbitrator(s) decision therein shall be final and binding on Contractor and judgment may be entered upon it in any court having jurisdiction thereof.

E. Indemnification.

1. Contractor shall indemnify, defend, and hold the City harmless from and against any claim, damages, losses, liability or expense arising out of its breach of contract or negligence.

2. Contractor's duty to indemnify City shall not apply to liability for damages arising out of bodily injury to persons or damage caused to property caused by or resulting from the sole negligence of City or City's agents or employees.

3. Contractor's duty to indemnify City for liability for damages arising out of

bodily injury or damage to property caused by or resulting from the concurrent negligence of (a) City or City's agents or employees, (b) Contractor and Contractor's agents or employees, or (c) any third parties shall apply only to the extent of negligence of Contractor or Contractor's agents or employees.

4. Contractor specifically and expressly waives any immunity that may be granted it under the Washington State Industrial Insurance Act, Title 51 RCW. Further, the indemnification obligation under this AGREEMENT shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable to or for any third party under workers' compensation acts, disability benefit acts, or other employee benefit acts; provided Contractor's waiver of immunity by the provisions of this paragraph extends only to claims against Contractor by City, and not include, or extend to, any claims by Contractor's employees directly against Contractor.

5. Contractor's duty to defend, indemnify, and hold City harmless shall include, as to all claims, demands, losses, and liabilities to which it applies City's personnel-related costs, attorneys' fees, and all other costs whether or not taxable by statute or court rule.

F. Attorneys Fees. The prevailing party in any litigation of any dispute arising out of this agreement shall be entitled to its actual attorneys fees incurred and all costs of such litigation (including expert witness fees) in addition to any costs otherwise taxable by statute or court rule.

G. MRSC Roster Registration. If required, the Contractor shall register or maintain registration on the MRSC Small Works Contractor Roster.

H. Washington State Department of Retirement Systems. Have you retired under the 2008 early retirement factors? Yes No N/A

I. Debarment. Contractor represents and agrees that it is not listed on any state or federal debarment list and further agrees that none of its sub-contractors are listed on any state or federal debarment list.

EXECUTED, this the ____th day of June, 2015, for the Contractor, Industrial Mowing & Spraying.

Randy Skillman, Owner

EXECUTED, this the 25th day of June, 2015, for the CITY OF SEDRO-WOOLLEY:

Mike Anderson, Mayor

Attest:

Finance Director

Approved as to form:

City Attorney

RETAINAGE INVESTMENT OPTION

CONTRACTOR: _____

PROJECT NAME: _____

DATE: _____

Pursuant to Chapter 60.28 RCW, you may choose how your retainage under this contract will be held and invested. Please complete and sign this form indicating your preference. If you fail to do so, the City of Sedro-Woolley (City) will hold your retainage as described in "Current Expense", option 1 below.

- _____ 1. Current Expense: The City will retain your money in its Current Expense Fund Account until thirty days following final acceptance of the improvement or work as completed. You will not receive interest earned on this money.
- _____ 2. Interest Bearing Account: The City will deposit retainage checks in an interest-bearing account in a bank, mutual savings bank, or savings and loan association, not subject to withdrawal until after the final acceptance of the improvement or work as completed or until agreed to by both parties. Interest on the account will be paid to you.
- _____ 3. Escrow / Investments: The City will place the retainage checks in escrow with a bank or trust company until thirty days following the final acceptance of the improvement or work as completed. When the monies reserved are to be placed in escrow, the City will issue a check representing the sum of the monies reserve payable to the bank or trust company and you jointly. This check will be converted into bonds and securities chosen by you and approved by the City and these bonds and securities will be held in escrow. Interest on these bonds and securities will be paid to you as interest accrues. Selection of this option requires an escrow agreement to be completed by the contractor. The City of Sedro-Woolley will provide the form for use by the contractor. If the contractor elects to use the Escrow Investment option, please complete attached Escrow Agreement.

BONDS AND SECURITIES ACCEPTABLE BY THE CITY OF SEDRO-WOOLLEY:

- 1. Bills, certificates, notes or bonds of the United States.
- 2. Other obligations of the United States or its agencies.
- 3. Indebtedness of the Federal national Mortgage Association.
- 4. Time Deposits in commercial banks.

Designate below the type of investment selected:

- _____ 4. Bond-in-Lieu: With the consent of the City, the contractor may submit a bond for all or any portion of the amount of funds retained by the City in a form acceptable to the City and from a bonding company meeting standards established by the City, if any. Unless otherwise indicated, the contractor elects to submit a bond for the entire 5% retainage amount. Such bond and any proceeds there from shall be

made subject to all claims and liens and in the same manner and priority as set forth for retained percentages in Chapter 60.28 RCW. Whenever the City accepts a bond-in-lieu of retained funds from a contractor, the contractor shall accept like bonds from any subcontractors or suppliers from which the contractor has retained funds. The contractor shall then release the funds retained from the subcontractor or supplier, to the subcontractor or supplier, within thirty days of the contractor's receipt of the retained funds from the City.

Retainage is normally released 30 - 45 days after final acceptance of work by the City, or following receipt of Labor and Industries / Department of Revenue clearance, whichever takes longer.

(Contractor's Signature)

Date

Title

RETAINAGE ACCOUNT _____

CITY _____

ESCROW AGREEMENT / INTEREST BEARING ACCOUNT

TO: _____

Bank or Trust Company

Branch

Attn:

Street Address

City, State, Zip

The undersigned _____ hereinafter referred to as the Contractor, has directed the City of Sedro-Woolley, hereinafter referred to as the City, to deliver to you its warrants or checks which shall be payable to you and the Contractor jointly. Such warrants or checks are to be held and disposed of by you in accordance with the following instructions and upon the terms and conditions hereinafter set forth.

INSTRUCTIONS

1. The City shall deliver to you from time to time warrants or checks payable jointly to you and the Contractor. You are hereby authorized by the Contractor to endorse in the Contractor's name any such warrant or check so that you may receive the proceeds thereof and invest the same. The power of endorsement hereby granted to you by the Contractor shall be deemed a power coupled with an interest and shall be irrevocable during the term of this escrow / interest bearing account. Although you may be a payee named in such warrants or checks as shall be delivered to you, your duties and responsibilities with respect to the same shall be only those duties and responsibilities which a depository bank would have pursuant to Article 4 of the Uniform Commercial Code of the State of Washington for an item deposited with it for collection as of the date such warrant or check shall be delivered to you. The proceeds from collections shall be used by you to purchase, as directed by the Contractor, bonds or other securities chosen by the Contractor and approved by you, and the City. For the purpose of each such purchase, you may follow the last written direction received by you from the Contractor, provided such direction otherwise conforms with the restrictions on investments recited herein. A list of such bonds, or other securities approved by the City are indicated on the Retainage Investment Option form. No further approval is necessary if any of these bonds or securities are selected by the Contractor. Other bonds or securities, except stocks, may be selected by the Contractor, subject to express written approval of you and the City. Purchase of such bonds or other securities shall be in a form which shall allow you alone to reconvert such bonds or other securities into money if you are required to do so by the City as provided in Paragraph 4 of the Escrow Agreement.

The investments selected by the Contractor, approved by the City and purchased by you must mature on or prior to the date set for the completion of the contract, including extensions thereof or thirty days following the final acceptance of said improvement or work.

2. When and as interest on the securities held by you pursuant to this agreement accrues and is paid, you shall collect such interest and forward it to the Contractor at its address designated below unless with your written consent you are otherwise directed in writing by the Contractor.

3. You are not authorized to deliver to the Contractor all or any part of the securities held by you pursuant to this agreement (or any monies derived from the sale of such securities, or the negotiation of the City's warrants or checks) except in accordance with written instructions from the City. The City shall inform you and keep you informed in writing of the name of the person or persons with authority to give you such written instructions. Compliance with such instruction shall relieve you of any further liability related thereto. The estimated completion date on the contract underlying this Escrow / Interest Bearing Account Agreement is _____. Upon request by you, the City shall advise you in writing of any change in the estimated completion date. If the estimated completion date is changed, you are authorized to reinvest the monies held hereunder in accordance with the new estimated completion date.

4. In the event the City orders you to do so in writing, and notwithstanding any other provisions of this agreement you shall, within thirty-five (35) days of receipt of such order, reconvert into money the securities held by you pursuant to this agreement and return such money together with any other monies, including accrued interest on such securities, held by you hereunder, to the City.

5. The Contractor agrees to pay you as compensation for your services hereunder as follows:

Payment of all fees shall be the sole responsibility of the Contractor and shall not be deducted from any property placed with you pursuant to this agreement until and unless the City directs the release to the Contractor of the securities and monies held hereunder whereupon you shall be granted a first lien upon such property released and shall be entitled to reimburse yourself from such property for the entire amount of your fees and any amounts which might be owing as provided for herein. In the event that you are made a party to any litigation with respect to the property held by you hereunder, or in the event that the conditions of this escrow are not promptly fulfilled or that you are required to render any services not provided for in these instructions, or that there is any assignment of the interest of this escrow or any modifications hereof, you shall be entitled to reasonable compensation for such extraordinary services from the Contractor and reimbursement from the Contractor for all costs and expenses, including attorney fees occasioned by such default, delay, controversy or litigations.

6. Should you at any time and for any reason desire to be relieved of your obligations as escrow or interest bearing account holder hereunder, you shall give written notice to the City and Contractor. The City and Contractor shall, within 20 days of the receipt of such notice, jointly appoint a successor escrow holder and instruct you to deliver all securities and funds held hereunder to said successor. If you are not notified of the appointment of the successor escrow holder within 20 days, you may return the subject matter hereof to the City and upon doing, it absolves you from all further charges and obligations in connection with this escrow or interest bearing account.

7. This agreement shall not be binding until executed by the Contractor and City and accepted by you.

8. This instrument contains the entire agreement between you, the Contractor and the City with respect to this escrow and you are not a party to nor bound by any instrument or agreement other than this; you shall not be required to take notice if any default or any other matter, not bound by nor required to give notice or demand, nor required to take any action whatever except as herein expressly provided; you shall not be liable for any loss or damage not caused by your own negligence or willful misconduct.

9. The foregoing provisions shall be binding upon the assigns, successors, personal representatives and heirs of the parties hereto.

The undersigned have read and hereby approve the instructions as given above governing the administration of this escrow or interest bearing account and do hereby execute this agreement on this _____ day of _____, 20____.

Contractor

BY: _____
Signature & Title

Address

City State Zip

CITY OF SEDRO-WOOLLEY
City

BY: _____
Authorized Signature & Title

Address

City State Zip

ATTESTED BY:

City Clerk

Approved as to form:

City Attorney

The above escrow instructions received and accepted this _____ day of _____, 20____.

Bank or Trust Company

By: _____



BID PROPOSAL
2015 ON-CALL DRAINAGE DITCH MOWING
 Proposals due by 2:00 PM, June 11, 2015

2015-PW-15
EXHIBIT A
2015 LABOR & EQUIPMENT RATE SHEET

We, the undersigned, hereby agree to bid the following per the "Invitation to Bid – 2015 On-Call Drainage Ditch Mowing and Cleaning":

ITEM	DESCRIPTION	EST QUANTITY	UNIT	UNIT PRICE	EXTENSION
1	Tractor with Boom Mower, up to 25' reach	112.00	HR	80.00	\$8,960.00
2	Tractor with Boom Mower, 30' reach	56.00	HR	115.00	\$6,440.00
3	All Season Vehicle with Boom Mower, Low Ground Pressure, Tracked	24.00	HR	95.00	\$2,280.00
4	Mini-Excavator w/buckets	16.00	HR	85.00	\$1,360.00
5	Excavator w/buckets & thumb (Kobelco 120 or equivalent)	8.00	HR	125.00	\$1,000.00
6	Chipper w/Truck	8.00	HR	165.00	\$1,320.00
7	Dump Truck, 10 CY	8.00	HR	85.00	\$ 680.00
8	Man Labor w/Tools (Chainsaw, gas, oil, weedeaters, etc.)	32.00	HR	45.00	\$1,440.00
9	Equipment Mobilization/Demobilization (Lowboy & Operator)	4.00	HR	125.00	\$ 500.00
10	Equipment Mobilization/Demobilization (Transporter & Operator)	4.00	HR	45.00	\$ 180.00

SUBTOTAL	\$24,160.00 ✓
WASHINGTON STATE SALES TAX AT 8.5%	\$ 2,053.60 ✓
TOTAL BID	\$26,213.60 ✓

BIDDER NAME: Industrial Mowing & Spraying
 ADDRESS: 17389 Bennett Rd.
Mt. Vernon, Wa. 98273
 AUTHORIZED SIGNATURE:
 CONTACT NAME: Randy Skillman
 TELEPHONE: 360-428-5910
 EMAIL: rskillsled@aol
 CONTRACTOR LICENSE NUMBER: INDUSMS066DQ
 UBI NUMBER: 601-298-964

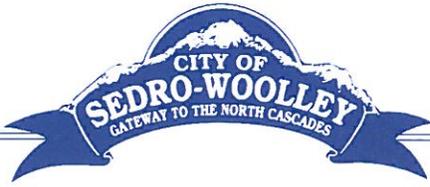
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6/11/15

ADDENDA NOTED (IF ANY): RTS

REQUIRED ENCLOSURE(S):
 Bidder's Qualification Statement RTS
 Contractor's Labor & Equipment Rate Sheet RTS
 Bidder's Bond Not required

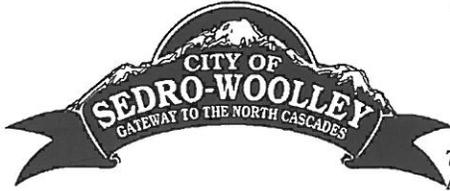
JUN 24 2015

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



SUBJECT: PUBLIC COMMENT

Name:
Address:
Narrative:



CITY COUNCIL AGENDA
REGULAR MEETING

JUN 24 2015

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

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/City Engineer

MEMO TO: City Council and Mayor Mike Anderson
FROM: Mark A. Freiberger, PE
RE: **Possible adoption by Resolution of the Six-Year Transportation Improvement Program (TIP) 2016-2021**
DATE: June 18, 2015 (for Council review June 24, 2015)

ISSUE

Shall council move to adopt Resolution 921-15 adopting the 2016-2021 Transportation Improvement Program?

BACKGROUND/DISCUSSION

Each year, all agencies who are eligible for federal and state funding programs must submit Six Year Transportation Improvement Program documents to the state for inclusion in the statewide Transportation Improvement Program. The local agency TIP must include all projects that are selected for funding or anticipating funding under the Federal program for the next three years. Project inclusion on the TIP is required to qualify for federal and most state funding. Because of these requirements, the City updates the TIP each year and coordinates this with the Comprehensive Plan and Transportation Plan. Council adopted the 2015 to 2020 STIP on August 13, 2014 under Resolution 904-14.

A public hearing regarding the TIP and adoption of the TIP by Council Resolution is required. The public hearing is scheduled for the June 24, 2015 council meeting. The approved TIP is due to Skagit Metropolitan Planning Organization (MPO) by June 30, 2015. The MPO will forward the combined TIP for member agencies to the County and the State.

The attached TIP is prepared in the format required by WSDOT, which results in individual sheets for each project. The TIP has been updated from the 2015 version to include current anticipated schedules, funding and cost estimates. Note that projects already obligated, such as the PE phase for the Jameson Arterial Improvement Project, do not appear on the TIP.

Since the TIP is somewhat difficult to interpret by individual project, and updated version of the **Table 13 Sedro-Woolley Transportation Improvements Projects and Programs List** and accompanying **2016-2035 Sedro-Woolley Transportation Project List** map from the Transportation Plan are included for comparison. The first list shows project programmed for 2016 to 2021 that are identified local projects eligible for federal and state funding. A second version of the list shows projects beyond the 2016-2021 TIP window. The map shows all projects currently anticipated for the period 2016-2035. The 2016-2021 TIP projects are identified by yellow highlighting of the project number box.

A more complete review of the overall **2016-2035 Project List** will be presented during the process of updating the Comprehensive Plan Transportation Element, due by July 2016.

Changes of note since the 2015-2020 TIP are as follows:

- Added Project C22 Fruitdale Road Arterial Improvements
- Added Project C23 Fruitdale Road Sidewalk Project
- Added Project C26 Trail Road Overlay Project
- Added Project C27 Jameson Sidewalk Project
- Added Project C28 Reed Street Overlay Project
- Added Project C18 Fruitdale/N Township Arterial Extension Project

- Added Project S2 SR20/Reed Street Intersection Project

Several of these projects are related to the prospective **Northern States Gateway Center Sub Area Plan** project currently in the works. According to the draft Sub-Area Transportation Plan, the Northern States project will require reopening of Fruitdale Road west of Wildflower, and upgrading the road to arterial status. In addition to Fruitdale, the Northern States project will over time accelerate the need to complete such projects as the Jones Road/John Liner Road RR Undercrossing, and related arterial projects to distribute traffic throughout the city.

Other new projects include overlay projects for various arterials that are beginning to show significant pavement distress. These projects will be discussed in greater detail during the council presentation.

As is usual with the TIP project list, timing of the projects is subject to funding availability. The schedule assumes an aggressive program, and will be revised annually as circumstances develop.

RECOMMENDATION

Following the public hearing, Staff recommends adoption by resolution of the attached 2016-2021 Six Year TIP. The Resolution is also attached.

MOTION:

Move to adopt Resolution 921-15, "A RESOLUTION ADOPTING THE SIX-YEAR TRANSPORTATION IMPROVEMENT PROGRAM FOR THE CITY OF SEDRO-WOLLEY, WASHINGTON, 2016– 2021".

RESOLUTION 921-15

A RESOLUTION ADOPTING THE SIX YEAR TRANSPORTATION
IMPROVEMENT PROGRAM FOR THE CITY OF SEDRO-WOOLLEY,
WASHINGTON
2016 – 2021

WHEREAS, pursuant to the provisions of Chapter 195 of the 1961 Session Laws of the State of Washington, Chapter 83 of the 1967 First Extraordinary Session of Laws of the State of Washington and RCW 35.77.101, the City Council of the City of Sedro-Woolley shall adopt a comprehensive Six-Year Transportation Improvement Program (TIP), and;

WHEREAS, a public hearing was called by the City Council for the purpose of adopting said comprehensive Six-Year TIP on June 24, 2015, at approximately 7:00 p.m., at the Sedro-Woolley City Hall, 325 Metcalf Street, Sedro-Woolley, Washington and it appeared that adoption of the Six Year Transportation Program will be good for the public.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Sedro-Woolley that the 2016 – 2021 comprehensive Six Year Transportation Improvement Program of the City of Sedro-Woolley, Washington, as adopted at said public hearing is hereby adopted and approved as the 2016 – 2021 comprehensive Six Year Transportation Improvement Program of said City.

BE IT FURTHER RESOLVED that a copy of this street program, together with a copy of this resolution shall be filed with the Skagit MPO for inclusion in the Regional Six Year Transportation Improvement Program within the next 30 days; together with copies of each with the Washington State Department of Transportation Local Programs Engineer, and the Transportation Improvement Board.

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR ON THIS 24th DAY OF JUNE, 2015.

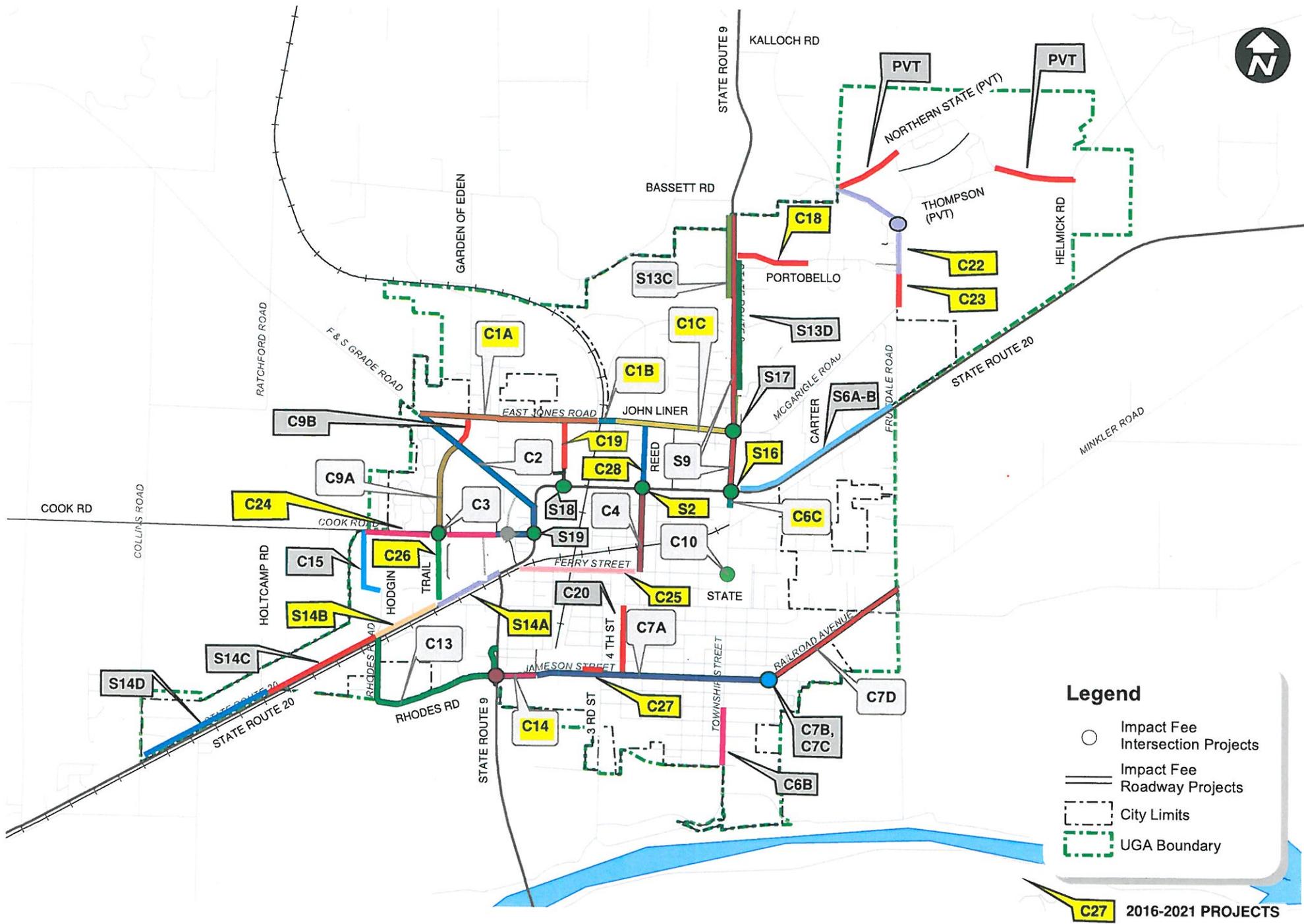
MAYOR MIKE ANDERSON

ATTEST:

APPROVED AS TO FORM:

City Clerk

City Attorney



2016 - 2035 SEDRO-WOOLLEY TRANSPORTATION PROJECT LIST

ATTACHMENT

TABLE 13 - REVISED 2015-6-18 for 2016-2021 TIP - DRAFT
Sedro-Woolley Transportation Improvement Projects and Programs

6/18/2015

LOCAL MATCH CASH FLOW

Project Type	MAP ID ⁽¹⁾	2016 - 2021 TIP Project No.	2016 - 2021 TIP CN Year	2016 - 2021 TIP Priority No.	Project Name	Project Limits	Project Description	Priority	Total Cost 2016 (\$1,000's) (3)(4)	Sedro-Woolley 2016 Cost (\$1,000's) (3)	Traffic Impact Fees	2015	2016	2017	2018	2019	2020	2021	
	C14	SW01	2016	1	Jameson Arterial Extension to SR9	SR 9 MP 55.45 to Batey Rd (1,620 LF)	Relocate existing secondary arterial to new alignment with a new roundabout intersection at SR9, including drainage, curbs, bicycle/pedestrian path, HMA, pavement markings and illumination.	High	3,020	42	Yes								
	S 14 A REV	SW31A 1	2016	2	SR20/Cascade Trail West Extension Phase 1A - Trail Road to SR9 South	SR20 MP 64.51 Trail Road to SR20 MP 64.81 SR9 South	Construct a shared use path along the north side of SR20 from Trail Road to SR9 South	High	575	271	Yes	42							
	C25	SW30	2016	3	Ferry Street Overlay Project	SR20 to Meicalf (1,570 LF)	Grnd and overlay with petromat and structure adjustments and ADA upgrades.	High	330	49.5	No	10	261						
	C 6 C REV	SW13	2016	4	South Township Street Overlay Project	Walidron to SR20 (300 LF)	Grind and thck overlay with petromat, pavement markings. Combine with C25 Ferry St Overlay	High	60	9	No			50					
	C22 NEW	SW36	2017	5	Fruitdale Road Arterial Improvements	Portobello to North City Limits	Reconstruct Roadway to Arterial standards with Roundabout intersection at Northern State Road	High	2,320	348	Yes			9					
	C23 NEW	SW37	2017	6	Fruitdale Road, Sidewalk Project	McGangle to Portobello, East Side (1,050 LF)	Construct sidewalks and ADA ramps.	High	216	216	No					348			
	C26 NEW	SW38	2017	7	Trail Road Overlay Project	SR20 to Cook Road (1,600 LF)	Grnd and overlay with petromat and structure adjustments.	High	225	34	No					216			
	C24 NEW	SW24	2018	8	Cook Road Overlay Project	West City Limits to Crossroads (2,200 LF)	Grnd and overlay with petromat and structure adjustments.	Medium	300	45	No					34			
	C27 NEW	SW39	2018	9	Jameson Sidewalk Project	Tennis Courts to 3rd Ave (650 LF)	Add Shared Use Path north side of Jameson.	High	130	20	No						45		
	C 1 B	SW06	2019	10	Jones/John Liner RR Undercrossing - SR20 Corridor Project Phase 2B	Sapp Road to Reed Street (1,000 lf)	Construct new BNSF Railroad undercrossing and connect East Jones Road to John Liner Road collector arterials, including railroad undercrossing, drainage, curbs, sidewalks, HMA, pavement markings and illumination.	Medium	7,700	1,155	Yes						20		
	C28 NEW	SW40	2019	11	Reed Street Overlay Project	SR20 to John Liner Road (1,400 lf)	Grind and overlay with petromat and structure adjustments.	Medium	130	20	No							1,155	
	C 1 C	SW08A	2019	12	John Liner Road, Reed to Township Bicycle/Pedestrian Improvements Project	Reed Street to SR9/Township Street	Construct sared use path on the north side of John Liner Road from Reed to Township, including drainage and illumination.	Medium	555	83	No							20	
																			83

TABLE 13 - REVISED 2015-6-18 for 2016-2021 TIP - DRAFT
Sedro-Woolley Transportation Improvement Projects and Programs

6/18/2015

LOCAL MATCH CASH FLOW

Project Type	MAP ID (1)	2016 - 2021 TIP Project No.	2016 - 2021 TIP CN Year	2016 - 2021 TIP Priority No.	Project Name	Project Limits	Project Description	Priority	Total Cost 2016 (\$1,000's) (3)(4)	Sedro-Woolley 2016 Cost (\$1,000's) (3)	Traffic Impact Fees	2015	2016	2017	2018	2019	2020	2021	
	S 14 B NEW	SW34	2020	13	SR20/Cascade Trail West Extension Phase 1B - Hodgkin Road to Trail Road	SR20 MP 64.21 Hodgkin Road to SR20 MP 64.51 Trail Road	Construct a shared use path along the north side of SR20	Medium	288	39	Yes								
	C19	SW20	2020	14	Patrick Street Arterial Project	Michael Street to East Jones Road (1,200 LF)	New collector arterial with drainage, curbs, sidewalks, HMA, pavement markings, illumination	Medium	2,100	315	Yes							39	
	S 8 F REV	SW02F	2020	15	SR 20 Stormwater Conveyance System Upgrade	SR20 MP 63.64 Holcamp Road to MP 64.21 Hodgkin Road (72 IN - 984 LF)	Complete the SR20/Cook Road Realignment & Extension Project Schedule F - SR20 Stormwater Conveyance System; less portions completed with Projects S14A and S14B.	Medium	300	300	No							315	
	C 1 A	SW07	2021	16	Jones Road Arterial Improvements	F&S Grade Rd to Sapp Road (4,000 LF)	Reconstruct Jones Road to Arterial section including drainage, curbs, sidewalk, shared use path, HMA, pavement markings and illumination.	Medium	3,200	480	Yes							300	
	S 16 REV	SW33	2021	17	SR20/SR9N-Township Intersection Improvements	SR20 MP 66.08	Intersection Channelization Improvements to allow concurrent North-South Left Turns and improve Signal Sequencing	Medium	1,000	150	Yes								480
	C18	SW21	2021	18	Fruildale/N Township Arterial Extension (Portebello Street)	SR9/N Township Street to Cascadia Drive (2,100 LF)	New collector arterial connecting Fruildale to SR9/N Township, including drainage, curbs, sidewalks, HMA, pavement markings and illumination.	Medium	1,700	-	No								150
	S 2 NEW	SW35	2021	19	SR20 / Reed Street Intersection Improvements	SR20 MP 65.70 to 65.72	Intersection Improvements to restrict minor approach motions to right-in/right-out.	Medium	50	8	Yes								

TABLE 13 - REVISED 2015-6-18 for 2016-2021 TIP - DRAFT
Sedro-Woolley Transportation Improvement Projects and Programs

6/18/2015

Project Type	MAP ID ⁽¹⁾	2016 - 2021 TIP Project No.	2016 - 2021 TIP CN Year	2016 - 2021 TIP Priority No.	Project Name	Project Limits	Project Description	Priority	Total Cost 2016 (\$1,000's) (3)(4)	Sedro-Woolley 2016 Cost (\$1,000's) (3)	Traffic Impact Fees	LOCAL MATCH CASH FLOW						
												2015	2016	2017	2018	2019	2020	2021
CITYWIDE TRANSPORTATION PROGRAMS	CW1				Slate Highway Safety, Operations and Non-motorized Improvement Program	SR 9 and SR 20 within City	Spot improvements along SR 20 and SR 9 within City to resolve safety, operational, and non-motorized deficiencies if needed prior to specific identified improvements. MOST ADDRESSED; BALANCE INCL ABOVE	Low	-	-	No							
	CW2				Central Business District Sidewalk Improvements	Downtown	Improve various sidewalks within downtown Central Business District and update ADA facilities. (partially completed in 2012. 2015 - ROLLED INTO CW-3 ADA PROGRAM		-	-	No							
	CW3				Sidewalk Improvement Program	Citywide	Annual program to construct missing sidewalk links, repair existing sidewalks, improve crosswalk signing and markings, and install ADA accessible curb ramps at intersections. Budgeted \$25,000/yr through 2015; Should be increased substantially to meet ADA Retrofit requirements.		175	175	No							
	CW4				Miscellaneous Street Improvement Program	Citywide	Annual program to address miscellaneous capital improvements to arterials and collectors. 2015 - ROLLED INTO CW-5. INCL FHWA SIGN UPGRADES		-	-	No	25	25	25	25	25	25	25
	CW5				Street Overlay, Maintenance and Operations	Citywide	Annual program to maintain and operate the City's transportation infrastructure. (APPROX \$650,000/YR)) UPDATED TO 2015 BUDGET \$824,000 LESS ADA PROGRAM INCL ABOVE \$25,000; LESS NEW CW-6 OVERLAY ITEM BELOW		5,103	5,103	No							
	CW5				NEW - Street Overlay and Chip Seal Program	Citywide	Annual Chip Seal, Crack Seal and Overlay Program. Adjust for specific TIB APP Project Match included above. Budgeted \$70,000/Year through 2015. Should be increased substantially.		490	490	No	729	729	729	729	729	729	729
TOTAL CITYWIDE									5,768	5,768		824	824	824	824	824	824	824
TOTALS 2016 - 2021 ONLY; EXCLUDING CW									24,199	3,583	-	52	320	598	65	1,258	654	638
TOTALS 2016 - 2021, INCLUDING CW									29,967	9,351	-	876	1,144	1,422	889	2,082	1,478	1,462
TOTALS 2016-2035									74,623	25,155								

TABLE 13 - REVISED 2015-6-18 for 2016-2021 TIP - DRAFT
Sedro-Woolley Transportation Improvement Projects and Programs

6/18/2015

Project Type	MAP ID ⁽¹⁾	2016 - 2021 TIP Project No.	2016 - 2021 TIP CN Year	2016 - 2021 TIP Priority No.	Project Name	Project Limits	Project Description	Priority	Total Cost 2016 (\$1,000's) (3)(4)	Sedro-Woolley 2016 Cost (\$1,000's) (3)	Traffic Impact Fees
PROJECTS 2022 TO 2036											
	S 6 B REV		2022	20	SR 20 East Lane Widening & Safety Improvements Project	SR 9 to Fruitdale Rd (MP 66.08 to 66.89)	Improve roadway to principal arterial standards with 3 lanes, curb & gutter, planter strip, and sidewalks. (1,600 LF needed as of 2015)	Low	960	144	Yes
	C 3	SW25	2022	21	Cook Road / Trail Road Intersection Improvements	Trail Road to Trail Road	Reconstruct intersection with traffic signal or Roundabout.	Low	585	88	Yes
	C 9 A		2023	22	Trail Road Arterial Extension Project	Cook Rd to F&S Grade (2,200 LF)	Construct new secondary arterial.	Low	4,000	600	Yes
	C 9 B REV		2023	23	Trail Rd - Garden of Eden Rd Extension	F&S Grade to Jones Rd (770 LF)	Construct new secondary arterial.	Low	850	128	Yes
	S 17 NEW		2023	24	SR9N/Township at McGarigle Intersection Improvements	SR9 MP 57.43	Intersection Improvements, including signalization or Single Lane Roundabout.	Low	1,000	150	Yes
STATE I	S 13 C	SW03B	2023	25	SR9N Pedestrian/Bicycle Safety Improvements Project	West Side of SR9 M 57.99 Park Cottage to MP 58.30 North City Limits (1,240 LF)	Construct bicycle lane and sidewalk improvements on the west side of SR9 from Park Cottage Place to the North City Limits.	Low	434	65	Yes
	S 19 NEW		2024	26	SR20/Cook Road Roundabout Intersection Improvements	SR20 MP 65.05	Intersection Improvements, including adding a north bound lane to the east side of the existing roundabout.	Low	1,000	150	Yes
	S 18 NEW		2025	27	SR20/Patrick Street Roundabout Intersection Improvements	SR20 MP 65.36	Intersection Improvements, including adding an eastbound lane to the south side of the existing roundabout.	Low	1,000	150	Yes
	S 9				SR9/North Township St Arterial Improvements	SR 20 to city limits (5,900 LF)	Rebuild Township St to secondary arterial standards including 3 lanes, curb & gutter, bike lanes, planter strip, sidewalks. Some right-of-way may be required. - PLANNING FUNDING ONLY	Low	100	15	Yes
	C 7 D				Railroad St Arterial Improvements	Jameson St to Fruitdale Rd (3,600 lf)	Widen and rebuild Railroad St to secondary arterial standards including 3 lanes, curb & gutter, bike lanes, planter strip, and sidewalks. Some right-of-way may be required.	Low	2,880	432	Yes

N:\TRANSPORTATION PLAN\Sedro-Woolley Project List Table 13 WORKING COPY.xls

TABLE 13 - REVISED 2015-6-18 for 2016-2021 TIP - DRAFT
Sedro-Woolley Transportation Improvement Projects and Programs

Project Type	MAP ID ⁽¹⁾	2016 - 2021 TIP Project No.	2016 - 2021 TIP CN Year	2016 - 2021 TIP Priority No.	Project Name	Project Limits	Project Description	Priority	Total Cost 2016 (\$1,000's) (3)(4)	Sedro-Woolley 2016 Cost (\$1,000's) (3)	Traffic Impact Fees
	C 8				State St Sidewalks	Haines to E City Limits (3,000 LF)	Construct sidewalks, ADA ramps, and other pedestrian improvements along north side of State St.	Low	540	81	No
	C10				Township St / Ferry St Intersection Improvements	Intersection	Construct intersection improvements to include an all-way stop.	Low	50	8	No
	C13				Rhodes Rd Arterial Improvements	SR 9 to SR 20 (4,000 LF)	Reconstruct roadway to secondary arterial standards including curb & gutter, bike lanes, sidewalks, and stormwater facilities. (City portion 500 LF; County portion 3,500 LF)	Low	3,200	480	Yes
	C15				Hodgin Road Extension	SR 20 to Cook Rd (2,100 LF)	Construct new collector arterial.	Low	2,225	334	Yes
	S 13 D				SR9N/Centennial Trail Pedestrian/Bicycle Safety Improvements Project	East Side of SR9 MP 57.59 Summer Meadows Place to MP 58.30 North City Limits	Construct bicycle lane and sidewalk improvements on the east side of SR9 from Summer Meadows Court to the North City Limits, including a pedestrian crossing bridge at Brickyard Creek.(4,000 LF)	Low	1,700	255	Yes
	S 14 C NEW				SR20/Cascade Trail West Extension Phase 2A Holtcamp Road to Hodgin Road	SR20 MP 63.64 Holtcamp Rd to SR20 MP 64.21 Hodgin Road (3,000 LF)	Construct a shared use path along the north side of SR20 from Holtcamp Road to Hodgin Road	Low	600	90	Yes
	S 14 D NEW				SR20/Cascade Trail West Extension Phase 2B Holtcamp Road to Hodgin Road	SR20 MP 63.06 Collins Rd to MP 63.64 Holtcamp Rd (3,100 LF)	Construct a shared use path along the north side of SR20 from Collins Road to Holtcamp Road	Low	620	93	Yes
	C 7 C	SW28			Railroad St / Jameson St Intersection Improvements	Intersection	Improve intersection. Construct roundabout.	Low	750	113	Yes
	C 7 B	SW29			Jameson St / 11th St Intersection Improvements	Intersection	Change access on 11th St to right-in right-out	Low	70	11	Yes

TABLE 13 - REVISED 2015-6-18 for 2016-2021 TIP - DRAFT
Sedro-Woolley Transportation Improvement Projects and Programs

6/18/2015

Project Type	MAP ID ⁽¹⁾	2016 - 2021 TIP Project No.	2016 - 2021 TIP CN Year	2016 - 2021 TIP Priority No.	Project Name	Project Limits	Project Description	Priority	Total Cost 2016 (\$1,000's) (3)(4)	Sedro-Woolley 2016 Cost (\$1,000's) (3)	Traffic Impact Fees
ARTERIAL	C20 NEW				4th Street, Alexander to State Arterial Project	Alexander to State (1,600 LF)	Upgrade 4th to Arterial to replace 3rd Street as N-S Arterial	Low	1,300	195	Yes
	C 2	SW09			F&S Grade Arterial Improvements	SR 20 MP 65.16 to West City Limits/Jones Road (3,700 LF)	Reconstruct F&S Grade Road to arterial standards including drainage, curbs, sidewalk, combined bicycle/pedestrian path, HMA, pavement markings and illumination.	Low	2,960	444	Yes
	C 4	SW26			Reed Street Arterial Improvements	Ferry Street to SR 20 (1,800 LF)	Reconstruct street to arterial standards with new curbs, sidewalks, ADA facilities, HMA pavement and pavement markings.	Low	1,440	216	Yes
	C 7 A REV	SW27			Jameson St Arterial Improvements	600' E of Batey to Railroad St (4,500 LF)	Widen and rebuild Jameson St to secondary standards including 3 lanes, curb & gutter, bike lanes, planter strip, and sidewalks. Some right-of-way may be required.	Low	3,600	540	Yes
	C 6 B				South Township St Arterial Improvements Project	Dunlop to Sterling St (1,300 LF)	Widen and rebuild Township St to secondary arterial standards including 2 lanes, curb & gutter, parking strips, sidewalks. Some right-of-way may be required.	Low	1,040	156	Yes
	C21 NEW				Garden of Eden Rd Arterial Improvements Project	F&S Grade Road to Jones Road (1,300 LF)	Upgrade road to Collector standards	Low	1,040	156	Yes



Six Year Transportation Improvement Program From 2016 to 2021

Agency: Sedro Woolley

County: Skagit

MPO/RTPO: SMPO

Y Inside

N Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
17	1	/ 7386(001) Jameson Arterial Extension to SR9 Jameson SR9 MP 55.45 to Baley Rd Relocate existing secondary arterial to new alignment with a new roundabout intersection at SR9, including drainage, curbs, bicycle/pedestrian path, HMA, pavement markings and illumination.	SW01	06/24/15	06/24/15		921-15	01	C G P S T W	0.320	CE	Yes

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	CN	2016	STP(US)	656,750	TIB	1,591,390	0	2,248,140
Totals				656,750		1,591,390	0	2,248,140

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
CN	2,248,140	0	0	0	0
Totals	2,248,140	0	0	0	0

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Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
			G. Structure ID									
16	2	SR20/Cascade Trail West Extension - Phase 1A Trail Road to SR9 South SR20 MP 64.51 to MP 64.81 Construct a shared use path along the north side of SR20 between Trail Road and SR9 South.	SW31A	06/24/15	06/24/15		921-15	28	G P S T W	0.300	CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
S	CN	2016	STP(US)	269,880		0	264,120	534,000
Totals				269,880		0	264,120	534,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
CN	534,000	0	0	0	0
Totals	534,000	0	0	0	0

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Agency: Sedro Woolley

County: Skagit

MPO/RTPO: SMPO

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Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
			G. Structure ID									
16	3	Ferry Street Overlay Project Ferry Street SR20 to Metcalf Street Grind and overlay with petromat and structure adjustments and ADA upgrades.	SW30	06/24/15	06/24/15		921-15	05	C G P S T W	0.310	CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2016		0	TIB	280,500	49,500	330,000
Totals				0		280,500	49,500	330,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	330,000	0	0	0	0
Totals	330,000	0	0	0	0



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Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
16	4	South Township Overlay Project South Township Waldron to SR20 Grind and thick overlay with pavement markings.	SW13	06/24/15	06/24/15		921-15	05	C G S T W	0.600	CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2016		0	TIB	51,000	9,000	60,000
Totals				0		51,000	9,000	60,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	60,000	0	0	0	0
Totals	60,000	0	0	0	0

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Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
19	5	Fruitdale Road Arterial Improvements Fruitdale Road Portobello Street to North City Limits Reconstruct roadway to arterial standards with roundabout intersection at Northern State Road.	SW36	06/24/15	06/24/15		921-15	03	GPSTW	0.490	CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2017		0	TIB	224,000	78,000	302,000
P	CN	2018		0	TIB	1,496,000	522,000	2,018,000
Totals				0		1,720,000	600,000	2,320,000

Expenditure Schedule						
Phase	1st	2nd	3rd	4th	5th & 6th	
PE	302,000	0	0	0	0	0
CN	0	1,720,000	0	0	0	0
Totals	302,000	1,720,000	0	0	0	0

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Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
00	6	Fruitdale Road Sidewalk Project Fruitdale Road McGarigle Road to Portobello Road Construct sidewalk and ADA ramps on the east side of Fruitdale Road from McGarigle to Portobello.	SW37	06/24/15	06/24/15		921-15	28		0.200		No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
S	ALL	2017		0		0	216,000	216,000
Totals				0		0	216,000	216,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	216,000	0	0	0	0
Totals	216,000	0	0	0	0

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Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
17	7	Trail Road Overlay Project Trail Road SR20 to Cook Road Grind and overlay with petromat and structure adjustments.	SW38	06/24/15	06/24/15		921-15	05	C G O P S T W	0.300	CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2017		0	TIB	191,000	34,000	225,000
Totals				0		191,000	34,000	225,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	225,000	0	0	0	0
Totals	225,000	0	0	0	0

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Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID	G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
16	8	Cook Road Overlay Project Cook Road Crossroads to West City Limits Grind and overlay with petromat and structure adjustments.	SW24		06/24/15	06/24/15		921-15	05	G S W	0.420	CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2018		0	TIB	255,000	45,000	300,000
Totals				0		255,000	45,000	300,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	300,000	0	0	0	0
Totals	300,000	0	0	0	0

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Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
			G. Structure ID									
17	9	Jameson Sidewalk Project Jameson Street 650' West of 3rd Street to 3rd Street Add shared use path on the north side of Jameson.	SW39	06/24/15	06/24/15		921-15	28	C G P S T W	0.120	CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2018		0	TIB	110	20	130
Totals				0		110	20	130

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	130,000	0	0	0	0
Totals	130,000	0	0	0	0



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Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
			G. Structure ID									
00	10	Jones/John Liner RR Undercrossing - SR20 Corridor Project Phase 2B John Liner Road Sapp Road to Reed Street Construct new BNSF Railroad Undercrossing and connect East Jones Road to John Liner Road collector arterials, including railroad undercrossing, drainage, curbs, sidewalks, HMA, pavement markings and illumination.	SW06	06/24/15	06/24/15		921-15	01	C G P S W	0.100	CE	Yes

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2018	STP(US)	592,800	TIB	182,400	136,800	912,000
P	RW	2018	STP(US)	65,000	TIB	20,000	15,000	100,000
P	CN	2019	STP(US)	4,347,200	TIB	1,337,600	1,003,200	6,688,000
Totals				5,005,000		1,540,000	1,155,000	7,700,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	912,000	0	0	0	0
RW	100,000	0	0	0	0
CN	0	6,688,000	0	0	0
Totals	1,012,000	6,688,000	0	0	0

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Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
17	11	G. Structure ID SW40 Reed Street Overlay Project Reed Street SR20 to Sapp Grind and overlay with petromal and structure adjustments.	SW40	06/24/15	06/24/15		921-15	05	C G P S T W	0.270	CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2019		0	TIB	110,000	20,000	130,000
Totals				0		110,000	20,000	130,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	130,000	0	0	0	0
Totals	130,000	0	0	0	0

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Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
			G. Structure ID									
17	12	John Liner Road, Reed to Township Bicycle/Pedestrian Improvements Project John Liner Road Reed Street to SR9/Township Street Construct shared use path on the north side of John Liner Road from Reed to Township, including drainage and illumination.	SW08A	06/24/15	06/24/15		921-15	28	P S T W	0.370	CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2019		0	SRTS	472	83	555
Totals				0		472	83	555

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	555,000	0	0	0	0
Totals	555,000	0	0	0	0

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Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
16	13	SR20/Cascade Trail West Extension - Phase 1B Hodgkin Road to Trail Road SR20 MP 64.21 Hodgkin Rd to MP 64.51 Trail Road Construct a shared use path along the north side of SR20.	G. Structure ID SW34	06/24/15	06/24/15		921-15	28	C G O P S T W	0.300	CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2020	TAP(SR)	249,000		0	39,000	288,000
Totals				249,000		0	39,000	288,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	288,000	0	0	0	0
Totals	288,000	0	0	0	0

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Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
00	14	Patrick Street Arterial Project Patrick Street Michael Street to East Jones Road New collector arterial with drainage, curbs, sidewalks, HMA, pavement markings, illumination.	SW20	06/24/15	06/24/15		921-15	01	C G P S T W	0.220	CE	Yes

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2020		0	TIB	1,785,000	315,000	2,100,000
Totals				0		1,785,000	315,000	2,100,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	2,100,000	0	0	0	0
Totals	2,100,000	0	0	0	0



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Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID	G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
16	15	SR20 Stormwater Conveyance System Upgrade SR20 SR20 MP 63.84 to SR20 MP 64.81 SR20/Cook Road Realignment & Extension Project Schedule F SR20 Stormwater Conveyance System Upgrade.	SW02		06/24/15	06/24/15		921-15	43	C G O P S T W	0.970	CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2019		0		0	30,000	30,000
P	CN	2020		0		0	270,000	270,000
Totals				0		0	300,000	300,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	30,000	0	0	0	0
CN	0	270,000	0	0	0
Totals	30,000	270,000	0	0	0

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Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
17	16	Jones Road Arterial Improvements Jones Road F&S Grade Road to Sapp Road Reconstruct Jones Road to Arterial section including drainage, curbs, sidewalk, combined bicycle/pedestrian path, HMA, pavement markings and illumination.	SW07	06/24/15	06/24/15		921-15	03	C G P S T W	0.750	CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2021		0	TIB	2,720,000	480,000	3,200,000
Totals				0		2,720,000	480,000	3,200,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	2,021	0	0	0	0
Totals	2,021	0	0	0	0

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Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
16	17	SR20/SR9N-Township Intersection Improvements SR20 MP 66.08 to Intersection channelization improvements to allow concurrent north-south left turns and improve signal sequencing.	G. Structure ID SW33	06/24/15	06/24/15		921-15	03	C G O P S T W	0.100	CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2021		0	TIB	850,000	150,000	1,000,000
Totals				0		850,000	150,000	1,000,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	1,000,000	0	0	0	0
Totals	1,000,000	0	0	0	0

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Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
00	18	Fruitdale/N Township Arterial Extension (Portobello Street) Portobello Street SR9/N Township Street to Cascadia Drive New collector arterial connecting Fruitdale to SR9/N Township, including drainage, curbs, sidewalks, HMA, pavement markings and illumination.	SW21	06/24/15	06/24/15		921-15	01	C G P S T W	0.300	CE	Yes

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	CN	2018		0		0	1,700,000	1,700,000
Totals				0		0	1,700,000	1,700,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	1,700,000	0	0	0	0
Totals	1,700,000	0	0	0	0



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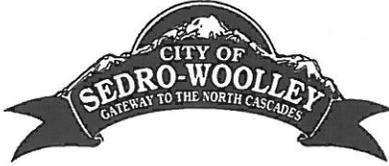
N Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
17	19	SR20/Reed Street Intersection Improvements SR20 MP 65.70 to MP 65.72 Intersection improvements to restrict minor approach motions to right-in right-out.	SW35	06/24/15	06/24/15		921-15	04	C G O P S T W		CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2021		0		0	50,000	50,000
Totals				0		0	50,000	50,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	50,000	0	0	0	0
Totals	50,000	0	0	0	0

	Federal Funds	State Funds	Local Funds	Total Funds
Grand Totals for Sedro Woolley	6,180,630	11,094,472	5,426,723	22,701,825



**CITY COUNCIL AGENDA
REGULAR MEETING**

JUN 24 2015

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

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

MEMO:

To: City Council
Mayor Anderson

**2ND READING
OLD BUSINESS**

From: Jana Hanson
Planning Consultant

Date: June 24, 2015

Subject: Proposed Amendments to the Sedro-Woolley Municipal Code, Chapter 17.04 -
Definitions and Chapter 2.90 - Consolidated Planning Procedures – ***Second Read***

ISSUE

The proposed amendments to Chapters 2.90 and 17.04 are necessary to accomplish the processing and adoption of Planned Actions.

PROJECT DESCRIPTION / HISTORY

The City is currently working together with the Port of Skagit, Skagit County and a team of consultants to develop plans, procedures and processes to facilitate the redevelopment of the Northern State Property that is under the current ownership of the State of Washington and managed by the Department of Enterprise Services. The plans and uses envisioned for the site include research & development facilities, manufacturing, hospitality and general commercial uses.

In order to support future redevelopment activities, a Planned Action Environmental Impact Statement will be utilized. A Planned Action Environmental Impact Statement in accordance with RCW 43.21.C.031(2) and WAC 197-11-164 the purpose of which is to emphasize quality environmental review of early planning efforts and early public input to shape decisions. The basic steps in designating planned action projects are to prepare an environmental impact statement (EIS), designate the planned action projects by ordinance, and review permit applications for consistency with the designated planned action ordinance. The intent of a planned action is to provide more detailed environmental analysis during formulation of planning proposals, rather than at the project permit review stage. The Planned Action Ordinance is expected to encourage redevelopment and revitalization at the Northern State site and property owners and potential investors will be encouraged by the streamlined development process that takes place under the Planned Action.

Through the environmental impact statement review, the Planned Action EIS, which will study elements of the human and physical environment, will help the City identify impacts of development and specific mitigation measures in advance of development proposals. This level of study and detail will facilitate proposed development and will provide developers with the information that will be required to qualify as a Planned Action project.

The Sedro-Woolley Municipal Code (SWMC) does not currently include a definition of a Planned Action, or procedural rules for processing a Planned Action. The proposed code amendments will include a definition of Planned Action and identify the type of review that the adoption of a Planned Action ordinance requires as well as review of projects under an adopted Planned Action.

In addition to the proposed amendments before Council this evening, staff will in the near future propose amendments to several chapters within the Municipal Code. These amendments will follow the adoption of the Planned Action Ordinance and reference said ordinance within the code sections. These amendments will reflect the approved Planned Action Ordinance that specifies permitted uses and development regulations.

Staff recommends amending the Municipal Code as proposed.

ATTACHMENTS

- Attachment 1 – Proposed Ordinance No. _____ regarding amendments to Chapter 2.90 SWMC
- Attachment 2 – Proposed Ordinance No. _____ regarding amendments to Chapter 17.04 SWMC
- Attachment 3 – Planning Commission Findings and Recommendation

REQUESTED ACTION

Council is requested to make motions on two ordinances:

- Motion to approve Ordinance No. _____ approving amendments to Chapter 2.90 SWMC; and
- Motion to approve Ordinance No. _____ approving amendments to Chapter 17.04 SWMC.

Attachment 1

Proposed Ordinance Relating to Amendments to
Chapter 2.90 SWMC
Planned Actions

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON,
RELATING TO AMENDMENTS TO CHAPTER 2.90 SWMC REGARDING PLANNED
ACTIONS.**

WHEREAS the requisite public hearings before the Planning Commission on May 19, 2015 and before the City Council on June 10, 2015 were preceded with appropriate notice, published on May 9, 2015; and

WHEREAS, the City is currently working together with the Port of Skagit, Skagit County and a team of consultants to develop plans, procedures and processes to facilitate the redevelopment of the Northern State Property that is under the current ownership of the State of Washington and managed by the Department of Enterprise Services. The plans and uses envisioned for the site include research & development facilities, manufacturing, hospitality and general commercial uses; and

WHEREAS, in order to support future redevelopment activities, a Planned Action Environmental Impact Statement will be utilized. A Planned Action Environmental Impact Statement in accordance with RCW 43.21.C.031(2) and WAC 197-11-164 the purpose of which is to emphasize quality environmental review of early planning efforts and early public input to shape decisions. The basic steps in designating planned action projects are to prepare an environmental impact statement (EIS), designate the planned action projects by ordinance, and review permit applications for consistency with the designated planned action. The intent is to provide more detailed environmental analysis during formulation of planning proposals, rather than at the project permit review stage. The Planned Action Ordinance is expected to encourage redevelopment and revitalization at the Northern State site and property owners and potential investors will be encouraged by the streamlined development process that takes place under the Planned Action; and

WHEREAS, the proposed code amendments will include a definition of Planned Action and identify the type of review that the adoption of a Planned Action ordinance requires as well as review of projects under an adopted Planned Action; and

WHEREAS, The City utilized the State Attorney General Advisory Memorandum: Avoiding Unconstitutional Takings of Private Property for evaluating constitutional issues, in conjunction with and to inform its review of the Ordinance. The City has utilized the process, a process protected under Attorney-Client privilege pursuant to law including RCW 36.70A.370(4), with the City Attorney's Office which has reviewed the Advisory Memorandum has discussed this Memorandum, including the "warning signals" identified in the Memorandum, with decisions makers, and conducted an evaluation of all constitutional provisions potentially at issue and advised of the genuine legal risks, if any, with the adoption of this Ordinance to assure that the proposed regulatory or administrative actions did not result in an unconstitutional taking of private property, consistent with RCW 36.70A.370(2).

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

SECTION 1. Recitals. The City council adopts and incorporates the foregoing recitals as findings as if set forth fully herein.

SECTION 2. The City Council makes the following findings:

- A. The proposed ordinance is procedural.
- B. The proposed ordinance is needed to address adoption of a Planned Action Environmental Impact Statement and to review future development under an adopted Planned Action.
- C. Planned Action, as defined in WAC 197-11-164, will enable early environmental review of complex phased projects in accordance with RCW 43.21.C.031 (2) and WAC 197-11-164.
- D. The proposed amendments are supported by and implement the Sedro-Woolley Comprehensive Plan, Economic Element.
- E. Pursuant to Washington Administrative Code (WAC) 197-11-800(19), the proposed ordinance is categorically exempt from review under the State Environmental Policy Act (SEPA).
- F. The proposed ordinance is in the best interest of City of Sedro-Woolley citizens and promotes the health, safety and welfare of the citizens of the City of Sedro-Woolley.
- G. The proposed ordinance has been disseminated and opportunities have been provided for written comments and public hearing after effective notice.

SECTION 3. That Chapter 2.90 of the Sedro-Woolley Municipal Code is hereby amended as follows:

2.90.060 C (1, g-n); E (5) & G (10-17) Authority and responsibilities; and

2.90.070 G (1) Permit Classification Table; and

2.90.100 C (16) Definitions of Terms Used in Submittal Requirements for Building, Planning and Public Works Permit Applications (EXHIBIT A).

SECTION 4. That the Sedro-Woolley Municipal Code is hereby amended to add a new section to Chapter 2.90:

2.90.073 Planned action review process (EXHIBIT A).

SECTION 5. Severability. If any section, subsection, sentence, clause, chapter, provision, or phrase of this ordinance or its application to any person or circumstance is found to be unconstitutional or invalid by a court of competent jurisdiction, such decision shall not affect the

validity of the remainder of the ordinance, chapter, or the application or the provisions to other persons or circumstances.

SECTION 6. Effective Date. This ordinance or a summary thereof shall be published in the official newspaper of the City, and shall take effect and be in full force five days after passage and publication as provided by law.

PASSED AND ADOPTED this 24th day of June, 2015.

MIKE ANDERSON, Mayor

PATSY NELSON, Finance Director

Approved as to form:

ERON BERG, City Attorney

EXHIBIT A

Chapter 2.90 CONSOLIDATED PLANNING PROCEDURES*

Sections:

- 2.90.010 Purpose and intent.
- 2.90.020 Applicability.
- 2.90.030 Effect of permit.
- 2.90.035 Permit processes classified by type.
- 2.90.040 Exemptions from state process requirements.
- 2.90.050 Submittal requirements—General.
- 2.90.060 Authority and responsibilities.
- 2.90.070 Permit classification.
- 2.90.075 Public notice requirements.
- 2.90.080 Application and decision—General.
- 2.90.090 Appeals.
- 2.90.100 Submittal requirements—Specific to application type.

* Prior ordinance history: Ords. 1449-03, 1485-04, 1491-04, 1602-08 and 1607-08.

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 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-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 days. (Ord. 1627-08 § 1 (App. A)(part), 2008)

2.90.020 Applicability.

All applications for development shall be subject to the provisions of this chapter, except where specifically exempted under Section 2.90.040, Exemptions from state process requirements. (Ord. 1627-08 § 1 (App. A)(part), 2008)

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. (Ord. 1627-08 § 1 (App. A)(part), 2008)

2.90.035 Permit processes classified by type.

Development subject to review by the city is classified and processed using one of the six types of land use permit procedures listed in Section 2.90.070(G). The review processes for the types of permit review procedures are described in Section 2.90.070. If the code does not expressly provide for review according to one of the six types of permit review procedures, and another specific procedure is not required by law, the planning department shall classify the application. (Ord. 1627-08 § 1 (App. A)(part), 2008)

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-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 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 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-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);
12. Other SEPA exempt actions/activities as outlined in WAC 197-11-800. (Ord. 1627-08 § 1 (App. A)(part), 2008)

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 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, fire, and public works applications addressed in this title shall be filed with the planning department.

D. Complete Application. Unless waived by the planning department, the requirements for a full complete land use, building, or public works permit application shall consist of the information listed in this code and any site-specific information identified in a preapplication meeting summary. Application fees pursuant to this chapter 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 a Type II, III or IV application complete, the development services department will provide a letter of completeness to the applicant and property owner(s). (Ord. 1627-08 § 1 (App. A)(part), 2008)

2.90.060 Authority and responsibilities.

A. Review Authority. Section 2.90.070(G), 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 Title 2.

C. Planning Director or Designee.

1. Authority. The planning director or designee shall review and act on the following:

- a. Building and grading permits;
- b. Binding site plan approval for commercial or industrial developments;
- c. Environmental Review.
 - 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;
- d. Interpretation of flood insurance rate map boundaries;
- e. Boundary line adjustments (B.L.A.);
- f. Modifications.
 - i. Minor modifications to previously approved site plan;
 - ii. Modifications of street standards;
 - iii. Minor modifications of landscaping requirements;
 - iv. Minor amendment to PUD;

g. Planned Action determinations

hg. Review of business licenses for home occupations;

ih. Shoreline exemptions;

ji. Shoreline permits;

kj. Short plats—Nine or less;

lk. Temporary use permits;

mł. Variances—Administrative;

nñ. Modifications of the number of required parking stalls and the requirements of the parking, loading and driveway regulations.

D. City Engineer or 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 of on-site and off-site improvements (including deferrals).

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.

5. Planned action ordinance recommendation to City Council.

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. Conditional approval permit for nonconforming uses;
 - c. Conditional use permits;
 - d. EIS hearing;
 - e. Shoreline conditional use permit;
 - f. Shoreline variance;
 - g. 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 residential 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 planning director or designee or the city engineer or designee in the administration of this title shall be appealable to the hearing examiner as an administrative determination pursuant to Section 2.90.090, Appeals.

G. City Council. The city council shall review and act on the following:

- 1. Annexations;
- 2. Appeals of hearing examiner decisions, excepting hearing examiner decisions that were appeals of administrative decisions;
- 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 Action Ordinance, final action.

110. Planned residential developments, preliminary and final;

121. Release of easements;

132. Rezones consistent with the comprehensive plan;

143. Rezones with associated comprehensive plan map or text amendment;

154. Street vacations;

165. Variances from the provisions of the subdivision regulations relating to a full subdivision;

176. Appeals of design review committee decisions.

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. (Ord. 1627-08 § 1 (App. A)(part), 2008)

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 six 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.

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 time frame varies 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 days of the application submittal, pursuant to RCW 36.70B.070(1), and the provision for final decisions on permits within one hundred twenty days of receipt of a complete application.

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 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-day time period shall start again after the revised project application is determined to be complete. Development applications which are specifically exempted under Section 2.90.040, Exemptions from state process requirements, are not subject to this time frame.

F. Exclusions from One-Hundred-Twenty-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 planning department to correct plans, perform required studies, or provide additional information. The period shall be calculated from the date the planning 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 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 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 planning department.

G. Land Use Permit Procedures.

1. Permit Classification Table.

Land Use Permit/Action	Permit Type					
	I	II	III	IV	V	VI
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	
<u>Planned Action Determination</u>		X				
<u>Planned Action Ordinance</u>						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		

2. Summary of Permit Processes.

	Type I	Type II	Type III	Type IV	Type V	Type VI	Shoreline Permits and Annexations
Pre-Application Meeting	No	Required for short plats, building permits with street	Required, unless waived by	Required, unless waived by director	Required, unless waived by	Required, unless waived by director	Required, unless waived by director

		improvements, and all other non-single-family residential actions	director		director		
Letter of Completeness	No	Required	Required	Required	No	No	No
Notice of Application	No	Required	Required	Required	Required	Required	See Chapter 35A.14 RCW or the shoreline management master program
Notice of Hearing	Not applicable	Not applicable	Required	Required	Required	Required	See Chapter 35A.14 RCW or the shoreline management master program
Open Record Public Hearing	No	No	Yes, before hearing examiner to	Yes, before hearing examiner or planning commission to	No	Yes, before planning commission to make recommendation	See Chapter 35A.14 RCW or the shoreline

			render final decision	make recommendation to city council		on to city council	management master program
Closed Record Appeal/Final Decision	Only if appealed, then before hearing examiner	Only if appealed, then before hearing examiner	Only if appealed, then before city council	Yes, before council to render final decision	Yes, before council to render final decision	Yes, before council to render final decision	See Chapter 35A.14 RCW or the shoreline management master program
Notice of Decision	Required	Required	Required	Required	Required	Required	See Chapter 35A.14 RCW or the shoreline management master program
Recommendation Made By	Not applicable	Not applicable	Not applicable	Hearing examiner or planning commission	Staff	Planning commission	See Chapter 35A.14 RCW or the shoreline management master program
Final Decision Made By	Planning director	Planning director	Hearing examiner	City council	City council	City council	See Chapter 35A.14 RCW or the shoreline

							managem nt master program
Judicial Appeal	See Section 2.90.090	See Section 2.90.090	See Section 2.90.090	See Section 2.90.090	See Section 2.90.09 0	See Section 2.90.090	See Chapter 35A.14 RCW or the shoreline managem nt master program

(Ord. 1627-08 § 1 (App. A)(part), 2008)

2.90.073 Planned action review process.

The review process for a project that is proposed as a planned action shall be determined by the permits required for the planned action. Because an environmental impact statement will previously have been prepared, review of a project proposed as a planned action is intended to be simpler and more focused than for other projects. A planned action includes a type of project action, or a subsequent project that implements an adopted subarea plan, master planned development, or phased project, that is designed by ordinance or resolution as a planned action and meets the criteria in RCW 43.21C.031(2)(a), WAC 197-11-164 and 168.

A. Verification.

A project proposed as a planned action shall be reviewed for consistency with the comprehensive plan and adopted planned action ordinance and for compliance with applicable development regulations and city ordinances.

To determine whether a proposed action qualifies as a planned action, planned action project review shall include:

1. Verification that the project meets the description in, and will implement any applicable conditions or mitigation measures identified in, the designating ordinance or resolution; and
2. Verification that the probable significant adverse environmental impacts of the project have been adequately addressed in the prior environmental impact statement through review of an environmental checklist or modified environmental checklist form provided by the city for this purpose as allowed by WAC 197-11-172 and 197-11-315.

B. Mitigation, public notice, and appeals.

All projects processed as planned actions shall comply with mitigation requirements set forth in applicable development regulations and city ordinances and the adopted planned action ordinance or resolution. Public notice and appeal procedures for projects that qualify as planned actions shall follow the requirements for the project permit. If notice is required, the notice shall state that the project has qualified as a planned action.

2.90.075 Public notice requirements.

A. Applicability. A notice of application is not required for actions which are classified as a Type I land use procedure under Section 2.90.060(G), and for actions specifically exempted under Section 2.90.040, 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 days of issuing a letter of completeness under Section 2.90.080(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-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 planning 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 planning department at 325 Metcalf Street, (360) 855-0771." The date, time, and place of a public hearing if one has been scheduled.

2. One notice per frontage of the proposed development shall be posted on or near the subject property and mailed to property owners and residents within five hundred feet of the boundaries of the subject property.

C. Notice of Administrative Decisions. The planning 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 planning 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 planning director within fourteen 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 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 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 not less than one notice per frontage at the site of the proposed development on or near the subject property at least ten 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, the planning 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 days of the date of publication 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 of record, the project proponent, the planning 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 days of the date of the decision. (Ord. 1627-08 § 1 (App. A)(part), 2008)

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 for Type II, III, and IV permits.

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 planning 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 planning department.

C. Letter of Completeness.

1. Timing. Within twenty-eight days after receipt of an application, the planning department shall provide a written determination that the application is deemed complete or incomplete according to

the submittal requirements as listed in Section 2.90.100(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 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 planning 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 planning department may set deadlines for the submittal of 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 days prior to the public hearing.

E. Report by Planning Department.

1. Report Content. When such application has been set for public hearing, if required, the planning 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 planning department findings and supportive recommendations.

2. Report Timing. At least ten working 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 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 planning department, to the applicant and to 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 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 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 who believes 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 days after the written decision of the examiner has been rendered or within fourteen days of the publication of decision, if required. 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 days of the request. The examiner's written decision on the request for consideration shall be transmitted to all parties of record within ten 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 are implemented promptly. Any application or permit approved pursuant to this chapter with the exception of rezones shall be implemented within two 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. (Ord. 1627-08 § 1 (App. A)(part), 2008)

2.90.090 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. Section 2.90.070(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 in Section 2.90.070(G), 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 as prescribed by the city fee schedule.

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 p.m. on any business day will be deemed to have been received on the following business day. Any facsimile filing received after five p.m. on the last date for filing will be considered an untimely filing. Any party desiring to make a facsimile filing after four 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 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.

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 decision may be appealed to the hearing examiner by submitting a written appeal to the planning department along with the applicable appeal fee.

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. The examiner shall have all of the powers of the office from whom the appeal is taken insofar as the decision regarding the specific 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 determination 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 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 days of the date the DNS is final.

ii. A DS. The appeal must be made to the hearing examiner within fourteen 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 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 days of the date that the action was taken or publication of notice of determination, if applicable.

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 days of the administrative decision or, if no date of administrative decision can be determined, within fourteen 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-day appeal period from the date of the action to modify or retract the permit.

4. 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.

5. 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 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. An electronically recorded or written transcript.

- f. Electronic Transcript. The city may require the appellant to provide an electronic transcript.
6. 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 days.
7. 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, subject to subsection (C) of this section.
- 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 planning director, within fourteen calendar days from the issuance date of the examiner's written report or date of publication, if applicable.
 - 2. Notice to Parties of Record. Within five days of receipt of the notice of appeal, the planning director 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 days of the dates of mailing of the notification of the firing of the notice of appeal.

4. Transmittal of Record to Council. Thereupon the planning director 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 Section 2.90.060(F)(1), 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 Section 2.90.060(F)(2), 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 (F)(5) 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 judiciary reviewed provided that available administrative appeals 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 reversal 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 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 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 (F)(5)(a)(i) nor (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 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 preempting the area and establishing a time frame for appeal, any appeal, whether through extraordinary writ or otherwise, shall be brought within twenty-one days of the decision.

G. 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 hearing examiner must be made directly to the Shorelines Hearings Board. Appeals are made by filing a request for the same within twenty-one 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 planning 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 days. (Ord. 1627-08 § 1 (App. A)(part), 2008)

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 as specified in the city’s fee schedule.

A. Table 2.90.100(A)—Building and Public Works Submittal Requirements (View Table 2.90.100(A) as a PDF).

B. Table 2.90.100(B)—Land Use Permit Submittal Requirements (View Table 2.90.100(B) as a PDF).

C. 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:

i. New and continuing activities (including projects and programs) entirely or partly financed, assisted, conducted, regulated, licensed, or approved by agencies;

ii. New or revised agency rules, regulations, plans policies, or procedures; and

iii. Legislative proposals.

b. “Actions” fall within one of two categories:

i. 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.

ii. 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 must 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 Chapter 2.88 identify in more detail governmental activities that would not have any environmental impacts and for which SEPA review is not required).

"Administrative authority" means the planning 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" means 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 notice of intent" means 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 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 petition" means 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 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” means 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” means 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 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 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” means the appropriate processing fee as required by the Sedro-Woolley Municipal Code.

“Application form, building” means the planning 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 or more than the total construction project.

“Application form, civil construction” means 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” means the city of Sedro-Woolley planning 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” means 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 or more units” means a twenty-four-inch by thirty-six-inch 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 or one-fourth inch equals one foot, 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 for interior demolition; and
- h. Independent review by State Department of Health for hospitals.

“Architectural plans, detached dwellings, semi-attached dwellings, and two attached dwellings” means an eighteen-inch by twenty-four-inch, minimum, plan drawn at a scale of one-fourth inch equals one foot, 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” means 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” means 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” means 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.

“Colored display maps” means 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.

“Conditional use permit justification” means a written description/justification setting forth the reasons in favor of the application and addressing the criteria listed in Section 17.56.060, Conditional use permits.

“Construction mitigation description” means 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 or hauling (i.e., weekends, late nights); and
- f. Preliminary traffic control plan.

“Covenants, draft” means 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” means 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” means a legal document proposing to convey ownership of real property and including a legal description of the area to be dedicated.

“Development” means the division of a parcel of land into two 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” means the plan for receiving, handling, transporting surface water within the subject property.

“Drainage plan/map” means plans drawn to scale and stamped by a state of Washington licensed engineer and complying with the requirements of the 2005 Department of Ecology’s Storm Water Management Manual for Western Washington.

“Drainage report” means a report stamped by a state of Washington licensed engineer complying with the requirements of the 2005 Department of Ecology’s Storm Water Management Manual for Western Washington.

5. Definitions E.

“Easements, existing” means 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” means 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” means a twenty-four-inch by thirty-six-inch fully dimensioned architectural elevation plan drawn at a scale of one-fourth inch equals one foot or one-eighth inch equals one foot (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. 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 roof-top equipment (include air conditioners, compressors, etc.) and proposed screening.

“Energy Code Checklist, Nonresidential” means 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” means the standard Washington State Energy Office form requesting the information required under Chapter 51-11 WAC or city-provided form detailing building components to be used to comply with the State Residents Energy Code.

“Engineering geologist” means a licensed geologist who is experienced and knowledgeable in engineering geology.

“Engineering geology” means 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” means 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” means the standard state of Washington form required under WAC 197-11-742 and 197-11-960.

“Erosion control plan, temporary” means drawings of the entire site showing the proposed erosion control measures for the project in conformance with the city of Sedro-Woolley drafting standards (or as approved by the public works department) and 2005 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” means the final plat or final short subdivision map (for short subdivisions of five or more lots) shall be drawn to a scale of not less than one inch representing one hundred feet unless otherwise approved by the department, and on sheets eighteen inches by twenty-four inches. 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. 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, needs 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.
- h. 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 of a foot and angles and bearings in degrees, minutes, and seconds.

- i. Include coordinates per city surveying standards for permanent control monuments.
- j. Display all interior permanent control monuments located per city surveying standards.
- k. Be mathematically correct.
- l. Contain a legal description of the land to be subdivided on the final mylar.
- m. Include certifications:
 - i. Certification showing that streets, rights-of-way and all sites for public use have been dedicated.
 - ii. Certification by a licensed land surveyor that a survey has been made and that monuments and stakes will be set.
 - iii. Certification by the responsible health agencies that the methods of sewage disposal and water service are acceptable.
 - iv. 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.
 - v. 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.
 - vi. Certification of approval to be signed by the planning director.
 - vii. 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 Chapter 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” means 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.

“Grading plan” means a twenty-two-inch by thirty-four-inch plan drawn by a state of Washington licensed landscape architect at a scale of one inch to forty feet (horizontal feet) and one inch to ten feet (vertical feet) or other size plan sheet or scale approved by the planning 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 of the subject property or which may be affected by the proposed work;
- d. Accurate existing and proposed contour lines drawn at five-foot, or less, intervals showing existing ground and details of terrain and area drainage to include surrounding off-site contours within one hundred feet 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 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):
 - i. Area in square feet of the entire property.
 - ii. Area of work in square feet.
 - iii. Both the number of tons and cubic yards of soil to be added, removed, or relocated.
 - iv. Type and location of fill origin, and destination of any soil to be removed from site.
 - v. Finished floor elevation(s) of all structures, existing and proposed.

8. Definitions H.

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.

“Heat loss calculation” means 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” means 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.

10. Definitions J. (Reserved)

11. Definitions K. (Reserved)

12. Definitions L.

“Land use permit conditions” means 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.

“List of current property owners and residents” means a listing of all current property owners and residents and their mailing addresses and Skagit County assessor’s account numbers within five hundred feet 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 days unless otherwise approved by the planning department.

13. Definitions M.

“Mailing envelopes” means postage-paid, addressed envelopes including the name, mailing address, and Skagit County assessor’s account numbers (optional) for all property owners and residents within five hundred feet of the boundaries of the subject site.

“Map of existing site conditions” means a plan drawn at the same scale as, or combined with, the grading plan or topography map showing existing topographical or five-foot 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” means 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" means plans as required per the International Mechanical Code (IMC) and section 1141 of the currently adopted Washington State Energy Code (WSEC) along with Washington State amendments.

"Monument card" means 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" means a map, drawn at a scale of one inch equals one hundred feet or one inch equals two hundred feet (or other scale approved by the planning 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 or approximately two thousand five hundred feet for properties over five 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.

15. Definitions O. (Reserved)

16. Definitions P.

“Parking, lot coverage, landscaping analysis” means 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” means 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 days prior to the granting of the final plat by the city council.

“Planned Action” is defined in WAC 197-11-164 as one (1) or more types of project action that has had significant environmental impacts adequately addressed in an environmental impact statement (EIS) prepared in conjunction with the Comprehensive Plan, subarea plan, fully contained community, a master planned resort, a master planned development or a phased project.

a. A project action addressed in a planned action does not require an environmental checklist or threshold determination, but may require the checklist for review to mitigate environmental impacts through the site plan review process.

b. To qualify, a project action shall:

i. Be subsequent to or implementing projects in a Comprehensive Plan, subarea plan, fully contained community, a master planned resort, a master planned development or a phased project;

ii. Be located within the City's adopted urban growth areas;

iii. Be consistent with the Comprehensive Plan;

iv. Not be an essential public facility, as defined in RCW 36.70A.200.

c. The City Council shall designate and approve by ordinance a planned action. The ordinance:

i. Shall describe the type(s) of project action being designated as a planned action;

ii. Shall describe how the planned action meets the criteria in subsection (b) of this section, including specific references to the EIS;

iii. Shall include findings that the environmental impacts have been identified and adequately addressed in the EIS, subject to project review under WAC 197-11-172;

iv. Should identify any specific mitigation measures other than applicable development regulations that must be applied to a project for it to qualify as a planned action.

d. The planned action may be limited to certain types of development, to specific geographical areas of the City, and/or a time period identified in the EIS, plan, ordinance or resolution.

e. Review of a project proposed as a planned action is intended to be simpler and more focused than for other projects. Review of the project shall include:

i. Verification that it meets the description and implements any applicable conditions or mitigation measures identified in the designating ordinance or resolution;

ii. Verification that the proposed significant adverse environmental impacts of the project have been adequately addressed in the EIS.

"Plumbing plan" means plans as required by the currently adopted Uniform Plumbing Code (UPC) and state amendments.

"Preliminary plat or binding site plan" means a plan, with a two-inch border on the left edge and one-half-inch 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 on an eighteen-inch by twenty-four-inch plan sheet (or other size or scale approved by the planning department) and shall include the following:

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, parks, 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 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 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” means an eight and one-half-inch by eleven-inch 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” means 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:
 - (A) Type of shoreline (i.e., lake, stream, lagoon, marsh, bog, floodplain, floodway);
 - (B) Type of beach (i.e., accretion, erosion, high bank-low bank);
 - (C) Type of material (i.e., sand, gravel, mud, clay, rock, riprap); and
 - (D) 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” means a complete, unabridged copy of the proposal (i.e., draft ordinance, resolution, plan or policy) and all attachments.

“Proposal summary” means a concise description of the scope, intent and timing of the proposal.

“Public works approval letter” means 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” means 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” means plans prepared by a state of Washington licensed civil engineer as detailed by the document City of Sedro-Woolley Public Works Department Standards.

19. Definitions S.

“Screening detail, refuse/recycling” means a detailed plan drawing, prepared to scale, showing location within property boundaries, heights, elevations, and building materials of proposed screening or of proposed plantings.

“Short plat or binding site plan map, final” means a plan, with a two-inch border on the left edge and one-half inch 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 on eighteen-inch by twenty-four-inch plan sheet(s) (or other scale approved by the planning 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. Legal description of the property;
- d. Date, graphic scale, and north arrow;

- e. Vicinity map (a reduced version of the “neighborhood detail map” as defined above);
- f. 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;
- g. 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;
- h. Lot numbers;
- i. Addresses for each lot and new street names determined by the department;
- j. 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;
- k. Coordinates per city surveying standards for permanent control monuments;
- l. All interior permanent control monuments located per city surveying standards;
- m. Statement of equipment and procedure used per WAC 332-130-100;
- n. Basis for bearing per WAC 332-130-150(1)(b)(iii);
- o. Date the existing monuments were visited per WAC 332-103-050(1)(f)(iv);
- p. Verification that permanent markers are set at corners of the proposed lots;
- q. Statement of discrepancies, if any, between bearing and distances of record and those measured or calculated;
- r. Location, dimensions and square footage of any existing structures to remain within or abutting the plat;
- s. Location of existing conditions (such as wetlands, steep slopes, watercourses) on or adjacent to the site which could hinder development;
- t. Reference to all agreements or covenants required as a condition of approval;
- u. For binding site plans only: provisions requiring site development to be in conformity with the approved binding site plan;

v. 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;

w. 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" means a fully dimensioned plan, drawn at a scale of one inch equals forty feet on an eighteen-inch by twenty-four-inch plan sheet (or other size or scale approved by the planning 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 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 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. Proposed square footage of land in streets and open space.

“Sign plans” means a plan drawn at a 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, multifamily” means a twenty-four-inch by thirty-six-inch plan drawn by a state of Washington licensed architect at a scale of one inch equals twenty feet or one inch equals forty feet (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 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 multifamily, 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/or 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:
 - (A) Number of stalls required, by use; number of stalls provided, by use;
 - (B) Sizes of stalls and angles;
 - (C) Location and number of handicap stalls, compact, employee and/or guest parking stalls;
 - (D) Location and size of curb cuts;
 - (E) Traffic flow within the parking, loading, and maneuvering areas and ingress and egress;
 - (F) Location of wheel stops;
 - (G) Loading space;
 - (H) Stacking space; and
 - (I) Square footage of interior parking lot landscaping.

“Site plan, sign” means a twenty-four-inch by thirty-six-inch plan drawn at a scale of one inch equals twenty feet or one inch equals forty feet (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 sign code; and
- viii. Wind design loads.

“Site plan, single-family/duplex” means an eight-and-one-half-inch by eleven-inch plan drawn at a scale of one inch to twenty feet or one inch to forty feet (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 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 fence.

“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 this chapter, the site map(s) shall indicate:
 - (A) The entire parcel of land owned by the applicant and the ordinary high water mark determined in the field;
 - (B) Top view and typical cross-section views of the stream or lake bed, banks, and buffers to scale;
 - (C) 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:
 - (A) The vegetative cover of the stream or lake, banks, and the site, identifying the dominant plant, fish, and animal species;
 - (B) 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;
 - (C) 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:
 - (1) Avoid any disturbances to the stream, lake or buffer;
 - (2) Minimize any stream, lake or buffer impacts;
 - (3) Compensate for any stream, lake or buffer impacts;
 - (4) Restore any stream, lake or buffer area impacted or lost temporarily; and
 - (5) Enhance degraded stream or lake habitat to compensate for lost functions and values;
 - (D) Any proposed alteration of lakes or streams shall be evaluated by the planning director using the above hierarchy.

“Street lighting plan” means a drawing showing the proposed lighting system, including luminaries, junction boxes, electric wiring, and wiring diagrams using the same scale as the utility plans of the public works department and conforming to the city of Sedro-Woolley street light standards.

“Structural calculations” means an analysis of loads, materials, etc., prepared and stamped by a state of Washington licensed professional engineer.

“Structural plans” means twenty-four-inch by thirty-six-inch plans prepared and stamped by a state of Washington licensed professional engineer drawn at a scale of one-eighth inch equals one foot (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” means 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 in ten thousand feet 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” means a map showing the existing land contours using vertical intervals of not more than five feet. For any existing buildings the map shall show the finished floor elevations of each floor of the building.

“Traffic study” means 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” means 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 site; and
- e. Location and dimensions of rights-of-way, utility lines, and easements.

21. Definitions U.

“Utilities construction plans” means plans prepared by a state of Washington licensed civil engineer as stipulated by the city of Sedro-Woolley standards.

“Utilities plan, generalized” means a plan drawn on twenty-two-inch by thirty-four-inch plan sheets using a graphic scale of one inch equals twenty feet (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” means a written statement setting forth the reasons in favor of the application and addressing the criteria listed in Chapter 17.60 which are used by the hearing examiner/administrative staff when reviewing the variance request.

23. Definitions W. (Reserved)

24. Definitions X. (Reserved)

25. Definitions Y. (Reserved)

26. Definitions Z. (Reserved)

(Ord. 1627-08 § 1 (App. A)(part), 2008)

[Home](#)

Attachment 2

**Proposed Ordinance Relating to Amendments to
Chapter 17.04 SWMC
Definition of Planned Actions**

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON,
RELATING TO AMENDMENTS TO CHAPTER 17.04 SWMC REGARDING
DEFINITIONS FOR PLANNED ACTIONS.**

WHEREAS the requisite public hearings before the Planning Commission on May 19, 2015 and before the City Council on June 10, 2015 were preceded with appropriate notice, published on May 9, 2015; and

WHEREAS, the City is currently working together with the Port of Skagit, Skagit County and a team of consultants to develop plans, procedures and processes to facilitate the redevelopment of the Northern State Property that is under the current ownership of the State of Washington and managed by the Department of Enterprise Services. The plans and uses envisioned for the site include research & development facilities, manufacturing, hospitality and general commercial uses; and

WHEREAS, in order to support future redevelopment activities, a Planned Action Environmental Impact Statement will be utilized. A Planned Action Environmental Impact Statement in accordance with RCW 43.21.C.031(2) and WAC 197-11-164 the purpose of which is to emphasize quality environmental review of early planning efforts and early public input to shape decisions. The basic steps in designating planned action projects are to prepare an environmental impact statement (EIS), designate the planned action projects by ordinance, and review permit applications for consistency with the designated planned action. The intent is to provide more detailed environmental analysis during formulation of planning proposals, rather than at the project permit review stage. The Planned Action Ordinance is expected to encourage redevelopment and revitalization at the Northern State site and property owners and potential investors will be encouraged by the streamlined development process that takes place under the Planned Action; and

WHEREAS, the proposed code amendment will include a definition of Planned Action; and

WHEREAS, The City utilized the State Attorney General Advisory Memorandum: Avoiding Unconstitutional Takings of Private Property for evaluating constitutional issues, in conjunction with and to inform its review of the Ordinance. The City has utilized the process, a process protected under Attorney-Client privilege pursuant to law including RCW 36.70A.370(4), with the City Attorney's Office which has reviewed the Advisory Memorandum has discussed this Memorandum, including the "warning signals" identified in the Memorandum, with decisions makers, and conducted an evaluation of all constitutional provisions potentially at issue and advised of the genuine legal risks, if any, with the adoption of this Ordinance to assure that the proposed regulatory or administrative actions did not result in an unconstitutional taking of private property, consistent with RCW 36.70A.370(2).

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

SECTION 1. Recitals. The City Council adopts and incorporates the foregoing recitals as findings as if set forth fully herein.

SECTION 2. The City Council makes the following findings:

- A. The proposed ordinance is procedural.
- B. The proposed ordinance is needed to address adoption of a Planned Action Environmental Impact Statement and to review future development under an adopted Planned Action.
- C. Planned Action, as defined in WAC 197-11-164, will enable early environmental review of complex phased projects in accordance with RCW 43.21.C.031 (2) and WAC 197-11-164.
- D. The proposed amendment is supported by and implements the Sedro-Woolley Comprehensive Plan, Economic Element.
- E. Pursuant to Washington Administrative Code (WAC) 197-11-800(19), the proposed ordinance is categorically exempt from review under the State Environmental Policy Act (SEPA).
- F. The proposed ordinance is in the best interest of City of Sedro-Woolley citizens and promotes the health, safety and welfare of the citizens of the City of Sedro-Woolley.
- G. The proposed ordinance has been disseminated and opportunities have been provided for written comments and public hearing after effective notice.

SECTION 3. That Chapter 17.04.030 of the Sedro-Woolley Municipal Code is hereby amended to read as follows:

“Planned Action” is defined in WAC 197-11-164 as one (1) or more types of project action that has had significant environmental impacts adequately addressed in an environmental impact statement (EIS) prepared in conjunction with the Comprehensive Plan, subarea plan, fully contained community, a master planned resort, a master planned development or a phased project.

1. A project action addressed in a planned action does not require an environmental checklist or threshold determination, but may require the checklist for review to mitigate environmental impacts through the site plan review process.
2. To qualify, a project action shall:

- a. Be subsequent to or implementing projects in a Comprehensive Plan, subarea plan, fully contained community, a master planned resort, a master planned development or a phased project;
- b. Be located within the City's adopted urban growth areas;
- c. Be consistent with the Comprehensive Plan;
- d. Not be an essential public facility, as defined in RCW 36.70A.200.

3. The City Council shall designate and approve by ordinance a planned action. The ordinance:

- a. Shall describe the type(s) of project action being designated as a planned action;
- b. Shall describe how the planned action meets the criteria in subsection (b) of this section, including specific references to the EIS;
- c. Shall include findings that the environmental impacts have been identified and adequately addressed in the EIS, subject to project review under WAC 197-11-172;
- d. Should identify any specific mitigation measures other than applicable development regulations that must be applied to a project for it to qualify as a planned action.

4. The planned action may be limited to certain types of development, to specific geographical areas of the City, and/or a time period identified in the EIS, plan, ordinance or resolution.

5. Review of a project proposed as a planned action is intended to be simpler and more focused than for other projects. Review of the project shall include:

- a. Verification that it meets the description and implements any applicable conditions or mitigation measures identified in the designating ordinance or resolution;

b. Verification that the proposed significant adverse environmental impacts of the project have been adequately addressed in the EIS.

SECTION 4. Severability. If any section, subsection, sentence, clause, chapter, provision, or phrase of this ordinance or its application to any person or circumstance is found to be unconstitutional or invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remainder of the ordinance, chapter, or the application or the provisions to other persons or circumstances.

SECTION 5. Effective Date. This ordinance or a summary thereof shall be published in the official newspaper of the City, and shall take effect and be in full force five days after passage and publication as provided by law.

PASSED AND ADOPTED this 24th day of June, 2015.

MIKE ANDERSON, Mayor

PATSY NELSON, Finance Director

Approved as to form:

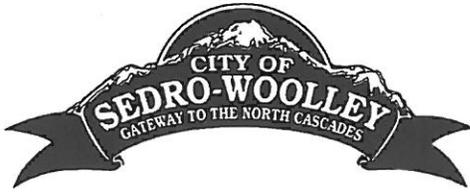
ERON BERG, City Attorney

Attachment 3

Planning Commission Findings and Recommendation

Procedural Items

Notice of Public Hearing and Department of Commerce Materials



**CITY OF SEDRO-WOOLLEY
PLANNING DEPARTMENT**

325 Metcalf Street
Sedro-Woolley, WA 98284
Phone (360) 855-0771
Fax (360) 855-0733

TRANSMITTAL & REPORT MEMORANDUM

DATE: May 19, 2015

TO: Sedro-Woolley Planning Commission

REGARDING Proposed Amendments to Chapter 17.04 - Definitions and Chapter 2.90 - Consolidated Planning Procedures of the Sedro-Woolley Municipal Code

FROM:



John Coleman, Planning Director

The following amendments are proposed and submitted by the Planning Department. This report serves as the staff report for the proposed amendments and was submitted in accordance with Chapter 2.90 SWMC.

FINDINGS OF FACT

PROPOSAL

Proposed are amendments to the Sedro-Woolley Municipal Code (SWMC) Chapter 17.04 (Definitions) and Chapter 2.90 (Consolidated Planning Procedures) adding the definition of Planned Action and treating Planned Actions as a process type.

Please see the attached code sections, labeled as **Exhibit A** and **Exhibit B**, formatted in a tracking program, so that the proposed changes to the code are easily identifiable.

BACKGROUND

Staff is continuously looking for ways to improve our municipal code. As staff applies our current code to projects, discrepancies are found and better ways to apply the code are discussed and eventually brought forward to the Planning Commission and City Council.

The City is currently working together with the Port of Skagit, Skagit County and a team of consultants to develop plans, procedures and processes to facilitate the redevelopment of the Northern State Property that is under the current ownership of the State of Washington and managed by the Department of Enterprise Services. The plans and uses envisioned for the site include research & development facilities, manufacturing, hospitality and general commercial uses.

In order to support future redevelopment activities, a Planned Action Environmental Impact Statement will be utilized. A Planned Action Environmental Impact Statement in accordance with RCW 43.21.C.031(2) and WAC 197-11-164 the purpose of which is to emphasize quality environmental review of early planning efforts and early public input to shape decisions. The basic steps in designating planned action projects are to prepare an environmental impact statement (EIS), designate the planned action projects by ordinance, and review permit applications for consistency with the designated planned action. The intent is to provide more detailed environmental analysis during formulation of planning proposals, rather than at the project permit review stage. The Planned Action Ordinance is expected to encourage redevelopment and revitalization at the Northern State site and property owners and potential investors will be encouraged by the streamlined development process that takes place under the Planned Action.

Through the environmental impact statement review, the Planned Action EIS, which will study elements of the human and physical environment, will help the City identify impacts of development and specific mitigation measures in advance of development proposals. This level of study and detail will facilitate proposed development and will provide developers with the information that will be required to qualify as a Planned Action project.

The proposed code amendments will include a definition of Planned Action and identify the type of review that the adoption of a Planned Action ordinance requires as well as review of projects under an adopted Planned Action.

Staff recommends amending the Municipal Code as proposed. Future code amendments will be proposed to the Public Zone that will reflect the approved Planned Action, uses and development regulations.

The proposed amendments are supported by and implement the Sedro-Woolley Comprehensive Plan, Economic Element:

Goal E1: To develop a sound fiscal base.

Policy E1.1: Create employment opportunities within the Sedro-Woolley economy, particularly for residents who now commute to other distant employment areas.

Policy E1.2: Participate with other public agencies and private interests in labor force training programs that take advantage of traditional resources.

Policy E1.3: Identify and promote sites which can be developed for a variety of local employment projects. Promote development of business and industrial parks, office and professional centers, and specialized commercial and entertainment centers.

PROPOSAL REVIEW PROCESS

- A SEPA threshold Determination of Non-Significance was not required for the procedural amendments.
- Public Notice of the Planning Commission Hearing was published on May 8, 2015.
- The State Department of Commerce (COMM) was notified of the proposed amendments on April 30, 2015, an acknowledgment letter of the receipt of that notice was received May 4, 2015 (COMM material ID #21237). Expedited review of the proposed amendments was granted via email on May 19, 2015.

RECOMMENDATION

Staff Recommends that the Planning Commission review the proposed amendments to Chapter 17.04 (Definitions) and Chapter 2.90 (Consolidated Planning Processes), hold a public hearing and make a recommendation to the City Council to adopt the amendments (with PC recommended amendments if applicable).

NOTICE OF HEARING PUBLISHED IN THE SKAGIT VALLEY HERALD: May 8, 2015

EXHIBITS:

- A. Chapter 2.90 Proposed Code Amendments Formatted in Tracking Program
- B. Chapter 17.04 Proposed Code Amendments Formatted in Tracking Program
- C. Procedural Items: Notice of Public Hearing, and Commerce materials

CONCLUSIONS

The Planning Commission, having reviewed the Planning Department Transmittal and Report Memorandum and hearing public testimony, makes the following conclusions:

1. Adoption of the proposed amendments to Chapters 17.04 and 2.90 of the SWMC comply with the State GMA, have been approved by the State Department of Commerce, and have been adequately vetted through the public review process; and
2. Adoption of the proposed amendments to Chapters 17.04 and 2.90 of the SWMC are in conformance with the goals and policies of the Sedro-Woolley Comprehensive Plan.

DECISION

Based upon the foregoing, the Planning Commission recommends approval of amendments to Chapters 17.04 and 2.90 of the SWMC, found herein as Exhibits A and B.

CERTIFICATION

The City of Sedro-Woolley Planning Commission hereby recommends to the City Council **APPROVAL** of amendments to Chapter 17.04 SWMC and Chapter 2.90 SWMC to address Planned Actions as a vital tool to facilitate review and processing of large scale development projects, at a **REGULAR** meeting of the City of Sedro-Woolley Planning Commission held on **Tuesday, May 19, 2015**, at which time a quorum was present and the decision was for approval by a vote of **5 FOR, 0 AGAINST, and 0 ABSTENTIONS**.

Patrick Huggins, Planning Commission Chair

Date



STATE OF WASHINGTON

DEPARTMENT OF COMMERCE

1011 Plum Street SE • PO Box 42525 • Olympia, Washington 98504-2525 • (360) 725-4000
www.commerce.wa.gov

May 4, 2015

John Coleman
Planning Director
City of Sedro Wolley
325 Metcalf Street
Sedro-Woolley, Washington 98284

Dear Mr. Coleman:

Thank you for sending the Washington State Department of Commerce (Commerce) the following materials as required under RCW 36.70A.106. Please keep this letter as documentation that you have met this procedural requirement.

City of Sedro-Woolley - Proposed amendment to Chapters 2.90 and 17.04. Proposed changes add definition and process to approve Planned Action Ordinances and determinations. These materials were received on April 30, 2015 and processed with the material ID # 21237. Expedited Review is requested under RCW 36.70A.106(3)(b).

If this submitted material is an adopted amendment, then please keep this letter as documentation that you have met the procedural requirement under RCW 36.70A.106.

If you have submitted this material as a draft amendment requesting expedited review, then we have forwarded a copy of this notice to other state agencies for expedited review and comment. If one or more state agencies indicate that they will be commenting, then Commerce may deny expedited review and the standard 60-day review period will end on June 29, 2015. Commerce will notify you by e-mail regarding of approval or denial of your expedited review request. If approved for expedited review, then final adoption may occur no earlier than May 18, 2015. Please remember to submit the final adopted amendment to Commerce within ten (10) days of adoption.

If you have any questions, please contact Growth Management Services at reviewteam@commerce.wa.gov, or call Dave Andersen (509) 434-4491.

Sincerely,

Review Team
Growth Management Services



Department of Commerce

Innovation is in our nature.

Notice of Proposed Amendment Request for Expedited Review

Pursuant to RCW 36.70A.106(3)(b), the following jurisdiction provides notice of a proposed development regulation amendment and requests expedited state agency review under the Growth Management Act.

*****Under statute, proposed amendments to comprehensive plans are not eligible for expedited review. The expedited review period is 10 business days (14 calendar days).***

(If needed, you may expand this form and the fields below, but please try to keep the entire form under two pages in length.)

Jurisdiction:	City of Sedro-Woolley
Mailing Address:	325 Metcalf Street Sedro-Woolley, WA 98284
Date:	

Contact Name:	John Coleman
Title/Position:	Planning Director
Phone Number:	(360) 855-0771
E-mail Address:	jcoleman@ci.sedro-woolley.wa

Brief Description of the Proposed/Draft Development Regulations Amendment: <i>(40 words or less)</i>	Proposed amendment to Chapters 2.90 and 17.04. Proposed changes add definition and process to approve Planned Action Ordinances and determinations. <i>See attached amended code sections.</i>
Public Hearing Date:	Planning Board/Commission: May 19, 2015 Council/County Commission: May 27, 2015
Proposed Adoption Date:	June 3, 2015

REQUIRED: Attach or include a copy the proposed amendment text.

SKAGIT PUBLISHING
C/O ISJ PAYMENT PROCESSING CENTER
PO BOX 1570
POCATELLO ID 83204-1570
(360)424-3251

ORDER CONFIRMATION

Salesperson: Jeanette Kales

Printed at 05/06/15 08:45 by jka30

Acct #: 228136

Ad #: 1280353

Status: N

CITY OF SEDRO-WOOLLEY PUBLIC WORKS
325 METCALF ST
SEDRO WOOLLEY WA 98284

Start: 05/08/2015 Stop: 05/08/2015

Times Ord: 1 Times Run: ***

STDS 1.00 X 9.31 Words: 217

Total STDS 9.50

Class: 0001 LEGAL NOTICES

Rate: LACR Cost: 100.23

Affidavits: 1

Contact:

Phone: (360)855-0771

Fax#:

Email: jcoleman@ci.sedro-woolley.wa

Agency:

Ad Descrpt: SVH-1280353

Given by: *

Created: jka30 05/06/15 08:39

Last Changed: jka30 05/06/15 08:45

PUB ZONE ED TP START INS STOP SMTWTFS
SVH A 97 W 05/08/15 1 05/08/15 SMTWTFS
WEB A 97 W 05/08/15 1 05/08/15 SMTWTFS

AUTHORIZATION

Under this agreement rates are subject to change with 30 days notice. In the event of a cancellation before schedule completion, I understand that the rate charged will be based upon the rate for the number of insertions used.

Name (print or type)

Name (signature)

(CONTINUED ON NEXT PAGE)

SKAGIT PUBLISHING
C/O ISJ PAYMENT PROCESSING CENTER
PO BOX 1570
POCATELLO ID 83204-1570
(360)424-3251

ORDER CONFIRMATION (CONTINUED)

Salesperson: Jeanette Kales

Printed at 05/06/15 08:45 by jka30

Acct #: 228136

Ad #: 1280353

Status: N

**NOTICE OF
PUBLIC HEARINGS
CITY OF
SEDRO-WOOLLEY
Amendments to
Development
Regulations and
Comprehensive Plan**

The City of Sedro-Woolley Planning Commission will hold public hearings on **May 19, 2015 at 6:30 PM**, at the Sedro-Woolley Council Chambers located at 325 Metcalf Street, to hear testimony regarding following proposed amendments to the City Comprehensive Plan and Development Regulations:

1. Proposed amendments to the Sedro-Woolley Municipal Code Chapter 17.04 (Definitions) and Chapter 2.90 (Consolidated Planning Procedures) adding a definition of Planned Action and identify the process and review for future Planned Action projects.
2. Proposed amendments to the Sedro-Woolley Municipal Code Chapter 17.92 (Recreational Marijuana Producers, Processors and Retailers) to address potential odors from processors and producers.
3. Proposed amendments to the Land Use Element of the Comprehensive Plan including a review of the Urban Growth Area boundaries as related to the city's 20-year population and employment projections. File #CPA1-15

Interested parties can comment on the proposed changes in writing or at the hearing. **Written comments must be received by 4:30 PM May 19, 2015** to be considered at this public hearing. Send written comments to: Sedro-Woolley Planning Department, 325 Metcalf Street, Sedro-Woolley, WA 98284. Complete project files are available for review at the Planning Department between the hours of 8:00 AM to 5:00 PM, Monday through Friday.

John Coleman

From: COM GMU Review Team <reviewteam@commerce.wa.gov>
Sent: Tuesday, May 19, 2015 7:35 AM
To: John Coleman
Cc: Andersen, Dave (COM)
Subject: 21237, City of Sedro-Woolley, Expedited Review Granted, DevRegs

Dear Mr. Coleman:

The City of Sedro-Woolley has been granted expedited review for the: Proposed amendment to Chapters 2.90 and 17.04. Proposed changes add definition and process to approve Planned Action Ordinances and determinations. This proposal was submitted for the required state agency review under RCW 36.70A.106.

As of receipt of this email, the City of Sedro-Woolley has met the Growth Management Act notice to state agency requirements in RCW 36.70A.106 for this submittal. For the purpose of documentation, please keep this email as confirmation.

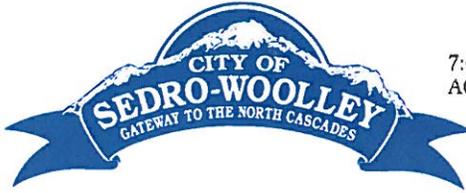
If you have any questions, please contact reviewteam@commerce.wa.gov

Thank you.

Review Team, Growth Management Services
Department of Commerce
P.O. Box 42525
Olympia WA 98504-2525

CITY COUNCIL AGENDA
REGULAR MEETING

JUN 24 2015



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

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

Christine Salseina
Deputy Clerk

MEMO TO: City Council
FROM: Christine Salseina, Deputy Clerk
RE: **Report of Contracts approved under SWMC 2.104.060**
DATE: June 24, 2015

The following agreement(s) were approved and are provided for your information:

<u>Contract</u>	<u>Purpose</u>	<u>Date</u>	<u>Dollar Amount</u>
1. ESO Solutions, Inc.	Software Subscription	6/15/2015	\$5920.75

Contract(s) available in their entirety at the Finance Department