

STRATEGIC PLANNING COMMITTEE AGENDA

January 24, 2024

5:00 PM

Sedro-Woolley Municipal Building

Council Chambers

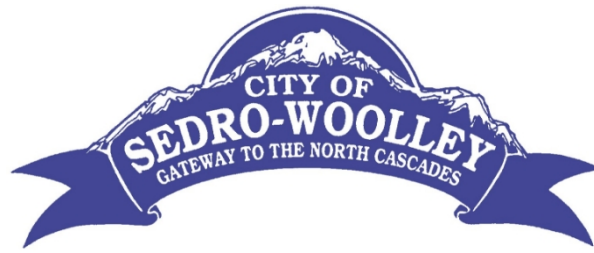
325 Metcalf Street

- a. Call to Order**
- b. Roll Call**
- c. Unfinished Business**
 - 1. Planning for City Council Goal Setting
- d. New Business**
- e. Adjournment**

Next Meeting(s) Strategic Planning Committee - April 24, 2024

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Strategic Planning Committee Agenda Item

Agenda Item No.: c.1.

Date: January 24, 2024

From: Charlie Bush, City Administrator

Subject: Planning for City Council Goal Setting

RECOMMENDED ACTION:

N/A

ISSUE:

Staff are preparing materials for the February 7, 2024 City Council goal setting session and are seeking feedback.

BACKGROUND/SUMMARY INFORMATION:

The City Council Strategic Planning Committee formed in 2023 to work jointly with the Administration on Council-level strategic planning and reporting. The committee has been providing feedback and input on the recent budget presentations and some initial feedback on the upcoming goal-setting session. Staff are envisioning the following items for the City Council Work Session Agenda on 2/7:

- Joint Meeting with Planning Commission - This type of joint discussion happens periodically throughout the year.

- Council Goal Setting - The plan would be to review the attached strategic plan update, followed by a discussion of each current goal and then a discussion of other potential goals or changes in direction on the current goals. The focus of the session would be to come away with a revised list of goals, if needed. Staff recommends the total number of goals not exceed 3-5. From there, staff would draft action items in response to each goal. Further Council discussion, and goal adoption, would occur at future meetings.

FISCAL IMPACT, IF APPROPRIATE:

N/A

ATTACHMENTS:

1. Quarter 4 2023 Update - 23-24 Department Operational Plans

City of Sedro-Woolley 2023-24

DEPARTMENT OPERATIONAL PLANS Q4 2023 Update

Increase parks and recreation usage by residents and tourists

- Update City website and overall marketing of City parks by April 1, 2023 (Administration, Public Works, Information Technology). - Complete

Parks and Facilities interactive map was completed in quarter 4 of 2022. Website design refresh was initiated in February 2023 and went live on November 7. Web and social media content will be more focused on parks and recreation opportunities, including more photo and video imagery that highlights these amenities.

- Engage the Sedro-Woolley Chamber of Commerce by April 1, 2023 to assist in additional marketing of park properties and recreation events (Administration).

Staff will contact the Chamber for assistance in conjunction with the completion of a parks brochure current under development. An initial gap of limited photographs was the first hurdle encountered in development of the new brochure. There was a social media photo “contest” underway to add additional photos to the City’s archive for parks that helped with some of our stock. Staff are aiming to have the brochure complete in the first quarter of 2024. It will be both in a digital and printed version. The printed version will be in a 12” x 9” format that folds down to 4” x 9”.

- Develop new partnerships, possibly including a consultant(s) after exploration with the City Council, using American Rescue Plan Act Funds, by April 1, 2023. The goal is to recruit, plan, create, market, and support sports tournaments and other special events in Sedro-Woolley and the surrounding area. The City would use these events to build up demand for additional hotel space, leading to increased hotel/motel revenues that can sustain this program, and tourism in Sedro-Woolley, into the future (Administration, Public Works).

The Administration continues to work with the Planning and Business Development Committee and the Council to develop a strategy for the expenditure of funds and development of partnerships related to economic development.

- Work strategically to expand outdoor recreation options in the areas around Sedro-Woolley and to better connect Sedro-Woolley to those areas. Provide

an initial report to the City Council by October 1, 2023 (Administration, Public Works).

- Olmsted Park Phase 1 Infrastructure; design 2022/23; construction 2024
- Olmsted Park Phase 2 Structures; design 2022/2023; construction 2024/2025 (updated 8/9/2023)
- Olmsted Park Phase 3 Playground; design 2023/24; RCO Application 2024; construction 2025 (updated 8/9/2023)
- Memorial Park Infrastructure, Playground and Spray Park; design 2022/2023; construction 2023
- Reed Street Park; design 2025; RCO application 2026; construction 2026/2027 (updated 8/9/2023)
- SR20/Cascade Trail Phase 2A Holtcamp to Hodgin; design/ROW 2022/2023; construction 2024.
- SR20/Cascade Trail Phase 2B Collins Rd to Holtkamp Rd; partially funded by SCOG TAP; TIB appl 2024; Design 2024/2025; CN 2026 (updated 8/9/2023).

Olmsted Park Phase 2 construction updated to 2023/2024; Olmsted Park Phase 3 construction is updated to show RCO grant application in 2024, construction in 2025; Reed Street Park updated to show RCO grant request in 2026; construction in 2026/2027. SR20/Cascade Trail Phase 2B updated to show proposed funding in 2024 and construction in 2026. Other Public Works projects remain on target, as listed above.

- Further develop strategic partnerships with governments, non-profit organizations, and private businesses that can accelerate parks and recreation tourism and usage in Sedro-Woolley. Provide a report to the City Council by January 1, 2024 (Administration).

This is essentially the next round of partnership development, likely to occur later in 2024 should this remain a priority for the Council. This is the report for now. There is no further update at this time.

- Complete planned projects at Memorial Park by January 1, 2024 and Olmsted Park by 2026 (Public Works – updated 8/9/2023).

This is covered two bullets above. Memorial is complete. Updated Olmsted schedule per above.

- Provide First Aid/CPR classes to the citizens on a quarterly basis to increase amount of trained individuals in the community. (Fire Dept.) - **Complete/ongoing**

On target

- Partner with Skagit County EMS and other agencies to implement AED registry by February 2024. (Fire Dept.) - **Complete/ongoing**

On target

Improve the City's economy

- Conduct an economic development focus group discussion with several City Council members, business leaders, key staff, and other stakeholders by February 1, 2023. Discussions should cover the City's fees and regulatory environment, and recruitment/retention of retail, office, and industrial businesses (Administration, Planning & Building). - **Complete**

This event occurred on March 7, 2023.

- Develop a draft economic development action plan by March 1, 2023 (Administration) - **Complete**

An initial draft of the plan is complete and remains under review by the Planning and Business Development Committee.

- Conduct a business and stakeholder review of the economic development action plan by April 1, 2023 (Administration). - **Complete**

This session occurred on April 13.

- Adopt an economic development action plan by May 1, 2023 and begin implementation (Administration, and other departments TBD).

A goal of an adopted plan would be to guide the expenditure of remaining ARPA economic development funds. The City Council recently directed additional discussion at the Planning and Business Development Committee.

- Continue to improve public infrastructure that supports economic development and quality of life and provide regular updates to the City Council (Public Works, Planning & Building).
 - Secure funding and complete the Jones/John Liner/Trail Road Corridor projects by 2029 to support City and SWIFT Center growth (Engineering/Public Works Divisions).
 - SR9/Township & John Liner/McGarigle Intersection Project; design/ROW 2022/2023; construction 2024 (updated 3/30/23)
 - John Liner Rd, Reed to Township Bicycle/Pedestrian Improvements project; design/ROW 2023/2024; construction 2026/2027 (updated 8/8/2023)

- Project C1B Jones/John Liner BNSF Undercrossing Project Phase 2; design/ROW in 2024/2025, construction (updated 8/9/2023)
- Cook Road/South Trail Road Intersection (Roundabout) Project; design/ROW 2024/2025; construction 2026
- Complete short-term Wastewater Treatment Plant Capacity Projects by 2025 (Engineering/WWTP Division)
 - Anoxic Tank Mixer Upgrade; design 2022/2023; construction 2023
 - Digester Aeration Upgrades – Blowers; design 2023; construction 2025 (updated 8/9/2023)
- Long-term WWTP Capacity Improvements to support growth by 2029
 - Facilities Plan (when plant reaches 85% Capacity est. 2024/2025); begin 2024; complete 2025.
 - Plant upgrade design 2026/2027; construction 2027/2028.

SR9/Township & John Liner /McGarigle Intersection Project is revised to construction 2024 to reflect revision to a roundabout intersection. John Liner Road Bike/Ped is updated design/ROW in 2023/2024 and construction in 2026/2027. Project C1B BNSF Undercrossing is updated to show design/ROW in 2024/2025 and construction in 2026. Other Public Works projects remain on target, as listed above.

- Protect commercially zoned land (Planning & Building)

At the recommendation of the Planning Department, the Planning Commission recommended against two rezone requests that would have changed 8.2 acres of Mixed Commercial land to residential zoning. In the Spring of 2022, the City Council accepted the Planning Commission's recommendation and did not approve the rezone requests, thus preserving commercially zoned land.

- Take delivery of two new Ambulances ordered through scheduled ERR fund and outfit for service 1st Quarter 2023 (Fire Dept)

One was delivered and the other remains delayed due to circumstances out of the City's control.

- Complete specifications and procurement process for brush truck replacement through ERR fund January 2023 with anticipated 2023 delivery. (Fire Dept) - **Complete**

The new brush truck was fully assembled by staff and is operational.

- Complete specifications and procurement process for Fire Engine Replacement through ERR fund March 2023 with anticipated delivery by end of 2024. (Fire Dept.)

The order and specs have been submitted and we are now waiting for delivery.

- Take delivery of two new police vehicles ordered through scheduled ERR fund and outfit for service. Estimated delivery 1st half of 2023. The same will occur in 2024. (Police)

Vehicles in 2023 and 2024 remain delayed. We anticipate receiving 4 vehicles in 2024 from these orders. We ordered two administrative vehicles and shifted the current administration vehicles to detectives and patrol.

Complete Auto-Tagging/labeling service provided for our cloud-based evidence system for body camera videos. This will allow officers to be out more often being visible and patrolling the City, instead of having to do a time-consuming task of labeling each video recorded during their shifts. Estimated completion first quarter 2023. (Police) - Complete

Continue city's growth model where lots on the edge of town are primarily zoned single family, with missing middle housing interspersed in the primarily single-family residential zones. Future growth will be accommodated through a combination of urban growth area expansion to the north as necessary per a land capacity analysis, infill in existing residential neighborhoods and accommodating higher densities in commercial zones (where commercial is the primary use on the main floor).

- Assure that the city's zoning and development standards provide for a variety of housing types in the city and maintain development standards that assure adequate on-site parking is provided for new housing (Planning & Building).

As a part of the 2024 Comprehensive Plan update, the city will be performing a thorough review of its zoning and development regulations. Staff intends to study the city's housing supply and make updates to the zoning and development regulations to assure that they provide for a variety of housing types.

In 2022, the Planning Department reviewed a request to allow less parking in the Urban Village Mixed Use overlay (UVMU). After reviewing the request, the Planning Commission recommended that the parking regulations remain unchanged; the City Council accepted the Planning Commission's recommendation and did not approve the parking reduction request to assure that adequate on-site parking is required in the UVMU.

- The county will be determining the amount of projected population growth in the county and in each jurisdiction between 2025-2045 as a part of the State GMA Comprehensive Plan updates due June 30, 2025. With the above goal in mind, coordinate with the other Skagit County jurisdictions to determine the amount of growth in Sedro-Woolley between 2025-2045 (Planning & Building).

The Planning Department began this process late in 2023.

- Perform a Land Capacity Analysis to determine the amount of available land within City Limits to accommodate the projected population growth between 2025-2045 (Planning & Building).

Council approved funding for the Land Capacity Analysis. The Planning Department will be beginning this process in early 2024.

- Based on the amount of land available, use the above council goal to determine how much future population can be accommodated in the existing city limits and how much land needs to be added to the urban growth area to accommodate the projected population growth between 2025-2045 (Planning & Building).

The Planning Department will be beginning this process later in mid-2024.

- Demonstrate how much land is necessary to accommodate 20 years of growth based on the councils above growth goal and recommend that the county adjust the city UGA to meet the city's 20-year growth projections (Planning & Building).

The Planning Department will be beginning this process later in late 2024

- Update the city's zoning regulations as well as the Housing and Land Use Elements of the Comprehensive Plan as part of the 2025 updates to reflect the council's housing and land use goals and reflect the adjusted UGA boundaries (Planning & Building).

The Planning Department will be beginning this process later in late 2024.