

## **PLANNING AND BUSINESS DEVELOPMENT COMMITTEE AGENDA**

**September 4, 2024**

**5:00 PM**

**Sedro-Woolley Municipal Building**

**Council Chambers**

**325 Metcalf Street**

- a. Call to Order**
- b. Roll Call**
- c. Unfinished Business**
  - 1. Economic Development Action Plan
  - 2. Grant Program Update
- d. New Business**
  - 1. Electronic Permitting Update
  - 2. Update on Downtown Street Lights
- e. Adjournment**

### **Next Meeting(s) Planning and Business Development Committee - November 13, 2024**

The City of Sedro-Woolley complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, limited English proficiency, age, disability, or sex. The City of Sedro-Woolley doesn't exclude people or treat them differently because of race, color, national origin, limited English proficiency, age, disability, or sex.

The City of Sedro-Woolley also complies with applicable state laws and doesn't discriminate on the basis of creed, gender, gender expression or identity, sexual orientation, marital status, religion, honorably discharged veteran or military status, or the use of a trained dog guide or service animal by a person with a disability.



**Planning and Business Development Committee  
Agenda Item**

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**Agenda Item No.:** c.1.

**Date:** September 4, 2024

**From:** Charlie Bush, City Administrator

**Subject:** Economic Development Action Plan

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**RECOMMENDED ACTION:**

Staff recommends moving this item out of committee to the full Council.

**ISSUE:**

Should the City adopt an Economic Development Action Plan?

**BACKGROUND/SUMMARY INFORMATION:**

The goal of this plan, developed over the past two years with input from businesses, committee members, and economic development partners, has been to develop a clearer picture for how the City will engage in economic development activities. Part of the plan includes action items that could be American Rescue Plan Act (ARPA) or other strategic funding investments. Other parts of the plan represent policy or mindset that could be rooted in the City's updated Comprehensive Plan. If ultimately adopted by Council, staff would plan to provide this document to the consultants working on the Comprehensive Plan so that items could be considered in the update of the Economic Development Element. Staff would also use this document to help guide budget investments and approaches to economic development.

**FISCAL IMPACT, IF APPROPRIATE:**

N/A

**ATTACHMENTS:**

1. Draft Sedro-Woolley Economic Development Action Plan Version 7.0

# Sedro-Woolley Economic Development Action Plan (Draft)

Version 7, September 4, 2024

Items in green are potential ARPA/Strategic investments

Items in blue are underway

Items in purple are completed

\* = Operating budget items

+ = Comprehensive Plan, larger items

\*+ = It depends upon the level of change/investment

## Priority #1: Provide business-friendly permitting

- Establish an electronic permitting system by the end of 2025\*
- By the end of 2025, evaluate fees\*
- By the end of 2025, establish permitting benchmarks for commercial permits and track progress\*
- Invest in Planning & Building staffing through the 2025-26 budget process to better support business permitting\*
- By the end of 2026, invest in Lean/Six Sigma process improvement processes to increase permitting system efficiency\*
- By the end of 2025, improve the City's Code to allow for more efficient and simplified permit processes, including more up-front design review\*

## Priority #1: Support housing development to provide a larger local workforce and to further support local retail

- Evaluate the housing types needed to have the largest benefit on the Sedro-Woolley economy through the 2023-25 Comprehensive Plan Update\*+
- By the end of 2026, implement strategies and incentives to support the housing types desired\*+

## Priority #2: Focus on public Downtown Improvements

- Parklets – consider code changes by the end of 2024\*
- Community Development Grant Program – completed by the end of 2024\*
  - Painting
  - Support updates to key buildings (ex. Woolley Market)
- Potential New/Refurbished Public Infrastructure – complete by the end of 2028
  - Sidewalks\*
  - AED signs\*
  - Murals\*
  - Planters\*
  - More trash cans downtown (on Metcalf) with better designs\*
  - Alleys\*+
  - Lighting\*+
    - Street lights recently painted

- Extend the system on Metcalf
  - Address Parking – consider parking regulations, supply\*+
- Festival/Event Improvements – complete by the end of 2027
  - Wiring for festivals\*
  - Lights for festivals – consider lights hanging across Metcalf\*
  - Develop a Downtown concert venue\*+
- Partner with BNSF on public use of their right of way (ex. mobile art walk) – by the end of 2025

Priority #2: Improve the State Route 20 and State Route 9 Corridors

- Improve the appearance of roundabouts – by the end of 2026\*
- Improve directional signage – by the end of 2026\*+
- Develop an archway to cover the railroad trestle and point tourists to Downtown – by the end of 2026\*+
- Improve the appearance of fencing\*
- Partner with the new owners of Skagit Industrial Park, Sedron Industries, to leverage Sedron’s investment in the park to accent and benefit Downtown Sedro-Woolley and the State Route 20/9 corridor – by the end of 2025\*+
  - Improve the State Route 20/9 appearance of the park\*+
  - Explore improved connectivity of the park to the rest of the City\*+
  - Evaluate Downtown improvements that may compliment the park and elements of the park that may be able to compliment Downtown and the State Route 20/9 corridor\*+
- Work to get Ferry Street properties improved on the entry to Downtown from Highway 9, perhaps some funds could be used for environmental studies, as needed, in this area – by the end of 2028, a corridor plan for the streetscape might be an option\*+

Priority #2: Improve the Cleanliness and Visual Appearance of Commercial Areas, including Downtown

- Invest in additional Public Works staff or partnerships to enhance the cleanliness of commercial areas in Sedro-Woolley – by the end of 2026\*

Priority #2: Engage in creative placemaking – support the creation of experiences and places that are unique for visitors to and residents of Sedro-Woolley

- Support public art with the support of the Arts Commission – by the end of 2025\*
- Develop small parks – ex. the lot by Tricky Busiu could be used for a park and parking if received from BNSF – by the end of 2026\*+
- Evaluate streetscapes and landscaping – by the end of 2027\*+
- Invest in trails and parks and connect them – by the end of 2028\*+
- Create a more dog-friendly city - evaluate dog park expansion and the development of additional dog parks – by the end of 2028\*+
- Possible food truck pads at our parks (especially Olmsted and Memorial) – by the end of 2028+
- Capitalize on small-town Americana strengths by supporting and promoting experiences and services that people want\*
- Focus on making Sedro-Woolley more fun and interesting\*

Priority #2: Do further work with economic development partners to provide additional help and technical assistance for online commerce and other technical business support services

- Offer resources and referrals to partners from within the Planning & Building Department – by the end of 2025\*
- Partner with the Chamber to promote shopping local and to celebrate local businesses, especially manufacturing and retail – by the end of 2026\*
- Partner with organizations like RAIN Catalysts, the Small Business Development Center, the Center for Inclusive Entrepreneurship, and the Economic Development Alliance of Skagit County (EDASC) to provide services for Sedro-Woolley businesses. Consider providing space to one or several from which to deliver services more locally here. – by the end of 2026\*

Priority #2: Support infill commercial and housing development

- Evaluate options/opportunities and identify barriers during the 2023-2025 Comprehensive Plan update\*+
  - Focus on site readiness and removing obstacles\*+

Priority #2: Continue to partner regionally to benefit the regional economy, which will benefit the Sedro-Woolley Economy

- Use the 2023-25 Comprehensive Plan Update to become clearer on what industry clusters the City wants to recruit and grow to help diversify its economy\*+
- Leverage collective strengths in Skagit Valley – possible focus on food. Leverage valley value-added agriculture as the theme – by the end of 2026\*

Priority #2: Continue to Partner with the Port of Skagit and Skagit County on the Continued Redevelopment of the SWIFT Center

- Support business incubator space at the SWIFT Center, particularly the NWIRC proposal – ongoing\*
- Develop Olmsted Park – by the end of 2026 with first phases in 2024\*+
- Destination music in the park in the shorter term could be a benefit to the community – by the end of 2025\*
- Support the theme of community wellness, recreation, tourism, and hospitality at the SWIFT Center – ongoing\*
- Help support the \$45 million needed to renovate SWIFT Center buildings – ongoing\*
- Develop meeting space – ongoing\*

Priority #2: Support Enhanced Tourism

- Develop a parks and trails map – by the end of 2024\*
- Develop marketing videos – by the end of 2024\*
- Tap into the City's history by working more formally with the Sedro-Woolley Museum and other history-focused organizations – ongoing, develop additional partnerships by the end of 2026\*
- Promote and develop sports tournaments and events through partnerships – by the end of 2026\*
- Cultivate and sustain a more open and welcoming atmosphere – ongoing\*

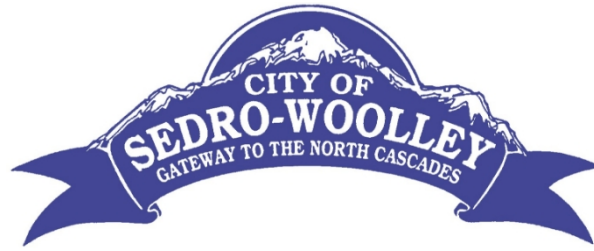
- Leverage lodging tax funding to fuel more tourism – ongoing\*
- Become the Basecamp of the North Cascades, leveraging outdoor recreation – ongoing\*
  - Partner with the North Cascades Institute, North Cascades National Park, the Pacific Northwest Trail Association, local wilderness guides, and other recreation-based organizations and businesses\*
- Work with hotel operators to consider developing in Sedro-Woolley – by the end of 2028\*
  - Evaluate vacation policies related to vacation rentals if hotel development does not materialize\*
- Evaluate cycling infrastructure and services, recruit a bike shop and other key services – by the end of 2028\*

Priority #2: Citywide Public Infrastructure Development

- Repair sidewalks – ongoing\*
- Continue to fund and build projects to support growth. Review impact fees and project funding to make sure there is financial support for the planned projects. – ongoing\*+
- Plant beautiful trees that don't heave sidewalks – ongoing\*+

Priority #3: Workforce Development – all items are ongoing

- Encourage Sedro-Woolley School District and EDASC to develop a Sedro-Woolley Workforce Development Action Team\*
- Evaluate opportunities for youth to get into apprenticeships, build partnerships with schools \*
- Work with the Port to evaluate possible education uses of SWIFT Center\*
- Help Sedro-Woolley School District connect students with businesses\*
- Work with Job Corps and Skagit Valley College\*
- Engage CTE programs (career technical education)\*
- Have more of a trades-focus locally\*



**Planning and Business Development Committee  
Agenda Item**

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**Agenda Item No.:** c.2.

**Date:** September 4, 2024

**From:** Charlie Bush, City Administrator

**Subject:** Grant Program Update

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**RECOMMENDED ACTION:**

N/A

**ISSUE:**

This is a brief information update on grant payments and contracts to date.

**BACKGROUND/SUMMARY INFORMATION:**

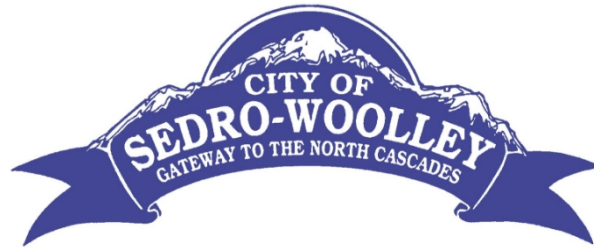
N/A

**FISCAL IMPACT, IF APPROPRIATE:**

N/A

**ATTACHMENTS:**

None



**Planning and Business Development Committee  
Agenda Item**

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**Agenda Item No.:** d.1.

**Date:** September 4, 2024

**From:** Charlie Bush, City Administrator, Thomas Glover, Community Development Director

**Subject:** Electronic Permitting Update

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**RECOMMENDED ACTION:**

N/A

**ISSUE:**

Updated on deploying electronic permitting.

**BACKGROUND/SUMMARY INFORMATION:**

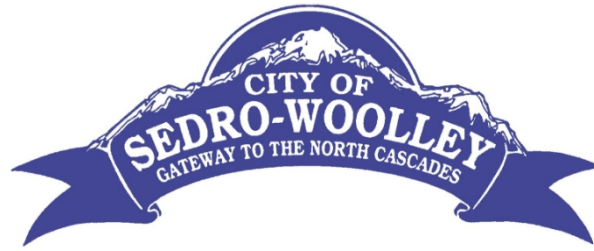
N/A

**FISCAL IMPACT, IF APPROPRIATE:**

N/A

**ATTACHMENTS:**

None



**Planning and Business Development Committee  
Agenda Item**

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**Agenda Item No.:** d.2.

**Date:** September 4, 2024

**From:** Charlie Bush, City Administrator, Bill Bullock, Public Works Director

**Subject:** Update on Downtown Street Lights

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**RECOMMENDED ACTION:**

N/A

**ISSUE:**

Update on potentially extending Downtown street lights.

**BACKGROUND/SUMMARY INFORMATION:**

N/A

**FISCAL IMPACT, IF APPROPRIATE:**

N/A

**ATTACHMENTS:**

None