

Next Ord:2084-25
Next Res:1158-25

CITY COUNCIL AGENDA

January 8, 2025

6:00 PM

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

- a. Call to Order**
- b. Pledge of Allegiance**
- c. Roll Call**
- d. Approval of Agenda**
- e. Consent Agenda**

Note: Items on the Consent Agenda 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 Agenda.

- 1. Minutes - Regular City Council Meeting - November 26, 2024
- 2. Minutes - Study Session City Council Meeting - December 4, 2024
- 3. Minutes - Regular City Council Meeting - December 11, 2024
- 4. Check Register - Regular
- 5. Out of State Travel – Public Works Director William Bullock
- 6. Surplus IT Equipment - Resolution 1157-25
- 7. Program Application - WWTP Upgrade Facility Plan and Initial Design
- 8. Council Committees

- f. Introduction of Special Guests and Presentation**
- g. City Administrator Report**
- h. Councilmember and Mayor's Report**
- i. Proclamation(s)**
- j. Public Hearing(s)**

- 1. Amendments to Chapters 12.40 and 17.50 SWMC, Street Tree Regulations - Ordinance No. 2093-24 - 2nd Read

- k. Public Comments**

Please keep comments to three minutes or less. Because State law prohibits the use of city facilities for the purpose of supporting or opposing a campaign or ballot proposition, we respectfully request that public comment not make reference to such matters.

Written comments will be accepted by letter or via email at finance@sedro-woolley.gov Attn: 'Public Comment' until 4:30pm the day before the meeting.

l. Unfinished Business

1. Amendments to Chapter 2.90 and Title 17 SWMC, Murals and Signs - Ordinance 2091-24 - 2nd Read

m. New Business

1. Appointment of the Mayor Pro Tempore
2. Zoom Bombing - Discussion

n. Information Only Items

1. November Permit Report

o. Executive Session

p. Adjournment

Next Meeting(s) City Council Study Session - January 15, 2025

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.

Join Zoom Meeting:

<https://zoom.us/j/91786850179?pwd=Vys0Y29XalZmQTRmemJBM2txVDIUQT09>

or dial by location at:

- +1 253 215 8782 US (Tacoma)
- +1 669 900 6833 US (San Jose)
- +1 346 248 7799 US (Houston)
- +1 929 205 6099 US (New York)
- +1 301 715 8592 US (Washington DC)
- +1 312 626 6799 US (Chicago)

Meeting ID: 917 8685 0179

Passcode: 091845



City Council Agenda Item

Agenda Item No.: e.1.

Date: January 8, 2025

From: Kelly Kohnken, Finance Director / City Clerk

Subject: Minutes - Regular City Council Meeting - November 26, 2024

RECOMMENDED ACTION:

Motion to approve City Council meeting minutes for the regular meeting held on November 26, 2024.

ISSUE:

BACKGROUND/SUMMARY INFORMATION:

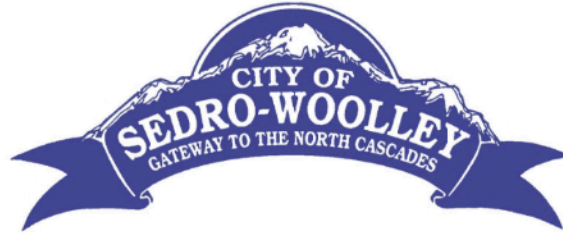
Minutes recorded for the Regular City Council Meeting, held on November 26, 2024.

FISCAL IMPACT, IF APPROPRIATE:

None.

ATTACHMENTS:

1. 11-26-2024 Regular City Council minutes



Regular Meeting of the City Council
November 26, 2024 - 6:00 PM Hybrid Meeting

a. Call to Order

Mayor Julia Johnson called the meeting to order at 6:00 P.M.

b. Pledge of Allegiance

c. Roll Call

Present: Mayor Julia Johnson, Councilmembers JoEllen Kesti, Paul Cocke, Kevin Loy, Joe Burns, Sarah Diamond and Allan Henderson. Councilmember Nick Lavacca late arrival following approval of the consent agenda.

d. Approval of Agenda

Motion made by Councilmember Kesti and seconded by Councilmember Diamond to approve the agenda. Motion carried (6-0).

e. Consent Agenda

Note: Items on the Consent Agenda 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 Agenda.

Motion made by Councilmember Burns and seconded by Councilmember Cocke to approve items 1-12 on the consent agenda. Motion carried (6-0).

Councilmember Kesti recused herself from voting on the consent agenda, item number 13, the 2025 Lodging Tax Grant Recommendations, Lodging Tax Advisory Committee.

Motion to approve item 13 made by Councilmember Burns and seconded by Councilmember Cocke. Motion carried (5-0).

1. Minutes - Regular City Council Meeting - November 13, 2024
2. Check Register - Regular
3. Professional Services Agreement - Family Promise House Bill 1406 - Scope of Work Amendment
4. Professional Services Agreement - Mountain Law, PLLC - Indigent Defense, 6-Month Contract Extension

5. Interlocal Agreement Renewal 2025-2026 - Skagit County - Sedro-Woolley Senior Center
6. Interlocal Agreement - NW ESD and Skagit County School Districts and Law Enforcement Agencies - Handle with Care
7. Interagency Agreement - Washington Traffic Safety Commission - 2025 Region 11 Target Zero Task Force
8. Agreement Extension - Skagit County EMS and Sedro-Woolley Fire Department - Training Hub
9. 2025 Non-Represented Employee Salary Schedule - Resolution 1152-24
10. 2025 Mayor Salary - Ordinance 2092-24
11. Professional Services Agreement 2021-PS-02 Contract Amendment
12. Out-of-State Travel - Canine Purchase
13. 2025 Lodging Tax Grant Recommendations - Lodging Tax Advisory Committee

f. Introduction of Special Guests and Presentation

1. Director of Strategic Initiatives for North Star Monica Negrila

Director of Strategic Initiatives for North Star, Monica Negrila, gave a presentation regarding durable governance staffing and funding, an effective community-based system of care, and stable, safe housing for everyone.

Skagit County Commissioner Lisa Janicki was also present.

g. City Administrator Report

1. Interlocal Agreement Update - Fire District 8

City Administrator Charlie Bush and Fire Chief Frank Wagner shared updates on the Fire District 8 Interlocal Agreement.

h. Councilmember and Mayor's Report

Councilmember Loy, Councilmember Diamond, Councilmember Burns and Councilmember Lavacca wished everyone a Happy Thanksgiving.

Councilmember Kesti shared with the City Council that Saturday is Shop-Small Saturday and reminded everyone about the Sip and Stroll Event down town that begins at 4pm at the Museum and wished everyone a Happy Thanksgiving.

Councilmember Henderson asked to be excused from the December 4th, 2024 workshop because he will be traveling outside the country.

Councilmember Cocke asked Police Chief Dan McIlraith if we had an emergency alert system and if we were part of the code-red with Skagit 911.

Police Chief Dan McIlraith stated that we are part of the code-red with Skagit 911 and do have an emergency alert system and that the School District also has easy alert.

Councilmember Burns shared that the Christmas Parade and Christmas tree lighting will be December 7th, 2024 and also that the Sedro-Woolley Lions Club will be selling Christmas trees.

Councilmember Lavacca encouraged the council to attend the high school play titled Young Sherlock on December 3rd, 2024.

Mayor Julia Johnson had nothing to report.

i. Proclamation(s)

j. Public Comments

Please keep comments to three minutes or less. Because state law prohibits the use of city facilities for the purpose of supporting or opposing a campaign or ballot proposition, we respectfully request that public comment not make reference to such matters.

Written comments will be accepted by letter or via email at finance@sedro-woolley.gov Attn: 'Public Comment.' until 4:30pm the day before the meeting.

A public comment period was held.

k. Public Hearing(s)

l. Unfinished Business

1. 2025 Solid Waste Utility Rates - Ordinance 2086-24 - 2nd Read

Motion made by Councilmember Cocke and seconded by Councilmember Henderson to adopt Ordinance 2086-24 related to fees and charges for solid waste. Motion carried (7-0).

2. 2025-2026 Biennial Budget - Ordinance 2082-24 - 3rd Read

Motion made by Councilmember Burns and seconded by Councilmember Cocke to approve Ordinance 2082-24 for the 2025-2026 Biennial budget. Motion carried (6-1). Councilmember Lavacca opposed.

m. New Business

1. Chapter 2.90 and Title 17 SWMC - Murals and Signs - Ordinance 2091-24 - 1st Read

Assistant Planner Ashton Sandoval Oaks presented updates to Chapter 2.90 and Title 17 SWMC, Murals and Signs, Ordinance 2091-24.

No action was taken.

2. 2025 Master Fee Schedule - Resolution 1155-24 - 1st Read

Finance Director Kelly Kohnken shared a detailed background and summary regarding the 2025 Master Fee Schedule, Resolution 1155-24.

No action was taken.

Motion was made by Councilmember Henderson and seconded by Councilmember Diamond to stay past the 8pm hour to complete the agenda. Motion carried (7-0).

3. Contract Amendment - Zachor, Stock & Krepps, Inc., P.S. - Prosecution Services - 1st Read

City Administrator Charlie Bush shared the contract amendments regarding Zachor, Stock & Krepps, Inc., P.S., Prosecution Services.

Motion made by Councilmember Cocke and seconded by Councilmember Burns to authorize the mayor to enter into a contract amendment with Zachor, Stock & Krepps, Inc., P.S., to adjust the financial terms of the contract in response to market factors. Motion carried (7-0).

n. Information Only Items

o. Executive Session

p. Adjournment

The meeting adjourned at 8:04 P.M.

q. Closed Session

1. To Discuss A Collective Bargaining Agreement

A closed session was held.

ATTEST:

APPROVED:

Kelly Kohnken, City Clerk

Julia Johnson, Mayor



City Council Agenda Item

Agenda Item No.: e.2.

Date: January 8, 2025

From: Kelly Kohnken, Finance Director / City Clerk

Subject: Minutes - Study Session City Council Meeting - December 4, 2024

RECOMMENDED ACTION:

Motion to approve meeting minutes for the study session, held on December 4, 2024.

ISSUE:

BACKGROUND/SUMMARY INFORMATION:

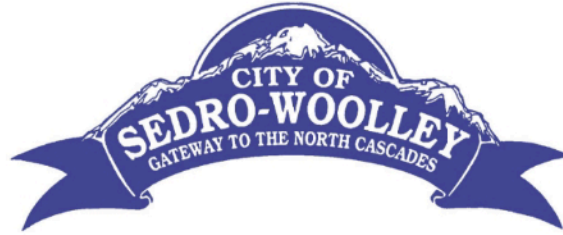
Minutes recorded for the Study Session, held on December 4, 2024.

FISCAL IMPACT, IF APPROPRIATE:

None.

ATTACHMENTS:

1. 12-4-2024 City Council Study Session minutes



Study Session Meeting of the City Council
December 4, 2024 - 6:00 PM Hybrid Meeting

a. Call to Order

Mayor Julia Johnson called the meeting to order at 6:00 P.M.

b. Pledge of Allegiance

c. Roll Call

Present: Mayor Julia Johnson, Councilmembers JoEllen Kesti, Paul Cocke, Kevin Loy, Joe Burns, and Nick Lavacca. Councilmember Diamond joined via zoom and Councilmember Henderson had an excused absence.

d. Introduction of Special Guests and Presentation

1. NW Innovation Resource Center, Executive Director Diane Kamionka

NW Innovation Resource Center, Executive Director Diane Kamionka shared updates regarding the Innovation Resource Center Lab at the Swift Center and gave a brief background on the objective of supporting innovative entrepreneurs in NW Washington and establishing an ecosystem of resources.

e. Unfinished Business

f. New Business

1. Community Development Grant Program Extensions

City Administrator Charlie Bush and Community Development Director Tom Glover are seeking direction from the council regarding community development grant extensions.

Motion to authorize the mayor to offer a one and only 180-day extension for each of the 7 community development grants made by Councilmember Cocke and seconded by Councilmember Lavacca. Motion carried (7-0).

2. State Legislative Agenda

City Administrator Charlie Bush and Police Chief Dan McIlraith shared the 2025 State Legislative Priorities regarding capital budget items. Staff recommends approval of the agenda once the City Council is comfortable with the content.

No action was taken.

g. Public Comments

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Written comments will be accepted by letter or via email at finance@sedro-woolley.gov Attn: 'Public Comment.' until 4:30pm the day before the meeting.

A public comment was held.

Phillip Murray made public comment.

h. Adjournment

The meeting adjourned at 7:20 P.M.

ATTEST:

APPROVED:

Kelly Kohnken, City Clerk

Julia Johnson, Mayor



City Council Agenda Item

Agenda Item No.: e.3.

Date: January 8, 2025

From: Kelly Kohnken, Finance Director / City Clerk

Subject: Minutes - Regular City Council Meeting - December 11, 2024

RECOMMENDED ACTION:

Motion to approve City Council meeting minutes for the regular meeting held on December 11, 2024.

ISSUE:

BACKGROUND/SUMMARY INFORMATION:

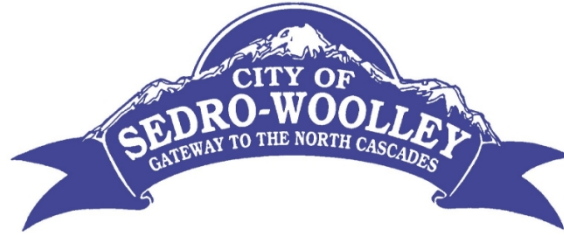
Minutes recorded for Regular city Council Meeting, held on December 11, 2024.

FISCAL IMPACT, IF APPROPRIATE:

None

ATTACHMENTS:

1. 12-11-2024 City Council minutes



Regular Meeting of the City Council
December 11, 2024 - 6:00 PM Hybrid Meeting

a. Call to Order

Mayor Julia Johnson called the meeting to order at 6:00 P.M.

b. Pledge of Allegiance

c. Roll Call

Present: Mayor Julia Johnson, Councilmembers JoEllen Kesti, Paul Cocke, Kevin Loy, Joe Burns, Sarah Diamond, and Allan Henderson. Councilmember Nick Lavacca joined online.

d. Approval of Agenda

Motion made by Councilmember Henderson and seconded by Councilmember Diamond to approve the agenda. Motion carried (7-0).

e. Consent Agenda

Note: Items on the Consent Agenda 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 Agenda.

Motion made by Councilmember Cocke and seconded by Councilmember Burns to approve the consent agenda. Motion carried (7-0).

1. Check Register - Regular
2. 2024 Budget Correction - Ordinance 2094-24
3. Amending Sedro-Woolley Municipal Code Section 2.02.010 "Salary" - Ordinance No. 2079-24
4. Sole Source Storm Water Pump from FLYT - Resolution 1153-24
5. Contract Amendment - Epic Land Solutions Inc. - Cascade Trail Phase 2A
6. Contract No. 25-018 - King County/Boulder Park Inc. - Biosolids Beneficial Use Service
7. State Legislative Agenda

f. Introduction of Special Guests and Presentation

1. Josh Pelonio Skagit County EMS - Life Saver Award to Officer Seth Bass

Josh Pelonio of Skagit County Emergency Services, presented the Life Saver Award to Officer Seth Bass.

g. City Administrator Report

City Administrator Charlie Bush had nothing to report.

h. Councilmember and Mayor's Report

Councilmember Loy had nothing to report.

Councilmember Kesti wanted to thank the crew and volunteers for putting together the Christmas parade and shared with the council information about the Santa Breakfast.

Councilmember Kesti spoke about the Museum having an event with cookies, coco and clues with Santa and Mrs. Claus.

Councilmember Diamond had nothing to report.

Councilmember Henderson shared that the Fraternal Order of Eagles is having an ugly sweater contest along with county line dancing, a donation-based event to support Family Promise.

Councilmember Cocke thanked Mayor Julia Johnson and Community Development Director Tom Glover for pointing out the article regarding the ghost signs and said it was very informative.

Councilmember Burns shared information regarding the Public Works Committee meeting, thanked the volunteers for the Christmas parade, and then announced the Lions Club sold out of Christmas Trees.

Councilmember Lavacca shared that the Christmas tree lighting was well done and turned out beautifully.

Mayor Julia Johnson attended the 2025 legislative session, and spoke about the information that was shared.

Mayor Julia Johnson asked the City Administrator Charlie Bush to share the park brochures with the council.

i. Proclamation(s)

j. Public Comments

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Written comments will be accepted by letter or via email at finance@sedro-woolley.gov Attn: 'Public

Comment.' until 4:30pm the day before the meeting.

A public comment period was held.

Public comment was made by Dylan Roof, Jason Goold, Richard Yale, Juden Haus and Bastian.

Motion made by Councilmember Diamond and seconded by Councilmember Kesti to end public comment at 6:28pm. Motion carried (7-0).

k. Public Hearing(s)

1. Amendments to Chapter 17.100 "Accessory Dwelling Units (ADUs)" SWMC - Ordinance 2083-24 - Action Requested

Planner Nicole McGowan shared information on the Amendments to Chapter 17.100 "Accessory Dwelling Units (ADU's) SWMC, Ordinance 2083-24.

A public hearing was held.

Motion made by Councilmember Henderson and seconded by Councilmember Diamond to bring back Amendments to Chapter 17.100 Accessory Dwelling Units (ADU's) SWMC, Ordinance 2083-24 for a third read, with a target date of February 26, 2025. Motion carried (7-0).

l. Unfinished Business

1. 2025 Master Fee Schedule - Resolution 1155-24 - 2nd Read

Finance Director Kelly Kohnken presented information regarding Resolution 1155-24 updating the Master Fee Schedule effective January 1, 2025.

Motion made by Councilmember Cocke and seconded by Councilmember Henderson to approve Resolution 1155-24 updating the Master Fee Schedule effective January 1, 2025. Motion carried (7-0).

2. Interlocal Agreement - Fire District 8 - Renewal

Fire Chief Frank Wagner presented the Interlocal Agreement, Fire District 8, renewal.

Motion made by Councilmember Burns and seconded by Councilmember Diamond. Motion carried (7-0).

m. New Business

1. Amendments to Chapters 12.40 and 17.50 SWMC - Ordinance No. 2093-24 - Street Tree Regulations - 1st Read

Assistant Planner Ashton Sandoval Oaks presented Amendments to Chapter 12.40 and 17.50 SWMC, Ordinance 2093-24, street tree regulations.

No action was taken.

2. 2025 Council Calendar

Finance Director Kelly Kohnken presented options and recommended one of the three options to approve the 2025 council calendar.

Motion made by Councilmember Burns and seconded by Councilmember Cocke to approve the 2025 City Council, Planning Commission, and Committee calendar rescheduling the January 1, 2025, study session to Wednesday, January 15, 2025. Motion carried (7-0).

n. Information Only Items

1. Monthly Permit Report
2. Public Works Director Signing Authority Record

o. Executive Session

1. Discussion with Legal Counsel About Current or Potential Litigation (RCW 42.30.110(1)(i))

At 7:26pm, Mayor Julia Johnson, announced the City Council along with City Attorney Nikki Thompson would be in executive session for 10 minutes to return at 7:36pm.

At 7:37pm, the council returned.

Motion made by Councilmember Burns and seconded by Councilmember Henderson to file a complaint against 901 11th St. Motion carried (7-0).

p. Adjournment

The meeting adjourned at 7:40 P.M.

q. Closed Session

1. To Discuss A Collective Bargaining Agreement

A closed session was held.

ATTEST:

APPROVED:

Kelly Kohnken, City Clerk

Julia Johnson, Mayor



City Council Agenda Item

Agenda Item No.: e.4.

Date: January 8, 2025

From: Kelly Kohnken, Finance Director / City Clerk

Subject: Check Register - Regular

RECOMMENDED ACTION:

Motion to approve check register, EFTs, surcharges and payroll as described.

ISSUE:

BACKGROUND/SUMMARY INFORMATION:

Claims checks #203446 through #203542, plus EFTs. Additional surcharges not included on the check register. Payroll ACHs including associated benefit checks #61311 through #61316, plus EFT's.

FISCAL IMPACT, IF APPROPRIATE:

Claims checks, plus EFTs, totaling \$1,396,152.80

Surcharges totaling \$468,919.23

Payroll totaling \$402,740.11

ATTACHMENTS:

1. 2024-12-23 Check Register
2. 12_Dec2024_SerCharge

CHECK REGISTER

City Of Sedro-Woolley

Time: 11:34:15 Date: 12/17/2024

12/23/2024 To: 12/23/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
12700	12/23/2024	Claims	2	EFT	Cascade Natural Gas Corp	119.20	
					101 - 576 80 47 052 - Bingham Caretaker	119.20	
12701	12/23/2024	Claims	2	EFT	Cascade Natural Gas Corp	639.68	
					001 - 522 50 47 000 - Public Utilities	639.68	
12702	12/23/2024	Claims	2	EFT	Cascade Natural Gas Corp	8.71	
					104 - 559 30 01 105 - Utility Payment on Redeveloprr	8.71	
12703	12/23/2024	Claims	2	EFT	Cascade Natural Gas Corp	486.43	
					412 - 537 80 47 000 - Public Utilities	486.43	
12704	12/23/2024	Claims	2	EFT	Cascade Natural Gas Corp	36.18	
					401 - 535 80 47 000 - Public Utilities	36.18	
12705	12/23/2024	Claims	2	EFT	Cascade Natural Gas Corp	336.57	
					103 - 542 63 47 000 - Public Utilities	336.57	
12706	12/23/2024	Claims	2	EFT	Cascade Natural Gas Corp	80.87	
					101 - 576 80 47 050 - Hammer Square	80.87	
12707	12/23/2024	Claims	2	EFT	Cascade Natural Gas Corp	658.86	
					101 - 576 80 47 020 - Senior Center	658.86	
12708	12/23/2024	Claims	2	EFT	Cascade Natural Gas Corp	1,346.59	
					101 - 576 80 47 070 - City Hall	1,346.59	
12709	12/23/2024	Claims	2	EFT	Cascade Natural Gas Corp	87.27	
					001 - 521 20 47 000 - Public Utilities	87.27	
12710	12/23/2024	Claims	2	EFT	Cascade Natural Gas Corp	20.21	
					401 - 535 80 47 000 - Public Utilities	20.21	
12711	12/23/2024	Claims	2	EFT	Cascade Natural Gas Corp	122.63	
					101 - 576 80 47 053 - Other Utilities	122.63	
12712	12/23/2024	Claims	2	EFT	Cascade Natural Gas Corp	280.46	
					101 - 576 80 47 010 - Community Center	280.46	
12713	12/23/2024	Claims	2	EFT	Cascade Natural Gas Corp	904.72	
					101 - 576 80 47 070 - City Hall	904.72	
12714	12/23/2024	Claims	2	EFT	Cascade Natural Gas Corp	1,503.35	
					401 - 535 80 47 000 - Public Utilities	1,503.35	
12715	12/23/2024	Claims	2	EFT	Cnty of Skagit Public Utility	47.99	
					101 - 576 80 47 000 - Riverfront	47.99	
12716	12/23/2024	Claims	2	EFT	Cnty of Skagit Public Utility	61.52	
					102 - 536 20 47 000 - Public Utilities	61.52	
12717	12/23/2024	Claims	2	EFT	Cnty of Skagit Public Utility	41.22	
					101 - 576 80 47 000 - Riverfront	41.22	
12718	12/23/2024	Claims	2	EFT	Cnty of Skagit Public Utility	502.81	
					101 - 576 80 47 000 - Riverfront	502.81	
12719	12/23/2024	Claims	2	EFT	Cnty of Skagit Public Utility	88.95	
					412 - 537 80 47 000 - Public Utilities	88.95	
12720	12/23/2024	Claims	2	EFT	Cnty of Skagit Public Utility	238.94	
					401 - 535 80 47 000 - Public Utilities	238.94	
12721	12/23/2024	Claims	2	EFT	Cnty of Skagit Public Utility	367.49	
					101 - 576 80 47 070 - City Hall	367.49	
12722	12/23/2024	Claims	2	EFT	Cnty of Skagit Public Utility	197.21	

CHECK REGISTER

City Of Sedro-Woolley

Time: 11:34:15 Date: 12/17/2024

12/23/2024 To: 12/23/2024

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			101 - 576 80 47 053 - Other Utilities			197.21	
12723	12/23/2024	Claims	2	EFT	Cnty of Skagit Public Utility	136.31	
			101 - 576 80 47 051 - Bingham / Memorial			136.31	
12724	12/23/2024	Claims	2	EFT	Cnty of Skagit Public Utility	41.22	
			101 - 576 80 47 040 - Train			41.22	
12725	12/23/2024	Claims	2	EFT	Cnty of Skagit Public Utility	37.46	
			101 - 576 80 47 070 - City Hall			37.46	
12726	12/23/2024	Claims	2	EFT	Cnty of Skagit Public Utility	116.01	
			101 - 576 80 47 050 - Hammer Square			116.01	
12727	12/23/2024	Claims	2	EFT	Cnty of Skagit Public Utility	41.22	
			401 - 535 80 47 000 - Public Utilities			41.22	
12728	12/23/2024	Claims	2	EFT	Cnty of Skagit Public Utility	41.22	
			001 - 521 20 47 000 - Public Utilities			41.22	
12729	12/23/2024	Claims	2	EFT	Cnty of Skagit Public Utility	147.28	
			401 - 535 80 47 000 - Public Utilities			147.28	
12730	12/23/2024	Claims	2	EFT	Cnty of Skagit Public Utility	41.22	
			401 - 535 80 47 000 - Public Utilities			41.22	
12731	12/23/2024	Claims	2	EFT	Cnty of Skagit Public Utility	238.94	
			101 - 576 80 47 000 - Riverfront			238.94	
12732	12/23/2024	Claims	2	EFT	Cnty of Skagit Public Utility	457.25	
			401 - 535 80 47 000 - Public Utilities			457.25	
12733	12/23/2024	Claims	2	EFT	US Bank -- Purchase Cards	7,043.50	
			001 - 513 10 49 000 - Tuition/Registration			1,695.00	
			001 - 513 10 49 000 - Tuition/Registration			30.00	
			001 - 514 23 31 000 - Supplies			33.65	
			001 - 514 23 31 000 - Supplies			33.65	
			001 - 514 23 31 000 - Supplies			33.65	
			001 - 514 23 49 000 - Miscellaneous			1.50	
			001 - 521 20 26 000 - Uniforms/Accessories			144.46	
			001 - 521 20 26 000 - Uniforms/Accessories			105.65	
			001 - 521 20 26 000 - Uniforms/Accessories			110.50	
			001 - 521 20 31 002 - Office/Operating Supplies			54.29	
			001 - 521 20 31 002 - Office/Operating Supplies			98.64	
			001 - 521 20 31 002 - Office/Operating Supplies			74.67	
			001 - 521 20 31 002 - Office/Operating Supplies			324.72	
			001 - 521 20 31 002 - Office/Operating Supplies			108.58	
			001 - 521 20 31 002 - Office/Operating Supplies			153.99	
			001 - 521 20 41 001 - Professional Services			100.00	
			001 - 521 20 41 001 - Professional Services			100.00	
			001 - 521 20 41 001 - Professional Services			100.00	
			001 - 521 20 41 001 - Professional Services			100.00	
			001 - 521 20 49 020 - Special Investigations			295.00	
			001 - 522 20 41 030 - Investigation			22.00	
			001 - 522 20 41 030 - Investigation			33.00	
			001 - 522 45 49 010 - Tuition/Registration			200.90	
			001 - 522 50 48 010 - Repairs/Maint-Dorm			976.32	
			001 - 524 20 31 000 - Off/Oper Supps & Books			122.61	
			001 - 524 20 43 000 - Travel/Meals			21.00	
			401 - 535 80 49 030 - Misc-Tuition/Registration			179.99	
			103 - 542 30 49 010 - Misc-Dues/Subscriptions			51.50	
			001 - 558 60 31 000 - Supplies/Books			198.18	
			001 - 558 60 41 000 - Professional Services			100.00	
			001 - 558 60 43 000 - Travel			63.00	
			001 - 558 60 49 030 - Tuition/Registration			21.00	
			101 - 576 80 48 005 - Senior Center			25.23	

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			101 - 576 80 48 010 - Office Equip			361.46	
			101 - 576 80 49 000 - Misc-Tuition/Registration			51.50	
			101 - 582 10 03 101 - Other Deposit Refund			11.00	
			101 - 582 10 03 101 - Other Deposit Refund			10.00	
			001 - 591 80 70 517 - Leases + Subscription IT (SBITA			203.77	
			001 - 591 80 70 517 - Leases + Subscription IT (SBITA			955.68	
			001 - 591 80 70 517 - Leases + Subscription IT (SBITA			-955.68	
			001 - 591 80 70 517 - Leases + Subscription IT (SBITA			107.52	
			001 - 591 80 70 517 - Leases + Subscription IT (SBITA			255.30	
			001 - 591 80 70 517 - Leases + Subscription IT (SBITA			-28.11	
			001 - 595 10 41 000 - Professional Services			358.38	
12734	12/23/2024	Claims	2	EFT	WA St Dept of Revenue	23,808.84	
			001 - 512 50 31 000 - Supplies			17.12	
			001 - 522 21 31 010 - Office Supplies			7.66	
			425 - 531 50 44 000 - Taxes & Assessments			1,497.17	
			401 - 535 80 31 010 - Operating Supplies			73.10	
			401 - 535 80 31 020 - Op Supplies-Chemicals			107.70	
			401 - 535 80 44 010 - Taxes & Assessments			8,411.16	
			102 - 536 20 44 010 - Taxes And Assessments			34.55	
			412 - 537 80 44 001 - Taxes & Assessments			13,585.43	
			101 - 576 80 44 010 - Taxes And Assessments			51.29	
			102 - 589 30 11 102 - DO NOT USE - Sales Tax Remitt			23.66	
12735	12/23/2024	Claims	2	EFT	NW Fiber LLC, dba Zipty Fiber	865.97	
			001 - 512 50 42 020 - Telephone			51.96	
			001 - 513 10 42 020 - Telephone			77.94	
			001 - 514 23 42 020 - Telephone			77.94	
			001 - 515 31 42 001 - Telephone			34.64	
			001 - 518 80 42 020 - Telephone			25.98	
			001 - 521 20 42 020 - Telephone			259.77	
			001 - 522 20 42 020 - Telephone			95.26	
			001 - 524 20 42 020 - Telephone			25.98	
			401 - 535 80 42 020 - Telephone			69.28	
			412 - 537 80 42 020 - Telephone			34.64	
			103 - 542 30 42 020 - Telephone			8.66	
			001 - 558 60 42 020 - Telephone			25.98	
			101 - 576 80 42 020 - Telephone			17.32	
			001 - 595 10 42 020 - Telephone			60.62	
12736	12/23/2024	Claims	2	203446	A-1 Shredding	279.00	
			001 - 512 50 31 000 - Supplies			60.00	
			001 - 514 23 31 000 - Supplies			60.00	
			001 - 521 20 41 001 - Professional Services			114.00	
			001 - 524 20 41 000 - Professional Services			15.00	
			001 - 558 60 41 000 - Professional Services			15.00	
			001 - 595 10 41 000 - Professional Services			15.00	
12737	12/23/2024	Claims	2	203447	AWC - Employee Benefit Trust	3,100.56	
			001 - 521 20 27 000 - Retired Medical			3,100.56	
12738	12/23/2024	Claims	2	203448	Amazon Capital Svcs, Inc	1,269.48	
			001 - 512 50 31 000 - Supplies			57.87	
			001 - 514 23 31 000 - Supplies			60.82	
			001 - 514 23 31 000 - Supplies			70.69	
			001 - 517 90 43 001 - Employee Recognition			24.21	
			001 - 518 80 31 000 - Office/Operating Supplies			41.27	
			001 - 521 20 26 000 - Uniforms/Accessories			40.13	
			001 - 521 20 31 002 - Office/Operating Supplies			8.68	
			001 - 521 20 31 002 - Office/Operating Supplies			92.62	
			001 - 521 20 31 002 - Office/Operating Supplies			28.23	
			001 - 521 20 41 023 - Canine			64.05	
			001 - 522 20 31 000 - Operating Supplies			65.15	
			001 - 524 20 31 000 - Off/Oper Supps & Books			38.47	
			401 - 535 80 35 010 - Safety Equipment			234.57	

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			001 - 558 60 31 000 - Supplies/Books			38.47	
			101 - 576 80 31 001 - Operating Sup - Riverfront			16.72	
			101 - 576 80 48 005 - Senior Center			19.54	
			109 - 594 21 64 109 - Equipment			276.92	
			401 - 594 35 64 401 - Machinery & Equip			52.60	
			001 - 595 10 31 000 - Supplies			38.47	
12739	12/23/2024	Claims	2	203449	Axon Enterprise, Inc.	16,061.80	
			001 - 591 28 70 001 - Lease + Subscription IT (SBITA)			1,876.61	
			001 - 591 28 70 001 - Lease + Subscription IT (SBITA)			14,185.19	
12740	12/23/2024	Claims	2	203450	Birch Equipment Co Inc	2,384.88	
			101 - 576 80 45 001 - Equipment Rental			2,384.88	
12741	12/23/2024	Claims	2	203451	Bonnie Jo's Cafe	10,000.00	
			001 - 558 70 00 513 - Economic Development			10,000.00	
12742	12/23/2024	Claims	2	203452	C.Hlth130, dba Cardinal Health 112 LLC	80.91	
			001 - 522 21 31 000 - Operating Supplies - Medical			26.78	
			001 - 522 21 31 000 - Operating Supplies - Medical			54.13	
12743	12/23/2024	Claims	2	203453	Carl's Towing	206.34	
			001 - 521 20 41 001 - Professional Services			206.34	
12744	12/23/2024	Claims	2	203454	Carpe Leo Investments, LLC	768.37	
			101 - 576 80 48 016 - City Hall			768.37	
12745	12/23/2024	Claims	2	203455	Cascade Fabrics	9,964.05	
			001 - 558 70 00 513 - Economic Development			9,964.05	
12746	12/23/2024	Claims	2	203456	Central Skagit Library District	104,758.48	
			105 - 572 20 41 105 - Library Joint Operation Service			104,758.48	
12747	12/23/2024	Claims	2	203457	Central Welding Supply	121.32	
			001 - 522 21 31 000 - Operating Supplies - Medical			121.32	
12748	12/23/2024	Claims	2	203458	Mark Christ	598.86	
			101 - 594 76 63 025 - Olmsted Park			598.86	
12749	12/23/2024	Claims	2	203459	Cities Insurance Assoc	682,161.87	
			631 - 389 90 01 631 - Unapplied Cash - Suspense			-15,988.35	
			631 - 389 90 01 631 - Unapplied Cash - Suspense			15,988.36	
			001 - 512 50 46 000 - Insurance & Bonds			1,745.70	
			001 - 514 23 46 000 - Insurance & Bonds			12,931.79	
			001 - 515 31 46 000 - Insurance			2,755.10	
			001 - 518 80 46 000 - Insurance			4,358.50	
			001 - 521 20 46 000 - Insurance			74,126.84	
			001 - 522 50 46 000 - Insurance			154,544.86	
			001 - 524 20 46 000 - Insurance			4,536.46	
			425 - 531 50 46 000 - Insurance			46,289.91	
			401 - 535 80 46 000 - Insurance			163,554.54	
			102 - 536 20 46 000 - Insurance			14,702.64	
			412 - 537 80 46 000 - Insurance			64,488.13	
			103 - 543 30 46 000 - Insurance			71,601.03	
			001 - 558 60 46 000 - Insurance			3,713.27	
			101 - 576 80 46 000 - Insurance			56,316.88	
			001 - 595 10 46 000 - Insurance			6,496.23	
12750	12/23/2024	Claims	2	203460	Consolidated Electrical Dist., Inc.	127.45	
			101 - 576 80 48 005 - Senior Center			127.45	
12751	12/23/2024	Claims	2	203461	Consumer Rental, LLC	401.20	
			001 - 521 20 41 023 - Canine			401.20	
12752	12/23/2024	Claims	2	203462	Crawford Garage Doors Inc	651.60	

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			001 - 522 50 48 020 - Repair/Maint-Garage			651.60	
12753	12/23/2024	Claims	2	203463	D&D Custom Service	909.46	
			425 - 531 50 48 000 - Repairs/Maintenance			909.46	
12754	12/23/2024	Claims	2	203464	DS Services of America, Inc.	8.68	
			103 - 542 30 31 000 - Operating Supplies			8.68	
12755	12/23/2024	Claims	2	203465	Databar, Inc	2,948.54	
			425 - 531 50 42 010 - Postage			117.93	
			401 - 535 80 42 015 - Postage			1,916.56	
			412 - 537 80 42 010 - Postage			914.05	
12756	12/23/2024	Claims	2	203466	Gregory Dixon	263.50	
			001 - 515 93 41 001 - Indigent Defense Conflict Cour			263.50	
12757	12/23/2024	Claims	2	203467	Donut Seed & Corny Dog Co	70.00	
			001 - 322 10 02 000 - Engineering Permits			-70.00	
12758	12/23/2024	Claims	2	203468	E & E Lumber, Inc.	839.31	
			001 - 521 20 41 023 - Canine			124.27	
			401 - 535 80 35 000 - Small Tools & Minor Equip			8.12	
			401 - 535 80 35 010 - Safety Equipment			33.66	
			412 - 537 80 31 000 - Operating Supplies			38.82	
			412 - 537 80 31 000 - Operating Supplies			4.12	
			412 - 537 80 31 000 - Operating Supplies			52.11	
			103 - 542 30 31 000 - Operating Supplies			102.14	
			103 - 542 30 31 000 - Operating Supplies			12.50	
			103 - 542 30 35 000 - Small Tools/Minor Equip			71.88	
			101 - 576 80 48 005 - Senior Center			25.62	
			101 - 576 80 48 005 - Senior Center			8.33	
			101 - 576 80 48 005 - Senior Center			12.80	
			101 - 576 80 48 005 - Senior Center			7.53	
			101 - 576 80 48 005 - Senior Center			329.60	
			101 - 576 80 48 005 - Senior Center			7.81	
12759	12/23/2024	Claims	2	203469	Edge Analytical Inc	580.00	
			401 - 535 80 41 000 - Professional Services			66.00	
			401 - 535 80 41 000 - Professional Services			257.00	
			401 - 535 80 41 000 - Professional Services			190.00	
			401 - 535 80 41 000 - Professional Services			67.00	
12760	12/23/2024	Claims	2	203470	Family Promise of Skagit Valley	1,000.00	
			116 - 551 00 00 116 - Public Housing Services			1,000.00	
12761	12/23/2024	Claims	2	203471	Fastenal Company	526.39	
			412 - 537 80 31 000 - Operating Supplies			324.45	
			103 - 542 30 31 000 - Operating Supplies			31.16	
			103 - 542 30 31 000 - Operating Supplies			170.78	
12762	12/23/2024	Claims	2	203472	Melinda Fatigate	10,000.00	
			001 - 558 70 00 513 - Economic Development			10,000.00	
12763	12/23/2024	Claims	2	203473	Ferguson US Holdings, Inc	48.38	
			101 - 576 80 48 008 - North Township			48.38	
12764	12/23/2024	Claims	2	203474	Fisher Construction Group, Inc.	17,750.85	
			401 - 594 35 64 401 - Machinery & Equip			17,750.85	
12765	12/23/2024	Claims	2	203475	Galls Parent Holdings, LLC	243.10	
			001 - 522 20 26 000 - Uniforms			139.28	
			001 - 522 20 26 000 - Uniforms			103.82	
12766	12/23/2024	Claims	2	203476	General Code	212.86	
			001 - 511 60 31 001 - Legal Publications			212.86	
12767	12/23/2024	Claims	2	203477	Genuine Parts Co. Inc	16.47	

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			103 - 542 30 48 010 - Repair/Maintenance-Equip			16.47	
12768	12/23/2024	Claims	2	203478	Good to Go!	55.00	
			001 - 521 40 43 000 - Travel			55.00	
12769	12/23/2024	Claims	2	203479	Jeanine Goss	300.00	
			001 - 514 23 28 000 - Employee Wellness			300.00	
12770	12/23/2024	Claims	2	203480	Gray & Osborne Inc	5,974.28	
			425 - 531 50 41 000 - Professional Services			5,974.28	
12771	12/23/2024	Claims	2	203481	Guardian Security Systems, Inc.	619.00	
			101 - 576 80 48 016 - City Hall			619.00	
12772	12/23/2024	Claims	2	203482	James Cox dba Happiest Tees on Earth	8,500.00	
			001 - 558 70 00 513 - Economic Development			8,500.00	
12773	12/23/2024	Claims	2	203483	Home Depot Credit Services	4,386.15	
			101 - 576 80 48 016 - City Hall			4,386.15	Carpet cleaning machine
12774	12/23/2024	Claims	2	203484	Humane Society Of Skagit	126.00	
			001 - 521 20 41 021 - Humane Society			126.00	
12775	12/23/2024	Claims	2	203485	Carole A. Knipper	374.57	
			001 - 514 23 49 001 - Miscellaneous - EMS Billing			374.57	
12776	12/23/2024	Claims	2	203486	The Language Exchange, Inc	688.60	
			001 - 512 50 41 040 - Language Interpreter			550.00	
			001 - 521 20 41 001 - Professional Services			138.60	
12777	12/23/2024	Claims	2	203487	Lauts Inc dba Lautenbach Industries	2,748.75	
			412 - 537 60 47 015 - Construction Demolition Land I			891.25	720 Murdock
			412 - 537 60 47 015 - Construction Demolition Land I			1,857.50	Byk bucko, byk brickyard park
12778	12/23/2024	Claims	2	203488	Les Schwab Tire Center	4,163.85	
			425 - 531 50 48 000 - Repairs/Maintenance			807.94	Unit 604 tires
			102 - 536 20 48 040 - Repair/Maint-Equip & Bldg			56.45	
			102 - 536 20 48 040 - Repair/Maint-Equip & Bldg			47.74	
			412 - 537 50 48 000 - Repairs/maint-equip			939.54	Unit 519 tires
			412 - 537 50 48 000 - Repairs/maint-equip			742.57	Unit 521 tires
			101 - 576 80 48 021 - Equipment			1,569.61	Unit 141 tires
12779	12/23/2024	Claims	2	203489	Life Assist Inc.	1,599.92	
			001 - 522 21 35 000 - Small Tools & Minor Equipmen			1,599.92	
12780	12/23/2024	Claims	2	203490	NW Center Svcs, Inc dba Lithtex NW	257.46	
			001 - 513 10 31 000 - Supplies			257.46	
12781	12/23/2024	Claims	2	203491	Louis Auto Glass, Inc.	81.60	
			001 - 518 20 48 000 - Repair & Maintenance			81.60	
12782	12/23/2024	Claims	2	203492	Magana- Rojas, Oscar Magana-Chavez, Julissa	100.00	
			101 - 582 10 01 101 - Community Center Deposit Ref			100.00	
12783	12/23/2024	Claims	2	203493	Miles Sand & Gravel Co.	186.75	
			103 - 542 30 48 002 - Crushed Aggregate			186.75	
12784	12/23/2024	Claims	2	203494	Mountain Law, PLLC	15,832.00	
			001 - 515 93 41 000 - Indigent Defender			7,916.00	
			001 - 515 93 41 000 - Indigent Defender			7,916.00	

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12785	12/23/2024	Claims	2	203495	Municipal Emergency Services Inc	211.09	
					001 - 522 20 48 000 - Repairs/Maint-Equip	211.09	
12786	12/23/2024	Claims	2	203496	Nelson Dist, Inc. dba Nelson-Reisner	328.46	
					001 - 522 20 32 000 - Auto Fuel/Diesel	17.42	
					425 - 531 50 32 000 - Vehicle Fuel	35.68	
					412 - 537 80 32 000 - Auto Fuel/Diesel	275.36	
12787	12/23/2024	Claims	2	203497	Ott To Print Green Inc	270.00	
					001 - 512 50 31 000 - Supplies	61.00	
					001 - 512 50 31 000 - Supplies	209.00	
12788	12/23/2024	Claims	2	203498	PROCOM LLC	78.00	
					001 - 524 20 41 000 - Professional Services	78.00	
12789	12/23/2024	Claims	2	203499	Station Automtn Inc dba PSTrax	4,897.15	
					001 - 522 21 35 011 - EMS Minor Equipment	4,897.15	
12790	12/23/2024	Claims	2	203500	Parker Corporate Svcs, Inc.	125.00	
					103 - 542 30 41 000 - Professional Services	125.00	
12791	12/23/2024	Claims	2	203501	Pet Emergency Center	259.74	
					001 - 521 20 41 020 - Veterinary Services	259.74	
12792	12/23/2024	Claims	2	203502	Pitney Bowes	3,006.25	
					001 - 512 50 42 020 - Telephone	55.85	
					001 - 514 23 42 010 - Postage	93.21	
					001 - 521 20 42 010 - Postage	77.17	
					401 - 535 80 42 015 - Postage	9.41	
					001 - 558 60 42 010 - Postage	2,770.61	
12793	12/23/2024	Claims	2	203503	Proforce Marketing, Inc	291.18	
					109 - 594 21 64 109 - Equipment	291.18	
12794	12/23/2024	Claims	2	203504	Pumptech Inc	145,606.35	
					401 - 594 35 64 401 - Machinery & Equip	145,606.35	
12795	12/23/2024	Claims	2	203505	QCC Quality Controls Corp.	44,011.55	
					401 - 535 80 41 000 - Professional Services	1,638.00	
					401 - 535 80 41 000 - Professional Services	26,072.69	
					401 - 535 80 41 000 - Professional Services	16,300.86	
12796	12/23/2024	Claims	2	203506	RH2 Engineering Inc	7,208.51	
					401 - 594 35 63 000 - Engineering Services	7,208.51	
12797	12/23/2024	Claims	2	203507	Red's Mobile 24-Hour Truck & Equip Repai	2,540.88	
					412 - 537 50 48 000 - Repairs/maint-equip	2,540.88	Unit 522
12798	12/23/2024	Claims	2	203508	Reichhardt & Ebe	30,372.68	
					104 - 595 10 63 081 - Eng - John Line Rd. Bike/Ped	318.55	
					104 - 595 10 63 083 - Eng-SR 9-John Liner-McGarigle	30,054.13	
12799	12/23/2024	Claims	2	203509	Rick's Refrigeration Inc	108.00	
					412 - 537 60 47 011 - Site Recycling Disposal	108.00	Site recycle fridges
12800	12/23/2024	Claims	2	203510	Ricoh USA, Inc	1,217.36	
					001 - 514 23 45 000 - Operating Rentals/Leases	86.45	
					001 - 522 20 45 000 - Equipment Lease	806.09	
					401 - 535 80 31 000 - Office Supplies	62.84	
					103 - 542 30 31 000 - Operating Supplies	26.13	
					001 - 591 10 70 520 - Leases + Subscription IT (SBITA	78.62	
					001 - 591 20 70 524 - Leases + Subscription IT (SBITA	78.61	
					001 - 591 60 70 519 - Leases + Subscription IT (SBITA	78.62	

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12801	12/23/2024	Claims	2	203511	Sedro-Woolley Auto Parts Inc	114.34	
					001 - 521 20 31 002 - Office/Operating Supplies	25.00	
					412 - 537 80 31 000 - Operating Supplies	12.80	
					103 - 542 30 35 000 - Small Tools/Minor Equip	24.53	
					103 - 542 30 35 000 - Small Tools/Minor Equip	52.01	
12802	12/23/2024	Claims	2	203512	M.T. Gehring dba Sedro-Woolley Auto	2,361.45	
					001 - 521 20 48 010 - Repair & Maint - Auto	621.45	Veh 255 Baxin
					001 - 521 20 48 010 - Repair & Maint - Auto	148.24	
					103 - 542 30 48 010 - Repair/Maintenance-Equip	1,591.76	
12803	12/23/2024	Claims	2	203513	Sedro-Woolley Chamber of Commerce	2,200.00	
					001 - 513 10 49 010 - Dues & Subscriptions	2,200.00	
12804	12/23/2024	Claims	2	203514	Sedro-Woolley Loggerodeo	10,000.00	
					108 - 557 30 41 010 - Loggerodeo	10,000.00	
12805	12/23/2024	Claims	2	203515	Sedro-Woolley Museum	1,404.44	
					108 - 557 30 41 015 - S-W Museum	1,404.44	
12806	12/23/2024	Claims	2	203516	TruckVault, Inc., dba Shotlock LLC	4,170.50	
					001 - 594 21 64 000 - Machinery & Equipment	4,170.50	
12807	12/23/2024	Claims	2	203517	Skagit Cnty Auditor	2,178.00	
					401 - 343 50 00 000 - Sewer Service Charges	-1,062.00	
					412 - 343 70 00 000 - Garbage/Solid Waste Fees	-1,116.00	
12808	12/23/2024	Claims	2	203518	Skagit Cnty Dist. Probation	7,450.00	
					001 - 512 50 41 020 - Municipal Court Prob.	5,500.00	
					001 - 512 50 41 030 - Community Court Agreement	1,950.00	
12809	12/23/2024	Claims	2	203519	Skagit Cnty Public Works	86,295.91	
					412 - 537 60 47 000 - Solid Waste Disposal	86,262.19	
					103 - 542 30 41 000 - Professional Services	33.72	
12810	12/23/2024	Claims	2	203520	Skagit Cnty Treasurer	35.99	
					635 - 589 30 05 635 - County Crime Victim Witness P	35.99	
12811	12/23/2024	Claims	2	203521	Skagit Farmers Supply	30.04	
					101 - 576 80 31 003 - Operating Sup - Parks Shop	30.04	
12812	12/23/2024	Claims	2	203522	PNG Media LLC, dba Skagit Publishing	823.14	
					001 - 511 60 31 001 - Legal Publications	80.70	
					001 - 558 60 41 010 - Advertising	96.84	
					001 - 558 60 41 010 - Advertising	145.26	
					001 - 558 60 41 010 - Advertising	349.70	
					001 - 558 60 41 011 - Advertising Reimbuseable	150.64	
12813	12/23/2024	Claims	2	203523	Brent Straight dba Skagit Shooting Range	244.35	
					001 - 521 40 49 000 - Tuition/Registration	244.35	
12814	12/23/2024	Claims	2	203524	Smarsh Inc.	168.69	
					001 - 591 80 70 517 - Leases + Subscription IT (SBITA	168.69	
12815	12/23/2024	Claims	2	203525	Stiles & Lehr Law Inc., PS	4,312.25	
					001 - 512 50 41 010 - Municipal Court Judge	4,312.25	
12816	12/23/2024	Claims	2	203526	Stryker Sales Corp.	557.77	
					001 - 522 21 35 000 - Small Tools & Minor Equipmen	557.77	
12817	12/23/2024	Claims	2	203527	Systems Design West, LLC	3,838.77	

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			001 - 522 21 41 000 - EMS Professional Services-Sys I			3,838.77	
12818	12/23/2024	Claims	2	203528	TK Elevator Corporation	1,248.35	
			101 - 576 80 48 016 - City Hall			1,248.35	
12819	12/23/2024	Claims	2	203529	WAFD Ins Grp Inc dba Thomas & Assoc	35,000.00	
			001 - 512 50 46 000 - Insurance & Bonds			75.95	
			001 - 514 23 46 000 - Insurance & Bonds			561.93	
			001 - 515 31 46 000 - Insurance			138.65	
			001 - 518 80 46 000 - Insurance			194.72	
			001 - 521 20 46 000 - Insurance			3,386.30	
			001 - 522 50 46 000 - Insurance			7,647.07	
			001 - 524 20 46 000 - Insurance			220.31	
			425 - 531 50 46 000 - Insurance			2,383.77	
			401 - 535 80 46 000 - Insurance			8,958.40	
			102 - 536 20 46 000 - Insurance			777.62	
			412 - 537 80 46 000 - Insurance			3,199.79	
			103 - 543 30 46 000 - Insurance			3,918.16	
			001 - 558 60 46 000 - Insurance			163.92	
			101 - 576 80 46 000 - Insurance			3,080.32	
			001 - 595 10 46 000 - Insurance			293.09	
12820	12/23/2024	Claims	2	203530	Town of La Conner	2,441.67	
			412 - 537 60 47 021 - Curbside Yard Waste Disposal			2,441.67	
12821	12/23/2024	Claims	2	203531	Util Underground Loc Ctr	48.67	
			401 - 535 80 31 010 - Operating Supplies			48.67	
12822	12/23/2024	Claims	2	203532	Valvoline Instnt Oil Chg	273.58	
			001 - 521 20 48 010 - Repair & Maint - Auto			54.71	
			001 - 522 20 48 000 - Repairs/Maint-Equip			87.93	
			001 - 522 20 48 000 - Repairs/Maint-Equip			130.94	
12823	12/23/2024	Claims	2	203533	Vestis Group, Inc	56.01	
			401 - 535 80 49 000 - Laundry			6.64	
			401 - 535 80 49 000 - Laundry			6.64	
			401 - 535 80 49 000 - Laundry			6.64	
			412 - 537 80 49 000 - Misc-Laundry			7.03	
			412 - 537 80 49 000 - Misc-Laundry			7.03	
			412 - 537 80 49 000 - Misc-Laundry			7.03	
			103 - 542 30 49 000 - Misc-Laundry			5.00	
			103 - 542 30 49 000 - Misc-Laundry			5.00	
			103 - 542 30 49 000 - Misc-Laundry			5.00	
12824	12/23/2024	Claims	2	203534	WA St Dept of Ecology	200.00	
			401 - 535 80 49 030 - Misc-Tuition/Registration			200.00	
12825	12/23/2024	Claims	2	203535	WA St Dept of Transport	88.21	
			104 - 595 10 63 083 - Eng-SR 9-John Liner-McGarigle			88.21	
12826	12/23/2024	Claims	2	203536	WA St Off of Treasurer	2,200.91	
			635 - 586 30 00 635 - State Court Fees Remittance			2,200.91	
12827	12/23/2024	Claims	2	203537	WEX Bank	9,881.70	
			001 - 518 20 32 000 - Auto Fuel			92.68	
			001 - 518 20 32 000 - Auto Fuel			44.33	
			001 - 518 80 43 000 - Travel/Meals			43.49	
			001 - 521 20 32 000 - Auto Fuel			4,446.08	
			001 - 522 20 32 000 - Auto Fuel/Diesel			3,557.41	
			425 - 531 50 32 000 - Vehicle Fuel			101.07	
			401 - 535 80 32 000 - Auto Fuel/Diesel			315.74	
			102 - 536 20 32 000 - Auto Fuel/Diesel			95.06	
			412 - 537 80 32 000 - Auto Fuel/Diesel			237.14	Fuel 514
			103 - 542 30 32 000 - Auto Fuel/Diesel			479.09	

12/23/2024 To: 12/23/2024

Page: 10

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			101 - 576 80 32 000 - Auto Fuel/Diesel			469.61	
12828	12/23/2024	Claims	2	203538	WW Grainger Inc		71.79
			401 - 535 50 48 020 - Maint Of Pumping Equip			71.79	
12829	12/23/2024	Claims	2	203539	Woods Acquisition Corp		78.19
			103 - 542 30 48 010 - Repair/Maintenance-Equip			78.19	
12830	12/23/2024	Claims	2	203540	World Kinect Energy Services, dba		6,009.38
			425 - 531 50 32 000 - Vehicle Fuel			118.30	
			425 - 531 50 32 000 - Vehicle Fuel			132.54	
			425 - 531 50 32 000 - Vehicle Fuel			133.01	
			401 - 535 80 32 000 - Auto Fuel/Diesel			122.61	
			412 - 537 80 32 000 - Auto Fuel/Diesel			2,442.53	
			412 - 537 80 32 000 - Auto Fuel/Diesel			1,345.62	
			412 - 537 80 32 000 - Auto Fuel/Diesel			50.51	Fuel 525
			412 - 537 80 32 000 - Auto Fuel/Diesel			1,301.02	
			103 - 542 30 32 000 - Auto Fuel/Diesel			163.02	
			103 - 542 30 32 000 - Auto Fuel/Diesel			87.96	
			103 - 542 30 32 000 - Auto Fuel/Diesel			56.64	
			101 - 576 80 32 000 - Auto Fuel/Diesel			55.62	
12831	12/23/2024	Claims	2	203541	Zachor, Stock & Krepps, Inc PS		8,840.00
			001 - 515 41 41 001 - Ext Legal-Prosecutor			8,840.00	
12832	12/23/2024	Claims	2	203542	Zoll Medical Corporation		7,454.56
			001 - 522 21 31 010 - Office Supplies			122.72	
			001 - 522 21 31 010 - Office Supplies			162.90	
			001 - 522 21 35 000 - Small Tools & Minor Equipmen			2,075.00	
			001 - 522 21 35 000 - Small Tools & Minor Equipmen			3,112.43	
			001 - 522 21 35 011 - EMS Minor Equipment			1,981.51	
			001 Current Expense Fund			425,208.24	
			101 Parks & Facilities Fund			77,999.26	
			102 Cemetery Fund			15,799.24	
			103 Street Fund			79,249.33	
			104 Arterial Street Fund			30,469.60	
			105 Library Fund			104,758.48	
			108 Lodging Tax Fund			11,404.44	
			109 Special Investigation Fund			568.10	
			116 Affordable Housing - HB 1406			1,000.00	
			401 Sewer Operations Fund			403,155.57	
			412 Solid Waste Operations Fund			185,802.59	
			425 Stormwater Operations			58,501.06	
			631 Suspense Fund			-0.01	
			635 Custodial Fund			2,236.90	
							Claims:
							1,396,152.80
			* Transaction Has Mixed Revenue And Expense Accounts			1,396,152.80	

CHECK REGISTER

City Of Sedro-Woolley

Time: 11:34:15 Date: 12/17/2024

12/23/2024 To: 12/23/2024

Page: 11

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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CERTIFICATION: I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Sedro Woolley, and that I am authorized to authenticate and certify to said claim.

APPROVED

By Kelly Kohnken at 3:53 pm, Dec 17, 2024

Finance Committee Member

Date

Finance Committee Member

Date

Finance Committee Member

Date _____

TRANSACTION JOURNAL

City Of Sedro-Woolley

Time: 15:16:16 Date: 01/03/2025

12/01/2024 To: 12/31/2024

Page: 1

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund # Vendor	Amount	Memo
12204	12/02/2024	12/31/2024	1		Ser Chge	US Bank -- Merchant Fees	304.34	DECEMBER 2024 US BANK MERCHANT FEES
		535 80 41 020 Collection Services		401	Sewer Operations Fund		152.16	
		514 23 41 010 Bank Fees		001	Current Expense Fund		76.09	
		537 80 41 020 Collection Services		412	Solid Waste Operations Fund		76.09	
12207	12/02/2024	12/31/2024	2		Ser Chge	Debt payment for library.	282,896.03	Debt payment for library.
		591 72 71 105 Principal On 2019 LTG		105	Library Fund		212,875.00	
		592 72 81 105 Interest On 2019 LTG		105	Library Fund		70,021.03	
12209	12/02/2024	12/31/2024	1		Ser Chge	WA St Off of Treasurer	179,250.00	Public Works Facility debt payment. Local Bond LP_2021C(WASCOP21C)
		591 00 00 505 LOCAL Redemption of		505	Public Works Facility Fund		105,000.00	
		592 48 00 505 Bond Issuance Costs		505	Public Works Facility Fund		74,250.00	
12454	12/03/2024	12/31/2024	1		Ser Chge	Payment Tech -- Service Charge	3,329.56	DECEMBER 2024 PAYMENTECH SERVICE CHARGE - GENERAL ACCOUNT
		535 80 41 020 Collection Services		401	Sewer Operations Fund		1,664.78	
		514 23 41 010 Bank Fees		001	Current Expense Fund		832.39	
		537 80 41 020 Collection Services		412	Solid Waste Operations Fund		832.39	
12455	12/03/2024	12/31/2024	1		Ser Chge	Payment Tech -- Service Charge	146.13	DECEMBER 2024 PAYMENTCH SERVICE CHARGE - GENERAL ACCT#2 NON-UTILITY
		514 23 41 010 Bank Fees		001	Current Expense Fund		146.13	
12456	12/03/2024	12/31/2024	1		Ser Chge	Payment Tech -- Service Charge	45.34	DECEMBER 2024 PAYMENTECH SERVICE CHARGE - BINGHAM
		576 80 41 000 Professional Services		101	Parks & Facilities Fund		45.34	
12458	12/03/2024	12/31/2024	1		Ser Chge	Payment Tech -- Service Charge	30.00	DECEMBER 2024 PAYMENTECH SERVICE CHARGE - RIVERFRONT
		576 80 41 000 Professional Services		101	Parks & Facilities Fund		30.00	
12461	12/03/2024	12/31/2024	1		Ser Chge	Authorize.Net	8.66	BANK FEE FOR AUTHORIZE.NET PROCESSOR FOR GOVQA PAYMENTS
		514 23 41 010 Bank Fees		001	Current Expense Fund		8.66	
12523	12/05/2024	12/31/2024	1		Ser Chge	Xpress Bill Pay - Service Fees	1,911.19	DECEMBER 2024 XPRESS BILLPAY SERVICE CHARGE
		535 80 41 020 Collection Services		401	Sewer Operations Fund		955.59	
		537 80 41 020 Collection Services		412	Solid Waste Operations Fund		477.80	
		514 23 41 010 Bank Fees		001	Current Expense Fund		477.80	
12679	12/13/2024	12/31/2024	1		Ser Chge	US Bank -- Analysis Fees	890.84	December 2024 US BANK ANALYSIS FEES

TRANSACTION JOURNAL

City Of Sedro-Woolley

Time: 15:16:16 Date: 01/03/2025

12/01/2024 To: 12/31/2024

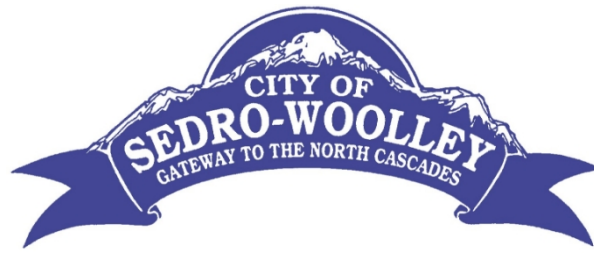
Page: 2

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund # Vendor	Amount	Memo
		535 80 41 020 Collection Services				401 Sewer Operations Fund	445.42	
		514 23 41 010 Bank Fees				001 Current Expense Fund	222.71	
		537 80 41 020 Collection Services				412 Solid Waste Operations Fund	222.71	
13177	12/11/2024	12/31/2024	1		Ser Chge	City of Sedro-Woolley	107.14	BANNER BANK ACCOUNT - CHECK ORDER - ACH HARLAND CLARKE CHK ORDER PPD 311400000628
		389 90 01 631 Unapplied Cash - Susp			631 Suspense Fund		-107.14	

Records Printed: 11

Adjustments:	0.00
Beginning Balance:	0.00
Revenues:	0.00
Warrant Expenditures:	0.00
Non Warrant Expenditures:	468,919.23
Interfund Transfers:	0.00
Redemptions:	0.00
Deposits:	0.00
Withdrawals:	0.00
Stop Payments:	0.00

Fund	Adjustments	Beg Bal	Revenues	War Exp	N War Exp	IT In	IT Out	Stop Pmts
001 Current Expense Fund	0.00	0.00	0.00	0.00	1,763.78	0.00	0.00	0.00
101 Parks & Facilities Fund	0.00	0.00	0.00	0.00	75.34	0.00	0.00	0.00
105 Library Fund	0.00	0.00	0.00	0.00	282,896.03	0.00	0.00	0.00
401 Sewer Operations Fund	0.00	0.00	0.00	0.00	3,217.95	0.00	0.00	0.00
412 Solid Waste Operations Fund	0.00	0.00	0.00	0.00	1,608.99	0.00	0.00	0.00
505 Public Works Facility Fund	0.00	0.00	0.00	0.00	179,250.00	0.00	0.00	0.00
631 Suspense Fund	0.00	0.00	0.00	0.00	-107.14	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	468,704.95	0.00	0.00	0.00



City Council Agenda Item

Agenda Item No.: e.5.

Date: January 8, 2025

From: Bill Bullock, Public Works Director

Subject: Out of State Travel – Public Works Director William Bullock

RECOMMENDED ACTION:

A Motion to authorize Public Works Director William Bullock to travel out of state for the University of Kansas - Public Management Center curriculum.

ISSUE:

BACKGROUND/SUMMARY INFORMATION:

Sedro-Woolley has provided new director level leadership an opportunity to attend an advanced leadership training focused on building high-performing local governments as part of their on-boarding process. This is an eight day course; March 21-28, 2025.

This course work focuses on leadership principles of high-performance organizations (HPO) are a core element of the program, enabling individuals to learn strategies that enhance leadership, innovation, and desired change initiatives. The Key Learning Elements for local governments to achieve higher performance include:

- Leadership and Governance
- Strategic Value Analysis and Future Planning
- Performance Measurement and Management
- Organizational Culture and Employee Engagement
- Public Service Delivery and Public Purpose Focus
- Smart and Healthy Financial Management and Sustainability
- Other Topics

FISCAL IMPACT, IF APPROPRIATE:

Fund 595.10.43.000: Cost of course is \$3,750 (majority of meals included) plus lodging (approx. \$1350) and travel (approx. \$700).

ATTACHMENTS:

None



City Council Agenda Item

Agenda Item No.: e.6.

Date: January 8, 2025

From: Woody Tovar Cano, IT Director

Subject: Surplus IT Equipment - Resolution 1157-25

RECOMMENDED ACTION:

Motion to approve Resolution 1157-25 IT equipment surplus.

ISSUE:

BACKGROUND/SUMMARY INFORMATION:

FISCAL IMPACT, IF APPROPRIATE:

ATTACHMENTS:

1. Surplus_Resolution_1157-25

RESOLUTION NO. 1157-25

**A RESOLUTION OF THE CITY OF SEDRO-WOOLLEY DECLARING CERTAIN
PROPERTY AS SURPLUS AND AUTHORIZING ITS DISPOSITION**

WHEREAS, the equipment identified and listed below has been determined by the Director of Information Technology to no longer be critical to the City of Sedro-Woolley's needs or operational use, and

WHEREAS, the City Council of the City of Sedro-Woolley has determined that it is in the best interest of City to declare as surplus the equipment, and

WHEREAS, The City Council is authorized to declare as surplus those items no longer deemed to be necessary to the City's service requirements under RCW 35.22.280 (B), and

WHEREAS, the City Council delegates to the Director of Information Technology the authority to dispose of the property by auction, private sale, sealed bid, through a broker or agent, or other lawful means.

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SEDRO-WOOLLEY AS
FOLLOWS:**

Section 1. The City Council does hereby declare the following to be surplus:

ITEM	TAG	SERIAL	MAKE	MODEL	DESCRIPTION
1	003053	USM7150436	HP	HSTNS-2116	Server Equipment
2	N/A	22646180302206505	Corsair	H100i V2	All in one CPU Cooler
3	N/A	DT0803BRA0027887	Antec	EarthWatts 500 Watt	ATX12v PSU
4	N/A	3LB0RW2C	HP	DG072A8854	Hard Drive
5	N/A	3LB0SSZY	HP	DG072A8854	Hard Drive
6	N/A	3LB0MWMD	HP	DG072A8854	Hard Drive
7	N/A	B365P730HGSE	HP	DG072A9BB7	Hard Drive
8	N/A	B36P730HTAR	HP	DG072A9BB7	Hard Drive
9	N/A	B365P730HTPJ	HP	DG072A9BB7	Hard Drive
10	N/A	B365P730HT9C	HP	DG072A9BB7	Hard Drive
11	N/A	3NP2NRQZ	HP	DG072BB975	Hard Drive
12	3685	371WZ72	Dell	OptiPlex 3020	Workstation
13	3759	890sr12	Dell	OptiPlex 3020	Workstation
14	3684	671VZ72	Dell	OptiPlex 3020	Workstation
15	3703	671SZ72	Dell	OptiPlex 3020	Workstation
16	3752	MXL1361Q2B	HP	Compaq 8200	Workstation
17	N/A	AS0516233615	APC	SUA1500RM2U	Battery Backup
18	N/A	AS0247113004	APC	SUA750RM1U	Battery Backup
19	00862	(01176) 13569000618384	IBM	Wheel Writer 5	Typewriter
20	00079	13377000134285	IBM	Wheel Writer 5	Typewriter
21	003555	80BD03C45-D635	WatchGuard	XTM330	Firewall

ITEM	TAG	SERIAL	MAKE	MODEL	DESCRIPTION
22	002920	SG417PN0CP	HP	Procurve Switch 2848 J4904A	48 port switch
23	N/A	DG04101100515	Lorex	LH328000	8 Channel DVR
24	N/A	3B0944X00259	APC	BX1300G	Battery Backup
25	N/A	3B1007X39878	APC	BX1000G	Battery Backup
26	N/A	9VV45FR8	Seagate	ST3500312CS	Hard Drive

PASSED by majority vote of the members of the Sedro-Woolley City Council this 8th day
of January 2025

Julia Johnson, Mayor

Attest:

Kelly Kohnken, Finance Director

Approved as to form:

Nikki Thompson, City Attorney



City Council Agenda Item

Agenda Item No.: e.7.

Date: January 8, 2025

From: Bill Bullock, Public Works Director

Subject: Program Application - WWTP Upgrade Facility Plan and Initial Design

RECOMMENDED ACTION:

Motion to authorize Mayor Johnson to sign PWTF Planning and Pre-Construction Funding Program application for submittal for the WWTP Facility Plan (Engineering Report) and initial design - \$800,000 request.

ISSUE:

BACKGROUND/SUMMARY INFORMATION:

Staff is preparing a PWTF funding application for the WWTP facility plan and the initial design.

Applications are due on January 10, 2025.

The city currently has a pending DOE funding application for the WWTP Engineering Report (Facility Plan) but notification of successful applicants are not announced until the end of January 2025. This application to PWTF (Public Works Trust Fund) overlaps the DOE funding cycle and could be used primarily for the Engineering Report, if the DOE award is unsuccessful, or it can supplement the DOE funding and enable the City to segue into design early without a delay in DOE funding cycle constraints.

PWTF funding are usually 5-year term loans; staff expects that Sedro-Woolley may be eligible for 20%-30% “forgivable loan” (essentially a partial grant).

Project Estimates: WWTP Upgrade Planning and Preliminary Engineering Phase

Engineering Report/Facility Plan: \$ 500,000

Preliminary Engineering: \$ 2,000,000+

FISCAL IMPACT, IF APPROPRIATE:

No financial impact at this time.

ATTACHMENTS:

None



City Council Agenda Item

Agenda Item No.: e.8.

Date: January 8, 2025

From: Julia Johnson, Mayor

Subject: Council Committees

RECOMMENDED ACTION:

Motion to approve council committee meeting adjustments as presented by Mayor Johnson.

ISSUE:

BACKGROUND/SUMMARY INFORMATION:

At the first meeting of every even year, the Mayor shall appoint two councilmembers and a council chairperson to each standing committee of the Council, subject to confirmation by the city council. In making the appointments, the Mayor shall consider councilmembers' expressed interest and shall attempt to match councilmembers to their committees of choice.

Adjustments to council committees will be added to the council packet as later material.

FISCAL IMPACT, IF APPROPRIATE:

ATTACHMENTS:

None



City Council Agenda Item

Agenda Item No.: j.1.

Date: January 8, 2025

From: Ashton Sandoval Oaks, Assistant Planner

Subject: Amendments to Chapters 12.40 and 17.50 SWMC, Street Tree Regulations - Ordinance No. 2093-24 - 2nd Read

RECOMMENDED ACTION:

Motion to approve Ordinance 2093-24 adopting amendments to chapters 12.40 and 17.50 SWMC to update street tree regulations.

ISSUE:

BACKGROUND/SUMMARY INFORMATION:

The *Planning Commission Findings of Fact, Conclusions and Recommendation (Attachment 1)* includes the procedural history of the review process, analysis of the proposal and Planning Commission findings, conclusions and recommendations. The City Council's first read of the Planning Commission recommended amendments to Chapters 12.40 and 17.50 SWMC took place during the December 11, 2024 Council meeting. After discussion, the Council spoke in general favor of these amendments, intended to strengthen, add clarity, and rectify inconsistencies within the city's current street tree standards. Staff were tasked with preparing for a public hearing and requesting action at the next Council meeting. The notice of the January 8, 2025 public hearing with City Council was issued on December 28, 2024 and is included herein as **Attachment 2**.

After Council's first read of the Planning Commission recommended amendments, Planning staff received comments on the amendments from both the WA Department of Fish and Wildlife (WDFW) and the WA State Department of Transportation (WSDOT). Planning staff provided responses to these agencies indicating how comments within the scope of draft Ordinance 2093-24 would be addressed. Planning staff responses, which include the agency comments within, are included herein as **Attachments 3 and 4**. Draft Ordinance 2093-24 (**Attachment 5**) has been updated to address the applicable agency comments as follows:

WDFW

- Added language to strongly recommend the use of native tree species in Section 12.40.110 SWMC.
- Amended language regarding requirements for replacement of significant trees in Sections 17.50.060 and 17.50.110 SWMC.
- Added policy prohibiting tree topping to Section 12.40.060 SWMC as well as a definition for "tree

topping" under Section 12.40.020 SWMC.

WSDOT

- Added a clause to Section 12.40.080 SWMC that street trees planted in WSDOT right-of-way are subject to WSDOT removal and replacement policies.
- Corrected "Paperback" to "Paperbark" in Section 12.40.110 SWMC.

FISCAL IMPACT, IF APPROPRIATE:

None.

ATTACHMENTS:

1. PC Findings and Recmdn - Tree Standards signed 1-2-25
2. Notice of Public Hearing for 1-8-25
3. WDFW Response Letter (12-17-24)
4. Preliminary Comments and Response - WSDOT (12-16-24)
5. Ordinance 2093-24 REVISED - Tree Standards Update

**CITY OF SEDRO-WOOLLEY PLANNING COMMISSION
STATE OF WASHINGTON**

In the Matter of:

**PROPOSED AMENDMENTS TO
CHAPTERS 12.40 AND 17.50 SWMC
TO UPDATE STREET TREE
REGULATIONS**

**PLANNING COMMISSION
FINDINGS OF FACT,
CONCLUSIONS AND
RECOMMENDATION**

This matter having come regularly before the City of Sedro-Woolley Planning Commission for a public hearing on **Tuesday, November 19, 2024** under a request by the Planning Director for a public hearing and recommendation from the Planning Commission pursuant to Chapter 2.90 Sedro-Woolley Municipal Code (SWMC).

Recommendation:	The Planning Commission recommends APPROVAL of the proposed amendments to Chapters 12.40 and 17.50 SWMC as shown in Exhibit A of these Findings of Fact, Conclusions and Recommendation.
Hearing Date:	Tuesday, November 19, 2024
Proponent:	City of Sedro-Woolley

Description of proposal

Proposed are amendments to Chapters 12.40 and 17.50 SWMC intended to strengthen, add clarity, and rectify inconsistencies within the city's current street tree standards.

FINDINGS OF FACT

1. Per SWMC 2.90.070(G), this action, which requires changes to the City development regulations and underwent Planning Commission review, is processed as a Type VI action.
2. The Public Works and Planning Departments have both experienced issues with street trees being planted too close to underground utility lines or sidewalks, as well as issues with trees that grow exceptionally high being planted underneath overhead utility lines and posing a fire hazard.

3. To prevent such situations, staff found it necessary to amend the current recommended trees list to include trees more fitting for each category (small, medium, and large), identify trees within the list that are suitable to be located underneath overhead utility lines, include minimum landscape strip widths for each of those categories to clarify where such trees belong, require the installation of root barriers where trees are planted near public infrastructure, and clarify the procedures and responsible parties in identifying and abating nuisance trees.
4. The Planning Commission reviewed the draft amendments at the April 16, May 21, July 16, September 17, October 15, and November 19, 2024 Planning Commission meetings.
5. At the April 16 meeting, the Planning Commission requested that staff add the requirement that street trees are to be trimmed regularly between the ground and 6 feet above the ground surface. Upon this change being made, staff were tasked with preparing for a public hearing at the next meeting. This change was incorporated into the draft amendments and presented at the May 21 meeting.
6. At the May 21 meeting, the Planning Commission held a public hearing. The Notice of Public Hearing was published in the legal notices section of the May 11, 2024 Skagit Valley Herald as shown in **Exhibit B**. The notice was also posted on the city website. In said notice, a deadline for written comments was set for May 21, 2024 at 4:00 PM. The Planning Department did not receive any written comments and there were no online or in-person participants.
7. At the May 21 meeting, after the public hearing, the Planning Commission identified several areas that warranted substantial changes to the draft before a motion could be made to recommend it for Council approval. Language in Chapters 12.40 and 17.50 SWMC was found to be contradictory between chapters and sections. Staff were tasked with rectifying these inconsistencies for purposes of clarity and to ensure all the standards coincide. In addition to this change, staff also added tables to Sections 12.40.030 – Permission to Plant Trees and 12.40.110 – Recommended Trees to create more easy-to-use guides for applicants to use when selecting appropriate trees for their site. It was also later brought to staff's attention that the proposed language for vertical clearance over sidewalks and streets contradicted with separate Public Works Department standards. Staff updated the language to match Public Works Department Standards. The revised draft amendments were presented to the Planning Commission again at the July 16 meeting (though the amendments were on the agenda for discussion at the June 18 meeting, the Planning Commission elected to table said discussion until the following meeting in the interest of time).
8. At the July 16 meeting, the Planning Commission reviewed the revised amendments and requested two more minor revisions be made; the first to further strengthen and clarify Section 12.40.080 SWMC regarding nuisance tree identification, authority, and requirements for removal/mitigation and the other for grammatical sense. Staff were tasked with incorporating said revisions, then preparing for a second public hearing at the next meeting. Said minor revisions were incorporated into the draft and were presented at the September 17 meeting.

9. At the September 17 meeting, the Planning Commission held a public hearing. The Notice of Public Hearing was published in the legal notices section of the September 5, 2024 Skagit Valley Herald as shown in **Exhibit C**. The notice was also posted on the city website. In said notice, a deadline for written comments was set for September 17, 2024 at 4:30 PM. The Planning Department did not receive any written comments and there were no online or in-person participants.
10. At the September 17 meeting, after the public hearing, the Planning Commission again found language in the draft in need of further clarification before a motion could be made to recommend that the Council adopt the amendments. It was requested that staff revise the amendments to clearly outline the notification and removal process for nuisance trees. Said changes were incorporated and presented to the Planning Commission at the October 15 meeting.
11. The Planning Commission reviewed the revised amendments at the October 15 meeting and did not request any additional changes. Staff were tasked with preparing for a third public hearing at the next meeting.
12. At the November 19, 2024 meeting, the Planning Commission held a public hearing. The Notice of Public Hearing was published in the legal notices section of the November 8, 2024 Skagit Valley Herald as shown in **Exhibit D**. The notice was also posted on the city website. In said notice, a deadline for written comments was set for November 19, 2024 at 4:30 PM. The Planning Department did not receive any written comments and there were no online or in-person participants.
13. After the November 19, 2024 public hearing, the Planning Commission made a motion to recommend that the City Council approve the proposed amendments to Chapters 12.40 and 17.50 SWMC with the condition that the final sentence of Section 12.40.080 be removed. The motion to recommend approval carried 6 – 0.
14. The Planning Commission’s recommended amendments are found in **Exhibit A**.

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 12.40 and 17.50 SWMC complies with the State GMA. The draft amendments were sent to the State Department of Commerce on December 5, 2024. A 15-day expedited review was requested and granted by Commerce. The comment period ended December 19, 2024. A SEPA DNS (**Exhibit E**) was issued on December 5, 2024; and
2. Adoption of the proposed amendments to Chapters 12.40 and 17.50 SWMC is in conformance with the goals and policies of the Sedro-Woolley Comprehensive Plan.

RECOMMENDATION

Based upon the foregoing, the Planning Commission recommends approval of amendments to Chapters 12.40 and 17.50 SWMC, found herein as **Exhibit A**.

EXHIBITS

Exhibit A: Recommended Amendments to Chapters 12.40 and 17.50 SWMC

Exhibit B: Notice of May 21, 2024 Public Hearing

Exhibit C: Notice of September 17, 2024 Public Hearing

Exhibit D: Notice of November 19, 2024 Public Hearing

Exhibit E: SEPA DNS Issued December 5, 2024

CERTIFICATION

The City of Sedro-Woolley Planning Commission hereby recommends to the City Council **APPROVAL** of amendments to Chapters 12.40 and 17.50 SWMC to update street tree regulations at a **REGULAR** meeting of the City of Sedro-Woolley Planning Commission held on **Tuesday, November 19, 2024** at which time a quorum was present and the decision was for approval by a vote of 6 **FOR**, 0 **AGAINST** and 0 **ABSTENTIONS**.



Joe Franett, Planning Commission Chair

01/02/2025

Date

Chapter 12.40 TREE STANDARDS

Sections:

[12.40.010 Purpose.](#)

[12.40.020 Definitions.](#)

[12.40.030 Permission to plant trees.](#)

[12.40.040 Utility right-of-way.](#)

[12.40.050 Removal of trees and shrubs.](#)

[12.40.060 Trimming overhanging trees—Duty of property owner.](#)

[12.40.070 Clear vision area.](#)

[12.40.080 Care and disposition of existing trees.](#)

[12.40.090 Short plats, subdivisions and planned unit development—Tree planting in rights-of-way.](#)

[12.40.100 Prohibited trees.](#)

[12.40.110 Recommended trees.](#)

[12.40.120 Planting Standards](#)

[12.40.~~120~~130 Inspection and appeal.](#)

[12.40.~~130~~140 Reserved rights.](#)

12.40.010 Purpose.

It is hereby declared that the preservation and development of the beauty of nature is essential to the progress and growth of the city. It is the policy of the city to plant and maintain, and to encourage the planting and maintenance of, desirable trees and other plantings to enhance the beauty of the community for the health, welfare and safety of its citizens. The council has become concerned with the proper selection, location and care of trees planted in ~~planting~~parking strips, other public places and adjacent areas, and has studied ways to eliminate problems connected with adequate street illumination, safety to the community.

preservation of public utilities, and providing the greatest aesthetic value to the city. The ordinance codified in this chapter is adopted for the purpose of establishing rules and regulations relating to the planting, care and maintenance of such trees. (Ord. [1382-00](#) § 1, 2000)

12.40.020 Definitions.

As used in this chapter, the following words and phrases shall have the meanings ascribed to them:

A. "Owner" means the legal owner of real property fronting or abutting on any property of the city and any lessees of such owner, including fee owner and holder of a purchaser's interest in a real estate contract.

~~B. "Parking strip" means that part of the public street or avenue, or right-of-way not covered by sidewalks, lying between the property line and the curb or that portion of the street or avenue being used for vehicular traffic.~~

~~B. "Planting strip" means that part of the public right-of-way lying between the sidewalk and back of curb, or lying between the sidewalk and the adjacent property boundary, which contains ground cover supportive of plant material.~~

C. "Public property" means all roads, streets, avenues, alleys, public rights-of-way, tree lawns, ~~plantingparking~~ strips or any public property or portion thereof of the city. (Ord. [1382-00](#) § 2, 2000)

12.40.030 Permission to plant trees.

All trees, shrubs and plants planted in any public place or right-of-way shall be with prior permission of the city and in accordance with the provisions of this chapter. No tree shall be planted in any ~~plantingparking~~ strip or public property less than ~~fivefour~~ feet wide. No tree shall be planted closer to any curb or sidewalk than the following: small trees, two feet; medium trees, three feet; and large trees, four feet. On streets that do not have curbs and/or sidewalks or planters, the city shall approve the location of new trees consistent with street and sidewalk standards. No tree shall be planted within ~~twenty feet of another tree or within~~ twenty-five feet of a street light or intersection. ~~No street tree shall be planted closer than twenty feet from any fire hydrant.~~ Trees planted under utility lines shall not exceed a maximum mature height of twenty-five feet. ~~Only No street tree other than small~~ and medium trees may be planted under or within ten lateral feet of any overhead utility wire, or over or within five lateral feet of any underground water line, transmission line, or other utility, provided the trees' mature height is less than or equal to twenty feet. (Ord. [1382-00](#) § 3, 2000)

Tree Size	Small, Narrow	Medium	Large
Minimum Planting Strip Width	5 feet	7 feet	10 feet
Average Tree Spacing	20 feet	30 feet	40 feet
Minimum Tree Setback from Vehicular traffic	2 feet from back of curb	3 feet from back of curb	4 feet from back of curb
Minimum Vertical Sidewalk Clearance	8 feet	8 feet	8 feet
Minimum Vertical Road Clearance	14 feet	14 feet	14 feet
Maximum Tree Height within 10 feet of an Overhead Utility	20 feet	20 feet	<i>Large trees prohibited</i>
Maximum Tree Height within 5 feet of an Underground Utility	20 feet	20 feet	<i>Large trees prohibited</i>

12.40.040 Utility right-of-way.

Notwithstanding any other provision of this chapter, all trees shall be placed and maintained in such a manner as not to interfere with any utility franchise, license or right-of-way granted, or to be granted, by the city. (Ord. [1382-00](#) § 4, 2000)

12.40.050 Removal of trees and shrubs.

The stumps and roots of trees or shrubs removed under the authority of this chapter shall be removed below the surface of the ground so that the top of the stump shall not project above the surface of the ground. The remaining roots shall be treated with a suitable compound to prevent future sprouting or growth. Roots from trees planted on public property or adjacent private property, which have disrupted or broken the adjacent street surface, sidewalk or curb, shall be repaired at the adjacent property owner's expense. (Ord. [1382-00](#) § 5, 2000)

12.40.060 Trimming overhanging trees—Duty of property owner.

All property owners within the corporate limits of the city shall, at their own expense, keep all trees, brush and other foliage from projecting out over the public streets and sidewalks and alleys so as not to interfere, in any way, with the use of street construction, utility franchises right-of-way and license, and cleaning equipment, nor shall the same interfere with sidewalk traffic or create a hazardous situation insofar as the same obstructs the view of motorists using the public streets. (Ord. [1382-00](#) § 5, 2000)

It shall be the responsibility of the adjacent property owner of the sidewalk to regularly trim street trees off the sidewalk to provide a vertical clearance of eight feet above the surface so as not to constitute a hazard or impediment to the progress or vision of anyone traveling on public property.

12.40.070 Clear vision area.

A clear vision area shall be maintained on the corners of all property adjacent to the intersection of two streets or of a street and a private drive or street, alley or railroad. A clear vision area shall contain no planting, fence or other temporary or permanent obstruction exceeding three feet in height, measured from the top of the curb, or where no curb exists, from the established centerline grade of the street. Taller trees may be permitted if all branches and foliage to a height of eight feet above the top of the curb or sidewalk and fourteen feet above the street are removed. No tree shall be planted closer than twenty feet from any public or private street corner, measured from the nearest intersection curb or curbline. ~~No street tree shall be planted closer than twenty feet from any fire hydrant.~~ (Ord. [1382-00](#) § 6, 2000)

12.40.080 Care and disposition of existing trees.

Any hazardous or nuisance trees in existence on the effective date of the ordinance codified in this chapter shall be removed or rectified by the property owner. The city may remove, or cause to be removed, at the expense of the abutting land owner, a tree or part of a tree which is in an unsafe condition or constitutes a public nuisance, or which by reason of its nature is injurious to utilities, sidewalks, capital facilities, or other public improvements, or which otherwise satisfies the criteria of types of nuisances as defined in 8.16.020 SWMC. If a hazardous or nuisance tree is not deemed an immediate danger to public safety or property, the city may require a report conducted by a certified arborist be submitted to the Public Works Department to determine whether such tree shall be removed and by what means. Hazardous or nuisance trees deemed immediately dangerous to public safety or property shall be removed at the expense of the abutting land owner. The final decision to remove a hazardous or nuisance tree shall be made by the Public Works Director. The city may, but is not required, to contribute to the cost of removal and replanting by payment or in-kind services. (Ord. [1382-00](#) § 7, 2000)

The city does not hold the authority to require removal of trees which are located outside of the public right-of-way, or which cause hazardous or nuisance conditions outside of the public right-of-way, or which do not constitute an immediate danger to public safety or property.

12.40.090 Short plats, subdivisions and planned unit residential development—Tree planting in rights-of-way.

Removal
recommended
by PC 11-19-24

Other than distances noted above from street corners and utilities, developers of short plats, subdivisions and PRUDs are required to plant trees in plantingparking strips per the following requirements: Small trees shall be planted every twenty feet on average ~~at a minimum~~

~~depending on the size of the tree), medium trees every thirty feet on average, and large trees every forty feet on average,~~ with ground cover or shrubs to be used liberally. In the instance of commercial or industrial planned unit development adjacent to residentially zoned property, trees must be planted a maximum of fifteen feet on-center and in conformance with the remainder of the landscaping requirements established in Section [17.50.080](#) of the Sedro-Woolley Municipal Code. (Ord. [1382-00](#) § 8, 2000)

12.40.100 Prohibited trees.

~~Street trees must not become a nuisance or be a disruption to city infrastructure or public safety and general welfare.~~ It is unlawful to plant in or on any ~~planting~~parking strip or other public property, the following kinds of trees: Poplar, Willow, Cottonwood, fruit-bearing or nut-bearing, Elkhorn, Mountain Ash, Oregon or Big-Leaf Maple. (Ord. [1382-00](#) § 9, 2000)

12.40.110 Recommended trees.

~~Trees appropriate under overhead utility lines shall be no taller than twenty feet at maximum height. Recommended trees that meet this requirement are identified below with "UT" (i.e. utility tree).~~

A. Small, ~~or~~ narrow street trees (~~minimum average~~ spacing: twenty feet, minimum planting strip width: five feet, minimum tree setback from vehicular traffic: two feet from back of curb):

~~1.— Ash (flowering ash);~~

~~2.— Flowering Cherry (nonfruit bearing);~~

~~3.— Laurel (California Laurel);~~

~~4.— Magnolia (Evergreen magnolia);~~

~~5.— Myrtle (Oregon myrtle);~~

~~6.— Oak (Holly oak).~~

1. American Hornbeam (UT);

2. American Smoke Tree (UT);

3. Ash (Flowering ash);

4. Dogwood (Eddie's White Wonder dogwood [UT], Pacific dogwood [UT]);

5. Dove-tree;

6. Magnolia (Little Gem magnolia [UT]);

7. Maple (Bigtooth maple, Buckeye maple [UT], Burgundy Lace Japanese maple [UT], David's maple, Paperback maple [UT], Rocky Mountain maple [UT], Three Flower maple [UT], Trident maple [UT], Vine maple [UT]);

8. Myrtle (Sarah's Favorite Crape myrtle [UT]);

9. Oak (Crimson Spire oak);

10. Redbud (Oklahoma redbud) (UT);

11. Sourwood;

12. Washington Hawthorn (UT).

B. Medium Size Street Trees (minimum average spacing: thirty feet, minimum planting strip width: seven feet, minimum tree setback from vehicular traffic: three feet from back of curb):

1. ~~Ash (Flame, Golden Desert, etc.);~~

2. ~~Beech (Rivers Purple beech);~~

3. ~~Birch (Paper birch, River birch);~~

4. ~~Crabapple (Flowering crabapple);~~

5. ~~Gum (sweet gum);~~

6. ~~Honey Locust;~~

7. ~~Linden (Littleleaf linden);~~

8. ~~Maple (Autumn Blaze, October Glory, Norwegian Sunset, Pacific Sunset, Autumn Flame, Hedge maple);~~

9. ~~Maple (Red maple);~~

10. ~~Maple (Sugar maple);~~

11. ~~Oak (Scarlet oak, English oak);~~

12. ~~Redwood (Dawn redwood);~~

~~13. Yellowwood;~~

~~14. Village green.~~

~~1. Ash (Flame, Golden Desert);~~

~~2. Beech (Rivers Purple beech);~~

~~3. Birch (Paper birch, River birch);~~

~~4. Crabapple (Flowering crabapple) (UT);~~

~~5. Ginkgo Biloba (*male species only*);~~

~~6. Laurel (California laurel);~~

~~7. Linden (Littleleaf linden);~~

~~8. Magnolia (Kobus magnolia);~~

~~9. Maple (Autumn Blaze, Autumn Flame, Hedge maple [UT], Norwegian Sunset, October Glory, Pacific Sunset, Red maple, Sugar maple);~~

~~10. Redbud (Eastern redbud [UT], Forest Pansy redbud [UT]);~~

~~11. Village Green Zelkova;~~

~~12. Yellowwood.~~

C. Large Boulevard Trees (minimum average spacing: forty feet, minimum planting strip width: ten feet, minimum tree setback from vehicular traffic: four feet from back of curb):

~~1. Beech (European beech, etc.);~~

~~2. Chestnuts (Chinese chestnuts, Ft. McNair Pink Horsechestnut);~~

~~3. Maidenhair tree;~~

~~4. Sycamore maple;~~

~~5. Oak (Red oaks);~~

~~6. Tulip tree.~~

1. Beech (European beech, etc.);
2. Chestnut (Chinese chestnut, Fort McNair Pink Horsechestnut);
3. Elm (American elm, Athena Classic elm, Frontier elm, Homestead elm) (*Dutch Elm Disease resistant species only*);
4. Linden (Silver linden);
5. Maple (Sycamore maple);
6. Oak (Chinkapin oak, Garry oak, Oregon White, Red oak, Scarlet oak);
7. Shawnee Brave Bald Cypress;
8. Sweet Gum;
9. Tulip Tree.

Small, Narrow	Medium Sized	Large Boulevard	Trees Recommended beneath Overhead Utility Lines	Prohibited Street Trees
American Hornbeam	Ash (Flame, Golden Desert)	Beech (European beech, etc.)	American Hornbeam	Big-Leaf Maple
American Smoke Tree	Beech (Rivers Purple beech)	Chestnuts (Chinese chestnuts, Ft. McNair Pink Horsechestnut)	American Smoke Tree	Cottonwood
Buckeye Maple	Birch (Paper birch, River birch)	Elm (American elm, Athena Classic elm, Frontier elm, Homestead elm) (Dutch Elm Disease resistant only)	Buckeye Maple	Elkhorn
Burgundy Lace Japanese Maple	Crabapple (flowering crabapple)	Gum (Sweet gum)	Burgundy Lace Japanese Maple	Fruit- or nut-bearing trees
Dogwood (Eddie's White Wonder dogwood, Pacific dogwood)	Ginkgo Biloba (male only)	Oak (Red oak, Oregon White, Chinkapin, Scarlet oak, Garry oak)	Crabapple (Flowering Crabapple)	Mountain Ash
Dove-Tree	Laurel (California Laurel)	Shawnee Brave Bald Cypress	Eastern Redbud	Oregon Maple
Flowering Ash	Linden (Littleleaf linden)	Silver Linden	Eddie's White Wonder Dogwood	Poplar
Little Gem Magnolia	Magnolia (Kobus Magnolia)	Sycamore maple	Forest Pansy Redbud	Willow
Maple (Bigtooth Maple, David's maple, Paperback maple, Rocky Mountain maple, Trident maple, Vine maple)	Maple (Autumn Blaze, October Glory, Norwegian Sunset, Pacific Sunset, Autumn Flame, Hedge maple, Red maple, Sugar maple)	Tulip Tree	Hedge Maple	
Oak (Crimson Spire oak)	Redbud (Eastern redbud, Forest Pansy redbud)		Little Gem Magnolia	
Oklahoma Redbud	Village Green Zelkova		Oklahoma Redbud	
Sarah's Favorite Crape Myrtle	Yellowwood		Pacific Dogwood	
Sourwood			Paperback Maple	
Three Flower Maple			Rocky Mountain Maple	
Washington Hawthorn			Sarah's Favorite Crape Myrtle	
			Three Flower Maple	
			Trident Maple	
			Vine Maple	
			Washington Hawthorn	

Adjacent property owners may recommend alternative tree species. These trees will be subject to approval by the city following review of the recommended species. (Ord. [1382-00](#) § 10, 2000)

12.40.120 Planting standards.

A. Street trees shall be planted in accordance with the standards of SWMC 17.50.070.

B. Where street trees are planted in the planting strip of the public right-of-way and/or within five feet of an underground utility line, root barriers as required per the Public Works Department standards shall be installed to protect such infrastructure from future damage.

12.40.130~~120~~ Inspection and appeal.

A. The city may inspect any tree upon or which overhangs any public property or lawn to determine whether the same or any portion thereof is in such a condition as to constitute a hazard or impediment to the progress or vision of anyone traveling on public property. Any tree or part thereof growing upon private or public property, but overhanging or interfering with the use of public property that endangers life, health, safety or property, or is otherwise in violation of this chapter, is hereby declared to be a public nuisance. The city shall by written notice require the adjacent property owner to abate the nuisance by trimming, destroying or removal, at the owner's cost and expense. The property owner shall have thirty days from the date of the notification of the nuisance to remove or trim the hazardous or nuisance tree. If the adjacent property owner does not cause the nuisance to be corrected or removed, the city may abate the nuisance as outlined in 18.40 SWMC and the cost shall be assessed to the adjacent property owner.

B. Appeals from the city determination that a nuisance exists may be made by any citizen or the adjacent property owner within ten days after the property owner is notified of the city determination. Such determination may be appealed to the city council at the next regularly scheduled meeting. Action taken by the city council on such appeal shall be final.

C. If the owner of such private property does not correct or remove such nuisance within thirty days after receipt of written notice from the city, they shall be guilty of a civil infraction, and subject to a monetary penalty of not more than the amount listed in the master fee schedule adopted by resolution of the city council. Each day for which the violation is allowed to continue shall be a separate offense. Nothing contained in this chapter shall be deemed to impose any liability upon the city, its officers or employees, nor to relieve the owner of any private property from the duty to keep any tree upon his property or under his control in such a condition as to prevent it from constituting a public nuisance as defined in this section. (Ord. [2013-22](#) § 36, 2022; Ord. [1382-00](#) § 11, 2000)

12.40.140~~130~~ Reserved rights.

Nothing in this chapter shall create a property right or interest in the public right-of-way for adjoining owners. The city may amend or repeal all or part of this chapter at any time.
(Ord. [1382-00](#) § 12, 2000)

Chapter 17.50

LANDSCAPING

Sections:

[17.50.010 Purpose.](#)

[17.50.020 Applicability.](#)

[17.50.030 Site landscaping required review.](#)

[17.50.040 Minimum site requirements.](#)

[17.50.050 Prohibited uses.](#)

[17.50.060 Landscaping plan submittal requirements.](#)

[17.50.070 Minimum landscape material specifications.](#)

[17.50.080 Low impact development option.](#)

[17.50.090 Maintenance of plant materials.](#)

[17.50.100 Stormwater ponds.](#)

[17.50.110 Existing site vegetation.](#)

[17.50.120 Screening requirements.](#)

[17.50.130 Street tree requirement.](#)

[17.50.140 Parking lot landscaping.](#)

17.50.010 Purpose.

A. A provision of quality landscaping is necessary to maintain property values, enhance the appearance of the city, mitigate impacts of development such as erosion and light/glare, promote natural systems, improve air quality, provide habitat, reduce noise, reduce the impacts on storm drainage systems, and provide a buffer between land uses.

B. Landscaping can be provided as a tool to be used in partnership with potential developers and citizens in Sedro-Woolley to enhance the community. (Ord. [1517-05](#) § 1 (part), 2005)

17.50.020 Applicability.

- A. The requirements of this chapter shall be imposed at the time of land use permit review, including: land alteration or land development such as subdivisions, short subdivisions, a change in lot coverage, a change in area devoted to parking and circulation, and projects requiring design review.
- B. This chapter does not apply to a permit for a single-family dwelling less than one acre, unless restrictions have been placed on clearing and site design under separate permit authority.
- C. This chapter does not apply to areas within the central business district (CBD) which is bounded on the north and west by the railroad tracks, on the south by State Street, and on the east by Puget Avenue. This area is substantially developed on zero setbacks from the right-of-way, making it impractical to provide on-site landscaping which would satisfy the purpose and intent of this chapter. Businesses located in this exempt area are encouraged to participate in other projects and improvements programs to enhance and improve the character and appearance of the city. (Ord. [1517-05](#) § 1 (part), 2005)

17.50.030 Site landscaping required review.

The planning director shall use the Sedro-Woolley design and development guidelines landscaping section as it pertains to that zone as a guide for design and layout when reviewing applications.

- A. The director shall perform landscape review for all applications, permits and land use actions.
- B. The public works department shall review all landscape and irrigation system designs. Irrigation shall be designed in accordance with Skagit PUD No. 1. (Ord. [2032-22](#) § 14, 2023; Ord. [1593-07](#) § 1, 2007; Ord. [1517-05](#) § 1 (part), 2005)

17.50.040 Minimum site requirements.

- A. In no case shall the total amount of landscaping be less than ten percent of the total site area. For subdivisions, the total amount of landscaping shall be not less than ten percent of the combined net lot area plus ten percent of the site open space. Developments may include any critical area and/or shoreline buffer areas when calculating landscape area if native vegetation is enhanced.
- B. Stormwater detention dry ponds can only be included in the minimum landscaping area if low impact development techniques are used.
- C. Zoning/Use Classification—Percent of Gross Site Area.

Residential 15	20%
Residential in Mixed Commercial	20%
Mixed Commercial (excluding the CBD)	15%
Industrial	10%
Commercial uses in industrial district	15%
Public	10%
PRD's and CUP's	As required by planning commission

(Ord. [1517-05](#) § 1 (part), 2005)

17.50.050 Prohibited uses.

The following uses are not permitted in required landscape areas:

- A. Parking of motor vehicles or recreational vehicles, including: campers, travel trailers, motor homes, boats or trailers;
- B. Installation of impervious surfaces;
- C. Storage of materials, including, but not limited to, hazardous waste, industrial equipment, and supplies. (Ord. [1517-05](#) § 1 (part), 2005)

17.50.060 Landscaping plan submittal requirements.

If the landscaped and irrigated area on the subject property exceeds five hundred square feet, or if the applicant requests the low impact development option, the director shall require approval of the proposed landscape plan by a privately retained licensed landscape architect, Washington Certified Nurseryman or Washington Certified Landscaper. All landscaping plans shall be prepared in accordance with the following requirements:

- A. Ten sets of landscape plans drawn to a scale of one inch equals fifty feet or larger (e.g., one inch equals thirty feet, one inch equals twenty feet). The plan should include a bar scale for reference;
- B. Name and address or location of the project;
- C. Vicinity map;
- D. Scale, north arrow and date of the plan;

- E. All property lines, easements, rights-of-way, streets, walks, vehicular drives, parking lots, existing and proposed structures, building entrances, freestanding lights, service or loading areas, signs, overhead and belowground utilities, open spaces, plazas, and recreation amenities with materials noted;
- F. Location, sizes and species of existing vegetation within landscape areas. Natural areas should be designated as such;
- G. Location of all trees, shrubs and ground cover to be planted;
- H. Any proposed or existing physical elements (such as fencing, curbing, benches, etc.) that may affect the overall landscape;
- I. Parking layout, including circulation, driveway location, parking stalls and curbing;
- J. Existing and proposed contours (maximum five-foot intervals, two feet contours preferred), elevations, and delineation of any critical areas;
- K. Dimensioned landscaped areas;
- L. Location of irrigation system, source of water, and type of irrigation system;
- M. A legend that shows symbols and type of plantings;
- N. All plant materials shall be shown on the landscaping plan at three-quarters mature size in appropriate relation to the chosen scale of the plan;
- O. The plan shall state the estimated date for installation and completion of all plantings and finish materials;
- P. The landscape plan shall identify the location and dimensions of any designated environmentally sensitive areas and required buffers;
- Q. A plant schedule shall be included which indicates the scientific and common names, quantities, sizes and spacing for all plants in the landscape plan. Quantities are not required on a preliminary landscape plan;
- R. Planting details including installation and maintenance notes and or requirements;
- S. PUD approval for irrigation systems;
- T. Identify type and number of significant trees; identify those significant trees to be saved and those to be removed and identify replacement stumpage. (Ord. [1517-05](#) § 1 (part), 2005)

17.50.070 Minimum landscape material specifications.

A. The applicant shall utilize plant materials that complement the natural character of the Pacific Northwest that are drought tolerant and are adaptable to the climatic, topographic, and hydrologic characteristics of the site.

B. If the subject property includes a sensitive or critical area, the applicant shall utilize plant species that enhance that sensitive area.

C. The applicant should utilize plant materials that reduce or eliminate the need for fertilizers, herbicides, or other chemical controls, especially for properties that include wildlife habitat areas, shorelines, or wetlands.

D. Street trees shall be provided as follows:

1. Minimum planting ~~strip width: ten feet; five feet for small trees, seven feet for medium trees, and ten feet for large trees;~~
2. ~~Maximum Spacing:~~ Trees shall be planted at an average of ~~twentythree~~ feet apart ~~for small trees, an average of thirty feet apart for medium trees, and an average of forty feet apart for large trees,~~ with ground cover or shrubs used liberally;
3. Plant ~~V~~varieties: Trees utilized in this area shall be of varieties that do not conflict with underground and overhead utilities. These trees may be selected from the city's suggested list of plant materials, or an approved equivalent.

E. All plantings shall have the following minimum size at installation:

1. Deciduous trees: ~~twothree~~-inch caliper;
2. Evergreen trees: six-foot minimum height ~~range~~;
3. Vine maples and other multi-stemmed trees: seven-foot minimum ~~height~~;
4. Medium and tall shrubs: twenty-four-~~to thirty~~-inch minimum ~~height~~;
5. Ground cover: four-~~inch~~ ~~minimum heightes~~ (approximately eighteen inches on center);
6. Shall not interfere with sight distance;
7. Shall not be installed within ~~twothree~~ feet of back of curb for ~~speed less than thirty-five mph and ten feet from back of curb for thirty-five mph or over~~ small trees, within

three feet of back of curb for medium trees, or within four feet of back of curb for large trees. (Ord. [1517-05](#) § 1 (part), 2005)

F. Where trees are to be planted in the planting strip of the public right-of-way or within five feet of a pedestrian walkway and/or underground utility line, root barriers as required per the Public Works Department standards shall be installed to protect such infrastructure from future damage.

17.50.080 Low impact development option.

The purpose of this option is to provide an additional landscaping option that has the potential to reduce impacts on the existing stormwater drainage infrastructure, and aid in meeting Endangered Species Act requirements. Low impact development strives to protect or restore the natural hydrology of the site so that the overall integrity of the watershed is protected. Low impact development is encouraged by the city of Sedro-Woolley because it:

- A. Protects the environment;
- B. Reduces costs to developers;
- C. Makes communities more attractive;
- D. Uses vegetation and small-scale hydraulic controls to capture, treat and infiltrate stormwater on site.

More specific information about low impact development will be available as requested through the planning and public works departments. (Ord. [1517-05](#) § 1 (part), 2005)

17.50.090 Maintenance of plant materials.

The following performance standards shall apply to all landscape areas of which this chapter applies:

- A. The property owner shall replace any unhealthy or dead plant materials in conformance with the approved landscape development proposal and shall maintain all landscape material.
- B. An assignment of funds or performance bond shall be for one hundred twenty-five percent of the estimated improvements. The funds shall remain in place until the last required planting of the subject development has been planted. Only then, the assignment of funds or performance bond shall be reduced as a maintenance guarantee in an amount that is fifty percent of the original assignment of funds for performance. The maintenance guarantee shall include maintenance during the guarantee period and replacement of dead or unhealthy plants at the conclusion of the guarantee period. The length of the guarantee shall be no less than one year with an eighty percent survival rate and always cover at least one growing season (May

through September). The end date of the assignment of funds or performance bond shall be determined by the city and applicant.

C. Maintenance of landscaping intended for screening purposes shall be pruned or altered to maintain planting health only, not to maximize retail visibility or minimize screening.

D. The required landscaping must be installed prior to issuance of the temporary certificate of occupancy unless the director determines that an assignment of funds or performance bond, for a period of not more than a year, will adequately protect the interests of the city.

(Ord. [1517-05](#) § 1 (part), 2005)

17.50.100 Stormwater ponds.

A. Site improvements meant to control water runoff shall be designed, when reasonably possible, to fulfill multiple functions including:

1. Regulate stormwater discharge;
2. Improve water quality;
3. Provide wildlife habitat;
4. Provide an aesthetic amenity;
5. Provide passive recreation opportunities such as walking or sitting areas; sports fields or fountains;
6. Provide shade for water temperature mitigation.

B. Any required site drainage plan, including conceptual plans, shall include the location and landscape design of stormwater ponds.

C. Stormwater ponds shall be used as aesthetic features in the site master plan. The following shall be considered when designing ponds:

1. Reduce the need for fencing by designing safe ponds which have side slopes less than 3:1 and normal water depths less than twenty-four inches;
2. Create ponds that are irregular in shape;
3. Design the pond to blend in with the surrounding environmental conditions;
4. Provide a topographic bench around the perimeter of the pond for safety;

5. Retain any existing high quality vegetation around perimeter of site;
6. Provide a pedestrian walkway and seating areas around perimeter;
7. Utilize landscaping to provide shade, create habitat, and add screening;
8. No landscaping below one-hundred-year storm elevation.

These guidelines do not replace standards for stormwater retention/detention pond design.
(Ord. [1517-05](#) § 1 (part), 2005)

17.50.110 Existing site vegetation.

Significant existing trees and shrubs shall be incorporated into the landscaping. "Significant trees" shall be those eight inches evergreen and ten inches deciduous trees in diameter at a point five feet above ground level. The site plan for the project shall include the location of significant trees, and shall identify which trees will be retained on the site. Care shall be taken in the grading and construction process so as not to disturb the roots and drip line of existing trees to be retained, and to ensure proper irrigation. Orange construction fencing will be constructed outside the drip line of existing trees. If significant trees cannot be incorporated into the site design because of street or building design, such trees shall be replaced with equivalent stumpage for over ten percent reduction as approved by the city planner.
(Ord. [1517-05](#) § 1 (part), 2005)

17.50.120 Screening requirements.

A. Purpose. The requirements of this section are intended to reduce the visual impacts and incompatible characteristics of:

1. Abutting properties with different land use classifications;
2. Service areas and facilities, including loading and storage areas;
3. Any other use or area as required under this section or by the planning commission;
4. Oncoming or glaring headlights when required by the public works department.

B. Landscaping. Screen planting shall consist of evergreen trees planted a maximum of fifteen feet on center; deciduous trees for seasonal color and texture planted a maximum of fifteen feet on center; and medium-sized shrubs (three to five feet at maturity) at five feet on center and ground cover plants at a density to form an effective barrier to cover eighty-five percent of the ground surface within two years. Irrigation must be installed for all screening areas.

C. Minimum Width. The landscaped screening area shall be thirty feet wide and vegetation shall be eighty percent sight-obscuring at time of planting and one hundred percent within two years that extends a minimum of six feet above the adjacent sidewalk or road right-of-way unless the use of an earth berm, fence, or wall is incorporated into the screening, as provided below:

1. Earth Berm Alternative. If an earth berm that extends a minimum of six feet above the adjacent sidewalk or road right-of-way is incorporated into the screening plan, the width of the screening area may be reduced to fifteen feet with landscaping per subsection B of this section.
2. Fence Alternative. If a fence that extends a minimum of six feet above the adjacent sidewalk or road right-of-way is incorporated into the screening plan, the width of the screening area may be reduced to fifteen feet with landscaping per subsection B of this section. The fence shall be subject to design approval by the planning director.
3. Wall Alternative. If a wall that extends a minimum of six feet above the adjacent sidewalk or road right-of-way is incorporated into the screening plan, the screening area may be reduced to ten feet with landscaping per subsection B of this section. Screen walls shall be constructed with masonry, block, or textured concrete, subject to design approval by the planning director.

D. Uses Requiring Screening. Screening is required to protect adjacent properties from probable negative impacts of any permitted or conditional use in a zone. Screening shall be required in the following instances:

1. Developments located in zones on the left side of the chart, below, shall provide screening when adjoining zones specified on the right side of the chart.

Zone to Be Developed	Zone to Be Screened
Residential-15 (R-15)	Any other residential zone
Public	Any residential zone
Mixed commercial	Any residential zone
Industrial	Any residential zone, mixed commercial zone, public zone

2. Mobile home parks shall have screening installed around the perimeter of the development in the required open space buffer, which shall not be less than twenty feet in width.

3. Unless otherwise required through the conditional use process, screening is not required along public rights-of-way except in the industrial zone. Screening along public rights-of-way is required in the industrial zone when the zoning across the public right-of-way is zoned anything other than industrial.

E. Any material that enhances the visual appearance and screening may be utilized. All screening materials are subject to design review as per Chapter [15.44](#). (Ord. [1664-10](#) § 2 (Exh. D), 2010; Ord. [1517-05](#) § 1 (part), 2005)

17.50.130 Street tree requirement.

The applicant of a project requiring a land use permit or design review by the city shall provide street trees in the public right-of-way abutting the property in accordance with SWMC Chapter [12.40](#). (Ord. [1517-05](#) § 1 (part), 2005)

17.50.140 Parking lot landscaping.

The provisions of this section are intended to soften the visual effect created by large expanses of barren asphalt; increase the amount of permeable surface; and reduce the quantity and speed of runoff from the site:

- A. Area of Application. The provisions of this section shall apply to the interior of parking areas providing twenty or more spaces;
- B. Required Area. Fifteen square feet of landscaping per parking space;
- C. Minimum Width. Planting islands shall have a minimum width of eight feet;
- D. Location of Plantings Areas. Parking area landscaping shall be located at the ends of parking columns, between the parking stalls oriented in the same direction as the stalls, or between rows of parking to break up and define parking areas;
- E. Tree and Shrub Requirements. A minimum of one tree shall be required for every one hundred fifty square feet, or fraction thereof, of required landscaped area. Deciduous trees shall have a clear trunk at least five feet above ground and a minimum size of two inches diameter breast high (dbh). Low shrubs shall be provided on the perimeter of the landscaping islands, in addition to other ground cover or flowers. Other landscape materials shall comply with the general provisions of this section;
- F. Landscape Protection. Any trees, shrubs, or plants which are susceptible to damage by pedestrian or motor vehicles shall be protected by appropriate curbs, tree guards or other protective devices;

G. Pedestrian walkways may be included in landscaped areas and the standards of this section modified to accommodate them. (Ord. [1517-05](#) § 1 (part), 2005)

NOTICE OF PUBLIC HEARING

CITY OF SEDRO-WOOLLEY

Amendments to Development Regulations

Hybrid Meeting

City of Sedro-Woolley Council Chamber and Virtually via Zoom Webinar

The City of Sedro-Woolley Planning Commission will hold a public hearing on **May 21st, 2024, at 6:30 PM** in the Sedro-Woolley Council Chamber and virtually via Zoom Webinar, to hear testimony regarding following proposed amendments to the City Development Regulations:

1. Proposed amendments to Chapter 12.40 SWMC and SWMC 17.50.070 to Update Tree Standards

Interested parties can comment on the proposed changes in writing or at the hearing. Written comments will be read into the public record and **must be received by 4:00PM May 21st, 2024** to be considered at this public hearing. Send written comments to: City of Sedro-Woolley Planning Department, ATTN: Assistant Planner, 325 Metcalf Street, Sedro-Woolley, Washington, 98284, or by email to asandovalooks@sedro-woolley.gov.

Please go to the Planning Commission Meetings page on the Sedro-Woolley website (<https://sedrowoolleywa.portal.civicclerk.com/>) to find the meeting materials and a link to join the webinar.

Published in the Skagit Valley Herald: May 11th, 2024

NOTICE OF PUBLIC HEARING

CITY OF SEDRO-WOOLLEY

Amendments to Development Regulations

Hybrid Meeting

City of Sedro-Woolley Council Chamber and Virtually via Zoom Webinar

The City of Sedro-Woolley Planning Commission will hold a public hearing on **Tuesday, September 17, 2024 at 6:30 PM** in the Sedro-Woolley Council Chamber and virtually via Zoom Webinar, to hear testimony regarding the following proposed amendments to the City Development Regulations:

1. Proposed amendments to Chapter 12.40 SWMC and SWMC 17.50.070 to Update Tree Standards

Interested parties can comment on the proposed changes in writing or at the hearing. Written comments will be read into the public record and **must be received by 4:30PM September 17, 2024** to be considered at this public hearing. Send written comments to: City of Sedro-Woolley Planning Department, ATTN: Planner, 325 Metcalf Street, Sedro-Woolley, Washington, 98284, or by email to nmcgowan@sedro-woolley.gov.

Please go to the Meetings portal on the Sedro-Woolley website (<https://sedrowoolleywa.portal.civicclerk.com>) to find the meeting materials and a link to join the webinar.

Published in the Skagit Valley Herald: September 5, 2024

NOTICE OF PUBLIC HEARING

CITY OF SEDRO-WOOLLEY

Amendments to Development Regulations

Hybrid Meeting

City of Sedro-Woolley Council Chamber and Virtually via Zoom Webinar

The City of Sedro-Woolley Planning Commission will hold a public hearing on **Tuesday, November 19th, 2024, at 6:30 PM** in the Sedro-Woolley Council Chamber and virtually via Zoom Webinar, to hear testimony regarding the following proposed amendments to the City Development Regulations:

1. Proposed amendments to Chapter 12.40 SWMC and SWMC 17.50.070 to Update Tree Standards

Interested parties can comment on the proposed changes in writing or at the hearing. Written comments will be read into the public record and **must be received by 4:30PM November 19th, 2024** to be considered at this public hearing. Send written comments to: City of Sedro-Woolley Planning Department, ATTN: Assistant Planner, 325 Metcalf Street, Sedro-Woolley, Washington, 98284, or by email to asandovaloaks@sedro-woolley.gov.

Please go to the Meetings portal on the Sedro-Woolley website (<https://sedrowoolleywa.portal.civicclerk.com>) to find the meeting materials and a link to join the webinar.

Published in the Skagit Valley Herald: November 8th, 2024

CITY OF SEDRO-WOOLLEY
SEPA Notice of Threshold Determination
Determination of Non-significance (DNS)

Project Description: Non-project action to amend Chapters 12.40 and 17.50 of the Sedro-Woolley Municipal Code (SWMC) to update street tree regulations.

Proponent: City of Sedro-Woolley Community Development Department

Location of Project, Including Street Address: No specific address, non-project action.

Lead Agency, City of Sedro-Woolley: The lead agency for this proposal has determined that this non-project action does not have a probable significant adverse impact on the environment. An environmental impact statement (EIS) is not required for this non-project action under RCW 43.21C.030(2)(c). This decision was made after review of a completed environmental checklist and other information on file with the lead agency. This information is available to the public upon request.

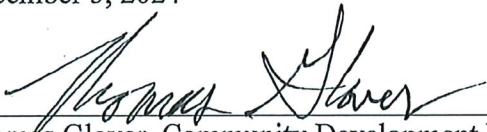
This DNS is issued under WAC 197-11-340(2); the lead agency will not act on this proposal for 14 days from the date of issue. Per SWMC 2.88.170, you may appeal this threshold determination in writing to the City of Sedro-Woolley Community Development Department no later than 4:30 PM on **December 19, 2024**. Written appeals must be submitted to the Sedro-Woolley Community Development Department, 325 Metcalf Street, Sedro-Woolley, Washington, 98284. Contact the Assistant Planner at (360) 855-0771 ext. 1033 or electronically at asandovaloaks@sedro-woolley.gov to read or ask about the procedures for SEPA appeals.

Responsible SEPA Official: Thomas Glover, Community Development Director – City of Sedro-Woolley

Contact Person: Ashton Sandoval Oaks, Assistant Planner

Address: NA, non-project action

Date of Issue: December 5, 2024

Signature: 
Thomas Glover, Community Development Director

NOTICE OF PUBLIC HEARING

CITY OF SEDRO-WOOLLEY

Amendments to Development Regulations

Hybrid Meeting

City of Sedro-Woolley Council Chamber and Virtually via Zoom Webinar

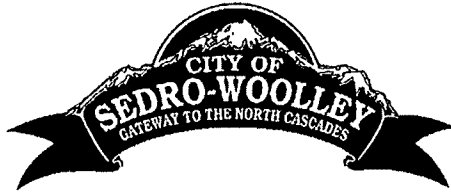
The City of Sedro-Woolley City Council will hold a public hearing on **Wednesday, January 8, 2025, at 6:00 PM** in the Sedro-Woolley Council Chamber and virtually via Zoom Webinar, to hear testimony regarding the following proposed amendments to the City Development Regulations:

1. Proposed amendments to Chapter 12.40 SWMC and SWMC 17.50.070 to Update Street Tree Standards

Interested parties can comment on the proposed changes in writing or at the hearing. Written comments will be read into the public record and **must be received by 4:30PM January 8, 2025**, to be considered at this public hearing. Send written comments to: City of Sedro-Woolley Planning Department, ATTN: Assistant Planner, 325 Metcalf Street, Sedro-Woolley, Washington, 98284, or by email to asandovaloaks@sedro-woolley.gov.

Please go to the Meetings portal on the Sedro-Woolley website (<https://sedrowoolleywa.portal.civicclerk.com>) to find the meeting materials and a link to join the webinar.

Published in the Skagit Valley Herald: December 28, 2024



CITY OF SEDRO-WOOLLEY
Community Development Department
325 Metcalf Street
Sedro-Woolley, WA 98284
Phone (360) 855-0771
Fax (360) 855-0733

December 17, 2024

Washington Department of Fish and Wildlife
ATTN: Morgan Krueger, Regional Land Use Lead – Habitat Division
16018 Mill Creek Blvd
Mill Creek, WA 98012

RE: Submittal 2024-S-7825 – Preliminary Comments from WDFW for Ordinance No. 2093-24 to Update Street Tree Standards

Dear Morgan Krueger,

Thank you for providing preliminary comments for the City of Sedro-Woolley Ordinance No. 2093-24 to Update Street Tree Standards. Please review responses from the City in regard to your comments below:

SWMC Section	WDFW Comment		City of Sedro-Woolley Response
12.40.020	“Hazard Tree” means a tree that is deemed a threat to life, property, or public safety.	We recommend defining ‘hazard tree’ within this section in order to provide clear guidance for the characteristics that designate a tree as such. See the city of Bellevue’s definition in section 20.20.900.	This recommendation may not be necessary as the proposed ordinance only references hazardous trees in connection to nuisance conditions or an immediate threat to public safety or property
12.40.080	Require that the method of hazard tree removal not adversely affect riparian ecosystem value or function to the extent practicable. Additionally, encourage the creation of snags	We suggest the adjacent addition to this section. Riparian areas regularly include downed trees as integral components that support healthy ecosystem function. Furthermore, snags are important habitat features on the landscape, as they provide essential nesting, roosting, foraging, and	We are currently working to add similar language to our Critical Areas Chapter (17.65 SWMC)

	(Priority Habitat features) rather than complete tree removal.	sheltering opportunities for over 100 wildlife species in Washington, including birds, mammals, reptiles, and amphibians. Please see WDFW's snag resource page.	
12.40.110	General comment.	We strongly suggest recommending native tree species as planting options. Native trees and plants are adapted to the specific conditions of the Pacific Northwest (PNW), providing essential habitat and food for local wildlife, including pollinators, birds, and small mammals. In contrast, non-native species may not support the same ecological functions and can disrupt existing ecosystems. Additionally, native vegetation is naturally suited to the region's climate and soil, requiring less irrigation and reducing the need for chemical inputs like fertilizers and pesticides. This helps maintain soil health and minimizes runoff that could impact local waterways.	We will add language strongly recommending the use of native tree species in this section.
17.50.060	If the landscaped and irrigated area on the subject property exceeds five hundred square feet, or if the applicant requests the low impact development option, the director shall require approval of the proposed landscape plan by a privately retained licensed landscape	Eliminating barriers to low impact development practices is exceedingly important. The adjacent edit incentivizes LID by reducing barriers, offering tangible benefits, and providing practical support for applicants. Please see the WA Department of Commerce's guidebook for further resources, as well as the Washington Stormwater Center's website. These resources could be stated in section '17.50.080 Low impact development option.'	The City may consider this at a later date. This ordinance is primarily intended to rectify issues with street tree and utility line interference, and discrepancies found between Titles 12 and 17 of the SWMC.

	architect... However, to encourage LID, applicants selecting this option may qualify for reduced review fees, expedited permits, and access to city-provided design resources. Additionally, alternative professionals with expertise in LID may review and certify plans, and certain requirements may be waived if pre-approved LID techniques are implemented.		
17.50.060	T. Identify type and number of significant trees; identify those significant trees to be saved and those to be removed and identify replacement stumpage mitigation proposed to compensate for loss of significant tree ecosystem functions and values.	This section addresses significant trees. We recommend including clear mitigation requirements for their removal to ensure proper environmental compensation. Permits, especially for clearing and grading, should be assessed for the presence of significant trees. Avoiding impacts altogether should be explicitly stated as the preferred approach. If avoiding impacts is not feasible, we strongly advise outlining specific mitigation measures, including a minimum 3:1 replanting ratio, to replace the ecosystem values and functions lost due to the tree's removal. Many jurisdictions also include the designation of 'heritage' and 'landmark' trees	The City is proposing the following changes (in red) in response to this comment: 17.50.060 (T): Identify type and number of significant trees; identify those significant trees to be saved and those to be removed and identify replacement stumpage per 17.50.110 SWMC. mitigation proposed to compensate for loss of significant tree ecosystem functions and values. 17.50.110: [...] If significant trees cannot be incorporated into the

		within this section. The city of Bellevue designates different parameters for the classification of landmark trees depending on the tree species (20.50.032). Other examples of ordinance language can be found on the MRSC website.	site design because of street or building design, such trees shall be replaced with equivalent mitigation to compensate for loss of significant tree ecosystem functions and values stumpage for over ten percent reduction as approved by the city planner.
17.50.070	General comment	We strongly recommend all plantings, to the greatest extent feasible, consist of native plant species or species selected by a licensed arborist proven to offer additional benefits, such as drought resilience, to the native environment.	See comment to section 12.40.110
17.50.110	...If significant trees cannot be incorporated into the site design because of street or building design, such trees shall be replaced with a 3:1 ratio equivalent stumpage for over ten percent reduction as approved by the city planner.	As mentioned in comments for '17.50.060 Landscaping plan submittal requirements,' we recommend including a minimum 3:1 replanting ratio. If trees can not be replaced on-site, we recommend Sedro-Woolley establish an in-lieu fee program to mitigate this loss. The current code does not provide a mitigation method if there is a lack of space for replacement trees on-site. See Bellevue's code for example code language (E. Minimum Tree Density, section 6).	The City may consider this at a later date.
General Comment	Tree topping must be prohibited.	We suggest adding this language to prohibit tree topping and prioritize pruning over removal or topping for view corridors. Topping removes large amounts of energy-converting leaves from the tree. This forces the tree to tap energy reserves to replace lost foliage, resulting in a weakened tree that is more	Policy prohibiting tree topping will be proposed to be added to 12.40.060. A definition to tree topping will be proposed to be added to 12.40.020

		susceptible to attack by pests and disease. For further details, please see the city of Tacoma's informational webpage, as well as the WA DNR website.	
General Comment	General Comment	We suggest Sedro-Woolley develop a formal tree canopy management plan, updated annually, in order to track current conditions and benchmark progress towards tree canopy goals. This plan should also measure how well the city's tree-related ordinances are functioning in retaining trees on the landscape. It may not be enough to rely on ordinances if there is not a system in place to track cumulative impacts over time. This plan could help Sedro-Woolley pursue an abundant, healthy urban tree canopy that could increase property values, reduce stormwater runoff and erosion, improve air quality, and reduce energy used for heating and cooling. Resources: • Example ordinances and plans can be found on the MRSC website. • City of Tacoma is a great resource for exploring how tree canopy plans can become a community effort, how data can be presented, and how to track canopy loss/gain. • Data resources include the USDA website,	The City may consider this at a later date. While an extremely beneficial suggestion, this likely is outside of the scope of Ordinance No. 2093-24.

		WDFW's change detection tree canopy data, the Puget Sound Washington Urban Canopy Project, and WA DNR website. • Funding resources can be found on the DNR website (Commissioner Franz Announces \$8 Million in Urban Forestry Grants). • Discover the value of the benefits provided by individual trees around your home and in your community with the National Tree Benefit Calculator	
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As always, the City of Sedro-Woolley greatly appreciates feedback from state agencies. Thank you for your suggestions!

Sincerely,



Ashton Sandoval Oaks,
Assistant Planner

cc: Nicole McGowan, Planner

Re: WSDOT draft comments on Sedro-Woolley's proposed ordinance no 2093-24 and amendments to the SWMC

From Ashton Sandoval Oaks <ASandovalOaks@Sedro-Woolley.gov>

Date Tue 12/17/2024 2:35 PM

To Strich, David <david.strich@wsdot.wa.gov>

Good afternoon David,

Thank you for providing preliminary comments by WSDOT in regard to the proposed municipal code update for street tree regulations (Ordinance No. 2093-24). Please see the City's response to WSDOT's comments below:

Regarding 12.40.080 – Please add a sentence about trees on WSDOT right of way (ROW) (e.g. SR 20 or SR 9). They are subject to WSDOT removal and replacement policies.

We will add a clause requiring street trees planted in WSDOT right-of-way are subject to WSDOT removal and replacement policies

Regarding 12.40.090 – Is irrigation required? How are the maintenance responsibilities determined for a larger amount of vegetation (not just 1 or 2 trees)? And how are maintenance responsibilities determined as they interface with WSDOT right of way?

Irrigation is required for landscaping areas that serve as a screening area, but not necessarily for street trees. Regardless of the amount of vegetation, it is the responsibility of the adjacent property owner to maintain vegetation in the public right-of-way. This would apply to WSDOT right-of-way as well.

Regarding 12.40.110 (A) (7) – Is “Paperback” meant to be “Paperbark”?

It is, good catch! We will make that change.

Regarding 17.50.090 – We suggest assigning mandatory maintenance responsibilities for establishing vegetation on ROW (e.g. Watering/weed control/pruning over ~3 years). This will reduce potential street tree failure over time.

The City may consider this at a later date.

As always, your comments are very much appreciated! Have a wonderful holiday season! Best,

Ashton Sandoval Oaks
Assistant Planner
City of Sedro-Woolley
325 Metcalf St, Sedro-Woolley, WA 98284



(360) 855 0771 ext. 1033
asandovaloaks@sedro-woolley.gov
he/him/his

From: Strich, David <david.strich@wsdot.wa.gov>

Sent: Monday, December 16, 2024 3:20 PM

To: Ashton Sandoval Oaks <ASandovalOaks@Sedro-Woolley.gov>

Subject: WSDOT draft comments on Sedro-Woolley's proposed ordinance no 2093-24 and amendments to the SWMC

CAUTION: This email originated from outside of the City of Sedro-Woolley mail system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Ashton,

I hope you are having a nice start to the work week. I write to offer a courtesy copy of the comments we plan to send about the City's proposed ordinance no 2093-24 and the associated amendments to the Sedro-Woolley Municipal Code (SWMC). Please let me know if you'd like to connect about this.

Thanks so much,
David

Thank you for the opportunity to review the proposed ordinance no 2093-24, amendments to Chapters 12.40 and 17.50 of the Sedro-Woolley Municipal Code. Please accept this email for the record.

Regarding 12.40.080 – Please add a sentence about trees on WSDOT right of way (ROW) (e.g. SR 20 or SR 9). They are subject to WSDOT removal and replacement policies.

Regarding 12.40.090 – Is irrigation required? How are the maintenance responsibilities determined for a larger amount of vegetation (not just 1 or 2 trees)? And how are maintenance responsibilities determined as they interface with WSDOT right of way?

Regarding 12.40.110 (A) (7) – Is “Paperback” meant to be “Paperbark”?

Regarding 17.50.090 – We suggest assigning mandatory maintenance responsibilities for establishing vegetation on ROW (e.g. Watering/weed control/pruning over ~3 years). This will reduce potential street tree failure over time.

We look forward to the opportunity to review and comment on the future iterations of these amendments and other Comprehensive Plan and Development Regulations amendments as they are developed, with particular attention to items that may relate to state facilities.

Thanks again,
David

David Strich, PhD
Senior Multimodal Planner

Northwest Region/Mount Baker Area (MBA) Planning

(360) 757-5996

Él/彼/He/Him

Website: [Planning guidance | WSDOT \(wa.gov\)](#)



ORDINANCE NO. 2093-24

AN ORDINANCE OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON, ADOPTING AMENDMENTS TO CHAPTERS 12.40 AND 17.50 SWMC TO UPDATE STREET TREE REGULATIONS

WHEREAS, currently, Chapters 12.40 and 17.50 SWMC establish regulations for street trees and landscaping, respectively; and

WHEREAS, the City supports preservation of the natural environment, community character, and high standards of appearance in areas with increased public visibility; and

WHEREAS, the City supports protection of critical utility infrastructure from vegetation encroachment, including but not limited to both overhead and underground power, water, sewage, gas, and telecommunication lines; and

WHEREAS, the City possesses an obligation to protect public safety and property from trees located in the public right-of-way that may create nuisance conditions; and

WHEREAS, the Planning Commission discussed amendments to Chapters 12.40 and 17.50 SWMC to update street tree regulations at its April 16 and May 21, 2024 meetings; and

WHEREAS, the Planning Commission held a public hearing on this matter during the May 21, 2024 meeting. At that meeting, the Commission reviewed the draft amendments, and, following a public hearing, tasked Planning staff with additional revisions to correct discrepancies between Chapter 12.40 SWMC, Chapter 17.50 SWMC, and the Public Works Department Standards; and

WHEREAS, following the May 21, 2024, public hearing, the Planning Commission pursued further discussion during the July 16, and September 17, 2024, Planning Commission meetings. These discussions primarily regarded the process of identification of nuisance street trees and the removal process for when a tree in the public right-of-way is identified as a nuisance; and

WHEREAS, the Planning Commission held a public hearing on this matter during the September 17, 2024 meeting. At that meeting, the Commission reviewed the draft amendments, and, following a public hearing, tasked Planning staff with additional revisions to clearly outline the notification and removal process for nuisance trees; and

WHEREAS, following the September 17, 2024, public hearing, the Planning Commission pursued further discussion during the October 15 and November 19, 2024, Planning Commission meetings. These discussions were held to ensure consistency with other nuisance procedures adopted by the City in Title 18 “Code Enforcement” SWMC; and

WHEREAS, the Planning Commission held a public hearing on this matter during the November 19, 2024 meeting. At the meeting, the Commission reviewed the draft amendments, and, following a public hearing, passed a motion to recommend approval of the draft amendments presented at the November 19, 2024, Planning Commission meeting to City Council, with the condition that the final proposed sentence of Section 12.40.080 SWMC be removed from the proposed amendments; and

WHEREAS, Planning Staff received two comment letters on December 17, 2024 from the Washington Department of Fish and Wildlife (WDFW) and the Washington State Department of Transportation

(WSDOT) regarding the recommended amendments. Planning Staff reviewed the concerns raised in the letters and responded to the agency feedback, proposing changes under the scope of this Ordinance that would address said concerns. The proposed changes were implemented to ensure alignment with the recommendations of WDFW and WSDOT while maintaining the City’s objectives; and

WHEREAS, pursuant to RCW 36.70A.106, a notice of intent to adopt amendments to the city development regulations was sent to the Washington State Department of Commerce on December 5, 2024. A 15-day expedited review was requested and granted by Commerce. The comment period ended December 19, 2024; and

WHEREAS, the proposed changes are supported by and implement the Comprehensive Plan; and

WHEREAS, environmental review of the amendments has been completed and a Determination of Non-Significance was issued December 5, 2024; and

WHEREAS, 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; and

WHEREAS, the City Council adopts the foregoing as its findings of fact justifying its adoption of this Ordinance; now, therefore,

THE CITY COUNCIL OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON, DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Chapters 12.40 and 17.50 SWMC are hereby amended as follows:

Chapter 12.40
TREE STANDARDS

Sections:

12.40.010 Purpose.

12.40.020 Definitions.

12.40.030 Permission to plant trees.

12.40.040 Utility right-of-way.

12.40.050 Removal of trees and shrubs.

12.40.060 Trimming overhanging trees—Duty of property owner.

12.40.070 Clear vision area.

12.40.080 Care and disposition of existing trees.

12.40.090 Short plats, subdivisions and planned unit development—Tree planting in rights-of-way.

12.40.100 Prohibited trees.

12.40.110 Recommended trees.

12.40.120 Planting Standards

12.40.130 Inspection and appeal.

12.40.140 Reserved rights.

12.40.010 Purpose.

It is hereby declared that the preservation and development of the beauty of nature is essential to the progress and growth of the city. It is the policy of the city to plant and maintain, and to encourage the planting and maintenance of, desirable trees and other plantings to enhance the beauty of the community

Ordinance No. 2093-24 Amending Chapters 12.40 “Tree Standards” and 17.50 “Landscaping” SWMC

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for the health, welfare and safety of its citizens. The council has become concerned with the proper selection, location and care of trees planted in ~~plantingparking~~ strips, other public places and adjacent areas, and has studied ways to eliminate problems connected with adequate street illumination, safety to the community, preservation of public utilities, and providing the greatest aesthetic value to the city. The ordinance codified in this chapter is adopted for the purpose of establishing rules and regulations relating to the planting, care and maintenance of such trees. (Ord. [1382-00](#) § 1, 2000)

12.40.020 Definitions.

As used in this chapter, the following words and phrases shall have the meanings ascribed to them:

A. “Owner” means the legal owner of real property fronting or abutting on any property of the city and any lessees of such owner, including fee owner and holder of a purchaser’s interest in a real estate contract.

~~B. “Parking strip” means that part of the public street or avenue, or right-of-way not covered by sidewalks, lying between the property line and the curb or that portion of the street or avenue being used for vehicular traffic.~~

~~B. “Planting strip” means that part of the public right-of-way lying between the sidewalk and back of curb, or lying between the sidewalk and the adjacent property boundary, which contains ground cover supportive of plant material.~~

C. “Public property” means all roads, streets, avenues, alleys, public rights-of-way, tree lawns, ~~plantingparking~~ strips or any public property or portion thereof of the city.

~~D. “Tree topping” means a removing large amounts of leaves and branches from a tree’s crown reducing the tree’s size. This practice removes large amounts of energy-converting leaves from the tree, forcing the tree to tap energy reserves to replace lost foliage, resulting in a weakened tree that is more susceptible to attack by pests and disease.~~ (Ord. [1382-00](#) § 2, 2000)

12.40.030 Permission to plant trees.

All trees, shrubs and plants planted in any public place or right-of-way shall be with prior permission of the city and in accordance with the provisions of this chapter. No tree shall be planted in any ~~plantingparking~~ strip or public property less than ~~fivefour~~ feet wide. No tree shall be planted closer to any curb or sidewalk than the following: small trees, two feet; medium trees, three feet; and large trees, four feet. On streets that do not have curbs and/or sidewalks or planters, the city shall approve the location of new trees consistent with street and sidewalk standards. No tree shall be planted within ~~twenty feet of another tree or within~~ twenty-five feet of a street light or intersection. ~~No street tree shall be planted closer than twenty feet from any fire hydrant.~~ Trees planted under utility lines shall not exceed a maximum mature height of twenty-five feet. ~~Only No street tree other than small and medium~~ trees may be planted under or within ten lateral feet of any overhead utility wire, or over or within five lateral feet of any underground water line, transmission line, or other utility, ~~provided the trees’ mature height is less than or equal to twenty feet.~~ (Ord. [1382-00](#) § 3, 2000)

Tree Size	Small, Narrow	Medium	Large
Minimum Planting Strip Width	5 feet	7 feet	10 feet
Average Tree Spacing	20 feet	30 feet	40 feet
Minimum Tree Setback from Vehicular traffic	2 feet from back of curb	3 feet from back of curb	4 feet from back of curb
Minimum Vertical Sidewalk Clearance	8 feet	8 feet	8 feet
Minimum Vertical Road Clearance	14 feet	14 feet	14 feet
Maximum Tree Height within 10 feet of an Overhead Utility	20 feet	20 feet	Large trees prohibited

Maximum Tree Height within 5 feet of an Underground Utility	20 feet	20 feet	<i>Large trees prohibited</i>
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12.40.040 Utility right-of-way.

Notwithstanding any other provision of this chapter, all trees shall be placed and maintained in such a manner as not to interfere with any utility franchise, license or right-of-way granted, or to be granted, by the city. (Ord. [1382-00](#) § 4, 2000)

12.40.050 Removal of trees and shrubs.

The stumps and roots of trees or shrubs removed under the authority of this chapter shall be removed below the surface of the ground so that the top of the stump shall not project above the surface of the ground. The remaining roots shall be treated with a suitable compound to prevent future sprouting or growth. Roots from trees planted on public property or adjacent private property, which have disrupted or broken the adjacent street surface, sidewalk or curb, shall be repaired at the adjacent property owner's expense. (Ord. [1382-00](#) § 5, 2000)

12.40.060 Trimming overhanging trees—Duty of property owner.

All property owners within the corporate limits of the city shall, at their own expense, keep all trees, brush and other foliage from projecting out over the public streets and sidewalks and alleys so as not to interfere, in any way, with the use of street construction, utility franchises right-of-way and license, and cleaning equipment, nor shall the same interfere with sidewalk traffic or create a hazardous situation insofar as the same obstructs the view of motorists using the public streets. (Ord. [1382-00](#) § 5, 2000)

It shall be the responsibility of the adjacent property owner of the sidewalk to regularly trim street trees off the sidewalk to provide a vertical clearance of eight feet above the surface so as not to constitute a hazard or impediment to the progress or vision of anyone traveling on public property. Tree topping, as defined in this section, is strictly prohibited.

12.40.070 Clear vision area.

A clear vision area shall be maintained on the corners of all property adjacent to the intersection of two streets or of a street and a private drive or street, alley or railroad. A clear vision area shall contain no planting, fence or other temporary or permanent obstruction exceeding three feet in height, measured from the top of the curb, or where no curb exists, from the established centerline grade of the street. Taller trees may be permitted if all branches and foliage to a height of eight feet above the top of the curb or sidewalk and fourteen feet above the street are removed. No tree shall be planted closer than twenty feet from any public or private street corner, measured from the nearest intersection curb or curbline. ~~No street tree shall be planted closer than twenty feet from any fire hydrant.~~ (Ord. [1382-00](#) § 6, 2000)

12.40.080 Care and disposition of existing trees.

Any hazardous or nuisance trees in existence on the effective date of the ordinance codified in this chapter shall be removed or rectified by the property owner. The city may remove, or cause to be removed, at the expense of the abutting land owner, a tree or part of a tree which is in an unsafe condition or constitutes a public nuisance, or which by reason of its nature is injurious to utilities, sidewalks, capital facilities, or other public improvements, or which otherwise satisfies the criteria of types of nuisances as defined in 8.16.020 SWMC. If a hazardous or nuisance tree is not deemed an immediate danger to public safety or property, the city may require a report conducted by a certified arborist be submitted to the Public Works Department to determine whether such tree shall be removed and by what means. Hazardous or nuisance trees deemed immediately dangerous to public safety or property shall be removed at the expense of the abutting land owner. The final decision to remove a hazardous or nuisance tree shall be made by the Public Works Director. The city may, but is not required, to contribute to the cost of removal and replanting by payment or in-kind services. Street trees planted in Washington State

Department of Transportation (WSDOT) right-of-way are subject to WSDOT removal and replacement policies. (Ord. 1382-00 § 7, 2000)

12.40.090 Short plats, subdivisions and planned ~~unit~~ residential development—Tree planting in rights-of-way.

Other than distances noted above from street corners and utilities, developers of short plats, subdivisions and PRUDs are required to plant trees in plantingparking strips per the following requirements: Small ~~Trees shall be planted every twenty feet on average (at a minimum depending on the size of the tree), medium trees every thirty feet on average, and large trees every forty feet on average,~~ with ground cover or shrubs to be used liberally. In the instance of commercial or industrial planned unit development adjacent to residentially zoned property, trees must be planted a maximum of fifteen feet on-center and in conformance with the remainder of the landscaping requirements established in Section 17.50.080 of the Sedro-Woolley Municipal Code. (Ord. 1382-00 § 8, 2000)

12.40.100 Prohibited trees.

Street trees must not become a nuisance or be a disruption to city infrastructure or public safety and general welfare. It is unlawful to plant in or on any plantingparking strip or other public property, the following kinds of trees: Poplar, Willow, Cottonwood, fruit-bearing or nut-bearing, Elkhorn, Mountain Ash, Oregon or Big-Leaf Maple. (Ord. 1382-00 § 9, 2000)

12.40.110 Recommended trees.

Trees appropriate under overhead utility lines shall be no taller than twenty feet at maximum height. Recommended trees that meet this requirement are identified below with “UT” (i.e. utility tree).

A. Small, ~~or~~ narrow street trees (minimum average spacing: twenty feet, minimum planting strip width: five feet, minimum tree setback from vehicular traffic: two feet from back of curb):

- ~~1. —Ash (flowering ash);~~
- ~~2. —Flowering Cherry (nonfruit bearing);~~
- ~~3. —Laurel (California Laurel);~~
- ~~4. —Magnolia (Evergreen magnolia);~~
- ~~5. —Myrtle (Oregon myrtle);~~
- ~~6. —Oak (Holly oak);~~
1. American Hornbeam (UT);
2. American Smoke Tree (UT);
3. Ash (Flowering ash);
4. Dogwood (Eddie’s White Wonder dogwood [UT], Pacific dogwood [UT]);
5. Dove-tree;
6. Magnolia (Little Gem magnolia [UT]);
7. Maple (Bigtooth maple, Buckeye maple [UT], Burgundy Lace Japanese maple [UT], David’s maple, Paperbark maple [UT], Rocky Mountain maple [UT], Three Flower maple [UT], Trident maple [UT], Vine maple [UT]);
8. Myrtle (Sarah’s Favorite Crape myrtle [UT]);
9. Oak (Crimson Spire oak);
10. Redbud (Oklahoma redbud) (UT);
11. Sourwood;
12. Washington Hawthorn (UT).

B. Medium Size Street Trees (minimum average spacing: thirty feet, minimum planting strip width: seven feet, minimum tree setback from vehicular traffic: three feet from back of curb):

- ~~1. —Ash (Flame, Golden Desert, etc.);~~
- ~~2. —Beech (Rivers Purple beech);~~
- ~~3. —Birch (Paper birch, River birch);~~
- ~~4. —Crabapple (Flowering crabapple);~~

- ~~5. Gum (sweet gum);~~
- ~~6. Honey Locust;~~
- ~~7. Linden (Littleleaf linden);~~
- ~~8. Maple (Autumn Blaze, October Glory, Norwegian Sunset, Pacific Sunset, Autumn Flame, Hedge maple);~~
- ~~9. Maple (Red maple);~~
- ~~10. Maple (Sugar maple);~~
- ~~11. Oak (Scarlet oak, English oak);~~
- ~~12. Redwood (Dawn redwood);~~
- ~~13. Yellowwood;~~
- ~~14. Village green.~~
1. Ash (Flame, Golden Desert);
2. Beech (Rivers Purple beech);
3. Birch (Paper birch, River birch);
4. Crabapple (Flowering crabapple) (UT);
5. Ginkgo Biloba (*male species only*);
6. Laurel (California laurel);
7. Linden (Littleleaf linden);
8. Magnolia (Kobus magnolia);
9. Maple (Autumn Blaze, Autumn Flame, Hedge maple [UT], Norwegian Sunset, October Glory, Pacific Sunset, Red maple, Sugar maple);
10. Redbud (Eastern redbud [UT], Forest Pansy redbud [UT]);
11. Village Green Zelkova;
12. Yellowwood.

C. Large Boulevard Trees (~~minimum average spacing: forty feet, minimum planting strip width: ten feet, minimum tree setback from vehicular traffic: four feet from back of curb~~):

- ~~1. Beech (European beech, etc.);~~
- ~~2. Chestnuts (Chinese chestnuts, Ft. McNair Pink Horsechestnut);~~
- ~~3. Maidenhair tree;~~
- ~~4. Sycamore maple;~~
- ~~5. Oak (Red oaks);~~
- ~~6. Tulip tree.~~
1. Beech (European beech, etc.);
2. Chestnut (Chinese chestnut, Fort McNair Pink Horsechestnut);
3. Elm (American elm, Athena Classic elm, Frontier elm, Homestead elm) (*Dutch Elm Disease resistant species only*);
4. Linden (Silver linden);
5. Maple (Sycamore maple);
6. Oak (Chinkapin oak, Garry oak, Oregon White, Red oak, Scarlet oak);
7. Shawnee Brave Bald Cypress;
8. Sweet Gum;
9. Tulip Tree.

Small, Narrow	Medium Sized	Large Boulevard	Trees Recommended beneath Overhead Utility Lines	Prohibited Street Trees
American Hornbeam	Ash (Flame, Golden Desert)	Beech (European beech, etc.)	American Hornbeam	Big-Leaf Maple
American Smoke Tree	Beech (Rivers Purple beech)	Chestnuts (Chinese chestnuts, Ft. McNair Pink Horsechestnut)	American Smoke Tree	Cottonwood
Buckeye Maple	Birch (Paper birch, River birch)	Elm (American elm, Athena Classic elm, Frontier elm, Homestead elm) (Dutch Elm Disease resistant only)	Buckeye Maple	Elkhorn
Burgundy Lace Japanese Maple	Crabapple (flowering crabapple)	Gum (Sweet gum)	Burgundy Lace Japanese Maple	Fruit- or nut-bearing trees
Dogwood (Eddie's White Wonder dogwood, Pacific dogwood)	Ginkgo Biloba (male only)	Oak (Red oak, Oregon White, Chinkapin, Scarlet oak, Garry oak)	Crabapple (Flowering Crabapple)	Mountain Ash
Dove-Tree	Laurel (California Laurel)	Shawnee Brave Bald Cypress	Eastern Redbud	Oregon Maple
Flowering Ash	Linden (Littleleaf linden)	Silver Linden	Eddie's White Wonder Dogwood	Poplar
Little Gem Magnolia	Magnolia (Kobus Magnolia)	Sycamore maple	Forest Pansy Redbud	Willow
Maple (Bigtooth Maple, David's maple, Paperback maple, Rocky Mountain maple, Trident maple, Vine maple)	Maple (Autumn Blaze, October Glory, Norwegian Sunset, Pacific Sunset, Autumn Flame, Hedge maple, Red maple, Sugar maple)	Tulip Tree	Hedge Maple	
Oak (Crimson Spire oak)	Redbud (Eastern redbud, Forest Pansy redbud)		Little Gem Magnolia	
Oklahoma Redbud	Village Green Zelkova		Oklahoma Redbud	
Sarah's Favorite Crape Myrtle	Yellowwood		Pacific Dogwood	
Sourwood			Paperback Maple	
Three Flower Maple			Rocky Mountain Maple	
Washington Hawthorn			Sarah's Favorite Crape Myrtle	

			Three Flower Maple	
			Trident Maple	
			Vine Maple	
			Washington Hawthorn	

Adjacent property owners may recommend alternative tree species. The use of native tree species is strongly recommended. These trees will be subject to approval by the city following review of the recommended species. (Ord. [1382-00](#) § 10, 2000)

12.40.120 Planting standards.

A. Street trees shall be planted in accordance with the standards of SWMC 17.50.070.

B. Where street trees are planted in the planting strip of the public right-of-way and/or within five feet of an underground utility line, root barriers as required per the Public Works Department standards shall be installed to protect such infrastructure from future damage.

12.40.130 ~~120~~ Inspection and appeal.

A. The city may inspect any tree upon or which overhangs any public property or lawn to determine whether the same or any portion thereof is in such a condition as to constitute a hazard or impediment to the progress or vision of anyone traveling on public property. Any tree or part thereof growing upon private or public property, but overhanging or interfering with the use of public property that endangers life, health, safety or property, or is otherwise in violation of this chapter, is hereby declared to be a public nuisance. The city shall by written notice require the adjacent property owner to abate the nuisance by trimming, destroying or removal, at the owner's cost and expense. The property owner shall have thirty days from the date of the notification of the nuisance to remove or trim the hazardous or nuisance tree. If the adjacent property owner does not cause the nuisance to be corrected or removed, the city may abate the nuisance as outlined in 18.40 SWMC and the cost shall be assessed to the adjacent property owner.

B. Appeals from the city determination that a nuisance exists may be made by any citizen or the adjacent property owner within ten days after the property owner is notified of the city determination. Such determination may be appealed to the city council at the next regularly scheduled meeting. Action taken by the city council on such appeal shall be final.

C. If the owner of such private property does not correct or remove such nuisance within thirty days after receipt of written notice from the city, they shall be guilty of a civil infraction, and subject to a monetary penalty of not more than the amount listed in the master fee schedule adopted by resolution of the city council. Each day for which the violation is allowed to continue shall be a separate offense. Nothing contained in this chapter shall be deemed to impose any liability upon the city, its officers or employees, nor to relieve the owner of any private property from the duty to keep any tree upon his property or under his control in such a condition as to prevent it from constituting a public nuisance as defined in this section. (Ord. [2013-22](#) § 36, 2022; Ord. [1382-00](#) § 11, 2000)

12.40.140 ~~130~~ Reserved rights.

Nothing in this chapter shall create a property right or interest in the public right-of-way for adjoining owners. The city may amend or repeal all or part of this chapter at any time. (Ord. [1382-00](#) § 12, 2000)

Chapter 17.50 LANDSCAPING

Sections:

- 17.50.010 Purpose.**
- 17.50.020 Applicability.**
- 17.50.030 Site landscaping required review.**
- 17.50.040 Minimum site requirements.**
- 17.50.050 Prohibited uses.**
- 17.50.060 Landscaping plan submittal requirements.**
- 17.50.070 Minimum landscape material specifications.**
- 17.50.080 Low impact development option.**
- 17.50.090 Maintenance of plant materials.**
- 17.50.100 Stormwater ponds.**
- 17.50.110 Existing site vegetation.**
- 17.50.120 Screening requirements.**
- 17.50.130 Street tree requirement.**
- 17.50.140 Parking lot landscaping.**

17.50.010 Purpose.

- A. A provision of quality landscaping is necessary to maintain property values, enhance the appearance of the city, mitigate impacts of development such as erosion and light/glare, promote natural systems, improve air quality, provide habitat, reduce noise, reduce the impacts on storm drainage systems, and provide a buffer between land uses.
- B. Landscaping can be provided as a tool to be used in partnership with potential developers and citizens in Sedro-Woolley to enhance the community. (Ord. [1517-05](#) § 1 (part), 2005)

17.50.020 Applicability.

- A. The requirements of this chapter shall be imposed at the time of land use permit review, including: land alteration or land development such as subdivisions, short subdivisions, a change in lot coverage, a change in area devoted to parking and circulation, and projects requiring design review.
- B. This chapter does not apply to a permit for a single-family dwelling less than one acre, unless restrictions have been placed on clearing and site design under separate permit authority.
- C. This chapter does not apply to areas within the central business district (CBD) which is bounded on the north and west by the railroad tracks, on the south by State Street, and on the east by Puget Avenue. This area is substantially developed on zero setbacks from the right-of-way, making it impractical to provide on-site landscaping which would satisfy the purpose and intent of this chapter. Businesses located in this exempt area are encouraged to participate in other projects and improvements programs to enhance and improve the character and appearance of the city. (Ord. [1517-05](#) § 1 (part), 2005)

17.50.030 Site landscaping required review.

The planning director shall use the Sedro-Woolley design and development guidelines landscaping section as it pertains to that zone as a guide for design and layout when reviewing applications.

- A. The director shall perform landscape review for all applications, permits and land use actions.
- B. The public works department shall review all landscape and irrigation system designs. Irrigation shall be designed in accordance with Skagit PUD No. 1. (Ord. [2032-22](#) § 14, 2023; Ord. [1593-07](#) § 1, 2007; Ord. [1517-05](#) § 1 (part), 2005)

17.50.040 Minimum site requirements.

- A. In no case shall the total amount of landscaping be less than ten percent of the total site area. For subdivisions, the total amount of landscaping shall be not less than ten percent of the combined net lot area plus ten percent of the site open space. Developments may include any critical area and/or shoreline buffer areas when calculating landscape area if native vegetation is enhanced.
- B. Stormwater detention dry ponds can only be included in the minimum landscaping area if low impact development techniques are used.

C. Zoning/Use Classification—Percent of Gross Site Area.

Residential 15	20%
Residential in Mixed Commercial	20%
Mixed Commercial (excluding the CBD)	15%
Industrial	10%
Commercial uses in industrial district	15%
Public	10%
PRD's and CUP's	As required by planning commission

(Ord. [1517-05](#) § 1 (part), 2005)

17.50.050 Prohibited uses.

The following uses are not permitted in required landscape areas:

- A. Parking of motor vehicles or recreational vehicles, including: campers, travel trailers, motor homes, boats or trailers;
- B. Installation of impervious surfaces;
- C. Storage of materials, including, but not limited to, hazardous waste, industrial equipment, and supplies. (Ord. [1517-05](#) § 1 (part), 2005)

17.50.060 Landscaping plan submittal requirements.

If the landscaped and irrigated area on the subject property exceeds five hundred square feet, or if the applicant requests the low impact development option, the director shall require approval of the proposed landscape plan by a privately retained licensed landscape architect, Washington Certified Nurseryman or Washington Certified Landscaper. All landscaping plans shall be prepared in accordance with the following requirements:

- A. Ten sets of landscape plans drawn to a scale of one inch equals fifty feet or larger (e.g., one inch equals thirty feet, one inch equals twenty feet). The plan should include a bar scale for reference;
- B. Name and address or location of the project;
- C. Vicinity map;
- D. Scale, north arrow and date of the plan;
- E. All property lines, easements, rights-of-way, streets, walks, vehicular drives, parking lots, existing and proposed structures, building entrances, freestanding lights, service or loading areas, signs, overhead and belowground utilities, open spaces, plazas, and recreation amenities with materials noted;
- F. Location, sizes and species of existing vegetation within landscape areas. Natural areas should be designated as such;
- G. Location of all trees, shrubs and ground cover to be planted;
- H. Any proposed or existing physical elements (such as fencing, curbing, benches, etc.) that may affect the overall landscape;
- I. Parking layout, including circulation, driveway location, parking stalls and curbing;
- J. Existing and proposed contours (maximum five-foot intervals, two feet contours preferred), elevations, and delineation of any critical areas;
- K. Dimensioned landscaped areas;
- L. Location of irrigation system, source of water, and type of irrigation system;
- M. A legend that shows symbols and type of plantings;

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- N. All plant materials shall be shown on the landscaping plan at three-quarters mature size in appropriate relation to the chosen scale of the plan;
- O. The plan shall state the estimated date for installation and completion of all plantings and finish materials;
- P. The landscape plan shall identify the location and dimensions of any designated environmentally sensitive areas and required buffers;
- Q. A plant schedule shall be included which indicates the scientific and common names, quantities, sizes and spacing for all plants in the landscape plan. Quantities are not required on a preliminary landscape plan;
- R. Planting details including installation and maintenance notes and or requirements;
- S. PUD approval for irrigation systems;
- T. Identify type and number of significant trees; identify those significant trees to be saved and those to be removed and identify replacement stumpage per 17.50.110 SWMC. (Ord. [1517-05](#) § 1 (part), 2005)

17.50.070 Minimum landscape material specifications.

- A. The applicant shall utilize plant materials that complement the natural character of the Pacific Northwest that are drought tolerant and are adaptable to the climatic, topographic, and hydrologic characteristics of the site.
- B. If the subject property includes a sensitive or critical area, the applicant shall utilize plant species that enhance that sensitive area.
- C. The applicant should utilize plant materials that reduce or eliminate the need for fertilizers, herbicides, or other chemical controls, especially for properties that include wildlife habitat areas, shorelines, or wetlands.
- D. Street trees shall be provided as follows:
 - 1. Minimum planting strip width: ~~ten feet;~~ five feet for small trees, seven feet for medium trees, and ten feet for large trees;
 - 2. ~~Maximum~~ Spacing: Trees shall be planted at an average of ~~twentythree~~ feet apart for small trees, an average of thirty feet apart for medium trees, and an average of forty feet apart for large trees, with ground cover or shrubs used liberally;
 - 3. Plant ~~V~~varieties: Trees utilized in this area shall be of varieties that do not conflict with underground and overhead utilities. These trees may be selected from the city's suggested list of plant materials, or an approved equivalent.
- E. All plantings shall have the following minimum size at installation:
 - 1. Deciduous trees: ~~twothree~~-inch caliper;
 - 2. Evergreen trees: six-foot minimum height ~~range;~~
 - 3. Vine maples and other multi-stemmed trees: seven-foot minimum height;
 - 4. Medium and tall shrubs: twenty-four ~~to thirty~~-inch minimum height;
 - 5. Ground cover: four ~~-inch~~ minimum heightes (approximately eighteen inches on center);
 - 6. Shall not interfere with sight distance;
 - 7. Shall not be installed within ~~twothree~~ feet of back of curb for ~~speed less than thirty five mph and ten feet from back of curb for thirty five mph or over~~ small trees, within three feet of back of curb for medium trees, or within four feet of back of curb for large trees. (Ord. [1517-05](#) § 1 (part), 2005)
- F. Where trees are to be planted in the planting strip of the public right-of-way or within five feet of a pedestrian walkway and/or underground utility line, root barriers as required per the Public Works Department standards shall be installed to protect such infrastructure from future damage.

17.50.080 Low impact development option.

The purpose of this option is to provide an additional landscaping option that has the potential to reduce impacts on the existing stormwater drainage infrastructure, and aid in meeting Endangered Species Act requirements. Low impact development strives to protect or restore the natural hydrology of the site so

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that the overall integrity of the watershed is protected. Low impact development is encouraged by the city of Sedro-Woolley because it:

- A. Protects the environment;
 - B. Reduces costs to developers;
 - C. Makes communities more attractive;
 - D. Uses vegetation and small-scale hydraulic controls to capture, treat and infiltrate stormwater on site.
- More specific information about low impact development will be available as requested through the planning and public works departments. (Ord. [1517-05](#) § 1 (part), 2005)

17.50.090 Maintenance of plant materials.

The following performance standards shall apply to all landscape areas of which this chapter applies:

- A. The property owner shall replace any unhealthy or dead plant materials in conformance with the approved landscape development proposal and shall maintain all landscape material.
- B. An assignment of funds or performance bond shall be for one hundred twenty-five percent of the estimated improvements. The funds shall remain in place until the last required planting of the subject development has been planted. Only then, the assignment of funds or performance bond shall be reduced as a maintenance guarantee in an amount that is fifty percent of the original assignment of funds for performance. The maintenance guarantee shall include maintenance during the guarantee period and replacement of dead or unhealthy plants at the conclusion of the guarantee period. The length of the guarantee shall be no less than one year with an eighty percent survival rate and always cover at least one growing season (May through September). The end date of the assignment of funds or performance bond shall be determined by the city and applicant.
- C. Maintenance of landscaping intended for screening purposes shall be pruned or altered to maintain planting health only, not to maximize retail visibility or minimize screening.
- D. The required landscaping must be installed prior to issuance of the temporary certificate of occupancy unless the director determines that an assignment of funds or performance bond, for a period of not more than a year, will adequately protect the interests of the city. (Ord. [1517-05](#) § 1 (part), 2005)

17.50.100 Stormwater ponds.

- A. Site improvements meant to control water runoff shall be designed, when reasonably possible, to fulfill multiple functions including:
 - 1. Regulate stormwater discharge;
 - 2. Improve water quality;
 - 3. Provide wildlife habitat;
 - 4. Provide an aesthetic amenity;
 - 5. Provide passive recreation opportunities such as walking or sitting areas; sports fields or fountains;
 - 6. Provide shade for water temperature mitigation.
- B. Any required site drainage plan, including conceptual plans, shall include the location and landscape design of stormwater ponds.
- C. Stormwater ponds shall be used as aesthetic features in the site master plan. The following shall be considered when designing ponds:
 - 1. Reduce the need for fencing by designing safe ponds which have side slopes less than 3:1 and normal water depths less than twenty-four inches;
 - 2. Create ponds that are irregular in shape;
 - 3. Design the pond to blend in with the surrounding environmental conditions;
 - 4. Provide a topographic bench around the perimeter of the pond for safety;
 - 5. Retain any existing high quality vegetation around perimeter of site;
 - 6. Provide a pedestrian walkway and seating areas around perimeter;
 - 7. Utilize landscaping to provide shade, create habitat, and add screening;
 - 8. No landscaping below one-hundred-year storm elevation.

These guidelines do not replace standards for stormwater retention/detention pond design. (Ord. [1517-05](#) § 1 (part), 2005)

17.50.110 Existing site vegetation.

Significant existing trees and shrubs shall be incorporated into the landscaping. “Significant trees” shall be those eight inches evergreen and ten inches deciduous trees in diameter at a point five feet above ground level. The site plan for the project shall include the location of significant trees, and shall identify which trees will be retained on the site. Care shall be taken in the grading and construction process so as not to disturb the roots and drip line of existing trees to be retained, and to ensure proper irrigation. Orange construction fencing will be constructed outside the drip line of existing trees. If significant trees cannot be incorporated into the site design because of street or building design, such trees shall be replaced with equivalent mitigation to compensate for loss of significant tree ecosystem functions and values ~~stumpage for over ten percent reduction~~ as approved by the city planner. (Ord. [1517-05](#) § 1 (part), 2005)

17.50.120 Screening requirements.

A. Purpose. The requirements of this section are intended to reduce the visual impacts and incompatible characteristics of:

1. Abutting properties with different land use classifications;
2. Service areas and facilities, including loading and storage areas;
3. Any other use or area as required under this section or by the planning commission;
4. Oncoming or glaring headlights when required by the public works department.

B. Landscaping. Screen planting shall consist of evergreen trees planted a maximum of fifteen feet on center; deciduous trees for seasonal color and texture planted a maximum of fifteen feet on center; and medium-sized shrubs (three to five feet at maturity) at five feet on center and ground cover plants at a density to form an effective barrier to cover eighty-five percent of the ground surface within two years. Irrigation must be installed for all screening areas.

C. Minimum Width. The landscaped screening area shall be thirty feet wide and vegetation shall be eighty percent sight-obscuring at time of planting and one hundred percent within two years that extends a minimum of six feet above the adjacent sidewalk or road right-of-way unless the use of an earth berm, fence, or wall is incorporated into the screening, as provided below:

1. Earth Berm Alternative. If an earth berm that extends a minimum of six feet above the adjacent sidewalk or road right-of-way is incorporated into the screening plan, the width of the screening area may be reduced to fifteen feet with landscaping per subsection B of this section.
2. Fence Alternative. If a fence that extends a minimum of six feet above the adjacent sidewalk or road right-of-way is incorporated into the screening plan, the width of the screening area may be reduced to fifteen feet with landscaping per subsection B of this section. The fence shall be subject to design approval by the planning director.
3. Wall Alternative. If a wall that extends a minimum of six feet above the adjacent sidewalk or road right-of-way is incorporated into the screening plan, the screening area may be reduced to ten feet with landscaping per subsection B of this section. Screen walls shall be constructed with masonry, block, or textured concrete, subject to design approval by the planning director.

D. Uses Requiring Screening. Screening is required to protect adjacent properties from probable negative impacts of any permitted or conditional use in a zone. Screening shall be required in the following instances:

1. Developments located in zones on the left side of the chart, below, shall provide screening when adjoining zones specified on the right side of the chart.

Zone to Be Developed	Zone to Be Screened
Residential-15 (R-15)	Any other residential zone
Public	Any residential zone
Mixed commercial	Any residential zone
Industrial	Any residential zone, mixed commercial zone, public zone

2. Mobile home parks shall have screening installed around the perimeter of the development in the required open space buffer, which shall not be less than twenty feet in width.

3. Unless otherwise required through the conditional use process, screening is not required along public rights-of-way except in the industrial zone. Screening along public rights-of-way is required in the industrial zone when the zoning across the public right-of-way is zoned anything other than industrial.

E. Any material that enhances the visual appearance and screening may be utilized. All screening materials are subject to design review as per Chapter [15.44](#). (Ord. [1664-10](#) § 2 (Exh. D), 2010: Ord. [1517-05](#) § 1 (part), 2005)

17.50.130 Street tree requirement.

The applicant of a project requiring a land use permit or design review by the city shall provide street trees in the public right-of-way abutting the property in accordance with SWMC Chapter [12.40](#). (Ord. [1517-05](#) § 1 (part), 2005)

17.50.140 Parking lot landscaping.

The provisions of this section are intended to soften the visual effect created by large expanses of barren asphalt; increase the amount of permeable surface; and reduce the quantity and speed of runoff from the site:

A. Area of Application. The provisions of this section shall apply to the interior of parking areas providing twenty or more spaces;

B. Required Area. Fifteen square feet of landscaping per parking space;

C. Minimum Width. Planting islands shall have a minimum width of eight feet;

D. Location of Plantings Areas. Parking area landscaping shall be located at the ends of parking columns, between the parking stalls oriented in the same direction as the stalls, or between rows of parking to break up and define parking areas;

E. Tree and Shrub Requirements. A minimum of one tree shall be required for every one hundred fifty square feet, or fraction thereof, of required landscaped area. Deciduous trees shall have a clear trunk at least five feet above ground and a minimum size of two inches diameter breast high (dbh). Low shrubs shall be provided on the perimeter of the landscaping islands, in addition to other ground cover or flowers. Other landscape materials shall comply with the general provisions of this section;

F. Landscape Protection. Any trees, shrubs, or plants which are susceptible to damage by pedestrian or motor vehicles shall be protected by appropriate curbs, tree guards or other protective devices;

G. Pedestrian walkways may be included in landscaped areas and the standards of this section modified to accommodate them. (Ord. [1517-05](#) § 1 (part), 2005)

Section 2. This ordinance shall be in force and take effect five (5) days after its publication according to law.

Section 3. If any section, sentence, clause, or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this ordinance.

PASSED by majority vote of the members of the Sedro-Woolley City Council this _____ day of _____, 20____, and signed in authentication of its passage this _____ day of _____, 20____.

By: _____
JULIA JOHNSON, Mayor

Attest: _____
KELLY KOHNKEN, Finance Director

Approved as to form:

NIKKI THOMPSON, City Attorney

Published:



City Council Agenda Item

Agenda Item No.: 1.1.

Date: January 8, 2025

From: Ashton Sandoval Oaks, Assistant Planner

Subject: Amendments to Chapter 2.90 and Title 17 SWMC, Murals and Signs - Ordinance 2091-24 - 2nd Read

RECOMMENDED ACTION:

Review and discuss draft Ordinance 2091-24 as recommended; provide feedback or request clarification on any specific elements of the amendments as needed; and task staff with preparing for a public hearing and requesting action at a subsequent meeting should the Council determine draft Ordinance 2091-24 is satisfactory as currently written.

ISSUE:

BACKGROUND/SUMMARY INFORMATION:

The City Council's first read of draft Ordinance 2091-24 took place at its November 26, 2024 meeting. At this meeting, the Council requested the recommended amendments be brought back for further discussion at a subsequent meeting prior to any action being taken.

The City's current mural and sign regulations in Title 17 SWMC exhibit outdated, content-based regulations which overly restrict property owners' rights to freedom of speech and freedom of expression. The amendments included in draft Ordinance 2091-24 (**Attachment 1**), is written with the intention rectifying this issue, establishing content-neutral regulations for signs and murals in accordance with U.S. Supreme Court case law. The amendments also clarify the permitting processes under Chapter 2.90 SWMC for murals and signs. The example mural permit application form and mural permit that are proposed to be used following adoption of draft Ordinance 2091-24 are also included as **Attachments 2 and 3**.

FISCAL IMPACT, IF APPROPRIATE:

None.

ATTACHMENTS:

1. Ordinance 2091-24 - Murals and Signs Update
2. Example Mural Permit Application
3. Example Mural Permit

ORDINANCE NO. 2091-24

AN ORDINANCE OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON, ADOPTING AMENDMENTS TO CHAPTER 2.90 AND TITLE 17 SWMC TO UPDATE MURAL AND SIGN REGULATIONS

WHEREAS, currently, Chapters 17.40 and 17.51 SWMC allow murals and signs to be developed within the City, but establishes outdated regulations of mural and sign content; and

WHEREAS, the City supports individual expression and free speech, and simultaneously values sensible and enforceable regulations for murals and signs visible to the public.

WHEREAS, the United States Supreme Court holds certain precedents in regard to the regulation of content of free speech, including mural and sign content, that the City must ensure adherence to. Decisions made by the U.S. Supreme Court in *Reed v. Gilbert* (2015), *Cohen v. California* (1971), and *Miller v. California* (1972) are relevant to these municipal code amendments. *Reed v. Gilbert* establishes that regulations for murals and signs must comply with strict scrutiny because such regulations pertain to protected speech under the First Amendment of the U.S. Constitution. *Cohen v. California* and *Miller v. California* establish boundaries for protected versus non-protected speech. Obscenities and fighting words are not protected forms of speech, while profanities are protected; and

WHEREAS, local organizations have expressed interest in murals and signs, but are limited to the content outlined in Chapters 17.40 and 17.51 SWMC; and

WHEREAS, recommendation by the Planning Commission was bypassed because this action requires legislative action by the City Council; and

WHEREAS, pursuant to RCW 36.70A.106, a notice of intent to adopt amendments to the city development regulations was sent to the Washington State Department of Commerce on November 21, 2024. A 15-day expedited review was requested and, not having received any comments, granted by Commerce. The comment period ended December 6, 2024; and

WHEREAS, the proposed changes are supported by and implement the Comprehensive Plan; and

WHEREAS, environmental review of the amendments has been completed and a Determination of Non-Significance was issued November 14, 2024; and

WHEREAS, 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; and

WHEREAS, the City Council adopts the foregoing as its findings of fact justifying its adoption of this Ordinance; now, therefore,

THE CITY COUNCIL OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON, DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Chapter 2.90 and Title 17 SWMC are hereby amended as follows:

Chapter 2.90

Ordinance No. 2091-24 Amending Chapter 2.90 “Consolidated Planning Procedures” and Title 17 “Zoning” SWMC
Page 1 of 13

CONSOLIDATED PLANNING PROCEDURES

2.90.040 Exemptions from state process requirements.

[...]

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, [mural](#), 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)

2.90.060 Authority and responsibilities.

[...]

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. Final plats;
 - e. Interpretation of flood insurance rate map boundaries;
 - f. Boundary line adjustments (B.L.A.);
 - g. Modifications.
 - i. Minor modifications to previously approved site plan;
 - ii. Modifications of street standards;
 - iii. Minor modifications of landscaping requirements;
 - iv. Minor amendment to PRD;
 - h. Planned action determinations;
 - i. Review of business licenses for home occupations;
 - j. Shoreline exemptions;
 - k. Shoreline permits;
 - l. Short plats – nine or less;

- m. Temporary use permits;
- n. Variances – administrative;
- o. Zoning waivers;
- p. Modifications of the number of required parking stalls and the requirements of the parking, loading and driveway regulations;
- q. Temporary homeless encampment permits;
- r. Design review;
- s. Sign permits;
- t. Mural permits.

[...]

2.90.070 Permit classification.

[...]

G. Land Use Permit Procedures.

1. Permit Classification Table.

Table 2.90.070(G)(1)—Permit Classification Table

Land Use Permit/Action	Permit Type					
	I	II	III	IV	V	VI
Accessory Dwelling Unit	X					
Administrative Determination	X					
Binding Site Plan		X				
Boundary Line Adjustment	X					
Building Permit SEPA Exempt	X					
Code Interpretation	X					
Comprehensive Plan Map (and Rezone) or Text Amendments						X
Conditional Use Permit			X			
Design Review with Building Permit	X					
Design Review with Hearing Examiner Land Use Permit			X			
Development Agreement						X
Development Regulation Text Amendments Referred to Planning Commission						X
Development Regulation Text Amendments						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					

Table 2.90.070(G)(1)—Permit Classification Table

Land Use Permit/Action	Permit Type					
	I	II	III	IV	V	VI
Major Modification PRD			X			
Master Plan Approval			X			
Minor Modifications	X					
<u>Mural Permit</u>	<u>X</u>					
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			
Planned Action Determination		X				
Planned Action Ordinance						X
Planned Residential Development			X			
Plat, Preliminary			X			
Plat, Final	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			
<u>Sign Permit</u>	<u>X</u>					
Site Plan Approval	X					
Special Use Permit			X			
Street Design Modifications	X					
Street Vacations				X		
Temporary Homeless Encampments		X				
Temporary Use Permit		X				
Variances			X			
Zoning Waivers	X					

[...]

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.

Add the following to Table 2.90.100 (A):

- Create a column for “Mural Permit” with the following submittal requirements:

- Application Form (1 copy)

- Portfolio of Artist (1 copy)

- Scaled Rendering of Mural (2 copies)

B. Table 2.90.100(B)—Land Use Permit Submittal Requirements.

C. Definitions of Terms Used in Submittal Requirements for Building, Planning and Public Works Permit Applications.

[...]

“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.

[...]

“Portfolio of artist” means a compilation of at least three artistic compositions completed by a single individual or association that is representative of the individual’s or association’s skill, artistic style, preferences, and other distinguishable elements of art. The art contained in the portfolio of artist must be completed by the same individual or association who applies for and intends to create the mural.

[...]

“Scaled rendering of mural” means an image which accurately represents the intended mural and dimensions of the art therein, provided in a size not less than eight and one-half inches by eleven inches.

[...]

Chapter 17.04

ADMINISTRATIVE PROVISIONS

17.04.030 Definitions.

[...]

“Multiuse stormwater facility” means a facility that incorporates underground infiltration or otherwise contains no standing water for a period of at least nine months per year, has side slopes of no steeper than 4:1, and is used as common open space or as play areas defined in Chapter 17.38, as approved by the city engineer.

“Mural” means a painting, mosaic, fresco, or other artwork applied directly to the exterior of a structure. Murals may include text or other informational items, but primarily serve an artistic or expressive purpose.

“Net density” means the number of dwelling units located on buildable land; which excludes public rights-of-way, private access easements, driveways, or tracts, utility corridors, stormwater facilities, critical areas and their buffers, and other areas which are unbuildable. Seventy-five percent of multiuse stormwater facilities may be counted towards total buildable area.
[...]

Chapter 17.40 SIGNS

17.40.020 Permanent on-premises signs.

- A. In the residential zones, signs shall be limited to a total combined size of five square feet or one percent of the gross floor area of buildings, whichever is greater.
- B. In all other zones, the following limitations apply:
1. All freestanding signs shall be ground-oriented. Each sign’s area may not exceed two percent of the gross floor area of the buildings nor two hundred square feet total surface area, whichever is less, but in no case must signs be less than thirty-two square feet per side. Though uses or business may overlap spatially, gross floor area shall not be claimed more than once in computing allowable size of signs. See also SWMC Section [17.40.010\(D\)](#).
 2. Facade signs must meet the size requirements listed below.

Maximum Sign Area

Facade Area	Maximum Sign Area
0—499	50 sq. ft. maximum
500—999	10% or 75 sq. ft. maximum, whichever is less
1,000—1,499	9% or 100 sq. ft. maximum, whichever is less
1,500—2,999	8% or 150 sq. ft. maximum, whichever is less
3,000 or greater	6% or 200 sq. ft. maximum, whichever is less

Maximum Letter Size for Primary Signs

Distance from Primary Street	Maximum Letter Size
Up to 10 ft.	12 inches
10—25	18 inches
25—50	24 inches
50—100	36 inches
Over 100	48 inches

3. Freestanding signs may not exceed twenty feet in height as measured from the centerline of the adjoining road to the top of the sign structure.
- C. Freestanding signs shall meet the clear vision triangle requirements in ~~the city code~~ [17.44.020 SWMC](#).

D. Each building may have one freestanding sign per frontage on a public right-of-way. Each business may have one facade sign per frontage on a public right-of-way. (Ord. [1577-07](#) § 1 (part), 2007)

17.40.025 Permanent off-premises directional signs.

The intent of this provision is to provide directional and location information to the general public about places of general interest, such as tourist information services, school or public recreational facilities, central business district or other special districts, historic sites, and regional developments; or, to provide information of a general community nature, such as those found at city entrance locations identifying the city and historic dates, or listing local service clubs and organizations or to provide business identification for sites located on a dead-end street. Such signs may be allowed, subject to the following:

A. Any such sign which is visible from a state highway shall be subject to approval by the Department of Transportation;

B. Approval of the owner of the property on which the sign is to be placed;

C. Location. Any such sign shall not be placed where it may cause a hazard, or obstruct the vision of any driver;

D. ~~Size shall be no larger than necessary to clearly inform or direct the public. City identification/community service club type~~ Permanent off-premises directional signs shall not exceed fifty square feet per side. ~~Business identification directional-s~~ Signs on dead-end streets shall meet the following criteria: all units will have letters six inches in height, light color on a dark background, not longer than four feet per unit and meeting corner visibility requirements; details to be approved by the planning community development director for each installation. (Ord. [1577-07](#) § 1 (part), 2007)

17.40.030 Temporary signs.

A. “Temporary signs” are defined as exterior signs related to temporary sales or commercial events. Interior and window signs are not regulated by this chapter.

B. Each business may have two temporary signs simultaneously, in addition to the allowed permanent signs.

C. No business may display any temporary signs more than thirty days a year.

D. All temporary signs must be permanently marked with the date the sign was erected. Signs without such marking shall be immediately removed as directed by the code enforcement officer. (Ord. [1577-07](#) § 1 (part), 2007)

17.40.035 Portable signs.

A. “Portable signs” include all a-frame, sandwich board, sidewalk signs and other signs that are mobile.

B. Each business may have up to one portable sign in addition to allowed temporary or permanent signs.

C. Portable sign area may not exceed thirty-six inches by forty-eight inches on each face. Exception: Portable signs placed adjacent to State Route 9 or State Route 20 may not exceed forty-eight inches by forty-eight inches on each face.

D. Portable signs must be securely weighted or anchored to prevent movement.

E. Portable signs must be brought indoors or out of sight from the general public during such hours that the business associated with the sign is not open for business.

F. Portable signs must not interfere with vehicle, bicycle, or pedestrian traffic.

G. Portable signs must not interfere with vision clearance triangles as described in SWMC Section [17.44.020](#). (Ord. [1577-07](#) § 1 (part), 2007)

17.40.045 Digital signs.

The intent of this provision is to allow for a limited number of digital signage in a manner that is safe, does not produce excessive light and does not create a distraction. These regulations apply to digital signs, which include message boards, message displays, electronic reader boards, LED signs, video displays and similar programmable technologies.

Ordinance No. 2091-24 Amending Chapter 2.90 “Consolidated Planning Procedures” and Title 17 “Zoning” SWMC
Page 7 of 13

- A. Digital Sign Location Restrictions.
1. Digital signs are not permitted in any residential zones.
 2. Digital signs are not permitted in the central business district except:
 - a. On Eastern Street between the railroad to the north and State Street to the south;
 - b. On Murdock Street between the railroad to the north and State Street to the south;
 - c. On Puget Street between Pacific Street to the north and State Street to the south;
 - d. On State Street; and
 - e. On Ferry Street between State Route 20 to the west and Eastern Street to the east.
 - f. On Metcalf Street between Moore Street to the north and Warner Street to the south.
- B. Display Standards in Mixed Commercial and Industrial Zone.
1. All digital signs shall come equipped with an automatic dimming photocell device which will automatically adjust the display's brightness based on preset levels relative to ambient light conditions. All digital signs shall operate at brightness levels of no more than three-tenths of one foot-candle above ambient light levels with a maximum of five thousand nits during daylight hours and five hundred nits at night. Certification of these limits shall be provided by the developer prior to sign permit issuance;
 2. Measurement of brightness (nits) shall be measured from the sign's face at its maximum brightness;
 3. Audio speakers are prohibited in association with a digital sign;
 4. Digital signs must be directed away from adjacent residentially zoned or open space zoned properties including properties across a public right-of-way. No digital sign may be located closer than one hundred feet from residentially zoned or open space zoned properties as measured from the sign location to the nearest property line of the residential or open space zoned property;
 5. Static messages shall have a minimum of five seconds of dwell time for all static images. Displays which scroll onto the signboard must hold for a minimum of five seconds including scrolling. Flashing, strobing, video imaging and scrolling messages faster than described above are prohibited. Changes between static messages and images must be one second or less and fading or dissolving is not permitted;
 6. No more than one digital sign is allowed per property. A digital sign may be double-sided; and
 7. A digital sign shall be integrated into a standard sign surface area; digital signs are not permitted independent of a standard sign. Up to fifty percent of the sign surface area may be used for digital sign purposes. The digital sign shall count towards the allowed sign surface area as calculated in Section [17.40.020](#).
- C. Display Standards in CBD and Public Zone.
1. All digital signs shall come equipped with an automatic dimming photocell device which will automatically adjust the display's brightness based on preset levels relative to ambient light conditions. All electronic digital signs shall operate at brightness levels of no more than three-tenths of one foot-candle above ambient light levels with a maximum of five thousand nits during daylight hours and five hundred nits at night. Certification of these limits shall be provided by the developer prior to building permit issuance;
 2. Digital signs may be used after dusk only until eleven p.m. or, if the advertising is an on-premises message about an event at the site where the sign is located, for up to one hour after said event;
 3. Measurement of brightness (nits) shall be measured from the sign's face at its maximum brightness;
 4. Audio speakers are prohibited in association with a digital sign;
 5. Digital signs must be directed away from adjacent residentially zoned or open space zoned properties including properties across a public right-of-way. No digital sign may be located closer than one hundred feet from residentially zoned or open space zoned properties as measured from the sign location to the nearest property line of the residential or open space zoned property;

6. ~~Digital signs in the CBD and public zones may only contain message board capabilities—only text shall be permitted, not images or other nontext display.~~ The display shall be limited to one color for the text displayed and a darkened (absence of light) background. Messages shall have a minimum of seven seconds of dwell time for all text. Flashing, animation, movement, video imaging and scrolling messages are prohibited. Changes in messages and images must be one second or less and scrolling, fading or dissolving is not permitted;
7. No more than one digital sign is allowed per property. The single digital sign may be double-sided; and
8. A digital sign shall be integrated into a standard sign surface area; digital signs are not permitted independent of a standard sign. Up to fifty percent of the sign surface area may be used for digital sign purposes. The digital sign shall count towards the allowed sign surface area as calculated in Section 17.40.020; ~~and~~
9. ~~Digital signs may be used only to advertise activities or goods or services available on the property on which the sign is located, or to present public service information.~~

(Ord. 1982-21 § 1 (Exh. 1), 2021)

17.40.050 Murals

A. History. The guidelines adopted within this section were developed in cooperation with the city design review committee, planning commission, and interested citizens, and are intended to provide a framework to ensure an aesthetically pleasing and cohesive project that will be a source of community pride for years to come. This requires that minimum standards addressing basic issues, such as size, colors, and advertising allowance be established. The intent of these regulations is to simultaneously preserve the historic atmosphere of Sedro-Woolley and encourage placemaking and “bottom-up” community engagement.

B. Purpose.

1. Acknowledge and celebrate the history of the city and the surrounding area in a visually appealing manner;
2. Provide support for the historic theme adopted for the downtown business area;
3. Support local artists to express their history and relationship with Sedro-Woolley
4. Provide information and enjoyment to visitors and residents of the community;
5. Provide a sense of community identity through recognition of the diverse elements of community life, history, industry, and folk lore that contribute to the unique character of Sedro-Woolley and Skagit County;
6. Encourage participation of various businesses and community members in a cohesive and tangible project that will have lasting value to the city; and
7. Promote and encourage commercial activity and out-of-town visitor interest in the city as a tourist destination.

C. Application Requirements. An application for a wall mural shall include the following information:

1. Name and address of the person or business paying for the mural;
2. Name and address of the artist;
3. Name and mailing address of the owner of the building to be painted;
4. Location of the proposed mural, including address of building, the location and size of the wall of the building, and the material composition of the wall of the building to be painted;
5. Scaled rendering of the proposed mural;
 - a. A photo or color illustration of proposed mural.
 - b. Image shall be scaled.
 - c. Description of materials that will be used to install the mural, including but not limited to paint materials, brush materials, and any equipment directly used to aid in the design and installation of the mural.

6. Artist's portfolio of at least three similar works that accurately represent the skill, style, and technique of the mural artist. Works of art included in the artist's portfolio shall be no smaller than eight and one-half inches by eleven inches.

7. Written description of the proposal addressing the standards of this ordinance.

D. Procedures.

1. An application for a wall mural shall be reviewed per Chapter 2.90 SWMC – Consolidated Planning Procedures, Chapter 15.44 SWMC – Design Review, and incorporate the standards in this chapter.

2. Murals shall be completed within twelve (12) months of approval of the mural permit.

E. Standards. A mural proposal shall be reviewed and approved or denied based on the following standards:

1. Pictures or representations which violate any state law, depict obscenities, depict fighting words, or disturb the peace and quiet of the community shall be denied.

2. Color. The use of colors will not detract from any historic structure, or group of structures, as defined by either local, regional, state, or national historic landmark, site, or structure designation;

3. Scale. The photo or rendering shall be reproduced at a scale large enough to cover the wall on which it is to be placed. As much as possible, larger than life-size scale should be attained.

4. Size.

a. No part of a mural shall exceed the height of the structure to which it is tiled, painted, or affixed.

b. No part of a mural shall extend past the pane of the wall upon which it is tiled, painted, or affixed.

c. Square footage of the mural shall not exceed 75% of the square footage of the building façade.

5. Composition.

a. No mural shall consist of or contain electrical or mechanical components or changing images, including but not limited to moving structural elements, flashing or sequential lights, or other automated methods that result in movement, the appearance of movement, or changing of mural content.

b. No mural shall be painted on a wall comprised of a material deemed by city staff to be damaged or otherwise structurally inappropriate for painting.

6. Commercial murals. Up to one percent of a commercial mural area may be used to acknowledge the person, organization, or business commissioning the mural. If a specific business identification for the business occupying the building is incorporated into the mural, the portion of the mural dedicated to such identification shall be applied toward the maximum square footage allowance for signs for that business under this chapter.

Chapter 17.51

MURALS

17.51.010 Project description—History.

~~A.— The works of one of the city's most famous citizens—photographer Darius Kinsey—was the original inspiration for the Sedro Woolley mural project. The first few murals painted on the exterior walls of buildings were replicas of actual photos taken by Darius Kinsey. The original photos are typically printed in sepia tone colors or black and white. It was found that using the subtle sepia colors in the replicas resulted in very lifelike pictures that are eye catching from a distance and intriguing to study at close range. Soon other merchants in the city became enthused about the murals and desired murals on their buildings. Thus a project was born.~~

~~B.— The guidelines adopted within this chapter were developed in cooperation with the city design review committee, planning commission, and interested citizens, and are intended to provide a framework~~
Ordinance No. 2091-24 Amending Chapter 2.90 “Consolidated Planning Procedures” and Title 17 “Zoning” SWMC
Page 10 of 13

to insure an aesthetically pleasing and cohesive project that will be a source of community pride for years to come. This requires that minimum standards addressing basic issues, such as size, colors, content, advertising allowance, and professionalism be established. While these standards may exclude some proposed projects in favor of others, there is no intent to discriminate in favor or against any particular artist, or exclude authentic representations of historical events, people, or community life that are part of the history of Sedro Woolley.

C.—A number of building walls have been identified as possible mural locations. It is anticipated that the content of these murals will be derived from either Kinsey photos, or photos taken during the same era (1890–1930). When several murals are completed, a brochure of the project will be developed to include a map showing where the murals are located, an explanation of each mural, and additional information about the history of the area, the historic buildings in the city, and other points of interest. This brochure will be updated periodically as the project matures. It is intended that this brochure will be used as a promotional tool for the city. (Ord. 1072 § 2 (Exh. A § 3.11.01), 1989)

17.51.020 Purpose.

The “Pictures from the Past” mural project is undertaken as a joint effort by the citizens of Sedro Woolley, the chamber of commerce, and the city’s planning commission and council, and is intended to serve the following purposes:

A.—Acknowledge and celebrate the history of the city and the surrounding area in a visually appealing manner;

B.—Provide support for the historic theme adopted for the downtown business area;

C.—Provide information and enjoyment to visitors and residents of the community;

D.—Provide a sense of community identity through recognition of the diverse elements of community life, history, industry, and folk lore that contribute to the unique character of Sedro Woolley and Skagit County;

E.—Encourage participation of various businesses in a cohesive and tangible project that will have lasting value to the city; and

F.—Promote and encourage out of town visitor interest in the city as a tourist destination. (Ord. 1072 § 2 (Exh. A § 3.11.02), 1989)

17.51.030 Application requirements.

An application for a wall mural shall include the following information:

A.—Name and address of the person or business paying for the mural;

B.—Name and address of the artist;

C.—Location of the proposed mural, including address of building, and the location and size of the wall of the building to be painted;

D.—Photo to be replicated, and date and location of photo, or rendering of the proposed mural adequate to accurately depict the content of the mural. If a rendering is provided, historical documentation of the authenticity of the scene shall be required.

E.—Written description of the proposal addressing the standards of this ordinance. (Ord. 1072 § 2 (Exh. A § 3.11.03), 1989)

17.51.040 Procedures.

An application for a wall mural shall be reviewed per Chapter 15.44, Design Review, and incorporate the standards in this chapter. (Ord. 2032 22 § 15, 2023; Ord. 1072 § 2 (Exh. A § 3.11.04), 1989)

17.51.050 Standards.

A mural proposal shall be reviewed and approved or denied based on the following standards:

A.—Subject Matter—Photo Replicas. Murals shall be replicas of photographs taken between 1890 and 1930. A suggested source is the Darius Kinsey collection. The subject of murals should relate to one or more of the following themes:

- ~~1. Logging industry in and around Sedro-Woolley;~~
- ~~2. Railroad shipping or passenger operations in Skagit County;~~
- ~~3. River shipping or passenger operations in Skagit County;~~
- ~~4. Early community life of the city;~~
- ~~5. Significant events which took place during the era;~~
- ~~6. Other subject matter related to the era and Skagit County area, as approved by the planning commission;~~

~~B. Subject Matter Alternative. As an alternative to replicating a photo, the following is also acceptable:~~

- ~~1. Recreation of an authentic historic event using available documents and written accounts as sources. Such events should be those which occurred between 1890 and 1930.~~
- ~~2. A collage of pictures following a theme, such as the evolution of logging methods, or illustrating the fashions of the era, or other similar themes associated with the history of the area.~~
- ~~3. Mural maps of the city, or of early railroad and/or logging operations, or similar geographical information.~~

~~C. Subject Matter—Unacceptable. To protect the integrity of the project, the general welfare of the city and citizens therein, the following may not be considered acceptable subject matter for a mural:~~

- ~~1. Pictures not related to the 1890-1930 era;~~
- ~~2. Pictures not related to the city or county area;~~
- ~~3. Pictures depicting completely fictional events with no documentation of authenticity;~~
- ~~4. Pictures depicting recognizable people from the past out of true context. (This does not exclude depicting people from the present in pictures of the era, if done with the consent of the person represented.)~~
- ~~5. Pictures or representations which violate any state law.~~

~~D. Colors. Murals shall be painted in sepia-toned colors. This coloration is consistent with the color of photos taken during the era, and gives a realistic touch to the work. Sepia also works well with the brick surfaces and color tones of the city, provides a strong cohesive design element to the project as a whole, and creates an historical mood. Use of sepia colors will be less likely to create a cluttered or “billboard” effect, and will insure that the mural project does not detract from the historical character and theme of the downtown business district. Use of sepia tones will reduce the overall cost of maintaining the murals. Limiting the project to sepia tones also eliminates the difficulty of determining authenticity of colors and eliminates a potential subjective decision that must be made by the review committee and planning commission.~~

~~E. Color. Exceptions. The planning commission may grant exceptions allowing the use of other colors under the following circumstances:~~

- ~~1. Paint samples of the true colors to be used are provided with the application, plus supporting evidence that the proposed colors are authentic and/or appropriate for the subject matter. Preference will be given to colors which are subtle in tone;~~
- ~~2. The use of colors will not detract from any historic structure, or group of structures; and~~
- ~~3. Either:~~
 - ~~a. The mural is to be located outside of the central business district; or,~~
 - ~~b. Only a portion of the mural is to be painted in other colors, as an accent against the sepia background, to highlight some element of the picture for advertising or other purposes, subject to the requirements of subsection G of this section below; or~~
 - ~~c. The mural is to be placed on a nonhistoric building as a major design feature.~~

~~F. Scale. The photo or rendering shall be reproduced at a scale large enough to cover the wall on which it is to be placed. As much as possible, larger than life-size scale should be attained.~~

~~G. Acknowledgements—Advertising. All murals shall be signed by the artist. In addition, up to one percent of the mural area may be used to acknowledge the person, organization, or business commissioning the mural. If a specific business identification for the business occupying the building is incorporated into the mural, the portion of the mural dedicated to such identification shall be applied toward the maximum square footage allowance for signs for that business under Chapter 17.40.~~

~~H.—Credentials. The design review committee may request a portfolio and other credentials of the artist to insure that all murals will be of a professional quality. (Ord. 1072 § 2 (Exh. A § 2 (Exh. A § 3.11.05); 1989)~~

Section 2. This ordinance shall be in force and take effect five (5) days after its publication according to law.

Section 3. If any section, sentence, clause, or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this ordinance.

PASSED by majority vote of the members of the Sedro-Woolley City Council this _____ day of _____, 20____, and signed in authentication of its passage this _____ day of _____, 20____.

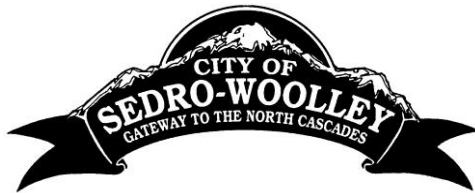
By: _____
JULIA JOHNSON, Mayor

Attest: _____
KELLY KOHNKEN, Finance Director

Approved as to form:

NIKKI THOMPSON, City Attorney

Published:



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

MURAL PERMIT APPLICATION

APPLICATION No. _____

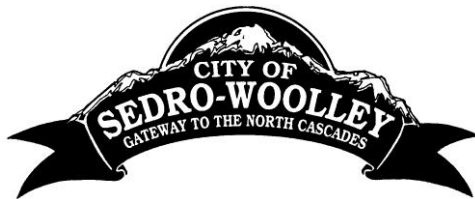
Applicants shall be charged a **\$25.00** non-refundable fee at the time of application. Multiple murals are not permitted under the same mural permit. Please complete a separate application for each proposed mural. Failure to attach all required submittal documents will result in an incomplete application and will not be accepted by city staff.

THIS PAGE TO BE COMPLETED BY CITY STAFF AT THE TIME OF APPLICATION

Required Submittals

- 1 ☐ One (1): Completed application signed by applicant.
- 2 ☐ Two (2): **Scaled renderings** of the proposed mural. The renderings will need to be a photograph or a color illustration of the proposed mural. The dimensions of the renderings will need to be accurately scaled to the proposed mural. The rendering shall be submitted on a size not less than eight and one-half inches by eleven inches.
- 3 ☐ One (1): Set of the **Artist's Portfolio**. A portfolio of at least three distinct artistic compositions that are representative of the artist's skill, style, preferences, expertise, and other distinguishable elements of art. The art submitted in the portfolio must be created by the same individual or association who intends to create the mural applied for in the application herein. Compositions submitted in the portfolio shall be submitted on a size not less than eight and one-half inches by eleven inches, each.
- 4 ☐ Two (2): **Façade Plans**. A computer-assisted or hand-drawn illustration of the façade of the building on which the mural is to be affixed, including the dimensions of the mural, dimensions of the building façade, and description of the material composition of the building façade. Façade plans are intended to depict the face of the building to be painted, not depict the art itself.
- 5 ☐ Payment of design review fee (\$25.00).

Application accepted by: _____ Date: _____



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

MURAL PERMIT APPLICATION

SECTION I – PROPERTY & PROJECT INFORMATION

Fill out completely. Attach legal descriptions and supporting documents as necessary. Please complete Sections I and II of application. Failure to complete all sections will result in an incomplete application and may not be accepted by City staff.

Who should we contact with any questions about this application? ☐ **Applicant** ☐ **Owner** ☐ **Artist**

APPLICANT	PROPERTY OWNER	ARTIST
Name: _____	Name: _____	Name: _____
Organization (if applicable): _____	Organization (if applicable): _____	Organization (if applicable): _____
Address: _____	Address: _____	Address: _____
City: _____	City: _____	City: _____
Zip Code: _____	Zip Code: _____	Zip Code: _____
Day Phone: _____	Day Phone: _____	Day Phone: _____
Cell Phone: _____	Cell Phone: _____	Cell Phone: _____
Email: _____	Email: _____	Email: _____

PROJECT SITE IDENTIFICATION

Site Address: _____ Parcel I.D. #: _____ (Refer to Skagit County Assessor website)

Legal description of property (*attach additional sheets as necessary*): _____

Please provide a brief description of the proposed mural and the associated building façade: _____

ARTISTIC MATERIALS

Please provide a brief description of the materials that will be utilized for the creation of the proposed murals (may include paint, brushes, equipment, etc.):

SECTION II– ACKNOWLEDGEMENT & SIGNATURE

Complete for this application. Failure to sign the permit application will result in an incomplete application.

ACKNOWLEDGEMENT	
Please provide a brief description of how the proposed mural complies with and addresses the standards of 17.40.050 SWMC (Murals):	
SIGNATURE	
Application is hereby made for a MURAL PERMIT. I certify that I am familiar with the information contained in this application and that to the best of my knowledge and belief, such information is true, complete, and accurate. I further certify that I possess the legal authority to undertake the proposed activities and I hereby grant to the officials of the City of Sedro-Woolley the right to enter the above-described property to inspect the property as part of the project review process.	
Signature (Required):	Date:

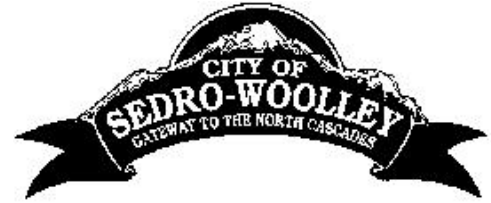
City of Sedro-Woolley

325 Metcalf Street

Sedro-Woolley WA 98284

Permit Inspection Line 855-0139

"Call before you dig" 811



Mural Permit #: 2024319

Permit Type: Mural

Construction Value: 0

Approval Date: 11/26/2024

Permit Valid For Two-Years From Approval Date. Applicant should call for a "Final Inspection" or request a "Permit Extension" prior to permit expiration to avoid having to pay new permit fees.

Applicant:

Name: City of Sedro-Woolley

Phone: 360-855-0771

Address: 325 Metcalf St

Sedro-Woolley, WA 98284

Work Description: Mock Mural Permit - NOT A VALID PERMIT APPLICATION

Project Location:

Parcel Number: 77545

Zoning: P

Address: 325 Metcalf Street

Sedro-Woolley, WA 98284

Block: 16
Lot(s): 1-24

Addition:

Property Owner(s):

Name: City of Sedro-Woolley

Phone:

Address: 325 Metcalf St

Sedro-Woolley, WA 98284

Artist:

Name: John Doe

Phone: 999-999-9999

Address: 123 Main St

City, ST ZIP

Contractor:

Fees & Receipts:

345.83.00.001 001	Design Review	\$25.00
Total Receipts:		\$0.00

Project Description:

Project Description: Mock Mural Permit - NOT A VALID PERMIT APPLICATION

Structure Use:

Purpose:

Construction Value: 0

Floor Areas:

Living Space:

Basement/Storage:

Garage:

Decks:

Porches:

Impervious Surfaces:

House:

Garage:

Driveway:

Porch/Walk:

Other:

Other:

Total:

Structure Area: Site Area: Percentage of Site:

Permit Conditions:

1. Construction must be in conformance with 2021 IRC/IBC as adopted by the City of Sedro-Woolley and the approved construction drawings stamped and dated:
2. Changes marked in red on the approved plans by the City Plans Examiner are hereby made a part of this permit and must be made.
3. The approved drawings must be on site and made available to the Building Official and/or City Inspector upon request.
4. Any changes to the approved plans must be reviewed and approved by the Planning Department prior to calling for an Inspection for those items.
5. Any changes to the approved Design review plans must be reviewed and approved by the Planning Department prior to the change.
6. All murals will require a final inspection. Please Call 360-855-0139 and request a final inspection through the Building Department.
7. All electrical work to conform to electrical code and applicant must obtain electrical permit from State Labor & Industries (L&I) as necessary.
8. No materials used for the completion of the mural, including but not limited to graywater, paint, and oils, shall be disposed of through the municipal stormwater system.
- 9.

CALL BEFORE YOU DIG! BEFORE BEGINNING CONSTRUCTION, CALL THE UTILITY LOCATE CENTER AT 1-800-424-5555.

The above-named permit holder is not granted any special exemptions from any City regulations concerning the above stated activity and is required to abide by all City rules, regulations, or ordinances which may affect such an activity. The City Building Official and/or his designee(s) shall be permitted reasonable access to the property to conduct monitoring and inspections of construction activities and to certify compliance with the conditions of this permit, the International Building Code and City rules, regulations and ordinances. Whenever the Building Official and/or his designee(s) finds any work regulated by City codes and regulations or is dangerous and unsafe the City Building Official and/or his designee(s) is authorized to issue a stop work order. The City Building Official is authorized to, in writing, suspend or revoke whenever a certificate is made in error, or on the basis of incorrect information supplied by the applicants agent, or where it is determined that the building or structure or portion thereof is in violation of any City codes and regulations.

This permit is valid for two (2) years from date of issuance. This permit does not become valid until signed below.

Permittee Signature

Date

City Planning Department

Date

CALL 360-855-0139 EXT. #1 FOR ALL BUILDING INSPECTIONS



City Council Agenda Item

Agenda Item No.: m.1.

Date: January 8, 2025

From: Charlie Bush, City Administrator

Subject: Appointment of the Mayor Pro Tempore

RECOMMENDED ACTION:

Motion to appoint _____ to serve as Mayor Pro Tempore for the calendar year 2025.

ISSUE:

Who should the City Council select as their Mayor Pro Tempore for 2024?

BACKGROUND/SUMMARY INFORMATION:

The Mayor Pro Tempore serves in a limited role as the Mayor during an absence of the Mayor. The City Council Governance Handbook contains the following language on page 21:

A. Election of Officers and Selection/Operation of Council Committees

1. Election of Officers

Procedures for electing officers are as follows: At the first meeting of the new Council, the members thereof shall appoint a Mayor-pro-tempore. In addition to the powers conferred upon him/her as Mayor-pro-tem, he/she shall continue to have all the rights, privileges and immunities of a member of the Council.

https://cms5.revize.com/revize/cityofsedrowoolley/Governing%20Bodies/Council/Sedro-Woolley_City_Council_Governance_Handbook.pdf

FISCAL IMPACT, IF APPROPRIATE:

N/A

ATTACHMENTS:

None



City Council Agenda Item

Agenda Item No.: m.2.

Date: January 8, 2025

From: Julia Johnson, Mayor

Subject: Zoom Bombing - Discussion

RECOMMENDED ACTION:

Discussion

ISSUE:

BACKGROUND/SUMMARY INFORMATION:

A "zoom bombing" occurred during the December 11, 2024, City Council meeting public comment period. A zoom bombing refers a teleconferencing session or meeting being hijacked by the insertion of materials that are lewd, obscene, or anti-Semitic in nature, typically resulting in the shutdown of the session.

During the December 11, 2024, City Council meeting public comment period, the council hear from four "zoom bombers". The fourth was interrupted by Mayor Johnson, subsequently Councilmember Diamond made a motion to end the public comment period, seconded by Councilmember Kesti. The motion carried (7-0) and the public comment period was closed at 6:28pm.

The Mayor Johnson would like to have a conversation with council to consider having virtual speakers pre-register emails prior to the meeting to speak at public comment.

FISCAL IMPACT, IF APPROPRIATE:

ATTACHMENTS:

None



City Council Agenda Item

Agenda Item No.: n.1.

Date: January 8, 2025

From:

Subject: November Permit Report

RECOMMENDED ACTION:

ISSUE:

BACKGROUND/SUMMARY INFORMATION:

FISCAL IMPACT, IF APPROPRIATE:

ATTACHMENTS:

1. November 2024



Permit Report

11/01/2024 - 11/30/2024

Permit Date	Parcel #	Permit #	Permit Type	Type of Application	Status	Issued Date
10/23/2024	P39439	2024368	Building-Commercial	Roof-Repair	Issued	11/13/2024
10/30/2024	P37712	2024377	Building-Commercial	Building-Commercial	Issued	11/20/2024
11/6/2024	P77469	2024386	Building-Commercial	Change of Use	Issued	11/22/2024
9/10/2024	P75567	2024320	Building-Residential	Single Family-Remodel	Issued	11/5/2024
10/4/2024	P39505	2024354	Building-Residential	Roof-Repair	Issued	11/8/2024
10/4/2024	P39505	2024355	Building-Residential	Roof-Repair	Issued	11/8/2024
10/4/2024	P76215	2024356	Building-Residential	Roof-Repair	Issued	11/8/2024
10/17/2024	P76594	2024366	Building-Residential	Deck/Porch/Ramp	Issued	11/13/2024
2/1/2024	P37402	2024059	Excavating & Grading-SEPA	Excavating & Grading-SEPA	Issued	11/22/2024
7/2/2024	75881	2024255	Mechanical & Plumbing	Mechanical	Issued	11/8/2024
10/3/2024	P77266	2024351	Mechanical & Plumbing	Plumbing	Applied	11/19/2024
10/3/2024	P120343	2024352	Mechanical & Plumbing	Plumbing	Finaled	11/19/2024
10/31/2024	P120680	2024379	Mechanical & Plumbing	Mechanical	Finaled	11/1/2024
11/1/2024	36522	2024381	Mechanical & Plumbing	Mechanical	Issued	11/5/2024
11/7/2024	P37388	2024388	Mechanical & Plumbing	Mechanical	Issued	11/12/2024
10/29/2024	P117237	2024375	Mechanical & Plumbing	Mechanical	Finaled	11/12/2024
11/5/2024	P75453	2024385	Mechanical & Plumbing	Mechanical	Issued	11/6/2024
11/8/2024	P75375	2024390	Mechanical & Plumbing	Mechanical	Issued	11/12/2024
11/13/2024	P37412	2024392	Mechanical & Plumbing	Mechanical	Approved	11/18/2024
11/21/2024	P76435	2024396	Mechanical & Plumbing	Mechanical	Finaled	11/21/2024
11/22/2024	P126573	2024398	Mechanical & Plumbing	Mechanical	Finaled	11/25/2024
11/7/2024	P135521 & P135522	2024389	Right-of-Way	Right of Way	Issued	11/18/2024
7/15/2024	P76950	2024263	Right-of-Way	Right of Way-Utility	Issued	11/13/2024
7/15/2024		2024265	Right-of-Way	Right of Way-Utility	Issued	11/19/2024
7/17/2024		2024270	Right-of-Way	Right of Way-Utility	Issued	11/20/2024
11/4/2024	P75434	2024383	Sewer		Finaled	11/8/2024
11/22/2024	P75807	2024399	Sewer	Sewer Permit-Fix	Applied	11/27/2024
11/4/2024	P77473	2024384	Sign		Issued	11/15/2024
10/28/2024	P100062	2024371	Sign	Facade Sign	Issued	11/13/2024

Total Records: 29

12/18/2024

