



Next Ord:2096-25
Next Res:1160-25

CITY COUNCIL STUDY SESSION AGENDA

March 5, 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. Introduction of Special Guests and Presentation**
- e. Unfinished Business**
 - 1. Memorandum of Agreement - AFSCME Local 176-SW - Hiring Within Range, Promotions, Call Backs - Action Requested
 - 2. Amendments to Chapter 16.04 SWMC to Allow Shadow Platting - Ordinance 2070-24
- f. New Business**
 - 1. Adding Additional Licenses - Microsoft Enterprise - Insight - Action Requested
 - 2. Repealing and Replacing Chapter 12.44 "Special Events, Parades and Festivals" - Ordinance 2097-25 - 1st Read
- g. 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.
- h. Adjournment**

Next Meeting(s) City Council and Public Safety Committee - March 12, 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>

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- +1 669 900 6833 US (San Jose)
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- +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: March 5, 2025

From: Charlie Bush, City Administrator

Subject: Memorandum of Agreement - AFSCME Local 176-SW - Hiring Within Range, Promotions, Call Backs - Action Requested

RECOMMENDED ACTION:

Motion to authorize Mayor Johnson to execute a Memorandum of Agreement with AFSCME Local 176-SW allowing the City to hire from within more of the pay range, providing internal promotions a minimum percentage pay increase, and clarifying call back pay.

ISSUE:

BACKGROUND/SUMMARY INFORMATION:

City staff and AFSCME representatives have recently been discussing several items in the current contract (2024-2026) that are pain points for each, and sometimes both, sides. The City and Union tentatively agreed to the attached Memorandum of Agreement (MOA), which would alleviate these pain points. While the City and Union have other MOAs executed administratively, this one requires Council approval because it impacts wages for employees.

FISCAL IMPACT, IF APPROPRIATE:

There will be a small fiscal impact for item 3 in the MOA, as the City will pay somewhat more for call back time than the way things were handled earlier in this contract. There will be a marginal fiscal impact regarding internal promotions, item 2 in the MOA. These will be sporadic in nature and can be covered by existing budget resources. This provision also increases the incentive for employees to develop and apply for promotions, something that is desirable for the organization. Item 1 in the MOA will benefit the City's recruitment of new employees, saving money by avoiding repeated recruitments due to the inability to hire employees at times at step 1.

ATTACHMENTS:

1. MOA - More Range For Hiring Min Percentage for Internal Promotion and Call Back Pay 2025 March Final

MEMORANDUM OF AGREEMENT

City of Sedro-Woolley and AFSCME Local 176-SW
March 5, 2025

RE: ALLOWING THE CITY TO HIRE FROM WITHIN MORE OF THE PAY RANGE, PROVIDING
INTERNAL PROMOTIONS A MINIMUM PERCENTAGE PAY INCREASE, AND CLARIFYING
CALL BACK PAY

The City of Sedro-Woolley (“the City”) and the Washington State Council of County and City Employees, American Federation of State, County and Municipal Employees, AFL-CIO (“the Union”), are party to a collective bargaining agreement (CBA) effective from January 1, 2024 through December 31, 2026.

1. **Recruitment.** Both the City and the Union recognize that effective recruitment is best for both parties. One issue negatively impacting employee recruitment is the limitation for the City to only be able to offer positions at step one of the current salary range for a given position. Through this MOU, the City and Union agree that the City, at management’s discretion, can use the salary range up to and including step 4 to hire for all bargaining unit positions. Both parties acknowledge and expect that hiring placement will be based upon an objective review of the skills and experience of the applicant.
2. **Promotional Increases.** The City and the Union agree that a larger increase than the currently contracted language for AFSCME employees who receive internal promotions will be beneficial for employee retention. The City and the Union agree that upon promotion, lead, manager, and supervisory positions will move to the promoted classification range and be placed at a step that represents a minimum of a 10% increase in salary. Other positions will move to the promoted classification range and be placed at a step that represents a minimum of a 5% increase in salary. In many cases, this will result in a larger than 10% or 5% increase for the employee being promoted and represents a higher quality incentive for employees to advance to the next level. The exception to the 5% or 10% applying to a promotion would be in a situation where the promoted employee would top out in their new classification range. In that case, the employee would simply top out in their new range.
3. **Call Back.** The City and the Union agree to clarify compensation for Call Back under Section 4.6 of the CBA. Call back time under Section 4.6 of the CBA shall be compensated at time and one-half, but not considered overtime.

This MOA shall not create a precedent for the purposes of collective bargaining and shall be effective upon signing. The provisions in this MOA do not apply retroactively.

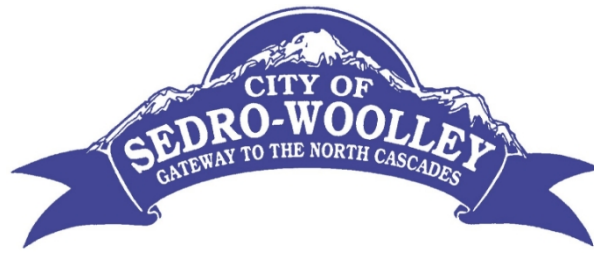
Brent Schiefelbein, President

Julia Johnson, Mayor

AFSCME Local 176-SW

Rosie Ventura, Staff Representative

Charlie Bush, City Administrator



City Council Agenda Item

Agenda Item No.: e.2.

Date: March 5, 2025

From: Nicole McGowan, Planner

Subject: Amendments to Chapter 16.04 SWMC to Allow Shadow Platting - Ordinance 2070-24

RECOMMENDED ACTION:

Discuss updates on staff efforts to gauge public support and analyze potential community impacts related to shadow platting.

ISSUE:

BACKGROUND/SUMMARY INFORMATION:

On April 10, 2024, draft Ordinance 2070-24 (**Attachment 1**) was presented to the City Council with action requested on the matter. The Council opted to table the decision until further public input could be gathered and an analysis of its potential impacts on schools, emergency services, and infrastructure could be conducted. This memo provides an update on those efforts.

To gauge public sentiment, a question was included in the Housing Strategies Survey asking the community which strategies they support the City of Sedro-Woolley undertaking to address housing challenges. Shadow Platting was included as one of the potential strategies. The results from the Housing Strategies Survey are included herein as **Attachment 2**. Out of 44 responses, 37% strongly support shadow platting, 37% somewhat support it, 16% somewhat oppose it, and 9% strongly oppose it. While the responses lean in favor of shadow platting, it should be noted that the sample size of 44 respondents is not fully representative of the broader community. However, it does indicate a notable level of support for the strategy.

Shadow platting is a method that allows for the subdivision of large lots below the minimum density of four units per acre, provided that future development achieves an eventual density of four units per acre. This approach enables incremental development of underutilized land while ensuring compliance with long-term growth planning. The land capacity analysis conducted by our consultant team indicates that within city limits and the unincorporated urban growth area (UGA), there is potential for approximately 1,959 additional housing units after accounting for market factors and infrastructure constraints. Given that the City must plan for an estimated population increase of 4,846 people by 2045, shadow platting is a tool that can help achieve the city's housing goals. The draft land capacity analysis summary and supplemental land capacity and zoning map are included as **Attachments 3, 4 and 5** for reference). It

provides a pathway for property owners to execute incremental subdivisions on residential properties, making subdivisions more feasible for non-developers who may lack the financial means to execute full-scale development as is required by the municipal code currently. This approach also discourages large-scale, uniform developments that may not align with existing neighborhood character. Gradual development through shadow platting also allows the city, school district, fire, police, and utility providers more time to anticipate, adapt, and plan well for changes, as opposed to responding to sudden development spikes from large-scale subdivisions, which have significant financial and logistical impacts on these entities.

The Council previously noted that there is ample land available in the UGA for development; however, prioritizing infill through shadow platting aligns with the Growth Management Act (GMA) by curbing urban sprawl and making efficient use of existing infrastructure and services. Expanding into the UGA would place a greater burden on city services and infrastructure compared to developing within city limits. Also noted was the potential for developers to purchase land and utilize shadow platting for financial gain. While this is a possibility, the decision ultimately rests with property owners. Homeowners retain full autonomy in deciding whether to sell their land. The Council also voiced concern over how shadow platting may impact neighborhood character. Shadow platting allows for gradual, piecemeal development, which is less visually disruptive than sudden large-scale subdivisions. Applicants must still adhere to existing zoning density, development, and design requirements, ensuring that neighborhood character will be maintained.

Shadow platting presents an opportunity to address housing challenges in a controlled, strategic manner. It facilitates incremental development while leveraging existing infrastructure, reducing urban sprawl, and providing property owners with more flexible development options. The public feedback received thus far indicates favorable support for the strategy. Given the considerations outlined above, it is recommended that the City Council move forward with adopting shadow platting as a development tool.

Following this discussion, Planning staff intend to bring draft Ordinance 2070-24 back to the City Council at the next regular meeting and will be requesting action on the matter.

FISCAL IMPACT, IF APPROPRIATE:

ATTACHMENTS:

1. Ordinance 2070-24 - Shadow Platting
2. Polco Housing Survey Results
3. Sedro-Woolley Land Capacity Analysis Summary
4. Draft LCA map with TAZ rev 20240829
5. 2024_October_zoning map (10-3-24) (1)

ORDINANCE NO. 2070-24

AN ORDINANCE OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON, ADOPTING AMENDMENTS TO CHAPTER 16.04 SWMC TO ADD A DEFINITION FOR “SHADOW PLAT” AND TO INCLUDE SHADOW PLATTING AS A METHOD OF EVENTUALLY SATISFYING THE MINIMUM DENSITY REQUIREMENT OF FOUR DWELLING UNITS PER ACRE

WHEREAS, several Sedro-Woolley residents have requested to perform short subdivisions of larger properties, typically greater than one acre in size. Most often, the goal is to section off one or two lots for personal ownership and sell the remaining property. However, due to the minimum density requirement of four dwelling units per acre found in the subdivision regulations (Chapter 16.04 SWMC), subdivision in this manner is not possible; and

WHEREAS, the Washington State Growth Management Act (GMA) requires that every city plan to reduce the inappropriate conversion of undeveloped land into sprawling, low-density development. The minimum residential density of four units per acre was put in place as a framework by the Growth Management Hearings Board to guide jurisdictions to that end. However, cities do have the ability to exercise discretion in how they achieve reduction of urban sprawl per the GMA while also accommodating local needs; and

WHEREAS, the Planning Commission reviewed and discussed this matter at the November 20, December 19, 2023 and February 20, 2024 Planning Commission meetings; and

WHEREAS, at the November 20, 2023 Planning Commission meeting, planning staff and the Planning Commission discussed different methods other jurisdictions have used to develop under the minimum density requirement of the GMA. Particular interest was shown in how the City of Mount Vernon has achieved gradual satisfaction of the minimum density requirement through shadow platting. The consensus was that this would also be a useful tool for the Sedro-Woolley community to use for gradual and well-planned development of its larger properties. Planning staff was tasked with drafting regulations to present at the next meeting; and

WHEREAS, at the December 19, 2023 Planning Commission meeting, planning staff presented draft regulations to the Planning Commission, modeled after Mount Vernon’s code language. The regulations are written to allow applicants to use shadow platting to satisfy the minimum density requirement of four dwelling units per acre over time if they can demonstrate that future development would allow for the eventual satisfaction of that minimum density requirement. The Planning Commission was satisfied with the draft regulations as they were written and tasked planning staff with preparing for a public hearing at the next meeting; and

WHEREAS, the Planning Commission held a public hearing on this matter during the February 20, 2024 Planning Commission meeting. At that meeting, the Commission reviewed the draft amendments and, following the public hearing, recommended that the City Council adopt amendments to Chapter 16.04 SWMC to add a definition for “shadow plat” and to include shadow platting as a method of eventually satisfying the minimum density requirement of four dwelling units per acre; and

WHEREAS, the proposed changes are supported by and implement the Comprehensive Plan; 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 January 23,

2024. A 15-day expedited review was requested and granted by Commerce. The comment period ended February 7, 2024; and

WHEREAS, environmental review of the amendments has been completed and a Determination of Non-Significance was issued January 26, 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 forgoing as its findings of fact justifying its adoption of this Ordinance; now, therefore,

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

Section 1. Chapter 16.04 SWMC General Provisions is hereby amended as follows:

[...]

16.04.030 Definitions.

As used in this chapter, unless the context or subject matter clearly requires otherwise, the words or phrases defined in this section shall have the indicated meanings:

- A. “Subdivision” is the division or redivision of land into five or more lots, tracts, parcels, sites or divisions for the purpose of sale, lease, or transfer of ownership, except as provided in subsection F of this section.
- B. “Plat” is a map or representation of a subdivision, showing thereon the division of a tract or parcel of land into lots, blocks, streets and alleys or other divisions and dedications.
- C. “Dedication” is the deliberate appropriation of land by an owner for any general and public uses reserving to himself no other rights than such as are compatible with the full exercise and enjoyment of the public uses to which the property has been devoted. The intention to dedicate shall be evidenced by the owner by the presentment for filing of a final plat or short plat showing the dedication thereon; and the acceptance by the public shall be evidenced by the approval of such plat for filing by the appropriate governmental unit.
- D. “Preliminary plat” is a neat and approximate drawing of a proposed subdivision showing the general layout of streets and alleys, lots, blocks, and other elements of a subdivision consistent with the requirements of this chapter. The preliminary plat shall be the basis for the approval or disapproval of the general layout of a subdivision.
- E. “Final plat” is the final drawing of the subdivision and dedication prepared for filing for record with the county auditor and containing all elements and requirements set forth in this chapter and in local regulations adopted under this chapter.
- F. “Short subdivision” is the division or redivision of land into four or fewer lots, tracts, parcels, sites or divisions for the purpose of sale, lease, or transfer of ownership.
- G. “Binding site plan” means a drawing to a scale specified by local ordinance which: (a) identifies and shows the areas and locations of all streets, roads, improvements, utilities, open spaces, and any other matters specified by local regulations; (b) contains inscriptions or attachments setting forth such appropriate limitations and conditions for the use of the land as are established by the city in approving the site plan; and (c) contains provisions making any development be in conformity with the site plan.
- H. “Short plat” is the map or representation of a short subdivision.

I. “Lot” is a fractional part of divided lands having fixed boundaries, being of sufficient area and dimension to meet minimum zoning requirements for width and area. The term shall include tracts or parcels.

J. “Block” is a group of lots, tracts, or parcels within well defined and fixed boundaries.

K. “Code” is the Sedro-Woolley Municipal Code.

L. “City engineer” is the Sedro-Woolley director of public works.

M. “Director” is the Sedro-Woolley planning director.

N. “Hearing body” is the decision making body specified in Chapter [2.90](#), unless otherwise specified herein.

O. “Shadow plat” is the non-binding map or representation demonstrating that a property is capable of future subdivision according to current development regulations at minimum residential density.

16.04.040 Compliance with state law and land use code.

Every division of land shall comply with the provisions of state law and the provisions of this title. They shall conform to the comprehensive plan and all zoning regulations, in effect at the time any preliminary plat is approved. Lots shall be of a size and dimension and have access and infrastructure adequate to satisfy the requirements of this title and Sedro-Woolley Municipal Code Titles [13](#), [15](#) and [17](#). (Ord. [1487-04](#) § 2 (part), 2004; Ord. [1450-03](#) § 2 (part), 2003)

16.04.050 Effect of noncompliance.

No building permit or other development permit shall be issued for any lot, tract or parcel of land divided in violation of state law or this subtitle, unless the director finds that the public interest will not be adversely affected by the decision. (Ord. [1487-04](#) § 2 (part), 2004; Ord. [1450-03](#) § 2 (part), 2003)

16.04.060 Minimum and maximum residential density.

A. A subdivision, short plat, binding site plan, or planned residential development, solely for residential purposes, shall have an average net density, as defined in Section [17.04.030](#), for the entire development of not under four units per acre.

B. A variance from this requirement may be granted by the hearing body through the subdivision approval process to accommodate site constraints which make development at the required minimum density impractical or inconsistent with the purposes of this chapter.

C. Factors which may warrant a density reduction, include, but are not limited to:

1. Critical areas in excess of twenty percent of the site;
2. Stormwater management;
3. Significant wildlife corridors; and utility corridors.

D. As a condition of granting a density reduction, the applicant must demonstrate that the minimum density cannot be achieved by clustering the housing on the buildable portions of the site.

E. Shadow platting may be used to satisfy the minimum density requirements if the applicant can demonstrate that the proposed techniques would allow the eventual satisfaction of minimum density requirements through future development. The applicant must demonstrate that the current and proposed development will not preclude the provision of adequate access and infrastructure necessary for future development. A property owner subdividing property shall submit to the city a shadow plat with the subdivision application materials demonstrating that said property is capable of further subdivision according to current development regulations at minimum residential density. The submitted shadow plat need only identify proposed rights-of-way and lot sizes yielding the required density. Said shadow plat is non-binding and need not be recorded, provided that any proposal seeking to further develop the property in a manner which differs from the original shadow plat shall demonstrate that said development accommodates appropriate rights-of-way and continues to yield the minimum residential density required. Amending a shadow plat shall be an administrative process.

~~F~~E. Maximum housing density is set in each zoning designation, in Title [17](#). (Ord. [1487-04](#) § 2 (part), 2004; Ord. [1450-03](#) § 2 (part), 2003)

[...]

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____.

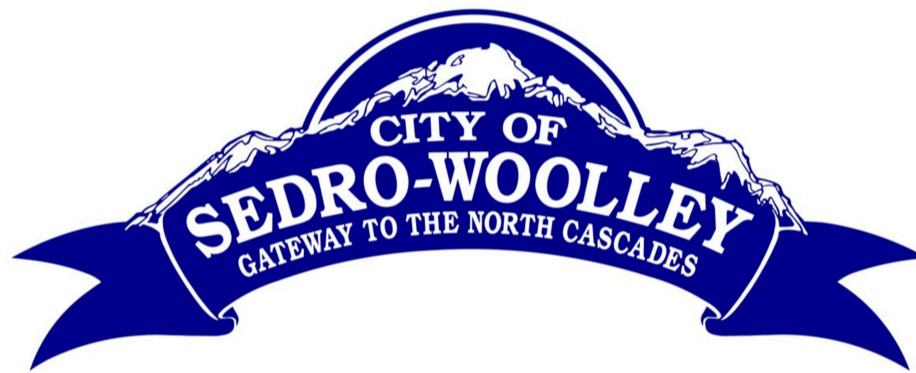
By: _____
JULIA JOHNSON, Mayor

Attest: _____
KELLY KOHNKEN, Finance Director

Approved as to form:

NIKKI THOMPSON, City Attorney

Published:



Housing Strategies Survey (Survey 2 of 3)

Survey Results
FINAL

01/07/2025

Do you live within Sedro-Woolley city limits? (If you are not sure, see the map of the city boundary below)

Yes	70% (31)
No, but I work or own property in Sedro-Woolley	14% (6)
No, I live nearby	16% (7)

What is your current housing situation?

Homeowner	82% (36)
Renter	11% (5)
Living with family or friends (not the homeowner or leaseholder)	7% (3)
Adult care unit (nursing home, adult family home, etc.)	0% (0)
Transitional or temporary housing	0% (0)
Unhoused	0% (0)

If you chose "Transitional or temporary housing", please specify here.

If you chose "Unhoused", please specify here.

What is your approximate household income?

Less than \$21,500	0% (0)
\$21,501 - \$36,000	5% (2)
\$36,001 - \$58,000	16% (7)
\$58,001 - \$72,500	20% (9)
\$72,501 - \$100,000	27% (12)
\$100,001 - \$200,000	25% (11)
\$200,001 - \$300,000	7% (3)
\$300,001 or more	0% (0)

How many people live in your household?

1 person (live alone)	23% (10)
2 people	40% (17)
3 people	14% (6)
4 or more people	23% (10)

Which best describes the building you live in?

Single-family detached home	77% (34)
Townhouse, duplex, or triplex (may share walls but no units above or below you)	0% (0)
Condominium or apartment (have units above or below you)	7% (3)
Mobile home	14% (6)
Accessory dwelling unit (ADU)	2% (1)
Unhoused	0% (0)
Other	0% (0)

If you chose "Unhoused", please specify here.

If you chose "Other", please specify here.

About what percentage of your monthly income is your monthly housing cost (including rent, mortgage payment, utilities, property tax, property insurance, homeowners' association (HOA) fees)?

0 - 5%	5% (2)
5.1 - 10%	14% (6)
10.1 - 20%	20% (9)
20.1 - 30%	16% (7)
30.1 - 40%	18% (8)
40.1 - 50%	16% (7)
50.1 - 60%	9% (4)
60.1 - 70%	2% (1)
70.1% or higher	0% (0)

Which age group do you belong to?

Under 18	0% (0)
18 - 24 years	0% (0)
25 - 34 years	18% (8)
35 - 44 years	18% (8)
45 - 54 years	18% (8)
55 - 64 years	5% (2)
65 - 74 years	39% (17)
75 years or older	2% (1)

Do any children under the age of 18 live in your household?

No	66% (29)
Yes	34% (15)

Does your household contain 3 or more distinct generations (i.e., children, parents, and grandparents all living together in one household)?

Yes	7% (3)
No	93% (40)

What is your race? (Mark one or more races to indicate what race you consider yourself to be)

American Indian or Alaska Native	2% (1)
Asian	0% (0)
Black or African American	0% (0)
Native Hawaiian or Other Pacific Islander	0% (0)
White	98% (43)
A race not listed	7% (3)

If you chose "A race not listed", please specify here.

Human
Hispanic (Panamanian)

Are you of Hispanic, Latino/a/x, or Spanish origin?

No, not of Hispanic, Latino/a/x, or Spanish origin	95% (42)
Yes, I consider myself to be of Hispanic, Latino/a/x, or Spanish origin	5% (2)

Are you considering moving to Sedro-Woolley or elsewhere in the next 1 - 3 years?

Yes, within Sedro-Woolley city limits	9% (4)
Yes, outside Sedro-Woolley city limits	19% (8)
No	72% (31)

What do you think are the biggest barriers to creating more housing in Sedro-Woolley? (Choose top 3)

Lack of available land	47% (20)
High construction costs	77% (33)
Permitting delays or costs	26% (11)
Zoning restrictions	33% (14)
Community opposition	37% (16)
Other (please describe)	19% (8)

If you chose "Other", please describe here.

The cost of housing is the most significant barrier facing many residents in our community. While some programs exist to provide assistance, they often face limited funding and limited resources. For example, single-income households earning above the low-to-moderate Area Median Income (AMI) threshold frequently fall into a gap. These families earn just enough to cover their bills yet do not qualify for assistance. Meanwhile, those with no income or low fixed incomes may qualify for basic support but face years-long waitlists for housing. This gap leaves countless local families living paycheck to paycheck, with no safety net for unexpected costs or emergencies. Many are just one unplanned expense away from losing their homes. For these families, Sedro-Woolley has been their only home for generations. Yet, in times of crisis, they are forced to relocate—uprooting children from their schools and social support networks—because the rising cost of living, coupled with the scarcity of affordable and permanent housing, leaves them no other choice. Seniors are also disproportionately impacted. Rising property taxes, increasing utility costs, and the high expense of home repairs often make it impossible for them to maintain their homes. Repairs go unaddressed, homes become unlivable, and health risks grow. In many cases, these seniors—who have strong roots in Sedro-Woolley and have contributed so much to this community—are forced to leave their homes with no viable alternatives. The sad reality is that some of the most hardworking and humble members of our community, those who consistently step up to help others even when they have little themselves, are the ones most affected by this housing crisis. Building new housing, while necessary, comes with significant challenges. The costs are prohibitive, and the process is complex, even for those who are eager to help. Local agencies that provide vital services face tremendous difficulties as well. Despite their dedication, these agencies lack the funding and resources to fully meet the growing needs of our community alone. To address these issues, we must come together as a community to advocate for solutions that expand housing availability and affordability. This means not only increasing funding for local agencies and programs but also reducing the barriers to building new housing. By supporting both immediate and long-term solutions, we can ensure that Sedro-Woolley remains a place where all residents— young families, seniors, and everyone in between—can thrive and continue to call this community home.

Consideration of alternative housing solutions such as cohabitation, multifamily development, tiny homes villages, and barriers in development for affordable housing

High Interest Rates

City infrastructure. There needs to be a light where the doubt about is by the Les Schwab. It shouldn't take 15 minutes to drive through such a small town. Many people drive way lower than the posted speed limit because they know roundabouts are coming and many people have no idea how to use roundabouts causing a big build up in traffic. By the Les Schwab very few people turn left toward the les Schwab and that road toward the wood company is fenced off and not a road. So a straight through makes way more sense. Roundabouts don't make sense unless people understand what yield vs. a stop sign means, and unless they keep speed elsewhere. Also, there badly needs to be turn lanes by the rehab and hospital on Cook road because it drastically holds up traffic when people stop suddenly then turn, instead of signaling, slowing, then turning like they are supposed to.

The Growth Management Act

The ability for current homeowners to utilize their land to build. We have a mobile home and would like to split our property to build a home for our family but are unable to due to the minimum density requirements when splitting land. We want to add one home, not 4+.

Developers keep building high-end housing. Isn't there a way to require more affordable housing of a given permittee per development? By this I don't mean shoddy. I do mean no one needs closets the size of a 3rd-world house...

Lack of affordable groceries within the city, too much land occupied by churches, too much traffic on Hwy 20 which causes increased unsafe/high speed traffic on parallel residential roads

On a scale of 0 to 5, where 0 means "Not Important" and 5 means "Very Important," how important are the following factors to you in addressing the housing crisis?

Question	0	1	2	3	4	5
Maintaining neighborhood look and feel	5%	5%	7%	10%	29%	45%
Increasing availability of affordable housing	0%	12%	7%	5%	17%	60%
Reducing homelessness	7%	2%	12%	14%	23%	42%
Attracting new residents	19%	19%	21%	21%	14%	5%
Preserving green space	0%	5%	7%	18%	20%	50%
Supporting local businesses through workforce housing	5%	2%	19%	23%	28%	23%

Expand all / Collapse all

0 1 2 3 4 5

Maintaining neighborhood look and feel

5% 5% 7% 10% 29% 45%

Increasing availability of affordable housing

12% 7% 5% 17% 60%

Reducing homelessness

7% 12% 14% 23% 42%

Attracting new residents

19% 19% 21% 21% 14% 5%

Preserving green space

5% 7% 18% 20% 50%

Supporting local businesses through workforce housing

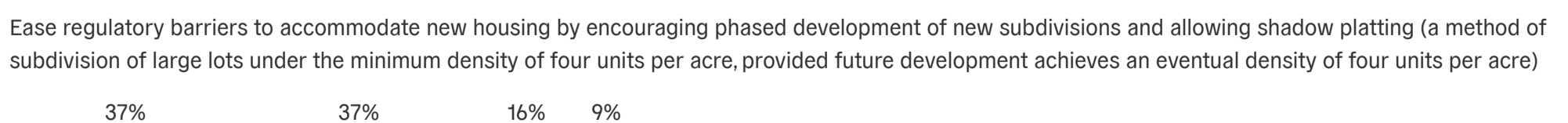
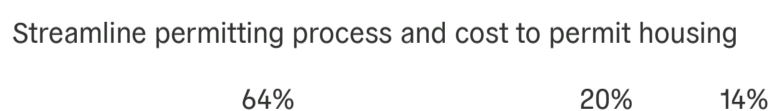
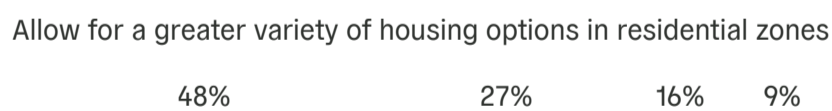
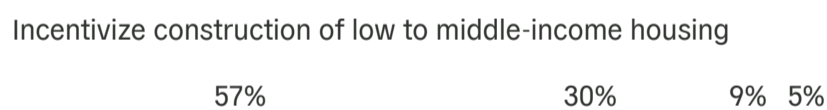
5% 19% 23% 28% 23%

What strategies do you support the City of Sedro-Woolley undertaking to address housing challenges?

Question	Strongly support	Somewhat support	Somewhat oppose	Strongly oppose
Incentivize construction of low to middle-income housing	57%	30%	9%	5%
Allow for a greater variety of housing options in residential zones	48%	27%	16%	9%
Streamline permitting process and cost to permit housing	64%	20%	14%	2%
Ease regulatory barriers to accommodate new housing by encouraging phased development of new subdivisions and allowing shadow platting (a method of subdivision of large lots under the minimum density of four units per acre, provided future development achieves an eventual density of four units per acre)	37%	37%	16%	9%
Encourage infill of undeveloped and under-developed lands	30%	39%	23%	9%
Partner with local non-profits to provide housing opportunities for disadvantaged communities	48%	41%	11%	0%
Increase maximum density allowance for housing developments	20%	27%	39%	14%
Offer tax exemptions or reductions for low-income housing developments	47%	35%	16%	2%

Expand all / Collapse all

Strongly support Somewhat support Somewhat oppose Strongly oppose



Encourage infill of undeveloped and under-developed lands

30%	39%	23%	9%
-----	-----	-----	----

Partner with local non-profits to provide housing opportunities for disadvantaged communities

48%	41%	11%
-----	-----	-----

Increase maximum density allowance for housing developments

20%	27%	39%	14%
-----	-----	-----	-----

Offer tax exemptions or reductions for low-income housing developments

47%	35%	16%
-----	-----	-----

What types of housing would you like to see more of in Sedro-Woolley?

Single-family homes	57% (24)
Duplexes	38% (16)
Triplexes	24% (10)
Cottage housing	57% (24)
Tiny homes	33% (14)
Accessory dwelling units (ADUs)	52% (22)
Townhomes or rowhouses	52% (22)
Low-rise apartment buildings (1 - 3 stories)	43% (18)
Mid-rise apartment buildings (4 - 5 stories)	10% (4)
Mixed-use developments (residential and commercial combined)	48% (20)
Work/Live units	31% (13)
Transitional or supportive housing	40% (17)
Emergency shelters	36% (15)

If you or someone you know has experienced challenges finding housing in Sedro-Woolley, please describe below.

Lack of rental homes when we first moved here (2020)

When my daughter found a good paying job in Bellingham, the rental prices were higher than a mortgage of \$300k. I had the means to help her with a down payment so she could buy a house.

I have personally faced housing challenges, and while I am blessed to currently have a home for my family, the security of that housing feels fragile. If the owners were to sell, my family would likely face housing insecurity again due to the lack of available options and the high costs associated with moving. After experiencing this uncertainty, I cannot fully enjoy the comfort of having a home, knowing it is temporary. Housing prices have skyrocketed, creating significant barriers for many families. Single parents often earn far too little or just slightly over the Area Median Income (AMI) to qualify for homeowner programs, leaving them stuck with options that only cover mortgages of \$350,000 or less—hardly enough in today's market. These families lack true security. My own adult children, both union workers, had to move away because there was no housing available in Sedro-Woolley, the only hometown they've ever known. This heartbreaking trend isn't unique to my family—at least half of the peers I grew up with can no longer live here due to the unaffordability and unavailability of housing. Even more distressing, I now see parents and grandparents of my childhood peers, as well as former classmates, living unhoused in "green areas" within Sedro-Woolley. For many, remaining here in this way is their last connection to a community they've always called home. This issue extends to the next generation as well. Many of the children who once played with my own kids are now unhoused or underhoused because landlords can require three times the monthly rent and be highly selective due to low vacancy rates. The average cost to move into a rental—between \$7,500 and \$8,000—makes it almost impossible for many families to secure housing. For those facing sudden loss of income, medical emergencies, or eviction, the chances of finding housing in a market with virtually no vacancies are close to zero. It is heartbreaking to witness the heart of Sedro-Woolley shift as we struggle to embrace growth while keeping our community intact. It is easy for some to blame bad choices, substance abuse, or mental health struggles, and while these can certainly be factors, for many, these issues only emerged after they became unhoused. Housing insecurity is a root cause of generational trauma, generational poverty, and other systemic challenges that ripple through our community. Those who haven't experienced housing insecurity may be quick to criticize the presence of unhoused individuals in our town, but where are they supposed to go? Many of these individuals went to school with our leaders, have made meaningful contributions to our community, and have simply fallen on hard times. Imagine someone who is 80 years old, disabled, and unhoused, asking for a job. Would they be hired? Without access to basic necessities like a shower or clean clothes, without stability, or while struggling with addiction or mental health challenges, how can they begin to rebuild? Stability and support are prerequisites for progress, and we as a community must do better. We cannot simply ask people to "try harder" or "do better" when we are not providing the tools, stability, and opportunities they need to succeed. Instead, it is on all of us to come together as a community and address these challenges compassionately and effectively. Only then can we create a future where everyone, regardless of their circumstances, has the opportunity to thrive.

When I moved up here from Pierce County I made every attempt to purchase a home in Sedro Woolley, but the lack of available housing caused a perpetual bidding war that ultimately price me out of consideration

I need to leave a domestic violence situation and can't afford to live anywhere but our marital home because I'm finishing a college degree this summer and haven't worked for several years.

I work for Helping Hands Food Bank. Every day we see and here of people suffering from not only a lack of housing but the cost of housing. Even with some of the so called low income housing the costs are to high for the wages in this area.

NA

Lack of affordable rental units, lack of affordable homes for sale, wages don't support individuals being able to afford a home without having roommates.

Homes are too expensive.

NA

Not many appealing options for folks looking to purchase their first home or seniors looking to downsize. Options within budget are slim to none.

A farmer wanted to sell a house he owns to a young family who've been renting it from him but the city said the farmer couldn't sell it to them because he must develop the whole 5 acres into at least 20 homes. The farmer said he eventually would but the city still said no; He must do it now or no deal. The family will not be able to buy that house now because of the city zoning.

No availability of medium or low price housing

Lack of available rental at any price.

N/A

I have met people who had to leave their home because they could no longer afford the payments due to increased interest rates

A lot of friends and family love the area and want to live in sedro but availability of housing and housing cost deter them from moving or limits them until they find means

Our children can't find affordable housing

I have an acquaintance who works in SW, but hasn't been able to move here due to not finding reasonable housing in the area.

Housing prices do not reflect median income of the area.

Property values are astronomical and buying a home here ridiculously expensive for someone just starting out and there are no options to build from a small home/condo ownership to affording a single family home.

They were unable to find ANYthing affordable. Ended up with one uninsulated room for \$800+/ month.

What is your vision for housing in Sedro-Woolley in the next 20 years?

Slight increase. Utilize apartment buildings as well as housing in developments like Bucko Estates.

Enough housing so that we have a walkable downtown and a strong sales tax base so we don't need to raise property taxes on those with fixed/low incomes. Enough housing to also protect farmland, also.

Keeping a small town vibe rather than a large suburb is important to me

In the next 20 years, I hope to see our community come together to create real, sustainable solutions to the significant housing crisis in our small town. This issue will not resolve itself, nor will it disappear without intentional action. I envision our leaders and stakeholders making firm commitments to address this crisis with urgency and care. Over the past five years, I've watched this community grow in incredible ways, yet the availability of housing has not kept pace with that growth. Expanding housing options—both in quantity and variety—would be a tremendous service to all residents. It's time to move beyond temporary fixes that merely mask the problem and instead invest in long-term stability, including wraparound services that address the root causes of housing insecurity. The challenges we face as a community cannot be solved simply by placing individuals into housing or shelters. The deeper, systemic issues must be addressed while providing individuals with the stability they need to escape survival mode. It's important to recognize that people don't want shelters, tiny homes, or transitional housing as their permanent solution. And no one wants to see their children asking why people are sleeping on the streets or encountering individuals living in unsafe conditions on trails or public spaces. What is often overlooked is that those experiencing homelessness today were, in many cases, once among those who might have opposed such solutions. Circumstances can change for any of us, which should foster a sense of empathy and shared responsibility. Our collective focus should be on the health and safety of all community members, ensuring that everyone—whether housed or unhoused—has access to basic human dignity. The conversation should prioritize practical solutions, like keeping people off the streets and ensuring they are successfully housed, rather than getting caught up in debates about aesthetics or neighborhood preferences. All residents, whether they live in HOAs or are unhoused, matter equally. In the future, I hope to see a range of housing options that meet the diverse needs of our community. This includes housing for those who can live independently as well as options for those requiring supportive services. Agencies and builders who receive funding or incentives to address these issues must be held accountable, providing transparency and evidence that resources are being used effectively and as intended. At some point, tough decisions will need to be made. Options should be presented clearly, allowing for informed community input, but it is essential to move forward decisively. Our small town has the opportunity to lead by example, showing that we are too compassionate, innovative, and resilient to let this issue go unaddressed. Together, we can create a future where housing solutions are inclusive and accessible for all.

Leading by example. Taking the necessary steps to develop creative housing solutions with the hopes that other municipalities will follow suit

I'd like to see more affordable rental options for people who are low income

City, County and state government working together to expedite the permitting process. Utility hook-up fees reduced

My vision for Sedro-Woolley in a strong resilient community where everyone has access to affordable housing, living wage jobs and the ability to enjoy the area we live in.

NA

More multi-family affordable housing options and wages that make it possible to afford rent or mortgage.

Mid rise apartment buildings

I would like to see actual evidence of the "housing crisis." All we have is your word that we need many more housing units.

Hopefully subdivisions with lots at or above 8500 sf.

Decent (meaning not broken, leaking, or contaminated) housing for families and seniors. Please keep the parks we have and create more small green spaces to encourage outside activity. It will be expensive, but hope we can repair the sidewalks and add them to neighborhoods now without sidewalks. I walk thru town often and have to walk in the street in many places.

Thoughtful planning. Once a building is built it's there for decades. Because housing - almost everywhere- is in crisis there is a tendency to 'just build something, anything' then aesthetics suffer. The 1940s and 1950s houses have character. The last few decades of mid-priced housing are sad. The townhouses around Cook Road have little distinction - IMHO.

I believe sw will have a much larger downtown area and not have a small town feel.

A healthy housing market where people are able to choose among a variety of housing options to meet their needs.

It can't afford to build new housing unless it fixes the roads and infrastructure problem. Cook road can't continue to be the only way people can get from Fruitdale to the Freeway and or Burlington if you plan on adding even more people. Also, it would be very irresponsible to add a lot more people to the areas of town that are on a floodplain. Plus, it would be illegal to build on protected wetlands and such. If you want more people to live here then commute to Burlington too, then it can't continue to take 15-25 minutes to drive across such an extremely small town. There also needs to be a light near the freeway on ramps and off ramps. Not stop signs. People don't want to move here because the way the traffic and roads run is so bad.

A slow and steady growth that uses more of the GMA than infilling the city to a density higher than the zoning allows.

Create cottage communities

Infrastructure must support increased housing. Schools supported by developers.

Affordable living.

I want to see the neighborhood feel continue, with the expansive green belt and canopy. At the same time I think we can make use of the industrial area by adding townhouses and apartments above the workspaces this also should be added above the retail and commercial zones

I would love to see it grow but with the commitment to having that small town vibe. Trees, parks, trails and keeping the luster of the valley. When I say grow it would come with the strategy to commit to the mentioned. A lot of land is not utilized or able to be utilized to due to restrictions that only a developer can hurdle. So I think being more open to lifting a lot of limitations for future growth while being strategically committing to sedros luster would do great. So in short my vision is more housing for the average income with lots of open possibilities to whom already live in our communities. While with a sprinkle of that small town country feel in the cracks of each house and commercial building built.

More focused on smaller dwellings that can go up quick but when crisis right sizes they are not big empty housing

We need a much better mix of housing types that meets the needs of a wide variety of people of varying income levels. We are too heavily skewed toward single-family homes, which just aren't affordable.

Move to a home with more land

I would like the city to designate the historical areas in town as "HISTORICAL" help owners with the application for national registration. Add to the building code to say something about the aesthetics of the neighborhood. If it's an older one, make your building look older!

Where rentals exist, require quality maintenance and keeping the property clean; limit apartment complexes that aren't in walking distance of services/business; increased senior housing; keep open spaces in residential neighborhoods

Infill to prevent sprawl - STOP oozing out of city limits (annexing)... It's like stealth sprawl. And!! Some of that Infill neeeeeeds to be greenspace parks. Trees. Playgrounds. Trees. I have long said S-W has never met a tree on municipal land that it didn't cut down... Even the vacant lot in Metcalf where the video store was. Tiny park space but it could be really nice.

I understand the desire for growth but would rather see farmland and green space preserved than an increase of urban sprawl.

Do you have any additional suggestions for how the City could address housing needs?

None

Make clear we do not want to become like Seattle, but we are willing to do more than our fair share of the work to keep housing out of the 100-year volcanic floodplain.

Devise a program to assist renters with a down payment to purchase a home. Paying a mortgage is better than paying rent

Engaging with individuals who have lived experience of housing insecurity is a critical step in addressing the barriers our community faces. Hosting meetings specifically for this group can provide an invaluable opportunity to hear their voices in a safe, nonjudgmental environment. Many individuals experiencing homelessness or housing instability avoid traditional community meetings due to the stigma and fear of being treated with the same prejudice they encounter daily on the streets. By creating a welcoming and inclusive space, we can foster open dialogue and allow them to share their true stories, insights, and deep connections to this community. These individuals possess firsthand knowledge of the challenges and gaps within our systems. Who better to provide meaningful feedback than those who navigate these barriers every day? Their experiences can shed light on the realities of housing insecurity, offering perspectives that data alone cannot fully capture. To ensure the success of these meetings, we must: Establish a Safe and Respectful Environment: Choose venues and facilitators that prioritize respect, empathy, and confidentiality, ensuring that all participants feel valued and heard. Build Trust: Approach these gatherings with genuine care and humility, demonstrating a commitment to listening and taking meaningful action based on their input. Remove Barriers to Participation: Offer transportation, childcare, and refreshments, and schedule meetings at accessible times and locations to make it easier for individuals to attend. Partner with Trusted Community Advocates: Work alongside local organizations and advocates who already have relationships with those experiencing housing insecurity. This can help build trust and increase participation. Commit to Action: Ensure that the feedback gathered from these meetings informs policies, programs, and solutions. Participants should see their input reflected in tangible outcomes to reinforce their voices' importance. By creating a space for lived experiences to be shared, we honor the resilience of these individuals and tap into a vital resource for crafting more effective and compassionate solutions. This approach not only strengthens our understanding of the housing crisis but also reinforces the community's collective commitment to inclusivity and equity. Together, we can build solutions that reflect the values and needs of every member of our community. There is great opportunity for future community leaders to take part in solutions. I would encourage you all to take this into consideration.

Consider alternative short-term solutions not defined by HUD that would allow for those under 30% AMI to have that basic need of shelter while we wait for supply to meet demand. Having a safe place to sleep and a place to store your items while waiting for housing solutions to be developed would provide a stronger foundation for County growth and reduce the burdensome perception of homelessness

Adopt a law that limits rent to certain amounts for different square footage. I can't even rent a bedroom in a stranger's 3 bedroom house for less than \$1000 per month with utilities right now

County and state and mortgage lenders to allow alternative water sources such as cistern's, above ground water storage. We have land available. What we don't have in Skagit County is available water.

In my opinion the housing crisis is a 2 headed monster. The first head is housing itself. We need more. This is for all income brackets but especially low income. Wait lists for low income housing in our area are years long and a lot of our low income population can not afford to wait this long. Even with this though one of the biggest needs we need is more transitional shelter options. We have some in Sedro-Woolley for families but they are full more times then not and there is nothing for single people or the elderly. With more transitional housing options available we would be able to house more of the unhoused population in the city until such a time as housing opens up for them. The second head is a lack of living wage Jobs in our area. With our current housing market both rentals and ownership being so high to many people just do not have access to these units. With a average home price of \$500,000 a family to comfortably be able to afford a purchase they would have to make \$100k a year. The rental market is just as bad. Someone making 17-20 dollars a hour can not afford the average apartment but that is what most employers pay. We need to attract more businesses paying living wage jobs so our residents and community members can afford to live here.

NA

Reduce property tax for seniors.

Increase development

no

Infill is important. There are many parcels that are a good candidate for that.

Give presentations of potential designs. Have round tables. If nothing else we can meet and greet our neighbors, which is critical for building a real community.

Planning commissioners can invite someone to the meeting

The City should identify some publicly owned land (or purchase land) that would be viable for operating an emergency shelter or supportive housing. This could be done in partnership with a local non-profit.

Housing is always more expensive inside city limits. Allow housing developments outside of the city for more affordable homes. That was the only way I could afford to live in this area.

Incentives for developers concerning the downtown area

Allow for exceptions to the rules as deemed appropriate.

allow for ADU's even on the smaller single family lots

Less restrictions for single family homes with acreage. I personally can't do anything with my land because of limitations. I think it's a valuable resource for growth, being a person in the community splitting their land into what the city sees as a vision in 20 years. Not a developer smashing a bunch of homes together and adding a street because they have the means to do so. It just puts the control in the person that already lives here and the cities. Not a developer that is basically set on a bottom line and have the money to satisfy restrictions.

Using a variety of methods to encourage affordability means a better chance of actually achieving it. I believe looking at rezoning areas for more multifamily and possibly revisiting our current zoning code to see how we can rethink density in creative ways would be helpful to this end.

Decentivize homeowners with multiple properties

Senior housing (independent, assisted, memory care) of quality could be increased. Some low income housing added would be useful however closely monitor for drugs and other illegal activities

I'm horrified by the high-rises, but more so because they are pricey and where is there any greenspace??

If you would like to be entered into the raffle for one of four \$25 local gift cards, please provide your email address below. (The submittal of an email address will only be used to contact the gift card winners)

growlernoise@gmail.com

mirandashawil79@gmail.com

cmessinger@voaww.org

Nwcaplady@gmail.com

Laurenveltkamp@gmail.com

erik@helpinghandsfoodbank.org

NA

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Jacksonwells2@gmail.com

Annalog@earthlink.net



Formerly DCG/Watershed

Summary Report

Land Capacity Analysis - DRAFT

CITY OF SEDRO-WOOLLEY

AUGUST 1, 2024

Prepared for:

City of Sedro-Woolley
Tom Glover, Community Development Director

Facet Number: 2401.0458

Prepared by:

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Executive Summary

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Appendices

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1. Overview and Context

1.1 Comprehensive Plan Periodic Update Requirements

The City of Sedro-Woolley is in the process of periodically updating its comprehensive plan as required under the Growth Management Act (GMA). An essential component of the analysis of existing conditions needed to plan for adopted growth allocation targets is the analysis of land capacity, required as part of the comprehensive plan's land use element under Washington Administrative Code (WAC) 365-196-325.

This report evaluates the relationship between the development capacity of tax parcels within city limits under current zoning and the projected need for commercial/industrial (employment) and residential uses over the 20-year planning horizon. The comprehensive plan periodic update deadline is December 31, 2025, and the City is planning for growth out to 2045.

1.1.1 Population and Housing Growth Allocations

The Skagit Council of Governments (SCOG) issued the "Skagit County Population, Housing and Employment Growth Allocations" final report on April 29, 2024. Within that report, growth allocations (population, housing, and employment) are assigned to all cities, unincorporated UGAs, and rural areas out to 2045.

New for the 2025 plan update cycle is the substantive differentiation between the population growth allocation and the housing allocations by income band. The former is based on forecasted countywide population between 2022 and 2045 using the Office of Financial Management's (OFM) Medium-series population projection for the county and then allocated across Urban Growth Areas (UGAs) using a growth rate derived from historical trends between 2012 and 2022.

Table 1. Population Growth Allocations for Sedro-Woolley UGA

UGA	2022 Population	2025 Population	2045 Population Targets	2022-2045 Population Growth	
				Amount	Pct Total Growth
Sedro-Woolley City	12,596	13,236	16,596	4,000	14%
Unincorporated	1,500	1,578	1,986	486	2%
Sedro-Woolley UGA Total	14,096	14,813	18,582	4,486	15%

Source: SCOG, 2024

Housing income band allocations are derived from forecasted population growth as well as the Housing for All Planning Tool, or HAPT, developed by the Washington State Department of

Commerce (Commerce) to assist communities in this comprehensive plan update cycle. This tool was developed in response to major changes to the Housing Element requirements in the GMA (RCW 36.70A.070(2)) adopted in House Bill 1220 in 2021 by the Washington State Legislature.

The HAPT model provides three methods for allocating future housing unit needs. Method A distributes calculated countywide growth in housing units or net new units needed by UGA based on the allocation of future population growth and distributes housing need by income band based on the countywide distribution by income band. Method B distributes total future housing units needed by UGA based on the allocation of future population growth and distributes total future housing units by income band based on the countywide distribution. With Method B, net new housing units are calculated by UGA by subtracting existing housing units by income band from total future housing units by income band.

In its "Population, Housing and Employment Growth Allocations" report, SCOG and the Growth Management Act Technical Advisory Committee (GMATAC) select Method A with the following modifications:

- Reduce housing unit allocation within the 0-50% AMI band in the Rural geography or outside of UGAs by 90%. Member feedback indicates that housing unit types are limited in rural areas. While some Accessory Dwelling Unit (ADU) development can be expected, there are limitations to multifamily housing development. Additionally, land costs may be prohibitive for housing within the 0-50% AMI bracket.
- Rebalance the housing unit allocations to ensure that the total by UGA remains consistent with the HAPT Method A output by reallocating the calculated need from the greater-than-120% AMI bracket from each UGA to the rural geography.

On July 10, Commerce released an update to the HAPT tool with the inclusion of Method C, which uses the same approach as Method A but with the following changes:

- All countywide housing needs for 0-50% of AMI and emergency housing needs are allocated only to cities and unincorporated UGAs because new housing at 0-50% AMI is not typically feasible in rural areas, and
- It allows communities to also enter allocation shares of future housing for specific unincorporated UGAs, with an additional option for rural sub-areas.

The process undertaken by Skagit County and the cities within the County (including Sedro-Woolley) through the Skagit Council of Governments (SCOG) resulted in housing allocations in line with what the outputs of Methodology C would indicate, so the SCOG plans to rely on the Growth Projections and Allocations as outlined in the final report dated April 29, 2024¹.

Commented [MC1]: Will update once I get feedback from city.

¹ Skagit Council of Governments. (2024) "Growth Projections and Allocations Final Report." [GrowthProjectionsAndAllocationsFinalReport-2024-04-29.pdf](https://www.skagit.net/Portals/0/Files/2024-04-29%20Growth%20Projections%20and%20Allocations%20Final%20Report.pdf) (scog.net)

Table 2. Net New Housing Needed by AMI, Sedro-Woolley UGA, 2020-2045

UGA	Net New Housing Need (2020-2045)								Emergency Housing Need (Beds)
	Total	0-30% Non-PSH	0-30% PSH	30-50%	50-80%	80-100%	100-120%	120% +	
Sedro-Woolley City	2,360	741	475	339	181	161	463	43	
Unincorporated	287	90	58	41	22	20	56		
Sedro-Woolley UGA Total	2,647	532	299	533	380	203	519		

Source: SCOG, 2024

1.1.2 Employment Growth Allocation

The GMATAC confirmed a preference for Scenario 2 for employment allocations as follows:

Table 3. Employment Growth Allocation for Sedro-Woolley UGA, 2022-2045

UGA	2022 Employment	2045 Employment Target	2022-2045 Emp Growth	Pct Total Growth	CAGR
Sedro-Woolley UGA	4,640	7,040	2,399	12%	1.8%

Source: SCOG, 2024

1.2 Existing Plan Capacity

Sedro-Woolley’s current comprehensive plan contains a land capacity analysis in Appendix A. This appendix, which will be referenced throughout as it relates to methodology and mapping, reports the following summary of Sedro-Woolley’s housing and employment capacity.

Table 4. 2036 Land Capacity in Sedro-Woolley UGA

Zone	Gross Buildable Acres			% Infrastructure	Market Factors		Acres Net Buildable	Jobs/Acre	DU/Acre	Added Capacity	
	Vacant	Pt Vacant	Total		Vacant	Pt Vacant				Jobs	DU
R5	176.8	204.8	381.6	25%	15%	20%	235.6	-	5.0	-	1,177
R7	55.4	47.7	103.1	25%	15%	20%	63.9	-	7.0	-	447
R15	13.7	9.5	23.2	25%	15%	20%	14.4	-	15.0	-	216
MC	63.6	16.5	80.1	25%	25%	25%	45.1	20.0	-	901	-

CBD	8.0	1.2	9.2	25%	25%	25%	5.2	20.0	-	103	-
I	47.5	9.7	57.2	25%	25%	25%	32.2	6.5	-	209	-
P	251.2	-	251.2	-	-	-	-	-	-	-	-
OS	6.8	-	6.8	-	-	-	-	-	-	-	-
Total	623.0	289.3	912.3	25%	15%	25%	396.3			1,213	1,840
	Dwelling Unit (DU) to Population Conversion:										
	Residential Occupancy Factor (% of all units)										92.9%
	Occupied Unit Capacity										1,709
	Average Household Size (persons per occupied household)										2.59
	Anticipated Population Capacity (added population to 2036)										4,427

Note: No jobs are allocated to P or OS lands with this buildable land analysis.

Employment potentials with the Northern State site are being addressed separately by the City of Sedro-Woolley.

Source: City of Sedro-Woolley, Washington State Office of Financial Management, and E.D. Hovee & Company, LLC.

1.3 Methodology

Facet adapted the methodology used in the 2015 land capacity analysis, with some modifications as noted in the sections below, which follow the outline from the 2015 LCA.

1.3.1 Zones

The outline below describes the zones included in the analysis. Note that the two overlay zones were implemented since the 2015 LCA was completed.

Residential Zones:

- Residential 5 (R5) – for single-family use at up to 5 DU/acre
- Residential 7 (R7) – primarily single-family at up to 7 DU/acre
- Residential 15 (R15) – allowing single- and multi-family uses at 4-15 DU/acre

Employment Zones:

- Mixed Commercial (MC) – encouraging a mix of commercial with upper level residential
- Transitional Mixed Commercial Overlay (TMCO) – encourage the conversion of underlying zone from Industrial to Mixed Commercial
- Industrial – intended for manufacturing, warehousing, distribution and office uses

Mixed-Use Zones:

- Urban Village Mixed Use Overlay (UVMU) – encourage a compatible mix of commercial and residential development and more diverse types of residential density. Overlays onto the MC zone
- Central Business District (CBD) – allowing all forms of commerce with multi-family housing on upper levels or independent, at 2-4 DU per building for specified locations

Public and Open Space Zones:

- Public (P) – for parks, schools, public infrastructure and related public use
- Open Space (OS) – for parks, recreation, public infrastructure and related public use

The City provided Facet with a zoning shapefile from 2015. Facet extracted a tax parcels shapefile as well as city limits and urban growth area (UGA) shapefiles from Skagit County in July 2024. We added fields for GIS acres, wetland critical area acres, non-wetland critical area acres, GMA jurisdiction, and zoning, selected parcels by location within the city and UGA, and exported these as separate datasets. GMA jurisdiction was calculated for both datasets, GIS acres was calculated via the calculate geometry function using the State Plane North projected coordinate system, and zoning was applied to each parcel by selecting the zoning shapefile by attribute one zone at a time then using that selection to select parcels by location and calculate the current zoning.

1.3.2 Critical Areas

The City of Sedro-Woolley wished to continue calculating critical area constraints at the parcel level. To that effect, Facet created two different critical area shapefiles to conduct spatial analysis on the tax parcels as follows:

- Floodway – all affected area is deducted and considered unbuildable. The water body feature class in WA DNR's hydro dataset was used.
- Steep Slopes – all area affected by high probability of slope instability deducted and considered unbuildable. Facet used the 2017 North Puget LIDAR dataset and conducted a slope analysis, converting to a vector polygon shapefile and deleting all polygons with less than 40 percent slopes from the dataset.
- River/Stream/Creek Buffers – all affected area deducted and considered unbuildable. We used the watercourse feature class in WA DNR's hydro dataset and applied buffers to stream types using Sedro-Woolley's critical areas ordinance and buffered the watercourses and dissolved the features.
- Bonneville Power Administration (BPA) Easement (262.5 feet) – all affected area deducted and considered unbuildable. We used aerial imagery and existing parcel boundaries to estimate the centerline of the easement. A new polyline was created and a buffer of 131.25 feet was applied.

- Puget Sound Energy (PSE) Easement (100 feet) – all affected area deducted and considered unbuildable. We used aerial imagery and existing parcel boundaries to estimate the centerline of the power line corridors for PSE lines. A new polyline was created and a buffer of 50 feet was applied.
- Williams Pipeline Easement (75 feet) - all affected area deducted and considered unbuildable. We used aerial imagery and existing parcel boundaries to estimate the centerline of the pipeline easement. A new polyline was created and a buffer of 37.5 feet was applied.
- Wetlands – deduction of 50% of the buildable area of affected tax lots. We used National Wetland Inventory (NWI) data.

The above critical area features were combined using a series of geometric unions. The union shapefile was split such that areas that were encumbered by wetlands ONLY were extracted to their own shapefile. The remainder were exported as a non-wetland critical areas shapefile. These two critical area mosaic shapefiles were combined via the union tool with the city and UGA parcel shapefiles and acres of these two categories of critical areas were calculated in the wetland critical areas and non-wetland critical areas fields in the parcel shapefiles in the previous step. The non-wetland critical areas acreage of each parcel was subtracted from the GIS acres of each parcel to result in the buildable area of each parcel. Parcels containing a wetland at any level resulted in a 50% reduction in the buildable area calculated above.

- 100-year Floodplain – deduction of 50% of the buildable area of affected tax lots. Online FEMA FIRM maps are not available for the inland areas of Skagit County. Facet used the scans of the paper FIRM maps and georeferenced the image onto the GIS map, using this to manually create a shapefile of the 100-year floodplain. Aerial imagery was used to estimate the floodplain boundary in areas where the floodplain was not mapped due to expansions of city limits since the FIRM maps were created in 1988. This shapefile was used to manually reduce the buildable area of affected parcels by 50%.

1.3.3 Development Status

As with the 2015 land capacity analysis, the goal of this analysis was to determine land supply and development capacity of vacant and partially vacant tax parcels in Sedro-Woolley.

The GIS shapefiles of parcels in the city and in the UGA, joined with critical areas and buildable area calculated accordingly as described above, were exported to a database file (DBF) and then saved as an Excel spreadsheet.

We then extracted all parcels with tax exempt status to a separate tab called “undevelopable – exempt”.

We filtered the all parcel dataset by zoning district and created a separate tab for each district.

Within each tab, several new fields were created for data analysis:

- “Has_Wetland” is a binary field with 1 calculated when wetland acres are greater than 0, and 0 when wetland acres are zero;
- “Developable_Acres” is a field where the GIS acreage is converted to developable acreage by subtracting critical areas acreage from GIS acreage or multiplying GIS acreage by 0.5 depending on the presence of wetlands (see below for details).
- “IsTract” is a binary field representing whether the parcel is coded in the assessor data as an HOA tract (access tract, stormwater tract, open space tract) where 1 represents a parcel that begins with “(27COMAREA)” in the “Neighborho” field.
- “IsVacant” is a binary field representing whether the parcel can be considered vacant.
- “IsPartiallyUsed” is a binary field representing whether the parcel is partially vacant.
- “isBuildable” is a binary field representing whether a parcel that is either vacant or partially vacant based on the following calculations is truly buildable.
- “VacantAcres” is a field that returns the developable acres field value if the “IsVacant” value is 1.
- “PartiallyUsedAcres” is a field that returns the developable acres field value if the “IsPartiallyUsed” value is 1.
- “LandCapacityStatus” – returns four separate values using the above fields based on the categories enumerated below.
- “VacantUnits” (included in parcels with potential residential capacity in the residential zones and in the TMCO and UVMU zones) – calculates the potential yield for parcels where the “VacantAcres” value is above zero by multiplying developable acres by the maximum density in the zone and rounding down.
- “PartiallyUsedUnits” – calculates the potential unit yield for parcels where the “PartiallyUsedAcres” value is above zero by multiplying the developable acreage by the maximum density, rounding down, and subtracting 1 to account for the home located on the lot.
- “Notes” – a text field for describing where calculations were overridden and why.

The following are the land development status categories represented in this analysis:

- Vacant – Vacant tax lots have no structures or have structures with limited value. Consistent with the 2015 LCA, we used tax lots with improvement values under \$10,000. We also introduced additional filters of having a land use code greater than or equal to 900 (land use codes for vacant land) and not having a land use code used for mobile home parks, which can sometimes show up as iterations of the same physical parcel with improvement values of zero. We also used the “IsTract” column to code whether the parcel is an HOA tract or a true tax lot. Tracts were removed from consideration as vacant.

- Partially Vacant – Partially vacant tax parcels are those that are occupied, but that contain enough land to be further subdivided without rezoning. We calculated this in the spreadsheet to exclude parcels that are assigned a binary value of 1 for vacant. From that point, two separate calculations were performed for different zone categories:
 - Single-family zones (R1, R5, and R7) – We excluded parcels where the land use code is a duplex, the parcel is a tract, and where the vacant binary value is 1. Then, we assigned a value of 1 if the GIS acres of the parcel is greater than or equal to double the minimum lot size in the zone and a value of 0 if the area is less than double the minimum lot size. (The minimum lot sizes are 1 acre in the R1 zone, 0.19 acres in the R5 zone, and 0.138 acres in the R7 zone.)
 - Multifamily and mixed use zones (R15, TMC0, and UVMU) – We excluded parcels with a vacant binary value of 1, then for the remainder, we assigned a partially vacant value of 1 if the parcel's improvement to land value ratio is less than 0.5 and 0 for an improvement to land value ratio of greater than or equal to 0.5.
- Unbuildable – Land that is overly impacted by critical areas or constraints that preclude development. A parcel is classified as unbuildable (value of 0) in the "IsBuildable" field if:
 - It is more than 90% constrained by all critical areas (wetland plus non-wetland critical areas divided by GIS acres is greater than 0.9); and
 - It has less than 10,000 square feet of buildable land (employment zones) or cannot accommodate the zoned density in a residential zone on a lot with less than 10,000 square feet of buildable area (residential zones).
- Developed – Parcels that return a value of 0 for vacant, partially vacant, and buildable are coded as "developed" in the Land Capacity Status field. HOA tracts are coded as "developed".
- Undevelopable – Exempt – Parcels with a tax exemption were moved to a separate sheet and assigned a land capacity status of "undevelopable – exempt." The parcels owned by the Port of Skagit County in the "core" and "influence" areas of the SWIFT Center Subarea Plan were manually moved to the "P" zone sheet to enable them to be counted in the employment capacity calculations.
- Undevelopable – parks and open space – Parcels with zoning of P and OS were assigned a land capacity status of "undevelopable – parks and open space" (except for the 13 parcels composing the core and influence areas of the SWIFT center, which were originally sorted into the undevelopable – exempt).

1.3.4 Assumptions

The Facet team built off the assumptions from the 2015 LCA as follows:

1.3.4.1 Residential Assumptions

The following table of assumptions and variables describes how this LCA builds on the one completed in 2015, including noting where no changes were made.

Table 5. Residential Assumptions and Changes in 2024 LCA

Variable or Assumption	Allocation or Calculation	Change from 2015 LCA
Zoning – R5, R7, R15, TMCO, UVMU	2023 zoning shapefile provided by City	Updated with zoning boundaries circa 2023. Added capacity in TMCO and UVMU based on municipal code
Parcels	Skagit County tax parcel GIS data	July 2024 data download. Jurisdiction manually changed from Skagit County to City of Sedro-Woolley for two recent annexations
Assessor Data	Skagit County Assessor comment delimited (CSV) table download	Downloaded July 2024, joined to GIS tax parcel data using Parcel #
Residential Capacity (in acres for housing units)	Parcel size – existing dwellings – critical areas/easements – infrastructure – market factor	Calculation modified to apply public infrastructure and market factor deductions to the zone rather than individual parcels
Maximum Density	R5 – 5 du/ac R7 – 7 du/ac R15 – 15 du/ac TMCO – 8 du/bldg (assumed 8 du/ac) UVMU – 35 du/ac	TMCO and UVMU added to 2015 assumptions, as these zones did not exist at the time of the 2015 LCA

Variable or Assumption	Allocation or Calculation	Change from 2015 LCA
Average Household Size	2.58 persons per occupied household	US Census Bureau, American Community Survey 5-Year Estimates 2018-2022, Table S1101
Occupancy Rate	96%	Updated from 92.9% figure cited in 2015 LCA
Infrastructure Deduction	25% infrastructure deduction applied at the zone level	Changed from 2015 methodology (deduction no longer applied at parcel level)
Minimum Lot Size	<90% constrained with at least one buildable legal lot	No change
Market Factors	15% vacant land 20% residential partially vacant, large lot 60% residential partially vacant, small lot	Market factors applied at zone level instead of parcel level. Random sampling of partially vacant lots with theoretical capacity of 4 lots or fewer (n=20) checked via aerial imagery and constraints to arrive at separate market factor for small partially vacant lots
Employment in residential zones	No allocation proposed	No change
Planned Residential Developments	No adjustment proposed	No change

Source: E.D. Hovee & Company, LLC, 2015. Additions by Facet

1.3.4.2 Employment Assumptions

Table 6. Employment Assumptions and Changes Made in 2024 LCA

Variable or Assumption	Allocation or Calculation	Change from 2015 LCA
Zoning – MC, CBD, I, TMC0, UVMU	2023 zoning shapefile provided by city	TMC0 and UVMU added

Variable or Assumption	Allocation or Calculation	Change from 2015 LCA
Employment land capacity (in acres for jobs)	= parcel size (acres) – existing land in use – critical areas/easements – infrastructure – market factor	Infrastructure and market factor deductions applied at the zone, not the parcel, level. Critical areas adjustments as described in previous section
Employment Density	6.5 jobs/acre industrial 20 jobs/ac commercial and government	No change
Critical Areas and Other Constraints	Deducted out of gross parcel area	As described in previous section on methodology
Infrastructure Deduction	25% of total jobs deducted in each zone	Applied at zone level instead of parcel level
Market Factor	25% deduction	Applied at zone level instead of parcel level
Jobs Allocation by Zone	N/A	Jobs not analyzed by sector
Housing in Employment Zones	8 du/ac for TMCO zone 35 du/ac for UVMU zone	Using density provisions in these zones in Sedro-Woolley Municipal Code (not in 2015 LCA)
Public/Open Space Zoned Land	13 parcels zoned P in SWIFT Center allocated roughly 219 jobs per parcel to arrive at 2855 job capacity of SWIFT center; no other jobs allocated to these zones	SWIFT center planning was not complete at the time of the 2015 LCA

Source: E.D. Hovee & Company, LLC, 2015. Additions by Facet

2. Land Capacity Analysis Results

The following tables show housing and population (Table 7) and Employment (Table 8) capacity for the City of Sedro-Woolley. Note that while data were analyzed for the unincorporated UGA, current Skagit Countywide Planning Policies prohibit the assignment of urban capacity to unincorporated UGAs because services cannot be extended by cities into their UGAs prior to annexation.

2.1 Capacity

Table 7. Sedro-Woolley Land Capacity for Housing and Population

Zone	Vacant	Partially Vacant	Total	Market Factor	Infrastructure Deduction	Final Housing Units	Population
R5 (large lot partially vacant)	501	821	1,322	1,083	812	812	2,009
R5 (small lot partially vacant)	0	144	144	58	43	43	107
R7 (large lot partially vacant)	236	504	740	604	453	453	1,120
R7 (small lot partially vacant)	0	321	321	128	96	96	238
R15	99	38	137	115	86	86	213
R1	0	0	0	0	0	0	0
TMCO	19	17	36	30	22	22	55
UVMU	421	296	717	595	446	446	1,103
Total	1,276	2,141	3,417	2,611	1,959	1,959	4,846

Source: Facet, 2024

Table 8. Sedro-Woolley Land Capacity for Employment

Zone	Vacant Acres	Partially Vacant Acres	Vacant Jobs	Partially Vacant Jobs	Total	Market Factor	Public Land Deduction	Total Jobs
Central Business District (CBD)	3.65	5.42	68	91	159	119	89	89
Industrial (I)	46.77	11.31	287	58	345	259	194	194

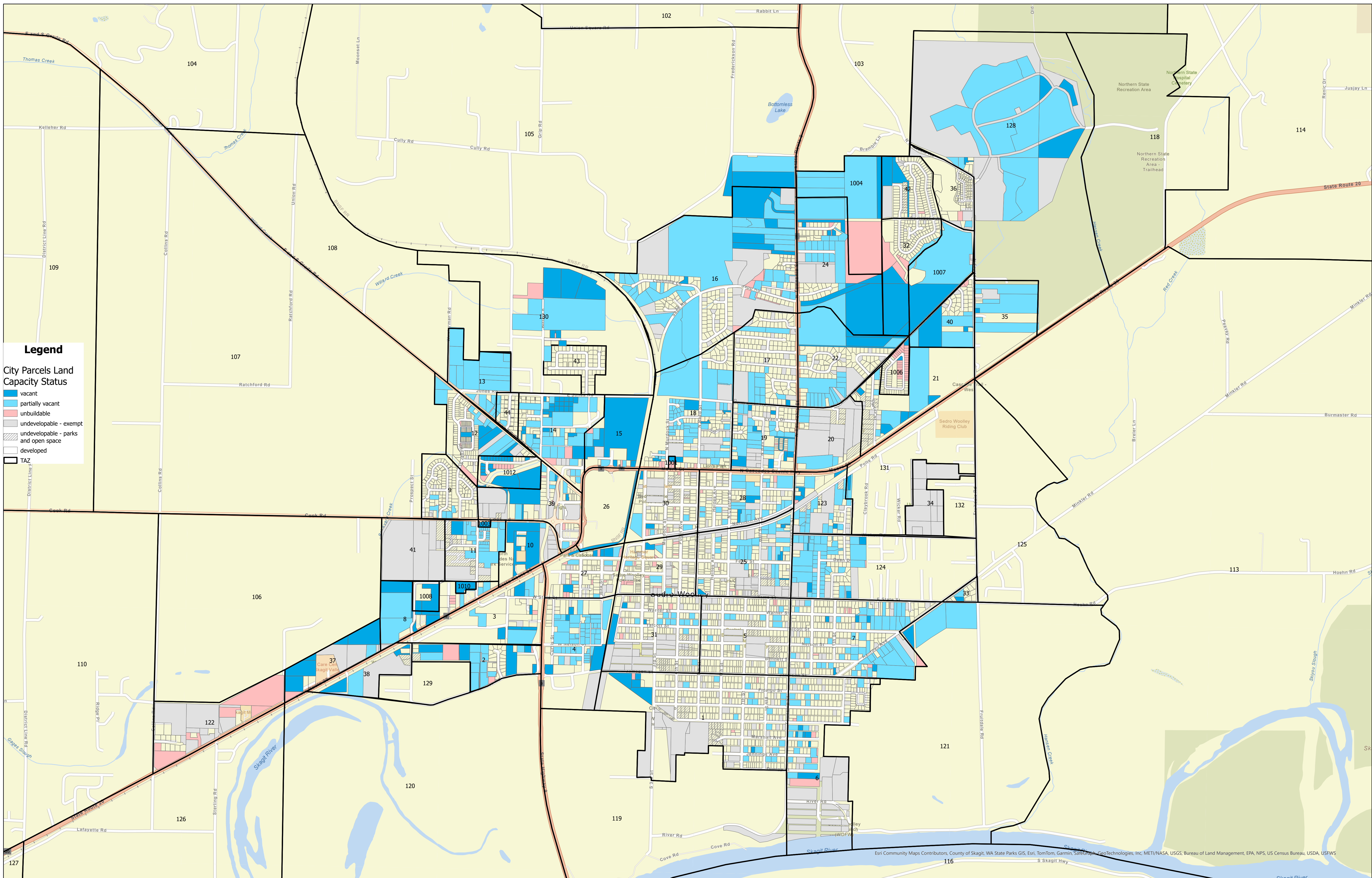
Zone	Vacant Acres	Partially Vacant Acres	Vacant Jobs	Partially Vacant Jobs	Total	Market Factor	Public Land Deduction	Total Jobs
Transitional Mixed Commercial Overlay (TMCO)	2.61	2.17	50	42	92	69	52	52
Mixed Commercial (MC)	26.46	21.20	516	400	916	687	515	515
Urban Village Mixed Use Overlay (UVMU)	12.13	8.50	240	165	405	304	228	228
Public (P), SWIFT Center	10.46	81.00	657	2,198	2,855	n/a	n/a	2,855
Total	102.06	129.60	1,818	2,954	4,772	1,438	1,078	3,933

Source: Facet, 2024

References

E.D. Hovee & Company, LLC. (2015) "Memorandum. Subject: Sedro-Woolley Buildable Land & Land Capacity Analysis Report." Published as Appendix A-Buildable Lands Report in current adopted Sedro-Woolley Comprehensive Plan. Available at https://cms5.revize.com/revize/cityofsedrowoolley/Departments/Planning/Comprehensive%20Plan/Comp_Plan_Ch_2_Appendix_A-Buildable_Lands_Report.pdf

Skagit Council of Governments (SCOG). (2024) "Skagit County Population, Housing and Employment Growth Allocations." Prepared by Community Attributes Inc. on behalf of Skagit Council of Governments. Published April 29, 2024. Available at https://www.scog.net/Growth_Management/2024/GrowthProjectionsAndAllocationsFinalReport-2024-04-29.pdf

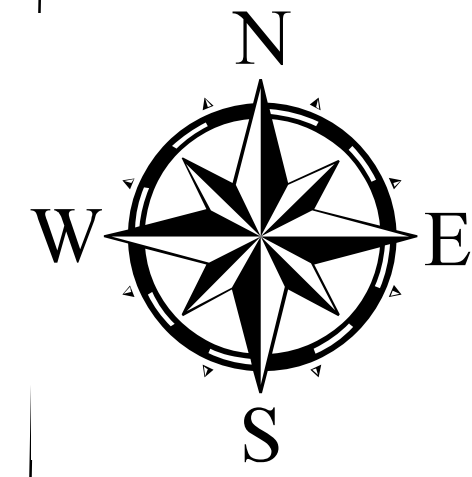


Legend

City Parcels Land Capacity Status

- vacant
- partially vacant
- unbuildable
- undevelopable - exempt
- undevelopable - parks and open space
- developed
- TAZ

City of Sedro-Woolley Zoning Map



Legend

- Sedro-Woolley_City Limits
- Urban Growth Area
- Streets
- Railroads
- Streams
- Water
- Parcels_Current_Addresses

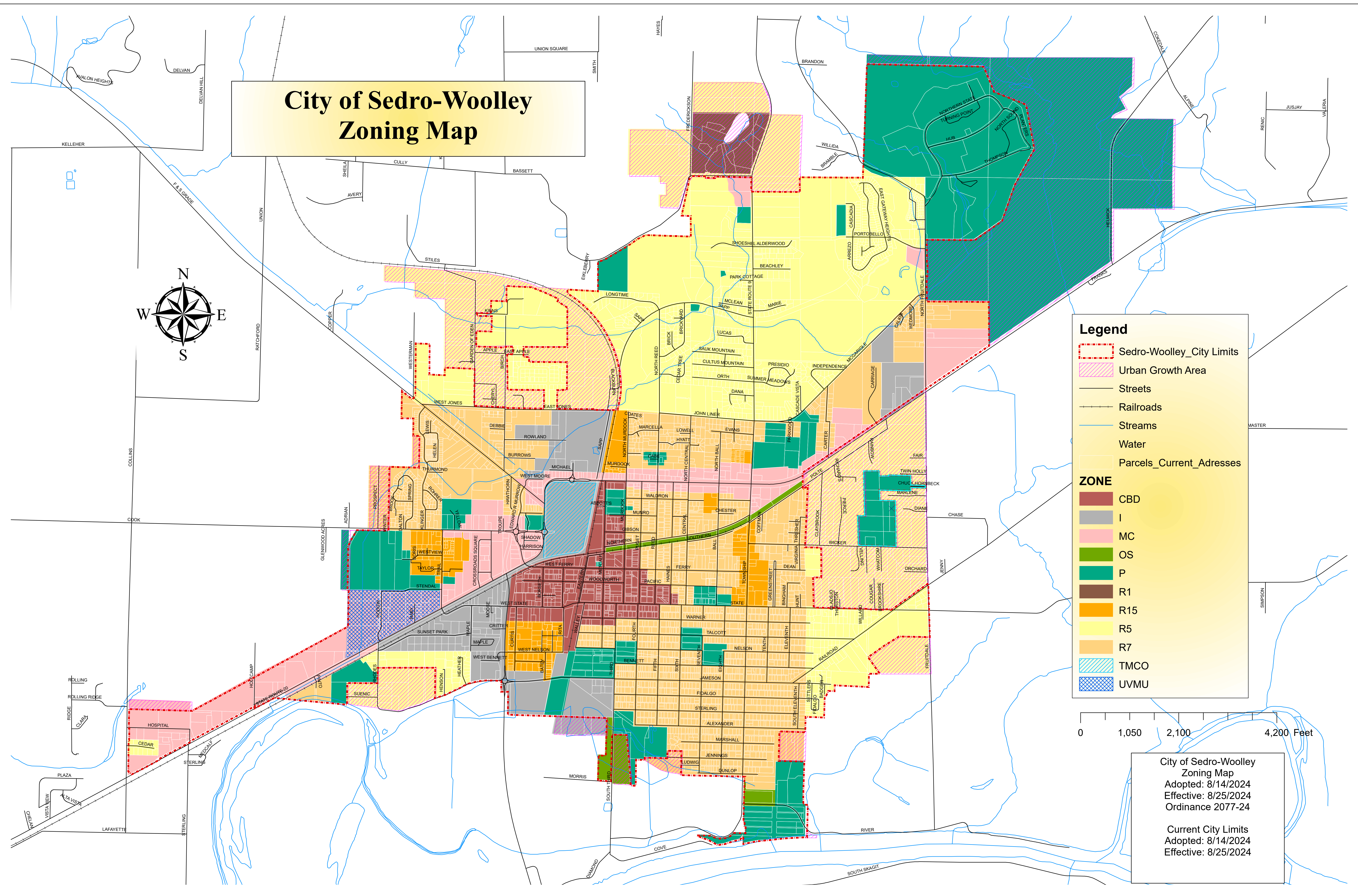
ZONE

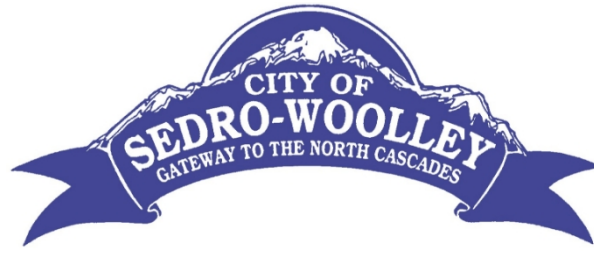
- CBD
- I
- MC
- OS
- P
- R1
- R15
- R5
- R7
- TMCO
- UVMU

0 1,050 2,100 4,200 Feet

City of Sedro-Woolley
Zoning Map
Adopted: 8/14/2024
Effective: 8/25/2024
Ordinance 2077-24

Current City Limits
Adopted: 8/14/2024
Effective: 8/25/2024





City Council Agenda Item

Agenda Item No.: f.1.

Date: March 5, 2025

From: Woody Tovar Cano, IT Director

Subject: Adding Additional Licenses - Microsoft Enterprise - Insight - Action Requested

RECOMMENDED ACTION:

Motion to authorize Mayor Johnson to sign the Purchase Order SWIT25-022801 agreeing to the 3-year contract with Insight Public Sector for \$39,502.20.

ISSUE:

BACKGROUND/SUMMARY INFORMATION:

On January 22, council approved the renewal of our Microsoft 365 licensing. This new contract is to add another 30 licenses to cover the new employees and vacant positions. These licenses are needed for the day-to-day functions of city employees, allowing them to send/receive email communication, access city resources via the Microsoft Intranet Sharepoint site, utilize the Microsoft Office products installed on workstations, and integrates with other software solutions being deployed.

FISCAL IMPACT, IF APPROPRIATE:

This is a 3 year contract with Insight Public Sector for \$39,502.20 which comes out to \$12,415.20 the first year and \$13,543.50 the last two years of the contract.

ATTACHMENTS:

1. 0225-City of Sedro-WooleyV2-Supp-DSG
2. PO_SWIT25-022801-insight



City of Sedro-Wooley

Quotation: 0225-City of Sedro-WooleyV2-MSEA-DSG
Date: February 28, 2025
Enrollment: 55269452
Contract: CTR060025 / 14922-03

Insight Team
Racki, Derek
(505) 318-3191

<http://www.insight.com/azureterms>

Customer understands and acknowledges that it is obtaining the software Products directly from Microsoft Corporation and that Insight provides no warranty to Customer covering the Products purchased hereunder. All warranties relating to such Products are granted solely by Microsoft Corporation.



City of Sedro-Wooley

Quotation: 0225-City of Sedro-WooleyV2-MSEA-DSG
Date: February 28, 2025
Enrollment: 55269452
Contract: CTR060025 / 14922-03

Subscription Start Date: **3/1/2025**
 Subscription End Date: **1/31/2028**

Year One: 11 Months

Part Number	Item Name	Level	Purchase Period	Pool	Product Type	Quantity	Term Price	Extended Price
Enterprise Products								
AAD-34704	M365 G3 Unified FUSL GCC Sub Per User	D	Non-Specific	Servers	Monthly Subscriptions-VolumeLicense	30	\$355.10	\$ 10,653.00
Additional Products								
8QL-00005	M365 G5 IP & Governance GCC Sub Add-on	D	Non-Specific	Servers	Monthly Subscriptions-VolumeLicense	30	\$58.74	\$ 1,762.20
NYH-00001	Teams AC with Dial Out US/CA GCC Sub Add-on	D	Non-Specific	Servers	Monthly Subscriptions-VolumeLicense	30	\$0.00	\$ -
11 Month Total:								\$ 12,415.20

Year Two: 12 Months

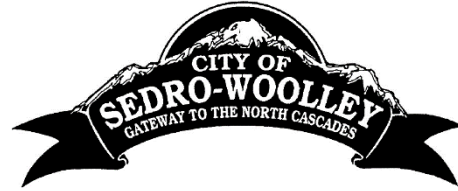
Enterprise Products								
AAD-34704	M365 G3 Unified FUSL GCC Sub Per User	D	Non-Specific	Servers	Monthly Subscriptions-VolumeLicense	30	\$387.38	\$ 11,621.40
Additional Products								
8QL-00005	M365 G5 IP & Governance GCC Sub Add-on	D	Non-Specific	Servers	Monthly Subscriptions-VolumeLicense	30	\$64.07	\$ 1,922.10
NYH-00001	Teams AC with Dial Out US/CA GCC Sub Add-on	D	Non-Specific	Servers	Monthly Subscriptions-VolumeLicense	30	\$0.00	\$ -
12 Month Total:								\$ 13,543.50

Year Three: 12 Months

Enterprise Products								
AAD-34704	M365 G3 Unified FUSL GCC Sub Per User	D	Non-Specific	Servers	Monthly Subscriptions-VolumeLicense	30	\$387.38	\$ 11,621.40
Additional Products								
8QL-00005	M365 G5 IP & Governance GCC Sub Add-on	D	Non-Specific	Servers	Monthly Subscriptions-VolumeLicense	30	\$64.07	\$ 1,922.10
NYH-00001	Teams AC with Dial Out US/CA GCC Sub Add-on	D	Non-Specific	Servers	Monthly Subscriptions-VolumeLicense	30	\$0.00	\$ -
12 Month Total:								\$ 13,543.50
35 Month Total:								\$ 39,502.20

City of Sedro-Woolley

325 Metcalf Street
 Sedro-Woolley, WA 98284
 Phone (360) 855-1661 Fax (360) 855-0707



The following number must appear on all related correspondence, shipping papers, and invoices:

PURCHASE ORDER

P.O. NUMBER: SWIT25-022801

VENDOR:

Insight Public Sector
 ATTN: Derek Racki
 2701 E Insight Way
 Chandler, AZ 85286-1930
 Tel: (505)318-3191
 derek.racki@insight.com

SHIP TO:

Woody Tovar
 City of Sedro-Woolley
 325 Metcalf Street
 Sedro-Woolley, WA 98284
 Tel: (360) 855-9924
 Fax: (360) 855-9923

P.O. DATE	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS
2/28/2025	Woody Tovar			

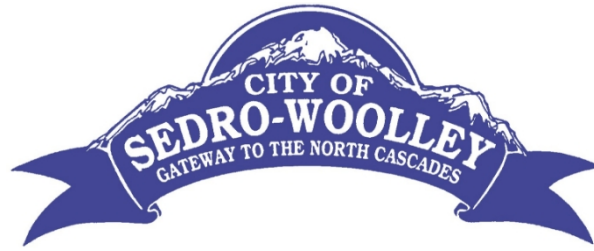
QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
<u>3 Year MICROSOFT EA RENEWAL</u>				
30	Each	M365 G3 Unified FUSL GCC Sub Per User	\$355.10	\$10,653.00
30	Each	M365 G5 IP & Governance GCC Sub Add-on	\$58.74	\$1,762.20
30	Each	Teams AC with Dial Out US/CA GCC Sub Add-on	\$0.00	\$0.00
TERM LENGTH				3 Years
SUBTOTAL				\$39,502.20
SALES TAX				\$0.00
SHIPPING & HANDLING				\$0.00
OTHER				
TOTAL				\$39,502.20

- Please send two copies of your invoice. 591.80.70.517 39,502.20
- Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
- Please notify us immediately if you are unable to ship as specified.
- Send all correspondence to:

Accounts Payable
City of Sedro-Woolley
325 Metcalf Street
Sedro-Woolley, WA 98284
(360) 855-1661 ap@sedro-woolley.gov

Authorized by _____

Date _____



City Council Agenda Item

Agenda Item No.: f.2.

Date: March 5, 2025

From: Charlie Bush, City Administrator, Nikki Thompson, City Attorney

Subject: Repealing and Replacing Chapter 12.44 "Special Events, Parades and Festivals" - Ordinance 2097-25 - 1st Read

RECOMMENDED ACTION:

N/A - this is a first read

ISSUE:

BACKGROUND/SUMMARY INFORMATION:

Large sections of this area of the current code needed an update. Staff engaged in this process during 2024 and are bringing forward the attached new code section. Staff are seeking feedback from Council during the work session. A copy of the current code section is also included for the Council's reference.

FISCAL IMPACT, IF APPROPRIATE:

N/A

ATTACHMENTS:

1. Ordinance No. 2097-25 Repealing and Replacing SWMC Ch 12.44 Special Events
2. Current SWMC Section 12.44

ORDINANCE NO. 2097-25

AN ORDINANCE OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON, REPEALING AND REPLACING CHAPTER 12.44 “SPECIAL EVENTS, PARADES AND FESTIVALS” OF THE SEDRO-WOOLLEY MUNICIPAL CODE (SWMC)

WHEREAS, Sedro-Woolley Municipal Code Chapter 12.44 “Special Events, Parades and Festivals” was last updated in 2022, but the majority of the code language was last updated in 2009; and,

WHEREAS, many cities throughout the region are bolstering their special event codes in order to provide increased clarity to event holders and safety personnel reviewing permit applications; and,

WHEREAS, special events are important to the economic development of the City, and we encourage event holders to hold community events for the residents of Sedro-Woolley.

NOW, THEREFORE, the City Council of the City of Sedro-Woolley do ordain as follows:

Section One. Chapter 12.44 “Special Events, Parades and Festivals” of the Sedro-Woolley Municipal Code, last modified by Ord. 2013-22 § 37 in 2022, is hereby repealed in its entirety.

Section Two. A new Chapter 12.44 entitled “Special Events” is hereby added to Title 12 “Streets, Sidewalks, and Public Places”, to read as follows:

Sections:

- 12.44.010 Purpose.
- 12.44.020 Applicability.
- 12.44.030 Definitions.
- 12.44.040 Permit Required.
- 12.44.050 Amusement rides.
- 12.44.060 Permit Application.
- 12.44.070 Departmental Analysis.
- 12.44.080 Approval/Denial by the City.
- 12.44.090 Denial – Criteria.
- 12.44.100 Site restoration.
- 12.44.110 Indemnification agreement.
- 12.44.120 Insurance Required.
- 12.44.130 Revocation of Special Event Permit.
- 12.44.140 Violation – Penalty.

Section 12.44.010 Purpose.

Purpose. The purpose of this chapter is to accommodate and allow for individual, occasional, or seasonal activities and events desired by members of the community and to:

- A. Ensure special events and activities do not unduly impact or threaten the public's health, safety, and welfare;
- B. Protect and preserve public infrastructure and city resources;
- C. Prevent unplanned disruption of public services;
- D. Mitigate impacts to the extent feasible;
- E. Allow for the exercise of protected free speech; and
- F. Facilitate business events of a singular or infrequent nature.

Section 12.44.020 Applicability.

- A. This chapter applies only to “special events” as defined in SWMC Section 12.44.030.
- B. This chapter specifically exempts the following:
 - 1. Funeral procession by a licensed mortuary;
 - 2. Temporary sales conducted by businesses on site, such as holiday sales, grand opening sales, sidewalk sales, or anniversary sales;
 - 3. Garage sales, rummage sales, lemonade stands, and car washes outside of the right-of-way;
 - 4. Lawful picketing/demonstrating in public places protected by the First and Fourteenth Amendments to the United States Constitution.

Section 12.44.030 Definitions.

The following definitions apply to the terms used in this chapter:

“Administrator” means the city administrator or his/her designee.

“Amusement rides” means any vehicle, boat, bungee jumping device, or other mechanical device moving upon or within a structure, along cables or rails, through the air by centrifugal force or otherwise, or across water, that is used to convey one or more individuals for amusement, entertainment, diversion, or recreation. “Amusement ride” includes, but is not limited to, devices commonly known as skyrides, ferris wheels, carousels, parachute towers, tunnels of love, bungee jumping devices, and roller coasters. “Amusement ride” does not include: (a) conveyances for persons in recreational winter sports activities such as ski lifts, ski tows, j-bars, t-bars, and similar devices subject to regulation under Chapter [70.88](#) RCW; (b) any single-passenger coin-operated ride that is manually, mechanically, or electrically operated and customarily placed in a public

location and that does not normally require the supervision or services of an operator; (c) nonmechanized playground equipment, including but not limited to, swings, seesaws, stationary spring-mounted animal features, rider-propelled merry-go-rounds, climbers, slides, trampolines, and physical fitness devices; (d) water slides, water walking balls or water balls.

“Event organizer” means the person or entity that is sponsoring or organizing a special event.

“Inflatable amusements” means air-filled structures for recreational use, made of flexible fabric, kept inflated by continuous air flow by one or more blowers, and rely upon air pressure to maintain their shape.

“L&I” means Washington State Department of Labor and Industries.

“Liquor” shall have the same meaning as in RCW [66.04.010](#).

“Special event” means any temporary or ongoing activity (including, but not limited to, fun runs, roadway foot races, fundraising walks, auctions, bike-a-thons, parades, carnivals, shows, or exhibitions, filming/movie events, circuses, concerts, festivals, block parties, and fairs) conducted on:

- A. Public property or in a public right-of-way that causes the closure or limited use of streets, sidewalks, public parking, parks or other public venues normally accessible by the general public; or gatherings of 50 or more people on public property; or
- B. Private Property: it is presumed that any event on private property which involves an open invitation to the public to attend or events where the attendance is by private invitation of 100 or more people are each presumed to be an event that will have a direct significant impact on the public streets, rights-of-way or emergency services.

“Water walking ball” or “water ball” is a large inflatable sphere that allows a person inside it to walk across the surface of a body of water. The water walking ball is usually two meters in diameter and has a zippered entrance to allow for easy entry and exit.

Section 12.44.040 Permit Required.

It is unlawful for any person to hold or conduct any special event as defined in SWMC Section 12.44.030 in the city without a permit issued per this chapter.

Section 12.44.050 Amusement rides.

A special event offering amusement rides must adhere to amusement ride regulations for safety and welfare of the special event attendees.

- A. Licensing and Operation. All special event permittees must ensure amusement rides are operated by an L&I certified vendor at all times, including assembly and disassembly.

B. Insurance. All amusement rides operating on city property requires the ride vendor to provide evidence of general liability insurance in amounts acceptable to the city attorney's office and name the city as additional insured. (This insurance coverage is additional to the special event permittee's overall general liability requirement in SWMC Section 12.44.120.)

C. Prohibition. Water walking balls and inflatable amusements are specifically prohibited from use at any special event taking place on public property approved under this chapter.

Section 12.44.060 Permit Application.

A. An application for a special event permit must:

1. Be made on forms available from the city;
2. Be completed and submitted to the city no later than 30 days prior to the proposed event;
3. Include the application fee as described in the fee schedule

B. A waiver of the deadline in subsection A. 2. of this section may be granted by the city upon a showing of good cause. The city must consider an application that is filed after the filing deadline if there is sufficient time to process and investigate the application and obtain police and other city services for the event. Good cause can be demonstrated by the applicant showing that the circumstances that gave rise to the permit application did not reasonably allow the participants to file within the time prescribed, or that the event is related to the exercise of rights under the First and Fourteenth Amendments of the United States Constitution.

C. The application must include the following:

1. Purpose of the special event; name, address and telephone number of the sponsoring organization or individual(s);
2. Proposed date of event, location and hours of operation, schedule of events, and estimated attendance;
3. Special facility and city assistance requests; and
4. Sanitation Requirements.
 - a. Adequate waste disposal facilities must be identified and information demonstrating how facilities will be obtained must be provided.

b. Adequate restroom and washroom facilities must be identified and information demonstrating how facilities will be arranged for or obtained by the applicant, subject to the King County health department's review and certification process, must be provided.

D. Permits, approvals, or coordination from other public agencies when required must be submitted prior to the issuance of the permit.

E. Five days prior to the event, a complete list of concessionaires operating any booths must be submitted.

F. The city may require other information deemed reasonably necessary to determine that the permit meets the requirements of this chapter.

G. When an event will be an exercise of rights protected by the First and Fourteenth Amendments to the United States Constitution, the application must be processed promptly, without charging a fee or imposing terms or conditions that infringe upon constitutional freedoms, and in a manner that respects the liberty of applicants and the public.

Section 12.44.070 Departmental Analysis.

A. The city must send copies of special event permit applications to the various impacted City departments for review and determination of services required.

B. The applicant is required to coordinate with the police department employ police officers for security and traffic control as determined by the departmental analysis.

C. The city must estimate the cost of city services (e.g., police, public works employees, etc.) for a special event prior to the event. As a condition of permit approval, the Administrator may require a cash deposit for such costs prior to issuance of a special event permit. Additional costs incurred by the city will be evaluated following the completion of the event.

Section 12.44.080 Approval/Denial by the City.

A permit may be issued by the city only if all of the following criteria and conditions for issuance are met:

A. Adequate plans for parking exist to meet the need generated by the proposed event;

B. The proposed event or proposed use of the street will not intrude onto or over any portion of a public right-of-way open to vehicle or pedestrian travel in such a manner as to create a likelihood of endangering property or public safety;

- C. The proposed event will not impact, or will reasonably mitigate its impact, on nearby private property, including those impacts related to noise, light, and parking;
- D. The proposed event will not cause unreasonable impacts to other activities such as events or construction on the date(s) requested;
- E. The proposed event location has not been unreasonably impacted by the number of other events in a one-year period;
- F. Such other and further conditions as the city deems necessary to reasonably ensure that the proposed special event does not in any way create a likelihood of endangering public safety, including, but not limited to, those who may participate or be spectators.

Section 12.44.090 Denial – Criteria.

- A. An application for a special event permit may be denied for any of the following reasons:
 - 1. The event will disrupt traffic within the city beyond practical solution;
 - 2. The event will protrude into the public space open to vehicle or pedestrian travel in such a manner as to create a likelihood of endangering the public;
 - 3. The event will interfere with access to emergency services;
 - 4. The location or time of the special event will cause undue hardship or excessive noise levels to adjacent businesses or residents;
 - 5. The event will require the diversion of so many city employees that it would unreasonably affect other city services;
 - 6. The application contains incomplete or false information;
 - 7. The applicant fails to provide proof of insurance;
 - 8. The applicant fails to obtain local, county, state, or federal permits as required;
 - 9. The applicant fails to complete the application or to supply other required information or documents, or the applicant declares or shows an unwillingness or inability to comply with the reasonable terms or conditions contained in the proposed permit;
 - 10. The proposed event would conflict with another proximate event, interfere with construction or maintenance work in the immediate vicinity, or unreasonably infringe upon the rights of abutting property;

11. The proposed event would unreasonably disrupt the orderly or safe circulation of traffic and would present an unreasonable risk of injury or damage to the public;

12. There are not sufficient safety personnel or other necessary city staff to accommodate the event.

B. In the event subsection A. 10, 11, or 12 of this section applies, the city must offer the applicant the opportunity to submit an alternative date or place for the proposed event before denying the application.

Section 12.44.100 Site restoration.

A. Cleanup. The permittee is required to clean all permitted public properties and the right-of-way of rubbish and debris, returning it to its pre-event condition. If the permittee fails to clean up such refuse, the cleanup will be arranged by the city and the costs charged to the permittee. The city may in its discretion require a cash cleanup deposit.

B. Damage to City Property. The city reserves the right to charge the event permittee the replacement cost for any documented damage to city property occurring during a special event. The city may in its discretion require a cash damage deposit.

Section 12.44.110 Indemnification agreement.

Prior to the issuance of a permit for a special event not protected under the First and Fourteenth Amendments of the U.S. Constitution, the permit applicant and authorized officer of the sponsoring organization must agree to reimburse the city for any costs incurred by it in repairing damage to city property and indemnify and defend the city, its officers, employees, and agents from all causes of action, claims or liabilities occurring in connection with the permitted event, except those which occur due to the city's sole negligence.

Section 12.44.120 Insurance Required.

A. The applicant for a special event that does not involve the exercise of rights protected by the First and Fourteenth Amendments to the United States Constitution is required to obtain and present evidence of insurance prior to permit issuance.

B. The city will determine the types and amounts of insurance required based on the risk exposure of the event.

C. A general liability insurance policy must be consistent with all of the following:

1. Be written on an occurrence form;

2. Name the city as an additional insured using an endorsement at least as broad as ISO additional endorsement form CG 20 26;
 3. Be written for a period not less than 24 hours prior to the event and extending for a period not less than 24 hours following the completion of the event, or for the entire period of set up and tear down, whichever is longer.
- D. The applicant must provide the city and all additional insureds for this event with written notice of any policy cancellation within two business days of their receipt of such notice.
- E. In circumstances posing a significantly high risk of liability, the city may, in its discretion, increase the minimum insurance requirements, and in circumstances posing a significantly low risk of liability, the city may in its discretion reduce the minimum insurance requirements.

Section 12.44.130 Revocation of Special Event Permit.

- A. Any special event permit issued pursuant to this chapter may be revoked by the Administrator if the Administrator in consultation with the mayor determines that any of the following apply:
1. That the special event cannot be conducted without violating the provisions of this chapter or the conditions of the special event permit;
 2. The special event is being conducted in violation of the provisions of this chapter or any condition of the special event permit;
 3. The special event poses a threat to the public health or safety;
 4. Conditions such as severe weather or other circumstances beyond the control of the city or the permittee have created or are likely to create conditions detrimental to the health and safety of the public or the event participants;
 5. The permittee has failed to obtain any other permit required by the city or pursuant to other local, state or federal law;
 6. The special event permit was issued in error or contrary to applicable law;
 7. The permittee has not paid all applicable city fees when due;
 8. The participants in the special event are engaged in illegal activities.
- B. Except as otherwise provided in this section, revocation of a special event permit must be in writing, must describe the reasons for the revocation and must be mailed, electronically transmitted, or hand-delivered to the permittee.

C. If there is an emergency requiring immediate revocation of a special event permit, the Administrator may verbally notify the permittee of the revocation and the reasons for the revocation, followed by written notice within seven days.

Section 12.44.140 Violation – Penalty.

A. It is unlawful to sponsor, conduct, or operate a special event contrary to this chapter or contrary to the conditions of a special event permit, or for any participant in a special event to violate a condition of the special event permit willfully and knowingly.

B. Violation of this chapter is a class 1 civil infraction.

Section Three. Severability. If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of the Ordinance or the application of the provision to other persons or circumstances is not affected.

Section Four. Authority to Make Necessary Corrections. The City Clerk and the codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance including, but not limited to, the correction of scrivener's clerical errors, references, ordinance numbers, section/subsection numbers, and any references thereto.

Section Five. Effective Date. This Ordinance shall be in full force and effect five days after publication.

PASSED AND ADOPTED by the City Council of the City of Sedro-Woolley, Washington, on this ___ day of _____, 2024.

Julia Johnson, Mayor

ATTEST:

Kelly Kohnken, City Clerk

APPROVED AS TO FORM:

Nikki Thompson, City Attorney

Chapter 12.44

SPECIAL EVENTS, PARADES AND FESTIVALS

Sections:

- 12.44.010 Purpose and intent.
- 12.44.020 Definitions.
- 12.44.030 Permit.
- 12.44.040 Deposit required.
- 12.44.050 Insurance.
- 12.44.060 Permit issuance standards—Issuance or denial.
- 12.44.070 Traffic control.
- 12.44.080 Appeal procedure.
- 12.44.090 Permit revocation.
- 12.44.100 Interference with events.
- 12.44.110 Community events.
- 12.44.120 Violation—Crime.

12.44.010 Purpose and intent.

A. The purpose of this chapter is to provide reasonable supervision of any movement of persons or vehicles within the limits of the city by way of runs, parades, street dances, special events, or other demonstrations or exhibitions, for the protection of persons and property.

B. The intent of this chapter is to allow community-based organizations to sponsor special events on public thoroughfares and public lands, and to provide guidelines that protect the public's health, safety and welfare.

C. It is the express intent of the city council to support and encourage community-sponsored special events. (Ord. [1639-09](#) § 1 (App. A)(part), 2009)

12.44.020 Definitions.

A. "Committee" means the city special events committee, which shall consist of the mayor, city administrator, police chief, fire chief and public works department designee.

representative of the sponsoring organization and set a deposit in the amount that will cover those expenses. The amount of the deposit shall not exceed the amount listed in the master fee schedule adopted by resolution of the city council without the approval of the city council. The actual costs shall be paid by the sponsoring organization within seven days of the billing from the city. (Ord. [2013-22](#) § 37, 2022; Ord. [1639-09](#) § 1 (App. A)(part), 2009)

12.44.050 Insurance.

A. Required. If required, the applicant shall show proof of liability insurance. A specimen copy shall be filed with the application.

B. Save Harmless Agreement. At the time that a permit is issued, the permittee shall file with the city a save harmless agreement in which the permittee agrees to defend, pay, and save harmless the city, its officers and employees from any and all claims, real or imaginary, which may be filed against the city, its officers or employees, where such claim arises in whole or in part out of the activities for which such permit is issued; excepting therefrom, any claims arising solely out of the negligent acts or omissions of the city, its officers and employees. The city attorney is directed to prepare and maintain a form agreement for this purpose. (Ord. [1639-09](#) § 1 (App. A)(part), 2009)

12.44.060 Permit issuance standards—Issuance or denial.

The city special events committee shall be responsible for issuing the permit. In reviewing the application for the purpose of determining whether the permit should be issued or denied, the committee may seek consultation with other city officials and shall make such review in conformance with the following standards:

- A. The time, hours, location, and size of the temporary special event will unnecessarily disrupt the movement of other traffic within the city;
- B. The location of the temporary special event would cause undue hardship for adjacent businesses or residents;
- C. The temporary special event is of a size or nature that requires the diversion of so great a number of police officers of the city to properly police the event, site, and areas contiguous thereto, that allowing the special event would unreasonably deny police protection to the remainder of the city and its residents;
- D. Failure to arrange for or to remit by the applicant or person conducting or sponsoring the same all fees, charges, deposits, taxes, insurance or bonds, if any, required by the city, including any department thereof for the use of the public place where it is proposed to conduct or to hold such special event;
- E. The city resources required to support the special event are out of proportion to the reimbursed expenses to be received by the city from the holding of the special event;
- F. The information contained in the application is found to be false or nonexistent to a material degree;
- G. The applicant refuses to agree, to abide or comply with all of the conditions and terms of the permit;

B. Violation—Crime. Any person, firm or corporation violating any of the provisions of this chapter shall be guilty of a misdemeanor punishable in accordance with Section 9.86.010. (Ord. [1639-09](#) § 1 (App. A)(part), 2009)

The Sedro-Woolley Municipal Code is current through Ordinance 2094-24, and legislation passed through January 22, 2025.

Disclaimer: The city clerk's office has the official version of the Sedro-Woolley Municipal Code. Users should contact the city clerk's office for ordinances passed subsequent to the ordinance cited above.

City Website: <https://www.sedro-woolley.gov/>

City Telephone: (360) 855-1661

Codification services provided by [General Code](#)