

Next Ord:2102-25
Next Res:1164-25

CITY COUNCIL AGENDA

June 11, 2025

6:00 PM

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

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

Note: Items on the Consent Agenda are considered routine in nature and may be adopted by the Council by a single motion, unless any Councilmember wishes an item to be removed. The Council on the Regular Agenda will consider any item so removed after the Consent Agenda.

- 1. Minutes - Regular City Council Meeting - May 28, 2025
- 2. Check Register - Regular
- 3. Memorandum of Understanding - Northwest Educational Service District 189 - School Safety and Violence Prevention

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

- 1. Amendments to Title 17 SWMC Off-Street Parking and Loading - Ordinance 2096-25 - 3rd Read
- 2. 2026-2031 Six-Year Transportation Improvement Program - Resolution 1164-25 - 1st Read

- k. Public Comments**

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

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

- l. Unfinished Business**
- m. New Business**

- 1. Comprehensive Plan Update - DRAFT Climate Element - 1st Read

2. Business License Endorsement Municipal Code Update - Ordinance 2100-25 - 1st Read
3. Property Tax Increase Limit - Resolution 1163-25 - 1st Read
4. 2025 Budget Amendment No. 2 - Ordinance 2101-25 - Action Requested

n. Information Only Items

o. Executive Session

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

p. Adjournment

Next Meetings City Council and Public Safety Committee - June 25, 2025

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

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

Join Zoom Meeting:

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

or dial by location at:

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

Meeting ID: 917 8685 0179

Passcode: 091845



City Council Agenda Item

Agenda Item No.: e.1.

Date: June 11, 2025

From: Kelly Kohnken, Finance Director / City Clerk

Subject: Minutes - Regular City Council Meeting - May 28, 2025

RECOMMENDED ACTION:

Motion to approve City Council meeting minutes for the regular meeting held on May 28, 2025.

BACKGROUND/SUMMARY INFORMATION:

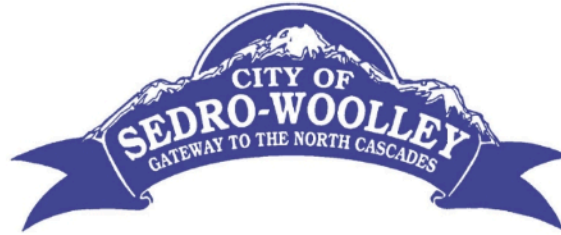
Minutes recorded for the Regular City Council Meeting, held on May 28, 2025.

FISCAL IMPACT, IF APPROPRIATE:

None.

ATTACHMENTS:

1. May 28, 2025 Regular City Council Meeting minutes



Regular Meeting of the City Council
May 28, 2025 - 6:00 PM Hybrid Meeting

a. Call to Order

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

b. Pledge of Allegiance

c. Roll Call

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

d. Approval of Agenda

Motion to approve the agenda with the addition of an Executive Session made by Councilmember Burns and seconded by Councilmember Diamond. Motion carried (6-0).

e. Consent Agenda

Note: Items on the Consent Agenda are considered routine in nature and may be adopted by the Council by a single motion, unless any Councilmember wishes an item to be removed. The Council on the Regular Agenda will consider any item so removed after the Consent Agenda.

Motion to approve the consent agenda made by Councilmember Cocke and seconded by Councilmember Henderson. Motion carried (6-0).

1. Minutes - City Council Study Session Meeting - May 7, 2025
2. Minutes - Regular City Council Meeting - May 14, 2025
3. Check Register - Regular
4. Police Department Surplus Vehicles - Resolution 1162-25
5. Legal Action - Unlawful Detainer
6. Interlocal Agreement Amendment - Cities of Burlington, Mount Vernon, Anacortes, and Sedro-Woolley - Shared Indigent Defense Services

f. Introduction of Special Guests and Presentation

1. Swearing In New Police Officer Zihumara Baxin-Segura

Mayor Julia Johnson swore in new Police Officer Zihumara Baxin-Segura.

2. Swearing In New Police Officer Hilton Hostler

Mayor Julia Johnson swore in new Police Officer Hilton Hostler.

3. Executive Director of Family Promise of Skagit Valley Audrea Woll

Executive Director of Family Promise of Skagit Valley Audrea Woll shared a presentation with the City Council.

g. City Administrator Report

City Administrator Charlie Bush had nothing to report.

h. Councilmember and Mayor's Report

Councilmember Loy spoke about last week's meeting for the skateboard challenge and informed the council of the food vendors.

Councilmember Kesti wanted to thank Ron Brown from the American Legion and all the volunteers for placing flags on all of our veterans' headstones for Memorial Day, and also shared that the Sedro-Wooley Museum will be hosting For the Love of Northern State on June 6th and 7th, 2025.

Councilmember Diamond encouraged everyone to attend the Memorial Day Service, and attended the Finance and Information Technology Committee Meeting, and mentioned Sedro-Wooley Soccer sign-ups close on May 31, 2025.

Councilmember Diamond also shared concerns about speeding on HWY 9 through Township, Ferry, and State Streets.

Councilmember Henderson spoke about the Finance and Information Technology Committee Meeting, concerning the 1% property tax, the 2025 budget amendment, business licenses, and unlicensed vendors and shared public comments regarding sidewalks and then followed up with Bill Bullock regarding 4th St and Warner St intersection concerns.

Councilmember Cocke shared concerns about speeding on HWY 9 and thanked the Public Works Department for the work being done at Olmsted Park.

Councilmember Burns thanked the American Legion, volunteers and Parks Department for all the effort put in for the Memorial Day Service, mentioned Mayor Julia Johnson's speech, then spoke about possibly putting in a 3-way stop temporarily in Ferry and Township for the 4th of July, and then mentioned requests for gravel paths on Railroad Ave.

Councilmember Lavacca was absent.

Mayor Julia Johnson reminded the Council that on June 6th, 2025 there would be a Special

Joint Meeting at the Swinomish Casino at 8am, and also thanked the American Legion.

Mayor Julia Johnson visited Country Meadows then mentioned Northern State Cemetery for a funding proposal for the State Memorial Plaque.

i. Proclamation(s)

j. Public Hearing(s)

1. 2026-2031 Six-Year Transportation Improvement Program

Motion made by Councilmember Henderson and seconded by Councilmember Burns to approve a hearing on June 11, 2025, regarding the 2026-2031 Six-Year Transportation Improvement Program. Motion carried (6-0).

k. Public Comments

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

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

A public comment period was held.

Elizabeth Friedl, Judy Lemley and Lynn Kelmes made public comment.

l. Unfinished Business

1. 2025 Budget Amendment No. 1 - Ordinance 2098-25 - 2nd Read

Finance Director Kelly Kohnken, Mayor Julia Johnson and City Administrator Charlie Bush spoke with the Council regarding the 2025 Budget Amendment No. 1, Ordinance 2098-25.

Motion made by Councilmember Diamond and seconded by Councilmember Henderson to remove the \$15,000 Finance Office from the 2025 Budget Amendment No. 1, Ordinance 2098-25. Motion carried (6-0).

Motion made by Councilmember Diamond and seconded by Councilmember Henderson to remove the 1.0 full-time IT position and bring it back for discussion to the 2026 budget. Motion carried (6-0).

Motion made by Councilmember Kesti to remove HR changes from the 2025 Budget Amendment No. 1, no second. Motion failed.

Motion made by Councilmember Burns and seconded by Councilmember Cocke to approve the 2025 Budget Amendment No. 1, Ordinance 2098-25 with HR Manager. Motion failed (3-3). Councilmembers Kesti, Henderson and Loy opposed.

Motion made by Councilmember Cocke to approve the 2025 Budget Amendment No. 1 with HR Analyst, no second. Motion failed.

Motion made by Councilmember Diamond and seconded by Councilmember Henderson to approve the 2025 Budget Amendment No. 1, Ordinance 2098-25 removing the full-time HR Manager, full-time Information Technology Analyst, and the \$15,000 Finance Work Station. Motion carried (4-2). Councilmember Cocke and Councilmember Burns opposed.

2. Amendments to Title 17 SWMC Off-Street Parking and Loading - Ordinance 2096-25 - 2nd Read

Assistant Planner Ashton Sandoval Oaks spoke about the Amendments to the Title 17 SWMC off-street parking and loading, Ordinance 2096-25.

No action taken.

3. Professional Services Agreement - North County Public Defense - For Indigent Defense Services

City Administrator Charlie Bush spoke about the Professional Services Agreement regarding North County Public Defense for Indigent Services.

Motion made by Councilmember Henderson and seconded by Councilmember Diamond to authorize Mayor Julia Johnson to execute a Professional Services Agreement contract with North County Public Defense. Motion carried (6-0).

m. New Business

1. Amendments to Chapter 2.90 and Title 17 SWMC to Add Regulations for Cottage Clusters - Ordinance 2099-25 - 1st Read

Planner Nicole McGowan spoke about Amendments to Chapter 2.90 and Title 17 SWMC to add regulations for cottage clusters, Ordinance 2099-25.

No action taken.

2. Comprehensive Plan DRAFT - Chapter 4 - Transportation Element

Public Works Director Bill Bullock shared a slide presentation regarding the Comprehensive Plan Draft, Chapter 4, Transportation Element.

No action taken.

3. Amended Scope and Budget for Comprehensive Plan

The Community Development Director shared the amended scope and budget for the Comprehensive Plan.

Motion made by Councilmember Henderson and seconded by Councilmember Cocke to authorize Mayor Julia Johnson to amend the Comprehensive Plan Update and Climate Element contract with Facet with a revised scope of work for an additional \$30,000. Motion carried (6-0).

4. Award Authorization - 2025 Pavement and Pedestrian Improvements Project

Public Works Director Bill Bullock seeks award authorization for the 2025 Pavement and Pedestrian Improvements Project.

Motion made by Councilmember Henderson and seconded by Councilmember Diamond to authorize Mayor Julia Johnson to award the 2025 Pavement and Pedestrian Improvements Project, Contract 2025-PW-02, to Excavation West Inc of Sedro-Woolley, WA for the amount of \$1,067,101.82 including sales tax. Motion carried (6-0).

5. Award Authorization - Township Street (SR 9) and John Liner Rd/McGarigle Rd Intersection Improvements

Public Works Director Bill Bullock seeks award authorization for Township Street (SR9) and John Liner Rd, McGargile Rd Intersection Improvements.

Motion made by Councilmember Burns and seconded by Councilmember Cocke to authorize Mayor Julia Johnson to award the SR9, John Liner, McGargile Roundabout Project, Contract 2025-PW-18 to SRV Construction Inc of Anacortes, WA in the amount of \$2,329,741.50 including sales tax. Motion carried (6-0).

n. Information Only Items

1. Summary of Planning Commission Feedback on the Draft Introduction and Housing Element for the 2025 Comprehensive Plan

o. Executive Session

At 9:37pm Mayor Julia Johnson announced that the City Council along with City Attorney Nikki Thompson would be in Executive Session to discuss with legal counsel current or potential litigation RCW 42.30.110(1)(i) for 10 minutes.

At 9:46 Mayor Julia Johnson and the City Council returned.

No action was taken.

p. Adjournment

The meeting adjourned at 9:46 P.M.

ATTEST:

APPROVED:

Kelly Kohnken, City Clerk

Julia Johnson, Mayor



City Council Agenda Item

Agenda Item No.: e.2.

Date: June 11, 2025

From: Kelly Kohnken, Finance Director / City Clerk

Subject: Check Register - Regular

RECOMMENDED ACTION:

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

BACKGROUND/SUMMARY INFORMATION:

Claims checks #204542 through #204612, plus EFTs. Additional surcharges not included on the check register. Payroll ACHs including associated benefit checks #61397 through #61406.

FISCAL IMPACT, IF APPROPRIATE:

Claims checks, plus EFTs, totaling \$387,948.96

Surcharges totaling \$21,974.38

Payroll totaling \$633,249.18

ATTACHMENTS:

1. 2025-06-11 Check Register
2. 2025_05_May_SerCharge

CHECK REGISTER

City Of Sedro-Woolley

Time: 07:25:18 Date: 06/03/2025

06/11/2025 To: 06/11/2025

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
5623	06/11/2025	Claims	2	EFT	WA St Dept of Prof Licen	363.00	
					001 - 521 20 41 040 - Intergov Svc-Gun Permits	363.00	
5624	06/11/2025	Claims	2	204542	AT & T	1,775.00	
					001 - 521 20 41 001 - Professional Services	1,775.00	
5625	06/11/2025	Claims	2	204543	Amazon Capital Svcs, Inc	1,682.61	
					001 - 514 23 31 000 - Supplies	-412.67	
					001 - 514 23 31 000 - Supplies	32.60	
					001 - 514 23 31 000 - Supplies	412.67	
					001 - 518 80 31 000 - Office/Operating Supplies	65.44	
					001 - 521 20 26 000 - Uniforms/Accessories	109.41	
					001 - 521 20 26 000 - Uniforms/Accessories	618.00	
					001 - 521 20 31 002 - Office/Operating Supplies	61.89	
					001 - 521 20 41 023 - Canine	64.78	
					001 - 524 20 31 000 - Off/Oper Supps & Books	14.66	
					001 - 524 20 31 000 - Off/Oper Supps & Books	21.96	
					401 - 535 80 31 000 - Office Supplies	31.48	
					103 - 542 30 48 010 - Repair/Maintenance-Equip	38.00	
					001 - 558 60 31 000 - Supplies/Books	14.66	
					001 - 558 60 31 000 - Supplies/Books	21.96	
					101 - 576 80 31 004 - Operating Sup - Comm Center	114.00	
					401 - 594 35 64 001 - Portable Equipment	11.92	
					001 - 595 10 31 000 - Supplies	48.86	
					001 - 595 10 31 000 - Supplies	376.35	
					001 - 595 10 31 000 - Supplies	14.67	
					001 - 595 10 31 000 - Supplies	21.97	
5626	06/11/2025	Claims	2	204544	Beaver Lake Quarry	713.59	
					103 - 542 30 48 002 - Crushed Aggregate	713.59	
5627	06/11/2025	Claims	2	204545	Board For Volunteer Firefighters	380.00	
					001 - 522 23 26 000 - Uniforms	380.00	
5628	06/11/2025	Claims	2	204546	Boulder Park Inc	40,907.77	
					401 - 535 80 35 020 - Solids Handling	21,040.00	
					401 - 535 80 35 020 - Solids Handling	19,867.77	
5629	06/11/2025	Claims	2	204547	Jana R. Bouzek	750.00	
					001 - 521 20 41 001 - Professional Services	750.00	
5630	06/11/2025	Claims	2	204548	Brim Tractor Company Inc	459.36	
					425 - 531 50 48 000 - Repairs/Maintenance	459.36	Unit 603
5631	06/11/2025	Claims	2	204549	C.Hlth130, dba Cardinal Health	361.03	
					112 LLC		
					001 - 522 21 31 000 - Operating Supplies - Medical	361.03	
5632	06/11/2025	Claims	2	204550	Carl's Towing & Muffler	1,290.16	
					001 - 521 20 41 001 - Professional Services	322.54	
					001 - 521 20 41 001 - Professional Services	322.54	
					001 - 521 20 41 001 - Professional Services	322.54	
					001 - 521 20 41 001 - Professional Services	322.54	
5633	06/11/2025	Claims	2	204551	Central Welding Supply	184.43	
					001 - 522 21 31 000 - Operating Supplies - Medical	184.43	
5634	06/11/2025	Claims	2	204552	DS Services of America, Inc.	75.45	
					103 - 542 30 31 000 - Operating Supplies	75.45	
5635	06/11/2025	Claims	2	204553	Daily Journal Of Commerce	445.20	
					104 - 595 62 63 081 - Const - Sch A 2025 Pvt & Ped	222.60	
					104 - 595 62 63 082 - Const - Sch B 2025 Pvt & Ped	222.60	
5636	06/11/2025	Claims	2	204554	David Evans & Assoc Inc	6,127.30	

CHECK REGISTER

City Of Sedro-Woolley

Time: 07:25:18 Date: 06/03/2025

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			104 - 595 20 63 086		- RW - Jones/John Liner BNSF U	4,983.80	
			104 - 595 20 63 086		- RW - Jones/John Liner BNSF U	466.00	
			104 - 595 20 63 086		- RW - Jones/John Liner BNSF U	677.50	
5637	06/11/2025	Claims	2	204555	Donald Coggins	73.85	
			001 - 514 23 31 000		- Supplies	73.85	
5638	06/11/2025	Claims	2	204556	E & E Lumber, Inc.	768.43	
			001 - 522 20 31 000		- Operating Supplies	16.66	
			001 - 522 50 48 030		- Repair/Maint-Station	131.40	
			425 - 531 50 31 000		- Operating Supplies	28.23	
			425 - 531 50 31 000		- Operating Supplies	23.96	
			401 - 535 50 48 010		- Maintenance Of Lines	4.68	
			102 - 536 20 31 010		- Operating Supplies	28.14	
			412 - 537 80 31 000		- Operating Supplies	52.96	
			103 - 542 30 31 000		- Operating Supplies	21.88	
			103 - 542 30 31 000		- Operating Supplies	19.15	
			103 - 542 30 31 000		- Operating Supplies	16.67	
			103 - 542 30 31 000		- Operating Supplies	2.49	
			103 - 542 63 48 000		- Repairs/Maintenance	172.35	Murdock st lights project
			103 - 542 63 48 000		- Repairs/Maintenance	74.98	Woodworth St Light Project
			101 - 576 80 35 010		- Safety Equipment	22.93	
			101 - 576 80 48 001		- Riverfront	40.61	
			101 - 576 80 48 004		- Community Center	9.69	
			101 - 576 80 48 006		- Memorial Park	63.14	
			101 - 576 80 48 006		- Memorial Park	17.70	
			101 - 576 80 48 021		- Equipment	20.81	
5639	06/11/2025	Claims	2	204557	Enviro-Clean Equip, Inc.	521.77	
			425 - 531 50 48 000		- Repairs/Maintenance	521.77	
5640	06/11/2025	Claims	2	204558	Eurofins Enviro Testing	293.00	
			401 - 535 80 41 000		- Professional Services	222.00	
			401 - 535 80 41 000		- Professional Services	71.00	
5641	06/11/2025	Claims	2	204559	Facet NW, Inc	26,535.11	
			001 - 558 60 41 000		- Professional Services	26,535.11	
5642	06/11/2025	Claims	2	204560	Family Promise of Skagit Valley	10,711.37	
			117 - 551 00 00 117		- Affordable Housing - Operatio	10,711.37	
5643	06/11/2025	Claims	2	204561	Fastenal Company	573.63	
			412 - 537 80 31 000		- Operating Supplies	271.32	
			412 - 537 80 31 000		- Operating Supplies	89.92	
			103 - 542 30 31 000		- Operating Supplies	212.39	
5644	06/11/2025	Claims	2	204562	Federal Certified Hearing	45.00	
			101 - 576 80 49 020		- Misc-Dues/CDL/Background	45.00	
5645	06/11/2025	Claims	2	204563	FirstNET/AT&T Mobility	668.64	
			001 - 522 20 42 020		- Telephone	668.64	
5646	06/11/2025	Claims	2	204564	George T. Freeman	4,360.91	
			001 - 515 93 41 001		- Indigent Defense Conflict Cour	1,742.75	
			001 - 515 93 41 001		- Indigent Defense Conflict Cour	1,071.20	
			001 - 515 93 41 001		- Indigent Defense Conflict Cour	1,546.96	
5647	06/11/2025	Claims	2	204565	General Code	239.47	
			001 - 511 60 31 001		- Legal Publications	239.47	
5648	06/11/2025	Claims	2	204566	Gordon Truck Centers, Inc	827.84	
			001 - 522 20 48 000		- Repairs/Maint-Equip	409.40	
			412 - 537 50 48 000		- Repairs/maint-equip	284.58	Unit 523
			412 - 537 50 48 000		- Repairs/maint-equip	133.86	Unit 523
5649	06/11/2025	Claims	2	204567	Gray & Osborne Inc	7,225.31	

CHECK REGISTER

City Of Sedro-Woolley

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			425 - 531 50 41 000		Professional Services	7,225.31	
5650	06/11/2025	Claims	2	204568	Home Depot Credit Services	118.48	
			101 - 576 80 48 000		Repairs/Maintenance	118.48	
5651	06/11/2025	Claims	2	204569	Alan F Jongsma	1,172.30	
			001 - 524 20 41 000		Professional Services	1,172.30	
5652	06/11/2025	Claims	2	204570	KCDA Purchasing Cooperative	27,150.00	
			101 - 594 76 31 000		Buildings & Structures	27,150.00	
5653	06/11/2025	Claims	2	204571	Johnathan Kohlman	640.00	
			001 - 512 50 41 050		Security Services	640.00	
5654	06/11/2025	Claims	2	204572	L N Curtis & Sons	474.42	
			001 - 521 20 26 000		Uniforms/Accessories	170.38	
			001 - 521 20 26 000		Uniforms/Accessories	304.04	
5655	06/11/2025	Claims	2	204573	Lauts Inc dba Lautenbach Industries	7,433.10	
			412 - 537 60 47 015		Construction Demolition Land I	1,738.80	1252 E Moore
			412 - 537 60 47 015		Construction Demolition Land I	939.60	
			412 - 537 60 47 015		Construction Demolition Land I	1,055.70	830 fruitdale
			412 - 537 60 47 015		Construction Demolition Land I	2,956.50	830 fruitdale, BYK Brickyard
			412 - 537 60 47 015		Construction Demolition Land I	579.15	BYK Bucko
			412 - 537 60 47 015		Construction Demolition Land I	163.35	Valdez
5656	06/11/2025	Claims	2	204574	Les Schwab Tire Center	2,252.05	
			102 - 536 20 48 040		Repair/Maint-Equip & Bldg	62.94	
			412 - 537 50 48 000		Repairs/maint-equip	1,990.84	Unit 523 tires
			412 - 537 60 47 011		Site Recycling Disposal	168.76	Site recycle tires
			103 - 542 30 48 010		Repair/Maintenance-Equip	29.51	
5657	06/11/2025	Claims	2	204575	Liberty Bell Market	360.00	
			001 - 322 10 04 000		Fire Permits	-300.00	
			001 - 345 83 00 004		Fire Review Fees	-60.00	
5658	06/11/2025	Claims	2	204576	Life Assist Inc.	2,156.24	
			001 - 522 21 31 000		Operating Supplies - Medical	174.85	
			001 - 522 21 31 000		Operating Supplies - Medical	140.73	
			001 - 522 21 31 000		Operating Supplies - Medical	497.39	
			001 - 522 21 31 000		Operating Supplies - Medical	1,343.27	
5659	06/11/2025	Claims	2	204577	Loggers & Contractors	305.11	
			425 - 531 50 31 000		Operating Supplies	127.33	
			103 - 542 30 48 010		Repair/Maintenance-Equip	103.80	
			103 - 542 30 48 010		Repair/Maintenance-Equip	73.98	
5660	06/11/2025	Claims	2	204578	Lou's Gloves Inc.	594.00	
			401 - 535 80 31 010		Operating Supplies	594.00	
5661	06/11/2025	Claims	2	204579	Dalton Mitchell	15.14	
			001 - 522 20 11 000		Salaries - Part-Time Firefighters	15.14	
5662	06/11/2025	Claims	2	204580	Municipal Emergency Services Inc	244.36	
			001 - 522 20 48 000		Repairs/Maint-Equip	244.36	
5663	06/11/2025	Claims	2	204581	Walter E Nelson Co. of N. WA	2,288.37	
			101 - 576 80 31 001		Operating Sup - Riverfront	1,780.04	
			101 - 576 80 31 008		Operating Sup - Memorial	508.33	
5664	06/11/2025	Claims	2	204582	Nordic Temperature Control	4,515.95	
			001 - 522 20 48 000		Repairs/Maint-Equip	192.27	10% retainage held
			401 - 535 50 48 000		Maintenance Contracts	493.00	10% retainage held

CHECK REGISTER

City Of Sedro-Woolley

Time: 07:25:18 Date: 06/03/2025

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			101 - 576 80 48 000		- Repairs/Maintenance	493.00	10% retainage held
			101 - 576 80 48 001		- Riverfront	93.67	10% retainage held
			101 - 576 80 48 003		- Bingham Caretaker	98.60	10% retainage held
			101 - 576 80 48 004		- Community Center	197.27	10% RETAINAGE WITHHELD
			101 - 576 80 48 005		- Senior Center	389.47	10% retainage held
			101 - 576 80 48 009		- Hammer Square	98.60	10% retainage withheld
			101 - 576 80 48 016		- City Hall	1,774.80	10% retainage held
			101 - 576 80 48 022		- Evidence Garage	93.67	10% retainage held
			101 - 576 80 48 026		- CS Library	591.60	10% retainage held
5665	06/11/2025	Claims	2	204583	Pape' Group, dba Pape' Machinery Inc.	1,159.29	
			401 - 535 50 48 040		- Maintenance Of Vehicles	513.68	Unit 423
			401 - 535 50 48 040		- Maintenance Of Vehicles	-179.89	Unit 423
			103 - 542 30 48 001		- Crack/Slurry Seals	142.08	Unit304
			103 - 542 30 48 010		- Repair/Maintenance-Equip	490.42	Unit 318
			101 - 576 80 48 021		- Equipment	128.98	Unit 133
			101 - 576 80 48 021		- Equipment	64.02	Unit 133
5666	06/11/2025	Claims	2	204584	Precision Concrete Cutting Inc	25,000.00	
			103 - 542 61 48 000		- Repair/Maint Sidewalk (REET)	25,000.00	
5667	06/11/2025	Claims	2	204585	Proforce Marketing, Inc	4,288.34	
			109 - 594 21 64 109		- Equipment	4,288.34	
5668	06/11/2025	Claims	2	204586	Puget Sound Energy, Inc.	40,694.08	
			001 - 521 20 47 000		- Public Utilities	209.13	
			001 - 521 20 47 000		- Public Utilities	29.44	
			001 - 522 50 47 000		- Public Utilities	836.51	
			425 - 531 50 47 000		- Public Utilities	30.43	
			425 - 531 50 47 000		- Public Utilities	142.38	
			401 - 535 80 47 000		- Public Utilities	93.54	
			401 - 535 80 47 000		- Public Utilities	166.54	
			401 - 535 80 47 000		- Public Utilities	14,879.57	
			401 - 535 80 47 000		- Public Utilities	143.86	
			401 - 535 80 47 000		- Public Utilities	409.87	
			401 - 535 80 47 000		- Public Utilities	148.31	
			401 - 535 80 47 000		- Public Utilities	79.74	
			401 - 535 80 47 000		- Public Utilities	335.06	
			401 - 535 80 47 000		- Public Utilities	416.77	
			401 - 535 80 47 000		- Public Utilities	289.53	
			401 - 535 80 47 000		- Public Utilities	316.77	
			102 - 536 20 47 000		- Public Utilities	52.62	
			412 - 537 80 47 000		- Public Utilities	107.85	
			103 - 542 63 47 000		- Public Utilities	15,613.26	
			103 - 542 63 47 000		- Public Utilities	81.39	
			103 - 542 63 47 000		- Public Utilities	82.73	
			103 - 542 63 47 000		- Public Utilities	110.98	
			104 - 559 30 01 105		- Utility Payments on Redevelopi	77.11	
			101 - 576 80 47 000		- Riverfront	540.62	
			101 - 576 80 47 000		- Riverfront	261.76	
			101 - 576 80 47 000		- Riverfront	10.87	
			101 - 576 80 47 000		- Riverfront	13.33	
			101 - 576 80 47 010		- Community Center	392.30	
			101 - 576 80 47 020		- Senior Center	448.50	
			101 - 576 80 47 030		- Museum Apartments	39.78	
			101 - 576 80 47 030		- Museum Apartments	13.37	
			101 - 576 80 47 030		- Museum Apartments	29.74	
			101 - 576 80 47 040		- Train	15.46	
			101 - 576 80 47 050		- Hammer Square	153.90	
			101 - 576 80 47 051		- Bingham / Memorial	128.43	
			101 - 576 80 47 051		- Bingham / Memorial	232.65	

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			101 - 576 80 47 052 - Bingham Caretaker			256.00	
			101 - 576 80 47 053 - Other Utilities			19.25	
			101 - 576 80 47 053 - Other Utilities			10.87	
			101 - 576 80 47 070 - City Hall			3,473.86	
5669	06/11/2025	Claims	2	204587	QCC Quality Controls Corp.	7,452.00	
			401 - 535 80 41 000 - Professional Services			7,452.00	
5670	06/11/2025	Claims	2	204588	Rick's Refrigeration Inc	558.00	
			412 - 537 60 47 011 - Site Recycling Disposal			558.00	Site recycle fridges
5671	06/11/2025	Claims	2	204589	Ricoh USA, Inc	57.24	
			103 - 591 30 70 103 - Subscription IT (SBITA) - Street:			57.24	
5672	06/11/2025	Claims	2	204590	Rodda Paint Co	275.46	
			101 - 576 80 48 012 - Harry Osborne			275.46	
5673	06/11/2025	Claims	2	204591	Kevin Rogerson	300.00	
			001 - 512 50 41 000 - Professional Services			100.00	
			001 - 512 50 41 000 - Professional Services			200.00	
5674	06/11/2025	Claims	2	204592	Heather Romano	425.25	
			001 - 521 20 41 001 - Professional Services			425.25	
5675	06/11/2025	Claims	2	204593	Sedro-Woolley Auto Parts Inc	2,994.70	
			001 - 521 20 48 010 - Repair & Maint - Auto			1,415.33	Veh 256 Cook BLEA
			001 - 521 20 48 010 - Repair & Maint - Auto			188.15	Veh 255 Spare/BLEA/Baxin
			001 - 522 20 48 000 - Repairs/Maint-Equip			69.15	
			401 - 535 50 48 040 - Maintenance Of Vehicles			12.13	Unit 414
			401 - 535 50 48 040 - Maintenance Of Vehicles			146.23	Unit 414
			401 - 535 50 48 040 - Maintenance Of Vehicles			30.40	Unit 414
			401 - 535 50 48 040 - Maintenance Of Vehicles			-20.21	Unit 414
			401 - 535 50 48 040 - Maintenance Of Vehicles			179.40	Unit 414
			401 - 535 50 48 040 - Maintenance Of Vehicles			600.97	
			401 - 535 50 48 040 - Maintenance Of Vehicles			-43.44	
			401 - 535 50 48 040 - Maintenance Of Vehicles			11.94	Unit 423
			401 - 535 80 35 000 - Small Tools & Minor Equip			3.57	
			401 - 535 80 35 000 - Small Tools & Minor Equip			16.15	
			412 - 537 80 31 000 - Operating Supplies			79.39	
			103 - 542 30 31 000 - Operating Supplies			103.62	
			103 - 542 30 31 000 - Operating Supplies			5.86	
			103 - 542 30 31 000 - Operating Supplies			28.13	
			103 - 542 30 48 010 - Repair/Maintenance-Equip			36.16	
			103 - 542 30 48 010 - Repair/Maintenance-Equip			12.41	
			103 - 542 30 48 010 - Repair/Maintenance-Equip			16.50	Unit 318
			501 - 548 30 31 000 - Operating Supplies			52.07	
			101 - 576 80 48 021 - Equipment			50.79	Unit 152
5676	06/11/2025	Claims	2	204594	M.T. Gehring dba Sedro-Woolley Auto	195.05	
			001 - 521 20 48 010 - Repair & Maint - Auto			195.05	Veh 270 McGaughey
5677	06/11/2025	Claims	2	204595	Sedro-Woolley Rotary Foundation	225.00	
			001 - 513 10 49 010 - Dues & Subscriptions			225.00	
5678	06/11/2025	Claims	2	204596	Skagit Aggregates LLC	273.02	
			401 - 535 50 48 010 - Maintenance Of Lines			273.02	
5679	06/11/2025	Claims	2	204597	Skagit Cnty Treasurer	67,973.99	
			114 - 523 60 41 022 - Jail Sales Tax Pass Through 2/10			67,973.99	
5680	06/11/2025	Claims	2	204598	Skagit Farmers Supply	862.45	
			001 - 521 20 31 002 - Office/Operating Supplies			108.59	

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			401 - 535 80 31 000 - Office Supplies			28.21	
			102 - 536 20 35 000 - Small Tools/Minor Equip			257.82	
			103 - 542 30 31 000 - Operating Supplies			34.73	
			103 - 542 30 31 010 - Operating Supplies-Propane			15.73	
			103 - 542 30 31 020 - Operating Supplies - Herbicide			390.25	
			101 - 576 80 48 004 - Community Center			27.12	
5681	06/11/2025	Claims	2	204599	PNG Media LLC, dba Skagit Publishing	1,210.50	
			001 - 558 60 41 011 - Advertising Reimbuseable			290.52	
			101 - 594 76 63 025 - Olmsted Park			252.86	
			104 - 595 62 63 081 - Const - Sch A 2025 Pvt & Ped			333.56	
			104 - 595 62 63 082 - Const - Sch B 2025 Pvt & Ped			333.56	
5682	06/11/2025	Claims	2	204600	Mavis J Spradlin	18,995.06	
			104 - 595 20 63 083 - RW-SR 9-John Liner-McGarigle			18,995.06	
5683	06/11/2025	Claims	2	204601	Austin Thomas dba Thomas Fire Equip	630.00	
			501 - 594 22 64 501 - Vehicles - Fire			630.00	
5684	06/11/2025	Claims	2	204602	Transportation Solutions, Inc.	14,519.75	
			104 - 544 40 41 000 - Transportation Plan Update			14,519.75	
5685	06/11/2025	Claims	2	204603	Tri-Tec Communications Inc	238.92	
			001 - 518 80 41 000 - Professional Services			238.92	
5686	06/11/2025	Claims	2	204604	HD Supply Inc, dba USA BlueBook	534.32	
			401 - 535 80 31 010 - Operating Supplies			534.32	
5687	06/11/2025	Claims	2	204605	Vestis Group, Inc	64.74	
			401 - 535 80 35 020 - Solids Handling			8.20	
			401 - 535 80 49 000 - Laundry			8.20	
			401 - 535 80 49 000 - Laundry			8.20	
			412 - 537 80 49 000 - Misc-Laundry			8.53	
			412 - 537 80 49 000 - Misc-Laundry			8.53	
			412 - 537 80 49 000 - Misc-Laundry			8.53	
			103 - 542 30 49 000 - Misc-Laundry			4.85	
			103 - 542 30 49 000 - Misc-Laundry			4.85	
			103 - 542 30 49 000 - Misc-Laundry			4.85	
5688	06/11/2025	Claims	2	204606	WA St Dept of Transport	551.94	
			104 - 595 10 63 083 - Eng-SR 9-John Liner-McGarigle			551.94	
5689	06/11/2025	Claims	2	204607	West Coast Fire & Rescue	20,362.50	
			501 - 594 22 64 501 - Vehicles - Fire			20,362.50	
5690	06/11/2025	Claims	2	204608	Whatcom Electric Co. Inc.	103.12	
			401 - 535 50 48 040 - Maintenance Of Vehicles			146.56	Unit 423
			401 - 535 50 48 040 - Maintenance Of Vehicles			-16.29	Unit 423 battery core credit
			412 - 537 60 47 011 - Site Recycling Disposal			-4.00	Site recycle battery
			412 - 537 60 47 011 - Site Recycling Disposal			-11.15	Site recycle battery
			412 - 537 60 47 011 - Site Recycling Disposal			-4.00	Site recycle batteries
			412 - 537 60 47 011 - Site Recycling Disposal			-8.00	Site recycle battery
5691	06/11/2025	Claims	2	204609	Witmer Public Safety Group Inc.	289.92	
			501 - 594 22 64 501 - Vehicles - Fire			289.92	
5692	06/11/2025	Claims	2	204610	Woods Acquisition Corp	298.25	
			103 - 542 30 48 010 - Repair/Maintenance-Equip			108.06	
			001 - 558 60 31 000 - Supplies/Books			-59.71	
			101 - 576 80 35 000 - Small Tools & Minor Equip			218.05	
			101 - 576 80 35 010 - Safety Equipment			-65.88	
			101 - 576 80 48 021 - Equipment			97.73	Unit 102

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5693	06/11/2025	Claims	2	204611	World Kinect Energy Services, dba	9,762.32	
		425 - 531 50 32 000 - Vehicle Fuel				190.19	
		425 - 531 50 32 000 - Vehicle Fuel				365.45	
		425 - 531 50 32 000 - Vehicle Fuel				318.74	
		425 - 531 50 32 000 - Vehicle Fuel				213.97	
		102 - 536 20 32 000 - Auto Fuel/Diesel				156.31	
		412 - 537 80 32 000 - Auto Fuel/Diesel				2,234.89	
		412 - 537 80 32 000 - Auto Fuel/Diesel				2,654.25	
		412 - 537 80 32 000 - Auto Fuel/Diesel				176.27	
		412 - 537 80 32 000 - Auto Fuel/Diesel				2,699.19	
		103 - 542 30 32 000 - Auto Fuel/Diesel				495.56	
		103 - 542 30 32 000 - Auto Fuel/Diesel				106.98	
		101 - 576 80 32 000 - Auto Fuel/Diesel				150.52	
5694	06/11/2025	Claims	2	204612	Zachor, Stock & Krepps, Inc PS	9,575.00	
		001 - 515 41 41 001 - Ext Legal-Prosecutor				9,575.00	
		001 Current Expense Fund				58,327.33	
		101 Parks & Facilities Fund				40,961.75	
		102 Cemetery Fund				557.83	
		103 Street Fund				44,500.88	
		104 Arterial Street Fund				41,383.48	
		109 Special Investigation Fund				4,288.34	
		114 Law Enforcement Sales Tax				67,973.99	
		117 Housing and Related Services				10,711.37	
		401 Sewer Operations Fund				69,328.76	
		412 Solid Waste Operations Fund				18,933.62	
		425 Stormwater Operations				9,647.12	
		501 Equipment Replacement Fund				21,334.49	
							Claims:
							387,948.96
		* Transaction Has Mixed Revenue And Expense Accounts				387,948.96	

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

Finance Director

Date

Finance Committee Member

Date

Finance Committee Member

Date

Finance Committee Member

Date

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4433	05/01/2025	05/31/2025	1		Ser Chge		Banner Bank	18.29	BANNER BANK PRIOR MO EXCESS CURR/COIN FEE
		514 23 41 010 Bank Fees		001	Current Expense Fund			18.29	
4437	05/01/2025	05/31/2025	1		Ser Chge		Fiserv., dba Cardpointe	15.75	CIVICREC RESERVATION FEE FOR \$525.00 - ITEM TRACE#- 091000018915704
		514 23 41 008 Bank Fees - Park and F		001	Current Expense Fund			15.75	
4438	05/01/2025	05/31/2025	1		Ser Chge		US Bank -- Merchant Fees	347.01	MAY 2025 US BANK MERCHANT FEES
		535 80 41 020 Collection Services		401	Sewer Operations Fund			173.51	
		514 23 41 010 Bank Fees		001	Current Expense Fund			86.75	
		537 80 41 020 Collection Services		412	Solid Waste Operations Fund			86.75	
4439	05/01/2025	05/31/2025	1		Ser Chge		US Bank -- Merchant Fees	77.99	MAY 2025 US BANK MERCHANT FEE#2
		535 80 41 020 Collection Services		401	Sewer Operations Fund			38.99	
		514 23 41 010 Bank Fees		001	Current Expense Fund			19.50	
		537 80 41 020 Collection Services		412	Solid Waste Operations Fund			19.50	
4467	05/02/2025	05/31/2025	1		Ser Chge		Fiserv., dba Cardpointe	10.84	CIVICREC FEE FOR RESERVATION \$361.48 - ITEM TRACE#- 091000015481196
		514 23 41 008 Bank Fees - Park and F		001	Current Expense Fund			10.84	
4468	05/02/2025	05/31/2025	1		Ser Chge		Medical Insurance	10.00	ISTREAM NSF FEE FOR PREVIOUS MONTH
		342 60 00 000 Fire Transport Fees		001	Current Expense Fund			-10.00	
4469	05/02/2025	05/31/2025	1		Ser Chge		Authorize.Net	8.58	APRIL 2025 BANK FEE FOR AUTHORIZE.NET PROCESSOR FOR GOVQA PAYMENTS
		514 23 41 010 Bank Fees		001	Current Expense Fund			8.58	
4497	05/05/2025	05/31/2025	1		Ser Chge		Fiserv., dba Cardpointe	10.50	CIVICREC FEE FOR RESERVATION \$375.00 - ITEM TRACE#- 091000016776277
		514 23 41 008 Bank Fees - Park and F		001	Current Expense Fund			10.50	
4498	05/05/2025	05/31/2025	1		Ser Chge		Fiserv., dba Cardpointe	8.25	CIVICREC FEE FOR RESERVATION \$275.00 - ITEM TRACE#- 091000015483460
		514 23 41 008 Bank Fees - Park and F		001	Current Expense Fund			8.25	

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4499	05/05/2025	05/31/2025	1		Ser Chge		Fiserv., dba Cardpointe	7.50	CIVICREC FEE FOR RESERVATION \$250.00 - ITEM TRACE#- 091000018830864
		514 23 41 008 Bank Fees - Park and F		001	Current Expense Fund			7.50	
4500	05/05/2025	05/31/2025	1		Ser Chge		Payment Tech -- Service Charge	3,577.59	MAY 2025 PAYMENTECH SERVICE CHARGE - GENERAL ACCOUNT
		535 80 41 020 Collection Services		401	Sewer Operations Fund			1,788.79	
		514 23 41 010 Bank Fees		001	Current Expense Fund			894.40	
		537 80 41 020 Collection Services		412	Solid Waste Operations Fund			894.40	
4501	05/05/2025	05/31/2025	1		Ser Chge		Payment Tech -- Service Charge	185.32	MAY 2025 PAYMENTECH SERVICE CHARGE - GENERAL NON-UTILITY
		514 23 41 010 Bank Fees		001	Current Expense Fund			185.32	
4502	05/06/2025	05/31/2025	1		Ser Chge		Payment Tech -- Service Charge	34.48	MAY 2025 PAYMENTECH SERVICE CHARGE - BINGHAM
		576 80 41 000 Professional Services		101	Parks & Facilities Fund			34.48	
4503	05/06/2025	05/31/2025	1		Ser Chge		Payment Tech -- Service Charge	30.49	MAY 2025 PAYMENTECH SERVICE CHARGE - RIVERFRONT
		576 80 41 000 Professional Services		101	Parks & Facilities Fund			30.49	
4653	05/06/2025	05/31/2025	1		Ser Chge		Fiserv., dba Cardpointe	7.50	CIVICREC FEE FOR RESERVATION \$250.00 - ITEM TRACE#- 091000016328018
		514 23 41 008 Bank Fees - Park and F		001	Current Expense Fund			7.50	
4657	05/06/2025	05/31/2025	1		Ser Chge		US Bank -- Merchant Fees	10.00	FOREIGN EXCHANGE FEE - PESOS EXCHANGED TOTAL \$61.34 FOR POLICE EVIDENCE
		514 23 41 010 Bank Fees		001	Current Expense Fund			10.00	
4765	05/07/2025	05/31/2025	1		Ser Chge		Fiserv., dba Cardpointe	26.25	CIVICREC SERVICE FEE FOR RESERVATION \$875.00 - ITEM TRACE#- 091000011847654
		514 23 41 008 Bank Fees - Park and F		001	Current Expense Fund			26.25	
4766	05/07/2025	05/31/2025	1		Ser Chge		Xpress Bill Pay - Service Fees	2,462.10	MAY 2025 XPRESS BILL PAY SERVICE CHARGE
		535 80 41 020 Collection Services		401	Sewer Operations Fund			1,231.04	
		537 80 41 020 Collection Services		412	Solid Waste Operations Fund			615.53	
		514 23 41 010 Bank Fees		001	Current Expense Fund			615.53	

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4770	05/08/2025	05/31/2025	1		Ser Chge	Fiserv., dba Cardpointe	8.25	CIVICREC SERVICE FEE FOR RESERVATION \$250.00 - ITEM TRACE#- 091000011588727
	514 23 41 008 Bank Fees - Park and F	001 Current Expense Fund					8.25	
4772	05/09/2025	05/31/2025	1		Ser Chge	Fiserv., dba Cardpointe	44.25	CIVICREC SERVICE CHARGE FOR RESERVATION \$1475.00 - ITEM TRACE#- 09100001741241
	514 23 41 008 Bank Fees - Park and F	001 Current Expense Fund					44.25	
4778	05/12/2025	05/31/2025	1		Ser Chge	Fiserv., dba Cardpointe	3.60	CIVICREC SERVIC FEE FOR RESERVATION \$120.00 - ITEM TRACE#- 091000011462439
	514 23 41 008 Bank Fees - Park and F	001 Current Expense Fund					3.60	
4804	05/13/2025	05/31/2025	1		Ser Chge	Fiserv., dba Cardpointe	4.65	CIVICREC SERVICE FEE FOR RESERVATION \$155.00 - ITEM TRACE#- 091000013629680
	514 23 41 008 Bank Fees - Park and F	001 Current Expense Fund					4.65	
4826	05/14/2025	05/31/2025	1		Ser Chge	Fiserv., dba Cardpointe	25.95	CIVICREC SERVICE FEE FOR RESERVATION \$865.00 - ITEM TRACE#- 091000019737143
	514 23 41 008 Bank Fees - Park and F	001 Current Expense Fund					25.95	
4828	05/14/2025	05/31/2025	1		Ser Chge	US Bank -- Analysis Fees	1,168.70	MAY 2025 US BANK ANALYSIS FEES
	535 80 41 020 Collection Services	401 Sewer Operations Fund					584.34	
	514 23 41 010 Bank Fees	001 Current Expense Fund					292.18	
	537 80 41 020 Collection Services	412 Solid Waste Operations Fund					292.18	
4862	05/15/2025	05/31/2025	1		Ser Chge	Fiserv., dba Cardpointe	4.35	CIVICREC SERVICE FEE FOR RESERVATION \$145.00 - ITEM TRACE#- 091000017894821
	514 23 41 008 Bank Fees - Park and F	001 Current Expense Fund					4.35	
4865	05/16/2025	05/31/2025	1		Ser Chge	C/O Key NW Property Mgmt Rita Stree	5,574.84	Refer to Maker
	343 78 00 000 Collection Recoveries	412 Solid Waste Operations Fund					33.15	
	361 40 00 412 Interest On Accts	412 Solid Waste Operations Fund					-0.22	
	343 50 00 000 Sewer Service Charges	401 Sewer Operations Fund					-3,645.12	
	343 73 00 005 Commercial Recycling	412 Solid Waste Operations Fund					-168.05	
	343 50 00 010 Utility Tax Collected	401 Sewer Operations Fund					-400.38	
	343 70 00 000 Garbage/Solid Waste F	412 Solid Waste Operations Fund					-904.04	
	343 75 00 000 Fuel Surcharge	412 Solid Waste Operations Fund					-4.18	
	343 70 00 010 Utility Tax Collected	412 Solid Waste Operations Fund					-95.36	
	343 10 00 000 Stormwater Fees	425 Stormwater Operations					-356.67	
	343 10 00 010 Utility Tax Collected	425 Stormwater Operations					-33.97	

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						InterFund # Vendor		
4866	05/16/2025	05/31/2025	1		Ser Chge	Osadchuk, Veniamin & Natalia	152.00	
					343 50 00 000 Sewer Service Charges	401 Sewer Operations Fund	-76.15	
					343 50 00 010 Utility Tax Collected	401 Sewer Operations Fund	-7.97	
					343 70 00 000 Garbage/Solid Waste F	412 Solid Waste Operations Fund	-36.54	
					343 75 00 000 Fuel Surcharge	412 Solid Waste Operations Fund	-2.09	
					343 73 00 000 Curbside Recycling Fee	412 Solid Waste Operations Fund	-9.28	
					343 70 00 010 Utility Tax Collected	412 Solid Waste Operations Fund	-5.02	
					343 10 00 000 Stormwater Fees	425 Stormwater Operations	-13.53	
					343 10 00 010 Utility Tax Collected	425 Stormwater Operations	-1.42	
4993	05/16/2025	05/31/2025	1		Ser Chge		1.95	CIVICREC SERVICE FEE FOR RESERVATION \$40.00 - ITEM TRACE#- 091000018836398
					514 23 41 008 Bank Fees - Park and F	001 Current Expense Fund	1.95	
5041	05/19/2025	05/31/2025	1		Ser Chge	Fiserv., dba Cardpointe	49.35	CIVICREC SERVICE FEE FOR RESERVATION \$1645.00 - ITEM TRACE#- 091000010905485
					514 23 41 008 Bank Fees - Park and F	001 Current Expense Fund	49.35	
5076	05/20/2025	05/31/2025	1		Ser Chge	Fiserv., dba Cardpointe	12.00	CIVICREC SERVICE FEE FOR RESERVATION TOTAL \$400.00 (TXN TOTAL (-\$600.00) ITEM TRACE#- 091000014546087
					514 23 41 008 Bank Fees - Park and F	001 Current Expense Fund	12.00	
5229	05/21/2025	05/31/2025	1		Ser Chge	Fiserv., dba Cardpointe	2.18	CIVICREC SERVICE FEE FOR RESERVATION TOTAL (\$927.45) - ITEM TRACE#- 091000019916916
					514 23 41 008 Bank Fees - Park and F	001 Current Expense Fund	2.18	
5307	05/22/2025	05/31/2025	1		Ser Chge	Fiserv., dba Cardpointe	34.05	CIVICREC SERVICE FEE FOR RESERVATION \$1135.00 - ITEM TRACE#- 091000011467311
					514 23 41 008 Bank Fees - Park and F	001 Current Expense Fund	34.05	
5312	05/23/2025	05/31/2025	1		Ser Chge	Fiserv., dba Cardpointe	12.15	CIVICREC SERVICE FEE FOR RESERVATION \$405.00 - ITEM TRACE#- 091000016537900
					514 23 41 008 Bank Fees - Park and F	001 Current Expense Fund	12.15	
5339	05/27/2025	05/31/2025	1		Ser Chge	Fiserv., dba Cardpointe	46.50	CIVICREC SERVICE FEE RESERVATION \$1550.00 - ITEM TRACE#- 091000015890483
					514 23 41 008 Bank Fees - Park and F	001 Current Expense Fund	46.50	

TRANSACTION JOURNAL

City Of Sedro-Woolley

Time: 08:03:30 Date: 06/06/2025

05/01/2025 To: 05/31/2025

Page: 5

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
5340	05/27/2025	05/31/2025	1		Ser Chge		Fiserv., dba Cardpointe	20.25	CIVICREC SERVICE FEE RESERVATION \$675.00 - ITEM TRACE#- 091000010492427
		514 23 41 008 Bank Fees - Park and F		001	Current Expense Fund			20.25	
5341	05/27/2025	05/31/2025	1		Ser Chge		Fiserv., dba Cardpointe	7.50	CIVICREC SERVICE FEE RESERVATION \$250.00 - ITEM TRACE#- 091000010415840
		514 23 41 008 Bank Fees - Park and F		001	Current Expense Fund			7.50	
5369	05/28/2025	05/31/2025	1		Ser Chge		Fiserv., dba Cardpointe	60.75	CIVICREC SERVICE FEE FOR RESERVATION \$2025.00 - ITEM TRACE#- 091000015566409
		514 23 41 008 Bank Fees - Park and F		001	Current Expense Fund			60.75	
5407	05/29/2025	05/31/2025	1		Ser Chge		Fiserv., dba Cardpointe	1.05	CIVICREC SERVICE FEE FOR RESERVATION \$35.00 - ITEM TRACE#- 091000012403656
		514 23 41 008 Bank Fees - Park and F		001	Current Expense Fund			1.05	
5410	05/30/2025	05/31/2025	1		Ser Chge		Riley, William	128.70	Removed NSF Fee as a one time courtesy as customer has never had a returned payment before.
		343 50 00 000 Sewer Service Charges		401	Sewer Operations Fund			-75.94	
		343 50 00 010 Utility Tax Collected		401	Sewer Operations Fund			-7.97	
		343 70 00 000 Garbage/Solid Waste F		412	Solid Waste Operations Fund			-15.67	
		343 75 00 000 Fuel Surcharge		412	Solid Waste Operations Fund			-2.09	
		343 73 00 000 Curbside Recycling Fee		412	Solid Waste Operations Fund			-9.28	
		343 70 00 010 Utility Tax Collected		412	Solid Waste Operations Fund			-2.84	
		343 10 00 000 Stormwater Fees		425	Stormwater Operations			-13.49	
		343 10 00 010 Utility Tax Collected		425	Stormwater Operations			-1.42	
5446	05/30/2025	05/31/2025	1		Ser Chge		Fiserv., dba Cardpointe	16.76	CIVICREC SERVICE FEE FOR RESERVATION \$550.00 - ITEM TRACE#- 091000014286778
		514 23 41 008 Bank Fees - Park and F		001	Current Expense Fund			16.76	
5481	05/31/2025		99		Ser Chge		Municipal Court	7,746.16	May 2025, total court disbursements.
		586 00 01 635 Court Disbursements		635	Custodial Fund			7,746.16	

TRANSACTION JOURNAL

City Of Sedro-Woolley

Time: 08:03:30 Date: 06/06/2025

05/01/2025 To: 05/31/2025

Page: 6

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund # Vendor	Amount	Memo				
Records Printed: 41							Adjustments:	0.00				
							Beginning Balance:	0.00				
							Revenues:	0.00				
							Warrant Expenditures:	0.00				
							Non Warrant Expenditures:	21,974.38				
							Interfund Transfers:	0.00				
							Redemptions:	0.00				
							Deposits:	0.00				
							Withdrawals:	0.00				
							Stop Payments:	0.00				
Fund	Adjustments					Beg Bal	Revenues	War Exp	N War Exp	IT In	IT Out	Stop Pmts
001 Current Expense Fund	0.00					0.00	0.00	0.00	2,562.68	0.00	0.00	0.00
101 Parks & Facilities Fund	0.00					0.00	0.00	0.00	64.97	0.00	0.00	0.00
401 Sewer Operations Fund	0.00					0.00	0.00	0.00	-396.86	0.00	0.00	0.00
412 Solid Waste Operations Fund	0.00					0.00	0.00	0.00	686.85	0.00	0.00	0.00
425 Stormwater Operations	0.00					0.00	0.00	0.00	-420.50	0.00	0.00	0.00
635 Custodial Fund	0.00					0.00	0.00	0.00	7,746.16	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	10,243.30	0.00	0.00	0.00



City Council Agenda Item

Agenda Item No.: e.3.

Date: June 11, 2025

From: Dan McIlraith, Police Chief

Subject: Memorandum of Understanding - Northwest Educational Service District 189 - School Safety and Violence Prevention

RECOMMENDED ACTION:

Motion to authorize Chief Dan McIlraith sign a school safety and violence prevention Memorandum of understanding with Northwest Educational Services District 189.

BACKGROUND/SUMMARY INFORMATION:

The School Safety and Wellness Center (SSWC) at the Northwest Educational Service District (NWESD) 189 intends to apply for the **FY25 COPS School Violence Prevention Program (SVPP) grant opportunity from the DOJ.**

A brief overview of the proposed project is attached for details, but the highlights include:

- 36 month project, starting October 2025
- Focus on improving school safety measures, protocols, and target hardening
- Improved communication and partnership between schools and law enforcement, first responders, and emergency management
- ***Key request from emergency partners: support emergency preparedness protocols and reunification drills at local school sites.***

Impacted parties include:

- Staff and students at
 - Skagit County Open Doors Youth Reengagement Program (Sedro-Woolley),
 - Snohomish County Discovery Center and Northwest Regional Learning Center (Arlington),
 - Whatcom County Discovery Center (Ferndale)
- Law enforcement, first responders, and Emergency Management departments that support these locations/counties

This is a preliminary Memorandum of Understanding (MOU) that demonstrates support for this

grant if it is awarded to NWESD.

FISCAL IMPACT, IF APPROPRIATE:

None. The 25% minimum match on grant approval is the responsibility of the NWESD. No agency partners will be asked to contribute funding. SWPD already partners with the Sedro-Woolley School District for emergency preparedness protocols and drills.

ATTACHMENTS:

1. MOU NWESD 189 and SWPD
2. FY25 COPS_SVPP Intent to Apply



Northwest Educational Service District 189

Together We Can

1601 R. Avenue, Anacortes, WA 98221
(360) 299-4000 | Fax (360) 299-4070
www.nwesd.org

Board of Directors:
Kelly Bashaw
Cory Duskun
Dr. Alan Erickson
Oscar Escalante
Merle Kirkley
Ann McMurray
Sue Phillips
Dr. Jack Thompson
Mark Venn

Dr. Ismael Vivanco, *Superintendent*

MEMORANDUM OF UNDERSTANDING

Between Northwest Educational Service District 189 and Sedro-Woolley Police Department (SWPD)

Duration: 36 months | October 1, 2025 – September 30, 2028

I. Purpose

This Memorandum of Understanding (MOU) establishes a framework for collaboration between Northwest Educational Service District 189 (NWESD 189) and Sedro-Woolley Police Department (SWPD) to support school safety and violence prevention efforts under the COPS School Violence Prevention Program (SVPP) grant. This MOU ensures compliance with RCW 28A.600.490 and supports the implementation of best practices aligned with the NWESD 189 Regional School Safety Center.

This agreement will be reviewed and implemented pending award of the COPS School Violence Prevention Grant to NWESD 189.

II. Roles and Responsibilities

A. Sedro-Woolley Police Department (SWPD) Shall:

- Assign a designated liaison officer(s) as an intermittent partner resource as needed.
- Participate in emergency planning drills.
- Support training efforts in emergency preparedness, reunification protocols, and staff orientation to target hardening equipment.

B. NWESD 189 Shall:

- Ensure access to school facilities for law enforcement safety planning.
- Designate district-level and building-level contacts for coordination.
- Collaborate on annual school safety drills in accordance with RCW 28A.320.125.
- Maintain and share school safety and emergency preparedness policies and procedures.

III. Shared Commitments

Both parties commit to:

- Protecting student rights in compliance with FERPA, RCW 28A.600.010, and related privacy laws.



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Dr. Jack Thompson
Mark Venn

Dr. Ismael Vivanco, *Superintendent*

- Supporting proactive violence prevention through education and early intervention.
- Maintaining open communication through quarterly review meetings and an annual evaluation of the project.

IV. Termination Clause

Either party may terminate this agreement with 30 days' written notice. This MOU may be amended by mutual written consent.

Chief Dan McIlraith

Sedro-Woolley Police Department (SWPD)

Date:



U.S. DEPARTMENT OF JUSTICE FY25 COPS SCHOOL VIOLENCE PREVENTION PROGRAM (SVPP)

INTENT TO APPLY

GRANT OPPORTUNITY OVERVIEW

- Federal grant from the U.S. Department of Justice COPS Office
- Supports evidence-based school safety programs and physical security improvements
- Designed to reduce violence in K–12 schools
- Up to \$500,000 per award (federal share)
- Three-year grant period
- Requires a minimum 25% local cash match

PROGRAM PRIORITIES

- Focus on partnerships between schools and law enforcement
- Emphasis on proactive and preventative strategies
- Alignment with evidence-based school safety models

ALLOWABLE USE OF FUNDS

- Coordination with law enforcement
- Installation of CPTED and deterrent equipment
- Acquisition and installation of technology for expedited emergency notifications
- Training for school personnel and students on preventing violence
- Development of school emergency safety plans

CONTACT

Erin Bafaro, School Safety Program Manager, NWESD

 360-299-4517

 ebafaro@nwesd.org

 www.nwesd.org

PROJECT GOALS & PARTNERS

PROJECT NAME: NWESD 189 Schools Emergency Preparedness Project

DATES: Submission by June 18 | Award Notification by September | Work Start on October 1, 2025

PROJECT GOALS:

- Annual Comprehensive Site Assessments
- Implement safety protocols with schools, law enforcement, first responders, and Emergency Management partners
- Update Emergency Operations Plans
- Plan and practice reunification drills with staff, students, and emergency partners
- Implement Teen Community Emergency Response Team (CERT) Programs at each site
- Install new target hardening and safety resources at each site

BENEFICIARY PARTNER SITES

- Skagit County Open Doors Youth Reengagement Program (Sedro-Woolley)
- Snohomish County Discovery Center & Northwest Regional Learning Center (Arlington)
- Whatcom County Discovery Center (Ferndale)

PARTNER AGENCIES

- All school districts who partner with each site
- All local law enforcement agencies who serve each beneficiary site named above (Arlington, Ferndale, Sedro-Woolley)
- Department(s) of Emergency Management in Skagit, Snohomish, and Whatcom counties
- FEMA, Region 10 (supporting Teen CERT)
- Serve Washington (supporting Teen CERT)



City Council Agenda Item

Agenda Item No.: j.1.

Date: June 11, 2025

From: Ashton Sandoval Oaks, Assistant Planner

Subject: Amendments to Title 17 SWMC Off-Street Parking and Loading - Ordinance 2096-25 - 3rd Read

RECOMMENDED ACTION:

Motion to approve Ordinance 2096-95 adopting amendments to Title 17 SWMC regarding off-street parking and loading.

BACKGROUND/SUMMARY INFORMATION:

Proposed Ordinance 2096-25 (**Attachment 1**) is intended to balance the off-street parking concerns expressed by the community with parking regulations recently approved by the state legislature (SB 6015; included herein as **Attachment 2**). These amendments affect off-street residential parking, visitor parking, off-street loading, and the location of parking regulations within the municipal code. A public hearing for this item was held on February 18, 2025, during the regularly scheduled Planning Commission meeting. Environmental review of this proposed ordinance was completed and a SEPA Determination of Non-Significance was issued on March 7, 2025 (included herein as **Attachment 3**)

At the June 26, 2024, City Council meeting, staff presented amendments to Title 17 SWMC to address Work/Live units for adoption by City Council. At this meeting, Councilmembers expressed concerns regarding an insufficient amount of off-street parking for residential uses, including Work/Live and multifamily dwelling units. Currently, Title 17 SWMC regulates the minimum required off-street parking for residential uses.

As the cost of housing continues to rise, some families may choose to relocate themselves into smaller, more affordable dwelling units that may possess an insufficient amount of off-street parking for the size of the household residing in the dwelling. To combat excessive parking in the public right-of-way, the proposed amendments (included herein as **Attachment 4**) are intended to create a scaled approach to the required amount of residential off-street parking, determined according to dwelling unit type and bedroom count. City Councilmembers and concerned citizens alike have also noted a lack of visitor parking for multifamily structures. A minimum visitor parking requirement has been incorporated into the draft amendment for these structures.

Despite the lack of parking that is perceived in Sedro-Woolley, parking minimums are continually being reduced or outright eliminated across the country for the purpose of allowing more buildable land capacity for affordable housing, among other reasons. To ensure parking does not reduce buildable land

capacity nor dominate those areas of Sedro-Woolley that are designed for their small-town character and walkable nature, parking maximums are proposed only for residential uses in the Central Business District (CBD) and Urban Village Mixed-Use (UVMU) Overlay Zone. These proposed amendments to Title 17 will ensure that sufficient parking is provided for all residential uses without detriment to the historic character of the city, adjacent properties, and surrounding uses.

The *Planning Commission Findings of Fact, Conclusions and Recommendation (Attachment 5)* includes the procedural history of the review process, analysis of the proposal and Planning Commission findings, conclusions, and recommendations.

A first read of the proposed amendments was introduced at the April 9, 2025, City Council meeting.

On May 28, 2025, at the second reading of the proposed amendments, the City Council requested that Planning Department staff meet with Police Department staff to clarify which departments oversee which aspects of parking regulation. On June 4, 2024, Planning and Police staff met to review the proposed changes and discuss enforcement responsibilities. Chapter 10.44 SWMC regulates stopping, standing, and parking on public streets and city-owned parking lots. The Police Department routinely issues courtesy notices to improperly parked drivers and patrols areas of the city where parking concerns have been raised in the past. To change parking enforcement regulations (time limits, no parking areas, etc.), a code amendment to Chapter 10.44 SWMC is required. If the City Council would like to see changes to this Chapter to address parking enforcement, staff respectfully recommend adopting such amendments through a separate municipal code update as this is a separate matter from what is proposed under Ord. 2096-25.

Additionally, one minor revision was made to proposed subsection 17.36.040 (K). This revision codifies the responsibility of the underlying property owner to ensure parking stalls are equally distributed among residents of a development.

The proposed amendments are also supported by and implement the following purpose, goals, and policies from the Sedro-Woolley Comprehensive Plan and City of Sedro-Woolley Complete Streets Policy (City Council Resolution 952-17):

Urban Village Mixed-Use Overlay Subarea Plan (appendix C of Land Use Element, 2016 Comprehensive Plan)

Purpose: The UVMU will provide for more efficient use of resources providing for a mixed-use site plan to include [...] walkability, convenience, [...] and reduced dependence on motorized vehicles.

Goal UVMU2: Encourage commerce by creating a pedestrian-friendly environment that accommodates shoppers, employees and residents.

Transportation Element (2016 Comprehensive Plan)

Goal T3: To benefit social wellbeing and economic development through street design.

Policy T3.7: Provide accessible on-street parking for residential development. Provide off-street parking for multi-family residential development consistent with proposed density.

Goal T4: To encourage alternate modes of transportation in accordance with the principals outlined in the City's adopted Complete Streets Resolution 952-17 and SWMC Chapter 15.040.030.

City of Sedro-Woolley Complete Streets Policy (City Council Resolution 952-17)

Policy: The City will plan for, design, construct, operate, and maintain an appropriate and integrated transportation system that will meet the needs of motorist[s], pedestrian[s], bicyclists, wheelchair users, transit vehicles and riders, freight haulers, emergency responders, and residents of all ages and abilities.

FISCAL IMPACT, IF APPROPRIATE:

None anticipated.

ATTACHMENTS:

1. Draft 4 - Ordinance 2096-25 - Parking Standards Update (6-11-25)
2. SB 6015
3. SEPA DNS - Parking Standards Update (issued 3-7-25)
4. Draft Amendments 8 (6-11-25)
5. Planning Commission Findings and Recommendation - Parking Standards - Signed 5-22-25

ORDINANCE NO. 2096-25

AN ORDINANCE OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON, ADOPTING AMENDMENTS TO TITLE 17 SWMC TO UPDATE OFF- STREET PARKING AND LOADING REGULATIONS

WHEREAS, currently, Title 17 SWMC establishes off-street parking and loading requirements for development within the city, organized by use and zoning classification across several chapters; and

WHEREAS, the City Council and the general public have similarly reported insufficient parking for several multifamily developments; and

WHEREAS, the cost of housing is continually rising in our region, and consequently, larger households may opt for smaller dwelling units that possess inadequate parking for the amount of vehicles owned by the household; and

WHEREAS, in an effort to reduce the cost of housing in the region, several cities in Washington State have elected to eliminate parking regulations outright. The intent of removing these restrictions is to increase buildable land capacity, thus increasing the supply of housing and reducing demand and cost. It is assumed that private developers will still provide parking to ensure their units are marketable; and

WHEREAS, to ensure parking does not degrade the buildable land capacity in Sedro-Woolley, the following municipal code amendments include parking stall maximums for residential uses within the Urban Village Mixed-Use (UVMU) overlay zone and the Central Business District (CBD) zone; and

WHEREAS, to strike a palatable balance between the efforts of the Washington State legislature and cities in our region with the values of the City Council and community at-large, the Planning Commission and Community Development Department staff recommend a scaled approach to minimum residential parking to ensure adequate parking is provided for every dwelling unit without excessively limiting buildable land for housing; and

WHEREAS, the Planning Commission and Community Development Department staff have also proposed amended provisions for visitor parking, off-street loading, and shared parking agreements (cooperative provisions), as well as consolidated all parking regulations into Chapter 17.36 SWMC; and

WHEREAS, in accordance with the Sedro-Woolley Consolidated Planning Procedures, the Planning Commission held public meetings and reviewed the draft amendments at the September 17, 2024; October 15, 2024; November 19, 2024; January 21, 2025; and February 18, 2025, Planning Commission meetings; and

WHEREAS, the Planning Commission held a public hearing on this matter during the February 18, 2025, meeting. At the meeting, the Commission reviewed the draft amendments, and, following a public hearing, passed a motion to recommend approval of the draft amendments presented at the February 18, 2025, Planning Commission meeting to City Council, with the following conditions: (1) Correct the definition for “Central Business District Core” in Section 17.04.030 SWMC to read as follows: “ ‘Central Business District Core’ means that area bounded to the north by the Cascade Trail, to the east by Puget Avenue / Fourth Avenue, to the south by the alley between State and Warner Streets, and to the west by the railroad right-of-way [...]”; (2) Define “loading facility” in Section 17.04.030 SWMC; (3) Revise proposed Subsection 17.36.030(C)(4)(b) SWMC to read as follows: “Eleven or more new residential units

are constructed, in which case the parking requirements in the table above shall apply”; and (4) Strike proposed Subsection 17.36.050 (E). The motion to recommend approval with the aforementioned conditions carried 7 – 0; 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 March 3, 2025. A 15-day expedited review was requested and granted by Commerce. The comment period ended March 17, 2025; and

WHEREAS, Community Development Department Staff received one comment letter on March 17, 2025, from the Washington Department of Commerce regarding the recommended amendments. Community Development Department Staff reviewed the concerns raised in the letters and responded to the agency feedback, proposing changes under the scope of this Ordinance that would address said concerns. The proposed changes were implemented to ensure alignment with the recommendations of the Washington Department of Commerce while maintaining the City’s objectives; and

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

WHEREAS, environmental review of the amendments has been completed and a Determination of Non-Significance was issued March 7, 2025; and

WHEREAS, the proposed ordinance is in the best interest of City of Sedro-Woolley citizens and promotes the health, safety, and welfare of the citizens of the City of Sedro-Woolley; and

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

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

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

Title 17
ZONING

Chapters:

17.04 Administrative Provisions

17.06 Residential 1 Environmentally Constrained (R-1) Zone

17.08 Residential 5 (R-5) Zone

17.12 Residential 7 (R-7) Zone

17.16 Residential 15 (R-15) Zone

17.20 Mixed Commercial (MC) Zone

17.21 Urban Village Mixed-Use (UVMU) Overlay

17.22 Transitional Mixed Commercial Overlay

17.24 Central Business District (CBD) Zone

17.28 Industrial (I) Zone

17.32 Public (P) Zone

17.34 Open Space (OS) Zone

17.36 Off-street Parking and Loading

17.38 Residential Recreation Areas

17.40 Signs
17.43 Planned Residential Development (PRD)
17.44 General Regulations for All Zones
17.48 Mobile Home Parks
17.50 Landscaping
17.51 Murals
17.52 Repealed
17.56 Conditional Use Permits
17.60 Variances and Zoning Waivers
17.64 Temporary Permits
17.65 Regulations for Critical Areas
17.66 Flood Damage Prevention
17.68 Home Occupation Permits
17.72 Repealed
17.76 Repealed
17.80 Enforcement
17.84 Adult Entertainment Establishments
17.88 Essential Public Facilities
17.90 Collective Gardens
17.92 Recreational Marijuana Producers, Processors and Retailers
17.96 City of Sedro-Woolley Shoreline Master Program
17.98 Model Homes
17.100 Accessory Dwelling Units (ADUs)
17.110 Homeless Encampments at Religious Organizations

Chapter 17.04

ADMINISTRATIVE PROVISIONS

Sections:

17.04.010 Purpose.
17.04.020 Jurisdiction.
17.04.030 Definitions.
17.04.040 Administration and interpretation.
17.04.050 Nonconforming uses, structures, and lots.
17.04.060 Fees.

[...]

17.04.030 Definitions

[...]

“Building” means an enclosed structure capable of being heated. This word shall always be considered as being followed by the phrase “or portion thereof.”

“Central Business District Core” means that area bounded to the north by the Cascade Trail, to the east by Puget Avenue/Fourth Avenue, to the south by the alley between State and Warner Streets, and to the west by the railroad right-of-way. Also included in the Central Business District Core are properties zoned Central Business District that front Metcalf, Ferry, West Ferry, State, and West State Streets.

“Child day care centers” provide temporary care of children as defined by the State Department of Social and Health Services, preschool or nursery school.

[...]

“Light manufacturing” means any manufacturing activity that does not create noise, smoke, odors or any other nuisance that can be detected from outside the building.

“Loading dock” means a portion of a structure where vehicles carrying goods may load and/or unload shipments directly into the structure. A loading dock may be flush with the building envelope or completely enclosed. In residential and mixed-use developments, loading docks shall be designed to be accessible by mail carriers and couriers.

“Loading facility” means an on-site designated location designed for the loading and unloading of passengers and/or goods. This may include, but is not limited to, loading docks for shipments via truck or parking stalls designated as loading zones within a parking lot.

“Loading zone” means an off-street parking stall designated for the use of loading or unloading passengers and/or goods. Loading zones appear as a traditional parking stall but are regulated by signage that establishes a time limit and indicates the use of the parking stall for loading or unloading passengers and/or goods.

“Lot” means a contiguous quantity of land under one ownership, with fixed boundaries, which can legally be bought and sold separately from other lands.

[...]

“Ownership” means a lot or group of contiguous lots under the ownership.

“Permanent affordable housing” means housing, regardless of ownership, for which there is a legally binding, recorded document in effect that limits the price at which the owner may sell or restricts the occupancy of the unit to a qualified, low-income household, for a period of at least 40 years for a property used for shelter or rental housing, or for a period of at least 25 years for a property to be owned by a low-income household. These documents include, but are not limited to, affordability covenants, deed restrictions, and community land trust leases. Resale restrictions exercised by providers of permanently affordable housing can include, but are not limited to:

1. Continuous ownership of land by a public entity or nonprofit housing provider with a lease allowing ownership of the structure by an income-eligible household;
2. A nonpossessory interest or right in real property, such as a deed restriction, restrictive covenant, resale restriction, or other contractual agreement, that ensures affordability.

“Permitted use” means a use permitted within a zone, including uses accessory to the permitted use.

[...]

“Structure” means a stationary manmade object or part thereof erected on the ground with an intention of some permanence, excluding objects less than three feet in height.

“Townhouse” means a dwelling in a row of units in which each unit has its own front and rear access to the outside, no unit is located over another unit, and each unit is separated from any other unit by one or more vertical common walls.

“Trailer” means a device designed to be drawn by a motor vehicle and provide temporary living quarters.

[...]

Chapter 17.16 Residential-15 (R-15)

Sections:

17.16.005 Intent.

17.16.010 Use restrictions.

17.16.020 Bulk restrictions.

17.16.030 Minimum lot size requirements.

17.16.035 Zero side setbacks permitted.

17.16.040 Maximum density requirements.

17.16.050 ~~Parking for residential uses in R-15 zone.~~Repealed

17.16.060 Design review.

[...]

17.16.050 Parking for residential uses in R-15 zone.

The parking requirements for residential uses in the R-15 zone shall be as follows:

Studio	1 space
1 bedroom	2 spaces
2 bedrooms	2 spaces
3 bedrooms	3 spaces
4 or more bedrooms	4 spaces
Visitor/overflow spaces	1 additional space per 8 units

In all cases, there shall be a minimum off-street parking apron of twenty-five feet in length directly in front of all garage door entrances when accessing a street either to the front or side of a residence. Where garage doors access an alley, the off-street parking apron shall be at least ten feet. Parking spaces counted for residential use shall not also be counted towards nonresidential parking requirements of Chapter 17.36 for other uses in this zone. (Ord. 1906-18 § 1, 2018; Ord. 1484-04 § 6 (part), 2004)

[...]

Chapter 17.20 Mixed Commercial (MC) Zone

Sections:

17.20.005 Intent.

17.20.010 Use restrictions.

17.20.020 Bulk restrictions.

17.20.030 Minimum lot size requirements.

17.20.040 Hazardous waste.

17.20.050 Design review.

17.20.060 ~~Parking for residential uses in the MC zone.~~Repealed

[...]

17.20.060 ~~Parking for residential uses in the MC zone.~~

The parking requirements for residential uses in the MC zone shall be as follows:

<u>Dwelling Unit Type</u>	<u>Required resident parking stalls per dwelling unit</u>
Studio	1 space
1 bedroom	2 spaces
2 bedrooms	2 spaces
3 bedrooms	3 spaces
4 or more bedrooms	4 spaces
Visitor/overflow spaces	1 additional space per 8 units

~~Parking spaces counted for residential use shall not also be counted towards non-residential parking requirements of SWMC Ch. 17.36 for this zone. (Ord. 1484-04 § 7 (part), 2004)~~

Chapter 17.21 Urban Village Mixed-Use (UVMU) Overlay

Sections:

17.21.005 Intent.

17.21.010 Applicability.

17.21.015 Definitions.

17.21.020 Use restrictions.

17.21.025 Bulk restrictions.

17.21.030 Minimum lot size requirements.

17.21.040 Maximum density requirements and mixed uses.

17.21.050 Open space.

17.21.060 Building height.

17.21.065 Design standards.

17.21.070 Hazardous waste.

17.21.080 ~~Parking—General.~~Repealed

17.21.085 ~~Parking for commercial uses in the urban village mixed-use zone.~~Repealed

17.21.090 ~~Parking for residential uses in the urban village mixed-use zone.~~Repealed

17.21.100 Integrated site plan.

17.21.110 Integration with Brickyard Creek.

[...]

17.21.080 Parking—General.

~~A.—Intent. The intent of the UVMU overlay is to encourage commerce by creating a pedestrian-friendly environment that accommodates both shoppers and its residents. Providing adequate parking without creating large expanses of parking lots in front of commercial businesses is key to the success of the UVMU overlay.~~

~~The creation of a mixed-use parking district shall be encouraged. Parking may be constructed and maintained for motor vehicles, bicycles or other non-motorized transportation, lease parking and/or other parking that promotes alternatives to driving single-occupant motor vehicles. New development may utilize a shared parking arrangement subject to review and approval by the planning director.~~

~~Partially underground parking structures are encouraged with either landscape or constructed buffers to minimize visual impacts of parking. The Sedro-Woolley design standards and guidelines apply to location and design of parking lots.~~

~~Private driveways, garages and garage entrances shall be at rear and side of buildings; unless deemed unfeasible by civil engineer or planning director.~~

~~The city may enter into a developer agreement (or similar binding agreement) and collect in-lieu fees to develop and manage a mixed-use parking district.~~

~~B.—Off street parking shall be provided for residential dwellings, commercial and retail uses in the UVMU overlay. (Ord. 1931-19 § 2 (Exh. A) (part), 2019)~~

17.21.085 Parking for commercial uses in the urban village mixed-use zone.

~~Subject to any shared parking as approved under Section 17.21.080, parking shall be provided as follows: A minimum of one parking space per three hundred square feet of gross commercial floor area shall be provided. If more than fifty percent of the gross floor area of the first floor is used as commercial area, then only one parking space per six hundred square feet shall be required for the commercial space in excess of fifty percent of the gross first floor commercial space. Parking for commercial uses shall be provided in addition to residential parking requirements. (Ord. 1931-19 § 2 (Exh. A) (part), 2019)~~

~~17.21.090 Parking for residential uses in the urban village mixed-use zone.~~

~~Subject to any shared parking as approved under Section 17.21.080, parking shall be provided as follows:~~

Table 17.21.090(1)	
Townhouse:	1 space per bedroom up to 2 bedrooms, 0.5 space per additional bedroom over 2 bedrooms
Apartment or condominium:	
Studio	1.2 per dwelling unit
One bedroom	1.5 per dwelling unit
Two bedroom	1.7 per dwelling unit
Three bedroom or larger	1 space per bedroom up to 2 bedrooms, 0.5 space per additional bedroom over 2 bedrooms

~~(Ord. 1931-19 § 2 (Exh. A) (part), 2019)~~

[...]

Chapter 17.22 Transitional Mixed Commercial Overlay

Sections:

17.22.005 Intent.

17.22.010 Use restrictions.

17.22.020 Bulk restrictions.

17.22.030 Minimum lot size requirements.

17.22.040 Hazardous waste.

17.22.050 Design review.

17.22.060 ~~Parking for residential uses in the MC zone.~~Repealed

[...]

~~17.22.060 Parking for residential uses in the MC zone.~~

~~The parking requirements for residential uses in the MC zone shall be as follows:~~

<u>Dwelling Unit Type</u>	<u>Required resident parking stalls per dwelling unit</u>
Studio	1 space
1 bedroom	2 spaces
2 bedrooms	2 spaces
3 bedrooms	3 spaces
4 or more bedrooms	4 spaces

Visitor/overflow spaces	1 additional space per 8 units
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Parking spaces counted for residential use shall not also be counted towards nonresidential parking requirements of Chapter ~~17.36~~ for this overlay. (Ord. ~~1664-10~~ § 2 (Exh. F))

Chapter 17.24 Central Business District (CBD) Zone

Sections:

17.24.010 Use restrictions.

17.24.020 Bulk restrictions.

17.24.030 Minimum lot size requirements.

17.24.040 Hazardous waste.

17.24.050 ~~Parking.~~Repealed

[...]

17.24.050 ~~Parking.~~

~~A.—Intent. To encourage the creation of a downtown parking district administered by the city. It would be authorized to collect in-lieu parking fees from new residential uses downtown and use that revenue, with any other revenue it generates, to manage a downtown parking district. The district may construct and maintain downtown parking for motor vehicles and bikes, lease parking, or otherwise monitor the provision of adequate parking and/or promotion of alternatives to driving.~~

~~B.—The goal of the central business district is to create a pedestrian friendly environment and to encourage commerce. Parking requirements in the downtown shall be as follows:~~

~~1.—Except for new construction as described in subsection (B)(2) of this section, parking for new buildings in the central business district shall be provided as follows:~~

Tier 1	New buildings with: • 10 or fewer residential units • 4,000 square feet or fewer of commercial space	Residential units associated with commercial/retail use: no off-street parking required. Commercial uses: standard off-street parking per Chapter 17.36. Public uses: no off-street parking required.
Tier 2	New buildings with: • 11 or more residential units • More than 4,000 square feet of commercial space	Residential units associated with commercial/retail use: reduced off-street parking. Commercial uses: standard off-street parking per Chapter 17.36. Public uses: no off-street parking required.

~~2.—Parking for new buildings located within the area bounded on the north and west by the railroad rights-of-way, on the south by the alley in between State and Warner Streets, and on the east by Puget Avenue/4th Avenue shall be provided as follows:~~

Tier 1	New buildings with: • 10 or fewer residential units • 4,000 square feet or fewer of commercial space	Residential units associated with commercial/retail use: no off-street parking required. Retail and restaurant uses: no off-street parking required. Public uses: no off-street parking required. All uses not described: standard off-street parking per Chapter 17.36
Tier 2	New buildings with: • 11 or more residential units	Residential units associated with commercial/retail use: reduced off-street parking. Retail and restaurant uses: no off-street parking required.

	• More than 4,000 square feet of commercial space	Public uses: no off-street parking required. All uses not described: standard off-street parking per Chapter 17.36
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3. ~~Reduced residential parking standards referenced in subsections (B)(1) through (2) of this section are as follows:~~

<u>Dwelling Unit Type</u>	<u>Required resident parking stalls per dwelling unit</u>
Studio	1 space
1 bedroom	1 spaces
2 bedrooms	1.5 spaces
3 or more bedrooms	1 space per bedroom up to 2 bedrooms, 0.5 space per additional bedroom over 2 bedrooms

~~Rooms indicated on building plans as “office,” “extra room,” “play room” or other rooms that may reasonably be considered for use as a bedroom may be counted as bedrooms for parking purposes by the planning director.~~

4. ~~New commercial or retail development may propose a shared parking arrangement to the planning director for review and approval.~~

5. ~~Parking for residential buildings that do not include commercial uses, as allowed per Section 17.24.010(A)(3), shall be accessed from the alley when an alley exists. The number of spaces required for residential buildings that do not include commercial uses shall be as follows:~~

<u>Dwelling Unit Type</u>	<u>Required resident parking stalls per dwelling unit</u>
Studio	1 space
1 bedroom	2 spaces
2 bedrooms	2 spaces
3 bedrooms	3 spaces
4 or more bedrooms	4 spaces

~~Rooms indicated on building plans as “office,” “extra room,” “play room” or other rooms that may reasonably be considered for use as a bedroom may be counted as bedrooms for parking purposes by the planning director.~~ 6. ~~There shall be a minimum off-street parking apron of twenty-five feet in length directly in front of all garage doors for residential buildings that do not include commercial uses per Section 17.24.010(A)(3). (Ord. 1979-21 § 1 (Exh. A), 2021; Ord. 1664-10 § 2 (Exh. B) (part), 2010; Ord. 1451-03 § 6)~~

Chapter 17.28 Industrial (I) Zone

Sections:

17.28.005 Intent.

17.28.010 Use restrictions.

17.28.020 Bulk restrictions.

- 17.28.030 Minimum lot size requirements.**
17.28.040 Screening requirements.
17.28.050 General regulations on uses and property.
17.28.060 Design review.
17.28.070 ~~Parking for work/live units in the industrial zone.~~Repealed

[...]

17.28.070 ~~Parking for work/live units in the industrial zone.~~

The parking requirements for work/live units in the industrial zone shall be as follows:

<u>Dwelling Unit Type</u>	<u>Required resident parking stalls</u>
Studio	2 spaces
1 bedroom	2 spaces
2 bedrooms	2 spaces
3 bedrooms	3 spaces
4 or more bedrooms	4 spaces
Visitor/overflow spaces	1 additional space per 6 units

~~Work/live units shall provide parking per the table above for the residential use based on the number of bedrooms in the unit. Work/live units shall also provide parking spaces for the business use per the development standards in Section 17.36.030.~~

~~Parking spaces counted for the residential portion of the work/live unit shall not be counted towards the parking requirements of Chapter 17.36 for the business portion. (Ord. 2046-23 § 4, 2024)~~

Chapter 17.36 Off-street Parking and Loading

Sections:

- 17.36.010 When required—Maintenance.**
17.36.020 Location—Restrictions.
17.36.030 Number of spaces required.
17.36.035 Reductions to required parking minimums.
17.36.040 Development standards.
17.36.050 Loading facilities requirement.
17.36.060 Cooperative provisions.
17.36.070 Third party consents.
17.36.080 ~~Repealed.~~
17.36.090 ~~Handicapped parking~~Repealed.
17.36.092 Parking – urban village mixed-use (UVMU) overlay zone.
17.36.094 Parking – central business district (CBD) zone.

[...]

17.36.020 Location—Restrictions.

A. Off-street parking spaces required shall be located off the public right-of-way in an area with appropriate zoning, and within five hundred feet walking distance of a public entrance to the building served. Parking spaces may be located within the required setback areas except that they shall not be located within any required vision clearance triangle.

B. New retail businesses, restaurants and the first four thousand square feet of all other commercial uses located in an existing building within ~~the area bounded on the north and west by the railroad rights-of-way, on the south by the alley in between State and Warner Streets, and on the east by Puget Avenue/4th Avenue~~ the Central Business District Core as defined in 17.04.030 SWMC may use the city-owned parking lots to accommodate the parking requirements in this ~~chapter~~ Chapter. ~~and in Chapter 17.24.~~ This area is substantially developed on zero setbacks from the right-of-way, making it impractical to provide on-site parking to satisfy the purpose and intent of this chapter. ~~New buildings that contain commercial space or residential space associated with commercial space shall provide parking in accordance with the tiered parking requirements described in Section 17.24.050 and this chapter.~~ (Ord. [1979-21](#) § 1 (Exh. B), 2021; Ord. [1785-13](#) § 1, 2013; Ord. [1013](#), § 3.01.02, 1985)

17.36.030 Number of spaces required.

The number of required off-street parking spaces shall be as follows, ~~computed to the nearest whole number rounded up to the next integer:~~

- A. Housing reserved for persons ~~sixty-fifty-five~~ years of age and older: one per dwelling unit;
- B. Group homes: one per resident between the ages of sixteen and fifty-nine, inclusive, excluding persons unable to drive due to disability, plus .5 per such younger, older or disabled person; except that bed and breakfasts and similar transient guest facilities shall provide one space per transient unit plus two for the residing family;
- C. All housing other than the above, subject to any cooperative parking agreements as approved by the Community Development Director or their designee: ~~two per dwelling unit;~~

			Dwelling Unit Type															
			Studio single-family home	1-bedroom single-family home	2-bedroom single-family home	3-bedroom single-family home	4-bedroom single-family home	Studio apartment	1-bedroom apartment	2-bedroom apartment	3-bedroom apartment	4-bedroom apartment	Accessory dwelling unit	Studio or 1-bedroom duplex or triplex unit	2-bedroom (or more) duplex or triplex unit	Studio or 1-bedroom townhouse unit	2-bedroom (or more) townhouse unit	Work/live unit (Residential Parking Only)
Zone Designation	R-1	Minimum Residential Parking	1.5	1.75	2	2.5	3	Not Permitted					1	Not Permitted				
		Required Visitor Parking	Not Required in R-1 Zone										Not Required in R-1 Zone					
	R-5	Minimum Residential Parking	1.5	1.75	2	2.5	3	Not Permitted					1	Not Permitted				
		Required Visitor Parking	Not Required in R-5 Zone										Not Required in R-5 Zone					
	R-7	Minimum Residential Parking	1.5	1.75	2	2.5	3	Not Permitted					1	2	3	Not Permitted		
		Required Visitor Parking	Not Required in R-7 Zone										Not Required in R-7 Zone					
	R-15	Minimum Residential Parking	1.5	1.75	2	2.5	3	1.5	1.75	2	2.5	3	Not Permitted	2	3	1.75	2.5	Not Permitted
		Required Visitor Parking	Not Required in R-15 Zone					1 stall for every 6 units	1 stall for every 3 units	1 stall for every 3 units	1 stall for every 3 units	1 stall for every 3 units		Not Required in R-15 Zone		1 stall for every 6 units	1 stall for every 3 units	
	MC	Minimum Residential Parking	Not Permitted					1.5	2	2.5	3	4	Not Permitted					
		Required Visitor Parking						1 stall for every 6 units	1 stall for every 3 units	1 stall for every 3 units	1 stall for every 3 units	1 stall for every 3 units						
	UVMU	Minimum Residential Parking	Not Permitted					1.2	1.5	1.7	2.5	3	Not Permitted			1	2 (plus 0.5 for each add'l bedroom)	Not Permitted
		Required Visitor Parking						1 stall for every 6 units	1 stall for every 3 units	1 stall for every 3 units	1 stall for every 3 units	1 stall for every 3 units				1 stall for every 6 units	1 stall for every 3 units	

		Maximum Residential Parking		2	2.5	3	3.5	4				3	4	
	TMCO	Minimum Residential Parking	Not Permitted	1.5	2	2.5	3	4	Not Permitted					2
		Required Visitor Parking		1 stall for every 6 units	1 stall for every 3 units	1 stall for every 3 units	1 stall for every 3 units	1 stall for every 3 units						Not Required in TMCO Zone
	CBD Reduced Parking for Mixed-Use	Minimum Residential Parking	Not Permitted	1	1	1.5	2.5	3	Not Permitted					
		Required Visitor Parking		Not Required in CBD-core Zone										
		Maximum Residential Parking		1.5	2	2.5	3	3.5						
	CBD Parking for Standalone Residential	Minimum Residential Parking	Not Permitted	1	2	2	3	4	Not Permitted	2	3	2	3	Not Permitted
		Required Visitor Parking		1 stall per 10 units	1 stall for every 6 units	1 stall for every 6 units	1 stall for every 6 units	1 stall for every 6 units		Not Required in CBD-fringe Zone				
		Maximum Residential Parking		2	2.5	3	3.5	4.5		3	3.5	2.5	3.5	
	I	Minimum Residential Parking	Not Permitted											2
		Required Visitor Parking												Not Required in I Zone

			Dwelling Unit Type															
			Studio single-family home	1-bedroom single-family home	2-bedroom single-family home	3-bedroom single-family home	4-bedroom single-family home	Studio apartment	1-bedroom apartment	2-bedroom apartment	3-bedroom apartment	4-bedroom apartment	Accessory dwelling unit	Studio or 1-bedroom duplex or triplex unit	2-bedroom (or more) duplex or triplex unit	Studio or 1-bedroom townhouse unit	2-bedroom (or more) townhouse unit	Work/live unit (Residential Parking Only)
Zone Designation	R-1	Minimum Residential Parking	1.5	1.75	2	2.5	3						1					
		Required Visitor Parking	Not Required in R-1 Zone					Not Permitted					Not Required in R-1 Zone	Not Permitted				
	R-5	Minimum Residential Parking	1.5	1.75	2	2.5	3						1					
		Required Visitor Parking	Not Required in R-5 Zone					Not Permitted					Not Required in R-5 Zone	Not Permitted				
	R-7	Minimum Residential Parking	1.5	1.75	2	2.5	3						1	2	3			
		Required Visitor Parking	Not Required in R-7 Zone					Not Permitted					Not Required in R-7 Zone			Not Permitted		
	R-15	Minimum Residential Parking	1.5	1.75	2	2.5	3	1.5	1.75	2	2.5	3	Not Permitted	2	3	1.75	2.5	Not Permitted
		Required Visitor Parking	Not Required in R-15 Zone					1 stall for every 6 units	1 stall for every 3 units	1 stall for every 3 units	1 stall for every 3 units	1 stall for every 3 units		Not Required in R-15 Zone		1 stall for every 6 units	1 stall for every 3 units	
	MC	Minimum Residential Parking	Not Permitted					1.5	2	2.5	3	4	Not Permitted					
		Required Visitor Parking						1 stall for every 6 units	1 stall for every 3 units	1 stall for every 3 units	1 stall for every 3 units	1 stall for every 3 units						
	UVMU	Minimum Residential Parking	Not Permitted					1.2	1.5	1.7	2.5	3	Not Permitted			1	2 (plus 0.5 for each add'l bedroom)	Not Permitted

		Required Visitor Parking		1 stall for every 6 units	1 stall for every 3 units	1 stall for every 3 units	1 stall for every 3 units	1 stall for every 3 units		1 stall for every 6 units	1 stall for every 3 units			
		Maximum Residential Parking		2	2.5	3	3.5	4		3	4			
	TMCO	Minimum Residential Parking	Not Permitted	1.5	2	2.5	3	4	Not Permitted			2		
		Required Visitor Parking		1 stall for every 6 units	1 stall for every 3 units	1 stall for every 3 units	1 stall for every 3 units	1 stall for every 3 units				Not Required in TMCO Zone		
	CBD Reduced Parking for Mixed-Use	Minimum Residential Parking	Not Permitted	1	1	1.5	2.5	3	Not Permitted					
		Required Visitor Parking		Not Required in CBD-core Zone										
		Maximum Residential Parking		1.5	2	2.5	3	3.5						
	CBD Parking for Standalone Residential	Minimum Residential Parking	Not Permitted	1	2	2	3	4	Not Permitted	2	3	2	3	Not Permitted
		Required Visitor Parking		1 stall per 10 units	1 stall for every 6 units	1 stall for every 6 units	1 stall for every 6 units	1 stall for every 6 units		Not Required in CBD-fringe Zone				
		Maximum Residential Parking		2	2.5	3	3.5	4.5		3	3.5	2.5	3.5	
	I	Minimum Residential Parking	Not Permitted										2	
		Required Visitor Parking											Not Required in I Zone	

1. When residential developments contain multiple dwelling unit types listed above, the required amount of parking shall be individually determined for each residential unit and summed in total. When the required amount of parking stalls for residential units or residential visitors is a fraction of a whole number, the required amount shall be rounded up to the next integer in all cases.
2. Parking spaces counted for residential use shall not also be counted towards non-residential parking requirements for other uses, unless approved by the Community Development Director or their designee through a shared parking agreement or similar binding mechanism. Parking spaces counted for use of a particular dwelling unit shall not also be counted towards parking requirements for other dwelling units.
3. Work/live units shall provide parking per the table above for the residential use in the unit. Work/live units shall also provide parking spaces for the business use per the standards of this Chapter. Parking spaces counted for the residential portion of the work/live unit shall not also be counted towards the parking requirements of the business portion.
4. In the Central Business District Core, as defined in 17.04.030 SWMC, off-street parking is not required for new residential developments, with the following exceptions:
 - a. New construction is accompanied with more than four thousand square feet of commercial space as a mixed-use development, in which case the reduced parking requirements outlined in the table above shall be required; or
 - b. Eleven or more new residential units are constructed, in which case the parking requirements in the table above shall apply.
5. For the purpose of this chapter, bedroom shall be defined by the most recent edition of the International Building Code.
6. Parking for Accessory Dwelling Units (ADUs). Unless the ADU is located within one-half mile walking distance to a major transit stop, as defined in RCW 36.70A.030(25), one off-street parking stall per unit is required in addition to the off-street parking stalls required for the principal residence, regardless of lot size. Parking must be provided on the subject property, either off of an alley or on a driveway. When the property abuts an alley, the off-street parking stall for the ADU shall gain access from the alley. Parking shall be developed in accordance with the standards of this Chapter.

D. Offices (excluding health care offices) and banks: One per three hundred square feet gross floor area plus five vehicle storage spaces per drive-through window;

E. Eating and drinking establishments: one per seventy-five square feet of area open to the public, including outdoor service areas, plus additional as specified by the ~~zoning administrator~~Community Development Director or their designee for drive-through capability;

F. Low-intensity sales and service (lumber, building supplies, feed and grain, large appliances, furniture, motor vehicles, boats, machinery, dry-cleaning, sign making, shoe and clothing repair, locksmiths, photography, saw-sharpening, etc.): one per four hundred square feet of gross floor area plus additional as specified by the ~~Zoning Administrator~~Community Development Director or their designee for outdoor sales and activity areas;

G. High intensity sales and service (food, clothing, hardware, household goods, drugs, arts and crafts, auto parts, sporting goods, office equipment, books, plants, jewelry, liquor, musical instruments, barber and beauty shops, laundromats, etc.): one per two hundred fifty square feet of gross floor area open to the public;

H. Churches and funeral homes: one per four occupants at maximum design capacity;

- I. Places of public assembly other than the above (auditoriums, stadiums, halls, clubs, theaters, indoor recreation, bus stations, etc.): one per three occupants at maximum design capacity;
 - J. Hospitals and residential health care facilities: one per three beds;
 - K. Health care offices and clinics including veterinarians: six per doctor, dentist or other principal personnel;
 - L. Day care and preschool facilities: one per worker at maximum shift plus adequate loading space.
 - M. Industry, wholesaling, warehousing, nonpassenger transportation facilities except ministorage: one per 1.5 workers on maximum shift;
 - N. Open air activities, schools, plant nurseries, public utilities, outdoor recreation, ministorage, drive-through facilities (food, carwash, service stations, etc.) and all other uses not otherwise specified: to be determined by the ~~zoning administrator~~ Community Development Director or their designee.
 - O. Non-residential uses in the Urban Village Mixed-Use Overlay Zone: refer to 17.36.092 SWMC.
 - P. Non-residential uses in the Central Business District Zone: refer to 17.36.094 SWMC.
- (Ord. [1013](#) § 3.01.03, 1985)

17.36.035 Reductions to required parking minimums.

Reductions to the required minimum parking standards outlined in 17.36.030 (C) of this Chapter may be permitted by the Community Development Director or their designee if the following provisions are applicable. Reductions are only permitted for multifamily residential use. Applicants shall be limited to no more than two of the following reduction options:

A. Public Transit Reduction. The required parking minimum may be reduced by up to 20% if the proposed development is within one-quarter mile of a public transit service that provides transportation at a frequency rate of twice per hour for twelve or more consecutive hours on a standard weekday.

B. Reduction for Underground or Structured Parking within Multifamily Residential Development. The required parking minimum may be reduced by up to 20% if the proposed development incorporates underground or structured parking, in accordance with the following provisions:

1. A parking requirement reduction for underground or structured parking shall not be granted for single-family residences, ADUs, duplex units, or triplex units;
2. Underground or structured parking satisfies at least 40% of the multifamily residential development's required minimum parking after reduction; and
3. A minimum of ten parking stalls shall be underground or structured.

C. Permanent Affordable Housing Reduction. The required parking minimum may be reduced by up to 20% if a proposed residential development designates at least 50% of all residential units as permanent affordable housing as defined in 17.04.030 SWMC. If sale price limitation is selected, residential developments which limit the sale of at least 50% of the units to no more than 40% fair market value are eligible for this reduction. If occupancy restriction is selected, residential developments which reserve a minimum of 50% of the units for households with incomes at 80% Area Median Income or below, according to most recent U.S. Census data, are eligible for this reduction. At the time of residential building permit application, the applicant shall submit documentation of a legally binding document indicating the selected method to be recorded with the Skagit County Auditor upon city approval.

17.36.040 Development standards.

Parking facilities provided in accordance herewith shall:

A. Have access to a public thoroughfare, with ingress and egress designed with respect to intersections, crosswalks and traffic in general so as not to create safety hazards or impedances. Driveways connecting parking spaces to the public thoroughfare shall be at least twelve feet in width if one-way or serving less than ten parking spaces. Otherwise driveway width shall be at least twenty feet;

B. Incorporate maneuvering room so as not to require backing out onto a public street, except that parking spaces serving single-family residences, accessory dwelling units, ~~and~~ duplexes, and triplexes may utilize a street for backing out, provided the street is not an arterial and location is at least fifty feet from all street intersections;

- C. ~~Be designed so that all vehicles are independently mobile and do not block each other; Be permitted to use a tandem parking configuration, compliant with 36.70A.622(C) RCW;~~
- D. Be surfaced with a dust-free, durable material, provided that the portion of the driveway lying within the public right-of-way shall be paved with a material matching or superior to that of the public thoroughfare. ~~Existing legal non-conforming gravel parking stalls may be permitted, up to a maximum of six parking stalls, compliant with 36.70A.622(D) RCW;~~
- E. Incorporate provision for drainage so as not to create on-site or off-site drainage problems;
- F. Incorporate adequate traffic control devices to inform users of the designed use of spaces, ingress, egress and maneuvering space. Parking spaces, if more than four, shall be separately identified by striping, wheel-stops or other such means. General use of wheel stops to prevent damage to structures and landscaping is recommended, as is lighting of larger parking lots;
- G. Provide for convenient pedestrian movement from parking spaces to building entrance, sufficiently separated from or compatible with vehicular traffic to ensure safety;
- H. Incorporate effective and attractive sight-obscuring screening if serving a nonresidential use and located in or abutting a residential zone;
- I. ~~Provide a minimum off-street parking apron of twenty-five feet in length directly in front of all garage door entrances when accessing a street whether to the front or side of a residence. Where garage doors access an alley, the off-street parking apron shall be at least ten feet in length for all dwelling unit types.~~
- J. ~~Be in accordance with the following dimensional requirements, provided the parking stall area excludes striping, wheel stops, curbs, and other similar devices from the required minimum dimensions; provided that a maximum of thirty percent of the total required spaces may be designated for compact cars with a width of seven and one-half feet, length of fifteen feet, and correspondingly reduced maneuvering room as set out in Figures one through three of the ordinance codified in this title, on file in the office of the city clerk. (Ord. 1013 § 3.01.04, 1985)~~
1. ~~Standard parking stalls accessed at a 90-degree angle shall be no less than eight feet in width and nineteen feet in length.~~
 2. ~~The dimensions of standard parking stalls accessed at an angle not explicitly referenced in this Chapter shall be determined according to the City Engineer using the most recent edition of the Washington State Department of Transportation Standard Plan Manual.~~
 4. ~~A maximum of thirty percent of the total required spaces may be designated for compact cars, provided they are accessed at a 90-degree angle and are no less than seven and one-half feet in width and fifteen feet in length;~~
 - a. ~~Parking stalls for compact cars accessed at an angle not explicitly referenced in the Chapter are permitted, provided their dimensions are determined according to the City Engineer using the most recent edition of the Washington State Department of Transportation Standard Plan Manual.~~
- K. ~~Equally distribute parking stalls among dwelling units within residential development. It shall be the responsibility of the underlying property owner to ensure off-street parking stalls are equally distributed among the dwelling units of a residential development;~~
- L. ~~Provide adequate accessible parking in conformance with both the most recent edition of the Americans with Disabilities Act (ADA) Standards for Accessible Design released by the U.S. Department of Justice as well as the most recent edition of the Washington State International Building Code, whichever is stricter;~~
- M. ~~Parking stalls for residential use may utilize grass block pavers, as permitted in 36.70A.622(G) RCW; and~~
- N. ~~Preserve significant trees as defined in 17.50.110 SWMC in accordance with 36.70A.622(F) RCW. For residential and mixed-use developments only, significant trees shall not be removed to accommodate minimum parking requirements. If a proposed development cannot provide adequate parking solely due to significant tree retention, the minimum parking requirement shall be reduced to preserve all significant trees.~~

17.36.050 Loading facilities requirement.

A. Whenever a building is erected, enlarged, or its use changed, and the new use requires that deliveries be made to the building which, unless special provisions are made (such as proximity within one half mile of a mail carrier or courier), will result in significant traffic hazard or impedence, then adequate off-street loading facilities and maneuvering space for delivery vehicles shall be provided to prevent such hazard or impedence. Special provisions are subject to approval by the Community Development Director or their designee. (Ord. 1013 § 3.01.05, 1985)

1. Loading facilities are not required for single-family residences, ADUs, duplex units, and triplex units.

B. Loading facilities shall be provided for multifamily residential uses in accordance with the following table:

<u>Number of Units Within a Multifamily Residential Development</u>	<u>Minimum Required Loading Facilities</u>
<u>24 or fewer units</u>	<u>No loading facility required.</u>
<u>25 – 49 units</u>	<u>1 loading facility required.</u>
<u>50 – 125 units</u>	<u>2 loading facilities required.</u>
<u>126 or more units</u>	<u>3 loading facilities required, plus 1 for every additional 100 units.</u>

C. Loading zones shall be designated parking stalls that are clearly marked as such and must display signage indicating stopping for the purpose of loading or unloading people and/or goods shall not exceed thirty minutes. Loading zone dimensions shall comply with the following:

1. Loading zones shall comply with the development standards outlined in this Chapter;
2. Loading zones may be used for residential parking during peak residential use hours, beginning at 8:00 P.M. and ending at 8:00 A.M., provided they do not exceed eight feet in width and twenty feet in length. Loading zones larger than the before-described dimensions are permitted but may not be counted towards the minimum residential parking requirements; and
3. Adequate turning clearance for loading facilities shall be provided with consideration for large vehicles and trucks. The requirements for turning clearance shall be determined according to the City Engineer or their designee.

D. Loading facilities shall be located near primary entrances as reasonably practicable. Loading facilities shall not interfere with the requirements of ADA-accessible parking as required per 17.36.040 (K) SWMC.

17.36.060 Cooperative provisions.

Parking and loading facilities may be provided cooperatively, either through private arrangements or by means of a fee-in-lieu public parking program administered by the city. ~~If the uses party to such a cooperative provision generate their peak parking demand at different times, the zoning administrator may reduce the total parking requirement from that which would be required separately to a number representative of the greatest demand likely to occur at any one time.~~

A. If the uses party to such a cooperative parking arrangement generate their peak parking demand at different times, the Community Development Director or their designee may permit parking stalls to be counted towards the minimum requirement for more than one use.

B. The amount of required parking stalls within a cooperative provision shall not be less than the minimum required amount for the use with the largest parking requirement.
(Ord. 1013 § 3.01.06, 1985)

[...]

~~17.36.090 Handicapped parking.~~

Parking spaces shall be provided for the handicapped and shall be clearly signed or marked with stenciled notation on the pavement designating such use and shall be posted with an approved handicapped parking sign directly in front of the stall. Each space shall be at least eight feet wide and shall have an adjacent access aisle five feet wide minimum. Two accessible parking spaces may share a common access aisle. Van spaces shall be sixteen feet in width to include the access aisle. Parking spaces and access aisles shall be level with surface slopes not exceeding 1:50 in all directions. Parking spaces shall be located closest to the handicapped accessible entrance with an accessible route provided to that entrance. Parking spaces for the handicapped shall be provided as follows:

Total Parking Provided	Minimum Number Required for the Handicapped
6—25 spaces	1 space
26—50 spaces	2 spaces
51—75 spaces	3 spaces
76—100 spaces	4 spaces
101—150 spaces	5 spaces
151—200 spaces	6 spaces
201—300 spaces	7 spaces
301—400 spaces	8 spaces
401 and over	To be arranged with the zoning administrator

(Ord. ~~1312-98~~ § 1 (part), 1998)

17.36.092 Parking – urban village mixed-use (UVMU) overlay zone.

A. Intent. The intent of the UVMU overlay is to encourage commerce by creating a pedestrian-friendly environment that accommodates both shoppers and its residents. Providing adequate parking without creating large expanses of parking lots in front of commercial businesses is key to the success of the UVMU overlay.

The creation of a mixed-use parking district shall be encouraged. Parking may be constructed and maintained for motor vehicles, bicycles or other non-motorized transportation, lease parking and/or other parking that promotes alternatives to driving single-occupant motor vehicles. New development may utilize a shared parking arrangement subject to review and approval by the Community Development Director.

Partially underground parking structures are encouraged with either landscape or constructed buffers to minimize visual impacts of parking. The Sedro-Woolley design standards and guidelines apply to location and design of parking lots.

Private driveways, garages, and garage entrances shall be at rear and side of buildings; unless deemed unfeasible by the City Engineer, Community Development Director, or their designees.

The city may enter into a developer agreement (or similar binding agreement) and collect in-lieu fees to develop and manage a mixed-use parking district.

B. Off-street parking shall be provided for residential dwellings, commercial and retail uses in the UVMU overlay. Off-street parking for residential use shall be limited with parking stall maximums to reduce automobile dependency and overexpansion of asphalt. (Ord. 1931-19 § 2 (Exh. A) (part), 2019)

C. Subject to any shared parking agreement as approved by the Community Development Director or their designee, non-residential parking in the Urban Village Mixed-Use (UVMU) Overlay Zone shall be provided as follows:

1. A minimum of one parking space per three hundred square feet of gross commercial floor area shall be provided. If more than fifty percent of the gross floor area of the first floor is used as commercial area, then only one parking space per six hundred square feet shall be required for the commercial space in excess of fifty percent of the gross first floor commercial space.
2. Parking for commercial uses shall be provided in addition to residential parking requirements outlined in 17.36.030(C) SWMC.

D. Parking requirements for residential use in the UVMU shall be in accordance with the requirements in 17.36.030(C) SWMC.

17.36.094 Parking – central business district (CBD) zone.

A. Intent. To encourage the creation of a downtown parking district administered by the city. It would be authorized to collect in-lieu parking fees from new residential uses downtown and use that revenue, with any other revenue it generates, to manage a downtown parking district. The district may construct and maintain downtown parking for motor vehicles and bikes, lease parking, or otherwise monitor the provision of adequate parking and/or promotion of alternatives to driving.

B. The goal of the central business district is to create a pedestrian-friendly environment and to encourage commerce. Parking requirements for non-residential uses in the Central Business District shall be as follows:

<u>Location</u>	<u>Required Minimum Parking for Non-Residential Uses</u>
<u>Within the Central Business District Core</u>	<u>Retail and restaurants: No off-street parking required.</u> <u>Public Use: No off-street parking required.</u> <u>Non-residential uses not described: Refer to 17.36.030 SWMC.</u>
<u>Outside of the Central Business District Core</u>	<u>Commercial use: Refer to 17.36.030 SWMC.</u> <u>Public use: No off-street parking required.</u>

C. New commercial or retail development may propose a shared parking arrangement to the Community Development Director or their designee for review and approval, subject to the requirements in 17.36.060 SWMC.

D. Parking requirements for residential use in the CBD shall be in accordance with the requirements in 17.36.030(C) SWMC.

Chapter 17.100 Accessory Dwelling Units (ADUs)

Sections:

17.100.010 Purpose and intent.

17.100.020 Permit required.

17.100.030 Standards and criteria.

[...]

17.100.030 Standards and criteria.

Ordinance No. 2096-25 Amending Title 17 “Zoning” SWMC

Page 21 of 22

[...]

J. ~~One off-street parking space is required in addition to the off-street parking spaces required for the principal residence. Parking must be provided on the subject property, either off of an alley or on a driveway. When the property abuts an alley, the off-street parking space for the accessory dwelling unit shall gain access from the alley. Parking shall be developed in accordance with the standards in Chapter 17.36.~~

[...]

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:

CERTIFICATION OF ENROLLMENT
SUBSTITUTE SENATE BILL 6015

68th Legislature
2024 Regular Session

Passed by the Senate March 4, 2024
Yeas 28 Nays 21

President of the Senate

Passed by the House February 29, 2024
Yeas 95 Nays 1

Speaker of the House of
Representatives

Approved

Governor of the State of Washington

CERTIFICATE

I, Sarah Bannister, Secretary of
the Senate of the State of
Washington, do hereby certify that
the attached is **SUBSTITUTE SENATE
BILL 6015** as passed by the Senate
and the House of Representatives on
the dates hereon set forth.

Secretary

FILED

Secretary of State
State of Washington

SUBSTITUTE SENATE BILL 6015

AS AMENDED BY THE HOUSE

Passed Legislature - 2024 Regular Session

State of Washington

68th Legislature

2024 Regular Session

By Senate Local Government, Land Use & Tribal Affairs (originally sponsored by Senators Shewmake, Kuderer, and Llias)

READ FIRST TIME 01/31/24.

1 AN ACT Relating to parking configurations for residential uses;
2 and adding a new section to chapter 36.70A RCW.

3 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF WASHINGTON:

4 NEW SECTION. **Sec. 1.** A new section is added to chapter 36.70A
5 RCW to read as follows:

6 (1) Cities and counties planning under this chapter shall enforce
7 land use regulations for residential development as provided in this
8 section:

9 (a) Garages and carports may not be required as a way to meet
10 minimum parking requirements for residential development;

11 (b) Parking spaces that count towards minimum parking
12 requirements may be enclosed or unenclosed;

13 (c) Parking spaces in tandem must count towards meeting minimum
14 parking requirements at a rate of one space for every 20 linear feet
15 with any necessary provisions for turning radius. For purposes of
16 this subsection, "tandem" is defined as having two or more vehicles,
17 one in front of or behind the others with a single means of ingress
18 and egress;

19 (d) Existence of legally nonconforming gravel surfacing in
20 existing designated parking areas may not be a reason for prohibiting

1 utilization of existing space in the parking area to meet local
2 parking standards, up to a maximum of six parking spaces;

3 (e) Parking spaces may not be required to exceed eight feet by 20
4 feet, except for required parking for people with disabilities;

5 (f) Any county planning under this chapter, and any cities within
6 those counties with a population greater than 6,000, may not require
7 off-street parking as a condition of permitting a residential project
8 if compliance with tree retention would otherwise make a proposed
9 residential development or redevelopment infeasible; and

10 (g) Parking spaces that consist of grass block pavers may count
11 toward minimum parking requirements.

12 (2) Existing parking spaces that do not conform to the
13 requirements of this section by the effective date of this act are
14 not required to be modified or resized, except for compliance with
15 the Americans with disabilities act. Existing paved parking lots are
16 not required to change the size of existing parking spaces during
17 resurfacing if doing so will be more costly or require significant
18 reconfiguration of the parking space locations.

19 (3) The provisions in subsection (1) of this section do not apply
20 to portions of cities within a one-mile radius of a commercial
21 airport in Washington with at least 9,000,000 annual enplanements.

--- END ---

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

Project Description: Non-project action to amend Title 17 of the Sedro-Woolley Municipal Code to update residential off-street parking and loading regulations to apply a scaled approach to minimum parking requirements and adopt new provisions for visitor parking, loading facilities, and maximum parking requirements.

Proponent: City of Sedro-Woolley Planning Department

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

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

This DNS is issued under WAC 197-11-340(2); the lead agency will not act on this proposal for 14 days from the date of issue. Per SWMC 2.88.170, you may appeal this threshold determination in writing to the City of Sedro-Woolley Planning Department no later than **4:30 PM on March 21, 2025**. Written appeals must be submitted to the Sedro-Woolley Planning Department, 325 Metcalf Street, Sedro-Woolley, Washington, 98284. Contact the Planning Department at (360) 855-0771 or electronically at asandovaloaks@sedro-woolley.gov to read or ask about the procedures for SEPA appeals.

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

Contact Person: Ashton Sandoval Oaks, Assistant Planner

Address: NA, non-project action

Date of Issue: March 7, 2025

Signature:



Tom Glover, Community Development Director

Chapter 17.04

ADMINISTRATIVE PROVISIONS

Sections:

[17.04.010 Purpose.](#)

[17.04.020 Jurisdiction.](#)

[17.04.030 Definitions.](#)

[17.04.040 Administration and interpretation.](#)

[17.04.050 Nonconforming uses, structures, and lots.](#)

[17.04.060 Fees.](#)

[...]

17.04.030 Definitions.

[...]

“Building” means an enclosed structure capable of being heated. This word shall always be considered as being followed by the phrase “or portion thereof.”

“Central Business District Core” means that area bounded to the north by the Cascade Trail, to the east by Puget Avenue/Fourth Avenue, to the south by the alley between State and Warner Streets, and to the west by the railroad right-of-way. Also included in the Central Business District Core are properties zoned Central Business District that front Metcalf, Ferry, West Ferry, State, and West State Streets.

“Child day care centers” provide temporary care of children as defined by the State Department of Social and Health Services, preschool or nursery school.

[...]

“Light manufacturing” means any manufacturing activity that does not create noise, smoke, odors or any other nuisance that can be detected from outside the building.

“Loading dock” means a portion of a structure where vehicles carrying goods may load and/or unload shipments directly into the structure. A loading dock may be flush with the building envelope or completely enclosed. In residential and mixed-use developments, loading docks shall be designed to be accessible by mail carriers and couriers.

“Loading facility” means an on-site designated location designed for the loading and unloading of passengers and/or goods. This may include, but is not limited to, loading docks for shipments via truck or parking stalls designated as loading zones within a parking lot.

“Loading zone” means an off-street parking stall designated for the use of loading or unloading passengers and/or goods. Loading zones appear as a traditional parking stall but are regulated by signage that establishes a time limit and indicates the use of the parking stall for loading or unloading passengers and/or goods.

“Lot” means a contiguous quantity of land under one ownership, with fixed boundaries, which can legally be bought and sold separately from other lands.

[...]

“Ownership” means a lot or group of contiguous lots under the ownership.

“Permanent affordable housing” means housing, regardless of ownership, for which there is a legally binding, recorded document in effect that limits the price at which the owner may sell or restricts the occupancy of the unit to a qualified, low-income household, for a period of at least 40 years for a property used for shelter or rental housing, or for a period of at least 25 years for a property to be owned by a low-income household. These documents include, but are not limited to, affordability covenants, deed restrictions, and community land trust leases. Resale restrictions exercised by providers of permanently affordable housing can include, but are not limited to:

1. Continuous ownership of land by a public entity or nonprofit housing provider with a lease allowing ownership of the structure by an income-eligible household;
2. A nonpossessory interest or right in real property, such as a deed restriction, restrictive covenant, resale restriction, or other contractual agreement, that ensures affordability.

“Permitted use” means a use permitted within a zone, including uses accessory to the permitted use.

[...]

“Structure” means a stationary manmade object or part thereof erected on the ground with an intention of some permanence, excluding objects less than three feet in height.

“Townhouse” means a dwelling in a row of units in which each unit has its own front and rear access to the outside, no unit is located over another unit, and each unit is separated from any other unit by one or more vertical common walls.

“Trailer” means a device designed to be drawn by a motor vehicle and provide temporary living quarters.

[...]

Chapter 17.16

RESIDENTIAL 15 (R-15) ZONE

[...]

~~17.16.050 Parking for residential uses in R-15 zone.~~

~~The parking requirements for residential uses in the R-15 zone shall be as follows:~~

Studio	1 space
1 bedroom	2 spaces
2 bedrooms	2 spaces
3 bedrooms	3 spaces
4 or more bedrooms	4 spaces
Visitor/overflow spaces	1 additional space per 8 units

~~In all cases, there shall be a minimum off-street parking apron of twenty-five feet in length directly in front of all garage door entrances when accessing a street either to the front or side of a residence. Where garage doors access an alley, the off-street parking apron shall be at least ten feet.~~

~~Parking spaces counted for residential use shall not also be counted towards nonresidential parking requirements of Chapter 17.36 for other uses in this zone. (Ord. 1906-18 § 1, 2018; Ord. 1484-04 § 6 (part), 2004)~~

[...]

Chapter 17.20

MIXED COMMERCIAL (MC) ZONE

[...]

~~17.20.060 Parking for residential uses in the MC zone.~~

~~The parking requirements for residential uses in the MC zone shall be as follows:~~

<u>Dwelling Unit Type</u>	<u>Required resident parking stalls per dwelling unit</u>
Studio	11.5 spaces
1-bedroom	2 spaces
2-bedrooms	2.2 spaces
3-bedrooms	3 spaces
4 or more bedrooms	4 spaces
Visitor/overflow spaces	1 additional space per 8 units, 1 additional parking stall per 6 resident parking stalls or fraction thereof.

~~Parking spaces counted for residential use shall not also be counted towards non-residential parking requirements of SWMC Ch. 17.36 for this zone. (Ord. 1484-04 § 7 (part), 2004)~~

Chapter 17.21

URBAN VILLAGE MIXED-USE (UVMU) OVERLAY

[...]

17.21.080 Parking—General.

~~A. Intent. The intent of the UVMU overlay is to encourage commerce by creating a pedestrian-friendly environment that accommodates both shoppers and its residents. Providing adequate parking without creating large expanses of parking lots in front of commercial businesses is key to the success of the UVMU overlay.~~

~~The creation of a mixed-use parking district shall be encouraged. Parking may be constructed and maintained for motor vehicles, bicycles or other non-motorized transportation, lease parking and/or other parking that promotes alternatives to driving single-occupant motor vehicles. New development may utilize a shared parking arrangement subject to review and approval by the planning director.~~

~~Partially underground parking structures are encouraged with either landscape or constructed buffers to minimize visual impacts of parking. The Sedro-Woolley design standards and guidelines apply to location and design of parking lots.~~

~~Private driveways, garages and garage entrances shall be at rear and side of buildings; unless deemed unfeasible by civil engineer or planning director.~~

~~The city may enter into a developer agreement (or similar binding agreement) and collect in-lieu fees to develop and manage a mixed-use parking district.~~

~~B. Off-street parking shall be provided for residential dwellings, commercial and retail uses in the UVMU overlay. (Ord. 1931-19 § 2 (Exh. A) (part), 2019)~~

17.21.085 Parking for commercial uses in the urban village mixed-use zone.

~~Subject to any shared parking as approved under Section 17.21.080, parking shall be provided as follows: A minimum of one parking space per three hundred square feet of gross commercial floor area shall be provided. If more than fifty percent of the gross floor area of the first floor is used as commercial area, then only one parking space per six hundred square feet shall be required for the commercial space in excess of fifty percent of the gross first floor commercial space. Parking for commercial uses shall be provided in addition to residential parking requirements. (Ord. 1931-19 § 2 (Exh. A) (part), 2019)~~

17.21.090 Parking for residential uses in the urban village mixed-use zone.

Subject to any shared parking as approved under Section 17.21.080, parking shall be provided as follows:

Table 17.21.090(1)

Townhouse:	1 space per bedroom up to 2 bedrooms, 0.5 space per additional bedroom over 2 bedrooms
Apartment or condominium:	
Studio	1.2 per dwelling unit
One bedroom	1.5 per dwelling unit
Two bedroom	1.7 per dwelling unit
Three bedroom or larger	1 space per bedroom up to 2 bedrooms, 0.5 space per additional bedroom over 2 bedrooms

(Ord. 1931-19 § 2 (Exh. A) (part), 2019)

[...]

Chapter 17.22

TRANSITIONAL MIXED COMMERCIAL OVERLAY

[...]

~~17.22.060 Parking for residential uses in the MC zone.~~

~~The parking requirements for residential uses in the MC zone shall be as follows:~~

Dwelling Unit Type	Required resident parking stalls per dwelling unit
Studio	11.5 spaces
1 bedroom	2 spaces
2 bedrooms	2 spaces
3 bedrooms	3 spaces
4 or more bedrooms	4 spaces
Visitor/overflow spaces	1 additional space per 8 units

~~Parking spaces counted for residential use shall not also be counted towards nonresidential parking requirements of Chapter 17.36 for this overlay. (Ord. 1664-10 § 2 (Exh. F))~~

Chapter 17.24

CENTRAL BUSINESS DISTRICT (CBD) ZONE

[...]

17.24.050 Parking.

A. ~~Intent. To encourage the creation of a downtown parking district administered by the city. It would be authorized to collect in-lieu parking fees from new residential uses downtown and use that revenue, with any other revenue it generates, to manage a downtown parking district. The district may construct and maintain downtown parking for motor vehicles and bikes, lease parking, or otherwise monitor the provision of adequate parking and/or promotion of alternatives to driving.~~

B. ~~The goal of the central business district is to create a pedestrian-friendly environment and to encourage commerce. Parking requirements in the downtown shall be as follows:~~

1. ~~Except for new construction as described in subsection (B)(2) of this section, parking for new buildings in the central business district shall be provided as follows:~~

Tier 1	New buildings with: 10 or fewer residential units 4,000 square feet or fewer of commercial space	Residential units associated with commercial/retail use: no off-street parking required. Commercial uses: standard off-street parking per Chapter 17.36. Public uses: no off-street parking required.
Tier 2	New buildings with: 11 or more residential units More than 4,000 square feet of commercial space	Residential units associated with commercial/retail use: reduced off-street parking. Commercial uses: standard off-street parking per Chapter 17.36. Public uses: no off-street parking required.

2. ~~Parking for new buildings located within the area bounded on the north and west by the railroad rights-of-way, on the south by the alley in between State and Warner Streets, and on the east by Puget Avenue/4th Avenue shall be provided as follows:~~

Tier 1	New buildings with: 10 or fewer residential units 4,000 square feet or fewer of commercial space	Residential units associated with commercial/retail use: no off-street parking required. Retail and restaurant uses: no off-street parking required. Public uses: no off-street parking required. All uses not described: standard off-street parking per Chapter 17.36
Tier 2	New buildings with: 11 or more residential units	Residential units associated with commercial/retail use: reduced off-street parking. Retail and restaurant uses: no off-street parking required.

	• More than 4,000 square feet of commercial space	Public uses: no off-street parking required. All uses not described: standard off-street parking per Chapter <u>17.36</u>
--	---	--

3.—Reduced residential parking standards referenced in subsections (B)(1) through (2) of this section are as follows:

<u>Dwelling Unit Type</u>	<u>Required resident parking stalls per dwelling unit</u>
Studio	1 space
1 bedroom	1 spaces
2 bedrooms	1.5 spaces
3 or more bedrooms	1 space per bedroom up to 2 bedrooms, 0.5 space per additional bedroom over 2 bedrooms

Rooms indicated on building plans as “office,” “extra room,” “play room” or other rooms that may reasonably be considered for use as a bedroom may be counted as bedrooms for parking purposes by the planning director.

4.—New commercial or retail development may propose a shared parking arrangement to the planning director for review and approval.

5.—Parking for residential buildings that do not include commercial uses, as allowed per Section 17.24.010(A)(3), shall be accessed from the alley when an alley exists. The number of spaces required for residential buildings that do not include commercial uses shall be as follows:

<u>Dwelling Unit Type</u>	<u>Required resident parking stalls per dwelling unit</u>
Studio	<u>1</u> space
1 bedroom	2 spaces
2 bedrooms	2 spaces
3 bedrooms	3 spaces
4 or more bedrooms	4 spaces

Rooms indicated on building plans as “office,” “extra room,” “play room” or other rooms that may reasonably be considered for use as a bedroom may be counted as bedrooms for parking purposes by the planning director.6.—There shall be a minimum off-street

parking apron of twenty-five feet in length directly in front of all garage doors for residential buildings that do not include commercial uses per Section 17.24.010(A)(3). (Ord. 1979-21 § 1 (Exh. A), 2021; Ord. 1664-10 § 2 (Exh. B) (part), 2010; Ord. 1451-03 § 6)

DRAFT

Chapter 17.28 INDUSTRIAL (I) ZONE

[...]

17.28.070 Parking for work/live units in the industrial zone.

The parking requirements for work/live units in the industrial zone shall be as follows:

<u>Dwelling Unit Type</u>	<u>Required resident parking stalls</u>
Studio	2 spaces
1 bedroom	2 spaces
2 bedrooms	2 spaces
3 bedrooms	3 spaces
4 or more bedrooms	4 spaces
Visitor/overflow spaces	1 additional space per 6 units

Work/live units shall provide parking per the table above for the residential use based on the number of bedrooms in the unit. Work/live units shall also provide parking spaces for the business use per the development standards in Section 17.36.030.

Parking spaces counted for the residential portion of the work/live unit shall not be counted towards the parking requirements of Chapter 17.36 for the business portion. (Ord. 2046-23 § 4, 2024)

Chapter 17.36

OFF-STREET PARKING AND LOADING

Sections:

- [17.36.010 When required—Maintenance.](#)
- [17.36.020 Location—Restrictions.](#)
- [17.36.030 Number of spaces required.](#)
- [17.36.035 Reductions to required parking minimums.](#)
- [17.36.040 Development standards.](#)
- [17.36.050 Loading facilities requirement.](#)
- [17.36.060 Cooperative provisions.](#)
- [17.36.070 Third party consents.](#)
- [17.36.080 Repealed.](#)
- [17.36.090 Handicapped parkingRepealed.](#)
- [17.36.092 Parking - urban village mixed-use \(UVMU\) overlay zone.](#)
- [17.36.094 Parking - central business district \(CBD\) zone.](#)

17.36.010 When required—Maintenance.

Whenever a building is built or moved onto a lot, and whenever and to the extent that a building is enlarged and whenever and to the extent that the use of a building changes and the new use is required to provide more off-street parking or loading than the most recent use, then off-street parking or loading shall be provided in accordance with the following requirements. Furthermore, parking and loading so required shall be maintained in a usable, safe condition so long as the land use they serve continues. (Ord. [1013](#) § 3.01.01, 1985)

17.36.020 Location—Restrictions.

A. Off-street parking spaces required shall be located off the public right-of-way in an area with appropriate zoning, and within five hundred feet walking distance of a public entrance to the building served. Parking spaces may be located within the required setback areas except that they shall not be located within any required vision clearance triangle.

B. New retail businesses, restaurants and the first four thousand square feet of all other commercial uses located in an existing building within ~~the area bounded on the north and west by the railroad rights-of-way, on the south by the alley in between State and Warner Streets, and on the east by Puget Avenue/4th Avenue~~ the Central Business District Core as defined in [17.04.030 SWMC](#) may use the city-owned parking lots to accommodate the parking requirements in this ~~chapter~~Chapter. ~~and in Chapter 17.24.~~ This area is substantially developed on zero setbacks from the right-of-way, making it impractical to provide on-site parking to satisfy the purpose and intent of this chapter. ~~New buildings that contain commercial space or residential space associated with commercial space shall provide parking in accordance with~~

~~the tiered parking requirements described in Section 17.24.050 and this chapter.~~ (Ord. [1979-21](#) § 1 (Exh. B), 2021; Ord. [1785-13](#) § 1, 2013; Ord. [1013](#), § 3.01.02, 1985)

17.36.030 Number of spaces required.

The number of required off-street parking spaces shall be as follows, ~~computed to the nearest whole number rounded up to the next integer:~~

- A. Housing reserved for persons ~~sixty-five~~ years of age and older: one per dwelling unit;
- B. Group homes: one per resident between the ages of sixteen and fifty-nine, inclusive, excluding persons unable to drive due to disability, plus .5 per such younger, older or disabled person; except that bed and breakfasts and similar transient guest facilities shall provide one space per transient unit plus two for the residing family;
- C. All housing other than the above, ~~subject to any cooperative parking agreements as approved by the Community Development Director or their designee: two per dwelling unit;~~

			Dwelling Unit Type															
			Studio single-family home	1-bedroom single-family home	2-bedroom single-family home	3-bedroom single-family home	4-bedroom single-family home	Studio apartment	1-bedroom apartment	2-bedroom apartment	3-bedroom apartment	4-bedroom apartment	Accessory dwelling unit	Studio or 1-bedroom duplex or triplex unit	2-bedroom (or more) duplex or triplex unit	Studio or 1-bedroom townhouse unit	2-bedroom (or more) townhouse unit	Work/live unit (Residential Parking Only)
Zone Designation	R-1	Minimum Residential Parking	1.5	1.75	2	2.5	3	Not Permitted					1	Not Permitted				
		Required Visitor Parking	Not Required in R-1 Zone										Not Required in R-1 Zone					
	R-5	Minimum Residential Parking	1.5	1.75	2	2.5	3	Not Permitted					1	Not Permitted				
		Required Visitor Parking	Not Required in R-5 Zone										Not Required in R-5 Zone					
	R-7	Minimum Residential Parking	1.5	1.75	2	2.5	3	Not Permitted					1	2	3	Not Permitted		
		Required Visitor Parking	Not Required in R-7 Zone										Not Required in R-7 Zone					
	R-15	Minimum Residential Parking	1.5	1.75	2	2.5	3	1.5	1.75	2	2.5	3	Not Permitted	2	3	1.75	2.5	Not Permitted
		Required Visitor Parking	Not Required in R-15 Zone					1 stall for every 6 units	1 stall for every 3 units	1 stall for every 3 units	1 stall for every 3 units	1 stall for every 3 units		Not Required in R-15 Zone		1 stall for every 6 units	1 stall for every 3 units	
	MC	Minimum Residential Parking	Not Permitted					1.5	2	2.5	3	4	Not Permitted					
		Required Visitor Parking						1 stall for every 6 units	1 stall for every 3 units	1 stall for every 3 units	1 stall for every 3 units	1 stall for every 3 units						
	UVMU	Minimum Residential Parking	Not Permitted					1.2	1.5	1.7	2.5	3	Not Permitted			1	2 (plus 0.5 for each add'l bedroom)	Not Permitted
		Required Visitor Parking						1 stall for every 6 units	1 stall for every 3 units	1 stall for every 3 units	1 stall for every 3 units	1 stall for every 3 units				1 stall for every 6 units	1 stall for every 3 units	
		Maximum Residential Parking						2	2.5	3	3.5	4				3	4	
	TMCO	Minimum Residential Parking	Not Permitted					1.5	2	2.5	3	4	Not Permitted					2
		Required Visitor Parking						1 stall for every 6 units	1 stall for every 3 units	1 stall for every 3 units	1 stall for every 3 units	1 stall for every 3 units						Not Required in TMCO Zone
	CBD Reduced Parking for Mixed-Use	Minimum Residential Parking	Not Permitted					1	1	1.5	2.5	3	Not Permitted					
		Required Visitor Parking						Not Required in CBD-core Zone										
		Maximum Residential Parking						1.5	2	2.5	3	3.5						

	CBD Parking for Standalone Residential	Minimum Residential Parking	Not Permitted	1	2	2	3	4	Not Permitted	2	3	2	3	Not Permitted
		Required Visitor Parking		1 stall per 10 units	1 stall for every 6 units	1 stall for every 6 units	1 stall for every 6 units	Not Required in CBD-fringe Zone						
		Maximum Residential Parking		2	2.5	3	3.5	4.5		3	3.5	2.5	3.5	
	-	Minimum Residential Parking	Not Permitted											2
		Required Visitor Parking												Not Required in I Zone

			Dwelling Unit Type															
			Studio single-family home	1-bedroom single-family home	2-bedroom single-family home	3-bedroom single-family home	4-bedroom single-family home	Studio apartment	1-bedroom apartment	2-bedroom apartment	3-bedroom apartment	4-bedroom apartment	Accessory dwelling unit	Studio or 1-bedroom duplex or triplex unit	2-bedroom (or more) duplex or triplex unit	Studio or 1-bedroom townhouse unit	2-bedroom (or more) townhouse unit	Work/live unit (Residential Parking Only)
Zone Designation	R-1	Minimum Residential Parking	1.5	1.75	2	2.5	3	Not Permitted					1	Not Permitted				
		Required Visitor Parking	Not Required in R-1 Zone										Not Required in R-1 Zone					
	R-5	Minimum Residential Parking	1.5	1.75	2	2.5	3	Not Permitted					1	Not Permitted				
		Required Visitor Parking	Not Required in R-5 Zone										Not Required in R-5 Zone					
	R-7	Minimum Residential Parking	1.5	1.75	2	2.5	3	Not Permitted					1	2	3	Not Permitted		
		Required Visitor Parking	Not Required in R-7 Zone										Not Required in R-7 Zone					
	R-15	Minimum Residential Parking	1.5	1.75	2	2.5	3	1.5	1.75	2	2.5	3	Not Permitted	2	3	1.75	2.5	Not Permitted
		Required Visitor Parking	Not Required in R-15 Zone					1 stall for every 6 units	1 stall for every 3 units	1 stall for every 3 units	1 stall for every 3 units	1 stall for every 3 units		Not Required in R-15 Zone		1 stall for every 6 units	1 stall for every 3 units	
	MC	Minimum Residential Parking	Not Permitted					1.5	2	2.5	3	4	Not Permitted					
		Required Visitor Parking						1 stall for every 6 units	1 stall for every 3 units	1 stall for every 3 units	1 stall for every 3 units	1 stall for every 3 units						
	UVMU	Minimum Residential Parking	Not Permitted					1.2	1.5	1.7	2.5	3	Not Permitted			1	2 (plus 0.5 for each add'l bedroom)	Not Permitted
		Required Visitor Parking						1 stall for every 6 units	1 stall for every 3 units	1 stall for every 3 units	1 stall for every 3 units	1 stall for every 3 units				1 stall for every 6 units	1 stall for every 3 units	
		Maximum Residential Parking						2	2.5	3	3.5	4				3	4	

	TMCO	Minimum Residential Parking	Not Permitted	1.5	2	2.5	3	4	Not Permitted					2
		Required Visitor Parking		1 stall for every 6 units	1 stall for every 3 units	1 stall for every 3 units	1 stall for every 3 units	1 stall for every 3 units						Not Required in TMCO Zone
	CBD Reduced Parking for Mixed-Use	Minimum Residential Parking	Not Permitted	1	1	1.5	2.5	3	Not Permitted					
		Required Visitor Parking		Not Required in CBD-core Zone										
		Maximum Residential Parking		1.5	2	2.5	3	3.5						
	CBD Parking for Standalone Residential	Minimum Residential Parking	Not Permitted	1	2	2	3	4	Not Permitted	2	3	2	3	Not Permitted
		Required Visitor Parking		1 stall per 10 units	1 stall for every 6 units	1 stall for every 6 units	1 stall for every 6 units	1 stall for every 6 units		Not Required in CBD-fringe Zone				
		Maximum Residential Parking		2	2.5	3	3.5	4.5		3	3.5	2.5	3.5	
	I	Minimum Residential Parking	Not Permitted											2
		Required Visitor Parking												Not Required in I Zone

1. When residential developments contain multiple dwelling unit types listed above, the required amount of parking shall be individually determined for each residential unit and summed in total. When the required amount of parking stalls for residential units or residential visitors is a fraction of a whole number, the required amount shall be rounded up to the next integer in all cases.
2. Parking spaces counted for residential use shall not also be counted towards non-residential parking requirements for other uses, unless approved by the Community Development Director or their designee through a shared parking agreement or similar binding mechanism. Parking spaces counted for use of a particular dwelling unit shall not also be counted towards parking requirements for other dwelling units.
3. Work/live units shall provide parking per the table above for the residential use in the unit. Work/live units shall also provide parking spaces for the business use per the standards of this Chapter. Parking spaces counted for the residential portion of the work/live unit shall not also be counted towards the parking requirements of the business portion.
4. In the Central Business District Core, as defined in 17.04.030 SWMC, off-street parking is not required for new residential developments, with the following exceptions:
 - a. New construction is accompanied with more than four thousand square feet of commercial space as a mixed-use development, in which case the reduced parking requirements outlined in the table above shall be required; or
 - b. Eleven or more new residential units are constructed, in which case the parking requirements in the table above shall apply.
5. For the purpose of this chapter, bedroom shall be defined by the most recent edition of the International Building Code.
6. Parking for Accessory Dwelling Units (ADUs). Unless the ADU is located within one-half mile walking distance to a major transit stop, as defined in RCW 36.70A.030(25), one off-street parking stall per unit is required in addition to the off-street parking stalls required for the principal residence, regardless of lot size. Parking must be provided on the subject property, either off of an alley or on a driveway. When the property abuts an alley, the off-street parking stall for the ADU shall gain access from the alley. Parking shall be developed in accordance with the standards of this Chapter.

D. Offices (excluding health care offices) and banks: One per three hundred square feet gross floor area plus five vehicle storage spaces per drive-through window;

E. Eating and drinking establishments: one per seventy-five square feet of area open to the public, including outdoor service areas, plus additional as specified by the ~~zoning administrator~~Community Development Director or their designee for drive-through capability;

F. Low-intensity sales and service (lumber, building supplies, feed and grain, large appliances, furniture, motor vehicles, boats, machinery, dry-cleaning, sign making, shoe and clothing repair, locksmiths, photography, saw-sharpening, etc.): one per four hundred square feet of gross floor area plus additional as specified by the ~~Zoning Administrator~~Community Development Director or their designee for outdoor sales and activity areas;

G. High intensity sales and service (food, clothing, hardware, household goods, drugs, arts and crafts, auto parts, sporting goods, office equipment, books, plants, jewelry, liquor, musical instruments, barber and beauty shops, laundromats, etc.): one per two hundred fifty square feet of gross floor area open to the public;

H. Churches and funeral homes: one per four occupants at maximum design capacity;

I. Places of public assembly other than the above (auditoriums, stadiums, halls, clubs, theaters, indoor recreation, bus stations, etc.): one per three occupants at maximum design capacity;

J. Hospitals and residential health care facilities: one per three beds;

K. Health care offices and clinics including veterinarians: six per doctor, dentist or other principal personnel;

L. Day care and preschool facilities: one per worker at maximum shift plus adequate loading space.

M. Industry, wholesaling, warehousing, nonpassenger transportation facilities except ministorage: one per 1.5 workers on maximum shift;

N. Open air activities, schools, plant nurseries, public utilities, outdoor recreation, ministorage, drive-through facilities (food, carwash, service stations, etc.) and all other uses not otherwise specified: to be determined by the ~~zoning administrator~~Community Development Director or their designee.

O. Non-residential uses in the Urban Village Mixed-Use Overlay Zone: refer to 17.36.092 SWMC.

P. Non-residential uses in the Central Business District Zone: refer to 17.36.094 SWMC.
(Ord. [1013](#) § 3.01.03, 1985)

17.36.035 Reductions to required parking minimums.

Reductions to the required minimum parking standards outlined in 17.36.030 (C) of this Chapter may be permitted by the Community Development Director or their designee if the following provisions are applicable. Reductions are only permitted for multifamily residential use. Applicants shall be limited to no more than two of the following reduction options:

A. Public Transit Reduction. The required parking minimum may be reduced by up to 20% if the proposed development is within one-quarter mile of a public transit service that provides transportation at a frequency rate of twice per hour for twelve or more consecutive hours on a standard weekday.

B. Reduction for Underground or Structured Parking within Multifamily Residential Development. The required parking minimum may be reduced by up to 20% if the proposed development incorporates underground or structured parking, in accordance with the following provisions:

1. A parking requirement reduction for underground or structured parking shall not be granted for single-family residences, ADUs, duplex units, or triplex units;
2. Underground or structured parking satisfies at least 40% of the multifamily residential development's required minimum parking after reduction; and
3. A minimum of ten parking stalls shall be underground or structured.

C. Permanent Affordable Housing Reduction. The required parking minimum may be reduced by up to 20% if a proposed residential development designates at least 50% of all residential units as permanent affordable housing as defined in 17.04.030 SWMC. If sale price limitation is selected, residential developments which limit the sale of at least 50% of the units to no more than 40% fair market value are eligible for this reduction. If occupancy restriction is selected, residential developments which reserve a minimum of 50% of the units for households with incomes at 80% Area Median Income or below, according to most recent U.S. Census data, are eligible for this reduction. At the time of residential building permit application, the applicant shall submit documentation of a legally binding document indicating the selected method to be recorded with the Skagit County Auditor upon city approval.

17.36.040 Development standards.

Parking facilities provided in accordance herewith shall:

- A. Have access to a public thoroughfare, with ingress and egress designed with respect to intersections, crosswalks and traffic in general so as not to create safety hazards or impedances. Driveways connecting parking spaces to the public thoroughfare shall be at least twelve feet in width if one-way or serving less than ten parking spaces. Otherwise driveway width shall be at least twenty feet;
- B. Incorporate maneuvering room so as not to require backing out onto a public street, except that parking spaces serving single-family residences, accessory dwelling units, and

duplexes, and triplexes may utilize a street for backing out, provided the street is not an arterial and location is at least fifty feet from all street intersections;

C. ~~Be designed so that all vehicles are independently mobile and do not block each other; Be permitted to use a tandem parking configuration, compliant with 36.70A.622(C) RCW;~~

D. Be surfaced with a dust-free, durable material, provided that the portion of the driveway lying within the public right-of-way shall be paved with a material matching or superior to that of the public thoroughfare. ~~Existing legal non-conforming gravel parking stalls may be permitted, up to a maximum of six parking stalls, compliant with 36.70A.622(D) RCW;~~

E. Incorporate provision for drainage so as not to create on-site or off-site drainage problems;

F. Incorporate adequate traffic control devices to inform users of the designed use of spaces, ingress, egress and maneuvering space. Parking spaces, if more than four, shall be separately identified by striping, wheel-stops or other such means. General use of wheel stops to prevent damage to structures and landscaping is recommended, as is lighting of larger parking lots;

G. Provide for convenient pedestrian movement from parking spaces to building entrance, sufficiently separated from or compatible with vehicular traffic to ensure safety;

H. Incorporate effective and attractive sight-obscuring screening if serving a nonresidential use and located in or abutting a residential zone;

I. Provide a minimum off-street parking apron of twenty-five feet in length directly in front of all garage door entrances when accessing a street whether to the front or side of a residence. Where garage doors access an alley, the off-street parking apron shall be at least ten feet in length for all dwelling unit types.

J. ~~Be in accordance with the following dimensional requirements, provided the parking stall area excludes striping, wheel stops, curbs, and other similar devices from the required minimum dimensions; provided that a maximum of thirty percent of the total required spaces may be designated for compact cars with a width of seven and one-half feet, length of fifteen feet, and correspondingly reduced maneuvering room as set out in Figures one through three of the ordinance codified in this title, on file in the office of the city clerk. (Ord. 1013 § 3.01.04, 1985)~~

1. Standard parking stalls accessed at a 90-degree angle shall be no less than eight feet in width and nineteen feet in length.

2. The dimensions of standard parking stalls accessed at an angle not explicitly referenced in this Chapter shall be determined according to the City Engineer using the most recent edition of the Washington State Department of Transportation Standard Plan Manual.

4. A maximum of thirty percent of the total required spaces may be designated for compact cars, provided they are accessed at a 90-degree angle and are no less than seven and one-half feet in width and fifteen feet in length;

a. Parking stalls for compact cars accessed at an angle not explicitly referenced in the Chapter are permitted, provided their dimensions are determined according to the City Engineer using the most recent edition of the Washington State Department of Transportation Standard Plan Manual.

K. Equally distribute parking stalls among dwelling units within residential developments. It shall be the responsibility of the underlying property owner to ensure off-street parking stalls are equally distributed among the dwelling units of a residential development;

L. Provide adequate accessible parking in conformance with both the most recent edition of the Americans with Disabilities Act (ADA) Standards for Accessible Design released by the U.S. Department of Justice as well as the most recent edition of the Washington State International Building Code, whichever is stricter;

M. Parking stalls for residential use may utilize grass block pavers, as permitted in 36.70A.622(G) RCW; and

N. Preserve significant trees as defined in 17.50.110 SWMC in accordance with 36.70A.622(F) RCW. For residential and mixed-use developments only, significant trees shall not be removed to accommodate minimum parking requirements. If a proposed development cannot provide adequate parking solely due to significant tree retention, the minimum parking requirement shall be reduced to preserve all significant trees.

17.36.050 Loading facilities requirement.

A. Whenever a building is erected, enlarged, or its use changed, and the new use requires that deliveries be made to the building which, unless special provisions are made (such as proximity within one half mile of a mail carrier or courier), will result in significant traffic hazard or impedance, then adequate off-street loading facilities and maneuvering space for delivery vehicles shall be provided to prevent such hazard or impedance. Special provisions are subject to approval by the Community Development Director or their designee. (Ord. 1013 § 3.01.05, 1985)

1. Loading facilities are not required for single-family residences, ADUs, duplex units, and triplex units.

B. Loading facilities shall be provided for multifamily residential uses in accordance with the following table:

<u>Number of Units Within a Multifamily Residential Development</u>	<u>Minimum Required Loading Facilities</u>
<u>24 or fewer units</u>	<u>No loading facility required.</u>
<u>25 – 49 units</u>	<u>1 loading facility required.</u>
<u>50 – 125 units</u>	<u>2 loading facilities required.</u>
<u>126 or more units</u>	<u>3 loading facilities required, plus 1 for every additional 100 units.</u>

C. Loading zones shall be designated parking stalls that are clearly marked as such and must display signage indicating stopping for the purpose of loading or unloading people and/or goods shall not exceed thirty minutes. Loading zone dimensions shall comply with the following:

1. Loading zones shall comply with the development standards outlined in this Chapter;
2. Loading zones may be used for residential parking during peak residential use hours, beginning at 8:00 P.M. and ending at 8:00 A.M., provided they do not exceed eight feet in width and twenty feet in length. Loading zones larger than the before-described dimensions are permitted but may not be counted towards the minimum residential parking requirements; and
3. Adequate turning clearance for loading facilities shall be provided with consideration for large vehicles and trucks. The requirements for turning clearance shall be determined according to the City Engineer or their designee.

D. Loading facilities shall be located near primary entrances as reasonably practicable. Loading facilities shall not interfere with the requirements of ADA-accessible parking as required per 17.36.040 (K) SWMC.

17.36.060 Cooperative provisions.

Parking and loading facilities may be provided cooperatively, either through private arrangements or by means of a fee-in-lieu public parking program administered by the city. ~~If the uses party to such a cooperative provision generate their peak parking demand at different times, the zoning administrator may reduce the total parking requirement from that which would be required separately to a number representative of the greatest demand likely to occur at any one time.~~

A. If the uses party to such a cooperative parking arrangement generate their peak parking demand at different times, the Community Development Director or their designee may permit parking stalls to be counted towards the minimum requirement for more than one use.

B. The amount of required parking stalls within a cooperative provision shall not be less than the minimum required amount for the use with the largest parking requirement.

(Ord. [1013](#) § 3.01.06, 1985)

17.36.070 Third party consents.

If the required parking or loading is to be provided on land not owned or leased by the applicant, proof shall be supplied of the owner's consent provided that such consent shall not be construed to constitute an obligation of any greater permanence than is explicit therein. At such time as such consent is withdrawn, the use by virtue of which such parking or loading has been required shall cease unless alternative arrangements have been made for compliance with these requirements. (Ord. [1013](#) § 3.01.07, 1985)

17.36.080 Verification.

Repealed by Ord. [2042-23](#). (Ord. [1013](#) § 3.01.08, 1985)

17.36.090 Handicapped parking.

~~Parking spaces shall be provided for the handicapped and shall be clearly signed or marked with stenciled notation on the pavement designating such use and shall be posted with an approved handicapped parking sign directly in front of the stall. Each space shall be at least eight feet wide and shall have an adjacent access aisle five feet wide minimum. Two accessible parking spaces may share a common access aisle. Van spaces shall be sixteen feet in width to include the access aisle. Parking spaces and access aisles shall be level with surface slopes not exceeding 1:50 in all directions. Parking spaces shall be located closest to the handicapped accessible entrance with an accessible route provided to that entrance. Parking spaces for the handicapped shall be provided as follows:~~

Total Parking Provided	Minimum Number Required for the Handicapped
6—25 spaces	1 space
26—50 spaces	2 spaces
51—75 spaces	3 spaces
76—100 spaces	4 spaces

Total Parking Provided	Minimum Number Required for the Handicapped
101—150 spaces	5 spaces
151—200 spaces	6 spaces
201—300 spaces	7 spaces
301—400 spaces	8 spaces
401 and over	To be arranged with the zoning administrator

(Ord. ~~1312-98~~ § 1 (part), 1998)

17.36.092 Parking – urban village mixed-use (UVMU) overlay zone.

A. Intent. The intent of the UVMU overlay is to encourage commerce by creating a pedestrian-friendly environment that accommodates both shoppers and its residents. Providing adequate parking without creating large expanses of parking lots in front of commercial businesses is key to the success of the UVMU overlay.

The creation of a mixed-use parking district shall be encouraged. Parking may be constructed and maintained for motor vehicles, bicycles or other non-motorized transportation, lease parking and/or other parking that promotes alternatives to driving single-occupant motor vehicles. New development may utilize a shared parking arrangement subject to review and approval by the Community Development Director.

Partially underground parking structures are encouraged with either landscape or constructed buffers to minimize visual impacts of parking. The Sedro-Woolley design standards and guidelines apply to location and design of parking lots.

Private driveways, garages and garage entrances shall be at rear and side of buildings; unless deemed unfeasible by the City Engineer, Community Development Director, or their designees.

The city may enter into a developer agreement (or similar binding agreement) and collect in-lieu fees to develop and manage a mixed-use parking district.

B. Off-street parking shall be provided for residential dwellings, commercial and retail uses in the UVMU overlay. Off-street parking for residential use shall be limited with parking stall maximums to reduce automobile dependency and overexpansion of asphalt. (Ord. 1931-19 § 2 (Exh. A) (part), 2019)

C. Subject to any shared parking agreement as approved by the Community Development Director or their designee, non-residential parking in the Urban Village Mixed-Use (UVMU) Overlay Zone shall be provided as follows:

1. A minimum of one parking space per three hundred square feet of gross commercial floor area shall be provided. If more than fifty percent of the gross floor area of the first floor is used as commercial area, then only one parking space per six hundred square feet shall be required for the commercial space in excess of fifty percent of the gross first floor commercial space.
2. Parking for commercial uses shall be provided in addition to residential parking requirements outlined in 17.36.030(C) SWMC.

D. Parking requirements for residential use in the UVMU shall be in accordance with the requirements in 17.36.030(C) SWMC.

17.36.094 Parking – central business district (CBD) zone.

A. Intent. To encourage the creation of a downtown parking district administered by the city. It would be authorized to collect in-lieu parking fees from new residential uses downtown and use that revenue, with any other revenue it generates, to manage a downtown parking district. The district may construct and maintain downtown parking for motor vehicles and bikes, lease parking, or otherwise monitor the provision of adequate parking and/or promotion of alternatives to driving.

B. The goal of the central business district is to create a pedestrian-friendly environment and to encourage commerce. Parking requirements for non-residential uses in the Central Business District shall be as follows:

<u>Location</u>	<u>Required Minimum Parking for Non-Residential Uses</u>
<u>Within the Central Business District Core</u>	<u>Retail and restaurants: No off-street parking required.</u> <u>Public Use: No off-street parking required.</u> <u>Non-residential uses not described: Refer to 17.36.030 SWMC.</u>
<u>Outside of the Central Business District Core</u>	<u>Commercial use: Refer to 17.36.030 SWMC.</u> <u>Public use: No off-street parking required.</u>

C. New commercial or retail development may propose a shared parking arrangement to the Community Development Director or their designee for review and approval, subject to the requirements in 17.36.060 SWMC.

D. Parking requirements for residential use in the CBD shall be in accordance with the requirements in 17.36.030(C) SWMC.

DRAFT

Chapter 17.100

ACCESSORY DWELLING UNITS (ADUS)

[...]

17.100.030 Standards and criteria.

[...]

J. ~~One off-street parking space is required in addition to the off-street parking spaces required for the principal residence. Parking must be provided on the subject property, either off of an alley or on a driveway. When the property abuts an alley, the off-street parking space for the accessory dwelling unit shall gain access from the alley.~~ Parking shall be developed in accordance with the standards in Chapter [17.36](#).

[...]

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

In the Matter of:

**PROPOSED AMENDMENTS TO
TITLE 17 SWMC TO UPDATE OFF-
STREET PARKING & LOADING
REGULATIONS**

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

This matter having come regularly before the City of Sedro-Woolley Planning Commission for a public hearing on **Tuesday, February 18, 2025**, under a request by the Community Development Director for a public hearing and recommendation from the Planning Commission pursuant to Chapter 2.90 Sedro-Woolley Municipal Code (SWMC).

Recommendation:	The Planning Commission recommends APPROVAL of the proposed amendments to Title 17 SWMC as shown in Exhibit A of these Findings of Fact, Conclusions and Recommendation.
Hearing Date:	Tuesday, February 18, 2025
Proponent:	City of Sedro-Woolley

Description of proposal

Proposed are amendments to Title 17 SWMC intended to consolidate all parking standards under one chapter, create a scaled approach to parking requirements for residential uses, and strengthen provisions for visitor parking, shared parking agreements, and off-street loading.

FINDINGS OF FACT

1. Per SWMC 2.90.070(G), this action, which requires changes to the City development regulations and underwent Planning Commission review, is processed as a Type VI action.
2. The Community Development Department has received several reports from City Councilmembers and the general public that off-street parking for some multifamily residential developments is insufficient.

3. As the cost of housing continues to rise in our region, larger households may opt for smaller dwelling units that possess insufficient parking for the amount of household members residing in the unit. As a result of this, use of on-street parking may increase as the cost of housing increases. To combat excessive parking in the public right-of-way, these proposed amendments work to create a balanced and scaled approach to residential parking, depending on the zone and dwelling unit type.
4. Conversely, several cities in Washington State have elected to eliminate parking regulations outright, with the intention of increasing buildable land for housing developers. It is assumed that more buildable land will increase the supply of housing, thus reducing its demand and cost. To ensure that parking does not degrade from the buildable capacity of land in Sedro-Woolley, these proposed amendments include parking maximums for the Urban Village Mixed-Use (UVMU) overlay zone and Central Business District (CBD) zone.
5. To strike a balance between these contradicting forces, staff have proposed a scaled approach that ensures sufficient parking is present for every dwelling unit without overly restricting developers with excessive parking regulations. Staff have also amended provisions for visitor parking, off-street loading, and shared parking agreements, to provide clarity in the requirements for each of these.
6. The Planning Commission reviewed the draft amendments at the September 17, 2024; October 15, 2024; November 19, 2024; January 21, 2025; and February 18, 2025, Planning Commission meetings.
7. A first read of the proposed amendments was presented to the Planning Commission at the September 17 meeting. Due to the late hour, the Planning Commission unanimously moved to table the discussion until the October 15 meeting.
8. At the October 15 meeting, the Planning Commission requested clarification of the point-system and parking requirement matrix proposed in SWMC 17.36.030(C). Staff clarified that the point-system creates a scaled approach to parking requirements, and that all decimal points shall be rounded up to the next integer (whole number). The Planning Commission requested the matrix be updated to improve readability. Also requested was the inclusion of required parking stall dimensions. Furthermore, the Planning Commission requested staff to review and revise the loading facility requirements. These requested changes were incorporated into the draft amendments and presented to the Planning Commission at the November 19 meeting.
9. At the November 19 meeting, the Planning Commission requested that staff revise the matrix to ensure clarity between required parking, visitor parking, and non-permitted uses. Additional discussion at this meeting included possibly reclassifying the Industrial zone into Light and Heavy Industrial zones in the future and concerns regarding Washington State House Bill 6015. The requested changes to the matrix were incorporated into the draft amendments and presented to the Planning Commission at the January 21, 2025 meeting.

10. At the January 21 meeting, the Planning Commission discussed lowering the required age for parking for senior housing to 55, decreasing the percent of structured parking necessary to achieve a parking reduction to make this option more feasible for developers, as well as allowing loading zones to be used as guest or residential parking at night. A public comment from a representative of BYK Construction, Inc. was made before discussion of the parking amendments at that meeting. After hearing the concerns the developer had in regard to increased parking requirements in the UVMU and CBD, the Planning Commission recommended reverting the minimum parking requirements for these two zones back to their present requirements. This compromise ensures that excessive regulations are not created that significantly reduce a parcel's development potential. The Planning Commission tasked staff with preparing for a public hearing at the next meeting. Staff incorporated the requested changes for presentation at the February 18 public hearing.
11. At the February 18 meeting, the Planning Commission held a public hearing. The Notice of Public Hearing was published in the legal notices section of the February 7, 2025, Skagit Valley Herald as shown in **Exhibit B**. In said notice, a deadline for written comments was set for February 18, 2025, at 4:30 PM. A representative of BYK Construction, Inc. provided comments indicating their concerns with the proposed off-street parking regulations (**Exhibit C**).
12. After the February 18, 2025 public hearing and further discussion, the Planning Commission made a motion to recommend that the City Council approve the proposed amendments to Title 17 SWMC with the following conditions:
 1. Correct the definition for "Central Business District Core" in Section 17.04.030 to read as follows: "Central Business District Core' means that area bounded to the north by the Cascade Trail, to the east by Puget Avenue/Fourth Avenue, to the south by the alley between State and Warner Streets, and to the *west* by the railroad right-of-way[...];"
 2. Define "loading facility" in Section 17.04.030;
 3. Revise proposed Subsection 17.36.030(C)(4)(b) SWMC to read as follows: "Eleven or more new residential units are constructed, in which case the parking requirements in the table above shall apply;" and
 4. Strike proposed Subsection 17.36.050(E).

The motion to recommend approval carried 7 – 0.

13. The Planning Commission's recommended amendments are found in **Exhibit A**.

CONCLUSIONS

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

1. Adoption of the proposed amendments to Title 17 SWMC complies with the State GMA. The draft amendments were sent to the State Department of Commerce on March 3, 2025. A 15-day expedited review was requested, pending decision. A SEPA DNS (**Exhibit D**) is scheduled for issuance on March 7, 2025; and
2. Adoption of the proposed amendments to Title 17 SWMC is in conformance with the goals and policies of the Sedro-Woolley Comprehensive Plan.

RECOMMENDATION

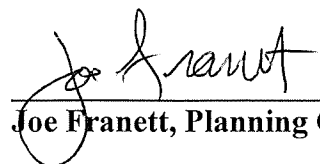
Based upon the foregoing, the Planning Commission recommends approval of amendments to Title 17 SWMC, found herein as **Exhibit A**.

EXHIBITS

Exhibit A: Recommended Amendments to Title 17 SWMC
Exhibit B: BYK Construction, Inc. Comment
Exhibit C: Notice of February 18, 2025 Public Hearing
Exhibit D: SEPA DNS Scheduled for Issuance March 7, 2025

CERTIFICATION

The City of Sedro-Woolley Planning Commission hereby recommends to the City Council **APPROVAL** of amendments to Title 17 SWMC to update off-street parking and loading regulations at a **REGULAR** meeting of the City of Sedro-Woolley Planning Commission held on **Tuesday, February 18, 2025**, at which time a quorum was present and the decision was for approval by a vote of 7 **FOR**, 0 **AGAINST** and 0 **ABSTENTIONS**.


Joe Franett, Planning Commission Chair

5/22/25
Date

Chapter 17.04

ADMINISTRATIVE PROVISIONS

Sections:

[17.04.010 Purpose.](#)

[17.04.020 Jurisdiction.](#)

[17.04.030 Definitions.](#)

[17.04.040 Administration and interpretation.](#)

[17.04.050 Nonconforming uses, structures, and lots.](#)

[17.04.060 Fees.](#)

[...]

17.04.030 Definitions.

[...]

“Building” means an enclosed structure capable of being heated. This word shall always be considered as being followed by the phrase “or portion thereof.”

“Central Business District Core” means that area bounded to the north by the Cascade Trail, to the east by Puget Avenue/Fourth Avenue, to the south by the alley between State and Warner Streets, and to the west by the railroad right-of-way. Also included in the Central Business District Core are properties zoned Central Business District that front Metcalf, Ferry, West Ferry, State, and West State Streets.

“Child day care centers” provide temporary care of children as defined by the State Department of Social and Health Services, preschool or nursery school.

[...]

“Light manufacturing” means any manufacturing activity that does not create noise, smoke, odors or any other nuisance that can be detected from outside the building.

“Loading dock” means a portion of a structure where vehicles carrying goods may load and/or unload shipments directly into the structure. A loading dock may be flush with the building envelope or completely enclosed. In residential and mixed-use developments, loading docks shall be designed to be accessible by mail carriers and couriers.

“Loading facility” means an on-site designated location designed for the loading and unloading of passengers and/or goods. This may include, but is not limited to, loading docks for shipments via truck or parking stalls designated as loading zones within a parking lot.

“Loading zone” means an off-street parking stall designated for the use of loading or unloading passengers and/or goods. Loading zones appear as a traditional parking stall but are regulated by signage that establishes a time limit and indicates the use of the parking stall for loading or unloading passengers and/or goods.

“Lot” means a contiguous quantity of land under one ownership, with fixed boundaries, which can legally be bought and sold separately from other lands.

[...]

“Ownership” means a lot or group of contiguous lots under the ownership.

“Permanent affordable housing” means housing, regardless of ownership, for which there is a legally binding, recorded document in effect that limits the price at which the owner may sell or restricts the occupancy of the unit to a qualified, low-income household, for a period of at least 40 years for a property used for shelter or rental housing, or for a period of at least 25 years for a property to be owned by a low-income household. These documents include, but are not limited to, affordability covenants, deed restrictions, and community land trust leases. Resale restrictions exercised by providers of permanently affordable housing can include, but are not limited to:

1. Continuous ownership of land by a public entity or nonprofit housing provider with a lease allowing ownership of the structure by an income-eligible household;
2. A nonpossessory interest or right in real property, such as a deed restriction, restrictive covenant, resale restriction, or other contractual agreement, that ensures affordability.

“Permitted use” means a use permitted within a zone, including uses accessory to the permitted use.

[...]

“Structure” means a stationary manmade object or part thereof erected on the ground with an intention of some permanence, excluding objects less than three feet in height.

“Townhouse” means a dwelling in a row of units in which each unit has its own front and rear access to the outside, no unit is located over another unit, and each unit is separated from any other unit by one or more vertical common walls.

“Trailer” means a device designed to be drawn by a motor vehicle and provide temporary living quarters.

[...]

Chapter 17.16

RESIDENTIAL 15 (R-15) ZONE

[...]

~~17.16.050 Parking for residential uses in R-15 zone.~~

~~The parking requirements for residential uses in the R-15 zone shall be as follows:~~

Studio	1 space
1 bedroom	2 spaces
2 bedrooms	2 spaces
3 bedrooms	3 spaces
4 or more bedrooms	4 spaces
Visitor/overflow spaces	1 additional space per 8 units

~~In all cases, there shall be a minimum off-street parking apron of twenty-five feet in length directly in front of all garage door entrances when accessing a street either to the front or side of a residence. Where garage doors access an alley, the off-street parking apron shall be at least ten feet.~~

~~Parking spaces counted for residential use shall not also be counted towards nonresidential parking requirements of Chapter 17.36 for other uses in this zone. (Ord. 1906-18 § 1, 2018; Ord. 1484-04 § 6 (part), 2004)~~

[...]

Chapter 17.20

MIXED COMMERCIAL (MC) ZONE

[...]

~~17.20.060 Parking for residential uses in the MC zone.~~

~~The parking requirements for residential uses in the MC zone shall be as follows:~~

Dwelling Unit Type	Required resident parking stalls per dwelling unit
Studio	11.5 spaces
1-bedroom	2 spaces
2-bedrooms	2.2 spaces
3-bedrooms	3 spaces
4 or more bedrooms	4 spaces
Visitor/overflow spaces	1 additional space per 8 units, 1 additional parking stall per 6 resident parking stalls or fraction thereof.

~~Parking spaces counted for residential use shall not also be counted towards non-residential parking requirements of SWMC Ch. 17.36 for this zone. (Ord. 1484-04 § 7 (part), 2004)~~

Chapter 17.21

URBAN VILLAGE MIXED-USE (UVMU) OVERLAY

[...]

17.21.080 Parking—General.

~~A. Intent. The intent of the UVMU overlay is to encourage commerce by creating a pedestrian-friendly environment that accommodates both shoppers and its residents. Providing adequate parking without creating large expanses of parking lots in front of commercial businesses is key to the success of the UVMU overlay.~~

~~The creation of a mixed-use parking district shall be encouraged. Parking may be constructed and maintained for motor vehicles, bicycles or other non-motorized transportation, lease parking and/or other parking that promotes alternatives to driving single-occupant motor vehicles. New development may utilize a shared parking arrangement subject to review and approval by the planning director.~~

~~Partially underground parking structures are encouraged with either landscape or constructed buffers to minimize visual impacts of parking. The Sedro-Woolley design standards and guidelines apply to location and design of parking lots.~~

~~Private driveways, garages and garage entrances shall be at rear and side of buildings; unless deemed unfeasible by civil engineer or planning director.~~

~~The city may enter into a developer agreement (or similar binding agreement) and collect in-lieu fees to develop and manage a mixed-use parking district.~~

~~B. Off-street parking shall be provided for residential dwellings, commercial and retail uses in the UVMU overlay. (Ord. 1931-19 § 2 (Exh. A) (part), 2019)~~

17.21.085 Parking for commercial uses in the urban village mixed-use zone.

~~Subject to any shared parking as approved under Section 17.21.080, parking shall be provided as follows: A minimum of one parking space per three hundred square feet of gross commercial floor area shall be provided. If more than fifty percent of the gross floor area of the first floor is used as commercial area, then only one parking space per six hundred square feet shall be required for the commercial space in excess of fifty percent of the gross first floor commercial space. Parking for commercial uses shall be provided in addition to residential parking requirements. (Ord. 1931-19 § 2 (Exh. A) (part), 2019)~~

17.21.090 Parking for residential uses in the urban village mixed-use zone.

Subject to any shared parking as approved under Section 17.21.080, parking shall be provided as follows:

Table 17.21.090(1)

Townhouse:	1 space per bedroom up to 2 bedrooms, 0.5 space per additional bedroom over 2 bedrooms
Apartment or condominium:	
Studio	1.2 per dwelling unit
One bedroom	1.5 per dwelling unit
Two bedroom	1.7 per dwelling unit
Three bedroom or larger	1 space per bedroom up to 2 bedrooms, 0.5 space per additional bedroom over 2 bedrooms

(Ord. 1931-19 § 2 (Exh. A) (part), 2019)

[...]

Chapter 17.22

TRANSITIONAL MIXED COMMERCIAL OVERLAY

[...]

~~17.22.060 Parking for residential uses in the MC zone.~~

~~The parking requirements for residential uses in the MC zone shall be as follows:~~

Dwelling Unit Type	Required resident parking stalls per dwelling unit
Studio	11.5 spaces
1 bedroom	2 spaces
2 bedrooms	2 spaces
3 bedrooms	3 spaces
4 or more bedrooms	4 spaces
Visitor/overflow spaces	1 additional space per 8 units

~~Parking spaces counted for residential use shall not also be counted towards nonresidential parking requirements of Chapter 17.36 for this overlay. (Ord. 1664-10 § 2 (Exh. F))~~

Chapter 17.24

CENTRAL BUSINESS DISTRICT (CBD) ZONE

[...]

17.24.050 Parking.

A.—~~Intent. To encourage the creation of a downtown parking district administered by the city. It would be authorized to collect in-lieu parking fees from new residential uses downtown and use that revenue, with any other revenue it generates, to manage a downtown parking district. The district may construct and maintain downtown parking for motor vehicles and bikes, lease parking, or otherwise monitor the provision of adequate parking and/or promotion of alternatives to driving.~~

B.—~~The goal of the central business district is to create a pedestrian-friendly environment and to encourage commerce. Parking requirements in the downtown shall be as follows:~~

1.—~~Except for new construction as described in subsection (B)(2) of this section, parking for new buildings in the central business district shall be provided as follows:~~

Tier 1	New buildings with: • 10 or fewer residential units • 4,000 square feet or fewer of commercial space	Residential units associated with commercial/retail use: no off-street parking required. Commercial uses: standard off-street parking per Chapter 17.36. Public uses: no off-street parking required.
Tier 2	New buildings with: • 11 or more residential units • More than 4,000 square feet of commercial space	Residential units associated with commercial/retail use: reduced off-street parking. Commercial uses: standard off-street parking per Chapter 17.36. Public uses: no off-street parking required.

2.—~~Parking for new buildings located within the area bounded on the north and west by the railroad rights-of-way, on the south by the alley in between State and Warner Streets, and on the east by Puget Avenue/4th Avenue shall be provided as follows:~~

Tier 1	New buildings with: • 10 or fewer residential units • 4,000 square feet or fewer of commercial space	Residential units associated with commercial/retail use: no off-street parking required. Retail and restaurant uses: no off-street parking required. Public uses: no off-street parking required. All uses not described: standard off-street parking per Chapter 17.36
Tier 2	New buildings with: • 11 or more residential units	Residential units associated with commercial/retail use: reduced off-street parking. Retail and restaurant uses: no off-street parking required.

	• More than 4,000 square feet of commercial space	Public uses: no off-street parking required. All uses not described: standard off-street parking per Chapter <u>17.36</u>
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3.—Reduced residential parking standards referenced in subsections (B)(1) through (2) of this section are as follows:

<u>Dwelling Unit Type</u>	<u>Required resident parking stalls per dwelling unit</u>
Studio	1 space
1 bedroom	1 spaces
2 bedrooms	1.5 spaces
3 or more bedrooms	1 space per bedroom up to 2 bedrooms, 0.5 space per additional bedroom over 2 bedrooms

Rooms indicated on building plans as “office,” “extra room,” “play room” or other rooms that may reasonably be considered for use as a bedroom may be counted as bedrooms for parking purposes by the planning director.

4.—New commercial or retail development may propose a shared parking arrangement to the planning director for review and approval.

5.—Parking for residential buildings that do not include commercial uses, as allowed per Section 17.24.010(A)(3), shall be accessed from the alley when an alley exists. The number of spaces required for residential buildings that do not include commercial uses shall be as follows:

<u>Dwelling Unit Type</u>	<u>Required resident parking stalls per dwelling unit</u>
Studio	<u>1</u> space
1 bedroom	2 spaces
2 bedrooms	2 spaces
3 bedrooms	3 spaces
4 or more bedrooms	4 spaces

Rooms indicated on building plans as “office,” “extra room,” “play room” or other rooms that may reasonably be considered for use as a bedroom may be counted as bedrooms for parking purposes by the planning director.6.—There shall be a minimum off-street

parking apron of twenty-five feet in length directly in front of all garage doors for residential buildings that do not include commercial uses per Section 17.24.010(A)(3). (Ord. 1979-21 § 1 (Exh. A), 2021; Ord. 1664-10 § 2 (Exh. B) (part), 2010; Ord. 1451-03 § 6)

DRAFT

Chapter 17.28 INDUSTRIAL (I) ZONE

[...]

17.28.070 Parking for work/live units in the industrial zone.

The parking requirements for work/live units in the industrial zone shall be as follows:

<u>Dwelling Unit Type</u>	<u>Required resident parking stalls</u>
Studio	2 spaces
1 bedroom	2 spaces
2 bedrooms	2 spaces
3 bedrooms	3 spaces
4 or more bedrooms	4 spaces
Visitor/overflow spaces	1 additional space per 6 units

Work/live units shall provide parking per the table above for the residential use based on the number of bedrooms in the unit. Work/live units shall also provide parking spaces for the business use per the development standards in Section 17.36.030.

Parking spaces counted for the residential portion of the work/live unit shall not be counted towards the parking requirements of Chapter 17.36 for the business portion. (Ord. 2046-23 § 4, 2024)

Chapter 17.36

OFF-STREET PARKING AND LOADING

Sections:

- [17.36.010 When required—Maintenance.](#)
- [17.36.020 Location—Restrictions.](#)
- [17.36.030 Number of spaces required.](#)
- [17.36.035 Reductions to required parking minimums.](#)
- [17.36.040 Development standards.](#)
- [17.36.050 Loading facilities requirement.](#)
- [17.36.060 Cooperative provisions.](#)
- [17.36.070 Third party consents.](#)
- [17.36.080 Repealed.](#)
- [17.36.090 Handicapped parkingRepealed.](#)
- [17.36.092 Parking - urban village mixed-use \(UVMU\) overlay zone.](#)
- [17.36.094 Parking - central business district \(CBD\) zone.](#)

17.36.010 When required—Maintenance.

Whenever a building is built or moved onto a lot, and whenever and to the extent that a building is enlarged and whenever and to the extent that the use of a building changes and the new use is required to provide more off-street parking or loading than the most recent use, then off-street parking or loading shall be provided in accordance with the following requirements. Furthermore, parking and loading so required shall be maintained in a usable, safe condition so long as the land use they serve continues. (Ord. [1013](#) § 3.01.01, 1985)

17.36.020 Location—Restrictions.

A. Off-street parking spaces required shall be located off the public right-of-way in an area with appropriate zoning, and within five hundred feet walking distance of a public entrance to the building served. Parking spaces may be located within the required setback areas except that they shall not be located within any required vision clearance triangle.

B. New retail businesses, restaurants and the first four thousand square feet of all other commercial uses located in an existing building within ~~the area bounded on the north and west by the railroad rights-of-way, on the south by the alley in between State and Warner Streets, and on the east by Puget Avenue/4th Avenue~~ the Central Business District Core as defined in [17.04.030 SWMC](#) may use the city-owned parking lots to accommodate the parking requirements in this ~~chapter~~Chapter. ~~and in Chapter 17.24.~~ This area is substantially developed on zero setbacks from the right-of-way, making it impractical to provide on-site parking to satisfy the purpose and intent of this chapter. ~~New buildings that contain commercial space or residential space associated with commercial space shall provide parking in accordance with~~

~~the tiered parking requirements described in Section 17.24.050 and this chapter.~~ (Ord. [1979-21](#) § 1 (Exh. B), 2021; Ord. [1785-13](#) § 1, 2013; Ord. [1013](#), § 3.01.02, 1985)

17.36.030 Number of spaces required.

The number of required off-street parking spaces shall be as follows, ~~computed to the nearest whole number rounded up to the next integer:~~

- A. Housing reserved for persons ~~sixty-five~~ years of age and older: one per dwelling unit;
- B. Group homes: one per resident between the ages of sixteen and fifty-nine, inclusive, excluding persons unable to drive due to disability, plus .5 per such younger, older or disabled person; except that bed and breakfasts and similar transient guest facilities shall provide one space per transient unit plus two for the residing family;
- C. All housing other than the above, subject to any cooperative parking agreements as approved by the Community Development Director or their designee: ~~two per dwelling unit;~~

			Dwelling Unit Type															
			Studio single-family home	1-bedroom single-family home	2-bedroom single-family home	3-bedroom single-family home	4-bedroom single-family home	Studio apartment	1-bedroom apartment	2-bedroom apartment	3-bedroom apartment	4-bedroom apartment	Accessory dwelling unit	Studio or 1-bedroom duplex or triplex unit	2-bedroom (or more) duplex or triplex unit	Studio or 1-bedroom townhouse unit	2-bedroom (or more) townhouse unit	Work/live unit (Residential Parking Only)
Zone Designation	R-1	Minimum Residential Parking	1.5	1.75	2	2.5	3	Not Permitted					1	Not Permitted				
		Required Visitor Parking	Not Required in R-1 Zone										Not Required in R-1 Zone					
	R-5	Minimum Residential Parking	1.5	1.75	2	2.5	3	Not Permitted					1	Not Permitted				
		Required Visitor Parking	Not Required in R-5 Zone										Not Required in R-5 Zone					
	R-7	Minimum Residential Parking	1.5	1.75	2	2.5	3	Not Permitted					1	2	3	Not Permitted		
		Required Visitor Parking	Not Required in R-7 Zone										Not Required in R-7 Zone					
	R-15	Minimum Residential Parking	1.5	1.75	2	2.5	3	1.5	1.75	2	2.5	3	Not Permitted	2	3	1.75	2.5	Not Permitted
		Required Visitor Parking	Not Required in R-15 Zone					1 stall for every 6 units	1 stall for every 3 units	1 stall for every 3 units	1 stall for every 3 units	1 stall for every 3 units		Not Required in R-15 Zone		1 stall for every 6 units	1 stall for every 3 units	
	MC	Minimum Residential Parking	Not Permitted					1.5	2	2.5	3	4	Not Permitted					
		Required Visitor Parking						1 stall for every 6 units	1 stall for every 3 units	1 stall for every 3 units	1 stall for every 3 units	1 stall for every 3 units						
	UVMU	Minimum Residential Parking	Not Permitted					1.2	1.5	1.7	2.5	3	Not Permitted			1	2 (plus 0.5 for each add'l bedroom)	Not Permitted
		Required Visitor Parking						1 stall for every 6 units	1 stall for every 3 units	1 stall for every 3 units	1 stall for every 3 units	1 stall for every 3 units				1 stall for every 6 units	1 stall for every 3 units	
		Maximum Residential Parking						2	2.5	3	3.5	4				3	4	
	TMCO	Minimum Residential Parking	Not Permitted					1.5	2	2.5	3	4	Not Permitted					2
		Required Visitor Parking						1 stall for every 6 units	1 stall for every 3 units	1 stall for every 3 units	1 stall for every 3 units	1 stall for every 3 units						Not Required in TMCO Zone
	CBD Reduced Parking for Mixed-Use	Minimum Residential Parking	Not Permitted					1	1	1.5	2.5	3	Not Permitted					
		Required Visitor Parking						Not Required in CBD-core Zone										
		Maximum Residential Parking						1.5	2	2.5	3	3.5						

	CBD Parking for Standalone Residential	Minimum Residential Parking	Not Permitted	1	2	2	3	4	Not Permitted	2	3	2	3	Not Permitted
		Required Visitor Parking		1 stall per 10 units	1 stall for every 6 units	1 stall for every 6 units	1 stall for every 6 units	Not Required in CBD-fringe Zone						
		Maximum Residential Parking		2	2.5	3	3.5	4.5		3	3.5	2.5	3.5	
	-	Minimum Residential Parking	Not Permitted											2
		Required Visitor Parking												Not Required in I Zone

			Dwelling Unit Type															
			Studio single-family home	1-bedroom single-family home	2-bedroom single-family home	3-bedroom single-family home	4-bedroom single-family home	Studio apartment	1-bedroom apartment	2-bedroom apartment	3-bedroom apartment	4-bedroom apartment	Accessory dwelling unit	Studio or 1-bedroom duplex or triplex unit	2-bedroom (or more) duplex or triplex unit	Studio or 1-bedroom townhouse unit	2-bedroom (or more) townhouse unit	Work/live unit (Residential Parking Only)
Zone Designation	R-1	Minimum Residential Parking	1.5	1.75	2	2.5	3	Not Permitted					1	Not Permitted				
		Required Visitor Parking	Not Required in R-1 Zone										Not Required in R-1 Zone					
	R-5	Minimum Residential Parking	1.5	1.75	2	2.5	3	Not Permitted					1	Not Permitted				
		Required Visitor Parking	Not Required in R-5 Zone										Not Required in R-5 Zone					
	R-7	Minimum Residential Parking	1.5	1.75	2	2.5	3	Not Permitted					1	2	3	Not Permitted		
		Required Visitor Parking	Not Required in R-7 Zone										Not Required in R-7 Zone					
	R-15	Minimum Residential Parking	1.5	1.75	2	2.5	3	1.5	1.75	2	2.5	3	Not Permitted	2	3	1.75	2.5	Not Permitted
		Required Visitor Parking	Not Required in R-15 Zone					1 stall for every 6 units	1 stall for every 3 units	1 stall for every 3 units	1 stall for every 3 units	1 stall for every 3 units		Not Required in R-15 Zone		1 stall for every 6 units	1 stall for every 3 units	
	MC	Minimum Residential Parking	Not Permitted					1.5	2	2.5	3	4	Not Permitted					
		Required Visitor Parking						1 stall for every 6 units	1 stall for every 3 units	1 stall for every 3 units	1 stall for every 3 units	1 stall for every 3 units						
	UVMU	Minimum Residential Parking	Not Permitted					1.2	1.5	1.7	2.5	3	Not Permitted			1	2 (plus 0.5 for each add'l bedroom)	Not Permitted
		Required Visitor Parking						1 stall for every 6 units	1 stall for every 3 units	1 stall for every 3 units	1 stall for every 3 units	1 stall for every 3 units				1 stall for every 6 units	1 stall for every 3 units	
		Maximum Residential Parking						2	2.5	3	3.5	4				3	4	

TMCO	Minimum Residential Parking	Not Permitted	1.5	2	2.5	3	4	Not Permitted					2
	Required Visitor Parking		1 stall for every 6 units	1 stall for every 3 units	1 stall for every 3 units	1 stall for every 3 units	1 stall for every 3 units						Not Required in TMCO Zone
CBD Reduced Parking for Mixed-Use	Minimum Residential Parking	Not Permitted	1	1	1.5	2.5	3	Not Permitted					
	Required Visitor Parking		Not Required in CBD-core Zone										
	Maximum Residential Parking		1.5	2	2.5	3	3.5						
CBD Parking for Standalone Residential	Minimum Residential Parking	Not Permitted	1	2	2	3	4	Not Permitted	2	3	2	3	Not Permitted
	Required Visitor Parking		1 stall per 10 units	1 stall for every 6 units	1 stall for every 6 units	1 stall for every 6 units	1 stall for every 6 units		Not Required in CBD-fringe Zone				
	Maximum Residential Parking		2	2.5	3	3.5	4.5		3	3.5	2.5	3.5	
I	Minimum Residential Parking	Not Permitted										2	
	Required Visitor Parking											Not Required in I Zone	

1. When residential developments contain multiple dwelling unit types listed above, the required amount of parking shall be individually determined for each residential unit and summed in total. When the required amount of parking stalls for residential units or residential visitors is a fraction of a whole number, the required amount shall be rounded up to the next integer in all cases.
2. Parking spaces counted for residential use shall not also be counted towards non-residential parking requirements for other uses, unless approved by the Community Development Director or their designee through a shared parking agreement or similar binding mechanism. Parking spaces counted for use of a particular dwelling unit shall not also be counted towards parking requirements for other dwelling units.
3. Work/live units shall provide parking per the table above for the residential use in the unit. Work/live units shall also provide parking spaces for the business use per the standards of this Chapter. Parking spaces counted for the residential portion of the work/live unit shall not also be counted towards the parking requirements of the business portion.
4. In the Central Business District Core, as defined in 17.04.030 SWMC, off-street parking is not required for new residential developments, with the following exceptions:
 - a. New construction is accompanied with more than four thousand square feet of commercial space as a mixed-use development, in which case the reduced parking requirements outlined in the table above shall be required; or
 - b. Eleven or more new residential units are constructed, in which case the parking requirements in the table above shall apply.
5. For the purpose of this chapter, bedroom shall be defined by the most recent edition of the International Building Code.
6. Parking for Accessory Dwelling Units (ADUs). Unless the ADU is located within one-half mile walking distance to a major transit stop, as defined in RCW 36.70A.030(25), one off-street parking stall per unit is required in addition to the off-street parking stalls required for the principal residence, regardless of lot size. Parking must be provided on the subject property, either off of an alley or on a driveway. When the property abuts an alley, the off-street parking stall for the ADU shall gain access from the alley. Parking shall be developed in accordance with the standards of this Chapter.

D. Offices (excluding health care offices) and banks: One per three hundred square feet gross floor area plus five vehicle storage spaces per drive-through window;

E. Eating and drinking establishments: one per seventy-five square feet of area open to the public, including outdoor service areas, plus additional as specified by the ~~zoning administrator~~Community Development Director or their designee for drive-through capability;

F. Low-intensity sales and service (lumber, building supplies, feed and grain, large appliances, furniture, motor vehicles, boats, machinery, dry-cleaning, sign making, shoe and clothing repair, locksmiths, photography, saw-sharpening, etc.): one per four hundred square feet of gross floor area plus additional as specified by the ~~Zoning Administrator~~Community Development Director or their designee for outdoor sales and activity areas;

G. High intensity sales and service (food, clothing, hardware, household goods, drugs, arts and crafts, auto parts, sporting goods, office equipment, books, plants, jewelry, liquor, musical instruments, barber and beauty shops, laundromats, etc.): one per two hundred fifty square feet of gross floor area open to the public;

H. Churches and funeral homes: one per four occupants at maximum design capacity;

I. Places of public assembly other than the above (auditoriums, stadiums, halls, clubs, theaters, indoor recreation, bus stations, etc.): one per three occupants at maximum design capacity;

J. Hospitals and residential health care facilities: one per three beds;

K. Health care offices and clinics including veterinarians: six per doctor, dentist or other principal personnel;

L. Day care and preschool facilities: one per worker at maximum shift plus adequate loading space.

M. Industry, wholesaling, warehousing, nonpassenger transportation facilities except ministorage: one per 1.5 workers on maximum shift;

N. Open air activities, schools, plant nurseries, public utilities, outdoor recreation, ministorage, drive-through facilities (food, carwash, service stations, etc.) and all other uses not otherwise specified: to be determined by the ~~zoning administrator~~Community Development Director or their designee.

O. Non-residential uses in the Urban Village Mixed-Use Overlay Zone: refer to 17.36.092 SWMC.

P. Non-residential uses in the Central Business District Zone: refer to 17.36.094 SWMC.
(Ord. [1013](#) § 3.01.03, 1985)

17.36.035 Reductions to required parking minimums.

Reductions to the required minimum parking standards outlined in 17.36.030 (C) of this Chapter may be permitted by the Community Development Director or their designee if the following provisions are applicable. Reductions are only permitted for multifamily residential use. Applicants shall be limited to no more than two of the following reduction options:

A. Public Transit Reduction. The required parking minimum may be reduced by up to 20% if the proposed development is within one-quarter mile of a public transit service that provides transportation at a frequency rate of twice per hour for twelve or more consecutive hours on a standard weekday.

B. Reduction for Underground or Structured Parking within Multifamily Residential Development. The required parking minimum may be reduced by up to 20% if the proposed development incorporates underground or structured parking, in accordance with the following provisions:

1. A parking requirement reduction for underground or structured parking shall not be granted for single-family residences, ADUs, duplex units, or triplex units;
2. Underground or structured parking satisfies at least 40% of the multifamily residential development's required minimum parking after reduction; and
3. A minimum of ten parking stalls shall be underground or structured.

C. Permanent Affordable Housing Reduction. The required parking minimum may be reduced by up to 20% if a proposed residential development designates at least 50% of all residential units as permanent affordable housing as defined in 17.04.030 SWMC. If sale price limitation is selected, residential developments which limit the sale of at least 50% of the units to no more than 40% fair market value are eligible for this reduction. If occupancy restriction is selected, residential developments which reserve a minimum of 50% of the units for households with incomes at 80% Area Median Income or below, according to most recent U.S. Census data, are eligible for this reduction. At the time of residential building permit application, the applicant shall submit documentation of a legally binding document indicating the selected method to be recorded with the Skagit County Auditor upon city approval.

17.36.040 Development standards.

Parking facilities provided in accordance herewith shall:

- A. Have access to a public thoroughfare, with ingress and egress designed with respect to intersections, crosswalks and traffic in general so as not to create safety hazards or impedances. Driveways connecting parking spaces to the public thoroughfare shall be at least twelve feet in width if one-way or serving less than ten parking spaces. Otherwise driveway width shall be at least twenty feet;
- B. Incorporate maneuvering room so as not to require backing out onto a public street, except that parking spaces serving single-family residences, accessory dwelling units, and

duplexes, and triplexes may utilize a street for backing out, provided the street is not an arterial and location is at least fifty feet from all street intersections;

C. ~~Be designed so that all vehicles are independently mobile and do not block each other; Be permitted to use a tandem parking configuration, compliant with 36.70A.622(C) RCW;~~

D. Be surfaced with a dust-free, durable material, provided that the portion of the driveway lying within the public right-of-way shall be paved with a material matching or superior to that of the public thoroughfare. ~~Existing legal non-conforming gravel parking stalls may be permitted, up to a maximum of six parking stalls, compliant with 36.70A.622(D) RCW;~~

E. Incorporate provision for drainage so as not to create on-site or off-site drainage problems;

F. Incorporate adequate traffic control devices to inform users of the designed use of spaces, ingress, egress and maneuvering space. Parking spaces, if more than four, shall be separately identified by striping, wheel-stops or other such means. General use of wheel stops to prevent damage to structures and landscaping is recommended, as is lighting of larger parking lots;

G. Provide for convenient pedestrian movement from parking spaces to building entrance, sufficiently separated from or compatible with vehicular traffic to ensure safety;

H. Incorporate effective and attractive sight-obscuring screening if serving a nonresidential use and located in or abutting a residential zone;

I. ~~Provide a minimum off-street parking apron of twenty-five feet in length directly in front of all garage door entrances when accessing a street whether to the front or side of a residence. Where garage doors access an alley, the off-street parking apron shall be at least ten feet in length for all dwelling unit types.~~

J. ~~Be in accordance with the following dimensional requirements, provided the parking stall area excludes striping, wheel stops, curbs, and other similar devices from the required minimum dimensions; provided that a maximum of thirty percent of the total required spaces may be designated for compact cars with a width of seven and one-half feet, length of fifteen feet, and correspondingly reduced maneuvering room as set out in Figures one through three of the ordinance codified in this title, on file in the office of the city clerk. (Ord. 1013 § 3.01.04, 1985)~~

1. Standard parking stalls accessed at a 90-degree angle shall be no less than eight feet in width and nineteen feet in length.

2. The dimensions of standard parking stalls accessed at an angle not explicitly referenced in this Chapter shall be determined according to the City Engineer using the most recent edition of the Washington State Department of Transportation Standard Plan Manual.

4. A maximum of thirty percent of the total required spaces may be designated for compact cars, provided they are accessed at a 90-degree angle and are no less than seven and one-half feet in width and fifteen feet in length;

a. Parking stalls for compact cars accessed at an angle not explicitly referenced in the Chapter are permitted, provided their dimensions are determined according to the City Engineer using the most recent edition of the Washington State Department of Transportation Standard Plan Manual.

K. Provide adequate accessible parking in conformance with both the most recent edition of the Americans with Disabilities Act (ADA) Standards for Accessible Design released by the U.S. Department of Justice as well as the most recent edition of the Washington State International Building Code, whichever is stricter;

L. Parking stalls for residential use may utilize grass block pavers, as permitted in 36.70A.622(G) RCW; and

M. Preserve significant trees as defined in 17.50.110 SWMC in accordance with 36.70A.622(F) RCW. For residential and mixed-use developments only, significant trees shall not be removed to accommodate minimum parking requirements. If a proposed development cannot provide adequate parking solely due to significant tree retention, the minimum parking requirement shall be reduced to preserve all significant trees.

17.36.050 Loading facilities requirement.

A. Whenever a building is erected, enlarged, or its use changed, and the new use requires that deliveries be made to the building which, unless special provisions are made (such as proximity within one half mile of a mail carrier or courier), will result in significant traffic hazard or impedance, then adequate off-street loading facilities and maneuvering space for delivery vehicles shall be provided to prevent such hazard or impedance. Special provisions are subject to approval by the Community Development Director or their designee. (Ord. 1013 § 3.01.05, 1985)

1. Loading facilities are not required for single-family residences, ADUs, duplex units, and triplex units.

B. Loading facilities shall be provided for multifamily residential uses in accordance with the following table:

<u>Number of Units Within a Multifamily Residential Development</u>	<u>Minimum Required Loading Facilities</u>
<u>24 or fewer units</u>	<u>No loading facility required.</u>

<u>25 – 49 units</u>	<u>1 loading facility required.</u>
<u>50 – 125 units</u>	<u>2 loading facilities required.</u>
<u>126 or more units</u>	<u>3 loading facilities required, plus 1 for every additional 100 units.</u>

C. Loading zones shall be designated parking stalls that are clearly marked as such and must display signage indicating stopping for the purpose of loading or unloading people and/or goods shall not exceed thirty minutes. Loading zone dimensions shall comply with the following:

1. Loading zones shall comply with the development standards outlined in this Chapter;
2. Loading zones may be used for residential parking during peak residential use hours, beginning at 8:00 P.M. and ending at 8:00 A.M., provided they do not exceed eight feet in width and twenty feet in length. Loading zones larger than the before-described dimensions are permitted but may not be counted towards the minimum residential parking requirements; and
3. Adequate turning clearance for loading facilities shall be provided with consideration for large vehicles and trucks. The requirements for turning clearance shall be determined according to the City Engineer or their designee.

D. Loading facilities shall be located near primary entrances as reasonably practicable. Loading facilities shall not interfere with the requirements of ADA-accessible parking as required per 17.36.040 (K) SWMC.

17.36.060 Cooperative provisions.

Parking and loading facilities may be provided cooperatively, either through private arrangements or by means of a fee-in-lieu public parking program administered by the city. ~~If the uses party to such a cooperative provision generate their peak parking demand at different times, the zoning administrator may reduce the total parking requirement from that which would be required separately to a number representative of the greatest demand likely to occur at any one time.~~

A. If the uses party to such a cooperative parking arrangement generate their peak parking demand at different times, the Community Development Director or their designee may permit parking stalls to be counted towards the minimum requirement for more than one use.

B. The amount of required parking stalls within a cooperative provision shall not be less than the minimum required amount for the use with the largest parking requirement.

(Ord. [1013](#) § 3.01.06, 1985)

17.36.070 Third party consents.

If the required parking or loading is to be provided on land not owned or leased by the applicant, proof shall be supplied of the owner's consent provided that such consent shall not be construed to constitute an obligation of any greater permanence than is explicit therein. At such time as such consent is withdrawn, the use by virtue of which such parking or loading has been required shall cease unless alternative arrangements have been made for compliance with these requirements. (Ord. [1013](#) § 3.01.07, 1985)

17.36.080 Verification.

Repealed by Ord. [2042-23](#). (Ord. [1013](#) § 3.01.08, 1985)

~~17.36.090 Handicapped parking.~~

~~Parking spaces shall be provided for the handicapped and shall be clearly signed or marked with stenciled notation on the pavement designating such use and shall be posted with an approved handicapped parking sign directly in front of the stall. Each space shall be at least eight feet wide and shall have an adjacent access aisle five feet wide minimum. Two accessible parking spaces may share a common access aisle. Van spaces shall be sixteen feet in width to include the access aisle. Parking spaces and access aisles shall be level with surface slopes not exceeding 1:50 in all directions. Parking spaces shall be located closest to the handicapped accessible entrance with an accessible route provided to that entrance. Parking spaces for the handicapped shall be provided as follows:~~

Total Parking Provided	Minimum Number Required for the Handicapped
6—25 spaces	1 space
26—50 spaces	2 spaces
51—75 spaces	3 spaces
76—100 spaces	4 spaces
101—150 spaces	5 spaces
151—200 spaces	6 spaces

Total Parking Provided	Minimum Number Required for the Handicapped
201—300 spaces	7 spaces
301—400 spaces	8 spaces
401 and over	To be arranged with the zoning administrator

(Ord. ~~1312-98~~ § 1 (part), 1998)

17.36.092 Parking – urban village mixed-use (UVMU) overlay zone.

A. Intent. The intent of the UVMU overlay is to encourage commerce by creating a pedestrian-friendly environment that accommodates both shoppers and its residents. Providing adequate parking without creating large expanses of parking lots in front of commercial businesses is key to the success of the UVMU overlay.

The creation of a mixed-use parking district shall be encouraged. Parking may be constructed and maintained for motor vehicles, bicycles or other non-motorized transportation, lease parking and/or other parking that promotes alternatives to driving single-occupant motor vehicles. New development may utilize a shared parking arrangement subject to review and approval by the Community Development Director.

Partially underground parking structures are encouraged with either landscape or constructed buffers to minimize visual impacts of parking. The Sedro-Woolley design standards and guidelines apply to location and design of parking lots.

Private driveways, garages and garage entrances shall be at rear and side of buildings; unless deemed unfeasible by the City Engineer, Community Development Director, or their designees.

The city may enter into a developer agreement (or similar binding agreement) and collect in-lieu fees to develop and manage a mixed-use parking district.

B. Off-street parking shall be provided for residential dwellings, commercial and retail uses in the UVMU overlay. Off-street parking for residential use shall be limited with parking stall maximums to reduce automobile dependency and overexpansion of asphalt. (Ord. 1931-19 § 2 (Exh. A) (part), 2019)

C. Subject to any shared parking agreement as approved by the Community Development Director or their designee, non-residential parking in the Urban Village Mixed-Use (UVMU) Overlay Zone shall be provided as follows:

1. A minimum of one parking space per three hundred square feet of gross commercial floor area shall be provided. If more than fifty percent of the gross floor area of the first floor is used as commercial area, then only one parking space per six hundred square feet shall be required for the commercial space in excess of fifty percent of the gross first floor commercial space.
2. Parking for commercial uses shall be provided in addition to residential parking requirements outlined in 17.36.030(C) SWMC.

D. Parking requirements for residential use in the UVMU shall be in accordance with the requirements in 17.36.030(C) SWMC.

17.36.094 Parking – central business district (CBD) zone.

A. Intent. To encourage the creation of a downtown parking district administered by the city. It would be authorized to collect in-lieu parking fees from new residential uses downtown and use that revenue, with any other revenue it generates, to manage a downtown parking district. The district may construct and maintain downtown parking for motor vehicles and bikes, lease parking, or otherwise monitor the provision of adequate parking and/or promotion of alternatives to driving.

B. The goal of the central business district is to create a pedestrian-friendly environment and to encourage commerce. Parking requirements for non-residential uses in the Central Business District shall be as follows:

<u>Location</u>	<u>Required Minimum Parking for Non-Residential Uses</u>
<u>Within the Central Business District Core</u>	<u>Retail and restaurants: No off-street parking required.</u> <u>Public Use: No off-street parking required.</u> <u>Non-residential uses not described: Refer to 17.36.030 SWMC.</u>
<u>Outside of the Central Business District Core</u>	<u>Commercial use: Refer to 17.36.030 SWMC.</u> <u>Public use: No off-street parking required.</u>

C. New commercial or retail development may propose a shared parking arrangement to the Community Development Director or their designee for review and approval, subject to the requirements in 17.36.060 SWMC.

D. Parking requirements for residential use in the CBD shall be in accordance with the requirements in 17.36.030(C) SWMC.

DRAFT

Chapter 17.100

ACCESSORY DWELLING UNITS (ADUS)

[...]

17.100.030 Standards and criteria.

[...]

J. ~~One off-street parking space is required in addition to the off-street parking spaces required for the principal residence. Parking must be provided on the subject property, either off of an alley or on a driveway. When the property abuts an alley, the off-street parking space for the accessory dwelling unit shall gain access from the alley.~~ Parking shall be developed in accordance with the standards in Chapter [17.36](#).

[...]

BYK Construction

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Sedro Woolley, WA 98284
Office: (360) 755-3101
Fax: (360) 755-6185

1/21/2025,

The BYK team has reviewed the proposed regulation changes and have some comments for your consideration.

As we navigate through the complexities of housing shortages, particularly for starter homes, it is imperative that we adapt our regulations to foster an environment conducive to development and commerce.

These comments on adjustments to the code are with the intent to better facilitate the construction of these homes and create a more diverse housing market that meets the needs of all residents of the community. As always, it's a pleasure to work with the City of Sedro Woolley and we appreciate the opportunity to speak on these matters.

Parking Regulations Draft – BYK Comments

17.36.030 Number of spaces required Table

UVMU – Now requires guest parking and increases parking minimums to studios, 1 bedroom, and 2-bedroom apartments.

- BYK QUESTION: Why are we changing guest parking code in an area that has 1 completed project that hasn't proven to have any parking issues? We need to make sure we govern with logic based on facts, not perceived problems at old unmaintained multifamily properties. Enforce parking arrangements and code throughout the city and then this problem will be solved.
- BYK QUESTION: Why are the guest parking requirements per stall instead of per unit? People living in studios won't be having multiple guests over. BYK helped write this code based off their market rate locations to ensure there is enough parking for their tenants. Beside the CBD, there should be no reason why a studio apartment should require more parking in any zone.
- These parking changes would have required our newly built 820 Trail Rd apartment/mixed use project an additional 23 parking stalls that are not needed. There would be no landscape space available for the tenants after adding more stalls and then that would potentially hinder how many units could be built in this area.
- There should be no maximum of residential parking per unit.

(2) "In all cases, there shall be a minimum off-street parking apron of twenty-five feet in length directly in front of all garage door entrances when accessing a street whether to the front or side of a residence. Where garage doors access an alley, the off-street parking apron shall be at least ten feet in length.

- We propose 25 FT to 20 FT as we believe this is adequate space. A standard parking stall required is only required to be 19' in length and other jurisdictions in Skagit county only require a 20' parking apron in front of a garage door entrance

(3) Parking spaces counted for residential use shall not also be counted towards non-residential parking requirements for other uses. Parking spaces counted for use of a particular dwelling unit shall not also be counted towards parking requirements for other dwelling units.

- We feel this can be removed as it's obvious – and other jurisdictions allow for shared parking arrangements between mixed uses. In a mixed-use project shared parking should be required not removed.

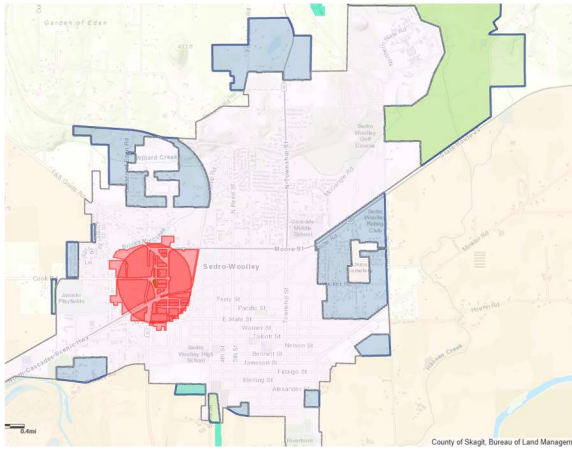
(6) Rooms indicated on building plans as "office," "extra room," "play room," or other rooms that may reasonably be considered for use as a bedroom may be counted as bedrooms for parking purposes by the Community Development Director or their designee.

- This should have to meet the definition of bedroom by IBC.

17.36.035 Reductions to required parking minimums

(A) Public Transit Reduction. The required parking minimum may be reduced by up to 20% if the proposed development is within one-quarter mile of a public transit service that provides transportation at a frequency rate of twice per hour for twelve or more consecutive hours on a standard weekday.

- Number (7) in the parking space requirements regarding parking for accessory dwelling units previously references major transit stops as defined in RCW 36.70A.030(25).
- RCWs defines a major transit stop as – stops for a bus or other transit mode providing fixed route service at intervals of at least thirty minutes during the peak hours of operation.
- Skagit Transit provides 4 fixed routes from the Sedro Woolley Park and Ride ran at 1-hour intervals which would not meet the definition of a major transit stop.
- The Sedro Woolley Park and Ride is the only transit stop eligible for the parking reduction if the twice per hour frequency is not per fixed route.



- City of Burlington offers 25% reduction for proximity to **public transit** in general not a major transit stop.
- **We recommend broadening this proximity to public transit stop definition not the major transit stop definition.**

(B) Underground or Structured Residential Parking Reduction. The required parking minimum may be reduced by up to 20% if the proposed development incorporates underground or structured parking that satisfies at least 50% of the development's required minimum parking after reduction.

- City of Burlington: parking regulations parking spaces located under a building or within 1,320 feet of transit center or bus stop may be included in your parking calculations at a rate of 1.25 (25 percent reduction).

(I) 1. Standard parking stalls accessed at a 90-degree angle ~~for residential use~~ shall be no less than eight feet in width and nineteen feet in length.

(I) 2. Standard parking stalls accessed at a 90-degree angle for non-residential use shall be no less than nine feet in width and nineteen feet in length.

- If the city would like stalls in the ROW larger than 9'x19' that's OK, but property owners should be able to utilize the standard parking stall size for private parking

17.36.050 Loading facilities requirement

B. Loading facilities shall be provided for residential uses in accordance with the following table:

- These loading zones are never used by drivers. They do not spend the time to park. They stop in the middle of the road, jump out and deliver. Most likely during the day there is parking available they still don't take the time to park there. These would be a waste of parking space for tenants. This should not be considered in this code at all.
-

17.36.092 Parking - urban village mixed use (UVMU) overlay zone

(B) Off-street parking shall be provided for residential dwellings, commercial and retail uses in the UVMU overlay. Off-street parking for residential use shall be limited with parking stall maximums to reduce automobile dependency and overexpansion of asphalt, (Ord, 1931 -19 § 2 (Exh, A) (part), 2019).

- Then don't increase the parking requirements per bedroom? Or allow for cooperative parking agreements? You can't increase the parking requirements and say you are attempting to create a walking neighborhood.

(C) 1. A minimum of one parking space per three hundred square feet of gross commercial floor area shall be provided. If more than fifty percent of the gross floor area of the first floor is used as commercial area, then only one parking space per six hundred square feet shall be required for the commercial space in excess of fifty percent of the gross first floor commercial space.

- So, in making more commercial space you then get to provide less parking? What is the benefit of this? This doesn't make any sense for the parking code.
-

17.36.094 Parking - central business district (CBD) zone

(B) The goal of the central business district is to create a pedestrian-friendly environment and to encourage commerce. Parking requirements for non-residential uses in the Central Business District shall be as follows:

- If you want more parking available downtown for commerce and dining during business hours, we recommend that the city build a parking garage and have downtown employees pay for a parking permit. The city needs to begin to manage parking throughout the whole city. Enforcement of parking across all properties and ROW is needed to clean up the parking problems.

C. New commercial or retail development may propose a shared parking arrangement to the Community Development Director or their designee for review and approval.

- We recommend setting a base requirement or else you'll be hounded by developers with unrealistic requests.
-

Cottage Cluster Regulations – BYK Comments

Table 2.90.100(B)-Land Use Application Submittal Requirements

“Cottage cluster plan, conceptual”

- BYK QUESTION: Does this include design standards requirements elevation etc.?

17.120.010 Purpose

It is the purpose of this chapter to create an affordable option for long term/permanent housing, integrated with Sedro-Woolley's existing residential building types and configurations. Furthermore, it is the purpose of this section to:

- Recommend adding:
 - “Long term permanent housing for sale "or for lease".
 - Promotes affordable home ownership for starter homes.
-

17.120.050 Development standards

(A) Lot size. Cottage clusters are exempt from typical minimum lot area requirements of the R-5, R-7 and R-15 zones, provided they comply with the development standards herein.

- We would recommend a minimum lot area of 1,000sf. This code can be taken advantage of without a minimum lot area. Based on our calculations, 1,000 square feet would accommodate the space needed for a tiny home, parking, setbacks, and usable outdoor space.

(B) Density. Due to the smaller relative size of cottage units, each cottage may be counted as one-half a dwelling unit for the purpose of calculating density (e.g., a cluster of eight cottages would be equivalent to four dwelling units).

- Density should be derived by design standards.

C. Minimum and maximum number of cottages. (2) Three to 12 cottage structures may make up a cluster.

- If there is a minimum lot area, road design requirements, and open space requirements - there should not be a limit to density. Design standards will dictate this on their own. There should be no limit on how many cottage homes can be built in a project.
-

D. Minimum setbacks and separation. Setbacks and separation for all cottage cluster structures within the R-5, R-7 and R-15 zones shall be as listed below:

4. Garage setbacks. Private garages (attached or detached) shall adhere to the setback requirements above. In addition, there shall be a minimum off-street parking apron of twenty-five feet in length directly in front of garage door entrances when accessing a public

street either to the front or side of a residence. Where garage doors access an internal access drive or alley, the off-street parking apron shall be at least ten feet in length.

- “Off street parking apron shall be at least 20’ in length”

6. Cottages must be set back at least ten feet from any internal access drives that provide access to four or more cottages. For access drives serving less than four cottages, at least five feet of separation is required.

- We would recommend the building footprint to have a 10' setback, but deck/porch encroachments should be 5’.

F. Landscaping

The total amount of landscaping for a cottage cluster development shall be a minimum of fifteen (15) percent of the total site area. Cottage cluster developments may include any critical area and/or shoreline buffer areas when calculating landscape area if native vegetation is enhanced.

- Raise to 20 or more percent because if you have a lot of density, you should be able to have a large open space that is usable by the buyers or tenants.

G. Design

Roof forms above 18 feet shall be pitched with a minimum roof slope of 6:12.

- Roof systems should comply with design styles of cottage development. What if a company wanted to do a 2/12 metal single pitch metal roof? Like a northwest timber home style, why would you limit that?

I. Access and parking

2. Visitor/overflow parking: One additional visitor/overflow stall is required per every six resident stalls.

- This stipulation can be at the development director's discretion.

3. Parking must not be located between the street and cottages nor between cottages and common open space. Community parking areas must be located to the side or rear of the cottage cluster, within the development boundaries. Screening in accordance with the requirements of SWMC 17.50.120 shall be provided between community parking areas and adjacent residential.

- BYK QUESTION: Clarify - is this for public ROW only?

4. Parking is encouraged to be consolidated under cover. Garage parking may count toward the minimum parking requirement. Garages with a footprint of up to 300 square feet may be attached to individual cottages, provided all other standards herein are met. Such garages do not count toward the size limit of cottages. Such garages must not be located adjacent to the common open space(s).

- What about carports?
- Change from not allowing garages on open space to- “Such garages located adjacent to the common open space must be held to the same design standards as the front of the house or have screening requirements.”

J. Common open space

4. **Orientation:** Common open space must have cottages abutting on at least two sides. At least 50% of the cottages in a cluster must abut common open space. Cottages abutting the common open space must be oriented around and have the primary entrance face the common open space.
 - Critical area buffers should count towards open space. I.e., some buffers you can put walking trails in. Maybe a 50% credit or something like that?

K. Private open space

1. **Minimum size:** The minimum private open space adjacent to each cottage must be at least 200 square feet.
 - So long as deck, covered patios, front porches can be deemed as part of the open space. If not, this is a little bit too much with our intent of increasing the overall open space for the project.
2. **Minimum dimensions:** The private open space must have no dimension less than 10 feet.
 - So long as deck, covered patios, front porches can be deemed as part of the open space.
3. **Access:** The private open space must have direct access from the cottage via a door or porch. ~~The required porch (see subsection (K)(4) below of this section) does not count toward the size or dimension requirements for the private open space.~~
4. **Porches:** Cottage facades facing the common open space or common pathway must feature a roofed porch at least 70 square feet in size with a minimum dimension of seven feet on any side. Cottages sited between a public street and the common open space are also subject to the entry requirements in subsection (G) of this section.
 - So long as deck, covered patios, front porches can be deemed as part of the open space.

L. No cottage cluster development

No cottage cluster development shall be located within 1,000 feet of another cottage cluster development. The 1,000-foot distance shall be measured in a straight line from the nearest property line of the proposed cottage cluster development to the nearest property line of any existing or approved cottage cluster development. An exception to the 1,000-foot separation requirement may be granted if the following conditions are met:

1. The developments are separated by a natural barrier such as a river or significant topographical feature that would prevent them from being perceived as part of the same cluster.
2. The Director determines that the proposed development will not result in an over-concentration of cottage clusters in the area.
 - Remove this section – there should not be a separation requirement if design standards are in place.

N. Shared community buildings

5. **Shared community buildings have a maximum building height of 25 feet. All parts of the roof above 18 feet shall be pitched with a minimum roof slope of 6:12.**
 - Roof design to be consistent with development.
-

Conclusion

In conclusion, I urge this council to consider the revisions to the code with a focus on facilitating starter home development and lowering parking requirements. By doing so, we will not only address our housing crisis but also enhance our economic vitality. Let us work together to create a framework that supports sustainable growth and reflects the needs of our community. Thank you for your attention. I look forward to your support in making these necessary changes for a brighter future for all residents.

Sincerely,

Paul Woodmansee
BYK Construction Inc.



1/21/2025

Good evening Commissioners,

My name is Madison Bowman, and I am a project planner with BYK Construction here in Sedro-Woolley. I appreciate the opportunity to speak with you today regarding the proposed regulation changes. Our team at BYK has thoroughly reviewed the draft parking regulations and cottage cluster development regulations, and we have submitted a detailed outline of our comments for the record.

Tonight, I would like to share our general thoughts on these two important regulations and how they impact our community's housing landscape. These thoughts were drafted by myself and our President of BYK Construction, Paul Woodmansee, who could not be here tonight.

Parking Regulations

The majority of these proposed code changes hinder the intent to provide more housing. It appears these changes are based on older projects experiencing parking issues, which should be better managed by property management companies. We were informed of a specific location of complaint; if the City had parking enforcement as part of their staff, this issue could be resolved within weeks. The City needs to create and enforce parking arrangements and codes throughout the city to resolve these problems. We need to govern based on facts, not perceived problems at old, unmaintained multifamily properties.

BYK Construction contributed to writing the previous parking code for the UVMU, and it's important to note that BYK owns and manages most of the buildings we construct. Therefore, we have our tenants' best interests in mind when planning parking.

The increase in parking requirements in the UVMU seems irrelevant. Why are we changing the parking code in an area with only one completed project that hasn't shown any parking issues? These new requirements would have forced our newly built 820 Trail Rd apartment/mixed-use project to add 23 unnecessary parking stalls. This would eliminate landscape space for tenants and potentially reduce the number of units that could be built in this area.

The City of Sedro-Woolley needs to be more concerned with existing property management than further restricting future development within the city. We are still in the midst of a housing crisis, and further reducing the number of units constructed due to antiquated parking codes is not good leadership.

Cottage Cluster Regulations

The cottage cluster regulations are a great idea, and we applaud you for thinking outside the box to address our community's housing needs. We strongly believe that any restriction on density is unnecessary, as requirements for lot size, open space, parking, and other design standards will naturally determine the allowable density for development.

We encourage you to continue this outside-the-box thinking as you finalize this code. We don't think there should be a required distance between cluster developments, as economic demand and site feasibility will dictate this. If these developments were to proliferate, the city could always impose a moratorium and adjust the regulations. We view this similarly to the concerns the City had about allowing ADUs, which have not led to oversaturation. All the fears of ADUs being built everywhere have not come to fruition. Don't put the same type of development creativity restrictions on the Cluster Development code before there has proven to be a problem. These projects will provide a valuable option for developers and first-time homebuyers.

We want to ensure that the regulations for cottage clusters do not hinder creativity and the ability to develop.

In conclusion, while we understand the intent behind the proposed regulation changes, we believe that some of these adjustments may inadvertently hinder the goal of providing more housing. Effective management

and enforcement of new parking codes and existing codes can address many of the parking issues observed in older projects. Additionally, the increased parking requirements in the UVMU area seem unnecessary given the current lack of issues.

On the other hand, we commend the innovative approach taken with the cottage cluster regulations. These regulations have the potential to significantly address our housing needs without imposing restrictive density limits or unnecessary distance requirements between developments.

We urge the Council and Commissioners to consider these points and ensure that the final regulations support both practical management and creative solutions for housing development.

Thank you for your time and consideration.

A handwritten signature in dark ink, reading "Madison Bowman". The signature is written in a cursive, flowing style.

Madison Bowman
BYK Construction

NOTICE OF PUBLIC HEARING

CITY OF SEDRO-WOOLLEY

Amendments to Development Regulations

Hybrid Meeting

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

The City of Sedro-Woolley Planning Commission will hold a public hearing on **Tuesday, February 18, 2025, at 6:30 PM** in the Sedro-Woolley Council Chamber and virtually via Zoom Webinar, to hear testimony regarding the following proposed amendments to the City Development Regulations:

1. Proposed Amendments to Title 17 SWMC to Update Parking Standards

Interested parties can comment on the proposed changes in writing or at the hearing. Written comments will be read into the public record and **must be received by 4:30PM February 18, 2025**, to be considered at this public hearing. Send written comments to: City of Sedro-Woolley Planning Department, ATTN: Public Comment, 325 Metcalf Street, Sedro-Woolley, Washington, 98284, or by email to asandovaloaks@sedro-woolley.gov.

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

Published in the Skagit Valley Herald: February 7, 2025

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

Project Description: Non-project action to amend Title 17 of the Sedro-Woolley Municipal Code to update residential off-street parking and loading regulations to apply a scaled approach to minimum parking requirements and adopt new provisions for visitor parking, loading facilities, and maximum parking requirements.

Proponent: City of Sedro-Woolley Planning Department

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

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

This DNS is issued under WAC 197-11-340(2); the lead agency will not act on this proposal for 14 days from the date of issue. Per SWMC 2.88.170, you may appeal this threshold determination in writing to the City of Sedro-Woolley Planning Department no later than **4:30 PM on March 21, 2025**. Written appeals must be submitted to the Sedro-Woolley Planning Department, 325 Metcalf Street, Sedro-Woolley, Washington, 98284. Contact the Planning Department at (360) 855-0771 or electronically at asandovaloaks@sedro-woolley.gov to read or ask about the procedures for SEPA appeals.

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

Contact Person: Ashton Sandoval Oaks, Assistant Planner

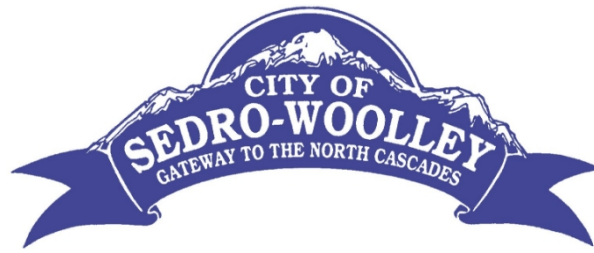
Address: NA, non-project action

Date of Issue: March 7, 2025

Signature:



Tom Glover, Community Development Director



City Council Agenda Item

Agenda Item No.: j.2.

Date: June 11, 2025

From: Bill Bullock, Public Works Director

Subject: 2026-2031 Six-Year Transportation Improvement Program - Resolution 1164-25
- 1st Read

RECOMMENDED ACTION:

Motion to approve Resolution 1164-25 adopting the 2026-2031 Six-Year Transportation Improvement Program.

BACKGROUND/SUMMARY INFORMATION:

State law, RCW 35.77.010, requires that each year the City adopt a six-year Transportation Improvement Program (TIP). The TIP is designed to identify the schedule, costs, and financial plan associated with projects the City is forecasting to pursue over a six-year planning period. The adopted financial plan must demonstrate that funding for the TIP is feasible, although it may include projections of local funds, grants, loans or other potential sources that are not yet in hand. In preparing the proposed 2024-2029 TIP, the following factors were considered:

- The current status of active transportation improvement projects
- Strategic priorities of the City consistent with the City Comprehensive Plan.
- Physical condition, operations, and public safety consideration of the street system.
- Funding availability.

FISCAL IMPACT, IF APPROPRIATE:

The proposed TIP identifies \$40,806,000 in planned projects throughout the City. Primary revenue sources consist of grants, REET, Transportation Impact Fees, Transportation Benefit District Funding, and development mitigation contributions. The TIP is an important tool for local, state, and federally funded projects, and is utilized by governmental and planning organizations at all levels. Projects are typically required to be identified on the TIP to be eligible for funding from Federal and State sources.

ATTACHMENTS:

1. Resolution 1164-25 -Six-Year TIP
2. SW 2026-2031 Six-Year TIP
3. SW 2026-2031 Six-Year TIP Map
4. TIP Project List

CITY OF SEDRO-WOOLLEY, WASHINGTON

RESOLUTION NO. 1164-25

A RESOLUTION OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON, ADOPTING THE 2026-2031 SIX-YEAR TRANSPORTATION IMPROVEMENT PROGRAM FOR THE DEVELOPMENT OF THE CITY'S TRANSPORTATION SYSTEM.

WHEREAS, the City of Sedro-Woolley has the responsibility to maintain and operate the street network located within the City rights-of-way; and

WHEREAS the City of Sedro-Woolley Public Works Department is responsible for developing a Transportation Improvement Program (TIP) annually that identifies necessary improvements to the transportation system as required by RCW 35.77.010; and

WHEREAS, a public hearing was called by the City Council for the purpose of adopting said Six-Year TIP on June 8, 2025, at approximately 6:00 p.m., at the Sedro-Woolley City Hall, 325 Metcalf Street, Sedro-Woolley, Washington.

NOW, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON, AS FOLLOWS:

Section 1. Acceptance. The 2026-2031 Six-Year Transportation Improvement Program project list is hereby accepted and adopted and shall be the guide for the planning and construction of necessary transportation improvements in the City of Sedro-Woolley. The 2026-2031 Six-Year Transportation Improvement Program is incorporated by this reference, Exhibit A, as fully set forth herein and has been filed with the City Clerk.

**PASSED BY THE CITY COUNCIL OF THE CITY OF SEDRO-WOOLLEY,
WASHINGTON, AT A REGULAR MEETING THEREOF THIS 25TH DAY OF JUNE
2025.**

Julia Johson, Mayor

ATTEST:

Kelly Kohnken, Finance Director

APPROVED AS TO FORM:

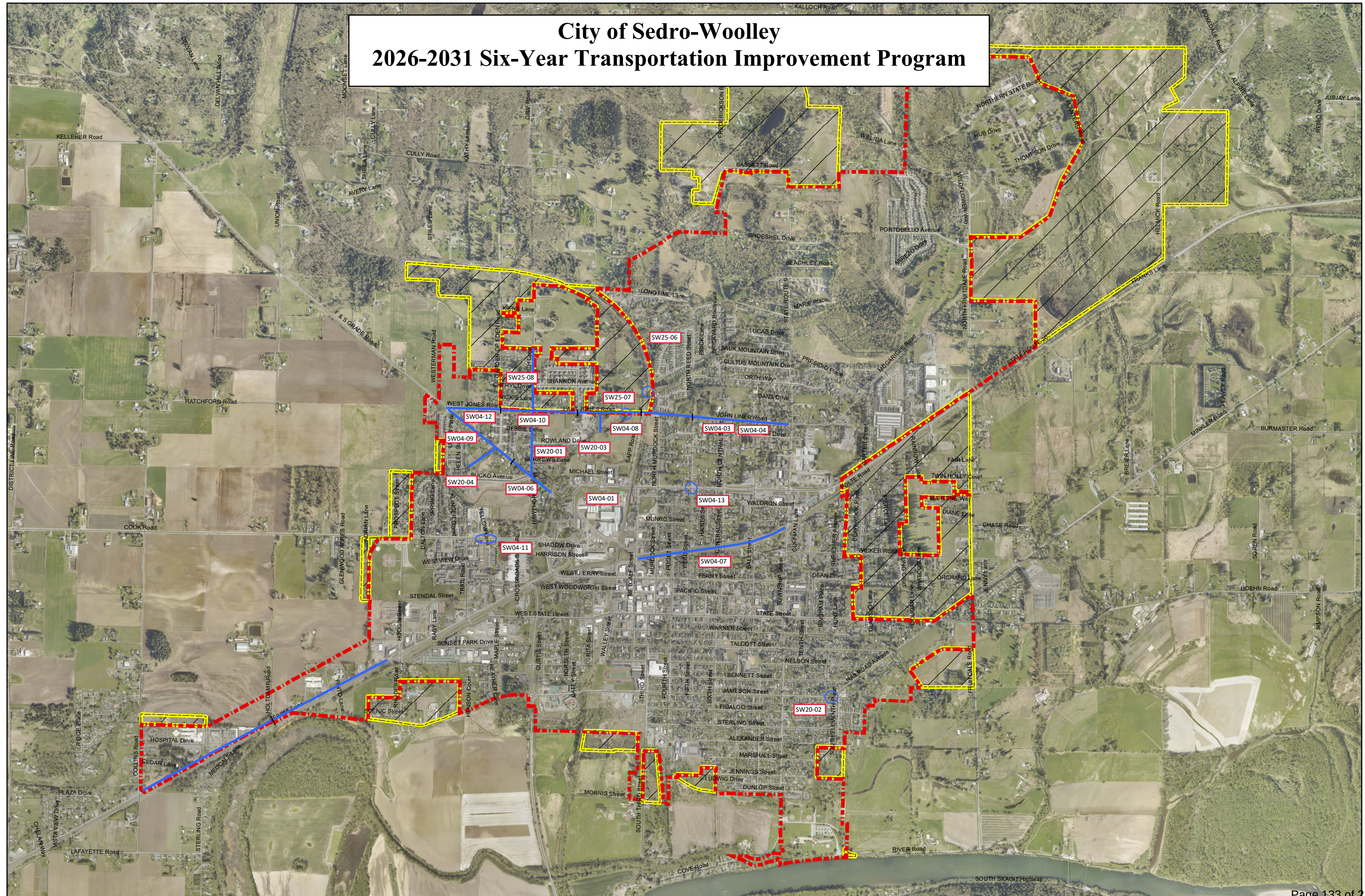
Nikki Thomson, City Attorney

City of Sedro-Woolley 2026-2031 Six-Year Transportation Improvement Program

Project Priority	Project No.	Project	Length (ft)	2026			2027			2028			2029			2030			2031			Project Total
				PE	ROW	Constr	PE	ROW	Constr	PE	ROW	Constr	PE	ROW	Constr	PE	ROW	Constr	PE	ROW	Constr	
1	SW25-01	City Wide - Local Street Improvements	N/A			\$1,000			\$1,000			\$1,000			\$1,000			\$1,000			\$1,000	\$6,000
2	SW25-02	City Wide - Multimodal Gap/Rehab Program	N/A			\$45			\$45			\$45			\$45			\$45			\$45	\$270
3	SW25-03	City Wide - Safety/ADA Enhancements	N/A			\$25			\$25			\$25			\$25			\$25			\$25	\$150
4	SW25-04	City Wide - Minor Construction	N/A			\$50			\$50			\$50			\$50			\$50			\$50	\$300
5	SW25-05	City Wide - Storm Retrofits (transportation)	N/A			\$25			\$25			\$25			\$25			\$25			\$25	\$150
6	SW04-01	Jones/John Liner RR Undercrossing (Reed St to Sapp Rd)	1300			\$2,100																\$2,100
7	SW25-06	Sapp Road RR Undercrossing Closure	800			\$40																\$40
8	SW04-02	SR9/ Cascade Trail West Phase 2A (Hodgin Rd to Holtcamp Rd)	2600			\$750																\$750
9	SW04-03	John Liner Arterial Improvements (SR 9 to Reed St)	2030	\$230	\$200				\$1,500													\$1,930
10	SW04-04	John Liner Bike/Ped Improvements (SR 9 to Reed St)	2030	\$58	\$68				\$580													\$706
11	SW04-05	SR9/ Cascade Trail West Phase 2B (Holtcamp Rd to Collins Rd)	3600	\$190	\$120				\$900													\$1,210
12	SW25-07	Jones Road/Brickyard Creek Culvert	300				\$500	\$90				\$900										\$1,490
13	SW04-06	F&S Grade Road Improvements Phase 1 (Edward Murrow to 700' N of Garden of Eden)	1350				\$350	\$110				\$1,600										\$2,060
14	SW20-01	Garden of Eden Road Improvements (F&S Grade Rd to Jones Rd)	1300				\$350	\$400				\$1,700										\$2,450
15	SW04-07	Cascade Trail East Extension (Metcalf St to 400' E of Twonship St)	4400				\$120	\$120				\$400										\$640
16	SW20-02	Railroad/Jameson St Intersection Improvement	n/a							\$250					\$800							\$1,050
17	SW04-08	Jones Road Improvements Phase 1 (Sapp Rd to Cambridge St)	1300							\$350	\$100				\$2,100							\$2,550
18	SW04-13	Reed Street Intersection Improvements	n/a							\$300	\$50				\$1,000							\$1,350
19	SW20-03	Patrick Street Improvements (Brickyard Creek to Jones Rd)	2200										\$700					\$1,800				\$2,500
20	SW04-09	F&S Grade Road Improvements Phase 2 (700' N of Garden of Eden to Jones Rd)	1450										\$400	\$80				\$2,200				\$2,680
21	SW04-10	Jones Road Improvements Phase 2 (Cambridge St to Trail Rd)	1600										\$420	\$100				\$2,600				\$3,120
22	SW20-04	Trail Road Improvements Phase 1 (F&S Grade Road to Bucko Connection)	1350										\$50					\$500				\$550
23	SW04-11	Trail Rd/Cook Rd Intersection Improvements	n/a													\$300	\$50				\$1,000	\$1,350
24	SW04-12	Jones Road Improvements Phase 3 (Trail Road to F&S Grade Road)	1100																\$270	\$100	\$1,800	\$2,170
26	SW25-08	Birch Lane Improvements (Jones Rd to Apple Lane)	500															\$400	\$200	\$1,800		\$2,400
PE = Preliminary Engineering ROW= Right of Way			Subtotals	\$478	\$388	\$4,035	\$1,320	\$720	\$4,125	\$900	\$150	\$5,745	\$1,570	\$180	\$5,045	\$300	\$50	\$8,245	\$670	\$300	\$5,745	\$39,966
			Totals			\$4,901			\$6,165			\$6,795			\$6,795			\$8,595			\$6,715	\$39,966
Constr = Construction			Program Total																			\$39,966

City of Sedro-Woolley

2026-2031 Six-Year Transportation Improvement Program



City of Sedro-Woolley
2026-2031 Six-Year Transportation Improvement Program
Project List

1. **City Wide Local Street Improvements**
2. **City Wide Multi-modal Gap/Rehab Program**
3. **City Wide Safety/ADA Enhancements**
4. **City Wide Minor Construction**
5. **City Wide Storm Retrofits (transportation)**
6. **Jones/John Liner RR Undercrossing** (Reed St to Sapp Rd)
7. **Sapp Rd RR Undercrossing Closure**
8. **SR 9/ Cascade Trail West Phase 2A** (Hodgin Rd to Holtcamp Rd)
9. **John Liner Arterial Improvements** (SR 9 to Reed St)
10. **John Liner Bike/Ped Improvements** (SR 9 to Reed St)
11. **SR 9/ Cascade Trail West Phase 2B** (Holtcamp Rd to Colins Rd)
12. **Jones Road/Brickyard Creek Culvert** (replacement)
13. **F&S Grade Road Improvements Phase 1** (Edward Murrow to 700' N of Garden of Eden)
14. **Cascade Trail East Extension** (Metcalf St to 400' E of Township St)
15. **Garden of Eden Road Improvements** (F&S Grade Rd to Jones Rd)
16. **Railroad/Jameson St Intersection Improvement**
17. **Jones Road Improvements Phase 1** (Sapp Rd to Cambridge St)
18. **SR 20/Reed Street Intersection Improvements**
19. **Patrick Street Improvements** (Brickyard Creek to Jones Rd)
20. **F&S Grade Road Improvements Phase 2** (700' N of Garden of Eden to Jones Rd)
21. **Jones Road Improvements Phase 2** (Cambridge St to Trail Rd)
22. **Trail Road Improvements Phase 1** (F&S Grade Road to Bucko Connection)
23. **Trail Rd/Cook Rd Intersection Improvements**
24. **Jones Road Improvements Phase 3** (Trail Road to F&S Grade Road)
25. **Birch Lane Improvements** (Jones Rd to Apple Lane)



City Council Agenda Item

Agenda Item No.: m.1.

Date: June 11, 2025

From: Thomas Glover, Community Development Director

Subject: Comprehensive Plan Update - DRAFT Climate Element - 1st Read

RECOMMENDED ACTION:

Review only. No action requested/required.

BACKGROUND/SUMMARY INFORMATION:

The Climate Element evaluates the impacts of climate change on the built, natural, and social environment of the City of Sedro-Woolley and identifies local tactics to balance these changes with future growth and built environment priorities. In preparing to respond to a changing climate, Sedro-Woolley recognizes the benefit of partnership with peer communities and regional agencies. Effects of climate change are projected to intensify, persist over longer durations, and become more frequent. This element incorporates adaptation, mitigation, and response and recovery measures into local planning to reduce disruptions to climate-reliant industries (tourism, agriculture, etc.), highlighting public health strategies alongside physical and structural improvements.

FISCAL IMPACT, IF APPROPRIATE:

None identified at this time.

ATTACHMENTS:

1. Draft Climate Element_Sedro-Woolley_V3

Sedro-Woolley Climate Element

Climate Resilience and GHG Emissions Reduction Sub Element - DRAFT

Community resilience action in Sedro-Woolley is closely aligned with improving public health and well-being, safe transportation, and economic opportunities. A changing climate poses challenges to these sectors and more. Sedro-Woolley recognizes that these effects will continue to intensify. Climate-related impacts are countered effectively with a proactive approach ensuring changing conditions are minimally harmful and avoided, if possible. Residents are the most important community assets, and their ability to continue their daily routines uninterrupted is a priority of the city. Inclusion of sustainable, cost-effective efforts in development and growth are encouraged.

Climate Element

Introduction

The Climate Element evaluates the impacts of climate change on the built, natural, and social environment of the City of Sedro-Woolley and identifies local tactics to balance these changes with future growth and built environment priorities. In preparing to respond to a changing climate, Sedro-Woolley recognizes the benefit of partnership with peer communities and regional agencies. Effects of climate change are projected to intensify, persist over longer durations, and become more frequent. This element incorporates adaptation, mitigation, and response and recovery measures into local planning to reduce disruptions to climate-reliant industries (tourism, agriculture, etc.), highlighting public health strategies among physical and structural improvements.

Image

A Climate Policy Advisory Team (CPAT) was formed to provide input on climate information and provide recommendations on areas of focus and development of the Comprehensive Plan's climate goals and policies. Their efforts were focused on climate resiliency and reduction of greenhouse gas emissions (GHG) and vehicle miles travelled (VMT). Feedback from the public through meetings and surveys, Planning Commission, and City Council were also incorporated to ensure goals and policies aligned with priorities for the city. The City of Sedro-Woolley has challenging circumstances with reducing VMT since a high percentage of residents commute out of the city to work or school. The goals and policies contained within this Element reflect realistic actions to increase resilience to climate-related hazards and efforts to reduce GHG emissions.

Growth Management Act (GMA) Requirements

In July 2023, the Washington State Legislature signed [House Bill \(HB\) 1181](#) into law, adopting planning goals for greenhouse gas (GHG) emissions reduction and climate change and resiliency under the Growth Management Act (GMA). Planning jurisdictions under RCW [36.70A.040](#) are required to integrate a climate element into their comprehensive plans to identify and prepare for natural hazards exacerbated by climate change. The climate element includes two sub-elements:

- A GHG emissions reduction sub-element required by HB 1181 (RCW [36.70A.070\(9\)\(d\)\(i\)](#)) to:
 1. *Result in reductions in overall greenhouse gas emissions generated by transportation and land use within the jurisdiction but without increasing emissions elsewhere in Washington;*
 2. *Result in reductions in per capita vehicle miles traveled within the jurisdiction but without increasing greenhouse gas emissions elsewhere in Washington; and,*
 3. *Prioritize reductions that benefit overburdened communities in order to maximize the co-benefits of reduced air pollution and environmental justice.*
- A resilience sub-element that per HB 1181's minimum requirements (RCW [36.70A.070\(9\)\(e\)\(i\)](#)) must:
 1. *Address natural hazards created or aggravated by climate change; including sea level rise, landslides, flooding, drought, heat, smoke, wildfire, and other effects of changes to temperature and precipitation patterns;*
 2. *Identify, protect, and enhance natural areas to foster climate resilience, as well as areas of vital habitat for safe species migration;*
 3. *Identify, protect, and enhance community resilience to climate impacts, including social, economic, and built-environment factors, which support adaptation to climate impacts consistent with environmental justice.*

A Vulnerability and Risk Assessment of the City's assets from impacts of climate-related hazards was conducted to prioritize where action should be taken or whether to accept potential impacts over this 20-year planning horizon. The technical memorandum, "Climate Mitigation Challenges and Opportunities Analysis," outlines the findings and community engagement efforts that led to the development of the City of Sedro-Woolley's set of climate resilience goals and policies based on the extent of risk posed to each asset from climate-influenced hazards, see *Appendix XX*.

Vulnerability: *The propensity or predisposition of assets to be adversely affected by hazards.*

Risk: *The potential for adverse consequences of a climate-related hazard.*

Source: U.S. Climate Resilience Toolkit

Priorities for the City of Sedro-Woolley

Using feedback from the community's Climate Policy Advisory Team (CPAT) and technical studies, including the University of Washington Climate Impact Group's Climate Mapping for a

Resilient Washington tool, the following climate-exacerbated hazards were identified as relevant to the City of Sedro-Woolley:

- **Drought**
- **Extreme Heat**
- **Extreme Precipitation**
- **Flooding**
- **Reduced Snowpack**
- **Wildfire**

Though not the focus of analysis, landslide hazards are addressed throughout the Climate Element through identification and determination of measures.

A proactive, community-based approach is required to prevent disproportionate exposure and impacts on vulnerable or overburdened populations. Goals and policies which aim to reduce this disparity are marked by this symbol:



Environmental protection is only a component of this element. Protection and enhancement of resources can be facilitated through sustainable approaches, such as green stormwater infrastructure, low impact development, and promoting active transportation. This element is intended to focus climate change actions on several areas where many co-benefits can be achieved, while acknowledging the contribution of human activities to global warming. Aligning goals and policies with co-benefits better clarifies the City's intent in their development regulations, reflecting community desires as well.

Active Transportation:

"Active transportation" means forms of pedestrian mobility including walking or running, the use of a mobility assistive device such as a wheelchair, bicycling, and cycling, irrespective of the number of wheels, and the use of small personal devices such as foot scooters and skateboards. Active transportation includes both traditional and electric assist bicycles and other devices. Planning for active transportation must consider and address accommodation pursuant to the Americans with Disabilities Act and the distinct needs of each form of active transportation.

Source: RCW 36.70A.030(1)



Climate Change Information

“Human influence has likely increased the chance of compound extreme events since the 1950s. Concurrent and repeated climate hazards have occurred in all regions, increasing impacts and risks to health, ecosystems, infrastructure, livelihoods and food” (IPCC, 2023). Human activities and natural climate variability are drivers of climate change. Changing seasonal patterns, rising sea levels, and more extremes temperatures can result in localized impacts, such as heat dome effects, intense rainfall, variable channel migration, downstream impacts of reduced snowpack, and decreased air quality due to wildfire smoke.

As mentioned in the introduction of this element, Sedro-Woolley recognizes the benefit of partnering with its community and surrounding jurisdictions to better prepare for a changing climate.

The City of Sedro-Woolley is annexed into the 2020 Skagit County Multi-Jurisdiction Hazard Mitigation Plan. Earthquake, Severe Weather, Flood/Dam, and Drought were the top 4 hazards identified in this plan.

By 2050...

Average summer maximum temperatures may increase by approximately 3.9 degrees Fahrenheit

Total precipitation of the 25-year storm may increase by 7%

The number of high fire danger days may increase by 6 days

Overarching Goals and Policies

This climate resilience planning process has established strategies to build community resilience, enhance natural areas, and reduce VMT. Overarching themes articulated in the goals and policies sections below include:

- Ensure quality health of the community through open space and resource protection.
- Prevent the need for retroactive actions and prioritize attainable standards for upgrading structures to new climate-based standards.
- Where available, facilitate rehabilitation and enhancement of ecosystem resources.

Climate Resilience Goals and Policies (Sub-Element)

To meet HB 1181's minimum requirements, the City of Sedro-Woolley must include at least one climate resilience goal and supportive policy for each climate-exacerbated hazard relevant to the City. The Washington State Department of Commerce encourages jurisdictions to address all 11 comprehensive planning sectors (see *Appendix XX*).

Goal CR-1: Buildings & Energy. Encourage buildings to be designed and built sustainably to reduce environmental impacts and remain resilient to extreme weather and other hazards worsened by climate change.

- CR-1.1 Continue requiring the design and construction of new commercial and residential buildings and proposals for redevelopment of existing buildings, and their surrounding sites, to reduce and treat stormwater runoff and pollution. Low impact development and green stormwater infrastructure techniques should be incentivized or encouraged, where possible.
- CR-1.2 Reduce stormwater impacts from transportation and development through watershed planning, redevelopment and retrofit projects, and low-impact development.
- CR-1.3 Coordinate with Skagit PUD to develop and provide water efficiency strategies to commercial customers to increase resilience.
- CR-1.4 Encourage and work with organizations to incentivize green building certification to improve energy and environmental performance.
- CR 1.5 Provide private landowners and residents living in Wildland-Urban Interface (WUI) areas information about fire prevention (e.g., Firewise) practices, and support application of such practices via building code provisions.

Goal CR-2: Agriculture & Food Systems. Work with agricultural organizations and the Port of Skagit to support the local agricultural economy, including food and materials producers, distributors, and sellers, by planning for resilience to the impacts of extreme weather and other natural hazards worsened by climate change.

-  CR-2.1 Expand local food security and the food-related economy to address climate impacts and increase access to healthy and affordable foods.
- CR-2.2 Support the local agricultural economy by providing venues to sell and distribute local food products, such as farmer's markets, farm and produce stands, adequate commercial space and other means, such as Community Supported Agriculture (CSA).
- CR-2.3 Support and promote the efforts of Helping Hands Food Bank to enhance local food security through its community pantry and the distribution of surplus goods from area grocery stores.

Goal CR-3: Cultural Resources, Practices, & Historic Sites. Encourage cultural resources, practices, and significant historic sites to be resilient to the impacts of extreme weather and other natural hazards exacerbated by a changing climate.

- CR-3.1 Protect significant historic resources, sites, and structures prone to floods or other hazards worsened by climate change.
- CR-3.2 Protect, enhance, and restore ecosystems in order to meet tribal treaty rights that could be adversely impacted by climate change.
-  CR-3.3 Establish and maintain government-to-government relations with Native American tribes for the preservation of archaeological sites and traditional cultural lands that are vulnerable to climate impacts.

Goal CR-4: Emergency Management. Develop and maintain local government staff members' technical expertise and skills related to climate change and environmental justice so as to improve communitywide policy implementation, equity, and resilience.

- CR-4.1 Factor climate impacts into the planning of operations and coordination of preparedness, response, and recovery activities among first responders and partners, including, but not limited to, public health, law enforcement, fire, school, and emergency medical services (EMS) personnel.
- CR-4.2 Work with Skagit County and other local jurisdictions and agencies to develop recovery planning efforts.
-  CR-4.3 Strengthen relationships with Skagit County and municipal partners in an effort to identify incentives in coordination with Skagit PUD to improve water availability for rural landowners.

CR-4.4 Develop and implement a strategy to expedite the management of debris after a disaster to reduce the risks of subsequent fire, flood, injury, and disease.

CR-4.5 Ensure that the City's Comprehensive Emergency Management Plan and Emergency Response Plan responds to the impacts of climate change and identifies roles and responsibilities to support a sustainable economic recovery after a disaster.

CR-4.6 Establish regulations that incorporate best practices for reducing the risk of wildfire, extreme heat, flooding, and other hazards.

CR-4.7 Develop and implement a wildfire smoke resilience strategy in partnership with local residents, emergency management officials, regional clean air agency officials, and other stakeholders.

 CR-4.8 Develop and implement notification alerts within the community to reduce the risk of exposure to wildfire smoke and particulate matter.

Goal CR-5: Health & Well-Being. Protect community health and well-being from the impacts of climate-exacerbated hazards, prioritizing focus on overburdened communities in Sedro-Woolley, and ensure that the most vulnerable residents do not bear disproportionate health impacts.

 CR-5.1 Partner with the Skagit County Public Health and Community Services and other agencies to promote the use of health impact assessments and other tools to address the potential impacts of health, equity, and climate change on vulnerable communities.

CR-5.2 Develop and implement an urban heat resilience strategy that includes land use, urban design, urban greening, and waste heat reduction actions.

 CR-5.3 Assist vulnerable populations by identifying areas of greater need and seeking grant funding for necessary preparedness and improvement programs

 CR-5.4 Develop and implement a multi-hazard public awareness program.

Goal CR-6: Urban Tree Canopy Cover. Review the City's Codes and Plans to identify opportunities to incentivize urban tree canopy retention and enhancement to increase resilience.

 CR-6.1 Identify and implement strategies for reducing residential development pressure in the wildland-urban interface.

CR-6.2 Map and assess vulnerability to wildfire risk with technical assistance from state or federal resources.

CR-6.3 Coordinate with Washington Department of Natural Resources and other agencies to Reduce loss of private forestland through forest stewardship education and identify opportunities to expand incentives for forest landowners.

- CR-6.4 Encourage private landowners to increase the climate resilience through enhancement of tree canopy and stream habitats on their lands.

Goal CR-7: Ecosystems. Ensure the protection and restoration of streams, riparian zones, estuaries, wetlands, and floodplains to achieve healthy watersheds that are resilient to climate change.

- CR-7.1 Protect and restore watershed-scale processes, such as cool water contributions and water quality, to maximize the ecological benefits and climate resilience of riparian ecosystems.
- CR-7.2 Protect and restore riparian vegetation to reduce erosion, provide shade, and support other functions that improve the climate resilience of streams.
- CR-7.3 Restore floodplains and connectivity to improve the resilience of streams and rivers and reduce flood risk.
- CR-7.4 Increase aquatic habitat resilience to low summer flows by increasing water residence time, storing water on the landscape, conserving water, protecting groundwater, keeping waters cool, and protecting water quality.
- CR-7.5 Implement actions identified in restoration and salmon recovery plans to improve the climate resilience of streams and watersheds.
- CR-7.6 Protect and restore wetlands and corridors between wetlands to provide biological and hydrological connectivity that fosters resilience to climate impacts.

Goal CR-8: Water Resources. Coordinate with Skagit Public Utility District (PUD) to protect and preserve water quality and quantity from drought, extreme heat, and other hazards exacerbated by climate change.

- CR-8.1 Utilize water conservation methods and technologies in development of irrigation infrastructure within parks and recreation areas so as to foster climate resilience.
- CR-8.2 Coordinate with Skagit PUD to analyze water storage infrastructure within the City to ensure adequate back-up water supplies for use during droughts and disasters and identify investment needs.
- CR-8.3 Coordinate with Skagit PUD to review the current 10-year Water System Plan to inform necessary investments in the Capital Improvement Plan.
- CR-8.4 Coordinate with Skagit PUD to evaluate long-range demand forecast methods and models to ensure sufficient water supply in a changing climate.
- CR-8.5 Develop and implement a comprehensive drought resilience strategy that factors in projected climate impacts and sets action levels for different drought stages.
- CR-8.6 Manage water resources sustainably in the face of climate change through smart irrigation, stormwater management, preventative maintenance, water

conservation and wastewater reuse, plant selection, and landscape management.

- CR-8.7 Incentivize the use of green infrastructure and low-impact development to address increased storm intensities and stormwater runoff.
- CR-8.8 Prioritize strategies identified in the City of Sedro-Woolley Stormwater Action Plan to improve water quality and increase resilience to a changing climate.

Goal CR-9: Zoning and Development. Establish land use patterns that increase the climate resilience of the built environment, ecosystems, and communities.

- CR-9.1 Review land use maps and identify opportunities or barriers to responding to rapid population growth or decline, rebuilding housing and services after disasters, and other extreme climate impact scenarios.
- CR-9.2 Consider climate change impacts, such as extreme precipitation and increased winter streamflow, in floodplain management planning.
- CR-9.3 Encourage siting and planning for relocation of hazardous industries and essential public services away from the 500-year floodplain.

Goal CR-10: Transportation. Assess the local transportation system, including infrastructure, routes, and travel modes, to evaluate whether the system is able to withstand the impacts of extreme weather events and other hazards exacerbated by climate change.

- CR-10.1 Map transportation infrastructure that is vulnerable to repeated floods, landslides, and other natural hazards, and designate alternative travel routes for critical transportation corridors when roads must be closed.
- CR-10.2 Consider planning for relocation of transportation infrastructure that may be at high risk of flooding, landslides, and other natural hazards.
- CR-10.3 Identify locations susceptible to natural disasters and plan for appropriate infrastructure replacement
- CR-10.4 Coordinate with Skagit Council of Governments (SCOG), Washington State Department of Transportation (WSDOT), and other relevant agencies to enhance resiliency from flood-related impacts by evaluating the conceptual strategies identified for vulnerable road/highway segments.
- CR-10.5 Encourage robust circulation in the multi-modal transportation network to allow for alternative modes of transportation, such as walking, cycling, or rolling.

Goal CR-11: Infrastructure. Encourage land conservation or acquisition to protect infrastructure functions at risk of climate-related hazards.

- CR-11.1 ~~Consider acquiring properties or securing easements on land near infrastructure that is vulnerable to climate-exacerbated hazards and is, or may become, unsuitable for development. Prioritize high-risk areas, particularly those projected to experience future flooding, for ecological restoration and hazard mitigation purposes. Acquire properties or easements on properties that are vulnerable to climate-exacerbated hazards and are or will become unsuitable for development. Prioritize properties that are at high-risk of flooding in the future.~~
- CR-11.2 Consider planning for relocation of critical infrastructure that may be at high risk of flooding, landslides, and other natural hazards.

Goal CR-12: Wastewater Management. Protect and adapt critical infrastructure, including water and sewer facilities, to ensure resiliency to a changing climate.

- CR-12.1 Evaluate the long-term adequacy of water delivery infrastructure to ensure that changes in hydrological patterns (e.g., increases in flooding frequency or reduction of late-summer water availability associated with climate change) can be anticipated and managed effectively.
- CR-12.2 Evaluate potential increases in future flow projections for the City's wastewater treatment plant (WWTP) to increase resiliency and capacity over time.
- CR-12.3 Assess vulnerabilities of critical infrastructure within the floodplain and develop a plan for mitigating the risk of damage or loss, including considering relocation of facilities, retrofitting, or other strategies.
- CR-12.4 Invest in technologies that improve the efficiency of critical infrastructure.

Goal CR-13: Waste Management. Encourage the community to reduce, reuse, and recycle waste materials sustainably.

- CR-13.1 Identify opportunities in the City to minimize carbon emission impacts of building demolition with best available recycling strategies.
- CR-13.2 Encourage recycling of ~~all~~ paper, food, textile, and metal waste to the extent possible.

Goal CR-14: Buildings & Energy Resiliency. Evaluate whether energy infrastructure, including generation and transmission, is able to accommodate renewable energy opportunities and to withstand the impacts of severe extreme weather and other natural hazards worsened by climate change.

- ~~CRF~~-14.1 Work with energy utilities to improve the safety and reliability of infrastructure vulnerable to climate change.

- CR-14.2 Continue to require new subdivisions to bury electricity transmission lines and associated infrastructure to reduce damage from storms and wildfire ignition risks.

Goal CR-15: Economic Development. Support the creation of employment opportunities within Sedro-Woolley, particularly for residents that commute outside city limits, to reduce vehicle miles travelled (VMT).

- CR-15.1 Support the implementation of the goals and policies within the Economic Development Element of the Plan.



- CR-15.2 Promote a resilient local economy by identifying opportunities for diversification and supporting businesses in adapting to climate-related hazards. ~~Ensure that the local economy is resilient to climate-related hazards and fosters business opportunities.~~

- CR-15.3 Consider undertaking a comprehensive study assessing the feasibility of encouraging and expanding living wage employment opportunities within the city, with a focused analysis of existing structural, regulatory, and socio-economic barriers.

- CR-15.4 Encourage improving access to reliable, high-speed internet to facilitate working from home and increase educational opportunities or workforce training.

GHG Emissions Reduction Goals and Policies (Sub-Element)

In 2020, House Bill 2311 (HB 2311) was signed into law amending HB 2815 to bolster existing GHG emissions reduction goals consistent with the most recent climate change science to 45% below 1990 levels by 2030, 70% by 2040, and 95% by 2050, with a goal for net-zero economy by 2050. The findings are further supported by data from a community survey on household travel habits. Statewide VMT reduction benchmarks are codified in RCW 47.01.440 while GHG emissions reduction benchmarks are codified under RCW 70.94.151, 70.94.161, and 28B.50.273, in part.

City GHG emissions by sector were calculated with guidance from the International Council for Local Environmental Initiatives (ICLEI) and various other city-wide sources, as recommended by the Department of Commerce, which are documented in a GHG emissions report in *Appendix XX*. Transportation activities in the City generate roughly 115,360 million annual miles travelled and account for 34% of the City's emissions. Changes are needed to meet reduction targets for both VMT and GHG emissions. Opportunities include strategic land use planning in conjunction with transportation planning, and incentivizing electrification of transportation, building, and energy infrastructure. Grant funding and technical support are possible through State departments. The goals and policies in this sub-element support collaboration with regional and local stakeholders, pursue diverse grant funding opportunities, and local actions that can be taken to effectively reduce VMTs and GHG emissions.

Goal GHG-1: Encourage that buildings use renewable energy, conservation, and efficient technologies and practices to reduce greenhouse gas emissions.

- GHG-1.1 Support programs that encourage additional net-zero greenhouse gas emission features for all new residential and commercial structures.
- GHG-1.2 Maximize the use of renewable energy sources for the supply of electricity and heat to new and existing buildings.
- GHG-1.3 Incorporate energy efficiency in the design of retrofitted, remodeled, or new City facilities, to the extent feasible.
- GHG-1.4 Encourage energy efficiency in the design of retrofitted, remodeled, or new privately owned facilities.

Goal GHG-2: Prioritize the adaptive reuse of buildings, recognizing the emission-reduction benefits of retaining existing buildings.

- GHG-2.1 Encourage the preservation and reuse of existing buildings through incentives, such as expedited permit review.
-  GHG-2.2 Prioritize the preservation and weatherization of housing in overburdened communities, particularly at higher densities, to reduce emissions and increase resilience.

Goal GHG-3: Reduce vehicle miles traveled to achieve greenhouse gas reduction goals.

- GHG-3.1 Partner with WSDOT, Skagit Council of Governments (SCOG), and other agencies to support the implementation of travel demand management (TDM) programs and strategies.
- GHG-3.2 Create a safe, well-connected, and attractive bicycle and pedestrian transportation network to encourage active transportation.
- GHG-3.3 Identify existing barriers to providing connectivity of multi-modal trails, including a nexus between active bicycle and pedestrian pathways and open spaces.
- GHG 3.4 Evaluate where improvements can be made to improve shoulders, bike paths, and safe bicycle parking facilities and seek grant funding opportunities to increase connectivity.
-  GHG-3.5 Work with WSDOT and SCOG to develop and maintain mobility hubs in transportation-efficient locations, especially in overburdened communities experiencing a scarcity of transportation alternatives.
- GHG-3.6 Support active transportation and other multimodal types of transportation options in concurrency programs – both in assessment and mitigation.

***Mobility hubs** are places that integrate transit, walking, and bicycling with other services and amenities like bike share, car share, scooter share, parcel pick up and drop off and other services and amenities. The hubs are tailored to the needs of people in the community who do not use a privately owned vehicle, do not drive, and need first- and last-mile transit connections (Source: WSDOT).*

Goal GHG-4: Expand electric vehicle infrastructure.

- GHG-4.1 Incentivize electric vehicle charging infrastructure in all new and retrofitted buildings.
- GHG 4.2 Incentivize new development to install electric vehicle charging infrastructure during construction.

GHG 4.3 Coordinate with the City's Fire Department staff and Building Official to identify and reduce barriers to encouraging electric vehicle infrastructure.

Goal GHG-5: Improve the efficiency of transportation systems to reduce greenhouse gas emissions.

- GHG-5.1 Coordinate with Skagit Transit to improve transit speed, connectivity, frequency, coverage, reliability and expand transit stops, particularly near commercial and employment areas.

GHG 5.2 Prioritize permitting for transit-oriented development (TOD) proposals.

Goal GHG-6: Develop targeted campaigns for recycling material with the highest GHG reduction impact (e.g., paper, metal, food waste).

- GHG-6.1 Incentivize recycling of construction and demolition debris.

GHG-6.2 Use recycled materials in the construction of transportation and other infrastructure facilities.

GHG 6.3 Coordinate with the local job corps to create and sustain a business technical assistance program to increase recycling and reduce waste.

GHG 6.4 Increase education for composting programs to divert community organic waste from entering landfills.

Goal GHG-7: Maximize solar access of site design, where practicable, for new solar-ready residential and commercial buildings.

GHG-7.1 Incentivize installation of solar panels on buildings with large rooftops, as well as within or over parking areas.

Goal GHG-8: Reduce greenhouse gas emissions from the transportation sector.

GHG-8.1 Prioritize and promote public transit expansion and use through coordination of land use and transportation planning.

GHG-8.2 Prioritize converting public fleets to zero-emission vehicles.

GHG-8.3 Implement multimodal transportation planning to reduce single-occupancy vehicle dependence and greenhouse gas emissions.

 **GHG Goal 9: Increase tree canopy cover to boost carbon sequestration, reduce heat islands, and improve air quality, prioritizing overburdened communities.**

GHG-9.1 Improve and expand urban tree canopy to maximize or conserve carbon storage.

GHG-9.2 Maximize tree canopy coverage in surface parking lots.

GHG 9.3 Identify opportunities to enhance and preserve existing urban tree canopy to maintain or increase their carbon concentrations and avoid conversion of carbon-rich ecosystems.



City Council Agenda Item

Agenda Item No.: m.2.

Date: June 11, 2025

From: Kelly Kohnken, Finance Director / City Clerk

Subject: Business License Endorsement Municipal Code Update - Ordinance 2100-25 - 1st Read

RECOMMENDED ACTION:

First read, no recommended action.

BACKGROUND/SUMMARY INFORMATION:

The Finance and IT Committee began discussing a re-write to the Business License section of the municipal code in 2024. On February 26, 2025, and May 28, 2025, it was further discussed with the current committee.

- Endorsement vs. Business License
 - We have made revisions throughout the proposed code to clarify that the city issues City of Sedro-Woolley endorsements on Washington State approved business licenses. The city endorsement authorizes the business to conduct business within city limits and regulates business activity to ensure public safety and code compliance. It also ensure the correct categorization with the state to appropriately capture sales tax revenue.
- How should the city define a mobile vendor?
 - Proposed Revision: “Mobile vending” or “mobile vendor” means any person whether owner, agent, consignee, or employee, whether a resident of the city or not, who both solicits sales and provides the good(s) or service(s) outside of a permanent structure affixed to real property and who conducts business from a vehicle or other conveyance or temporary stand upon privately or publicly owned property. A person so engaged shall not be relived from complying with the provisions of this chapter merely by reason of associating temporarily with a local dealer, trader, merchant or auctioneer, or by conducting such temporary business in connection with, as part of, or in the name of any local dealer, trader, merchant or auctioneer.
 - "...The below do not require mobile vendor endorsements... (2) Delivery businesses, such as Amazon, UPS, FedEx, and delivery vehicles restocking food and drink to other businesses (that engage in no or minimal supplementary sales from the delivery vehicle), (3) Businesses with vehicles that pick-up items to be serviced elsewhere, such as laundering. (4) Businesses with sales solicited over the phone or internet, and the goods or service are delivered or provided from a mobile vehicle to a location within city limits. For example, a locksmith or tow truck."

- Should the city have an exception for individuals renting out a smaller number of residential properties? For example, an owner of a duplex living in one side of the duplex and renting out the other.
 - "Following activities conducted within city... constitutes engaging in business... (a) Owning, renting, leasing, maintaining, or having the right to use, tangible personal property, intangible personal property, or real permanent or temporarily located in the city. This includes but is not limited hotels, motels, storage facilities, bed and breakfasts, equipment rental, renting apartments, mobile home parks, and renting residence."

FISCAL IMPACT, IF APPROPRIATE:

ATTACHMENTS:

1. Ordinance No. 2100-25 Repealing and Replacing SWMC Ch. 5.04 Business Licenses DRAFT
2. Current Code

ORDINANCE NO. 2100-25
AN ORDINANCE OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON, REPEALING
AND REPLACING CHAPTER 5.04 “BUSINESS LICENSES” OF THE SEDRO-WOOLLEY
MUNICIPAL CODE (SWMC)

WHEREAS, Sedro-Woolley Municipal Code Chapter 5.04 “Business Licenses” was last updated in 2022, with many sections last updated in 1993; and,

WHEREAS, at the February 26, 2025 Finance and IT Committee Meeting, the updates needed to this code chapter were introduced; and,

WHEREAS, notable items that were updated from the previous code chapter include the definition and stipulations for mobile vendors and for nonprofit organizations;

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

Section One. Chapter 5.04 “Business Licenses” of the Sedro-Woolley Municipal Code, last modified by Ord. 2023-22 § 1 in 2022, is hereby repealed in its entirety.

Section Two. A new Chapter 5.04 entitled “Business Licenses” is hereby added to Title 5 “Business Licenses and Regulations”, to read as follows:

Sections:

- 5.04.010 Applicability.
- 5.04.020 Definitions – Generally.
- 5.04.021 Purposes.
- 5.04.030 Definition – “Engaging in Business.”
- 5.04.040 Business License – When Required.
- 5.04.041 Mobile Vendor.
- 5.04.042 Pawnbroker.
- 5.04.043 Taxicab.
- 5.04.044 Nonprofits.
- 5.04.050 Application and renewal.
- 5.04.060 Licensing fees.
- 5.04.070 Review of application – Approval or denial.
- 5.04.080 License expiration.
- 5.04.090 Penalty for late application or renewal.
- 5.04.100 License suspension or revocation.
- 5.04.110 Appeals.
- 5.04.120 Penalty for violation.
- 5.04.130 Examinations of business premises.
- 5.04.140 Fire inspection certificates.

5.04.010 Applicability.

This chapter applies to:

- A. Persons engaging in business within the city of Sedro-Woolley; and
- B. Business license endorsements issued by the city of Sedro-Woolley, including those issued through the state Master License Service.

5.04.020 Definitions – Generally.

“Clerk” means the city clerk or such city employee or agent as the city administrator may designate to administer this title.

“Engaging in business” has the meaning found in SWMC 5.04.030.

“Person” includes the terms “company,” “corporation,” “individual,” “owner,” “partnership,” “proprietorship” and “sole proprietorship” and shall mean any individual, receiver, administrator, executor, assignee, trustee in bankruptcy, trust, estate, firm, joint venture, club, business trust, association, society, or group of individuals acting as a unit, whether mutual, cooperative, fraternal, religious, profit, nonprofit, or otherwise.

5.04.021 Purposes.

- A. To provide revenue for municipal planning, policing, and regulatory purpose and to provide revenue to pay for the necessary expense required to issue the endorsement for and to regulate the businesses licensed.
- B. The endorsement fees levied by this chapter shall be independent and separate from any permit fees now or hereafter required of any person to engage in any business by any ordinance of the city, regulating any business herein required to be endorsed, and all such businesses shall remain subject to the regulatory provisions of any such ordinance or ordinances now or hereafter in effect, and the person engaged in all such businesses shall be liable for the payment of any endorsement fees for which provision has been made herein.
- C. The levy or collection of an endorsement fee upon any business shall not be construed to be a license or permit of the city to the person engaged therein, in the event such business shall be unlawful, illegal, or prohibited by the ordinances of the city or the laws of the state or the United States.

5.04.030 Definition – “Engaging in Business.”

- A. The term “engaging in business” means commencing, conducting, or continuing in business, and also the exercise of corporate or franchise powers, as well as liquidating a business when the liquidators thereof hold themselves out to the public as conducting such business.

B. This section sets forth examples of activities that constitute engaging in business in the city, and establishes safe harbors for certain of those activities so that a person who meets the criteria may engage in de minimis business activities in the city without having to pay a business license endorsement fee. The activities listed in this section are illustrative only and are not intended to narrow the definition of “engaging in business” in subsection A of this section. If an activity is not listed, whether it constitutes engaging in business in the city shall be determined by considering all the facts and circumstances and applicable law.

C. Without being all-inclusive, any one of the following activities conducted within the city by a person, or its employee, agent, representative, independent contractor, broker or another acting on its behalf constitutes engaging in business and requires a person to register and obtain a business license.

1. Owning, renting, leasing, maintaining, or having the right to use, or using, tangible personal property, intangible personal property, or real property permanently or temporarily located in the city. This includes but is not limited to hotels, motels, storage facilities, bed and breakfast, equipment rental, renting apartments, mobile home parks, and renting residence.
2. Owning, renting, leasing, using, or maintaining, an office, place of business, or other establishment in the city.
3. Soliciting sales, including door-to-door sales.
4. Making repairs or providing maintenance or service to real or tangible personal property, including warranty work and property maintenance.
5. Providing technical assistance or service, including quality control, product inspections, warranty work, or similar services on or in connection with tangible personal property sold by the person or on its behalf.
6. Installing, constructing, or supervising installation or construction of, real or tangible personal property.
7. Soliciting, negotiating, or approving franchise, license, or other similar agreements.
8. Collecting current or delinquent accounts.
9. Picking up and transporting tangible personal property, solid waste, construction debris, or excavated materials.
10. Providing disinfecting and pest control services, employment and labor pool services, home nursing care, janitorial services, appraising, landscape architectural

services, security system services, surveying, and real estate services including the listing of homes and managing real property.

11. Rendering professional services such as those provided by accountants, architects, attorneys, auctioneers, consultants, engineers, professional athletes, barbers, baseball clubs and other sports organizations, chemists, consultants, psychologists, court reporters, dentists, doctors, detectives, laboratory operators, teachers, veterinarians.

12. Training or recruiting agents, representatives, independent contractors, brokers or others, domiciled or operating on a job in the city, acting on its behalf, or for customers or potential customers.

13. Investigating, resolving, or otherwise assisting in resolving customer complaints.

14. In-store stocking or manipulating products or goods, sold to and owned by a customer, regardless of where sale and delivery of the goods took place.

15. Delivering goods in vehicles owned, rented, leased, used, or maintained by the person selling the goods, or another acting on its behalf. For example, a furniture business delivering a piece of furniture in the business truck, to a residence in city limits.

16. Common carriers delivering goods within city limits, for example UPS, Amazon, and FedEx.

D. If a person, or its employee, agent, representative, independent contractor, broker or another acting on the person's behalf, engages in no other activities in or with the city but the following, it need not register and obtain a business license endorsement:

1. Meeting with suppliers of goods and services as a customer;

2. Meeting with government representatives in their official capacity, other than those performing contracting or purchasing function;

3. Attending meetings, such as board meetings, retreats, seminars, and conferences, or other meetings wherein the person does not provide training in connection with tangible personal property sold by the person or on its behalf.

4. Renting tangible or intangible property as a customer when the property is not used in the city;

5. Attending, but not participating in, a "trade show" or "multiple vendor events." Persons participating at a trade show;

6. Conducting advertising through the mail;
 7. Soliciting sales by phone from a location outside the city;
 8. Soliciting service sales by phone or internet, from a location outside the city, and solely providing the service remotely. For example, virtual therapy.
- E. A seller located outside the city merely delivering goods into the city by means of common carrier, for example USPS, UPS, Amazon, or FedEx, is not required to register and obtain a business license endorsement; provided, that it engages in no other business activities in the city. Such activities do not include those in subsection D of this section.
- F. Government agencies operating or providing services within city limits do not require a city of Sedro-Woolley business license endorsement.
- G. The city expressly intends that engaging in business include any activity sufficient to establish nexus for purposes of applying the endorsement fee under the law and the Constitutions of the United States and the state of Washington. Nexus is presumed to continue as long as the taxpayer benefits from the activity that constituted the original nexus generating contact or subsequent contacts.

5.04.040 Business License Endorsement – When Required.

- A. All entities “engaging in business” as defined in SWMC 5.04.030 within the city of Sedro-Woolley require a city business license endorsement.
1. A subcontractor engaging in business within the city of Sedro-Woolley must obtain a city business license endorsement. The license of a general contractor does not satisfy the licensing requirements for a subcontractor.
 2. If business is transacted by one person at two or more separate locations within the city, each business location requires a separate endorsement.
 3. If more than one business is conducted or operated on a single premises, a separate endorsement is required for each business.
- B. *Exemption for Businesses Located Outside the City.*
1. Any person or business whose annual value of products, gross proceeds of sales, or gross income of the business in the city is equal to or less than \$2,000 and who does not maintain a place of business within the city is exempt from the general business license endorsement requirements and fees in this chapter.
 2. Such a business is not exempt from the regulatory special permits requirements of this title.

C. The following are exempt from the requirement to obtain a city business license endorsement:

1. Garage sales, lawn sales, rummage sales, or any other similar casual sale of tangible personal property conducted on an infrequent basis not to exceed three times per each calendar year and not to exceed two consecutive days at one time;
2. Running an estate sale (estate sales by a professional company would be considered engaging in business);
3. Persons selling personal property or providing a service pursuant to an order or process of a court of competent jurisdiction;
4. Persons acting in accordance with their powers and duties as public officials;
5. A farmer, gardener, or other person, who sells, delivers, or peddles any fruits, vegetables, berries, butter, eggs, fish, milk, poultry, meats, or any farm produce or edibles raised, caught, produced, or manufactured by such person;
6. Working from home as a remote employee;
7. Conducting advertising through social media;
8. Minor engaged in babysitting, newspaper delivery, lemonade stands, lawn mowing, and similar activities;
9. Vendors in a temporary bazaar or community fair, including mobile vendors, for which a special event permit has been given to the sponsor thereof, provided the necessary fire inspection and health/food safety inspections have occurred.

D. A business license endorsement is not transferable.

1. No licensee may allow another person to operate a business under or display the license issued to their business, nor may another person operate under or display the license issued to another business.
2. A person who acquires an existing business must apply for a city business license endorsement before commencing business within the city with that business.
3. A licensee must report a change of location of the business to the state Master License Service, in coordination with the city clerk.

4. A change of the location of a business requires approval by the city before business may commence at the new location, and may require submitting a new master application and payment of fees.

E. A city business license endorsement does not convey the city's permission to conduct a prohibited activity or other violation. The city may not be held liable for the actions of any licensed business by virtue of having issued a endorsement to conduct business.

F. An applicant or licensee must permit reasonable inspections of the business premises by governmental authorities for the purpose of enforcing the provisions of this chapter.

5.04.041 Mobile Vendor.

A. "Mobile vending" or "mobile vendor" means any person whether owner, agent, consignee, or employee, whether a resident of the city or not, who both solicits sales and provides the good(s) or service(s) outside of a permanent structure affixed to real property and who conducts business from a vehicle or other conveyance or temporary stand upon privately or publicly owned property. A person so engaged shall not be relived from complying with the provisions of this chapter merely by reason of associating temporarily with a local dealer, trader, merchant or auctioneer, or by conducting such temporary business in connection with, as part of, or in the name of any local dealer, trader, merchant or auctioneer.

The following are considered mobile vending:

1. Food truck
2. Ice cream truck
3. Coffee cart
4. Street vendor selling food, beverages, or other items
5. Mobile vendors on private property
6. Open air vending not attached to a business with a fixed location

B. The below do not require mobile vendor endorsements.

1. Vendors in a temporary bazaar, community fair that have been approved through the special events process, including mobile vendors, for which a master business license endorsement has been given to the sponsor thereof, provided the necessary fire inspection and health/food safety inspections have occurred;

2. Delivery businesses, such as Amazon, UPS, FedEx, and delivery vehicles restocking food and drink to other businesses (that engage in no or minimal supplementary sales from the delivery vehicle).
 3. Businesses with vehicles that pick-up items to be serviced elsewhere, such as laundering.
 4. Businesses with sales solicited over the phone or internet, and the goods or service are delivered or provided from a mobile vehicle to a location within city limits. For example, a locksmith or tow truck.
- C. Mobile vendors on public streets must meet the following conditions:
1. The vehicle must be legally parked and cannot use more than a single designated parking space;
 2. The vehicle or cart may not obstruct any street or sidewalk for the passage of other vehicles or pedestrian or result in noncompliance with the Americans with Disabilities Act as Amended (ADAAA);
 3. The vehicle must not operate in a single location for more than ten minutes at a time. For the purposes of this section, one location is defined as one city block (for example, the ice cream truck selling ice cream and frozen novelties from block to block).
- D. Subsection 5.04.41 C 1 and 3 does not apply to mobile vendors as part of a temporary bazaar or community fair as approved through the special events process. It also does not apply to the Sedro-Woolley Farmers Market.
- E. Mobile vending is allowed on private property when invited by the property owner. If the mobile vendor serves food, it must not be located within one hundred feet of an existing restaurant without the restaurant owner's consent.
- F. Nothing in this section shall relieve any person who is operating as a mobile vendor from compliance with all other requirements of the Sedro-Woolley Municipal Code, including, but not limited to, for example, zoning, sewer, and mandatory solid waste service requirements.

5.04.042 Pawnbroker.

No person shall be issued an endorsement to operate as a pawnbroker unless they possess the following qualifications:

- A. Is at least twenty-one years of age;
- B. Is a resident of the state of Washington for at least six months prior to filing application;

C. Has not been convicted of any offense involving moral turpitude or intent to defraud or any property crime, within three years prior to the time of application;

1. When an application for an endorsement to operate as a pawnbroker, duly signed and notarized, and accompanied by required information, has been received by the police chief, they shall investigate the statement contained therein and may obtain such other information concerning the applicant's character, integrity, personal habits, past conduct and general suitability to maintain a pawnshop within the city.

2. Each application for a pawnbroker's endorsement shall be accompanied by a complete set of fingerprints of the applicant, utilizing a fingerprint form provided by the city police department.

3. All applications shall become null and void after sixty days from the date of filing if the application for any reason is denied or is not obtained by the applicant.

5.04.043. Taxicab.

A. No taxicab endorsement or driver's permit shall be issued to any person who:

1. Has been convicted of an offense of such a nature to indicate that he or she is unfit to hold an endorsement or a permit;

2. Is guilty of committing two or more offenses for which mandatory revocation of driver's license is provided by law;

3. Has been convicted of manslaughter resulting from the operation of a motor vehicle or convicted of negligent homicide;

4. Is intemperate or addicted to the use of narcotics.

B. Any endorsement or permit issued may be revoked if the holder is found guilty of the above-mentioned disabilities or physically or mentally unfit upon complaint of the police chief or a committee of the city council designated for that purpose by the council as a whole, at which hearing the holder or licensee may appear and be heard on his own behalf.

C. No person may be issued a taxicab endorsement or driver's permit within one year after his conviction in any local, state, or federal court or authority, of the violation of any ordinance or law pertaining to the sale or possession of alcoholic beverages, and any license or permit issued shall be revoked for one year upon the conviction of the holder of a violation of local, state, or federal ordinances, laws, or regulations pertaining to the sale or possession of alcoholic beverages.

D. The payment of such endorsement fee shall permit the owner or operator to operate as many taxicabs under one endorsement as he may desire.

E. Nothing herein contained shall prevent the operator of a taxicab endorsed to operate in another city or town or within this or other county, from entering and leaving the city for picking up or depositing passengers in the usual course of business.

5.04.044. Nonprofits.

A. Nonprofit Business License Endorsement. Businesses and organizations which have IRS 501(c)(3) nonprofit tax status, for activities within the scope of their IRS 501(c)(3) purpose, are exempted from any fees in this chapter; however, they are not exempted from registering with the city of Sedro-Woolley; provided, that:

1. The organization shall provide proof of IRS 501(c)(3) status;
2. The activity shall not include the sale of food, beverages, cigarettes or gambling; and
3. The owner of property used for this exempt purpose shall obtain a fire inspection certificate if required by this chapter.

B. The endorsement required by this chapter shall have a term as established by the state of Washington Business Licensing Service, in cooperation with the city.

C. Each branch establishment or separate location of a business conducted by any person shall, for the purpose thereof, be a separate business and subject to the license therefor provided for herein.

D. If any person be engaged in operating or carrying on in the city more than one business, then such person shall pay the endorsement herein prescribed for as many of said businesses as are carried on by such person.

E. A change of physical location of a business inside the city will require approval by the city before business may commence at the new location, and may require the filing of a new master business application.

5.04.050 Application and renewal.

An application for a city business license endorsement or renewal must be filed via a master application through the State Department of Licensing's Master License Service.

A. An application may only be for a single city business license endorsement. Each endorsement requires a separate application.

B. The applicant must pay the filing fee as listed in the master fee schedule adopted by resolution of the city council and any State Master License Service's handling fees.

5.04.060 Licensing fees.

A. General Business License Endorsement. All persons engaged in business in the city shall pay an annual basic license fee as listed in the master fee schedule adopted by resolution of the city council.

B. Regulatory Business License Endorsement. Each person engaged in the following businesses in the city shall pay an additional annual endorsement fee, as listed in the master fee schedule adopted by resolution of the city council, as indicated below:

1. Businesses, clubs or societies selling or serving beer, wine and/or spirits, or selling cannabis, operating under license or authority of the Washington State Liquor and Cannabis Board;
2. Mobile vendors;
3. Pawnbrokers;
4. Taxicabs;
5. Nonprofits.

C. For purposes of the license by this chapter, any person or business whose annual value of products, gross proceeds of sales, or gross income of the business in the city is equal to or less than two thousand dollars (\$2,000.00) and who does not maintain a place of business within the city, is exempt from city business licensing fees. The exemption does not apply to regulatory endorsements or activities that require a specialized permit.

5.04.070 Review of application – Approval or denial.

A. The clerk must, when appropriate, refer applications to the community development department, the police department, fire department or other governmental agencies for their review.

B. The clerk must approve an application for a business license endorsement that complies with this chapter and other provisions of the Sedro-Woolley Municipal Code.

C. If the clerk denies an application, the clerk must notice to the applicant of the denial of their endorsement.

5.04.080 Endorsement expiration.

Each city business endorsement must include an expiration date as determined by the Master License Service in coordination with the city.

5.04.090 Penalty for late application or renewal.

A. Endorsements must be renewed annually on or before the expiration date, or expiration of any prorated period. Failure to renew a business license endorsement by the endorsement expiration date may result in the assessment of a late renewal penalty (outlined in the city's master fee schedule adopted by resolution of the city council), and may lead to the revocation of the city endorsement.

B. Revocation of a endorsement due to nonrenewal requires reapplication for the city endorsement, and approval by the city before the revoked business may continue operation within the city.

5.04.100 Endorsement suspension or revocation.

A. The clerk may suspend or revoke a business license endorsement when the licensee or any of its officers, directors, agents, owners, or employees fails or have failed to:

1. Maintain the endorsed premises or business activity in compliance with applicable health, building, fire, zoning (including legal nonconforming uses) or safety laws, ordinances, or regulations;
2. Comply with the requirements of this chapter. Any suspension shall remain in effect until the conditions causing the suspension are cured and reasonable measures are taken to ensure that those conditions will not recur; or
3. Renew a business license endorsement within 120 days after the expiration date of the endorsement.

B. The clerk must give notice to the license-holder of the suspension or revocation of their endorsement.

5.04.110 Appeals.

A. The applicant or license-holder may appeal the clerk's decision to the city hearing examiner by:

1. Filing written notice of appeal to the clerk within seven calendar days; and
2. Paying the appropriate fee.

B. The hearing examiner may overturn or modify the clerk's decision if it is clearly erroneous, and must issue its decision within 30 days of the date the appeal is received. The hearing examiner's review of the appeal is not subject to a hearings proceeding.

5.04.120 Penalty for violation.

Violation of any requirement of this chapter not otherwise specified is a class 1 civil infraction and may also be enforced pursuant to SWMC Title 18.

5.04.130 Examinations of business premises.

City officials shall have the authority to investigate and examine all places of business licensed or subject to endorsement under this chapter at any reasonable time for the purpose of determining whether such place of business is complying with the provisions of this chapter.

5.04.140 Fire inspection certificates.

- A. The owner of nonresidential, commercial, industrial, or multifamily residential structures on real property shall obtain a fire inspection certificate for each property from the Sedro-Woolley fire department.
- B. For purposes of this chapter, multifamily residential rental property shall be defined as a building containing three or more dwelling units or a single dwelling unit in a building used primarily for nonresidential purposes. Hotel, motel, and “bed and breakfast” facilities shall be considered commercial facilities.
- C. The owner of the real property shall be primarily responsible for obtaining the fire inspection certificate; however, the tenant or lessee may obtain the fire inspection certificate for the owner, as the owner’s agent.

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 25th day of June, 2025.

Julia Johnson, Mayor

ATTEST:

Kelly Kohnken, City Clerk

APPROVED AS TO FORM:

Nikki Thompson, City Attorney

Chapter 5.04

BUSINESS LICENSES*

Sections:

5.04.010 Definitions.

5.04.020 Purposes.

5.04.030 License fees.

5.04.035 Fee exemption.

5.04.040 Procedure for obtaining license.

5.04.050 Examinations of business premises.

5.04.055 Fire inspection certificates.

5.04.060 Penalties.

5.04.070 Additional remedies.

5.04.080 License—Compliance—Revocation.

5.04.090 License—Needed for defense.

5.04.100 Home occupation business.

5.04.320 Repealed.

5.04.330 Unpaid license fee.

5.04.360 Exemptions.

5.04.380 Publishers.

5.04.420 Duties of the city clerk.

* Prior ordinance history: 373, 376, 391, 403, 509, 595, 598, 605, 865, 880, 948, 949, 950, 960, 966, 972 and 978.

5.04.010 Definitions.

The following terms when used in this chapter shall have the meanings designated below:

A. “Person” means all individuals, partnerships, domestic and foreign corporations, associations, syndicates, joint ventures, and societies transacting and carrying on any business in the city of Sedro-Woolley, Washington.

B. Engaging in Business.

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1. The term “engaging in business” means commencing, conducting, or continuing in business, and also the exercise of corporate or franchise powers, as well as liquidating a business when the liquidators thereof hold themselves out to the public as conducting such business.
2. This section sets forth examples of activities that constitute engaging in business in the city, and establishes safe harbors for certain of those activities so that a person who meets the criteria may engage in de minimis business activities in the city without having to pay a business license fee. The activities listed in this section are illustrative only and are not intended to narrow the definition of “engaging in business” in subsection (B)(1) of this section. If an activity is not listed, whether it constitutes engaging in business in the city shall be determined by considering all the facts and circumstances and applicable law.
3. Without being all-inclusive, any one of the following activities conducted within the city by a person, or its employee, agent, representative, independent contractor, broker or another acting on its behalf, constitutes engaging in business and requires a person to register and obtain a business license:
 - a. Owning, renting, leasing, maintaining, or having the right to use, or using, tangible personal property, intangible personal property, or real property permanently or temporarily located in the city.
 - b. Owning, renting, leasing, using, or maintaining, an office, place of business, or other establishment in the city.
 - c. Soliciting sales.
 - d. Making repairs or providing maintenance or service to real or tangible personal property, including warranty work and property maintenance.
 - e. Providing technical assistance or service, including quality control, product inspections, warranty work, or similar services on or in connection with tangible personal property sold by the person or on its behalf.
 - f. Installing, constructing, or supervising installation or construction of, real or tangible personal property.
 - g. Soliciting, negotiating, or approving franchise, license, or other similar agreements.
 - h. Collecting current or delinquent accounts.
 - i. Picking up and transporting tangible personal property, solid waste, construction debris, or excavated materials.
 - j. Providing disinfecting and pest control services, employment and labor pool services, home nursing care, janitorial services, appraising, landscape architectural services, security system

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services, surveying, and real estate services including the listing of homes and managing real property.

k. Rendering professional services such as those provided by accountants, architects, attorneys, auctioneers, consultants, engineers, professional athletes, barbers, baseball clubs and other sports organizations, chemists, consultants, psychologists, court reporters, dentists, doctors, detectives, laboratory operators, teachers, veterinarians.

l. Meeting with customers or potential customers, even when no sales or orders are solicited at the meetings.

m. Training or recruiting agents, representatives, independent contractors, brokers or others, domiciled or operating on a job in the city, acting on its behalf, or for customers or potential customers.

n. Investigating, resolving, or otherwise assisting in resolving customer complaints.

o. In-store stocking or manipulating products or goods, sold to and owned by a customer, regardless of where sale and delivery of the goods took place.

p. Delivering goods in vehicles owned, rented, leased, used, or maintained by the person or another acting on its behalf.

4. If a person, or its employee, agent, representative, independent contractor, broker or another acting on the person's behalf, engages in no other activities in or with the city but the following, it need not register and obtain a business license:

a. Meeting with suppliers of goods and services as a customer.

b. Meeting with government representatives in their official capacity, other than those performing contracting or purchasing functions.

c. Attending meetings, such as board meetings, retreats, seminars, and conferences, or other meetings wherein the person does not provide training in connection with tangible personal property sold by the person or on its behalf. This provision does not apply to any board of director member or attendee engaging in business such as a member of a board of directors who attends a board meeting.

d. Renting tangible or intangible property as a customer when the property is not used in the city.

e. Attending, but not participating in, a trade show or multiple vendor events. Persons participating at a trade show shall review the city's trade show or multiple vendor event ordinances.

f. Conducting advertising through the mail.

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- g. Soliciting sales by phone from a location outside the city.
- 5. A seller located outside the city merely delivering goods into the city by means of common carrier is not required to register and obtain a business license; provided, that it engages in no other business activities in the city. Such activities do not include those in subsection (B)(4) of this section.

The city expressly intends that engaging in business include any activity sufficient to establish nexus for purposes of applying the license fee under the law and the Constitutions of the United States and the state of Washington. Nexus is presumed to continue as long as the taxpayer benefits from the activity that constituted the original nexus generating contact or subsequent contacts.

- 6. Engaging in business does not include:
 - a. Vendors in a temporary bazaar or community fair, including mobile vendors, for which a master license has been given to the sponsor thereof.
 - b. Rental or lease of real property by an owner; provided, that the owner of any structure on real property shall obtain a fire inspection certificate for each property from the Sedro-Woolley fire department if required by this chapter; and provided, that any business on the property shall, if otherwise required by Section [5.40.030](#), obtain a business license. Rentals with added services, including but not limited to hotels, motels, storage facilities, and bed and breakfasts, shall obtain a business license.
 - c. Minors engaged in babysitting, newspaper delivery, lemonade stands, lawn mowing, and similar activities.
 - d. Farmers selling their own produce.

C. “Mobile vending” or “mobile vendors” means sales of services and/or merchandise including food that occurs at or in a mobile vehicle, cart, trailer or similar vehicle that can be moved from location to location, but not including, however, the following:

- 1. Mobile vending that occurs during and as a part of community events, which include Founders’ Day, Blast from the Past, Loggerodeo, 4th of July, Thanksgiving, City of Lights Festival, and such other events as the city council may from time to time designate.
- 2. Mobile vending on private property when invited by the property owner for the limited purpose of serving the business and employees of the business on private property (for example, the mobile food vendor being invited to serve a manufacturing company’s employees).
- 3. Mobile vending on public streets provided the following conditions are met: (a) the vehicle must be legally parked and cannot use more than a single designated parking space; (b) the vehicle or cart may not obstruct any street or sidewalk for the passage of other vehicles or pedestrians or result in noncompliance with the Americans with Disabilities Act as Amended

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(ADAAA); (c) the vehicle must not operate in a single location for more than ten minutes at a time. For purposes of this section, one location is defined as one city block (for example, the ice cream truck selling ice cream and frozen novelties from block to block).

4. “Open air vending,” which means the sales of services and/or merchandise including food that occurs at a table or other temporary location that is an integral extension of an already existing permanently sheltered business. Open air vending does not include garage sales.

5. Mobile vending which occurs as part of a special event as defined in Chapter [12.44](#).

D. The agent or agents of a nonresident proprietor engaged in a business for which a license is required by this chapter shall be liable for the payment of the fee thereon as herein provided and for the penalties for failure to pay the same or to comply with the provisions of this chapter to the extent and with like effect as if such agent or agents were themselves proprietors.

E. “Extension vending” means sales of services and/or merchandise including food that occurs at or in a mobile vehicle, cart, trailer or similar vehicle that can be moved from location to location but is licensed to vend in a single, fixed location that provides access for employees and customers to plumbed restroom facilities and tables and chairs.

F. “Director” means the finance director of the city of Sedro-Woolley. (Ord. [1904-18](#) §§ 1, 2, 2018; Ord. [1882-17](#) § 1, 2017; Ord. [1726-11](#) § 1, 2011; Ord. [1721-11](#) § 1 (part), 2011: Ord. [1422-02](#) § 1, 2002: Ord. [1192](#) § 1 (part), 1993)

5.04.020 Purposes.

A. To provide revenue for municipal planning, policing, and regulatory purposes and to provide revenue to pay for the necessary expense required to issue the license for and to regulate the businesses licensed.

B. The license fees levied by this chapter shall be independent and separate from any permit fees now or hereafter required of any person to engage in any business by any ordinance of the city, regulating any business herein required to be licensed, and all such businesses shall remain subject to the regulatory provisions of any such ordinances or ordinances now or hereinafter in effect, and the persons engaged in all such businesses shall be liable for the payment of any license fees for which provision has been made herein.

C. The levy or collection of a license fee upon any business shall not be construed to be a license or permit of the city to the person engaged therein to engage therein, in the event such business shall be unlawful, illegal, or prohibited by the ordinances of the city or the laws of the state or the United States. (Ord. [1721-11](#) § 1 (part), 2011: Ord. [1192](#) § 1 (part), 1993)

5.04.030 License fees.

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A. No person shall engage in business in the city without first having applied for, paid for and obtained the license therefor for the current year, as provided herein, and without having first complied with any and all applicable provisions of this chapter.

B. Regulatory Business License. Each person engaged in the following businesses in the city shall pay an annual basic license fee as indicated below:

1. Businesses, clubs or societies selling or serving beer, wine and/or spirits, operating under license or authority of the Washington State Liquor and Cannabis Board, an annual license fee as listed in the master fee schedule adopted by resolution of the city council.

2. Pawnbrokers. An annual license fee as listed in the master fee schedule adopted by resolution of the city council and no person shall be issued a license to operate as a pawnbroker unless he or she possesses the following qualifications:

a. Is at least twenty-one years of age;

b. Is a resident of the state of Washington for at least six months prior to filing application;

c. Has not been convicted of any offense involving moral turpitude or intent to defraud or any property crime, within three years prior to the time of application.

i. When an application for a license to operate as a pawnbroker, duly signed and notarized, and accompanied by required information, has been received by the police chief, he shall investigate the statements contained therein and may obtain such other information concerning the applicant's character, integrity, personal habits, past conduct and general suitability to maintain a pawnshop within the city.

ii. Each application for a pawnbroker's license shall be accompanied by a complete set of fingerprints of the applicant, utilizing a fingerprint form provided by the city police department.

iii. All applications shall become null and void after sixty days from the date of filing if the application for any reason is denied or is not obtained by the applicant.

3. Mobile Vendors. An annual license fee as listed in the master fee schedule adopted by resolution of the city council and compliance with the following requirements:

a. Mobile vending is allowed on private property when invited by the property owner. If the mobile vendor serves food, it must not be located within one hundred feet of an existing restaurant without the restaurant owner's consent; and

b. Mobile vending is allowed on public streets provided the following conditions are met: (i) the vehicle must be legally parked and cannot use more than a single designated parking space; (ii) the vehicle or cart may not obstruct any street or sidewalk for the passage of other vehicles or pedestrians or result in noncompliance with the Americans with Disabilities Act, as amended

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(ADA); (iii) the vehicle must not operate in a single location for more than ten minutes at a time. For purposes of this section, one location is defined as one city block; and

c. Nothing in this section shall relieve any person who is operating as a mobile vendor from compliance with all other requirements of the Sedro-Woolley Municipal Code, including, but not limited to, for example, zoning, sewer, and mandatory solid waste service requirements.

4. Taxicabs.

a. An annual license fee as listed in the master fee schedule adopted by resolution of the city council and no taxicab license or driver's permit shall be issued to any person who:

i. Has been convicted of an offense of such a nature to indicate that he or she is unfit to hold a license or a permit;

ii. Is guilty of committing two or more offenses for which mandatory revocation of driver's license is provided by law;

iii. Has been convicted of manslaughter resulting from the operation of a motor vehicle or convicted of negligent homicide;

iv. Is intemperate or addicted to the use of narcotics.

b. Any license or permit issued may be revoked if the holder is found guilty of the above-mentioned disabilities or physically or mentally unfit upon complaint of the police chief or a committee of the city council designated for that purpose by the council as a whole, at which hearing the holder or licensee may appear and be heard on his own behalf.

c. No person may be issued a taxicab license or driver's permit within one year after his conviction in any local, state, or federal court or authority, of the violation of any ordinance or law pertaining to the sale or possession of alcoholic beverages, and any license or permit issued shall be revoked for one year upon the conviction of the holder of a violation of local, state, or federal ordinances, laws, or regulations pertaining to the sale or possession of alcoholic beverages.

d. The payment of such license fee shall permit the owner or operator to operate as many taxicabs under one license as he may desire.

e. Nothing herein contained shall prevent the operator of a taxicab licensed to operate in another city or town or within this or other county, from entering and leaving the city for picking up or depositing passengers in the usual course of business.

5. Extension Vendors. An annual license fee as listed in the master fee schedule adopted by resolution of the city council per location and compliance with the following requirements:

a. Extension vending is allowed only on private property when invited by the property owner; and

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b. Nothing in this section shall relieve any person who is operating as an extension vendor from compliance with all other requirements of this code, including, but not limited to, for example, zoning, sewer, and mandatory solid waste service requirements.

6. Businesses growing, processing or selling marijuana operating under license or authority of the Washington State Liquor and Cannabis Board, an annual license fee as listed in the master fee schedule adopted by resolution of the city council.

C. General Business License. All persons engaged in business in the city not included in regulatory or nonprofit business license sections shall pay an annual basic license fee as listed in the master fee schedule adopted by resolution of the city council.

D. Nonprofit Business License. Businesses and organizations which have IRS 501(c)(3) nonprofit tax status, for activities within the scope of their IRS 501(c)(3) purpose, are exempted from any fees in this chapter; however, they are not exempted from registering with the city of Sedro-Woolley; provided, that:

1. The organization shall provide proof of IRS 501(c)(3) status;
2. The activity shall not include the sale of food, beverages, cigarettes or gambling; and
3. The owner of property used for this exempt purpose shall obtain a fire inspection certificate if required by this chapter.

E. The license required by this chapter shall have a term as established by the state of Washington BLS, in cooperation with the city.

F. Each branch establishment or separate location of a business conducted by any person shall, for the purpose thereof, be a separate business and subject to the license therefor provided for herein.

G. If any person be engaged in operating or carrying on in the city more than one business, then such person shall pay the license herein prescribed for as many of said businesses as are carried on by such person.

H. A change of physical location of a business inside the city will require approval by the city before business may commence at the new location, and may require the filing of a new master business application. (Ord. [2023-22](#) § 1, 2022; Ord. [2013-22](#) § 10, 2022; Ord. [1904-18](#) § 4, 2018; Ord. [1882-17](#) § 2, 2017; Ord. [1721-11](#) § 1 (part), 2011; Ord. [1422-02](#) § 2, 2002; Ord. [1408-01](#) § 1, 2001; Ord. [1192](#) § 1 (part), 1993)

5.04.035 Fee exemption.

For purposes of the license by this chapter, any person or business whose annual value of products, gross proceeds of sales, or gross income of the business in the city is equal to or less than two thousand dollars and who does not maintain a place of business within the city, shall

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submit a business license registration to the director or designee. The threshold does not apply to regulatory license requirements or activities that require a specialized permit. (Ord. [1904-18](#) § 3, 2018)

5.04.040 Procedure for obtaining license.

A. All licenses shall be issued and renewed by the State of Washington Department of Revenue Business Licensing Service (BLS). Building and fire inspections and approvals must be issued before an initial business license is issued. All licenses and permits are subject to revocation at any time by the council for cause.

B. Application for the business license shall be made by submitting a completed master business application, and any appropriate addenda forms to the BLS, in cooperation with the city. Said application shall be accompanied by payment of all respective license fees due for that application and the BLS application handling fee.

C. No license issued to do business within the limits of the city shall be transferable. Only the individuals to whom the license is issued shall be eligible to operate on that license.

D. All persons operating on or doing business under license issued by the Business Licensing Service shall, at all times, keep such license either on their person or properly displayed while so operating within the city limits.

E. Issuance of a business license shall not relieve the applicant from the need to comply with all other applicable city ordinances. (Ord. [1721-11](#) § 1 (part), 2011: Ord. [1192](#) § 1 (part), 1993)

5.04.050 Examinations of business premises.

City officials shall have the authority to investigate and examine all places of business licensed or subject to license under this chapter at any reasonable time for the purpose of determining whether such place of business is complying with the provisions of this chapter. (Ord. [1721-11](#) § 1 (part), 2011: Ord. [1192](#) § 1 (part), 1993)

5.04.055 Fire inspection certificates.

A. The owner of nonresidential, commercial, industrial, or multifamily residential structures on real property shall obtain a fire inspection certificate for each property from the Sedro-Woolley fire department.

B. For purposes of this chapter, multifamily residential rental property shall be defined as a building containing three or more dwelling units or a single dwelling unit in a building used primarily for nonresidential purposes. Hotel, motel, and “bed and breakfast” facilities shall be considered commercial facilities.

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C. The owner of the real property shall be primarily responsible for obtaining the fire inspection certificate; however, the tenant or lessee may obtain the fire inspection certificate for the owner, as the owner's agent. (Ord. [1721-11](#) § 1 (part), 2011: Ord. [1422-02](#) § 3, 2002)

5.04.060 Penalties.

A. Failure to renew the license on or before the expiration date established by the Business Licensing Service may result in the charge of a delinquent renewal penalty or the cancellation of the license. If a license is cancelled, filing of a new master business application, payment of all appropriate fees and reapproval by the city may be required in order to continue conducting business in the city.

B. Nothing herein contained shall be taken or construed as vesting any right in any license as a contract obligation on the part of the city as to the amount of the fee hereunder. Other or additional taxes or fees and the fees herein provided for may be increased or decreased and additional or other fees provided for and levied in any and all instances at any time by the city.

C. The conviction of any person for violation of any of the provisions of this chapter shall not operate to relieve such person from paying any fee or penalty thereupon for which such person shall be liable, nor shall the payment of any such fee be a bar to or prevent prosecution in the city court of any complaint for the violation of any of the provisions of this chapter.

D. All persons, firms and corporations who perform labor, services and construction within the city (as provided in Rule II, WAC [458-20-145](#)), shall report the city "Location Code Number 2908" on their sales/excise tax returns to the state of Washington Department of Revenue. On any violation hereof, the amount of local sales and use taxes due the city shall be paid to the city by the violator, together with a penalty of one hundred percent in addition to all other penalties, fines and remedies provided in this chapter. (Ord. [1721-11](#) § 1 (part), 2011: Ord. [1670-10](#) § 2, 2010; Ord. [1192](#) § 1 (part), 1993)

5.04.070 Additional remedies.

A. In addition to the penalties provided in this chapter and as separate and distinct remedies, the city may sue in any court of competent jurisdiction to obtain a judgment and enforce collection thereof by execution for any license fee or tax due under this chapter.

B. The city may seek an injunction prohibiting a person from engaging in any unlicensed business.

C. In any action or suit authorized by this section, the city, if it prevails, shall recover a reasonable attorney's fee to be set by the court, in addition to its costs and disbursements. (Ord. [1721-11](#) § 1 (part), 2011: Ord. [1192](#) § 1 (part), 1993)

5.04.080 License—Compliance—Revocation.

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Every license shall be taken and held subject to all of the ordinances and police regulations of the city existing at the time of the issuance thereof, and also subject to revocation by the city council at their discretion at any time upon refunding the price paid, proportionately for the unexpired term of such license; and upon conviction of any license for the violation of any ordinance regulating the licensed business, the city council shall have power to revoke the license without notice and without repayment of the unearned portion of the license fee, whereupon the license shall be forfeited. The conditions contained in this section shall constitute a part of each license issued by the city. (Ord. [1721-11](#) § 1 (part), 2011: Ord. [1192](#) § 1 (part), 1993)

5.04.090 License—Needed for defense.

Upon the trial of any action brought for the violation of any license ordinance of the city, the defendant shall be deemed not to have procured or have in force the required license unless he produces such license in court and proves that the same has been properly issued and the fee therefor paid, and in any such action the fact that the defendant has represented himself as engaging in any business or calling for which a license is required shall be conclusive evidence of the liability of the defendant to pay for such license and procure the issuance thereof. (Ord. [1721-11](#) § 1 (part), 2011: Ord. [1192](#) § 1 (part), 1993)

5.04.100 Home occupation business.

A business owner intending to conduct business from a residence located within the city must provide proof of residency within the city and obtain approval per Chapter [17.68](#). The proof of residency and home occupation permit application must be filed directly with the city separate from the master business application submitted to the Business Licensing Service, and must be received and approved by the city before the business license application can be approved. (Ord. [1721-11](#) § 1 (part), 2011)

5.04.320 Public utilities.

Repealed by Ord. [1721-11](#). (Ord. [1192](#) § 1 (part), 1993)

5.04.330 Unpaid license fee.

Any license fee or tax which shall become due and owing to the city, whether imposed by this chapter or any other license ordinance, shall constitute and remain an indebtedness due and owing to the city until paid and the same may be collected in any civil action. (Ord. [1192](#) § 1 (part), 1993)

5.04.360 Exemptions.

Any person paying a business and occupation tax to the city under the terms of Ordinance No. 382, or under the terms of future ordinances of the city shall be exempt from the payment of any license or tax under this chapter during the year or years covered by such other ordinances. (Ord. [1192](#) § 1 (part), 1993)

5.04.380 Publishers.

Publishers of newspapers, periodicals or any other publications, may, in lieu of procuring any license provided for in this chapter, pay to the city a sum of money equal in amount of the appropriate license fee set forth in Section [5.04.030](#), and upon payment thereof, shall be exempt from the requirements of this chapter, such exemption to apply for one calendar year, and to be renewable from year to year upon additional payment of the sum. (Ord. [1367-00](#) § 1, 2000: Ord. [1192](#) § 1 (part), 1993)

5.04.420 Duties of the city clerk.

The city clerk shall keep full and accurate records of all funds received under the provisions of this chapter. Upon receipt of any license fee or penalties collected under the provisions of this chapter, he shall deposit the same with the city treasurer to the credit of the current expense fund.

It shall be the duty of the city clerk to require all parties engaging in any business activity to procure such license, and should there be any license fee not paid by any person, it shall be the duty of the city clerk to enforce collection thereof in the manner provided in this chapter. (Ord. [1192](#) § 1 (part), 1993)



City Council Agenda Item

Agenda Item No.: m.3.

Date: June 11, 2025

From: Kelly Kohnken, Finance Director / City Clerk

Subject: Property Tax Increase Limit - Resolution 1163-25 - 1st Read

RECOMMENDED ACTION:

Motion to continue the property tax increase limit item as a resolution, instead of an ordinance as previously addressed by the City Council.

BACKGROUND/SUMMARY INFORMATION:

"In Washington, property tax increases are not based on the increasing value of properties but rather on the amount of the property taxes assessed in the previous year. Each year's levy may be increased by no more than 1% unless the public votes for a greater increase (commonly called a "levy lid lift") or the jurisdiction used banked capacity." - MRSC

House Bill 2049, "an act relating to investing in the state's paramount duty to fund K-12 education and build strong and safe communities by modifying the state and local property tax authority and adjusting the school funding formula..." Embedded in the original version of the bill was a proposal to modify the property tax increase limit from 1% to 3%. The bill was amended to remove this section.

Current state law limits property tax increases to 1%.

The following motion was made on April 9, 2025 before the modifications to HB 2049, "A motion made by Councilmember Henderson and seconded by Councilmember Lavacca to request the staff write up an ordinance that the cap on our tax will remain at 1%. Motion carried (7-0)."

The following motion was made on May 28, 2025, at the Finance and Information Technology Committee meeting. "A motion made by Councilmember Henderson and seconded by Councilmember Diamond to recommend to the full City Council continuing the property tax increase limit item as a resolution, instead of an ordinance as previously addressed by the City Council."

A second read of the attached resolution is planned for June 25, 2025.

FISCAL IMPACT, IF APPROPRIATE:

2025 Property Tax Levy - Council approved without 1%.

Description	Amount
Prior Year Regular Levy	4,860,891
Prior Year Exemptions	25,426
1%	48,863
New Construction	141,808
Refund Levy	17,880
Total Budgeted Levy	5,094,868

Without 1%	5,046,005
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ATTACHMENTS:

1. Resolution 1163-25_Property Tax Increase Limit

RESOLUTION NO. 1163-25

**A RESOLUTION OF THE CITY OF SEDRO-WOOLLEY REGARDING PROPERTY
TAX INCREASE LIMITATION ABOVE ONE PERCENT**

WHEREAS, Washington State property tax increases are not based on the increasing value of properties but rather on the amount the property taxes assessed in the previous year. Each year's levy may be increased by no more than one percent (1%) unless the public votes for a greater increase (commonly called a "levy lid lift"), and

WHEREAS, the Washington State House Bill 2049 original proposed to modify the property tax limit increase from one percent (1%) to three percent (3%), and

WHEREAS, the House Bill 2049 was revised to remove the modification in property tax limit increase from one percent (1%) to three percent (3%), and

WHEREAS, current Washington State law limits property tax increase to one percent (1%), and

WHEREAS, property tax increases above one percent (1%) could negatively affect affordability and economic growth for residents and the community.

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

The City Council does not support a property tax increase limit above one percent (1%) without a public vote.

PASSED by majority vote of the members of the Sedro-Woolley City Council this 25th day of June 2025.

Julia Johnson, Mayor

Attest:

Kelly Kohnken, Finance Director

Approved as to form:

Nikki Thompson, City Attorney



City Council Agenda Item

Agenda Item No.: m.4.

Date: June 11, 2025

From: Kelly Kohnken, Finance Director / City Clerk

Subject: 2025 Budget Amendment No. 2 - Ordinance 2101-25 - Action Requested

RECOMMENDED ACTION:

Motion to approve Ordinance 2101-25 amending the 2025 budget.

BACKGROUND/SUMMARY INFORMATION:

The City passed the 2025-2026 biennial budget in November 2024. At the May 28, 2025 council meeting a motion to approve the 2025 Budget Amendment No. 1, Ordinance 2098-25 with the removal of the HR Manager position, IT Workstation Support Specialist, and construction of an additional Finance Department office. The motion was made by Councilmember Diamond and seconded by Councilmember Henderson. Motion passed 4-2 by Councilmembers Henderson, Kesti, Loy, and Diamond, opposed Councilmember Burns and Cocke.

There was a request for the HR position to be brought at the next council meeting with the full seven-member council. There was consensus on this topic from the remaining council members.

Request: 0.5 FTE Part-Time HR Analyst to 1.0 FTE Full-Time HR Manager.

FTE Authorization: This requests increases the authorized FTE count from 108 FTE to 108.5 FTE.

Budget Impact: Budget neutral. Excluding one-time costs, the first 2025 budget amendment reduced costs in the General Fund by \$84,163. The 2025 budget impact from moving from a full year of 0.5 FTE Part-Time HR Analyst to a half year of 1.0 FTE Full-Time HR Manager is \$29,900.

Industry Standard:

- AWC: In March of 2024, the city pulled information from the Association of Washington Cities (AWC) 2023 Salary and Benefits Survey. We pulled cities with populations between 10,000 and 25,000, totaling 42 cities/towns. Of the 42 Washington cities pulled, Sedro-Woolley is one of two that does not have either a human resource director/manager or a dedicated HR professional (HR Analyst, Coordinator, Generalist).
- AFSCME Comparables: Of the eight comparable cities used for the AFSCME labor negotiations (Airway Heights, Anacortes, Ferndale, Lynden, Shelton, Stanwood, Yelm, and Steilacoom) all but the Town of Steilacoom have at least one HR professional.
- AFSCME Comparables: The City's salary range for HR professionals is in line with our

comparables.

Recruitment:

The City has performed two rounds of recruitment for the Part-Time HR Analyst. During those two rounds, the city reviewed 98 applications, offered 17 interviews, and interviewed four candidates. In the first round, the city hired a candidate qualified as an HR Analyst/Generalist, who was later terminated. In the second round, the city offered the position to a candidate qualified as an HR Manager, they later declined the offer.

HR Analyst vs. HR Manager:

An HR Analyst generally works under an HR Manager or Director. Their focus is on data analysis and reporting. An HR Manager oversees the day-to-day HR functions, develops and implements HR policies, and manages employee relations.

With the City's complex workforce, including five labor groups (non-represented, AFSCME, Fire, Police Commissioned, Police Support), the City needs an experienced HR Manager for the following:

- Recruiting
- Onboarding
- Training
- Developing and implementing HR policies
- Ensuring compliance with labor laws and regulations
- Employee benefit administration
- Managing employee relations
- Tracking performance and performance reviews
- Conflict resolution
- Disciplinary action
- Assist with labor negotiations
- Offboarding

FISCAL IMPACT, IF APPROPRIATE:

Budget neutral. Excluding one-time costs, the first 2025 budget amendment reduced costs in the General Fund by \$84,163. The 2025 budget impact from moving from a full year of 0.5 FTE Part-Time HR Analyst to a half year of 1.0 FTE Full-Time HR Manager is \$29,900.

ATTACHMENTS:

1. 2025 Budget Amendment No. 2_Ordinance 2101-25
2. 2025_Differences
3. 2025_Summary of Amend No. 1
4. 2025_FTE Count
5. Human Resources Professionals Wa Cities_by FTE_3.29.2024
6. HR Manager Position Information_2025.05.14
7. 2025_GF_Proposed Budget_2025.05.29
8. COSW HR Manager

ORDINANCE NO. 2101-25

AN ORDINANCE AMENDING ORDINANCE 2098-25 AMENDING THE BUDGET FOR THE CITY OF SEDRO-WOOLLEY, WASHINGTON, FOR FISCAL YEAR 2025.

WHEREAS, the Sedro-Woolley City Council has determined that it is in the best interest of the City to amend the 2025 budget.

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

Section 1. Year 2025 of the 2025-2026 Biennial Budget, adopted by Ordinance 2028-24, and passed by the City Council on November 26, 2024, and amended by Ordinance 2098-25 and passed by the City Council on May 28, 2025, is hereby amended as set forth in this Ordinance.

Section 2. Estimated revenues and expenditures, including fund balance for each separate fund of the City of Sedro-Woolley, and aggregated totals for all such funds combined, for the 2025 are set forth in summary form below, and are hereby appropriated at the fund level as set forth in Appendix A.

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR THIS 11th DAY OF JUNE 2025.

ATTEST:

Julia Johnson, Mayor

Kelly Kohnken, Finance Director

APPROVED AS TO FORM:

Nikki Thompson, City Attorney

APPENDIX A

		2025		
Fund	Description	Budgeted Revenues	Budgeted Expenditures	Excess (Deficit)
001	Current Expense Fund	15,011,844	14,635,920	375,924
002	Fire Reserve Fund	272,776	-	272,776
003	Special Projects Fund	-	801,913	(801,913)
101	Parks & Facilities Fund	4,617,550	4,577,301	40,249
102	Cemetery Fund	244,500	243,208	1,292
103	Street Fund	1,195,483	1,171,667	23,816
104	Arterial Street Fund	4,464,624	4,682,588	(217,964)
105	Library Fund	440,131	440,131	0
106	Cemetery Endowment	1,500	52,000	(50,500)
108	Lodging Tax Fund	35,000	55,500	(20,500)
109	Special Investigation Fund	1,000	1,000	-
112	Code Enforcement Fund	-	-	-
114	Law Enforcement Sales	746,461	746,461	-
115	Strategic Reserve	-	-	-
116	Affordable Housing	14,000	-	14,000
117	Housing and Related Services	275,000	-	275,000
118	National Opioid Settlement	5,000	22,000	(17,000)
189	American Rescue Plan Act	-	-	-
205	2008 G/O Bond Fund	148,000	147,321	679
206	G/O Bond 2008 Reserve	-	-	-
301	1st 1/4% Real Estate Excise Tax Fund	305,000	638,235	(333,235)
302	2nd 1/4% Real Estate Excise Tax Fund	305,000	638,235	(333,235)
303	Building Maintenance Reserve	2,200	-	2,200
304	Transportation Benefit District	225,000	122,824	102,176
310	Police Mitigation Reserve Fund	12,000	-	12,000
311	Parks Impact Fee Reserve Fund	215,000	501,000	(286,000)
312	Fire Impact Fee Reserve Fund	45,000	-	45,000
314	Transportation Impact Fee Reserve Fund	145,000	127,187	17,813
401	Sewer Operations Fund	5,823,400	5,721,758	101,642
410	Sewer Capital Projects	813,900	748,093	65,807
412	Solid Waste Operations	4,222,000	3,920,290	301,710
413	Solid Waste Reserve Fund	126,000	-	126,000
425	Stormwater Operations	1,116,160	1,047,990	68,170
426	Stormwater Reserve Fund	-	-	-
501	Equipment Replacement Fund	1,875,372	1,364,505	510,867
505	Public Works Facility Fund	255,030	253,250	1,780
635	Municipal Court Trust	203,500.00	203,500	-
	Total	43,162,431.17	42,863,877.00	298,554.17

2025 Budget Amendment No. 2 Changes

Summarize changes from the 2025 Budget Amendment No. 1 to the 2025 Budget Amendment No. 2

Fund	Description	Revenues			Expenditures			Notes
		Current Budget - Amendment 1	Budget Amendment No. 2	Difference	Current Budget - Amendment 1	Budget Amendment No. 2	Difference	
001	Current Expense Fund	15,011,844	15,011,844	-	14,635,920	14,665,820	29,900	0.5 FTE Part-Time HR Analyst to 1.0 FTE Full-Time HR Manager
002	Fire Reserve Fund	272,776	272,776	-	-	-	-	
003	Special Projects Fund	-	-	-	801,913	801,913	-	
101	Parks & Facilities Fund	4,617,550	4,617,550	-	4,577,301	4,577,301	-	
102	Cemetery Fund	244,500	244,500	-	243,208	243,208	-	
103	Street Fund	1,195,483	1,195,483	-	1,171,667	1,171,667	-	
104	Arterial Street Fund	4,464,624	4,464,624	-	4,682,588	4,682,588	-	
105	Library Fund	440,131	440,131	-	440,131	440,131	-	
106	Cemetery Endowment Fund	1,500	1,500	-	52,000	52,000	-	
108	Lodging Tax Fund	35,000	35,000	-	55,500	55,500	-	
109	Special Investigation Fund	1,000	1,000	-	1,000	1,000	-	
112	Code Enforcement Fund	-	-	-	-	-	-	
114	Law Enforcement Sales Tax	746,461	746,461	-	746,461	746,461	-	
115	Strategic Reserve	-	-	-	-	-	-	
116	Affordable Housing	14,000	14,000	-	-	-	-	
117	Housing and Related Services	275,000	275,000	-	-	-	-	
118	National Opioid Settlement	5,000	5,000	-	22,000	22,000	-	
189	American Rescue Plan Act	-	-	-	-	-	-	
205	2008 G/O Bond Fund	148,000	148,000	-	147,321	147,321	-	
206	G/O Bond 2008 Reserve Fund	-	-	-	-	-	-	
301	1st 1/4% Real Estate Excise Tax Fund	305,000	305,000	-	638,235	638,235	-	
302	2nd 1/4% Real Estate Excise Tax Fund	305,000	305,000	-	638,235	638,235	-	
303	Building Maintenance Reserve	2,200	2,200	-	-	-	-	
304	Transportation Benefit District	225,000	225,000	-	122,824	122,824	-	
310	Police Mitigation Reserve Fund	12,000	12,000	-	-	-	-	
311	Parks Impact Fee Reserve Fund	215,000	215,000	-	501,000	501,000	-	
312	Fire Impact Fee Reserve Fund	45,000	45,000	-	-	-	-	
314	Transportation Impact Fee Reserve Fund	145,000	145,000	-	127,187	127,187	-	
401	Sewer Operations Fund	5,823,400	5,823,400	-	5,721,758	5,721,758	-	
410	Sewer Capital Projects Fund	813,900	813,900	-	748,093	748,093	-	
412	Solid Waste Operations Fund	4,222,000	4,222,000	-	3,920,290	3,920,290	-	
413	Solid Waste Reserve Fund	126,000	126,000	-	-	-	-	
425	Stormwater Operations Fund	1,116,160	1,116,160	-	1,047,990	1,047,990	-	
426	Stormwater Reserve Fund	-	-	-	-	-	-	

501	Equipment Replacement Fund	1,875,372	1,875,372	-	1,364,505	1,364,505	-	
505	Public Works Facility Fund	255,030	255,030	-	253,250	253,250	-	
635	Municipal Court Trust	203,500	203,500	-	203,500	203,500	-	
	Total	43,162,431	43,162,431	-	42,863,877	42,893,777	29,900	

Summary of 2025 Budget Amendment No. 1

Below outlines the budget cuts made in the General Fund in the first 2025 budget amendment.

General Fund Expenditures Revised in 2025 Budget Amendment No. 1	
Description	Added to Budget (Removed)
Salary / Benefits Calculation Adjustment	(193,500.00)
Bank Fees	4,000.00
Professional Services: Ambulance Billing GEMT Training	(6,000.00)
HR Reductions	(13,500.00)
Engineering Travel	(1,500.00)
Labor Negotiation Projections	121,000.00
Canine	(7,000.00)
Police Tuition/Registration	(5,000.00)
Paramedic Overtime	(15,000.00)
EMT Overtime	(15,000.00)
Department of Emergency Management	40,500.00
NW Air Pollution	6,837.00
Total	(84,163.00)

Additional One-Time Costs	
One-Time Costs - Pre-Authorized by Council	
Olmsted Park	352,946.00
Additional One-Time Costs	
Jail Stabilization	23,884.00
Window Privacy Film	15,000.00
Sally Gate	85,000.00
Total	476,830.00



FTE Count for the 2025 Budget

When fully staffed the City has an employee head count of 137 employees, including volunteer firefighter and excluding elected officials, and 108.5 FTE. Full-time equivalent, or FTE, measures the total amount of full-time employees working at the City. It is a way of adding up the hours of full-time, part-time and various other types of employees into measurable 'full-time' units.

Updated 5.29.2025

Summary	
ALL DEPARTMENTS	
Department	FTE
Judicial	1.50
Executive	1.00
Human Resources	1.00
Finance	6.34
Info Tech	2.00
Planning and Comm Dev	2.64
Engineering	2.71
Law Enforcement	27.50
Fire / EMS	27.16
Protective Inspections	2.17
Parks	4.98
Cemetery	0.72
Street	3.07
Sewer	11.94
Solid Waste	8.36
Storm	3.31
ERR	1.10
Park Caretakers	1.00
Total FTE	108.50

Checkfigure

108.50

Adjustment

0.5 FTE Part-Time HR Analyst to 1.0 FTE Full-Time HR Manager

Full-Time
Part-Time
New Position
Adjustment
Vacant

DETAIL				DETAIL			
ALL CITY DEPARTMENTS - EXCLUDING PUBLIC SAFETY				PUBLIC SAFETY			
Department	Current Title	Name	Total FTE	Department	Current Title	Name	Total FTE
Non-Reps	Court Clerk	Struthers, Linda	1.00	Police	Police Chief	McIlraith, Daniel	1.00
Non-Reps	PT: Court Clerk	Felix, Cleotilde	0.50	Police	Police Lieutenant	Sorsdal, Heather	1.00
Non-Reps	City Administrator	Bush, Charles	1.00	Police	Police Sergeant	Carroll, Zachary	1.00
Finance	Accounting Technician (Payroll)	Goss, Jeanine K	1.00	Police	Police Sergeant	Eaton, Paul	1.00
Finance	Accounting Technician (Utility Billing)	Roth, Ami	1.00	Police	Police Sergeant	Lowe, Derick	1.00
Finance	Deputy City Clerk	Mynatt, Serena R	1.00	Police	Police Sergeant	McCombs, Austin	1.00
Finance	Accounting Technician	Wolf, Trina L	1.00	Police	Police Officer	Bass, Seth	1.00
Finance	EMS Billing Clerk	Messer, Rachel A	1.00	Police	Police Officer	Cook, Noah	1.00
Finance	PT: Public Records Officer	Capanna, Sarah	0.50	Police	Police Officer	Fortuna, Ruben	1.00
Finance	PT: Accounting Technician	Capanna, Sarah	0.50	Police	Police Officer - Detective	Foster-Lambright, Keira	1.00
Non-Reps	Finance Director	Kohnken, Kelly	1.00	Police	Police Officer	Baxin, Zihumara	1.00
Non-Reps	IT Director	Tovar Cano, Woody	1.00	Police	Police Officer	Humbert, Rachael	1.00
Non-Reps	IT System Integration Analyst	Saint, Thomas	1.00	Police	Police Officer	McGaughey, Harrison	1.00
Non-Reps	Community Development Director	Glover, Thomas	1.00	Police	Police Officer	Hilton, Hoster	1.00
Non-Reps	Planner	McGowan, Nicole	1.00	Police	Police Officer	VACANT	1.00
Non-Reps	Assistant Planner	Sandoval Oaks, Ashton	1.00	Police	Police Officer	VanDam, Isaiah	1.00
Non-Reps	HR Manager	VACANT	1.00	Police	Police Officer	Velthuisen, Cody	1.00



Human Resource Professionals in Washington Cities

SORT BY: AUTHORIZED FTE

The below information was pulled from the Association of Washington Cities (AWC) 2023 Salary and Benefits Survey. We pulled cities with populations between 10,000 and 25,000, totalling 42 cities/towns (including City of Sedro-Woolley). We reviewed the data for human resource position and reviewed websites or reached out to entities when information was not available through AWC.

Conclusion: Of the 42 Washington cities with populations between 10,000 and 25,000, Sedro-Woolley is one of two that does not have either a human resource director/manager or a dedicated HR professional (HR analyst, specialist, coordinator, generalist). Four other cities have HR director/managers that also work as the city clerks or deputy clerks.

Data not available through AWC, instead pulled from website and entity contacts

Organization	Population	Assessed value	Assessed value per capita	Regular levy amount	Sales tax revenue	Full-Time employees	Part-Time	Authorized FTEs	Job title 1	Job title 2	Job title 3	Notes
City of Newcastle	13,610	4,476,359,526	328,902	5,970,355	1,859,808	26	1	27	City Clerk/ HR Director			
City of Edgewood	13,590	2,734,641,110	201,225	2,131,619	1,985,903	29	-	29	City Clerk/HR Director			
City of Woodinville	13,830	5,084,732,880	367,660	3,653,815	8,723,264	44	1	47				"The City of Woodinville does not have a dedicated HR professional. The HR duties are allocated between the Assistant to the City Manager and myself (Executive Assistant). However, I will be retiring at the end of the year and just had a meeting this morning about replacing my position with an HR Assistant." - Brensa Eriksen
City of Lake Forest Park	13,660	4,042,996,814	295,973	3,388,584	1,685,723	47	10	50	Human Resources Director			
City of East Wenatchee	14,210	1,574,347,337	110,792	1,857,311	4,890,597	51	1	53	Human Resource Generalist			
City of Snohomish	10,330	1,976,299,139	191,316	1,299,000	5,670,088	57	-	57	Human Resource Manager			
City of Yelm	10,770	1,225,883,801	113,824	1,559,024	3,146,990	68	-	72	Human Resource Specialist	Human Resources Director		
City of Ridgefield	15,180	2,656,557,619	175,004	1,925,237	4,182,864	63	3	75	HR Coordinator	HR Analyst		
City of DuPont	10,180	2,213,541,968	217,440	1,982,121	1,557,853	68	4	76	HR Director		Analyst	
City of Ferndale	16,330	2,324,817,102	142,365	1,932,235	4,085,174	79	3	80	City Clerk/Human Resources Manager			
City of Kelso	12,750	1,217,533,016	95,493	1,608,789	3,880,066	79	2	81	Administrative Programs Manager/Human Resources			
City of Washougal	17,490	2,719,425,503	155,485	4,971,846	3,242,757	78	-	81	HR Director/Risk Manager			
City of Covington	21,600	3,650,151,172	168,988	3,055,360	6,424,299	61	5	82	Human Resources Manager			
City of Cheney	13,160	855,755,127	65,027	2,529,221	1,996,188	92	6	93	Deputy Clerk/HR & Benefit Specialist			
City of Shelton	10,420	937,444,461	89,966	2,212,547	2,968,997	92	2	94	Senior Human Resource Analyst	Human Resource Technician		
City of West Richland	17,840	1,912,835,792	107,222	2,724,041	2,107,440	91	1	94	HR Manager			
City of Battle Ground	21,910	3,024,694,829	138,051	3,684,016	5,496,386	90	1	95	Human Resources Manager			
City of Lynden	16,520	2,563,276,903	155,162	3,637,386	3,729,689	91	3	97	Human Resource Director			
City of Port Orchard	17,480	2,503,880,075	143,243	3,182,907	7,783,763	87	3	100	Human Resources Director	Human Resources Specialist		
City of Port Townsend	10,330	2,218,242,100	214,738	3,324,792	3,054,244	81	11	101	Human Resources Manager			
City of Sedro-Woolley	12,900	1,408,721,472	109,203	2,948,079	2,367,783	95	43	106.5	Accounting Clerk / HR Assistant			
City of Poulsbo	12,400	2,393,713,298	193,041	2,810,708	5,493,477	106	4	108	HR Manager			
City of Enumclaw	13,090	2,212,340,961	169,010	2,454,879	4,249,570	119	5	117	Human Resources Manager			
City of Gig Harbor	13,060	3,900,971,821	298,696	3,208,700	8,953,080	108	2	120	Human Resources Director	HR Generalist		
City of Snoqualmie	14,500	4,035,543,499	278,313	8,414,196	2,925,699	118	3	125	HR Analyst	Human Resources		
City of Sumner	10,800	4,283,202,012	396,593	4,258,173	9,149,857	119	3	127	Human Resources Manager			Per website Human Resource Manager Adrienne McNeilly.
City of Mountlake Terrace	23,810	4,154,980,609	174,506	4,618,674	4,268,727	113	12	130	Human Resource Manager			Per the website Human Resources Manager Leslie Choate.
City of Fife	11,150	3,196,778,714	286,707	3,529,703	12,017,964	118	39	132	Human Resources Director	Human Resources Analyst		
City of Monroe	20,590	3,395,678,937	164,919	3,469,175	6,641,984	130	10	135	HR Director			
City of Arlington	21,740	3,669,525,566	168,791	2,750,000	9,851,963	133	-	136	Human Resource Director	Human Resources/Deputy City Clerk		Per website, Human Resource Director Shawn Friang.
City of Mukilteo	21,590	6,009,246,123	278,335	5,763,077	3,400,761	121	7	138	Human Resources Manager			
City of Sunnyside	16,530	1,057,486,191	63,974	2,476,462	3,731,205	124		145	Human Resources Generalist			

City of Bonney Lake	23,250	4,111,070,430	176,820	3,467,720	8,208,245	137	5	155	Human Resources Manager	HR Generalist		
									HUMAN RESOURCES			
City of Centralia	18,400	1,820,601,513	98,946	1,057,398	4,239,241	154	9	158	DIRECTOR/RISK MANAGER	PAYROLL/HR ANALYST	HR ASSISTANT	
City of Oak Harbor	24,780	2,526,249,219	101,947	4,605,453	5,031,754	133	4	168	Human Resources Director	HR Specialist-Payroll	Analyst-Labor	
City of Aberdeen	17,080	1,330,694,169	77,909	3,134,644	5,270,575	181		188	Human Resources Director			
											Human Resources Specialist	
City of Ellensburg	20,900	2,096,467,949	100,309	3,413,985	6,242,500	157	13	213	Human Resources Director			
City of Anacortes	18,020	4,758,505,751	264,068	5,523,241	6,033,290	211	16	221	Human Resources Assistant	HR & LR Director		
City of Port Angeles	20,240	2,418,910,414	119,511	4,896,443	4,753,779	262	5	267	Human Resources Manager	HR Specialist		
City of Tukwila	22,780	7,986,365,586	350,587	17,242,581	20,429,656	288	60	310	Administrative Services/Chief	Analyst		
City of Airway Heights	11,280	846,290,758	75,026	1,468,367	2,830,700	73	83		HR Specialist			
City of Liberty Lake	13,150	2,319,974,709	176,424	2,927,099	5,746,197	75	5		Human Resources Manager			

Each year, AWC conducts a comprehensive survey of the salaries and benefits provided to employees in Washington's cities and counties. The survey is an important AWC service as it provides city and county officials with comparable data to assist them in determining wages and benefits for their staff. AWC conducted the 2021 Salary and Benefits Survey this spring and we've just released the results.

The data is available to AWC member cities, AWC associate members, and counties.

With nearly 85% participation (236 of 281 cities and towns, and 35 or 39 counties), the information provided by the survey results will be valuable for upcoming city budget planning.



Full-Time HR Manager Position Information

Data provided at the request of a councilmember.

Placeholder Positions

Non-Represented

Schedule for Non-Represented Staff Revised to Only Include HR Positions Approved by Council on February 12, 2025										
Grade/Step	Position	1	2	3	4	5	6	7	8	9
122	HUMAN RESOURCE ANALYST	39.55	40.74	41.96	43.22	44.08	44.96	45.64	46.32	47.02
		3,427.54	3,530.38	3,636.29	3,745.42	3,820.29	3,896.67	3,955.13	4,014.50	4,074.71
		6,855.08	7,060.75	7,272.58	7,490.83	7,640.58	7,793.33	7,910.25	8,029.00	8,149.42
		82,261.00	84,729.00	87,271.00	89,890.00	91,687.00	93,520.00	94,923.00	96,348.00	97,793.00
127	HUMAN RESOURCE MANAGER	49.86	51.35	52.89	54.48	55.57	56.68	57.53	58.40	59.27
		4,321.08	4,450.71	4,584.21	4,721.75	4,816.17	4,912.50	4,986.21	5,060.96	5,136.88
		8,642.17	8,901.42	9,168.42	9,443.50	9,632.33	9,825.00	9,972.42	10,121.92	10,273.75
		103,706.00	106,817.00	110,021.00	113,322.00	115,588.00	117,900.00	119,669.00	121,463.00	123,285.00

2024 Human Resource Professional Comparables

Data from the eight comparables cities (Airway Heights, Anacortes, Ferndale, Lyndenm Shelton, Stanwood, Yelm, Steilacoom) used for AFSCME labor negotiations for the 2024 contract. With the addition of City of Burlington.

2024 - City of Burlington

HR Manager	Hourly	47.53	48.72	49.94	51.19	52.72	54.30	55.93	57.61	59.05	60.53
	Semi-Monthly	4,119.42	4,222.40	4,327.96	4,436.16	4,569.24	4,706.32	4,847.51	4,992.94	5,117.76	5,245.70
	Monthly	8,238.83	8,444.80	8,655.92	8,872.32	9,138.49	9,412.64	9,695.02	9,985.87	10,235.52	10,491.41
	Annual	98,865.96	101,337.61	103,871.05	106,467.83	109,661.86	112,951.72	116,340.27	119,830.48	122,826.24	125,896.89

2024 - City of Anacortes

HR Generalist	Hourly	36.14	37.59	39.09	40.66	42.28	43.97	45.73			
	Semi-Monthly	3,132.38	3,257.68	3,387.99	3,523.50	3,664.44	3,811.02	3,963.46			
	Monthly	6,264.77	6,515.36	6,775.97	7,047.01	7,328.89	7,622.05	7,926.93			
	Annual	75,177.18	78,184.27	81,311.64	84,564.11	87,946.67	91,464.54	95,123.12			
HR Manager	Hourly	47.16	49.04	51.01	53.05.00	55.17	57.38	59.67			
	Semi-Monthly	4,087.05	4,250.53	4,420.55	4,597.37	4,781.27	4,972.52	5,171.42			
	Monthly	8,174.10	8,501.06	8,841.10	9,194.75	9,562.54	9,945.04	10,342.84			
	Annual	98,089.17	102,012.74	106,093.25	110,336.98	114,750.46	119,340.48	124,114.10			

2024 - City of Shelton

HR Manager	Hourly	40.98	43.20	45.35	47.62	49.05	50.52	52.03	53.59	55.20
	Semi-Monthly	3,551.76	3,743.99	3,930.46	4,126.97	4,250.73	4,378.25	4,509.57	4,644.84	4,784.21
	Monthly	7,103.52	7,487.97	7,860.91	8,253.94	8,501.46	8,756.49	9,019.14	9,289.69	9,568.42
	Annual	85,242.27	89,855.68	94,330.97	99,047.22	102,017.53	105,077.92	108,229.71	111,476.23	114,821.06

2024 - City of Yelm

	Hourly	33.34	34.37	35.43	36.49	37.63	38.82			
	Semi-Monthly	2,889.14	2,978.65	3,070.58	3,162.50	3,261.35	3,364.50			

HR Specialist	Monthly	5,778.27	5,957.30	6,141.15	6,324.99	6,522.69	6,729.00
	Annual	69,339.24	71,487.60	73,693.80	75,899.88	78,272.28	80,748.00
HR Director	Hourly	54.55	56.24	57.98	59.78	61.63	63.58
	Semi-Monthly	4,727.32	4,873.88	5,024.98	5,180.72	5,341.36	5,510.00
	Monthly	9,454.64	9,747.75	10,049.95	10,361.43	10,682.71	11,020.00
	Annual	113,455.68	116,973.00	120,599.40	124,337.16	128,192.52	132,240.00

2024 - City of Mount Vernon

HR Analyst	Hourly	38.63	40.17	41.78	43.45	45.19	47.00	48.86	50.83
	Semi-Monthly	3,347.71	3,481.63	3,620.88	3,765.71	3,916.33	4,073.00	4,235.92	4,405.33
	Monthly	6,695.42	6,963.25	7,241.75	7,531.42	7,832.67	8,146.00	8,471.83	8,810.67
	Annual	80,345.00	83,559.00	86,901.00	90,377.00	93,992.00	97,752.00	101,662.00	105,728.00
HR Director	Hourly	66.07	68.71	71.46	74.32	77.29	80.38	83.59	86.94
	Semi-Monthly	5,725.71	5,954.75	6,192.92	6,440.67	6,698.29	6,966.21	7,244.83	7,534.67
	Monthly	11,451.42	11,909.50	12,385.83	12,881.33	13,396.58	13,932.42	14,489.67	15,069.33
	Annual	137,417.00	142,914.00	148,630.00	154,576.00	160,759.00	167,189.00	173,876.00	180,832.00

2024 - City of Ferndale

Administrative Services Director	Hourly	52.90
	Semi-Monthly	4,585.00
	Monthly	9,170.00
	Annual	110,040.00

Administrative Services Director - Position actions as City Clerk and HR Manager

2024 - City of Lynden

		Minimum	Maximum
HR Coordinator	Hourly	26.77	34.93
	Semi-Monthly	2,319.93	3,027.50
	Monthly	4,639.86	6,055.00
	Annual	55,678.32	72,660.00
HR Director	Hourly	48.44	63.21
	Semi-Monthly	4,198.50	5,478.09
	Monthly	8,397.00	10,956.18
	Annual	100,764.00	131,474.16

2024 - City of Airway Heights

Human Resource Specialist	Hourly	34.36
	Semi-Monthly	2,978.00
	Monthly	5,956.00
	Annual	71,472.00

2024 - City of Stanwood

		Minimum	Maximum
Human Resource Manager	Hourly	55.81	63.43
	Semi-Monthly	4,837.00	5,497.50
	Monthly	9,674.00	10,995.00
	Annual	116,088.00	131,940.00

2025 PROPOSED BUDGET CHANGES

City Of Sedro-Woolley

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001 Current Expense Fund

Revenues	Original	Proposed	Difference	Remarks
310 Taxes				
311 10 00 001 General Property Taxes	1,684,373.00	1,684,373.00	0.00	100.0%
311 10 00 005 General Property Taxes - Proposition 1	1,172,224.00	1,172,224.00	0.00	100.0%
313 11 00 000 Retail Sales & Use Tax	2,128,370.00	2,128,370.00	0.00	100.0%
313 15 00 006 Sales Tax - Public Safety - City's Portion	250,770.00	250,770.00	0.00	100.0%
313 27 00 000 Affordable Housing Sales And Use Tax	0.00	0.00	0.00	0.0%
313 71 00 000 Criminal Justice Funding	387,690.00	387,690.00	0.00	100.0%
316 40 00 001 Utility Tax on Potable Water	227,910.00	227,910.00	0.00	100.0%
316 41 00 000 Utility Tax On Electricity	791,377.00	791,377.00	0.00	100.0%
316 43 00 000 Utility Tax On Natural Gas	386,604.00	386,604.00	0.00	100.0%
316 46 00 000 Utility Tax On Cable	156,132.00	156,132.00	0.00	100.0%
316 47 00 000 Utility Tax On Telephone	40,659.00	40,659.00	0.00	100.0%
316 49 31 000 Utility Tax On Stormwater	103,000.00	103,000.00	0.00	100.0%
316 49 35 000 Utility Tax On Sewer	503,070.00	503,070.00	0.00	100.0%
316 49 37 000 Utility Tax On Solid Waste	400,000.00	400,000.00	0.00	100.0%
316 81 00 000 Gambling Tax	60,460.00	60,460.00	0.00	100.0%
317 20 00 000 Leasehold Excise Tax	95,394.00	95,394.00	0.00	100.0%
318 11 00 000 Admissions Tax	10,379.00	10,379.00	0.00	100.0%
310 Taxes	8,398,412.00	8,398,412.00	0.00	100.0%
320 Licenses & Permits				
321 10 00 000 Speciality Business Licenses	2,183.00	2,183.00	0.00	100.0%
321 91 00 000 Franchise Fees	123,726.00	123,726.00	0.00	100.0%
321 99 00 000 General Business Licenses	59,827.00	59,827.00	0.00	100.0%
322 10 01 000 Planning Permits	7,416.00	7,416.00	0.00	100.0%
322 10 02 000 Engineering Permits	11,517.00	11,517.00	0.00	100.0%
322 10 03 000 Building Permits	311,622.00	311,622.00	0.00	100.0%
322 10 04 000 Fire Permits	8,874.00	8,874.00	0.00	100.0%
322 90 00 000 Gun Permits	9,220.00	9,220.00	0.00	100.0%
322 90 10 000 Garage Sale Permits	0.00	0.00	0.00	0.0%

2025 PROPOSED BUDGET CHANGES

City Of Sedro-Woolley

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001 Current Expense Fund

Revenues	Original	Proposed	Difference	Remarks
320 Licenses & Permits				
320 Licenses & Permits	534,385.00	534,385.00	0.00	100.0%
330 Intergovernmental Revenues				
331 16 60 000 DOJ Grant - Bulletproof Vest Program	0.00	0.00	0.00	0.0%
331 97 00 000 DHS - FEMA Assistance To Firefighters Grant	0.00	0.00	0.00	0.0%
332 90 00 000 Medicaid - GEMT Program	0.00	0.00	0.00	0.0%
332 92 10 000 COVID-19 Non-Grant Assistance	0.00	0.00	0.00	0.0%
332 93 40 000 GEMT Payment Program - Medicare	425,000.00	425,000.00	0.00	100.0%
333 11 00 001 Federal Indirect Grant From Department Of Commerce	0.00	0.00	0.00	0.0%
333 16 58 800 STOP Grant	0.00	0.00	0.00	0.0%
333 20 60 000 Traffic Safety Grant - WASPC	0.00	0.00	0.00	0.0%
333 20 61 600 Traffic Safety - Misc	0.00	0.00	0.00	0.0%
333 66 00 000 Ecology Grant - Planning	0.00	0.00	0.00	0.0%
333 97 00 522 Federal Indirect Grant From Department Of Homeland Security	0.00	0.00	0.00	0.0%
334 00 10 000 Legislature & Its Committees	0.00	0.00	0.00	0.0%
334 00 30 000 Secretary Of State - Technology Grant	0.00	0.00	0.00	0.0%
334 00 80 001 State Direct/Indirect Grant From Department Of Licensing - WA Fed of Animal	0.00	0.00	0.00	0.0%
334 01 10 001 State Direct/Indirect Grant From Criminal Justice Training Commission	5,000.00	5,000.00	0.00	100.0%
334 01 20 000 State Grant From Other Judicial Agencies	0.00	0.00	0.00	0.0%
334 01 80 517 State Grants - State Direct/Indirect Grant From Military Department - Cybersecurity	0.00	0.00	0.00	0.0%
334 03 10 001 Grant From Department Of Ecology	0.00	0.00	0.00	0.0%

2025 PROPOSED BUDGET CHANGES

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001 Current Expense Fund

Revenues	Original	Proposed	Difference	Remarks
330 Intergovernmental Revenues				
334 04 20 001 State Direct/Indirect Grant From Department Of Commerce	250,000.00	250,000.00	0.00	100.0%
334 04 60 000 DSHS CSEC Grant	0.00	0.00	0.00	0.0%
334 04 90 000 Health Dept - Trauma Grant	0.00	0.00	0.00	0.0%
334 05 10 001 State Direct/Indirect Grant From Office Of Superintendent Of Public Instruction (OSPI)	0.00	0.00	0.00	0.0%
334 06 90 000 L&I Stay At Work Grant	0.00	0.00	0.00	0.0%
336 00 98 001 City Assistance	74,012.00	74,012.00	0.00	100.0%
336 00 99 000 Streamlined Mitigation Pmts	0.00	0.00	0.00	0.0%
336 06 20 000 MVET Criminal Justice-Hi Crime	0.00	0.00	0.00	0.0%
336 06 21 000 MVET Criminal Justice-Pop	5,232.00	5,232.00	0.00	100.0%
336 06 26 000 Criminal Justice Special Pro	18,312.00	18,312.00	0.00	100.0%
336 06 26 001 LE & CJ Legislative One Time Cost	0.00	0.00	0.00	0.0%
336 06 41 001 Marijuana Enforcement	0.00	0.00	0.00	0.0%
336 06 42 001 Marijuana Excise Tax	37,124.00	37,124.00	0.00	100.0%
336 06 51 000 MVET Criminal - DUI	1,000.00	1,000.00	0.00	100.0%
336 06 94 000 Liquor Excise Tax	85,805.00	85,805.00	0.00	100.0%
336 06 95 000 Liquor Board Profits	96,400.00	96,400.00	0.00	100.0%
337 20 00 000 Skagit Co Economic Development	0.00	0.00	0.00	0.0%
337 26 00 000 EMS Levy Fees - Skagit County	1,625,794.00	1,625,794.00	0.00	100.0%
337 26 00 522 Local Grant - EMS Discretionay	0.00	0.00	0.00	0.0%
337 30 00 000 Administrative Office Of The Court	0.00	0.00	0.00	0.0%
330 Intergovernmental Revenues	2,623,679.00	2,623,679.00	0.00	100.0%
340 Charges For Goods & Services				
341 22 00 000 District/Municipal Court Civil Filings	0.00	0.00	0.00	0.0%
341 32 02 000 District/Municipal Court Records Services	0.00	0.00	0.00	0.0%

2025 PROPOSED BUDGET CHANGES

City Of Sedro-Woolley

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001 Current Expense Fund

Revenues	Original	Proposed	Difference	Remarks
340 Charges For Goods & Services				
341 33 02 000 Reimbursement Of Warrant Costs	1,577.00	1,577.00	0.00	100.0%
341 33 03 000 Administration Fee Collected	4,709.00	4,709.00	0.00	100.0%
341 43 01 000 NSF/Garnishment Fees	0.00	0.00	0.00	0.0%
341 70 00 000 Address Signs	2,111.00	2,111.00	0.00	100.0%
341 70 00 001 Land Use Signs	338.00	338.00	0.00	100.0%
341 81 00 000 Copying, Postage, Envelopes	4,996.00	4,996.00	0.00	100.0%
341 91 00 000 Election Candidate Filing	0.00	0.00	0.00	0.0%
341 94 00 000 Purchasing Services	3,191.00	3,191.00	0.00	100.0%
342 10 00 000 Law Enforcement Services	43,816.00	43,816.00	0.00	100.0%
342 10 00 001 Dog Fees	2,663.00	2,663.00	0.00	100.0%
342 10 00 002 Breathalyzer Fees	0.00	0.00	0.00	0.0%
342 21 00 000 Fire Control Services	1,147.00	1,147.00	0.00	100.0%
342 21 00 001 Fire Training Center Fees	4,443.00	4,443.00	0.00	100.0%
342 21 00 002 Fire Protection FD#8	567,000.00	567,000.00	0.00	100.0%
342 21 00 003 Fire Protection Payment	0.00	0.00	0.00	0.0%
342 21 00 004 Fire Protection EMS	0.00	0.00	0.00	0.0%
342 21 00 005 Fire Training Hub Reimb-Skagit County	21,512.00	21,512.00	0.00	100.0%
342 21 00 006 EMS Ambulance Equalization	0.00	0.00	0.00	0.0%
342 30 00 000 Criminal Conviction Fees	1,846.00	1,846.00	0.00	100.0%
342 33 00 000 Adult Probation Charges	4,953.00	4,953.00	0.00	100.0%
342 40 02 000 Engineering Inspections	24,240.00	24,240.00	0.00	100.0%
342 40 03 000 Building Inspections	21,543.00	21,543.00	0.00	100.0%
342 40 04 000 Fire Inspections	4,048.00	4,048.00	0.00	100.0%
342 50 00 000 Disaster Preparation Services	0.00	0.00	0.00	0.0%
342 60 00 000 Fire Transport Fees	926,114.00	926,114.00	0.00	100.0%
342 60 00 001 Transport Billing Fees - City Of Burlington	43,000.00	43,000.00	0.00	100.0%
345 83 00 001 Planning Review Fees	11,591.00	11,591.00	0.00	100.0%
345 83 00 002 Engineering Review Fees	11,354.00	11,354.00	0.00	100.0%
345 83 00 003 Building Review Fees	322,207.00	322,207.00	0.00	100.0%
345 83 00 004 Fire Review Fees	2,819.00	2,819.00	0.00	100.0%
345 83 00 005 Hearing Examiner Fees	492.00	492.00	0.00	100.0%

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001 Current Expense Fund

Revenues	Original	Proposed	Difference	Remarks
340 Charges For Goods & Services				
345 83 00 006 Late Charges for Review and Permit Fees	0.00	0.00	0.00	0.0%
345 85 00 001 GMA Impact Fees (School) DO NOT USE!	0.00	0.00	0.00	0.0%
340 Charges For Goods & Services	2,031,710.00	2,031,710.00	0.00	100.0%
350 Fines & Penalties				
352 30 00 000 Proof Of Motor Veh Insurance	0.00	0.00	0.00	0.0%
353 10 00 000 Traffic Infraction Penalties	18,379.00	18,379.00	0.00	100.0%
353 70 00 000 Non-traf Infr Penalties	1,372.00	1,372.00	0.00	100.0%
353 70 00 003 Code Enforcement - Bldg	13,251.00	13,251.00	0.00	100.0%
354 00 00 000 Civil Parking Infr Penalties	0.00	0.00	0.00	0.0%
354 00 01 000 Parking In Handicapped Space	0.00	0.00	0.00	0.0%
355 20 00 000 Driving Under Infl Fines	2,903.00	2,903.00	0.00	100.0%
355 80 00 000 Other Criminal Traffic Fines	4,372.00	4,372.00	0.00	100.0%
356 90 00 000 Other Crim Non-traffic Fines	1,958.00	1,958.00	0.00	100.0%
357 33 00 000 Public Defense Cost	737.00	737.00	0.00	100.0%
357 37 00 000 Sheriffs Services	0.00	0.00	0.00	0.0%
350 Fines & Penalties	42,972.00	42,972.00	0.00	100.0%
360 Interest & Other Earnings				
361 11 00 001 Investment Interest	700,000.00	700,000.00	0.00	100.0%
361 30 00 001 Gains (Losses) On Investments	0.00	0.00	0.00	0.0%
361 40 00 001 Sales Interest	13,164.00	13,164.00	0.00	100.0%
361 40 01 001 Court/Collections Interest	0.00	0.00	0.00	0.0%
362 00 00 000 Short Term Rental-Other	4,383.00	4,383.00	0.00	100.0%
362 50 00 000 Food Bank Lease	1,500.00	1,500.00	0.00	100.0%
367 00 00 000 Contrib/Donation-Private	0.00	0.00	0.00	0.0%
367 00 00 001 Wellness	0.00	0.00	0.00	0.0%
367 15 00 000 AWC Wellness Grant	0.00	0.00	0.00	0.0%
367 20 00 000 Contribution-Board Of Volunteers FF	0.00	0.00	0.00	0.0%

2025 PROPOSED BUDGET CHANGES

City Of Sedro-Woolley

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001 Current Expense Fund

Revenues	Original	Proposed	Difference	Remarks
360 Interest & Other Earnings				
369 10 00 001 Sale Of Surplus	3,819.00	3,819.00	0.00	100.0%
369 30 00 001 Confiscated And Forfeited	0.00	0.00	0.00	0.0%
Property				
369 40 00 000 Other Judgments & Settlement	0.00	0.00	0.00	0.0%
369 81 00 000 Cash Adjustment-Cashier	0.00	0.00	0.00	0.0%
369 82 00 000 Court Overpayments	0.00	0.00	0.00	0.0%
369 91 00 000 Miscellaneous Income	8,000.00	8,000.00	0.00	100.0%
369 91 00 001 Public Records Request Income	0.00	0.00	0.00	0.0%
360 Interest & Other Earnings	730,866.00	730,866.00	0.00	100.0%
380 Non Revenues				
381 10 00 104 Loan Repayment from Arterial Street	541,320.00	541,320.00	0.00	100.0%
381 10 41 000 Loan From Sewer Reserve	0.00	0.00	0.00	0.0%
388 10 00 001 Prior Period Adjustment	0.00	0.00	0.00	0.0%
388 80 00 000 Prior Year Correction	0.00	0.00	0.00	0.0%
389 30 00 001 DO NOT USE - Sign Deposit	0.00	0.00	0.00	0.0%
389 30 12 001 DO NOT USE - State Court	0.00	0.00	0.00	0.0%
Receipts				
389 30 15 001 DO NOT USE - County Crime Vic Witness Pro	0.00	0.00	0.00	0.0%
389 30 24 001 DO NOT USE - State Surcharge/Building Code Fees Collected	0.00	0.00	0.00	0.0%
380 Non Revenues	541,320.00	541,320.00	0.00	100.0%
390 Other Financing Sources				
395 10 00 000 Sale Of Fixed Assets	0.00	0.00	0.00	0.0%
395 20 00 000 Insurance Recoveries	0.00	0.00	0.00	0.0%
390 Other Financing Sources	0.00	0.00	0.00	0.0%

397 Interfund Transfers

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001 Current Expense Fund

Revenues	Original	Proposed	Difference	Remarks
397 Interfund Transfers				
397 00 00 104 Arterial Streets Transfer	0.00	0.00	0.00	0.0%
397 00 00 230 1996 Go Bond Redempt	0.00	0.00	0.00	0.0%
Fund-closeout				
397 00 00 310 Police SEPA Transfer	0.00	0.00	0.00	0.0%
397 00 00 312 Fire Impact Fee Transfer	0.00	0.00	0.00	0.0%
397 00 00 401 Sewer Transfer - IDCA	0.00	0.00	0.00	0.0%
397 00 00 412 Solid Waste Transfer - IDCA	0.00	0.00	0.00	0.0%
397 00 00 425 Stormwater Transfer - IDCA	0.00	0.00	0.00	0.0%
397 00 01 108 Hotel Motel - Wayfinder Signs	0.00	0.00	0.00	0.0%
397 00 01 115 Transfer-in City Council Strategic	0.00	0.00	0.00	0.0%
Reserve Fund 115				
397 00 01 118 Transfer In - Opioid Settlement	7,000.00	7,000.00	0.00	100.0%
397 00 01 303 Building Maintenance Transfer	0.00	0.00	0.00	0.0%
397 00 01 305 Transfer In from Library	0.00	0.00	0.00	0.0%
Construction 305				
397 00 01 313 Public Safety Sales Tax Transfer -	0.00	0.00	0.00	0.0%
ERR Reimb				
397 00 02 189 Transfer In from ARPA	0.00	0.00	0.00	0.0%
397 00 02 302 2nd 1/4% REET Transfer	0.00	0.00	0.00	0.0%
397 00 03 000 Transfers-In - Special Projects	101,500.00	101,500.00	0.00	100.0%
397 00 03 301 1st 1/4% REET Transfer	0.00	0.00	0.00	0.0%
397 00 06 103 Transfers In from 103	0.00	0.00	0.00	0.0%
397 Interfund Transfers	108,500.00	108,500.00	0.00	100.0%
398 Insurance Recoveries				
398 10 00 001 Insurance Recoveries	0.00	0.00	0.00	0.0%
398 Insurance Recoveries	0.00	0.00	0.00	0.0%
Fund Revenues:	15,011,844.00	15,011,844.00	0.00	100.0%
Expenditures	Original	Proposed	Difference	Remarks

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001 Current Expense Fund

Expenditures	Original	Proposed	Difference	Remarks
511 Legislative				
511 60 49 090 ICA-Support Allocation	(20,044.00)	(20,044.00)	0.00	100.0%
001 Indirect Cost Allocation	(20,044.00)	(20,044.00)	0.00	100.0%
511 60 11 000 Salaries-City Council	42,000.00	42,000.00	0.00	100.0%
511 60 21 001 Industrial Insurance	100.00	100.00	0.00	100.0%
511 60 22 001 Social Security	4,000.00	4,000.00	0.00	100.0%
511 60 24 001 Unemployment	100.00	100.00	0.00	100.0%
511 60 26 050 Washington Sick Leave	100.00	100.00	0.00	100.0%
060 Legislative Services	46,300.00	46,300.00	0.00	100.0%
511 30 34 000 Code Book	0.00	0.00	0.00	0.0%
511 60 31 000 Supplies	500.00	500.00	0.00	100.0%
511 60 31 001 Legal Publications	8,000.00	8,000.00	0.00	100.0%
511 60 42 000 Communications	100.00	100.00	0.00	100.0%
511 60 43 000 Travel	500.00	500.00	0.00	100.0%
511 60 43 010 Annual Retreat	500.00	500.00	0.00	100.0%
511 60 49 000 Training	1,000.00	1,000.00	0.00	100.0%
070 Services & Charges	10,600.00	10,600.00	0.00	100.0%
514 40 41 000 Election Costs	8,000.00	8,000.00	0.00	100.0%
514 90 41 000 Voter Registration Costs	21,500.00	21,500.00	0.00	100.0%
080 Election Services	29,500.00	29,500.00	0.00	100.0%
594 11 64 000 Equipment (AV Upgrade)	0.00	0.00	0.00	0.0%
090 Capital Expenditures	0.00	0.00	0.00	0.0%
511 Legislative	66,356.00	66,356.00	0.00	100.0%
512 Judicial				
512 50 11 000 Salaries	118,000.00	118,000.00	0.00	100.0%
512 50 13 000 Overtime	0.00	0.00	0.00	0.0%
512 50 21 001 Industrial Insurance	700.00	700.00	0.00	100.0%
512 50 22 001 Social Security	9,000.00	9,000.00	0.00	100.0%

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Expenditures	Original	Proposed	Difference	Remarks
512 Judicial				
512 50 23 001 Pers Retirement	11,000.00	11,000.00	0.00	100.0%
512 50 24 001 Unemployment	300.00	300.00	0.00	100.0%
512 50 25 001 Medical/Dental/Vision	11,000.00	11,000.00	0.00	100.0%
512 50 26 050 Washington Sick Leave	200.00	200.00	0.00	100.0%
512 50 28 000 Employee Wellness	0.00	0.00	0.00	0.0%
050 Court Services	150,200.00	150,200.00	0.00	100.0%
512 50 31 000 Supplies	3,000.00	3,000.00	0.00	100.0%
512 50 31 001 Publications	0.00	0.00	0.00	0.0%
512 50 41 000 Professional Services	3,000.00	3,000.00	0.00	100.0%
512 50 41 001 District Court Surcharge	13,201.00	13,201.00	0.00	100.0%
512 50 41 010 Municipal Court Judge	55,000.00	55,000.00	0.00	100.0%
512 50 41 020 Municipal Court Prob.	18,000.00	18,000.00	0.00	100.0%
512 50 41 030 Community Court Agreement	7,800.00	7,800.00	0.00	100.0%
512 50 41 031 Blake Decision Expenditures	0.00	0.00	0.00	0.0%
512 50 41 040 Language Interpreter	12,000.00	12,000.00	0.00	100.0%
512 50 41 050 Security Services	12,000.00	12,000.00	0.00	100.0%
512 50 42 010 Postage	1,300.00	1,300.00	0.00	100.0%
512 50 42 020 Telephone	700.00	700.00	0.00	100.0%
512 50 43 000 Meals/Travel	100.00	100.00	0.00	100.0%
512 50 46 000 Insurance & Bonds	1,604.00	1,604.00	0.00	100.0%
512 50 48 000 Repair/Maintenance	500.00	500.00	0.00	100.0%
512 50 49 000 Tuition/Registration	300.00	300.00	0.00	100.0%
512 50 49 010 Dues/Subscriptions	250.00	250.00	0.00	100.0%
512 50 49 020 Jury/Witness Fees	500.00	500.00	0.00	100.0%
080 Services & Charges	129,255.00	129,255.00	0.00	100.0%
594 12 64 000 Office Equipment	500.00	500.00	0.00	100.0%
912 Capital Expenditures	500.00	500.00	0.00	100.0%
512 Judicial	279,955.00	279,955.00	0.00	100.0%

513 Executive

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001 Current Expense Fund

Expenditures	Original	Proposed	Difference	Remarks
513 Executive				
513 10 49 090 ICA-Support Allocation	(98,077.00)	(98,077.00)	0.00	100.0%
001 Indirect Cost Allocation	(98,077.00)	(98,077.00)	0.00	100.0%
513 10 11 000 Salaries	213,000.00	213,000.00	0.00	100.0%
513 10 13 000 Overtime	0.00	0.00	0.00	0.0%
513 10 21 001 Industrial Insurance	600.00	600.00	0.00	100.0%
513 10 22 001 Social Security	17,000.00	17,000.00	0.00	100.0%
513 10 23 001 Pers Retirement	17,000.00	17,000.00	0.00	100.0%
513 10 24 001 Unemployment	500.00	500.00	0.00	100.0%
513 10 25 001 Medical/Dental/Vision	20,000.00	20,000.00	0.00	100.0%
513 10 26 050 Washington Sick Leave	400.00	400.00	0.00	100.0%
513 10 28 000 Employee Wellness	500.00	500.00	0.00	100.0%
010 Executive Office	269,000.00	269,000.00	0.00	100.0%
513 10 30 006 Arts Commission	0.00	0.00	0.00	0.0%
513 10 31 000 Supplies	500.00	500.00	0.00	100.0%
513 10 41 000 Professional Services-Other	3,000.00	3,000.00	0.00	100.0%
513 10 41 001 Professional Services-HR	0.00	0.00	0.00	0.0%
513 10 41 005 Professional Services-Lobbyist	0.00	0.00	0.00	0.0%
513 10 42 000 Communication	0.00	0.00	0.00	0.0%
513 10 42 020 Telephone	3,000.00	3,000.00	0.00	100.0%
513 10 43 000 Meals/Travel	2,500.00	2,500.00	0.00	100.0%
513 10 44 009 Senior Crime Watch	0.00	0.00	0.00	0.0%
513 10 49 000 Tuition/Registration	2,500.00	2,500.00	0.00	100.0%
513 10 49 010 Dues & Subscriptions	3,000.00	3,000.00	0.00	100.0%
558 70 00 513 Economic Development	75,000.00	75,000.00	0.00	100.0%
558 70 41 001 EDASC - Economic Development	0.00	0.00	0.00	0.0%
Alliance of Skagit County				
591 90 70 513 Leases + Subscription IT (SBITA) - Executive Dept.	17,000.00	17,000.00	0.00	100.0%
030 Services & Charges	106,500.00	106,500.00	0.00	100.0%
513 Executive	277,423.00	277,423.00	0.00	100.0%

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001 Current Expense Fund

Expenditures	Original	Proposed	Difference	Remarks
514 Financial, Recording & Elections				
514 23 49 041 SEEK Subawards	0.00	0.00	0.00	0.0%
518 63 40 000 Coronavirus Relief Funds Grants	0.00	0.00	0.00	0.0%
514 14 64 000 ICA-Support Allocation	0.00	0.00	0.00	0.0%
514 23 49 090 ICA-Support Allocation	(351,024.00)	(351,024.00)	0.00	100.0%
001 Indirect Cost Allocation	(351,024.00)	(351,024.00)	0.00	100.0%
514 23 11 000 Salaries	561,000.00	561,000.00	0.00	100.0%
514 23 12 000 Extra Help	0.00	0.00	0.00	0.0%
514 23 13 000 Overtime	4,000.00	4,000.00	0.00	100.0%
514 23 20 001 HRA - VEBA for HDHP	0.00	0.00	0.00	0.0%
514 23 21 001 Industrial Insurance	2,000.00	2,000.00	0.00	100.0%
514 23 22 001 Social Security	44,000.00	44,000.00	0.00	100.0%
514 23 23 001 PERS Retirement	52,000.00	52,000.00	0.00	100.0%
514 23 24 001 Unemployment	2,000.00	2,000.00	0.00	100.0%
514 23 25 001 Medical//Dental/Vision	107,000.00	107,000.00	0.00	100.0%
514 23 26 050 Washington Sick Leave	1,000.00	1,000.00	0.00	100.0%
514 23 28 000 Employee Wellness	0.00	0.00	0.00	0.0%
020 Financial Services	773,000.00	773,000.00	0.00	100.0%
514 23 31 000 Supplies	12,000.00	12,000.00	0.00	100.0%
514 23 32 000 Auto Fuel	0.00	0.00	0.00	0.0%
514 23 41 000 State Auditing	46,500.00	46,500.00	0.00	100.0%
514 23 41 008 Bank Fees - Park and Facility	0.00	0.00	0.00	0.0%
Reservations				
514 23 41 009 Bank Fees - Public Records	0.00	0.00	0.00	0.0%
Requests				
514 23 41 010 Bank Fees	23,000.00	23,000.00	0.00	100.0%
514 23 41 011 Professional Services	720.00	720.00	0.00	100.0%
514 23 41 013 Licensing Fees	500.00	500.00	0.00	100.0%
514 23 42 010 Postage	2,000.00	2,000.00	0.00	100.0%
514 23 42 020 Telephone	2,100.00	2,100.00	0.00	100.0%
514 23 43 000 Meals/Travel	5,000.00	5,000.00	0.00	100.0%
514 23 45 000 Operating Rentals/Leases	4,500.00	4,500.00	0.00	100.0%

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Expenditures	Original	Proposed	Difference	Remarks
514 Financial, Recording & Elections				
514 23 46 000 Insurance & Bonds	20,000.00	20,000.00	0.00	100.0%
514 23 49 000 Miscellaneous	1,000.00	1,000.00	0.00	100.0%
514 23 49 010 Misc-Dues/Subscriptions	500.00	500.00	0.00	100.0%
514 23 49 030 Misc-Tuition/Registration	5,000.00	5,000.00	0.00	100.0%
514 23 49 040 AWC Dues	13,000.00	13,000.00	0.00	100.0%
514 23 49 080 Leasehold Excise Tax	0.00	0.00	0.00	0.0%
591 23 70 001 Lease + Subscription IT (SBITA) - Finance Dept.	26,430.00	26,430.00	0.00	100.0%
030 Records Services	162,250.00	162,250.00	0.00	100.0%
514 23 31 001 Supplies - EMS Billing	300.00	300.00	0.00	100.0%
514 23 41 014 Licensing - EMS Billing	500.00	500.00	0.00	100.0%
514 23 43 001 Meals/Travel - EMS Billing	1,100.00	1,100.00	0.00	100.0%
514 23 49 001 Miscellaneous - EMS Billing	500.00	500.00	0.00	100.0%
514 23 49 031 Misc-Tuition/Registration EMS Billing	1,400.00	1,400.00	0.00	100.0%
031 Services & Charges - EMS Billing	3,800.00	3,800.00	0.00	100.0%
594 14 64 000 Machinery & Equipment	0.00	0.00	0.00	0.0%
914 Capital Expenditure	0.00	0.00	0.00	0.0%
514 Financial, Recording & Elections	588,026.00	588,026.00	0.00	100.0%
515 Legal Services				
515 31 49 090 ICA-Support Allocation	(60,574.00)	(60,574.00)	0.00	100.0%
001 Indirect Cost Allocation	(60,574.00)	(60,574.00)	0.00	100.0%
515 30 26 050 Washington Sick Leave	0.00	0.00	0.00	0.0%
515 31 11 000 Salaries	0.00	0.00	0.00	0.0%
515 31 21 001 Industrial Insurance	0.00	0.00	0.00	0.0%
515 31 22 001 Social Security	0.00	0.00	0.00	0.0%
515 31 23 001 Pers Retirement	0.00	0.00	0.00	0.0%
515 31 24 001 Unemployment	0.00	0.00	0.00	0.0%

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Expenditures	Original	Proposed	Difference	Remarks
515 Legal Services				
515 31 25 001 Medical/Dental/Vision	0.00	0.00	0.00	0.0%
515 31 26 050 Washington Sick Leave	0.00	0.00	0.00	0.0%
030 Legal Services-Internal	0.00	0.00	0.00	0.0%
515 31 31 000 Office Supplies	0.00	0.00	0.00	0.0%
515 31 41 000 Legal - Professional Services	0.00	0.00	0.00	0.0%
515 31 41 001 Prosecuting Attorney	0.00	0.00	0.00	0.0%
515 31 41 002 Westlaw Services	0.00	0.00	0.00	0.0%
515 31 41 003 Prof Services-Internal/Advisory	0.00	0.00	0.00	0.0%
515 31 41 004 Legal - City Attorney	0.00	0.00	0.00	0.0%
515 31 42 000 Postage	0.00	0.00	0.00	0.0%
515 31 42 001 Telephone	0.00	0.00	0.00	0.0%
515 31 43 000 Travel/Meals	0.00	0.00	0.00	0.0%
515 31 46 000 Insurance	2,929.00	2,929.00	0.00	100.0%
515 31 49 000 Dues & Subscriptions	0.00	0.00	0.00	0.0%
515 31 49 001 Tuition/Registration	0.00	0.00	0.00	0.0%
040 Services & Charges-Internal	2,929.00	2,929.00	0.00	100.0%
515 41 41 000 Ext Legal-City Attorney	140,000.00	140,000.00	0.00	100.0%
515 41 41 001 Ext Legal-Prosecutor	115,200.00	115,200.00	0.00	100.0%
515 45 41 000 Legal - Litigation	23,000.00	23,000.00	0.00	100.0%
041 Legal Services-External	278,200.00	278,200.00	0.00	100.0%
515 93 41 000 Indigent Defender	220,000.00	220,000.00	0.00	100.0%
515 93 41 001 Indigent Defense Conflict Council	5,000.00	5,000.00	0.00	100.0%
515 93 41 002 Indigent Defense Investigator	250.00	250.00	0.00	100.0%
515 93 41 003 Indigent Defense Translator	500.00	500.00	0.00	100.0%
515 93 41 004 Indigent Defense Expenses	0.00	0.00	0.00	0.0%
045 Indigent Defense Program	225,750.00	225,750.00	0.00	100.0%
523 20 11 000 Salaries & Wages	0.00	0.00	0.00	0.0%
523 20 21 001 Industrial Insurance	0.00	0.00	0.00	0.0%
523 20 22 001 Social Security	0.00	0.00	0.00	0.0%
523 20 23 001 PERS Retirement	0.00	0.00	0.00	0.0%

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Expenditures	Original	Proposed	Difference		Remarks
515 Legal Services					
523 20 24 001 Unemployment	0.00	0.00	0.00	0.0%	
523 20 25 001 Medical/Dental/Vision	0.00	0.00	0.00	0.0%	
523 20 26 050 Washington Sick Leave	0.00	0.00	0.00	0.0%	
050 City Work Program	0.00	0.00	0.00	0.0%	
523 20 31 000 Office/Operating Supplies	0.00	0.00	0.00	0.0%	
523 20 32 000 Auto Fuel	0.00	0.00	0.00	0.0%	
055 Work Program Supplies	0.00	0.00	0.00	0.0%	
589 30 00 001 DO NOT USE - Crime Victim & Witness	0.00	0.00	0.00	0.0%	
070 Crime Victim And Witness Program (	0.00	0.00	0.00	0.0%	
515 Legal Services	446,305.00	446,305.00	0.00	100.0%	
516 Human Resources and Civil Service					
521 10 31 000 Supplies - Civil Service	0.00	0.00	0.00	0.0%	
521 10 41 000 Professional Services - Civil Service	0.00	0.00	0.00	0.0%	
521 10 41 010 Advertising - Civil Services	0.00	0.00	0.00	0.0%	
010 Civil Service	0.00	0.00	0.00	0.0%	
518 10 11 000 Salaries	48,000.00	58,000.00	10,000.00	120.8%	0.5 FTE Part-Time HR Analyst to 1.0 FTE Full-Time HR Manager
518 10 13 000 Overtime	0.00	0.00	0.00	0.0%	
518 10 21 000 Industrial Insurance	200.00	2,000.00	1,800.00	*****%	
518 10 22 001 Social Security + Medicare	4,000.00	5,000.00	1,000.00	125.0%	
518 10 23 001 PERS Retirement	5,000.00	6,000.00	1,000.00	120.0%	
518 10 24 001 Unemployment	100.00	200.00	100.00	200.0%	
518 10 25 001 Medical/Dental/Vision	0.00	16,000.00	16,000.00	0.0%	
518 10 26 050 Washington Sick Leave	100.00	100.00	0.00	100.0%	
518 10 27 000 Publication	0.00	0.00	0.00	0.0%	
518 10 31 010 Supplies	800.00	800.00	0.00	100.0%	
518 10 41 000 Professional Services	0.00	0.00	0.00	0.0%	

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Expenditures	Original	Proposed	Difference	Remarks
516 Human Resources and Civil Service				
518 10 41 002 Pre-Employment Screenings	0.00	0.00	0.00	0.0%
518 10 42 001 Telephone	1,500.00	1,500.00	0.00	100.0%
518 10 42 010 Communication	2,500.00	2,500.00	0.00	100.0%
518 10 43 000 Meals/Travel	0.00	0.00	0.00	0.0%
518 10 49 000 Tuition/Registration	0.00	0.00	0.00	0.0%
518 10 49 010 Dues/Subscriptions	0.00	0.00	0.00	0.0%
020 Human Resources	62,200.00	92,100.00	29,900.00	148.1%
517 10 11 002 Wellness Coordinator Stipend	2,400.00	2,400.00	0.00	100.0%
517 90 43 001 Employee Recognition	4,000.00	4,000.00	0.00	100.0%
517 90 43 002 Employee Wellness (lunch & Learn)	2,000.00	2,000.00	0.00	100.0%
517 90 49 001 Employee Wellness (educ)	1,000.00	1,000.00	0.00	100.0%
517 90 49 003 Employee Wellness (supplies)	1,000.00	1,000.00	0.00	100.0%
517 95 41 001 Employee Training Programs	0.00	0.00	0.00	0.0%
090 Employee Programs	10,400.00	10,400.00	0.00	100.0%
516 Human Resources and Civil Service	72,600.00	102,500.00	29,900.00	141.2%
517 Information Technology Services				
517 10 22 001 Employee Benefit Programs - -	0.00	0.00	0.00	0.0%
517 10 23 001 Employee Benefit Programs - -	0.00	0.00	0.00	0.0%
517 10 26 050 Employee Benefit Programs - -	0.00	0.00	0.00	0.0%
518 80 49 090 ICA-Support Allocation	(105,796.00)	(105,796.00)	0.00	100.0%
001 Indirect Cost Allocation	(105,796.00)	(105,796.00)	0.00	100.0%
518 80 11 000 Salaries	218,000.00	218,000.00	0.00	100.0%
518 80 20 001 HRA - VEBA for HDHP	4,000.00	4,000.00	0.00	100.0%
518 80 21 001 Industrial Insurance	700.00	700.00	0.00	100.0%
518 80 22 001 Social Security	17,000.00	17,000.00	0.00	100.0%
518 80 23 001 Pers Retirement	20,000.00	20,000.00	0.00	100.0%
518 80 24 001 Unemployment	500.00	500.00	0.00	100.0%
518 80 25 001 Medical/Dental/Vision	20,000.00	20,000.00	0.00	100.0%

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001 Current Expense Fund

Expenditures	Original	Proposed	Difference	Remarks
517 Information Technology Services				
518 80 26 050 Washington Sick Leave	400.00	400.00	0.00	100.0%
518 80 28 001 Employee Wellness	0.00	0.00	0.00	0.0%
010 IT Services	280,600.00	280,600.00	0.00	100.0%
518 80 31 000 Office/Operating Supplies	1,000.00	1,000.00	0.00	100.0%
518 80 31 001 Repair & Maintenance Sup	1,500.00	1,500.00	0.00	100.0%
518 80 35 000 Small Tools/Minor Equip	6,000.00	6,000.00	0.00	100.0%
518 80 41 000 Professional Services	28,000.00	28,000.00	0.00	100.0%
518 80 42 010 Postage	100.00	100.00	0.00	100.0%
518 80 42 020 Telephone	3,000.00	3,000.00	0.00	100.0%
518 80 42 021 Internet Services	9,000.00	9,000.00	0.00	100.0%
518 80 43 000 Travel/Meals	1,200.00	1,200.00	0.00	100.0%
518 80 49 000 Software Maint & Support	0.00	0.00	0.00	0.0%
518 80 49 010 Tuition/Registration	9,500.00	9,500.00	0.00	100.0%
591 80 70 517 Leases + Subscription IT (SBITA) - IT Dept.	87,000.00	87,000.00	0.00	100.0%
020 Services & Charges	146,300.00	146,300.00	0.00	100.0%
594 18 64 001 Network Hardware	51,000.00	51,000.00	0.00	100.0%
900 Capital Expenditures	51,000.00	51,000.00	0.00	100.0%
517 Information Technology Services	372,104.00	372,104.00	0.00	100.0%
518 Centralized Services				
518 10 21 001 Central Services - Personnel Services -	0.00	0.00	0.00	0.0%
518 20 49 090 ICA-Support Services	(7,125.00)	(7,125.00)	0.00	100.0%
001 Indirect Cost Allocation	(7,125.00)	(7,125.00)	0.00	100.0%
518 80 13 000 Overtime	0.00	0.00	0.00	0.0%
010 Personnel Services	0.00	0.00	0.00	0.0%
518 80 46 000 Insurance	4,113.00	4,113.00	0.00	100.0%

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Expenditures	Original	Proposed	Difference	Remarks
518 Centralized Services				
020 Property Management Services	4,113.00	4,113.00	0.00	100.0%
518 20 31 000 Operating Supplies	0.00	0.00	0.00	0.0%
518 20 32 000 Auto Fuel	2,500.00	2,500.00	0.00	100.0%
518 20 48 000 Repair & Maintenance	3,000.00	3,000.00	0.00	100.0%
518 20 49 010 Misc - Judgement & Damages	0.00	0.00	0.00	0.0%
518 30 48 001 M&O Fund 501	4,515.00	4,515.00	0.00	100.0%
090 Centralized Services	10,015.00	10,015.00	0.00	100.0%
597 00 11 001 Equipment Replacement Fund 501	32,512.00	32,512.00	0.00	100.0%
950 Transfers	32,512.00	32,512.00	0.00	100.0%
518 Centralized Services	39,515.00	39,515.00	0.00	100.0%
519 Planning & Community Development Servi				
591 60 70 519 Leases + Subscription IT (SBITA) - Plan + Dev. Dept.	3,500.00	3,500.00	0.00	100.0%
558 60 11 000 Salaries	272,000.00	272,000.00	0.00	100.0%
558 60 13 000 Overtime	1,000.00	1,000.00	0.00	100.0%
558 60 20 001 HRA - VEBA for HDHP	3,000.00	3,000.00	0.00	100.0%
558 60 21 001 Industrial Insurance	500.00	500.00	0.00	100.0%
558 60 22 001 Social Security	21,000.00	21,000.00	0.00	100.0%
558 60 23 001 PERS Retirement	25,000.00	25,000.00	0.00	100.0%
558 60 24 001 Unemployment	600.00	600.00	0.00	100.0%
558 60 25 001 Medical/Dental/Vision	37,000.00	37,000.00	0.00	100.0%
558 60 26 050 Washington Sick Leave	500.00	500.00	0.00	100.0%
558 60 28 000 Employee Wellness	0.00	0.00	0.00	0.0%
010 Planning Services	360,600.00	360,600.00	0.00	100.0%
518 65 40 001 Impact Fee Distribution (schools)	0.00	0.00	0.00	0.0%
558 60 31 000 Supplies/Books	4,000.00	4,000.00	0.00	100.0%
558 60 41 000 Professional Services	250,000.00	250,000.00	0.00	100.0%

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Expenditures	Original	Proposed	Difference	Remarks
519 Planning & Community Development Servi				
558 60 41 001 Professional Svcs-Reimb	10,000.00	10,000.00	0.00	100.0%
558 60 41 010 Advertising	4,000.00	4,000.00	0.00	100.0%
558 60 41 011 Advertising Reimbuseable	8,500.00	8,500.00	0.00	100.0%
558 60 41 050 SCOG	11,775.00	11,775.00	0.00	100.0%
558 60 42 010 Postage	1,000.00	1,000.00	0.00	100.0%
558 60 42 020 Telephone	1,200.00	1,200.00	0.00	100.0%
558 60 43 000 Travel	3,000.00	3,000.00	0.00	100.0%
558 60 46 000 Insurance	3,463.00	3,463.00	0.00	100.0%
558 60 48 000 Repairs & Maintenance	500.00	500.00	0.00	100.0%
558 60 49 000 Printing	500.00	500.00	0.00	100.0%
558 60 49 001 Miscellaneous - Skagit Motel	0.00	0.00	0.00	0.0%
Abatement				
558 60 49 010 Dues/Subscript/Membership	1,400.00	1,400.00	0.00	100.0%
558 60 49 020 Filing/Recording Fees	300.00	300.00	0.00	100.0%
558 60 49 030 Tuition/Registration	3,750.00	3,750.00	0.00	100.0%
558 60 49 040 Misc - Dept. Split	0.00	0.00	0.00	0.0%
558 60 49 041 Miscellaneous - Planning And	0.00	0.00	0.00	0.0%
Economic Development				
030 Services & Charges	303,388.00	303,388.00	0.00	100.0%
558 70 30 001 ARPA - Supplies	0.00	0.00	0.00	0.0%
558 70 35 000 ARPA - Small Tools And Minor	0.00	0.00	0.00	0.0%
Equipment				
558 70 41 000 EDASC	0.00	0.00	0.00	0.0%
558 70 41 010 Professional Services	500.00	500.00	0.00	100.0%
070 Economic Development	500.00	500.00	0.00	100.0%
594 58 64 000 Office Equipment	600.00	600.00	0.00	100.0%
900 Capital Expenditures	600.00	600.00	0.00	100.0%
519 Planning & Community Development Se	668,588.00	668,588.00	0.00	100.0%

520 Engineering

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520 Engineering				
595 10 49 090 ICA-Support Allocation	(57,475.00)	(57,475.00)	0.00	100.0%
001 Indirect Cost Allocation	(57,475.00)	(57,475.00)	0.00	100.0%
595 10 11 000 Salaries	300,000.00	300,000.00	0.00	100.0%
595 10 13 000 Overtime	0.00	0.00	0.00	0.0%
595 10 21 001 Industrial Insurance	4,000.00	4,000.00	0.00	100.0%
595 10 22 001 Social Security	23,000.00	23,000.00	0.00	100.0%
595 10 23 001 PERS Retirement	28,000.00	28,000.00	0.00	100.0%
595 10 24 001 Unemployment	600.00	600.00	0.00	100.0%
595 10 25 001 Medical/Dental/Vision	64,000.00	64,000.00	0.00	100.0%
595 10 26 000 Employee Wellness	500.00	500.00	0.00	100.0%
595 10 26 050 Washington Sick Leave	0.00	0.00	0.00	0.0%
020 Engineering Services	420,100.00	420,100.00	0.00	100.0%
591 10 70 520 Leases + Subscription IT (SBITA) - Eng Dept.	8,000.00	8,000.00	0.00	100.0%
595 10 31 000 Supplies	2,000.00	2,000.00	0.00	100.0%
595 10 31 001 Address & Street Signs-Reimb	1,000.00	1,000.00	0.00	100.0%
595 10 41 000 Professional Services	25,000.00	25,000.00	0.00	100.0%
595 10 41 010 Advertising	500.00	500.00	0.00	100.0%
595 10 42 000 Postage	1,000.00	1,000.00	0.00	100.0%
595 10 42 020 Telephone	700.00	700.00	0.00	100.0%
595 10 42 025 Cell Phones	2,000.00	2,000.00	0.00	100.0%
595 10 43 000 Travel	7,000.00	7,000.00	0.00	100.0%
595 10 46 000 Insurance	6,191.00	6,191.00	0.00	100.0%
595 10 48 000 Repair & Maintenance	2,000.00	2,000.00	0.00	100.0%
595 10 48 520 M&O Fund 501	1,200.00	1,200.00	0.00	100.0%
595 10 49 000 Dues/Memberships	2,000.00	2,000.00	0.00	100.0%
595 10 49 010 Tuition/Registration	1,000.00	1,000.00	0.00	100.0%
595 10 49 011 Safety Meetings	250.00	250.00	0.00	100.0%
595 10 49 020 Software Licenses/Support	2,000.00	2,000.00	0.00	100.0%
040 Services & Charges	61,841.00	61,841.00	0.00	100.0%
594 32 64 000 Office Equipment	10,500.00	10,500.00	0.00	100.0%

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Expenditures	Original	Proposed	Difference	Remarks
520 Engineering				
900 Capital Expenditures	10,500.00	10,500.00	0.00	100.0%
520 Engineering	434,966.00	434,966.00	0.00	100.0%
521 Law Enforcement				
521 00 00 000 Law Enforcement - Other Costs	0.00	0.00	0.00	0.0%
Allocations				
521 20 20 001 HRA - VEBA for HDHP	0.00	0.00	0.00	0.0%
521 10 11 000 Salaries	400,000.00	400,000.00	0.00	100.0%
521 10 13 000 Overtime	4,000.00	4,000.00	0.00	100.0%
521 10 21 001 Industrial Insurance	5,000.00	5,000.00	0.00	100.0%
521 10 22 001 Social Security	31,000.00	31,000.00	0.00	100.0%
521 10 23 001 Pers Retirement	37,000.00	37,000.00	0.00	100.0%
521 10 24 001 Unemployment	900.00	900.00	0.00	100.0%
521 10 25 001 Medical/Dental/Vision	94,000.00	94,000.00	0.00	100.0%
521 10 26 050 Washington Sick Leave	700.00	700.00	0.00	100.0%
010 Administration	572,600.00	572,600.00	0.00	100.0%
521 10 41 040 Access Fees	0.00	0.00	0.00	0.0%
521 10 48 000 Repair/Maintenance-Equip	3,000.00	3,000.00	0.00	100.0%
521 10 48 001 Code Enforcement Misc	4,500.00	4,500.00	0.00	100.0%
521 10 49 000 Tuition/Registration	0.00	0.00	0.00	0.0%
015 Admin Services & Charges	7,500.00	7,500.00	0.00	100.0%
521 20 11 000 Salaries	2,652,000.00	2,652,000.00	0.00	100.0%
521 20 12 000 Reserves/Extra Help	5,000.00	5,000.00	0.00	100.0%
521 20 13 000 Overtime	100,000.00	100,000.00	0.00	100.0%
521 20 21 001 Industrial Insurance	67,000.00	67,000.00	0.00	100.0%
521 20 22 001 Social Security	209,000.00	209,000.00	0.00	100.0%
521 20 23 001 PERS Retirement	0.00	0.00	0.00	0.0%
521 20 23 005 LEOFF Retirement	145,000.00	145,000.00	0.00	100.0%
521 20 24 001 Unemployment	5,000.00	5,000.00	0.00	100.0%
521 20 25 001 Medical/Dental/Vision	393,000.00	393,000.00	0.00	100.0%

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Expenditures	Original	Proposed	Difference	Remarks
521 Law Enforcement				
521 20 26 000 Uniforms/Accessories	22,000.00	22,000.00	0.00	100.0%
521 20 26 010 Uniform Cleaning	1,000.00	1,000.00	0.00	100.0%
521 20 26 020 Balistic Vests	15,000.00	15,000.00	0.00	100.0%
521 20 26 050 Washington Sick Leave	5,000.00	5,000.00	0.00	100.0%
521 20 27 000 Retired Medical	45,000.00	45,000.00	0.00	100.0%
521 20 27 010 Long Term Disability Ins	1,000.00	1,000.00	0.00	100.0%
521 20 28 000 Employee Wellness	14,000.00	14,000.00	0.00	100.0%
020 Police Operations	3,679,000.00	3,679,000.00	0.00	100.0%
521 20 31 002 Office/Operating Supplies	25,000.00	25,000.00	0.00	100.0%
521 20 31 010 Printing/Publications	1,500.00	1,500.00	0.00	100.0%
521 20 31 015 Ammunition	13,000.00	13,000.00	0.00	100.0%
521 20 32 000 Auto Fuel	75,000.00	75,000.00	0.00	100.0%
521 20 41 001 Professional Services	30,000.00	30,000.00	0.00	100.0%
521 20 41 020 Veterinary Services	3,500.00	3,500.00	0.00	100.0%
521 20 41 021 Humane Society	5,500.00	5,500.00	0.00	100.0%
521 20 41 022 WA Federation Animal Care	0.00	0.00	0.00	0.0%
521 20 41 023 Canine	30,000.00	30,000.00	0.00	100.0%
521 20 41 040 Intergov Svc-Gun Permits	7,000.00	7,000.00	0.00	100.0%
521 20 41 045 Skagit Cty Drug Task Force	7,000.00	7,000.00	0.00	100.0%
521 20 41 050 Spillman System	56,000.00	56,000.00	0.00	100.0%
521 20 41 055 911 Contracted Services	260,000.00	260,000.00	0.00	100.0%
521 20 42 010 Postage	2,000.00	2,000.00	0.00	100.0%
521 20 42 020 Telephone	26,000.00	26,000.00	0.00	100.0%
521 20 43 000 Meals/Travel-non Training	0.00	0.00	0.00	0.0%
521 20 43 010 Meals/Travel-Extradition	0.00	0.00	0.00	0.0%
521 20 46 000 Insurance	71,528.00	71,528.00	0.00	100.0%
521 20 47 000 Public Utilities	3,500.00	3,500.00	0.00	100.0%
521 20 48 000 Repairs & Maintenance	3,500.00	3,500.00	0.00	100.0%
521 20 48 010 Repair & Maint - Auto	35,000.00	35,000.00	0.00	100.0%
521 20 48 521 M&O Fund 501	0.00	0.00	0.00	0.0%
521 20 49 000 Professional Development	3,000.00	3,000.00	0.00	100.0%
521 20 49 010 Dues/Subscriptions	1,500.00	1,500.00	0.00	100.0%

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521 Law Enforcement				
521 20 49 020 Special Investigations	500.00	500.00	0.00	100.0%
521 20 49 030 Judgments & Damages	0.00	0.00	0.00	0.0%
025 Operations Services & Charges	660,028.00	660,028.00	0.00	100.0%
521 30 31 010 Public Education Supplies	3,000.00	3,000.00	0.00	100.0%
030 Crime Prevention (3X)	3,000.00	3,000.00	0.00	100.0%
521 40 43 000 Travel	17,000.00	17,000.00	0.00	100.0%
521 40 49 000 Tuition/Registration	28,000.00	28,000.00	0.00	100.0%
521 40 49 020 Range Fees	10,000.00	10,000.00	0.00	100.0%
040 Training (4X)	55,000.00	55,000.00	0.00	100.0%
523 60 41 000 Prisoners	0.00	0.00	0.00	0.0%
523 60 41 001 Prisoner Medical	47,000.00	47,000.00	0.00	100.0%
523 60 41 002 Jail Revenue Stabilization	23,884.00	23,884.00	0.00	100.0%
Payment				
523 60 41 010 Prisoner Transport	12,000.00	12,000.00	0.00	100.0%
523 60 41 021 Jail Annual Payment In Lieu Of	94,805.00	94,805.00	0.00	100.0%
1/10				
060 Prisoners & Jail Costs	177,689.00	177,689.00	0.00	100.0%
591 28 70 001 Lease + Subscription IT (SBITA) -	56,500.00	56,500.00	0.00	100.0%
Police Dept.				
591 28 70 002 Lease - Police Tasers	16,200.00	16,200.00	0.00	100.0%
594 21 64 000 Machinery & Equipment	30,000.00	30,000.00	0.00	100.0%
595 21 62 000 Building	0.00	0.00	0.00	0.0%
921 Capital Expenditures	102,700.00	102,700.00	0.00	100.0%
597 00 13 001 Equipment Replacement Fund	285,000.00	285,000.00	0.00	100.0%
501 - Police				
950 Transfers	285,000.00	285,000.00	0.00	100.0%
521 Law Enforcement	5,542,517.00	5,542,517.00	0.00	100.0%

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Expenditures	Original	Proposed	Difference	Remarks
522 Fire Control				
522 31 00 522 EMS Discretionary - Local Grant	0.00	0.00	0.00	0.0%
Expenditures				
522 20 11 000 Salaries - Part-Time Firefighters	249,600.00	249,600.00	0.00	100.0%
522 20 11 010 No Longer Used - Volunteer	0.00	0.00	0.00	0.0%
Salaries				
522 20 11 015 Salaries - Training Hub	15,000.00	15,000.00	0.00	100.0%
522 20 21 001 Industrial Insurance	15,000.00	15,000.00	0.00	100.0%
522 20 22 001 SS + Medicare	20,000.00	20,000.00	0.00	100.0%
522 20 23 001 PERS Retirement	14,000.00	14,000.00	0.00	100.0%
522 20 23 002 Pension-Volunteer Firefighter	0.00	0.00	0.00	0.0%
522 20 23 005 LEOFF Retirement	0.00	0.00	0.00	0.0%
522 20 24 001 Unemployment	500.00	500.00	0.00	100.0%
522 20 25 001 Medical/Dental/Vision	0.00	0.00	0.00	0.0%
522 20 26 000 Uniforms	41,000.00	41,000.00	0.00	100.0%
522 20 26 050 Washington Sick Leave	400.00	400.00	0.00	100.0%
522 20 28 000 Employee Wellness	0.00	0.00	0.00	0.0%
020 Part-Time Fire Fighters	355,500.00	355,500.00	0.00	100.0%
522 21 11 000 Salaries	885,000.00	885,000.00	0.00	100.0%
522 21 13 000 Overtime	80,000.00	80,000.00	0.00	100.0%
522 21 13 001 Other	0.00	0.00	0.00	0.0%
522 21 20 001 HRA - VEBA for HDHP	13,000.00	13,000.00	0.00	100.0%
522 21 21 001 Industrial Insurance	35,000.00	35,000.00	0.00	100.0%
522 21 22 001 Medicare (+ formerly SS)	17,000.00	17,000.00	0.00	100.0%
522 21 23 001 Deferred Comp (in lieu of SS)	59,000.00	59,000.00	0.00	100.0%
522 21 23 005 LEOFF Retirement	54,000.00	54,000.00	0.00	100.0%
522 21 23 007 MRP Retirement	5,000.00	5,000.00	0.00	100.0%
522 21 24 001 Unemployment	2,000.00	2,000.00	0.00	100.0%
522 21 25 001 Medical/Dental/Vision	113,000.00	113,000.00	0.00	100.0%
522 21 26 000 Uniforms	0.00	0.00	0.00	0.0%
522 21 26 050 Washington Sick Leave	2,000.00	2,000.00	0.00	100.0%
522 21 28 000 Employee Wellness	0.00	0.00	0.00	0.0%

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Expenditures	Original	Proposed	Difference	Remarks
522 Fire Control				
021 FF / Paramedics	1,265,000.00	1,265,000.00	0.00	100.0%
522 22 11 001 Salaries	408,000.00	408,000.00	0.00	100.0%
522 22 13 000 Overtime	0.00	0.00	0.00	0.0%
522 22 21 001 Industrical Insurance	12,000.00	12,000.00	0.00	100.0%
522 22 22 001 Medicare (+ formerly SS)	6,000.00	6,000.00	0.00	100.0%
522 22 23 001 Deferred Comp (in lieu of SS)	26,000.00	26,000.00	0.00	100.0%
522 22 23 005 LEOFF	22,000.00	22,000.00	0.00	100.0%
522 22 24 001 Unemployment	900.00	900.00	0.00	100.0%
522 22 25 001 Medical/Dental/Vision	39,000.00	39,000.00	0.00	100.0%
522 22 26 001 Uniforms	0.00	0.00	0.00	0.0%
522 22 26 050 Washington Sick Leave	700.00	700.00	0.00	100.0%
022 Chief + Assistant Chiefs	514,600.00	514,600.00	0.00	100.0%
522 23 11 010 Salaries-Volunteers	350,000.00	350,000.00	0.00	100.0%
522 23 21 001 Industrial Insurance	0.00	0.00	0.00	0.0%
522 23 22 001 SS + Medicare	27,000.00	27,000.00	0.00	100.0%
522 23 23 001 PERS Retirement	0.00	0.00	0.00	0.0%
522 23 23 002 Pension-Volunteer Firefighter	4,900.00	4,900.00	0.00	100.0%
522 23 24 001 Unemployment	700.00	700.00	0.00	100.0%
522 23 26 000 Uniforms	0.00	0.00	0.00	0.0%
522 23 26 050 Washington Sick Leave	600.00	600.00	0.00	100.0%
023 Volunteers	383,200.00	383,200.00	0.00	100.0%
522 24 11 000 Salaries - EMTs	687,000.00	687,000.00	0.00	100.0%
522 24 13 000 Overtime - EMTs	50,000.00	50,000.00	0.00	100.0%
522 24 13 001 Other - EMTs	0.00	0.00	0.00	0.0%
522 24 21 001 Industrial Insurance	24,000.00	24,000.00	0.00	100.0%
522 24 22 001 Medicare	11,000.00	11,000.00	0.00	100.0%
522 24 23 001 Deferred Comp (in lieu of SS)	47,000.00	47,000.00	0.00	100.0%
522 24 23 005 LEOFF	40,000.00	40,000.00	0.00	100.0%
522 24 23 007 MRP Retirement	0.00	0.00	0.00	0.0%
522 24 24 001 Unemployment	2,000.00	2,000.00	0.00	100.0%
522 24 25 001 Medical/Dental/Vision	149,000.00	149,000.00	0.00	100.0%

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001 Current Expense Fund

Expenditures	Original	Proposed	Difference	Remarks
522 Fire Control				
522 24 26 000 Uniforms	0.00	0.00	0.00	0.0%
522 24 26 050 Wa Sick Leave	2,000.00	2,000.00	0.00	100.0%
522 24 28 000 Employee Wellness	0.00	0.00	0.00	0.0%
024 EMTs	1,012,000.00	1,012,000.00	0.00	100.0%
522 20 31 000 Operating Supplies	41,000.00	41,000.00	0.00	100.0%
522 20 31 001 Flags	750.00	750.00	0.00	100.0%
522 20 31 010 Office Supplies	3,100.00	3,100.00	0.00	100.0%
522 20 31 011 EMS Supplies	0.00	0.00	0.00	0.0%
522 20 32 000 Auto Fuel/Diesel	49,000.00	49,000.00	0.00	100.0%
522 20 35 000 Small Tools & Minor Equip	15,000.00	15,000.00	0.00	100.0%
522 20 35 011 EMS Minor Equipment	7,500.00	7,500.00	0.00	100.0%
522 20 41 000 Professional Services	2,500.00	2,500.00	0.00	100.0%
522 20 41 010 Prof Service-Medical Exams	13,000.00	13,000.00	0.00	100.0%
522 20 41 020 Central Dispatch	13,200.00	13,200.00	0.00	100.0%
522 20 41 030 Investigation	6,000.00	6,000.00	0.00	100.0%
522 20 41 040 Advertising	600.00	600.00	0.00	100.0%
522 20 42 010 Postage	1,400.00	1,400.00	0.00	100.0%
522 20 42 020 Telephone	12,000.00	12,000.00	0.00	100.0%
522 20 45 000 Equipment Lease	500.00	500.00	0.00	100.0%
522 20 48 000 Repairs/Maint-Equip	60,000.00	60,000.00	0.00	100.0%
522 20 48 001 Repairs/Maint-Hydrants	0.00	0.00	0.00	0.0%
522 20 48 522 M&O Fund 501	0.00	0.00	0.00	0.0%
522 20 49 010 Misc-Dues	2,650.00	2,650.00	0.00	100.0%
522 20 49 030 Misc-Laundry	750.00	750.00	0.00	100.0%
522 20 49 050 Misc-Transport Refunds	0.00	0.00	0.00	0.0%
522 20 49 090 ICA-Support Allocation	0.00	0.00	0.00	0.0%
591 20 70 522 Leases + Subscription IT (SBITA) - Fire Dept.	60,700.00	60,700.00	0.00	100.0%
030 Services & Charges	289,650.00	289,650.00	0.00	100.0%
522 21 31 000 Operating Supplies - Medical	68,500.00	68,500.00	0.00	100.0%
522 21 31 010 Office Supplies	10,200.00	10,200.00	0.00	100.0%

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City Of Sedro-Woolley

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001 Current Expense Fund

Expenditures	Original	Proposed	Difference	Remarks
522 Fire Control				
522 21 31 011 EMS Supplies	0.00	0.00	0.00	0.0%
522 21 32 000 Auto Fuel/Diesel	0.00	0.00	0.00	0.0%
522 21 35 000 Small Tools & Minor Equipment	8,500.00	8,500.00	0.00	100.0%
522 21 35 011 EMS Minor Equipment	8,000.00	8,000.00	0.00	100.0%
522 21 41 000 EMS Professional Services-Sys	44,000.00	44,000.00	0.00	100.0%
Design				
522 21 42 020 Telephone	0.00	0.00	0.00	0.0%
522 21 45 000 Equipment Lease	0.00	0.00	0.00	0.0%
522 21 48 000 Repairs/Maint-Equip	0.00	0.00	0.00	0.0%
522 21 49 000 Miscellaneous	8,000.00	8,000.00	0.00	100.0%
522 21 49 005 Fire Levy Communication	0.00	0.00	0.00	0.0%
522 21 49 010 Misc - GEMT IGT	0.00	0.00	0.00	0.0%
031 Services & Charges - EMS	147,200.00	147,200.00	0.00	100.0%
522 45 31 000 Supplies & Books	3,650.00	3,650.00	0.00	100.0%
522 45 41 000 Advertising-Fire Prevent	1,200.00	1,200.00	0.00	100.0%
522 45 43 000 Travel & Meals	6,500.00	6,500.00	0.00	100.0%
522 45 49 000 Training Facilities	10,000.00	10,000.00	0.00	100.0%
522 45 49 010 Tuition/Registration	80,000.00	80,000.00	0.00	100.0%
040 Training	101,350.00	101,350.00	0.00	100.0%
522 21 49 020 Tuition & Registration	6,000.00	6,000.00	0.00	100.0%
522 46 31 000 Supplies & Books	0.00	0.00	0.00	0.0%
522 46 43 000 Travel & Meals	0.00	0.00	0.00	0.0%
041 Training - EMS	6,000.00	6,000.00	0.00	100.0%
522 50 46 000 Insurance	161,528.00	161,528.00	0.00	100.0%
522 50 47 000 Public Utilities	0.00	0.00	0.00	0.0%
522 50 48 010 Repairs/Maint-Dorm	18,000.00	18,000.00	0.00	100.0%
522 50 48 020 Repair/Maint-Garage	11,000.00	11,000.00	0.00	100.0%
522 50 48 030 Repair/Maint-Station	4,200.00	4,200.00	0.00	100.0%
522 50 49 050 Fire/Theft Protection	3,000.00	3,000.00	0.00	100.0%
522 70 31 001 Land Use Signs	0.00	0.00	0.00	0.0%
522 95 41 000 Legal Services	0.00	0.00	0.00	0.0%

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001 Current Expense Fund

Expenditures	Original	Proposed	Difference	Remarks
522 Fire Control				
524 20 48 020 Repair/Maint-Garage	0.00	0.00	0.00	0.0%
524 50 47 000 Public Utilities	0.00	0.00	0.00	0.0%
050 Facilities	197,728.00	197,728.00	0.00	100.0%
522 22 62 000 Buildings	0.00	0.00	0.00	0.0%
594 22 61 000 Fire Station 2.75	0.00	0.00	0.00	0.0%
594 22 61 002 Fire Station 1 EMS Addition	0.00	0.00	0.00	0.0%
594 22 64 000 Machinery & Equipment	0.00	0.00	0.00	0.0%
594 32 64 001 Fire Truck Exhaust - FEMA Grant	0.00	0.00	0.00	0.0%
922 Capital Expenditures	0.00	0.00	0.00	0.0%
597 00 12 001 Equipment Replacement Fund	463,100.00	463,100.00	0.00	100.0%
501 - Fire				
597 00 12 002 Equipment Replacement Fund	198,000.00	198,000.00	0.00	100.0%
501 - EMS				
950 Transfers	661,100.00	661,100.00	0.00	100.0%
522 Fire Control	4,933,328.00	4,933,328.00	0.00	100.0%
524 Protective Inspections				
524 20 20 001 HRA - VEBA for HDHP	800.00	800.00	0.00	100.0%
524 20 11 000 Salaries	189,000.00	189,000.00	0.00	100.0%
524 20 12 000 Extra Help	0.00	0.00	0.00	0.0%
524 20 13 000 Overtime	1,000.00	1,000.00	0.00	100.0%
524 20 21 001 Industrial Insurance	2,000.00	2,000.00	0.00	100.0%
524 20 22 001 Social Security	15,000.00	15,000.00	0.00	100.0%
524 20 23 001 PERS Retirement	18,000.00	18,000.00	0.00	100.0%
524 20 24 001 Unemployment	400.00	400.00	0.00	100.0%
524 20 25 001 Medical/Dent/Vision	46,000.00	46,000.00	0.00	100.0%
524 20 26 050 Washington Sick Leave	400.00	400.00	0.00	100.0%
524 20 28 000 Employee Wellness	0.00	0.00	0.00	0.0%
020 Building Services	271,800.00	271,800.00	0.00	100.0%

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001 Current Expense Fund

Expenditures	Original	Proposed	Difference	Remarks
524 Protective Inspections				
524 20 31 000 Off/Oper Supps & Books	2,500.00	2,500.00	0.00	100.0%
524 20 41 000 Professional Services	2,500.00	2,500.00	0.00	100.0%
524 20 42 000 Postage	400.00	400.00	0.00	100.0%
524 20 42 020 Telephone	1,500.00	1,500.00	0.00	100.0%
524 20 43 000 Travel/Meals	1,200.00	1,200.00	0.00	100.0%
524 20 46 000 Insurance	4,654.00	4,654.00	0.00	100.0%
524 20 49 010 Misc-Dues	1,500.00	1,500.00	0.00	100.0%
524 20 49 030 Misc-Tuition/Registration	1,200.00	1,200.00	0.00	100.0%
591 20 70 524 Leases + Subscription IT (SBITA) - Protect. Insp. Dept.	2,000.00	2,000.00	0.00	100.0%
030 Services & Charges	17,454.00	17,454.00	0.00	100.0%
594 24 64 000 Office Equipment	1,400.00	1,400.00	0.00	100.0%
924 Capital Expenditures	1,400.00	1,400.00	0.00	100.0%
524 Protective Inspections	291,454.00	291,454.00	0.00	100.0%
582 Other				
518 61 00 000 Judgments and Settlements	0.00	0.00	0.00	0.0%
518 Judgments and Settlements	0.00	0.00	0.00	0.0%
525 10 41 000 Dept Of Emerg Management	40,500.00	40,500.00	0.00	100.0%
525 10 41 001 Professional Services	0.00	0.00	0.00	0.0%
525 30 13 000 Disaster Recovery - Wages and Overtime	0.00	0.00	0.00	0.0%
525 30 41 000 Disaster Recovery - Other Expenses	0.00	0.00	0.00	0.0%
553 70 41 000 NW Air Pollution	6,837.00	6,837.00	0.00	100.0%
525 Disaster Services	47,337.00	47,337.00	0.00	100.0%
557 30 41 020 Skagit PUD Customer Assistance	0.00	0.00	0.00	0.0%
557 65 00 000 Skagit PUD Customer Assistance	0.00	0.00	0.00	0.0%

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001 Current Expense Fund

Expenditures	Original	Proposed	Difference	Remarks
582 Other				
557 Community Services	0.00	0.00	0.00	0.0%
562 00 41 000 Helping Hands Food Bank	0.00	0.00	0.00	0.0%
562 00 41 001 Insurance - Wicker & Fruitdale	0.00	0.00	0.00	0.0%
562 00 41 030 Community Action Of Skagit County	0.00	0.00	0.00	0.0%
562 00 41 050 Volunteers Of America	0.00	0.00	0.00	0.0%
592 11 82 410 Interfund Loan Interest	0.00	0.00	0.00	0.0%
562 Public Health	0.00	0.00	0.00	0.0%
565 50 41 000 Sk Domestic Violence	5,000.00	5,000.00	0.00	100.0%
565 50 41 010 City of Burlington-Public Housing	0.00	0.00	0.00	0.0%
565 Welfare	5,000.00	5,000.00	0.00	100.0%
566 00 41 000 Skagit Co Public Health-2% Liquor Tax	3,500.00	3,500.00	0.00	100.0%
566 Substance Abuse	3,500.00	3,500.00	0.00	100.0%
569 00 41 000 Skagit Senior Services	26,000.00	26,000.00	0.00	100.0%
569 Aging & Adult Services	26,000.00	26,000.00	0.00	100.0%
581 10 41 001 Interfund Loan Disbursement	0.00	0.00	0.00	0.0%
581 20 00 001 Loan Repayment-Sewer Cap Proj Res 410	0.00	0.00	0.00	0.0%
581 22 70 410 Interfund Loan Principal	0.00	0.00	0.00	0.0%
586 00 00 000 DO NOT USE - State Court Fees Remittance	0.00	0.00	0.00	0.0%
589 99 09 999 Payroll Clearing	0.00	0.00	0.00	0.0%
580 Non Expenditures	0.00	0.00	0.00	0.0%
594 13 64 000 Office Equipment	0.00	0.00	0.00	0.0%
594 22 61 003 Fire Training Facility Improvements	0.00	0.00	0.00	0.0%
595 10 20 001 HRA - VEBA for HDHP	0.00	0.00	0.00	0.0%

2025 PROPOSED BUDGET CHANGES

City Of Sedro-Woolley

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001 Current Expense Fund

Expenditures	Original	Proposed	Difference	Remarks
582 Other				
595 10 63 013 Eng - TIB Compl Streets 2023-25	0.00	0.00	0.00	0.0%
594 Capital Expenditures	0.00	0.00	0.00	0.0%
595 20 63 001 DO NOT USE - RW Trail Road Extension	0.00	0.00	0.00	0.0%
597 00 00 002 Transfers-Out - Fire Reserve	0.00	0.00	0.00	0.0%
597 00 00 116 Transfer Out to 116 Affordable Housing	0.00	0.00	0.00	0.0%
597 00 00 118 Transfers-Out - National Opioid Settlement	0.00	0.00	0.00	0.0%
597 00 00 119 Transfers-Out - to Arts Commission	0.00	0.00	0.00	0.0%
597 00 00 189 Transfer Out to ARPA	0.00	0.00	0.00	0.0%
597 00 00 305 Transfer To Library Construction Fund	0.00	0.00	0.00	0.0%
597 00 00 505 Transfers-Out - PW Facility Fund 505	0.00	0.00	0.00	0.0%
597 00 03 003 Transfers-Out - Special Projects	0.00	0.00	0.00	0.0%
597 00 10 205 Transfers-Out To 2008 GO Bond Fund	88,000.00	88,000.00	0.00	100.0%
597 00 11 101 Transfer To Parks Operations	452,946.00	452,946.00	0.00	100.0%
597 Interfund Transfers	540,946.00	540,946.00	0.00	100.0%
582 Other	622,783.00	622,783.00	0.00	100.0%
Fund Expenditures:	14,635,920.00	14,665,820.00	29,900.00	100.2%
Fund Excess/(Deficit):	375,924.00	346,024.00		

2025 PROPOSED BUDGET CHANGES

City Of Sedro-Woolley

Fund Totals

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Fund	Revenues				Expenditures			
	Original	Proposed	Difference		Original	Proposed	Difference	
001 Current Expense Fund	15,011,844.00	15,011,844.00	0.00	100.0%	14,635,920.00	14,665,820.00	29,900.00	100.2%
Excess/(Deficit):	15,011,844.00	15,011,844.00	0.00	100.0%	14,635,920.00	14,665,820.00	29,900.00	100.2%

City of Sedro-Woolley

Position Description

Position: Human Resources Manager	Updated: 1/24/24
Department/Site: Executive	FLSA: Exempt
Evaluated by: City Administrator	Salary Grade: 127

Summary

Plans, directs, reviews, and integrates the human resources management for the City. Designs, organizes, and implements programs and services for recruitment, classification, compensation, benefits, employee/labor relations, personnel policies and procedures, employee development and training, safety, risk management and workers compensation.

Distinguishing Career Features

The Human Resources Manager is a management position, aligned with other division management support positions, requiring the ability to apply considerable professional-level training in modern human resources management. Advancement to this position would require compliance with the minimum qualifications listed below and demonstrated competency in human resources management and at working with external governing boards.

Essential Duties and Responsibilities

- Directs, coordinates, and participates in the organization, staffing and operational activities for human resources including and not limited to policy, recruitment, classification and compensation, equal employment, training, and labor/employee relations.
- Organizes and directs activities connected with employment, recruitment, and candidate selection processes. Assures compliance with recruitment policies and procedures.
- Outreaches to external labor markets to identify candidates for employment. Coordinates and participates in reviews of applications, candidate interviews, verification of skills and abilities, references, and pre-employment testing.
- Develops training and development programs, conducts training needs assessments, and presents, facilitates, and arranges for training.
- Directs and participates in developing and implementing of goals, objectives, policies and priorities for human resource programs. Establishes departmental and subject matter standards for service. Designs and distributes communications to City staff.
- Consults with the City Administrator and department directors and division managers on organization and job design, career and succession planning, and staffing levels and mix.
- Consults with management and employees to resolve sensitive and significant personnel issues such as performance and communications difficulties, policy compliance, grievances, etc. Evaluates human relations and work-related problems, recommending optimal solutions.

- Develops, proposes, and administers the approved human resources budget. Forecasts additional funds needed for staffing, programs, and supplies.
- Serves as advisor to management and staff on matters such as performance management, skill development, quality of work life and morale, and other employee relation matters.
- Interprets and provides information and opinions on human resources policies, rules, regulations to the City Council and staff.
- Communicates salary and benefit programs to employees. Collects, analyzes, and prepares information for purposes of determining salary placement. Ensures that employees get timely service on benefits matters.
- Communicates, orients, and enforces personnel policies. Investigates incidents, accidents, and other job-related claims, conferring with managers and employees, and recommending actions.
- Serves as a management representative on the collective bargaining team. Participates in labor relations activities including preparation for disciplinary actions for represented employees.
- Manages the City's compliance with complex leave laws.
- Reviews claims against the City for human resources, risk, and safety issues, reviewing, and analyzing.
- Directs the City's safety and employee health/wellness programs. Ensuring that mandated safety and training issues of the City are being met.
- Serves on the City's Safety Committee as an advisor ensuring that safety and training issues of the City are being met.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

The position requires specialized professional knowledge of the theories, principles, and methods for modern human resources in the areas of job classification, compensation, benefits, employment, conflict resolution, risk management, safety and training, and employee services. Requires in-depth knowledge of federal and state laws governing employment and other human resources functions. Requires special skill at facilitating small group processes, for resolving complex problems, and working with diverse groups (e.g., an advisory board, administrative, and work team). Requires well-developed written language skills to prepare complex reports and to draft policies and procedures. Requires sufficient math skills to compute sums, averages, ratios, products, and quotients. Requires skill in the use of computer aided office productivity applications and specialized business and human resource information system software. Requires well-developed human relations skills to communicate technical concepts to others often in formal presentation settings, conduct training, build an effective team, counsel employees, carry out negotiations, and resolve confrontation.

▪ **Abilities**

Requires the ability to carry out the objectives and duties of the position. Requires the ability to organize and implement recruitment programs and processes for all levels of positions. Requires the ability to research and oversee the employee benefits programs for the City. Must be able to analyze problems, prepare reports, and develop recommendations on personnel actions that are fair and in the best interest of the City. Requires the ability to develop and maintains systems that provide for proper documentation, evaluation, and control of personnel records. Requires the knowledge of and ability to serve as the City's risk, safety, and employee health director and work with insurers, the public, and attorneys on claims filed against the City. Requires the ability to supervise, train, evaluate and motivate staff in a manner that promotes skill development, high morale, and orientation toward service. Requires the ability to plan, organize, and prioritize complex and technical work processes in a high-volume environment in order to meet schedules and timelines. Requires the ability to communicate technical information and to interact with administrators, City Council, staff, and outside agencies. Requires the ability to work as a contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City and its services.

▪ **Physical Abilities**

Requires sufficient visual acuity to recognize letters and numbers, auditory ability to hear and respond to in-person and phone conversations, and physical ability to give presentations to large audiences. Requires hand-eye-arm coordination to use a personal computer keyboard and to transcribe verbatim conversation. Requires ambulatory ability to move to various work locations.

▪ **Education and Experience**

The position requires a Bachelor's degree in human resources management, public administration or business and 5 years of progressively responsible human resources management experience. A Master's degree in human resources management may substitute for some experience. A Society for Human Resource Management Certification (SHRM-CP) is preferred, and otherwise required within 18 months of hire. The City will help to support the winning candidate's professional development, including SHRM certification.

▪ **Licenses and Certificates**

A valid driver's license.

Working Conditions

Work is performed indoors with minimal exposure to health and safety hazards.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.