

Next Ord:2102-25
Next Res:1166-25

CITY COUNCIL AGENDA

July 23, 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 - July 9, 2025
- 2. Check Register - Regular
- 3. 2025-205-CN-Amendment - SW Youth Football and Cheer - Denny Engberg Field
- 4. 2024-PS-06-Amendment 2 - Facet NW - Comprehensive Plan
- 5. Small Works Roster – SR20/Reed Street Temporary Signal
- 6. Public Works Emergency Declaration - Biohazard Clean-up and Restoration at Community Center

- f. Introduction of Special Guests and Presentation**

- g. City Administrator Report**

- 1. Community Development Grant Program - Final Report

- h. Councilmember and Mayor's Report**

- i. Proclamation(s)**

- j. Public Hearing(s)**

- 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. Stormwater Management Plan Update - 10-Year Financial Plan – 1st Read

2. Comprehensive Plan - Capital Facilities Element
3. Comprehensive Plan - Parks & Recreation Element

n. Information Only Items

1. June 2025 Permit Report

o. Executive Session

p. Adjournment

Next Meeting(s) City Council and Strategic Planning Committee - August 13, 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: July 23, 2025

From: Kelly Kohnken, Finance Director / City Clerk

Subject: Minutes - Regular City Council Meeting - July 9, 2025

RECOMMENDED ACTION:

Motion to approve City Council meeting minutes for the regular meeting held on July 9, 2025..

BACKGROUND/SUMMARY INFORMATION:

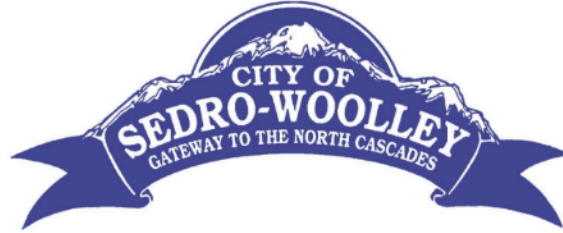
Minutes recorded for the Regular City Council Meeting, held on July 9, 2025.

FISCAL IMPACT, IF APPROPRIATE:

None

ATTACHMENTS:

1. July 9, 2025 Regular City Council Meeting Minutes



Regular Meeting of the City Council
July 9, 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, Paul Cocke, Kevin Loy, Joe Burns, Sarah Diamond, Allan Henderson, and Nick Lavacca. Councilmember Kesti was absent.

d. Approval of Agenda

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

e. Consent Agenda

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

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

1. Minutes - Regular City Council Meeting - June 25, 2025
2. Check Register - Regular
3. Check Register - Off-Cycle
4. Interlocal Agreements - Skagit County Economic Development Funding (Public Works)
5. Property Surplus of SR9 and John Liner Rd/McGarigle Rd - Resolution 1164-25

f. Introduction of Special Guests and Presentation

1. Maximizing the Impact of Lodging Tax - Skagit Tourism Bureau CEO Kristen Keltz

Skagit Tourism Bureau CEO Kristen Keltz shared a PowerPoint and spoke about maximizing the impact of Lodging Tax.

g. City Administrator Report

City Administrator Charlie Bush passed the report to Police Chief McIlraith.

Police Chief Dan McIlraith made a statement regarding the shooting at the Community Center this past weekend and acknowledged the courage of the first responders and local agencies who responded to assist. This was a traumatic event for those who attended and those who responded.

City Administrator Charlie Bush acknowledged the incredible response from the Police and Fire and his appreciation for the ongoing teamwork that happened after-the-fact, to work through the results of this traumatic event. He then shared that the city will be placing a hold on any new Community Center reservations while the team and council look at the policies and practices regarding any new reservations.

h. Councilmember and Mayor's Report

Councilmember Henderson recognized the police, fire, and public works departments for their hard work over the last week, and said it never goes unnoticed.

Councilmember Cocke feels saddened by the tragic event over the past weekend and said he appreciates the efforts of the first responders, police, fire, and public works who quickly responded to the shooting at the Community Center.

Councilmember Cocke announced Renata Maybrook is working on a survey regarding a building at the Northern State Hospital.

Councilmember Burns said his heart goes out to the families involved in the shooting over this past weekend. Then he announced this was his first year as Parade Foreman, and he expressed how grateful he was to the police and all the volunteers that supported the 4th of July activities.

Councilmember Lavacca said his heart, mind and thoughts go out to the neighbors of the shooting, and then gave an update of the Public Works Committee Meeting.

Mayor Julia Johnson shared with the Council that the city will not be accepting anymore Community Center reservations until the policies and procedures are updated with recommended changes and approved by the City Council.

Mayor Julia Johnson thanked the team for the wonderful celebration of Loggerodeo and 4th of July activities.

Mayor Julia Johnson told the Council the history of the spending of House Bill 1406 & 1590 is available in the packet and mentioned the state auditors will begin their audit very soon.

i. Proclamation(s)

j. Public Hearing(s)

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.

A public comment was made by Sally Carlson. Judy Haugness, Dennis O'Neil and Elizabeth Friedl.

l. Unfinished Business

1. Business License Endorsement Municipal Code Update - Ordinance 2100-25 - 2nd Read

Finance Director Kelly Kohnken presented the business license endorsement municipal code update, Ordinance 2100-25.

Motion made by Councilmember Henderson and seconded by Councilmember Cocke to approve Ordinance 2100-25 rewriting the business license endorsement section of the municipal code. Motion carried (6-0).

2. Grant Acceptance - Skagit County - Economic Development Funding (Affordable Housing and Boys & Girls Club)

Community Development Director Tom Glover shared information regarding Skagit County Economic Development Funding, affordable housing and Boys and Girls Club Grant Acceptance.

Garrett Michael from the RJ Group shared a PowerPoint regarding the Batey Square and Creekside Commons.

Executive Director of the Home Trust of Skagit County, Felicia Mentos, spoke about how they participate in and support affordable housing.

Volunteers of America Bryan Smith, CEO of Western Washington, spoke about his organization and how they will be partnering with affordable housing and being involved with creative solutions for Skagit County.

Motion made by Councilmember Lavacca and seconded by Councilmember Burns to accept the Skagit County Economic Development Public Facility award, and request that Mayor Julia Johnson sign the Interlocal Development Agreement. Motion carried (6-0).

m. New Business

1. Water Service Contract - Skagit Public Utility District - Denny Engberg Memorial Field

Public Works Director Bill Bullock presented the Water Service Contract with the Skagit PUD for the Denny Engberg Memorial Park.

Motion made by Councilmember Henderson and seconded by Councilmember Diamond to execute a water service contract with the Skagit PUD to provide potable water at 1555 Chuck Hornbeck Lane, Denny Engberg Memorial Field, and authorize Skagit PUD to install the metering infrastructure required to establish the service. Motion carried (6-0).

n. Information Only Items

1. Updated House Bill 1590 and 1406 Spending Report

o. Executive Session

p. Adjournment

The meeting adjourned at 7:37 pm.

ATTEST:

APPROVED:

Kelly Kohnken, City Clerk

Julia Johnson, Mayor



City Council Agenda Item

Agenda Item No.: e.2.

Date: July 23, 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 #204784 through #204880, plus EFTs. Additional surcharges not included on the check register. Payroll ACHs including associated benefit checks #61426 through #61431.

FISCAL IMPACT, IF APPROPRIATE:

Fiscal Impact:

Claims checks, plus EFTs, totaling \$1,019,342.58

Payroll totaling \$455,554.05

ATTACHMENTS:

1. 2025-07-23 Check Register

CHECK REGISTER

City Of Sedro-Woolley

Time: 10:23:06 Date: 07/16/2025

07/23/2025 To: 07/23/2025

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
7072	07/23/2025	Claims	2	EFT	Cascade Natural Gas Corp	42.31	
					101 - 576 80 47 052 - Bingham Caretaker	42.31	
7073	07/23/2025	Claims	2	EFT	Cascade Natural Gas Corp	110.24	
					001 - 522 50 47 000 - Public Utilities	110.24	
7074	07/23/2025	Claims	2	EFT	Cascade Natural Gas Corp	5.85	
					104 - 559 30 01 105 - Utility Payments on Redevelop	5.85	
7075	07/23/2025	Claims	2	EFT	Cascade Natural Gas Corp	21.28	
					412 - 537 80 47 000 - Public Utilities	21.28	
7076	07/23/2025	Claims	2	EFT	Cascade Natural Gas Corp	30.98	
					401 - 535 80 47 000 - Public Utilities	30.98	
7077	07/23/2025	Claims	2	EFT	Cascade Natural Gas Corp	23.11	
					103 - 542 63 47 000 - Public Utilities	23.11	
7078	07/23/2025	Claims	2	EFT	Cascade Natural Gas Corp	26.14	
					101 - 576 80 47 050 - Hammer Square	26.14	
7079	07/23/2025	Claims	2	EFT	Cascade Natural Gas Corp	103.80	
					101 - 576 80 47 020 - Senior Center	103.80	
7080	07/23/2025	Claims	2	EFT	Cascade Natural Gas Corp	158.79	
					101 - 576 80 47 070 - City Hall	158.79	
7081	07/23/2025	Claims	2	EFT	Cascade Natural Gas Corp	21.28	
					001 - 521 20 47 000 - Public Utilities	21.28	
7082	07/23/2025	Claims	2	EFT	Cascade Natural Gas Corp	27.74	
					401 - 535 80 47 000 - Public Utilities	27.74	
7083	07/23/2025	Claims	2	EFT	Cascade Natural Gas Corp	21.28	
					101 - 576 80 47 053 - Other Utilities	21.28	
7084	07/23/2025	Claims	2	EFT	Cascade Natural Gas Corp	45.55	
					101 - 576 80 47 010 - Community Center	45.55	
7085	07/23/2025	Claims	2	EFT	Cascade Natural Gas Corp	71.43	
					101 - 576 80 47 070 - City Hall	71.43	
7086	07/23/2025	Claims	2	EFT	Cascade Natural Gas Corp	30.98	
					401 - 535 80 47 000 - Public Utilities	30.98	
7087	07/23/2025	Claims	2	EFT	City of Sedro-Woolley	14.91	
					101 - 576 80 47 053 - Other Utilities	14.91	
7088	07/23/2025	Claims	2	EFT	City of Sedro-Woolley	14.91	
					104 - 595 20 63 082 - RW Trail Road Extension	14.91	
7089	07/23/2025	Claims	2	EFT	City of Sedro-Woolley	14.91	
					104 - 595 20 63 082 - RW Trail Road Extension	14.91	
7090	07/23/2025	Claims	2	EFT	City of Sedro-Woolley	165.90	
					104 - 559 30 01 105 - Utility Payments on Redevelop	165.90	
7091	07/23/2025	Claims	2	EFT	City of Sedro-Woolley	98.82	
					101 - 576 80 47 025 - Olmsted Park	98.82	
7092	07/23/2025	Claims	2	EFT	City of Sedro-Woolley	41.27	
					001 - 558 60 49 041 - Miscellaneous - Planning And	41.27	
7093	07/23/2025	Claims	2	EFT	Cnty of Skagit Public Utility	87.26	
					101 - 576 80 47 053 - Other Utilities	87.26	
7094	07/23/2025	Claims	2	EFT	Cnty of Skagit Public Utility	87.26	

CHECK REGISTER

City Of Sedro-Woolley

Time: 10:23:06 Date: 07/16/2025

07/23/2025 To: 07/23/2025

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			104 - 559 30 01 105 - Utility Payments on Redevelopi			87.26	
7095	07/23/2025	Claims	2	EFT	Cnty of Skagit Public Utility	188.23	
			001 - 522 50 47 000 - Public Utilities			188.23	
7096	07/23/2025	Claims	2	EFT	Cnty of Skagit Public Utility	87.26	
			001 - 522 50 47 000 - Public Utilities			87.26	
7097	07/23/2025	Claims	2	EFT	Cnty of Skagit Public Utility	78.66	
			001 - 522 50 47 000 - Public Utilities			78.66	
7098	07/23/2025	Claims	2	EFT	Cnty of Skagit Public Utility	64.59	
			101 - 576 80 47 000 - Riverfront			64.59	
7099	07/23/2025	Claims	2	EFT	Cnty of Skagit Public Utility	25.00	
			101 - 576 80 47 000 - Riverfront			25.00	
7100	07/23/2025	Claims	2	EFT	Cnty of Skagit Public Utility	85.90	
			102 - 536 20 47 000 - Public Utilities			85.90	
7101	07/23/2025	Claims	2	EFT	Cnty of Skagit Public Utility	43.29	
			101 - 576 80 47 000 - Riverfront			43.29	
7102	07/23/2025	Claims	2	EFT	Cnty of Skagit Public Utility	364.50	
			101 - 576 80 47 000 - Riverfront			364.50	
7103	07/23/2025	Claims	2	EFT	Cnty of Skagit Public Utility	79.19	
			412 - 537 80 47 000 - Public Utilities			79.19	
7104	07/23/2025	Claims	2	EFT	Cnty of Skagit Public Utility	265.07	
			401 - 535 80 47 000 - Public Utilities			265.07	
7105	07/23/2025	Claims	2	EFT	Cnty of Skagit Public Utility	499.42	
			101 - 576 80 47 070 - City Hall			499.42	
7106	07/23/2025	Claims	2	EFT	Cnty of Skagit Public Utility	242.51	
			101 - 576 80 47 053 - Other Utilities			242.51	
7107	07/23/2025	Claims	2	EFT	Cnty of Skagit Public Utility	178.60	
			101 - 576 80 47 051 - Bingham / Memorial			178.60	
7108	07/23/2025	Claims	2	EFT	Cnty of Skagit Public Utility	43.29	
			101 - 576 80 47 040 - Train			43.29	
7109	07/23/2025	Claims	2	EFT	Cnty of Skagit Public Utility	39.33	
			101 - 576 80 47 070 - City Hall			39.33	
7110	07/23/2025	Claims	2	EFT	Cnty of Skagit Public Utility	221.21	
			101 - 576 80 47 050 - Hammer Square			221.21	
7111	07/23/2025	Claims	2	EFT	Cnty of Skagit Public Utility	43.29	
			401 - 535 80 47 000 - Public Utilities			43.29	
7112	07/23/2025	Claims	2	EFT	Cnty of Skagit Public Utility	43.29	
			001 - 521 20 47 000 - Public Utilities			43.29	
7113	07/23/2025	Claims	2	EFT	Cnty of Skagit Public Utility	154.16	
			401 - 535 80 47 000 - Public Utilities			154.16	
7114	07/23/2025	Claims	2	EFT	Cnty of Skagit Public Utility	96.58	
			401 - 535 80 47 000 - Public Utilities			96.58	
7115	07/23/2025	Claims	2	EFT	Cnty of Skagit Public Utility	200.20	
			101 - 576 80 47 010 - Community Center			200.20	
7116	07/23/2025	Claims	2	EFT	Cnty of Skagit Public Utility	593.72	
			401 - 535 80 47 000 - Public Utilities			593.72	

CHECK REGISTER

City Of Sedro-Woolley

Time: 10:23:06 Date: 07/16/2025

07/23/2025 To: 07/23/2025

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
7117	07/23/2025	Claims	2	EFT	Comcast Holdings Corp	71.95	
			101 - 576 80 47 020 - Senior Center			71.95	
7118	07/23/2025	Claims	2	EFT	US Bank -- Purchase Cards	9,693.32	
			001 - 513 10 43 000 - Meals/Travel			441.78	
			001 - 513 10 43 000 - Meals/Travel			156.60	
			001 - 513 10 43 000 - Meals/Travel			121.00	
			001 - 513 10 49 000 - Tuition/Registration			21.00	
			001 - 514 23 31 000 - Supplies			443.32	
			001 - 514 23 49 010 - Misc-Dues/Subscriptions			75.00	
			001 - 514 23 49 030 - Misc-Tuition/Registration			515.00	
			001 - 517 90 43 001 - Employee Recognition			131.47	
			001 - 517 90 43 001 - Employee Recognition			104.62	
			001 - 517 90 43 001 - Employee Recognition			120.13	
			001 - 517 90 43 001 - Employee Recognition			81.49	
			001 - 517 90 43 001 - Employee Recognition			260.64	
			001 - 518 80 49 010 - Tuition/Registration			299.00	
			001 - 521 20 26 000 - Uniforms/Accessories			270.41	
			001 - 521 20 26 000 - Uniforms/Accessories			-73.31	
			001 - 521 20 26 000 - Uniforms/Accessories			214.95	
			001 - 521 20 26 000 - Uniforms/Accessories			23.45	
			001 - 521 20 26 000 - Uniforms/Accessories			212.95	
			001 - 521 20 26 000 - Uniforms/Accessories			706.83	
			001 - 521 20 26 000 - Uniforms/Accessories			238.45	
			001 - 521 20 31 002 - Office/Operating Supplies			140.34	
			001 - 521 20 31 002 - Office/Operating Supplies			52.11	
			001 - 521 20 31 002 - Office/Operating Supplies			37.70	
			001 - 521 20 31 002 - Office/Operating Supplies			138.99	
			001 - 521 20 31 002 - Office/Operating Supplies			58.90	
			001 - 521 20 31 002 - Office/Operating Supplies			81.22	
			001 - 521 20 31 002 - Office/Operating Supplies			68.38	
			001 - 521 20 41 023 - Canine			145.29	
			001 - 521 30 31 010 - Public Education Supplies			379.01	
			001 - 521 30 31 010 - Public Education Supplies			73.85	
			001 - 521 40 43 000 - Travel			622.00	
			001 - 522 20 26 000 - Uniforms			89.60	
			001 - 522 20 31 000 - Operating Supplies			54.87	
			001 - 522 20 31 000 - Operating Supplies			221.54	
			001 - 522 20 31 000 - Operating Supplies			230.20	
			001 - 522 20 31 000 - Operating Supplies			247.61	
			401 - 535 80 41 020 - Collection Services			19.00	
			401 - 535 80 41 020 - Collection Services			73.80	
			401 - 535 80 41 020 - Collection Services			332.07	
			401 - 535 80 49 030 - Misc-Tuition/Registration			695.00	
			412 - 537 80 41 020 - Collection Services			19.00	
			412 - 537 80 41 020 - Collection Services			73.79	
			412 - 537 80 41 020 - Collection Services			332.07	
			001 - 558 60 41 000 - Professional Services			100.00	
			001 - 558 60 49 010 - Dues/Subscript/Membership			26.04	
			101 - 576 80 48 004 - Community Center			33.43	
			001 - 591 80 70 517 - Leases + Subscription IT (SBITA			394.23	
			001 - 591 80 70 517 - Leases + Subscription IT (SBITA			255.30	
			101 - 594 76 31 000 - Buildings & Structures			163.20	
			001 - 595 10 49 000 - Dues/Memberships			42.00	
			001 - 595 10 49 000 - Dues/Memberships			128.00	
7119	07/23/2025	Claims	2	EFT	NW Fiber LLC, dba Ziply Fiber	236.30	
			001 - 518 80 42 021 - Internet Services			236.30	
7120	07/23/2025	Claims	2	EFT	NW Fiber LLC, dba Ziply Fiber	478.42	
			401 - 535 80 42 020 - Telephone			478.42	
7121	07/23/2025	Claims	2	EFT	NW Fiber LLC, dba Ziply Fiber	895.49	
			001 - 512 50 42 020 - Telephone			53.73	

CHECK REGISTER

City Of Sedro-Woolley

Time: 10:23:06 Date: 07/16/2025

07/23/2025 To: 07/23/2025

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
					001 - 513 10 42 020 - Telephone	80.59	
					001 - 514 23 42 020 - Telephone	80.59	
					001 - 515 31 42 001 - Telephone	35.82	
					001 - 518 80 42 020 - Telephone	26.86	
					001 - 521 20 42 020 - Telephone	268.65	
					001 - 522 20 42 020 - Telephone	98.50	
					001 - 524 20 42 020 - Telephone	26.86	
					401 - 535 80 42 020 - Telephone	71.64	
					412 - 537 80 42 020 - Telephone	35.82	
					103 - 542 30 42 020 - Telephone	8.95	
					001 - 558 60 42 020 - Telephone	26.86	
					101 - 576 80 42 020 - Telephone	17.91	
					001 - 595 10 42 020 - Telephone	62.71	
7122	07/23/2025	Claims	2	204784	A-1 Mobile Lock & Key	171.75	
					103 - 542 30 31 000 - Operating Supplies	171.75	
7123	07/23/2025	Claims	2	204785	A-1 Safety Tree Service	543.00	
					101 - 576 80 48 001 - Riverfront	543.00	
7124	07/23/2025	Claims	2	204786	A-1 Shredding	165.00	
					001 - 514 23 31 000 - Supplies	60.00	
					001 - 521 20 31 002 - Office/Operating Supplies	60.00	
					001 - 524 20 31 000 - Off/Oper Supps & Books	15.00	
					001 - 558 60 31 000 - Supplies/Books	15.00	
					001 - 595 10 31 000 - Supplies	15.00	
7125	07/23/2025	Claims	2	204787	AWC - Employee Benefit Trust	3,424.40	
					001 - 521 20 27 000 - Retired Medical	3,424.40	
7126	07/23/2025	Claims	2	204788	Ackermann Electric Co.	1,067.05	
					401 - 535 50 48 020 - Maint Of Pumping Equip	399.33	
					401 - 535 50 48 050 - Maint Of General Equip	667.72	
7127	07/23/2025	Claims	2	204789	Amazon Capital Svcs, Inc	1,374.58	
					001 - 512 50 31 000 - Supplies	39.28	
					001 - 514 23 31 000 - Supplies	66.03	
					001 - 514 23 31 000 - Supplies	65.15	
					001 - 521 20 26 000 - Uniforms/Accessories	116.75	
					001 - 521 20 26 000 - Uniforms/Accessories	134.48	
					001 - 521 20 26 000 - Uniforms/Accessories	217.88	
					001 - 521 20 31 002 - Office/Operating Supplies	-28.21	
					001 - 521 20 31 002 - Office/Operating Supplies	28.53	
					001 - 521 20 31 002 - Office/Operating Supplies	83.87	
					001 - 521 20 31 002 - Office/Operating Supplies	134.60	
					001 - 521 20 31 002 - Office/Operating Supplies	15.63	
					001 - 521 20 31 002 - Office/Operating Supplies	15.46	
					001 - 521 20 41 023 - Canine	57.87	
					001 - 522 20 31 000 - Operating Supplies	72.43	
					001 - 522 20 48 000 - Repairs/Maint-Equip	55.34	
					001 - 522 20 48 000 - Repairs/Maint-Equip	13.61	
					001 - 558 60 31 000 - Supplies/Books	17.35	
					101 - 576 80 48 016 - City Hall	56.46	
					101 - 576 80 48 019 - Skatepark	48.79	
					401 - 594 35 64 001 - Portable Equipment	50.12	
					001 - 595 10 31 000 - Supplies	9.33	
					001 - 595 10 31 000 - Supplies	28.13	
					001 - 595 10 31 000 - Supplies	75.70	
7128	07/23/2025	Claims	2	204790	Beaver Lake Quarry	1,604.26	
					103 - 542 30 48 002 - Crushed Aggregate	1,604.26	
7129	07/23/2025	Claims	2	204791	Bio Bug Northwest, Inc	112.98	
					101 - 576 80 48 005 - Senior Center	112.98	
7130	07/23/2025	Claims	2	204792	Jana R. Bouzek	1,375.00	

CHECK REGISTER

City Of Sedro-Woolley

Time: 10:23:06 Date: 07/16/2025

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			001 - 521 20 41 001 - Professional Services			1,375.00	
7131	07/23/2025	Claims	2	204793	Boys & Girls Club	3,686.59	
			001 - 558 70 00 513 - Economic Development			3,686.59	
7132	07/23/2025	Claims	2	204794	C-N-I Locates Ltd	385.00	
			103 - 542 30 41 000 - Professional Services			385.00	
7133	07/23/2025	Claims	2	204795	C.Hlth130, dba Cardinal Health 112 LLC	911.54	
			001 - 522 21 31 000 - Operating Supplies - Medical			38.72	
			001 - 522 21 31 000 - Operating Supplies - Medical			342.56	
			001 - 522 21 31 000 - Operating Supplies - Medical			530.26	
7134	07/23/2025	Claims	2	204796	Carl's Towing & Muffler	2,096.52	
			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	
			001 - 521 20 41 001 - Professional Services			403.18	
			001 - 521 20 41 001 - Professional Services			403.18	
7135	07/23/2025	Claims	2	204797	Philip Chong	194.85	
			001 - 522 21 28 000 - Employee Wellness			194.85	
7136	07/23/2025	Claims	2	204798	City of Mount Vernon	31,498.95	
			001 - 515 93 41 000 - Indigent Defender			31,498.95	
7137	07/23/2025	Claims	2	204799	Cnty of Skagit Public Utility	11,000.00	
			101 - 594 76 61 003 - Miscellaneous Park Upgrades			11,000.00	Denny Engberg Water Svc
7138	07/23/2025	Claims	2	204800	Cnty of Skagit Public Utility	2,785.90	
			101 - 576 80 47 020 - Senior Center			2,785.90	
7139	07/23/2025	Claims	2	204801	Consumer Rental, LLC	745.28	
			001 - 521 20 41 001 - Professional Services			745.28	
7140	07/23/2025	Claims	2	204802	Databar, Inc	2,952.49	
			425 - 531 50 42 010 - Postage			118.09	
			401 - 535 80 42 015 - Postage			1,919.12	
			412 - 537 80 42 010 - Postage			915.28	
7141	07/23/2025	Claims	2	204803	James Deakins	109.20	
			001 - 521 40 43 000 - Travel			109.20	
7142	07/23/2025	Claims	2	204804	Gregory Dixon	1,600.00	
			001 - 515 93 41 001 - Indigent Defense Conflict Cour			1,600.00	
7143	07/23/2025	Claims	2	204805	E & E Lumber, Inc.	919.24	
			103 - 542 30 31 000 - Operating Supplies			15.20	
			103 - 542 30 31 000 - Operating Supplies			45.77	
			103 - 542 30 31 000 - Operating Supplies			8.64	
			103 - 542 30 31 000 - Operating Supplies			23.84	
			103 - 542 30 31 000 - Operating Supplies			17.70	
			103 - 542 30 31 000 - Operating Supplies			12.49	
			103 - 542 30 31 000 - Operating Supplies			17.71	
			103 - 542 30 31 000 - Operating Supplies			54.20	
			101 - 576 80 31 000 - Operating Sup - Tesarik Park			66.87	
			101 - 576 80 31 009 - Operating Sup - Bingham Park			63.39	
			101 - 576 80 31 100 - Fertilizer/Herbicide			54.29	
			101 - 576 80 48 012 - Harry Osborne			496.43	
			101 - 576 80 48 016 - City Hall			12.50	
			104 - 595 20 63 083 - RW-SR 9-John Liner-McGarigle			30.21	
7144	07/23/2025	Claims	2	204806	Environmental Abatement Svcs Inc.	1,950.00	

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			104 - 595 20 63 083		RW-SR 9-John Liner-McGariqle	1,950.00	
7145	07/23/2025	Claims	2	204807	Eurofins Enviro Testing	4,482.00	
			401 - 535 80 41 000		Professional Services	4,281.00	
			401 - 535 80 41 000		Professional Services	201.00	
7146	07/23/2025	Claims	2	204808	Excavation West Inc	542,932.72	
			101 - 594 76 63 025		Olmsted Park	542,932.72	
7147	07/23/2025	Claims	2	204809	Facet NW, Inc	13,451.67	
			001 - 558 60 41 000		Professional Services	13,451.67	
7148	07/23/2025	Claims	2	204810	Family Promise of Skagit Valley	14,401.23	
			117 - 551 00 00 117		Affordable Housing - Operatio	14,401.23	
7149	07/23/2025	Claims	2	204811	Fastenal Company	477.87	
			412 - 537 80 31 000		Operating Supplies	81.24	
			103 - 542 30 35 010		Safety Equipment	396.63	
7150	07/23/2025	Claims	2	204812	Federal Certified Hearing	45.00	
			412 - 537 80 41 000		Professional Services	45.00	Kurt's hearing exam
7151	07/23/2025	Claims	2	204813	Galls Parent Holdings, LLC	107.44	
			001 - 521 20 26 000		Uniforms/Accessories	107.44	
7152	07/23/2025	Claims	2	204814	Generator Services NW, LLC	5,409.66	
			001 - 521 20 48 000		Repairs & Maintenance	378.68	
			001 - 522 50 48 030		Repair/Maint-Station	378.68	
			425 - 531 50 48 000		Repairs/Maintenance	378.68	
			401 - 535 50 48 000		Maintenance Contracts	2,842.97	
			401 - 535 50 48 000		Maintenance Contracts	378.68	
			101 - 576 80 48 016		City Hall	378.68	
			101 - 576 80 48 026		CS Library	673.29	
7153	07/23/2025	Claims	2	204815	Gordon Truck Centers, Inc	417.72	
			412 - 537 50 48 000		Repairs/maint-equip	259.66	Unit 521
			412 - 537 50 48 000		Repairs/maint-equip	158.06	Unit 521
7154	07/23/2025	Claims	2	204816	Megan Guard-Lilley	70.72	
			001 - 522 21 28 000		Employee Wellness	70.72	
7155	07/23/2025	Claims	2	204817	Heather Hirotaka	65.98	
			001 - 521 20 31 002		Office/Operating Supplies	65.98	
7156	07/23/2025	Claims	2	204818	Home Depot Credit Services	118.48	
			101 - 576 80 48 000		Repairs/Maintenance	118.48	
7157	07/23/2025	Claims	2	204819	ICONIX Waterworks (US) Inc	3,384.90	
			401 - 535 50 48 010		Maintenance Of Lines	2,808.68	
			401 - 535 50 48 010		Maintenance Of Lines	576.22	
7158	07/23/2025	Claims	2	204820	Intntl City/County Mgmt Assoc	1,160.32	
			001 - 513 10 49 010		Dues & Subscriptions	1,160.32	
7159	07/23/2025	Claims	2	204821	KCDA Purchasing Cooperative	705.32	
			001 - 514 23 31 000		Supplies	705.32	
7160	07/23/2025	Claims	2	204822	L N Curtis & Sons	1,746.68	
			001 - 521 20 26 000		Uniforms/Accessories	377.27	
			001 - 521 20 26 000		Uniforms/Accessories	84.63	
			001 - 521 20 26 000		Uniforms/Accessories	591.76	
			001 - 521 20 26 000		Uniforms/Accessories	693.02	
7161	07/23/2025	Claims	2	204823	The Language Exchange, Inc	951.50	
			001 - 512 50 41 040		Language Interpreter	770.00	
			001 - 521 20 41 001		Professional Services	181.50	

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7162	07/23/2025	Claims	2	204824	Lauts Inc dba Lautenbach Industries	388.80	
					412 - 537 60 47 015 - Construction Demolition Land I	388.80	Byk bucko
7163	07/23/2025	Claims	2	204825	Les Schwab Tire Center	3,580.79	
					001 - 521 20 48 010 - Repair & Maint - Auto	1,338.56	Veh 275 - McCombs
					412 - 537 50 48 000 - Repairs/maint-equip	1,601.75	Unit527 Tires
					412 - 537 50 48 000 - Repairs/maint-equip	640.48	Unit 526 tires'
7164	07/23/2025	Claims	2	204826	Life Assist Inc.	2,112.12	
					001 - 522 21 31 000 - Operating Supplies - Medical	992.95	
					001 - 522 21 31 000 - Operating Supplies - Medical	1,119.17	
7165	07/23/2025	Claims	2	204827	NW Center Svcs, Inc dba Lithtex NW	240.45	
					412 - 537 80 31 000 - Operating Supplies	240.45	
7166	07/23/2025	Claims	2	204828	Kody Manke	833.26	
					631 - 389 90 01 631 - Unapplied Cash - Suspense	-833.26	
7167	07/23/2025	Claims	2	204829	Mark Christ, Architect	5,400.00	
					101 - 594 76 63 025 - Olmsted Park	5,400.00	
7168	07/23/2025	Claims	2	204830	Motorola Solutions	346.13	
					001 - 522 20 31 000 - Operating Supplies	346.13	
7169	07/23/2025	Claims	2	204831	Municipal Emergency Services Inc	5,534.18	
					001 - 522 20 48 000 - Repairs/Maint-Equip	271.50	
					501 - 594 22 64 501 - Vehicles - Fire	5,262.68	
7170	07/23/2025	Claims	2	204832	Nelson Dist, Inc. dba Nelson-Reisner	3,897.23	
					412 - 537 80 31 000 - Operating Supplies	3,221.92	
					412 - 537 80 32 010 - Fuel Additive - DEF	675.31	
7171	07/23/2025	Claims	2	204833	Nordic Temperature Control	2,110.52	
					101 - 576 80 48 015 - Library	1,711.19	
					101 - 576 80 48 016 - City Hall	399.33	
7172	07/23/2025	Claims	2	204834	Northwest Playground Equip Inc	64.57	
					101 - 576 80 48 006 - Memorial Park	64.57	
7173	07/23/2025	Claims	2	204835	Old Mill Properties LLC	10,000.00	
					001 - 558 70 00 513 - Economic Development	10,000.00	
7174	07/23/2025	Claims	2	204836	Oliver-Hammer, Inc	920.52	
					401 - 535 80 35 010 - Safety Equipment	904.36	
					001 - 595 10 31 000 - Supplies	16.16	
7175	07/23/2025	Claims	2	204837	PB Parent Holdco, LP dba	213.67	
					101 - 576 80 31 003 - Operating Sup - Parks Shop	213.67	
7176	07/23/2025	Claims	2	204838	PROCOT LLC	234.00	
					001 - 521 20 41 001 - Professional Services	78.00	
					401 - 535 80 41 000 - Professional Services	78.00	
					412 - 537 80 31 000 - Operating Supplies	78.00	
7177	07/23/2025	Claims	2	204839	Pacific Landscape Architecture LLC	303.00	
					101 - 594 76 63 025 - Olmsted Park	303.00	
7178	07/23/2025	Claims	2	204840	Parker Corporate Svcs, Inc.	125.00	
					101 - 576 80 41 000 - Professional Services	125.00	

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7179	07/23/2025	Claims	2	204841	Peters Towing LLC	163.05	
					001 - 521 20 41 001 - Professional Services	163.05	
7180	07/23/2025	Claims	2	204842	Proforce Marketing, Inc	3,161.80	
					001 - 594 21 64 000 - Machinery & Equipment	3,796.02	
					109 - 594 21 64 109 - Equipment	-634.22	
7181	07/23/2025	Claims	2	204843	Public Safety Testing, Inc	365.00	
					001 - 521 20 41 001 - Professional Services	226.00	
					001 - 522 20 41 000 - Professional Services	139.00	
7182	07/23/2025	Claims	2	204844	Reichhardt & Ebe	23,124.69	
					104 - 595 10 63 081 - Eng - John Line Rd. Bike/Ped	221.99	
					104 - 595 10 63 089 - Eng - John Liner Rd Arterial	3,754.11	
					104 - 595 30 63 083 - Const-SR 9-John Liner-McGariç	19,148.59	
7183	07/23/2025	Claims	2	204845	Rick's Refrigeration Inc	504.00	
					412 - 537 60 47 011 - Site Recycling Disposal	504.00	Site Recycle Fridges
7184	07/23/2025	Claims	2	204846	Ricoh USA, Inc	286.91	
					001 - 514 23 31 000 - Supplies	61.95	
					001 - 524 20 31 000 - Off/Oper Supps & Books	64.33	
					001 - 558 60 31 000 - Supplies/Books	64.34	
					103 - 591 30 70 103 - Subscription IT (SBITA) - Street:	31.95	
					001 - 595 10 31 000 - Supplies	64.34	
7185	07/23/2025	Claims	2	204847	Ricoh USA, Inc	462.16	
					001 - 514 23 49 010 - Misc-Dues/Subscriptions	231.08	
					001 - 591 10 70 520 - Leases + Subscription IT (SBITA	77.03	
					001 - 591 20 70 524 - Leases + Subscription IT (SBITA	77.02	
					001 - 591 60 70 519 - Leases + Subscription IT (SBITA	77.03	
7186	07/23/2025	Claims	2	204848	Rodda Paint Co	83.41	
					101 - 576 80 48 012 - Harry Osborne	83.41	
7187	07/23/2025	Claims	2	204849	Heather Romano	283.50	
					001 - 521 20 41 001 - Professional Services	283.50	
7188	07/23/2025	Claims	2	204850	Brandon & Natalie Sakuma	1,900.00	
					104 - 595 20 63 083 - RW-SR 9-John Liner-McGariçle	1,900.00	
7189	07/23/2025	Claims	2	204851	M.T. Gehring dba Sedro-Woolley Auto	2,081.08	
					001 - 521 20 48 010 - Repair & Maint - Auto	1,415.33	Veh 256 cook blea
					001 - 521 20 48 010 - Repair & Maint - Auto	281.74	
					001 - 521 20 48 010 - Repair & Maint - Auto	291.98	
					001 - 521 20 48 010 - Repair & Maint - Auto	92.03	
7190	07/23/2025	Claims	2	204852	Sedro-Woolley Rotary Foundation	13,000.00	
					101 - 594 76 61 000 - Riverfront Park	13,000.00	Wills Bridge Project
7191	07/23/2025	Claims	2	204853	Sedro-Woolley School Dist	31,649.80	
					635 - 589 30 06 635 - GMA School Impact Fees Remi	31,649.80	
7192	07/23/2025	Claims	2	204854	Sholten's Equipment	577.68	
					103 - 542 30 48 010 - Repair/Maintenance-Equip	577.68	
7193	07/23/2025	Claims	2	204855	Sirchie Acquisition Co LLC	92.56	
					001 - 521 20 31 002 - Office/Operating Supplies	92.56	
7194	07/23/2025	Claims	2	204856	Skagit 911	69,947.22	
					001 - 521 20 41 055 - 911 Contracted Services	65,038.13	
					001 - 522 20 41 020 - Central Dispatch	3,278.50	
					001 - 591 20 70 522 - Leases + Subscription IT (SBITA	1,630.59	

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7195	07/23/2025	Claims	2	204857	Skagit Cnty Public Health	5,697.75	
					001 - 569 00 41 000 - Skagit Senior Services	5,697.75	
7196	07/23/2025	Claims	2	204858	Skagit Cnty Public Works	78,879.03	
					412 - 537 60 47 000 - Solid Waste Disposal	78,879.03	SW Disposal
7197	07/23/2025	Claims	2	204859	Skagit Cnty Treasurer	23.12	
					635 - 589 30 05 635 - County Crime Victim Witness P	23.12	
7198	07/23/2025	Claims	2	204860	Skagit DV & SA Services	1,635.34	
					001 - 565 50 41 000 - Sk Domestic Violence	1,635.34	
7199	07/23/2025	Claims	2	204861	Skagit Farmers Supply	220.43	
					401 - 535 50 48 010 - Maintenance Of Lines	15.41	
					101 - 576 80 31 001 - Operating Sup - Riverfront	31.46	
					101 - 576 80 48 004 - Community Center	81.29	
					101 - 576 80 48 004 - Community Center	73.83	
					401 - 594 35 64 001 - Portable Equipment	18.44	
7200	07/23/2025	Claims	2	204862	PNG Media LLC, dba Skagit Publishing	2,010.52	
					001 - 511 60 31 001 - Legal Publications	64.56	
					001 - 518 10 27 000 - Publication	375.00	
					001 - 558 60 41 011 - Advertising Reimbuseable	338.94	
					001 - 558 60 41 011 - Advertising Reimbuseable	166.78	
					001 - 558 60 41 011 - Advertising Reimbuseable	338.94	
					001 - 558 60 41 011 - Advertising Reimbuseable	306.66	
					001 - 558 60 41 011 - Advertising Reimbuseable	139.88	
					001 - 558 60 41 011 - Advertising Reimbuseable	279.76	
7201	07/23/2025	Claims	2	204863	Stericycle	65.75	
					001 - 521 20 41 001 - Professional Services	65.75	
7202	07/23/2025	Claims	2	204864	Sterling Vet Clinic	184.77	
					001 - 521 20 41 023 - Canine	184.77	
7203	07/23/2025	Claims	2	204865	Stiles & Lehr Law Inc., PS	4,530.50	
					001 - 512 50 41 010 - Municipal Court Judge	4,530.50	
7204	07/23/2025	Claims	2	204866	Systems Design West, LLC	3,289.89	
					001 - 522 21 41 000 - EMS Professional Services-Sys I	3,289.89	
7205	07/23/2025	Claims	2	204867	T-Mobile USA Inc.	200.00	
					001 - 521 20 41 001 - Professional Services	200.00	
7206	07/23/2025	Claims	2	204868	Thompson, Guildner & Assoc, Inc P.S.	18,227.76	
					001 - 515 41 41 000 - Ext Legal-City Attorney	11,277.40	
					001 - 515 45 41 000 - Legal - Litigation	6,950.36	
7207	07/23/2025	Claims	2	204869	HD Supply Inc, dba USA BlueBook	942.53	
					401 - 535 80 31 010 - Operating Supplies	942.53	
7208	07/23/2025	Claims	2	204870	Util Underground Loc Ctr	137.60	
					401 - 535 80 31 010 - Operating Supplies	137.60	
7209	07/23/2025	Claims	2	204871	Vestis Group, Inc	43.16	
					401 - 535 80 49 000 - Laundry	7.82	
					401 - 535 80 49 000 - Laundry	7.82	
					412 - 537 80 49 000 - Misc-Laundry	8.91	
					412 - 537 80 49 000 - Misc-Laundry	8.91	
					103 - 542 30 49 000 - Misc-Laundry	4.85	
					103 - 542 30 49 000 - Misc-Laundry	4.85	
7210	07/23/2025	Claims	2	204872	WA St Criminal Justice	1,561.00	

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			001 - 521 40 49 000 - Tuition/Registration			1,561.00	
7211	07/23/2025	Claims	2	204873	WA St Patrol	82.00	
			001 - 521 20 41 040 - Intergov Svc-Gun Permits			22.00	
			001 - 521 20 41 040 - Intergov Svc-Gun Permits			60.00	
7212	07/23/2025	Claims	2	204874	WA St Treasurer	1,701.80	
			635 - 586 30 00 635 - State Court Fees Remittance			1,701.80	
7213	07/23/2025	Claims	2	204875	WEX Bank	13,238.76	
			001 - 514 23 32 000 - Auto Fuel			221.52	
			001 - 521 20 32 000 - Auto Fuel			7,290.90	
			001 - 522 20 32 000 - Auto Fuel/Diesel			3,558.73	
			425 - 531 50 32 000 - Vehicle Fuel			109.21	
			401 - 535 80 32 000 - Auto Fuel/Diesel			270.53	
			412 - 537 80 32 000 - Auto Fuel/Diesel			354.40	Fuel 525, 514
			103 - 542 30 32 000 - Auto Fuel/Diesel			508.42	
			501 - 548 30 31 001 - Auto Fuel			104.86	Fleet fuel
			101 - 576 80 32 000 - Auto Fuel/Diesel			820.19	
7214	07/23/2025	Claims	2	204876	Ariel Wesson	165.00	
			001 - 521 20 28 000 - Employee Wellness			165.00	
7215	07/23/2025	Claims	2	204877	Witmer Public Safety Group Inc.	6,069.49	
			501 - 594 22 64 501 - Vehicles - Fire			3,274.17	
			501 - 594 22 64 501 - Vehicles - Fire			2,795.32	
7216	07/23/2025	Claims	2	204878	Woods Acquisition Corp	191.17	
			101 - 576 80 32 000 - Auto Fuel/Diesel			37.99	
			001 - 595 10 31 000 - Supplies			153.18	
7217	07/23/2025	Claims	2	204879	World Kinect Energy Services, dba	7,530.15	
			425 - 531 50 32 000 - Vehicle Fuel			182.68	
			425 - 531 50 32 000 - Vehicle Fuel			292.27	
			425 - 531 50 32 000 - Vehicle Fuel			448.65	
			102 - 536 20 32 000 - Auto Fuel/Diesel			226.90	
			412 - 537 80 32 000 - Auto Fuel/Diesel			2,325.55	
			412 - 537 80 32 000 - Auto Fuel/Diesel			3,413.10	
			103 - 542 30 32 000 - Auto Fuel/Diesel			389.86	
			101 - 576 80 32 000 - Auto Fuel/Diesel			251.14	
7218	07/23/2025	Claims	2	204880	Zoll Medical Corporation	11,846.40	
			001 - 522 21 35 011 - EMS Minor Equipment			646.17	
			001 - 522 21 35 011 - EMS Minor Equipment			2,953.70	
			001 - 522 21 49 000 - Miscellaneous			1,674.61	
			001 - 522 21 49 000 - Miscellaneous			6,571.92	
						227,892.22	
						584,818.57	
						312.80	
						4,302.86	
						27,293.73	
						-634.22	
						14,401.23	
						19,419.80	
						94,361.00	
						1,529.58	
						11,437.03	
						833.26	
						33,374.72	
						Claims:	1,019,342.58
						* Transaction Has Mixed Revenue And Expense Accounts	1,019,342.58

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

_____ Finance Director	_____ Date
---------------------------	---------------

_____ Finance Committee Member	_____ Date
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_____ Finance Committee Member	_____ Date
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_____ Finance Committee Member	_____ Date
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City Council Agenda Item

Agenda Item No.: e.3.

Date: July 23, 2025

From: Nathan Salseina, Maintenance Operations Supervisor

Subject: 2025-205-CN-Amendment - SW Youth Football and Cheer - Denny Engberg Field

RECOMMENDED ACTION:

Motion to authorize staff to execute/sign 2025-205-CN-Amend with Sedro-Woolley Youth Football and Cheer, amending the 2021 agreement to include Skagit PUD water service charges.

BACKGROUND/SUMMARY INFORMATION:

Sedro-Woolley Youth Football & Cheer has leased a portion of the Union Cemetery property located off Fruitdale Rd since 2011. With approval of the council, the group developed at their own expense what has become known as Denny Engberg Memorial Field. The group has maintained the field at their own expense since then. A new water service is being installed later this month to allow the football group to property irrigate the playfield during the summer months. The city will own the water meter, but the football group will be responsible for reimbursing the city for the cost of the water used. This amendment to the original lease clarifies responsibilities for payment of the utilities. As open space for outdoor recreation becomes limited, Engberg Field has become an asset to the community, and is used by several hundred kids from throughout the Sedro-Woolley School District for youth programs.

FISCAL IMPACT, IF APPROPRIATE:

The estimated annual water expense is estimated at \$3,000. The city will be reimbursed for this expense per the terms of the lease amendment.

ATTACHMENTS:

1. 04899Sedro - Lease Amend 1 Sedro Youth Football

**FIRST AMENDMENT TO THE LEASE AGREEMENT
BETWEEN THE CITY OF SEDRO-WOOLLEY AND SEDRO-WOOLLEY YOUTH
FOOTBALL & CHEER**

The parties hereto are the CITY OF SEDRO-WOOLLEY, a municipal corporation of the State of Washington ("City") and the SEDRO-WOOLLEY YOUTH FOOTBALL & CHEER, a non-profit Washington corporation ("Lessee").

RECITALS

WHEREAS, the Parties executed the Lease Agreement covering the City of Sedro-Woolley owned real property in 2021; and

WHEREAS, Lessee uses the City's real property as a recreation field; and

WHEREAS, the method of irrigating of the field is changing and water service has been contracted for with the Skagit PUD;

WHEREAS, the Parties wish to clarify responsibilities for payment of the utility service.

NOW, THEREFORE, the Lease Agreement is hereby amended as follows:

1. Section 11. UTILITIES. Lessee agrees to pay for all public utilities which shall be used in or charged against the premises, and to hold the Lessor harmless from such charges. This includes Skagit PUD water service charges applicable to the premises.
2. All other terms and conditions remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Lease Amendment on this 23rd day of July, 2025.

Julia Johnson, Mayor
CITY OF SEDRO-WOOLLEY

_____,
SEDRO-WOOLLEY
YOUTH FOOTBALL &
CHEER

Attest:

Kelly Kohnken, Finance Director/Clerk

Approved as to form:
Nikki Thompson, City Attorney



City Council Agenda Item

Agenda Item No.: e.4.

Date: July 23, 2025

From: Charlie Bush, City Administrator

Subject: 2024-PS-06-Amendment 2 - Facet NW - Comprehensive Plan

RECOMMENDED ACTION:

Motion to authorize Mayor Johnson or her designee to execute/sign an amendment to a professional services agreement, continuing comprehensive plan work with Facet NW by \$50,000.

BACKGROUND/SUMMARY INFORMATION:

In the process of continuing work on the City's periodic update to its Comprehensive Plan, the City has come to the end of its initial grant funding period. The Washington State Department of Commerce recently indicated that an additional, and retroactive grant, will be available to cities like Sedro-Woolley to help cover continuing work to meet the end of the year deadline for Comprehensive Plan updates. Once available, staff intend to apply for this grant, and, if successful, it should help to cover the additional costs of this contract amendment. A copy of the current contract and the proposed amendment are attached. Work to complete a State-required update to the City's Critical Areas Ordinance (CAO) is also included in this contract amendment. The CAO is required to be updated within one year of completion of the periodic update of the Comprehensive Plan. City staff do not have the specialized skill sets and knowledge needed to do the CAO update internally.

FISCAL IMPACT, IF APPROPRIATE:

This amendment would increase the current contract by \$50,000. Thirty-thousand dollars of this work remains grant covered by our existing grants, some additional funding may be covered by the next grant, and funding in the City's budget is sufficient to cover the overall cost of this contract amendment.

ATTACHMENTS:

1. Facet NW Main Contract
2. Facet NW Amendment 1
3. Facet NW Amendment 2 (proposed)



PROFESSIONAL SERVICES AGREEMENT NO. 2024-PS-06

THIS AGREEMENT ("Agreement") is made and entered into by and between the City of Sedro-Woolley, a Washington State municipal corporation ("City"), and **Facet NW, Inc.**, whose address is 9706 4th Ave NE, Seattle, WA 98115. hereinafter referred to as the "Consultant".

NOW, THEREFORE, in consideration of the terms, conditions, covenants and performances contained herein, the parties hereto agree as follows:

ARTICLE I. PURPOSE

The purpose of this Agreement is to provide the City of Sedro-Woolley as described in Article II. The general terms and conditions of the relationship between the City and the Consultant are specified in this Agreement.

ARTICLE II. SCOPE OF SERVICES

The Scope of Services is attached hereto as **Exhibit "A"** and incorporated herein by this reference ("Scope of Services"). All services and materials necessary to accomplish the tasks outlined in the Scope of Services shall be provided by the Consultant unless noted otherwise in the Scope of Services or this Agreement. All such services shall be provided in accordance with the standards of the Consultant's profession.

ARTICLE III. OBLIGATIONS OF THE CONSULTANT

III.1 MINOR CHANGES IN SCOPE. The Consultant shall accept minor changes, amendments, or revision in the detail of the Scope of Services as may be required by the City when such changes will not have any impact on the service costs or proposed delivery schedule. Extra work, if any, involving substantial changes and/or changes in cost or schedules will be addressed as follows:

Extra Work. The City may desire to have the Consultant perform work or render services in connection with each project in addition to or other than work provided for by the expressed intent of the Scope of Services in the scope of services. Such work will be considered as extra work and will be specified in a written supplement or amendment to the scope of services, to be signed by both parties, which will set forth the nature and the scope thereof. All proposals for extra work or services shall be prepared by the Consultant at no cost to the City. Work under a supplemental agreement shall not proceed until executed in writing by the parties.

III.2 WORK PRODUCT AND DOCUMENTS. The Scope of Work deliverables, and all other documents produced under this Agreement shall be furnished by the Consultant to the City, and upon completion of the work shall become the property of the City. Provided however, the Consultant may retain one copy of the work product and documents for its records. Provided further, all Images and rights relating to the deliverables referenced in the exhibit

The Consultant will be responsible for the accuracy of the work, even though the work has been accepted by the City.

In the event that the Consultant shall default on this Agreement or in the event that this Agreement shall be terminated prior to its completion as herein provided, all work product of the Consultant, along with a summary of work as of the date of default or termination, shall become the property of the City. Upon request, the Consultant shall tender the work product and summary to the City. Tender of said work product shall be a prerequisite to final payment under this Agreement. The summary of work done shall be prepared at no additional cost to the City.

Consultant will not be held liable for reuse of documents produced under this Agreement or modifications thereof for any purpose other than those authorized under this Agreement without the written authorization of Consultant.

III.3 **TERM.** The term of this Agreement shall be from date at which both parties have completed execution and shall terminate at midnight December 31, 2025. The parties may extend the term of this Agreement by written mutual agreement.

III.4 **NONASSIGNABLE.** The services to be provided by the Consultant shall not be assigned or subcontracted without the express written consent of the City.

III.5 **EMPLOYMENT.**

a. The term "employee" or "employees" as used herein shall mean any officers, agents, or employee of the of the Consultant.

b. Any and all employees of the Consultant, while engaged in the performance of any work or services required by the Consultant under this Agreement, shall be considered employees of the Consultant only and not of the City, and any and all claims that may or might arise under the Workman's Compensation Act on behalf of any said employees while so engaged, and any and all claims made by any third party as a consequence of any negligent act or omission on the part of the Consultant or its employees while so engaged in any of the work or services provided herein shall be the sole obligation of the Consultant.

c. Consultant represents, unless otherwise indicated below, that all employees of Consultant that will provide any of the work under this Agreement have not ever been retired from a Washington State retirement system, including but not limited to Teacher (TRS), School District (SERS), Public Employee (PERS), Public Safety (PSERS), law enforcement and fire fighters (LEOFF), Washington State Patrol (WSPRS), Judicial Retirement System (JRS), or otherwise. *(Please indicate No or Yes below)*

☒ **X** No employees supplying work have ever been retired from a Washington state retirement system.

☐ Yes employees supplying work have been retired from a Washington state retirement system.

In the event the Consultant indicates "no", but an employee in fact was a retiree of a Washington State retirement system, and because of the misrepresentation the City is required to defend a claim by the Washington State retirement system, or to make contributions for or on account of the employee, or reimbursement to the Washington State retirement system for benefits paid, Consultant hereby agrees to save, indemnify, defend and hold City harmless from and against all expenses and costs, including reasonable attorney's fees incurred in defending the claim of the Washington State retirement system and from all contributions paid or required to be paid, and for all reimbursement required to the Washington State retirement system. In the event Consultant affirms that an employee providing work has ever retired from a Washington State retirement system, said employee shall be identified by Consultant, and such retirees shall provide City with all information required by City to report the employment with Consultant to the Department of Retirement Services of the State of Washington.

III.6 **INDEMNITY.**

a. **Indemnification / Hold Harmless.** Consultant shall indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including reasonable attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

b. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence.

c. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.

d. **Public Records Requests.** In addition to Paragraph IV.3 b, when the City provides the Consultant with notice of a public records request per Paragraph IV. 3 b, Consultant agrees to save, hold harmless, indemnify and defend the City its officers, agents, employees and elected officials from and against all claims, lawsuits, fees, penalties and costs resulting from the consultant's violation of the Public Records Act RCW 42.56, or consultant's failure to produce public records as required under the Public Records Act.

e. The provisions of this section III.6 shall survive the expiration or termination of this agreement.

III.7 **INSURANCE.**

a. **Insurance Term.** The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

b. **No Limitation.** Consultant's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

c. **Minimum Scope of Insurance - Consultant shall obtain insurance of the types described below:**

- (1) Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage.
- (2) Commercial General Liability insurance shall be written at least as broad on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap, independent contractors and personal injury and advertising injury. The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO CG 20 26.
- (3) Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
- (4) Professional Liability insurance appropriate to the Consultant's profession.

d. **The minimum insurance limits shall be as follows:**
Consultant shall maintain the following insurance limits:

- (1) Commercial General Liability. Insurance shall be written with limits no less than \$1,000,000 per occurrence; and \$2,000,000 general aggregate.
- (2) Automobile Liability. Insurance with a minimum \$1,000,000 combined single limit per accident for bodily injury and property damage.
- (3) Workers' Compensation. Workers' compensation limits as required by the Workers' Compensation Act of Washington.
- (4) Professional Liability/Consultant's Errors and Omissions Liability. Insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

e. **Notice of Cancellation.** In the event that the Consultant receives notice (written, electronic or otherwise) that any of the above required insurance coverage is being cancelled and/or terminated, the Consultant shall immediately (within forty-eight (48) hours) provide written notification of such cancellation/termination to the City.

f. **Acceptability of Insurers.** Insurance to be provided by Consultant shall be with insurers with a current A.M. Best rating of no less than A: VII, or if not rated by Best, with minimum surpluses the equivalent of Best VII rating.

g. **Verification of Coverage.** In signing this agreement, the Consultant is acknowledging and representing that required insurance is active and current. Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work. Further, throughout the term of this Agreement, the Consultant shall provide the City with proof of insurance upon request by the City.

h. **Insurance shall be Primary - Other Insurance Provision.** The Consultant's insurance coverage shall be primary insurance as respect the City. The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the City. Any Insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.

i. **Claims-made Basis.** Unless approved by the City all insurance policies shall be written on an "Occurrence" policy as opposed to a "Claims-made" policy. The City may require an extended reporting endorsement on any approved "Claims-made" policy.

j. **Failure to Maintain Insurance.** Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days' notice to the Consultant to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.

k. **Public Entity Full Availability of Consultant Limits**
If the Consultant maintains higher insurance limits than the minimums shown above, the Public Entity shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this contract or whether any certificate of insurance furnished to the Public Entity evidences limits of liability lower than those maintained by the Consultant.

III.8 **DISCRIMINATION PROHIBITED AND COMPLIANCE WITH EQUAL OPPORTUNITY LEGISLATION.** The Consultant agrees to comply with equal opportunity employment and not to discriminate against client, employee, or applicant for employment or for services because of race, creed, color, religion, national origin, marital status, sex, sexual orientation, age or handicap except for a bona fide occupational qualification with regard, but not limited to, the following: employment upgrading; demotion or transfer; recruitment or any recruitment advertising; layoff or terminations; rates of pay or other forms of compensation; selection for training, rendition of services. The Consultant further agrees to maintain (as appropriate) notices, posted in conspicuous places, setting forth the provisions of this nondiscrimination clause. The Consultant understands and agrees that if it violates this nondiscrimination provision, this Agreement may be terminated by the City, and further that the Consultant will be barred from performing any services for the City now or in the future, unless a showing is made satisfactory to the City that discriminatory practices have been terminated and that recurrence of such action is unlikely.

III.9 **UNFAIR EMPLOYMENT PRACTICES.** During the performance of this Agreement, the Consultant agrees to comply with RCW 49.60.180, prohibiting unfair employment practices.

III.10 **LEGAL RELATIONS.** The Consultant shall comply with all federal, state and local laws and ordinances applicable to work to be done under this Agreement. The Consultant represents that the firm and all employees assigned to work on any City project are in full compliance with the statutes of the State of Washington governing activities to be performed and that all personnel to be assigned to the work required under this Agreement are fully qualified-and properly licensed to perform the work to which they will be assigned. This Agreement shall be interpreted and construed in accordance with the laws of Washington. Venue for any litigation commenced relating to this Agreement shall be in Sedro-Woolley County Superior Court.

III.11 INDEPENDENT CONTRACTOR.

a. The Consultant and the City understand and expressly agree that the Consultant is an independent contractor in the performance of each and every part of this Agreement. The Consultant expressly represents, warrants and agrees that his status as an independent contractor in the performance of the work and services required under this Agreement is consistent with and meets the six-part independent contractor test set forth in RCW 51.08.195 or as hereafter amended. The Consultant, as an independent contractor, assumes the entire responsibility for carrying out and accomplishing the services required under this Agreement. The Consultant shall make no claim of City employment nor shall claim any related employment benefits, social security, and/or retirement benefits.

b. The Consultant shall be solely responsible for paying all taxes, deductions, and assessments, including but not limited to federal income tax, FICA, social security tax, assessments for unemployment and industrial injury, and other deductions from income which may be required by law or assessed against either party as a result of this Agreement. In the event the City is assessed a tax or assessment as a result of this Agreement, the Consultant shall pay the same before it becomes due.

c. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that the Consultant performs hereunder.

d. Prior to commencement of work, the Consultant and all approved Subcontractors/Subconsultants shall obtain a business license from the City.

e. **Municipal Research Service Center (MRSC) Roster Registration.**
The Consultant shall register or maintain registration on the MRSC Consultant Roster.

f. **Debarment.**
Consultant represents and agrees that it is not listed on any state or federal debarment list and further agrees that none of its sub-consultants are listed on any state or federal debarment list.

III.12 CONFLICTS OF INTEREST. The Consultant agrees to and shall notify the City of any potential conflicts of interest in Consultant's client base and shall obtain written permission from the City prior to providing services to third parties where a conflict or potential conflict of interest is apparent. If the City determines in its sole discretion that a conflict is irreconcilable, the City reserves the right to terminate this Agreement.

III.13 CITY CONFIDENCES. The Consultant agrees to and will keep in strict confidence, and will not disclose, communicate or advertise to third parties without specific prior written consent from the City in each instance, the confidences of the City or any information regarding the City or services provided to the City.

III.14 SUBCONTRACTORS/SUBCONSULTANTS.

a. The Consultant shall be responsible for all work performed by subcontractors/subconsultants pursuant to the terms of this Agreement.

b. The Consultant must verify that any subcontractors/subconsultants they directly hire meet the responsibility criteria for the project. Verification that a subcontractor/subconsultant has proper license and bonding, if required by statute, must be included in the verification process. The Consultant will use the following Subcontractors/Subconsultants: _Kimley-Horn_

c. The Consultant may not substitute or add subcontractors/subconsultants without the written approval of the City.

d. All Subcontractors/Subconsultants shall have the same insurance coverages and limits as set forth in this Agreement and the Consultant shall provide verification of said insurance coverage.

ARTICLE IV. OBLIGATIONS OF THE CITY

IV.1 PAYMENTS.

a. The Consultant shall be paid by the City for services rendered under this Agreement as described in the Scope of Services **Exhibit A**. In no event shall the compensation paid to Consultant under this Agreement exceed **\$319,000.00** (three hundred nineteen thousand and no/100) without the written agreement of the Consultant and the City. Such payment shall be full compensation for work performed and services rendered and for all labor, materials, supplies, equipment and incidentals necessary to complete the work per the Fee Schedule **Exhibit B**. In the event the City elects to expand the scope of services from that set forth in **Exhibit A**, the City shall pay Consultant a mutually agreed amount.

b. The Consultant shall submit an invoice to the City for services performed at completion of the project in a format acceptable to the City. The Consultant shall maintain time and expense records and provide them to the City upon request.

c. The City will pay timely submitted and approved invoices within ten (10) days after approval by the City Council.

IV.2 **CITY APPROVAL.** Notwithstanding the Consultant's status as an independent contractor, results of the work performed pursuant to this Agreement must meet the approval of the City, which shall not be unreasonably withheld if work has been completed in compliance with the Scope of Services and City requirements.

IV.3 MAINTENANCE/INSPECTION OF RECORDS.

a. The Consultant shall maintain all books, records, documents and other evidence pertaining to the costs and expenses allowable under this Agreement in accordance with generally accepted accounting practices. All such books and records required to be maintained by this Agreement shall be subject to inspection and audit by representatives of the City and/or the Washington State Auditor at all reasonable times, and the Consultant shall afford the proper facilities for such inspection and audit. Representatives of the City and/or the Washington State Auditor may copy such books, accounts and records where necessary to conduct or document an audit. The Consultant shall preserve and make available all such books of account and records for a period of three (3) years after final payment under this Agreement. In the event that any audit or inspection identifies any discrepancy in such financial records, the Consultant shall provide the City with appropriate clarification and/or financial adjustments within thirty (30) calendar days of notification of the discrepancy.

b. **Public Records**

The parties agree that this Agreement and records related to the performance of the Agreement are with limited exception, public records subject to disclosure under the Public Records Act RCW 42.56. Further, in the event of a Public Records Request to the City, the City may provide the Consultant with a copy of the Records Request and the Consultant shall provide copies of any City records in Consultant's possession, necessary to fulfill that Public Records Request. If the Public Records Request is large the Consultant will provide the City with an estimate of reasonable time needed to fulfill the records request.

ARTICLE V. GENERAL

V.1 **NOTICES.** Notices to the City shall be sent to the following address:

325 Metcalf Street
Sedro-Woolley, WA 98284

Notices to the Consultant shall be sent to the following address:

9706 4th Ave NE,
Seattle, WA 98115

Receipt of any notice shall be deemed effective three (3) days after deposit of written notice in the U.S. mail with proper postage and address.

V.2 **TERMINATION.** The right is reserved by the City to terminate this Agreement in whole or in part at any time upon ten (10) calendar days' written notice to the Consultant.

If this Agreement is terminated in its entirety by the City for its convenience, the City shall pay the Consultant for satisfactory services performed through the date of termination in accordance with payment provisions of Section IV.1.

V.3 **DISPUTES.** The parties agree that, following reasonable attempts at negotiation and compromise, any unresolved dispute arising under this Agreement may be resolved by a mutually agreed-upon alternative dispute resolution of arbitration or mediation.

V.4 **EXTENT OF AGREEMENT/MODIFICATION.** This Agreement, together with attachments or addenda, represents the entire and integrated Agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended, modified or added to only by written instrument properly signed by both parties.

V.5 **SEVERABILITY**

a. If a court of competent jurisdiction holds any part, term or provision of this Agreement to be illegal or invalid, in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

b. If any provision of this Agreement is in direct conflict with any statutory provision of the State of Washington, that provision which may conflict shall be deemed inoperative and null and void insofar as it may conflict, and shall be deemed modified to conform to such statutory provision.

V.6 **NONWAIVER.** A waiver by either party hereto of a breach by the other party hereto of any covenant or condition of this Agreement shall not impair the right of the party not in default to avail itself of any subsequent breach thereof. Leniency, delay or failure of either party to insist upon strict performance of any agreement, covenant or condition of this Agreement, or to exercise any right herein given in any one or more instances, shall not be construed as a waiver or relinquishment of any such agreement, covenant, condition or right.

V.7 **FAIR MEANING.** The terms of this Agreement shall be given their fair meaning and shall not be construed in favor of or against either party hereto because of authorship. This Agreement shall be deemed to have been drafted by both of the parties.

V.8 **GOVERNING LAW.** This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

V.9 **VENUE.** The venue for any action to enforce or interpret this Agreement shall lie in the Superior Court of Washington for Skagit County, Washington.

V.10 **COUNTERPARTS.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same Agreement.

V.11 **AUTHORITY TO BIND PARTIES AND ENTER INTO AGREEMENT.** The undersigned represent that they have full authority to enter into this Agreement and to bind the parties for and on behalf of the legal entities set forth below.

DATED this 29th day of April, 2024.

CITY OF SEDRO-WOOLLEY

By Julia Johnson
3C84008CC8484BD...
Julia Johnson, Mayor

Facet NW, INC.

By Dan Nickel
Dan Nickel, Executive Vice President

Approved as to form:

Nikki Thompson
8E783717B449429...
Nikki Thompson, City Attorney

Exhibit A
Scope of Services

EXHIBIT "A"

SCOPE OF WORK

This scope of work covers assistance by Facet, Inc. (Consultant) to the City of Sedro-Woolley (City) to complete a period update of the City's Comprehensive Plan, inclusive of a new Climate Element.

Comprehensive Plan Update

Task 1: General Requirements

The Consultant will hold an initial kickoff meeting with City staff to develop a short project charter that outlines goals, roles and responsibilities, and key contacts as well as a more detailed project schedule. The project tracker tool will monitor task development and ensure deliverables are completed within the project schedule. Regular meetings with City staff and the Consultant team will occur throughout the project duration.

Deliverables:

- 1.1 Kickoff meeting
- 1.2 Draft and final project charter
- 1.3 Project tracker tool – updated prior to team meetings

Task 2: Information Gathering

The Consultant will review the existing Comprehensive Plan, maps, and development regulations and processes and complete an early draft Commerce checklist. The Consultant will also coordinate closely with City staff and County GIS data to update the City's land capacity analysis using building permit data representing population, housing, and employment growth that has occurred since the last comprehensive plan update.

The Consultant team will develop a Housing Needs Assessment that will help document the City's compliance with new housing element requirements and determine the extent of land use element changes.

Deliverables:

- 2.1 Completed draft Commerce Checklist
- 2.2 Land Capacity Analysis
- 2.3 Housing Needs Assessment

Task 3: SEPA Environmental Review and Scoping

The Consultant team will be responsible for the SEPA process, including completing a SEPA checklist and initial SEPA determination. An Environmental Impact Statement (EIS) is not anticipated. If an EIS is required, an amendment to this contract will be necessary.

Deliverables:

- 3.1 Completed SEPA checklist that summarizes the impacts of the 2025 Comprehensive Plan
- 3.2 SEPA (Mitigated) Determination of Non-significance

Task 4: Public Outreach

The Consultant will draft a Public Communication and Outreach Plan (Outreach Plan), with assistance from City staff, to inform the City's comprehensive plan update. The Outreach Plan will guide the use of a variety of materials and techniques, such as informational posters, public notice postcards, and project brochures – for use at all types of public meetings, whether virtual or in-person open houses or Planning Commission/City Council meetings. This may also include use of a community survey as needed to enhance opportunities for diverse community input.

The Consultant team, in partnership with City staff, will help implement the public communication and outreach plan and schedule based on the charter and overall project schedule following the kickoff meeting in Task 1. The Outreach Plan will include systematic ways to engage different audiences through beset practices.

Deliverables:

- 4.1 Draft and Final Public Communication and Outreach Plan
- 4.2 Website for the Comprehensive Plan update
- 4.3 Two (2) citywide mailers for public information

Task 5: Meetings and Hearings

The Consultant will provide support and attendance at various meetings, as needed, including giving presentations and answering questions and attending up to four city events.

Deliverables:

- 5.1 Presentations to City Boards, the Planning Commission, and the City Council, as needed (meeting materials will vary by associated task)
- 5.2 Attend up to four (4) city events
- 5.3 Attend a minimum of (6) meetings for the city council, planning commission, or other City boards or committees, as needed

Task 6: Plan and Policy Review

The Consultant will use the Commerce periodic update checklist completed under Task 2 to identify where policy changes may be needed. Goals for making policy changes may include:

- Consistency with the Growth Management Act (building off the completed Commerce checklist)
- Consistency with the Countywide Planning Policies
- New definitions of key terms that may be added and reviewing existing definitions to ensure consistency
- Review of existing policies that dictate action to ensure they are still relevant or whether they need to be removed and modified

The Consultant will conduct a policy gap analysis of the existing Sedro-Woolley comprehensive plan and, building off the work in Tasks 1 and 2, prepare a memo summarizing development regulations changes that will be needed to ensure consistency with the new GMA-compliant comprehensive plan.

Deliverables:

- 6.1 General Policy and Development Regulations Review (Gap Analysis)
 - An updated local and regional policy assessment of Sedro-Woolley
 - A memo summarizing existing development regulations that need to be revised or updated to be consistent with the 2025 Comprehensive Plan periodic update
- 6.2 Chapter 1 – Introduction and Vision Statement. Provide draft copies of the Plan Introduction to the City for staff and public review and comment

Task 7: Amendments to Comprehensive Plan Elements

The Consultant will provide a revised Comprehensive Plan consistent with City feedback during earlier phases, in preparation of the final adoption process. To help track changes, a decision matrix may be included, if the City desires. Particular attention will be given to the following subject matters.

Housing

The Consultant will work closely with the City and the County, as needed, to ensure the team has all the information needed to demonstrate compliance with the Growth Management Act's housing requirements following guidance by the Department of Commerce. Work by the County is still in progress.

Land Use

The Consultant will provide updates to the Land Use Element based on the results of the land capacity analysis, growth projections, and housing allocations by income band. This may include textual as well as map changes in the Land Use Element. The Consultant will ensure there is close coordination and consistency between the transportation, economic development, capital facilities, and other elements based on changes to the land use element. Changes to the Land Use Element will also need to be closely coordinated with the Climate Element work.

Capital Facilities

The Consultant will assess changes needed in the Capital Facilities Element to account for new housing allocations and land use map changes. This will be consistent with the GMA requirement to identify all capital facilities that are needed to service planned growth within the planning period, including general location and capacity and a six-year financing plan for improvements. This may include revisions to levels of service for capital facilities. Policy changes will also need to be closely coordinated with the Climate Element work.

Parks and Recreation

The Consultant will focus its review of the Parks and Recreation Element to integrating revised impact fees into the plan to ensure the fees are properly designed to service new growth as required by state statute. Policy changes may also be needed depending on changes in the Land Use Element and the Climate Element.

Deliverables:

- 7.1 Chapter 2 – Land Use Element
 - 7.1.1 Draft land use element to City for staff and public review and comment
 - 7.1.2 Final land use element
 - 7.1.3 Revised Future Land Use Map (FLUM) and land use area calculations

- 7.2 Chapter 3 – Transportation Element (By City). Consultant to coordinate with public works department to integrate its update of the Transportation Element
- 7.3 Chapter 4 – Public Utilities Element (By City). Consultant to coordinate with public works department to ensure information and projections are consistent throughout and support the Land Use Element.
- 7.4 Chapter 5 – Housing Element
 - 7.4.1 Ensure housing projections are consistent with county-wide SCOG data
 - 7.4.2 Estimate of necessary City and County investment to achieve goals during the planning period
- 7.5 Parks and Recreation Element
 - 7.5.1 Summary of revised park impact fees
 - 7.5.2 Draft copies of the Parks, Recreation, and Open Space Element to the City for staff and public review and comment
 - 7.5.3 Final Parks, Recreation, and Open Space Element provided to the City
- 7.6 Capital Facilities Element
 - 7.6.1 Map of the locations and capacities of capital facilities owned or used by public entities
 - 7.6.2 Forecast of future needs, proposed locations, and capacities of expanded or new facilities
 - 7.6.3 Draft copies of Capital Facilities Element to City staff and public for review and comment
 - 7.6.4 Final Capital Facilities Element to the City
- 7.7 Economic Development Element
 - 7.7.1 Draft copies of amended Economic Development Element to City staff and public for review and comment
 - 7.7.2 Final Economic Development Element to the City
- 7.8 Updated Comprehensive Land Use Map to City for staff and public review and comment

Climate Element and Resilience / GHG Emission Reduction Sub-Elements

Task 8: Engagement Strategy

In conjunction with Task 1, the Consultant will coordinate a kickoff meeting with the City to build out the project charter to outline goals, roles and responsibilities, key contacts, and a detailed project schedule.

Initial efforts under this task would include working with the City to develop a resident engagement strategy that supports environmental justice and the goals of HB 1181. The Consultant team will work with the City to form a Climate Policy Advisory Team (CPAT) that is a reasonable size and represents a cross-section of the community. It is anticipated that the CPAT will meet up to two times at the outset of the project and at least four to six group meetings or check-ins throughout the project.

A more detailed engagement strategy will be developed as part of this task.

Deliverables:

- 8.1 Draft and Final Resident Engagement Strategy (may be combined with Task 4)
- 8.2 Initial Climate Policy Advisory Team Report

Task 9: Sedro-Woolley Profile

The Consultant team will create a profile for the City that describes the Sedro-Woolley community with a focus on greenhouse gas emissions and resilience opportunities and builds the basis for integration of the Climate Element into the broader comprehensive plan effort. The Sedro-Woolley Profile Report will be based on feedback from interviews with the CPAT and any additional interview subjects identified early in the process, and documented known sources and potential interventions for Vehicle Miles Travelled (VMT) emissions.

Deliverables:

- 9.1 Sedro-Woolley Profile and preliminary findings of opportunities for VMT reductions, other GHG emissions reductions, and resilience improvements

Task 10: Climate Impacts for Resilience Sub-Element

The second sub-element to the Climate Element, the Community Resilience Sub-Element, will bring full circle the community input gathered during earlier phases combined with the City's vision and best available science to develop a list of measures the City can use to address a changing climate. These measures will be cross referenced to the County's Natural Hazards Mitigation Plan and other plans as described in the following task and coordinated with neighboring jurisdictions to ensure consistency and applicability.

Deliverables:

- 10.1 Report of assets and hazards with preliminary mitigation prioritization

Task 11: Audit Existing Plans & Policies for Resilience Sub-Element

The Consultant team will focus on gaps and opportunities related to Sedro-Woolley's existing comprehensive plan and the Skagit County Comprehensive Emergency Management Plan, Natural Hazard Mitigation Plan, Fire Mobilization Plan, and Community Wildfire Protection Plan among others. Sedro-Woolley has a Natural Hazard Plan that represents the contributions of the relevant City departments to the County's overall plan. Since it appears the City's portion of the plan was last updated in 2003, this analysis of existing plans and policies will also need to include whether the framework of that plan, including the three "neighborhoods" into which the city was divided and a table of risks and hazards, should be maintained or revisited.

Deliverables:

- 11.1 Report on Climate Change Hazards, Gaps, and Opportunities in Existing Plans

Task 12: VMT Baseline for GHG Reduction Sub-Element

For the VMT baseline for the GHG Reduction sub-element the Consultant team will include Commerce data with a detailed household travel survey by September 2024. This survey will include a random sample of households. This includes preparing the survey, outreach materials, conducting surveys and interviews, and following up with responding households. The survey findings will also include a framework for how the survey could be repeated in future years.

Deliverables:

- 12.1 Report of the findings of the household travel survey

Task 13: VMT Reduction Strategies & Targets

Once the household travel survey is complete, the Consultant team will work with the CPAT to identify communities within the City that are traditionally underrepresented in the planning process and set up a public meeting to share the results of the household travel survey, share potential VMT reduction measures and targets, and collect public ideas for other ways VMT can be reduced.

The Consultant will also integrate the communication on VMT reduction strategies and targets into the overall engagement strategy for the Climate Element and the overall comprehensive plan update. This will include redline input from the Climate Element team for other comp plan elements based on the VMT and GHG strategies and targets.

Deliverables:

- 13.1 Draft GHG emissions and VMT reduction targets and strategies
- 13.2 VMT and GHG reduction targets report, including results of engagement
- 13.3 Redline markup of other comp plan elements

Task 14: Assess Vulnerability & Risk for Resilience Sub-Element

The Consultant will lead engagement with the community to help identify sensitivity to hazards, adaptive capacities and assets, vulnerabilities, and risks. This effort will be integrated into the overall engagement strategy but will adapt as the project unfolds. Methods to engage on this subject may include facilitated group discussions with community groups, online surveys and mapping tools, and prioritization exercises to help hone and refine the mitigation measures developed earlier in the project.

Deliverables:

- 14.1 Report on current risks and vulnerabilities

Task 15: Integrate Climate Element with Comprehensive Plan

The Consultant will lead and ensure the Climate Element is coordinated with the overall update of the Comprehensive Plan. This includes public engagement to ensure clarity and understanding between the two components; ensuring policies are written and implemented between the Climate Element and the rest of the plan; and ensuring other comp plan elements contain goals and policies that bolster the City's responsibility regarding GHG reductions and resilience.

Deliverables:

- 15.1 Report of Comp Plan Audit and Reconciliation

Task 16: VMT & GHG Goals & Policies

The Consultant will prepare draft goals and policies for VMT and GHG emissions reductions. These goals and policies will be based on how the City can implement the GHG reduction and resilience priorities that emerge during earlier phases, including input from the public, especially historically

underrepresented communities. Additionally, the goals and policies must comply with the Growth Management Act and be consistent with the countywide planning policies.

Deliverables:

- 16.1 Draft goals and policies for VMT and GHG emissions reductions

Task 17: Integrate Resilience Goals & Policies

The Consultant will prepare draft goals and policies for the resilience sub-element. Resilience goals and policies will be drafted after extensive public and stakeholder engagement to ensure the plan supports the resilience measures identified in previous phases of the project.

Deliverables:

- 17.1 Draft goals and policies for Resilience Sub-Element
 17.2 Draft ordinance adopting goals and policies related to the resilience sub-element
 17.3 Draft update to the City's portion of the FEMA hazard mitigation plan, as needed

Task 18: Tracking VMT & GHG Reduction Progress

The Consultant team will create methods and reporting procedures for plan implementation. This will include close coordination with the comp plan update, including preparation of an implementation matrix that tracks responsible parties and reporting metrics. This may include an implementation plan for future funding, if necessary.

Deliverables:

- 18.1 Procedures to measure progress toward VMT and GHG reduction goals, including responsibility and reporting metrics
 18.2 Implementation plan for future funding

Task 19: Summary

As a final task, the Consultant will prepare a final detailed summary of the methods and results in developing the two Climate sub-elements. This product would serve as a long-term record of the City's efforts and decision process in establishing relevant Comprehensive Plan goals and policies.

Deliverables:

- 19.1 Summary report on the development of two Climate sub-elements

Assumptions

- Water System Plan, Sanitary Sewer System Plan, Storm System Plan, Transportation System Plan, Transportation Element, and Utilities Element are being separately prepared by the City and are not included in this scope. However, all or portions of these plans or documents will need to be integrated into the overall comprehensive plan update.
- An Environmental Impact Statement will not be necessary.
- Development regulations updates needed to comply with new comprehensive plan requirements are not included as part of this scope.

- Critical Areas Ordinance revisions and analysis of compliance with best available science are not included as part of this scope.
- Contents of the updated Comprehensive Plan will be generally comparable in breadth and depth to the existing plan.
- All tasks include routine coordination (i.e., email, phone, virtual meetings) with City staff needed to complete the task.
- Comments provided to the consultant team by City staff will be consolidated.
- Deliverables will typically have one round of review by City staff. If the revised deliverable still does not meet City satisfaction, additional minor revisions will be performed by the consultant team.
- The City will record and track the public record.
- Anticipated expenses include standard per diems, mileage, and reprographic services for meeting materials. It is anticipated that the City will be responsible for the printing of all other meeting materials.
- The Consultant will perform the scope of work according to the agreed upon timeline with the goal of completing all grant deliverable tasks by June 30, 2025. However, many facets of these tasks, including City and Commerce coordination, public outreach efforts, and local adoption processes and timelines, may be outside of the control of the Consultant.
- Attendance at additional public meetings may require future amendments to this contract.

**Exhibit B
Fee Schedule**

See attached Consultants Hourly **Schedule of Rates**

EXHIBIT "B"**BUDGET**

TASK	DESCRIPTION	TOTAL
Comprehensive Plan Update		
Task 1	General Requirements	\$9,614
Task 2	Information Gathering	\$14,380
Task 3	SEPA Environmental Review and Scoping	\$4,516
Task 4	Public Outreach	\$10,396
Task 5	Meetings and Hearings	\$13,180
Task 6	Plan and Policy Review	\$3,792
Task 7	Amendments to Comprehensive Plan Elements	\$31,810
Expenses		\$1,578
Sub-Total		\$89,266
Climate Element and Resilience Sub-Element		
Task 8	Engagement Strategy	\$23,500
Task 9	Sedro-Woolley Profile	\$12,409
Task 10	Climate Impacts for Resilience Sub-Element	\$18,966
Task 11	Audit Existing Plans & Policies for Resilience Sub-Element	\$11,218
Task 12	VMT Baseline for GHG Reduction Sub-Element	\$28,718
Task 13	VMT Reduction Strategies & Targets	\$25,080
Task 14	Assess Vulnerability & Risk for Resilience Sub-Element	\$30,374
Task 15	Integrate Climate Element with Comprehensive Plan	\$22,432
Task 16	VMT & GHG Goals & Policies	\$7,430
Task 17	Integrate Resilience Goals & Policies	\$28,608
Task 18	Tracking VMT & GHG Reduction Progress	\$10,678
Task 19	Summary	\$6,036
Expenses		\$4,285
Sub-Total		\$229,734
TOTAL		\$319,000



Formerly DCG/Watershed

Contract Amendment #1

Client:	City of-Sedro Woolley
Original Project Contract:	Sedro-Woolley Comp Plan (Services Agreement No. 2024-PS-06)
Contract Amendment:	Sedro-Woolley Comp Plan Amendment #1
Contract Date:	5/29/2025
Facet Project Number:	2401.0458.00

The Sedro-Woolley Comp Plan (Services Agreement No. 2024-PS-06) "Original Project Contract" is amended for the Sedro-Woolley Comp Plan Amendment #1 "Contract Amendment #1" as follows:

1. SCOPE OF SERVICES

This scope of work covers assistance by Facet, Inc. (Consultant) to the City of Sedro-Woolley (City) to complete a period update of the City's Comprehensive Plan, inclusive of a new Climate Element.

Comprehensive Plan Update

1. Task 1: General Requirements

The Consultant will hold an initial kickoff meeting with City staff to develop a short project charter that outlines goals, roles and responsibilities, and key contacts as well as a more detailed project schedule.

The project tracker tool will monitor task development and ensure deliverables are completed within the project schedule. Regular meetings with City staff and the Consultant team will take place throughout the project duration.

Deliverables:

- 1.1 Kickoff meeting
- 1.2 Draft and final project charter
- 1.3 Project tracker tool – updated prior to team meetings

1.4 Team meetings every other week

2. Task 2: Information Gathering

The Consultant will review the existing Comprehensive Plan, maps, and development regulations and processes and complete an early draft Commerce checklist. The Consultant will also coordinate closely with City staff and County GIS data to update the City's land capacity analysis using building permit data representing population, housing, and employment growth that has occurred since the last comprehensive plan update.

The Consultant team will develop a Housing Needs Assessment that will help document the City's compliance with the new housing element requirements and determine the extent of land use element changes.

Deliverables:

- 2.1 Completed draft Commerce Checklist
- 2.2 Land Capacity Analysis
- 2.3 Housing Needs Assessment

3. Task 3: SEPA Environmental Review and Scoping

The Consultant team will be responsible for the SEPA process, including completing a SEPA checklist and initial SEPA determination. SEPA will be coordinated with the new Climate Element. See Task 20 below. An Environmental Impact Statement (EIS) is not anticipated. If an EIS is required, an amendment to this contract will be necessary.

Deliverables: (See Task 20)

4. Task 4: Public Outreach

The Consultant will draft a Public Communication and Outreach Plan (Outreach Plan), with assistance from City staff, to inform the City's comprehensive plan update. The Outreach Plan will guide the use of a variety of materials and techniques, such as informational posters, public notice postcards, and project brochures – for use at all types of public meetings, whether virtual or in-person open houses or Planning Commission/City Council meetings. This may also include the use of a community survey as needed to enhance opportunities for diverse community input.

The Consultant team, in partnership with City staff, will help implement the public communication and outreach plan and schedule based on the charter and overall project schedule following the kickoff meeting in Task 1. The Outreach Plan will include systematic ways to engage different audiences through beset practices.

Deliverables:

- 4.1 Draft and Final Public Communication and Outreach Plan
- 4.2 Website for the Comprehensive Plan update
- 4.3 FAQ, citywide survey, press releases and flyers for public information
- 4.4** Organize and attend an open house event and provide materials
- 4.5 Provide on-going support to staff for website updates
- 4.6 Provide translation of outreach flyers, FAQ and other documents as needed
- 4.7 Provide template letter to initiate tribal coordination and tribal contacts

5. Task 5: Meetings and Hearings

The Consultant will provide support and attendance at various meetings, as needed, including giving presentations and answering questions and attending up to four city events.

Deliverables:

- 5.1 Presentations to City Boards, the Planning Commission, and the City Council, as needed (meeting materials will vary by associated task)
- 5.2 Attend up to two (2) city events
- 5.3 Attend a minimum of twelve (12) meetings for the City Council, planning commission, or other City boards or committees, as needed

6. Task 6: Plan and Policy Review

The Consultant will use the Commerce periodic update checklist completed under Task 2 to identify where policy changes may be needed. Goals for making policy changes may include:

- Consistency with the Growth Management Act (building off the completed Commerce checklist)
- Consistency with the Countywide Planning Policies
- New definitions of key terms that may be added and reviewing existing definitions to ensure consistency
- Review of existing policies that dictate action to ensure they are still relevant or whether they need to be removed and modified

The Consultant will conduct a policy gap analysis of the existing Sedro-Woolley comprehensive plan and, building off the work in Tasks 1 and 2, prepare a memo summarizing development regulations changes that will be needed to ensure consistency with the new GMA-compliant comprehensive plan.

Deliverables:

- 6.1 General Policy and Development Regulations Review (Gap Analysis)
 - An updated local and regional policy assessment of Sedro-Woolley
 - A memo summarizing existing development regulations that need to be revised or updated to be consistent with the 2025 Comprehensive Plan periodic update
- 6.2 Chapter 1 – Introduction and Vision Statement. Provide draft copies of the Plan Introduction to the City for staff and public review and comment
- 6.3 Conduct a visioning charrette with the Planning Commission and up to 2 workshops with the Planning Commission and the City Council on the vision statement.

7. Task 7: Amendments to Comprehensive Plan Elements

The Consultant will provide a revised Comprehensive Plan consistent with City feedback during earlier phases, in preparation of the final adoption process. To help track changes, a decision matrix may be included, if the City desires. Particular attention will be given to the following subject matters.

Housing

The Consultant will work closely with the City and the County, as needed, to ensure the team has all the information needed to demonstrate compliance with the Growth Management Act's housing requirements following guidance by the Department of Commerce. Work by the County is still in progress.

Land Use

The Consultant will provide updates to the Land Use Element based on the results of the land capacity analysis, growth projections, and housing allocations by income band. This may include textual as well as map changes in the Land Use Element. The Consultant will ensure there is close coordination and consistency between the transportation, economic development, capital facilities, and other elements based on changes to the land use element. Changes to the Land Use Element will also need to be closely coordinated with the Climate Element work.

Capital Facilities

The Consultant will assess changes needed in the Capital Facilities Element to account for new housing allocations and land use map changes. This will be consistent with the GMA requirement to identify all capital facilities that are needed to service planned growth within the

planning period, including general location and capacity and a six-year financing plan for improvements. This may include revisions to levels of service for capital facilities. Policy changes will also need to be closely coordinated with the Climate Element work.

Parks and Recreation

The Consultant will focus its review of the Parks and Recreation Element to integrating revised impact fees into the plan to ensure the fees are properly designed to service new growth as required by state statute. Policy changes may also be needed depending on changes in the Land Use Element and the Climate Element.

Deliverables:

- 7.1 Chapter 2 – Land Use Element
 - 7.1.1 Draft land use element to City for staff and public review and comment
 - 7.1.2 Final land use element
 - 7.1.3 Revised Future Land Use Map (FLUM) and land use area calculations
- 7.2 Chapter 3 – Transportation Element (By City). Consultant to coordinate with the public works department to integrate its update of the Transportation Element.
- 7.3 Chapter 4 – Public Utilities Element (By City). Consultant to coordinate with public works department to ensure information and projections are consistent throughout and support the Land Use Element.
- 7.4 Chapter 5 – Housing Element
 - 7.4.1 Ensure housing projections are consistent with county-wide SCOG data
 - 7.4.2 Estimate of necessary City and County investment to achieve goals during the planning period
 - 7.4.3 Final Housing Element provided to the city
- 7.5 Parks and Recreation Element
 - 7.5.1 Summary of revised park impact fees
 - 7.5.2 Draft copies of the Parks, Recreation, and Open Space Element to the City for staff and public review and comment
 - 7.5.3 Final Parks, Recreation, and Open Space Element provided to the city
- 7.6 Capital Facilities Element
 - 7.6.1 Map of the locations and capacities of capital facilities owned or used by public entities
 - 7.6.2 Forecast of future needs, proposed locations, and capacities of expanded or new facilities
 - 7.6.3 Draft copies of Capital Facilities Element to City staff and public for review and comment
 - 7.6.4 Final Capital Facilities Element to the City
- 7.7 Economic Development Element
 - 7.7.1 Draft copies of amended Economic Development Element to City staff and public for review and comment
 - 7.7.2 Final Economic Development Element to the City
- 7.8 Updated Comprehensive Land Use Map to City for staff and public review and comment

Climate Element and Resilience / GHG Emission Reduction Sub-Elements

8. Task 8: Engagement Strategy

In conjunction with Task 1, the Consultant will coordinate a kickoff meeting with the city to build out the project charter to outline goals, roles and responsibilities, key contacts, and a detailed project schedule.

Initial efforts under this task would include working with the city to develop a resident engagement strategy that supports environmental justice and the goals of HB 1181. The Consultant team will work with the City to form a Climate Policy Advisory Team (CPAT) that is a reasonable size and represents a cross-section of the community. It is anticipated that the CPAT will meet up to two times at the outset of the project and up to four group meetings or check-ins throughout the project.

A more detailed engagement strategy will be developed as part of this task.

Deliverables:

- 8.1 Draft and Final Resident Engagement Strategy (may be combined with Task 4)
- 8.2 Initial Climate Policy Advisory Team Formation (documented in Climate Workbook)
- 8.3 Climate Impacts Survey Summary Report

9. Task 9: Sedro-Woolley Profile

The Consultant team will create a profile for the city that describes the Sedro-Woolley community with a focus on greenhouse gas emissions and resilience opportunities and builds the basis for integration of the Climate Element into the broader comprehensive plan effort. The Sedro-Woolley Profile Report will be based on feedback from interviews with the CPAT and any additional interview subjects identified early in the process and documented known sources and potential interventions for Vehicle Miles Travelled (VMT) emissions.

Deliverables:

- 9.1 Sedro-Woolley Profile and preliminary findings of opportunities for VMT reductions, other GHG emissions reductions, and resilience improvements

10. Task 10: Climate Impacts for Resilience Sub-Element

The second sub-element to the Climate Element, the Community Resilience Sub-Element, will bring full circle the community input gathered during earlier phases combined with the City's vision and best available science to develop a list of measures the City can use to address a changing climate. These measures will be cross referenced to the County's Natural Hazards Mitigation Plan and other plans as described in the following task and coordinated with neighboring jurisdictions to ensure consistency and applicability.

Deliverables:

10.1 Report of assets and hazards with preliminary mitigation prioritization (combined with Deliverable 11.1)

11. Task 11: Audit Existing Plans & Policies for Resilience Sub-Element

The Consultant team will focus on gaps and opportunities related to Sedro-Woolley's existing comprehensive plan and the Skagit County Comprehensive Emergency Management Plan, Natural Hazard Mitigation Plan, Fire Mobilization Plan, and Community Wildfire Protection Plan among others. Sedro-Woolley has a Natural Hazard Plan that represents the contributions of the relevant City departments to the County's overall plan. Since it appears the City's portion of the plan was last updated in 2003, this analysis of existing plans and policies will also need to include whether the framework of that plan, including the three "neighborhoods" into which the city was divided and a table of risks and hazards, should be maintained or revisited.

Deliverables:

11.1 Report on Climate Change Hazards, Gaps, and Opportunities in Existing Plans

12. Task 12: VMT Baseline for GHG Reduction Sub-Element

For the VMT baseline for the GHG Reduction sub-element the Consultant team will include Commerce data with a detailed household travel survey by September 2024. This survey will include a random sample of households. This includes preparing the survey, outreach materials, conducting surveys and interviews, and following up with responding households. The survey findings will also include a framework for how the survey could be repeated in future years.

Deliverables:

12.1 Report of the findings of the household travel survey

13. Task 13: VMT Reduction Strategies & Targets

Once the household travel survey is complete, the Consultant team will work with the CPAT to identify communities within the City that are traditionally underrepresented in the planning process and set up a public meeting to share the results of the household travel survey, share potential VMT reduction measures and targets, and collect public ideas for other ways VMT can be reduced.

The Consultant will also integrate the communication on VMT reduction strategies and targets into the overall engagement strategy for the Climate Element and the overall comprehensive plan update. This will include redline input from the Climate Element team for other comp plan elements based on the VMT and GHG strategies and targets.

Deliverables:

- 13.1 Draft GHG emissions and VMT reduction targets and strategies
- 13.2 VMT and GHG reduction targets report, including results of engagement
- 13.3 Redline markup of other comp plan elements

14. Task 14: Assess Vulnerability & Risk for Resilience Sub-Element

The Consultant will lead engagement with the community to help identify sensitivity to hazards, adaptive capacities and assets, vulnerabilities, and risks. This effort will be integrated into the overall engagement strategy but will adapt as the project unfolds. Methods to engage on this subject may include facilitated group discussions with community groups, online surveys and mapping tools, and prioritization exercises to help hone and refine the mitigation measures developed earlier in the project.

Deliverables:

- 14.1 Report on current risks and vulnerabilities (documented in Climate Workbook)

15. Task 15: Integrate Climate Element with Comprehensive Plan

The Consultant will lead and ensure the Climate Element is coordinated with the overall update of the Comprehensive Plan. This includes public engagement to ensure clarity and understanding between the two components; ensuring policies are written and implemented between the Climate Element and the rest of the plan; and ensuring other comp plan elements contain goals and policies that bolster the City's responsibility regarding GHG reductions and resilience.

Deliverables:

15.1 Report of Comp Plan Audit and Reconciliation (documented in Climate Workbook and Deliverable 11.1)

16. Task 16: VMT & GHG Goals & Policies

The Consultant will prepare draft goals and policies for VMT and GHG emissions reductions. These goals and policies will be based on how the City can implement the GHG reduction and resilience priorities that emerge during earlier phases, including input from the public, especially historically underrepresented communities. Additionally, the goals and policies must comply with the Growth Management Act and be consistent with the countywide planning policies.

Deliverables:

16.1 Draft goals and policies for VMT and GHG emissions reductions documented in a Technical Memorandum

17. Task 17: Integrate Resilience Goals & Policies

The Consultant will prepare draft goals and policies for the resilience sub-element. Resilience goals and policies will be drafted after extensive public and stakeholder engagement to ensure the plan supports the resilience measures identified in previous phases of the project.

Deliverables:

- 17.1 Draft goals and policies for Resilience Sub-Element
- 17.2 Attend up to 8 adoption (in-person) meetings
- 17.3 Integrate goals and policies into the Comprehensive Plan and update the Comprehensive Plan throughout.
- 17.4 Draft recommended updates to the City's portion of the FEMA hazard mitigation plan, as needed

18. Task 18: Tracking VMT & GHG Reduction Progress

The Consultant team will create methods and reporting procedures for plan implementation. This will include close coordination with the comp plan update, including preparation of an implementation matrix that tracks responsible parties and reporting metrics. This may include an implementation plan for future funding, if necessary.

Deliverables:

- 18.1 Procedures to measure progress toward VMT and GHG reduction goals, including responsibility and reporting metrics
- 18.2 Implementation plan for future funding

19. Task 19: Summary

As a final task, the Consultant will prepare a final detailed summary of the methods and results in developing the two Climate sub-elements. This product would serve as a long-term record of the City's efforts and decision process in establishing relevant Comprehensive Plan goals and policies.

Deliverables:

- 19.1 Summary report on the development of two Climate sub-elements

20. Task 20: SEPA Environmental Review and Scoping

The Consultant team will be responsible for the SEPA process, including completing a SEPA checklist and initial SEPA determination.

Deliverables:

- 20.1 Completed SEPA checklist that summarizes the impacts of the 2025 Comprehensive Plan and integration of the Climate Element and Resilience Sub Element.
- 20.2 SEPA (Mitigated) Determination of Non-significance

Assumptions

- Water System Plan, Sanitary Sewer System Plan, Storm System Plan, Transportation System Plan, Transportation Element, and Utilities Element are being separately prepared by the City and are not included in this scope. However, all or portions of these plans or documents will need to be integrated into the overall comprehensive plan update.
- An Environmental Impact Statement will not be necessary.
- Development regulations updates needed to comply with new comprehensive plan requirements are not included as part of this scope.
- Critical Areas Ordinance revisions and analysis of compliance with best available science are not included as part of this scope.
- The contents of the updated Comprehensive Plan will be generally comparable in breadth and depth to the existing plan.

- All tasks include routine coordination (i.e., email, phone, virtual meetings) with City staff needed to complete the task.
- Comments provided to the consultant team by City staff will be consolidated.
- Deliverables will typically have one round of review by City staff. If the revised deliverable still does not meet City satisfaction, additional minor revisions will be performed by the consultant team.
- The city will record and track the public record.
- Anticipated expenses include standard per diems, mileage, and reprographic services for meeting materials. It is anticipated that the city will be responsible for the printing of all other meeting materials.
- The Consultant will perform the scope of work according to the agreed upon timeline with the goal of completing all grant deliverable tasks by June 30, 2025. However, many facets of these tasks, including City and Commerce coordination, public outreach efforts, and local adoption processes and timelines, may be outside of the control of the Consultant.
- Attendance at additional public meetings may require future amendments to this contract.

2. COMPENSATION

Compensation for proper performance of the Services as identified shall be in accordance with the original contract. Total compensation for this amendment shall not exceed the following amounts per task:

Task	Budget
Task 3 – SEPA Environmental Review & Scoping	\$-4,516(transfer to 5)
Task 5 – Meetings & Hearings	\$4,516
Task 17 – Integrate Resilience Goals & Policies	\$21,484
Task 20 – SEPA Environmental Review & Scoping	\$8,546
Contract Amendment #1 Total:	\$30,000

Total project compensation for the Original Project Contract and Contract Amendment #1 shall not exceed \$349,000 without written authorization. Compensation includes all costs, expenses, and taxes.

TASK	DESCRIPTION	TOTAL
Comprehensive Plan Update		
Task 1	General Requirements	\$9,614
Task 2	Information Gathering	\$14,380
Task 3	SEPA Environmental Review and Scoping	See Task 20
Task 4	Public Outreach	\$10,396
Task 5	Meetings and Hearings	\$17,696
Task 6	Plan and Policy Review	\$3,792
Task 7	Amendments to Comprehensive Plan Elements	\$31,810
Expenses		\$1,578
Sub-Total		\$89,266
Climate Element and Resilience Sub-Element		
Task 8	Engagement Strategy	\$23,500
Task 9	Sedro-Woolley Profile	\$12,409
Task 10	Climate Impacts for Resilience Sub-Element	\$18,966
Task 11	Audit Existing Plans & Policies for Resilience Sub-Element	\$11,218
Task 12	VMT Baseline for GHG Reduction Sub-Element	\$28,718
Task 13	VMT Reduction Strategies & Targets	\$25,080
Task 14	Assess Vulnerability & Risk for Resilience Sub-Element	\$30,374
Task 15	Integrate Climate Element with Comprehensive Plan	\$22,432
Task 16	VMT & GHG Goals & Policies	\$7,430
Task 17	Integrate Resilience Goals & Policies	\$50,092
Task 18	Tracking VMT & GHG Reduction Progress	\$10,678
Task 19	Summary	\$6,036
Task 20	SEPA Environmental Review and Scoping	\$8,516
Expenses		\$4,285
Sub-Total		\$259,734
TOTAL		\$349,000

Original Total:	\$319,000
Contract Amendment #1 Total:	\$30,000
Amended Total Project Compensation:	\$349,000

Accepted By:

Facet NW, Inc.



Authorized Signature

Dan Nickel

Printed Name

Executive Vice President

Title

May 30, 2025

Date

City of Sedro-Woolley



Authorized Signature

Julie Johnson

Printed Name

Mayor

Title

June 2, 2025

Date

Contract Amendment #2

Client:	City of-Sedro Woolley
Original Project Contract:	Sedro-Woolley Comp Plan (Services Agreement No. 2024-PS-06)
Contract Amendment:	Sedro-Woolley Comp Plan Amendment #2
Contract Date:	7/17/2025
Facet Project Number:	2401.0458.00

The Sedro-Woolley Comp Plan (Services Agreement No. 2024-PS-06) "Original Project Contract" is amended for the Sedro-Woolley Comp Plan Amendment #2 "Contract Amendment #2" as follows.

TERMS OF AMENDMENT:

Article II. SCOPE OF SERVICES. The scope of services included in Exhibit A is amended to include the following:

Task 11: Audit Existing Plans & Policies for Resilience Sub-Element

Additional tasks necessary to complete the Comprehensive Plan Update, including:

- Finalizing individual elements
- Final revision to draft documents, including appendices, as outlined in the original scope of work
- Comprehensive Plan final layout

Task 14: Assess Vulnerability & Risk for Resilience Sub-Element

Additional tasks necessary to complete the Comprehensive Plan Update, including:

- Support for public process and local adoption
- Responding to public comments, as needed

Assumptions

- Assumes Facet staff attendance at up to four additional in-person meetings and an additional two virtual meetings with Planning Commission and/or City Council
- Level of work to respond to public comments assumes a reasonable level of public comments are received

Task 21: Critical Areas Ordinance Update

The Consultant team will complete an evaluation of the existing regulations in the Sedro-Woolley Municipal Code Chapter 17.65, Regulations for Critical Areas, to determine compliance of critical areas with current regulations, GMA requirements, including best available science, and best practices utilizing the Department of Commerce Critical

Areas Checklist. Following this analysis, the Consultant team will provide draft amendments and assist the City through a local adoption process.

Deliverables:

- 21.1 Commerce Critical Areas Checklist and WDFW Riparian Management Checklist
- 21.2 Best Available Science Review (brief report format)
- 21.3 Gap Analysis of Chapter 17.65
- 21.4 Draft amendments to Chapter 17.65, Regulations for Critical Areas (includes initial staff review draft, public review draft, and final adoption draft)
- 21.5 Assistance with Local Adoption, including SEPA Checklist, response to public comments, and attendance at two public meetings before the Planning Commission and/or City Council.

Article III.3 TERM. The term of the agreement is amended to December 31, 2026.

Article IV.1 PAYMENTS. The total compensation shall be increased by \$49,900 for a total compensation as follows and as outlined in the Fee Schedule of Exhibit B:

Task	Increased Budget
Task 11 – Audit Existing Plans & Policies for Resilience Sub-Element	\$12,850
Task 14 – Assess Vulnerability & Risk for Resilience Sub-Element	\$12,050
Task 21 – Critical Areas Ordinance	\$25,000
Contract Amendment #2 Total:	\$49,900

Original Contract: \$319,000

Amendment 1: \$ 30,000

Amendment 2: \$ 49,900

Total Contract: \$398,900

All other terms and conditions of the original contract and any amendments thereto remain in effect.

Accepted By:

Facet NW, Inc.

City of Sedro-Woolley

Authorized Signature

Authorized Signature

Dan Nickel

Printed Name

Printed Name

Executive Vice President

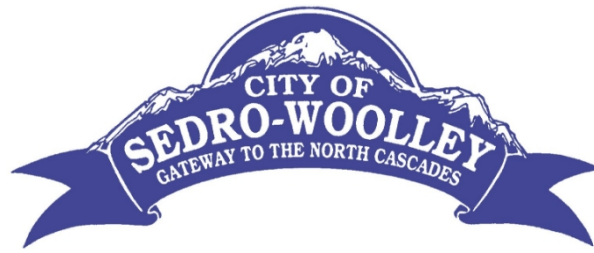
Title

Title

July 17, 2025

Date

Date



City Council Agenda Item

Agenda Item No.: e.5.

Date: July 23, 2025

From: Bill Bullock, Public Works Director

Subject: Small Works Roster – SR20/Reed Street Temporary Signal

RECOMMENDED ACTION:

Motion to authorize Public Works to solicit and award a small works contract or task order, to install a temporary signal, as required to support traffic control associated with the SR 9 roundabout construction, at the SR 20/Reed Street intersection for an amount not to exceed \$100,000.

BACKGROUND/SUMMARY INFORMATION:

It is expected that there will be increased congestion at the SR20/Reed Street intersection (primarily left turns onto SR 20) as traffic either detours or bypasses around the project. The simplest option would be to leave the intersection as-is and require drivers to follow the rules of the road.

City staff were asked by City Council to look into possible solutions to alleviate or mitigate congestion at this pinch point. The Township Street (SR 9) and John Liner Rd/McGarigle Rd Intersection Improvements project will require a full intersection closure for approximately 4 weeks to install concrete and pavement; tentatively scheduled in August/September. During this time, non-truck traffic will be routed along Sapp Road and Reed Street.

The most comprehensive proposal is to install a three-way signal at the SR 20/Reed St intersection during the planned 4-week closure. This will require the southern leg of Reed Street to be closed at SR 20 and detoured at Waldron Street to simplify cost and complexity of implementing a four-way temporary signal.

Temporary Signals

See attached plan for more details and an example of a temporary traffic signal. This plan would provide three temporary traffic signals. Reed Street would be closed just south of SR20 to reduce the number of signals required and prioritize traffic along SR20 and North Reed Street.

Because SR20 is a state route, WSDOT has approval authority over new signals. City staff sent the draft temporary traffic signals plans to WSDOT and is waiting for their review. Because of the WSDOT review timelines and the City's procurement timelines, authorization from Council is needed to obtain signals before the SR9 closure.

This plan would be implemented as a small works project through the MRSC roster or unit priced contract.

Another option would be to limit both legs of Reed Street to “Right-in/Right-out Only”. Drivers will be able to use the roundabout at Patrick Street, 1/3 mile west to make a U-turn and head east on SR20. Staff view this as a less desirable option as it would be difficult to enforce.

FISCAL IMPACT, IF APPROPRIATE:

The current estimate for three temporary signals is approximately \$70,000. Authorization is requested up to \$100,000 to account for WSDOT review comments and bidding variables.

The costs of the temporary signal would be paid out of the Arterial Street Fund 104 (REET). This cost is not eligible for reimbursement through the Transportation Improvement Board (TIB) but is within the project budget.

ATTACHMENTS:

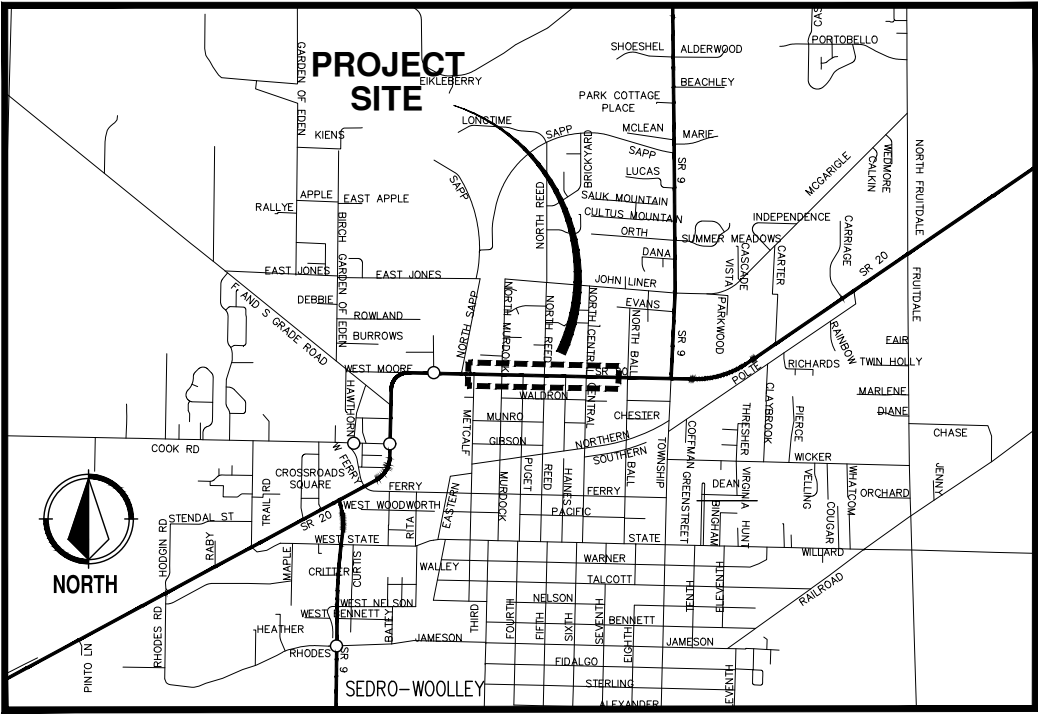
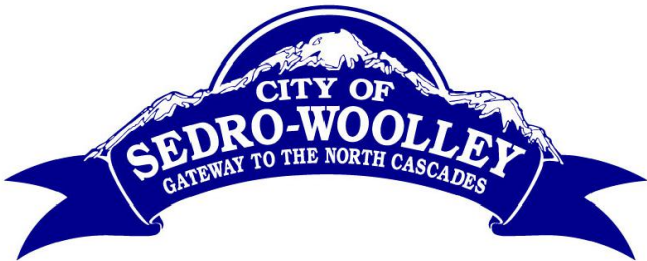
1. Sedro-Woolley Temp Signal Plans
2. Example Signal - SQ3TS-2023

2025 SR 20 / REED STREET TEMPORARY SIGNAL

Skagit County, Washington

City of Sedro-Woolley Vicinity Map

JULY 2025

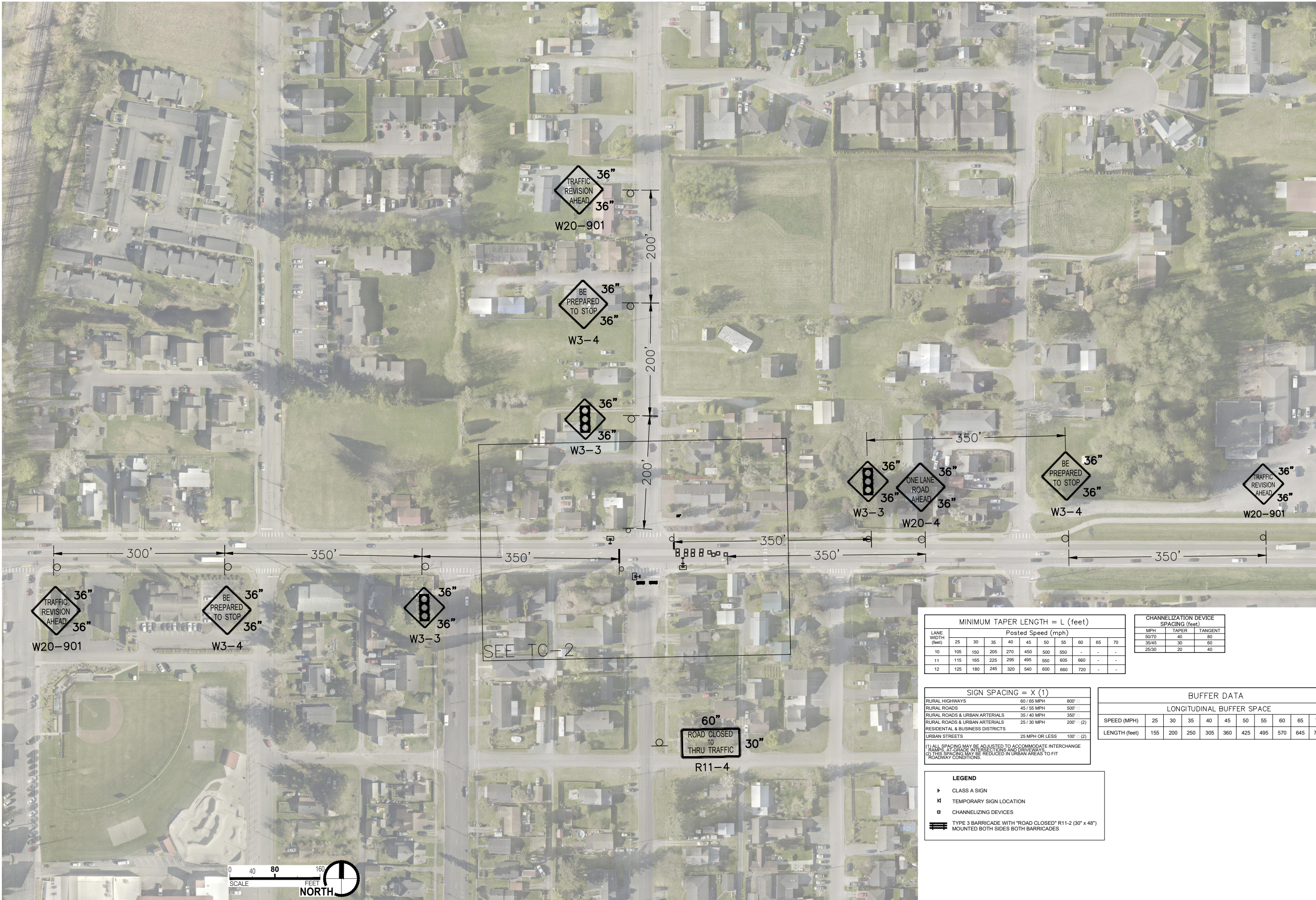


Sheet Index

C-1	COVER
TC-1	SR 20 / REED STREET PLAN
TC-2	INTERSECTION DETAIL

NOTES

1. ALL WORK PER WSDOT STANDARD SPECIFICATIONS FOR ROAD, BRIDGE, AND MUNICIPAL CONSTRUCTION M41-10 2025.
2. ALL SIGNS ARE BLACK ON ORANGE OTHER THAN R3-1, R10-6L, R11-4.
3. STORE REMOVED EXISTING SIGNS AND POSTS. REINSTALL AFTER SIGNAL REMOVED.
4. PORTABLE TEMPORARY TRAFFIC CONTROL SIGNAL (PTSS) PER WSDOT SS 1-10.3(3)K AND 9-35.14 WITH 12" SIGNAL LAMPS



LANE WIDTH (feet)		MINIMUM TAPER LENGTH = L (feet)									
		Posted Speed (mph)									
10	105	150	205	270	450	500	550	-	-	-	-
11	115	165	225	295	495	550	605	660	-	-	-
12	125	180	245	320	540	600	660	720	-	-	-

CHANNELIZATION DEVICE SPACING (feet)		
MPH	TAPER	TANGENT
50/70	40	80
35/45	30	60
25/30	20	40

SIGN SPACING = X (1)	
RURAL HIGHWAYS	60 / 65 MPH 800'
RURAL ROADS	45 / 55 MPH 500'
RURAL ROADS & URBAN ARTERIALS	35 / 40 MPH 350'
RURAL ROADS & URBAN ARTERIALS	25 / 30 MPH 200' (2)
RESIDENTIAL & BUSINESS DISTRICTS	25 MPH OR LESS 100' (2)
URBAN STREETS	25 MPH OR LESS 100' (2)

BUFFER DATA										
LONGITUDINAL BUFFER SPACE										
SPEED (MPH)	25	30	35	40	45	50	55	60	65	70
LENGTH (feet)	155	200	250	305	360	425	495	570	645	730

LEGEND	
	CLASS A SIGN
	TEMPORARY SIGN LOCATION
	CHANNELIZING DEVICES
	TYPE 3 BARRICADE WITH "ROAD CLOSED" R11-2 (30" x 48") MOUNTED BOTH SIDES BOTH BARRICADES



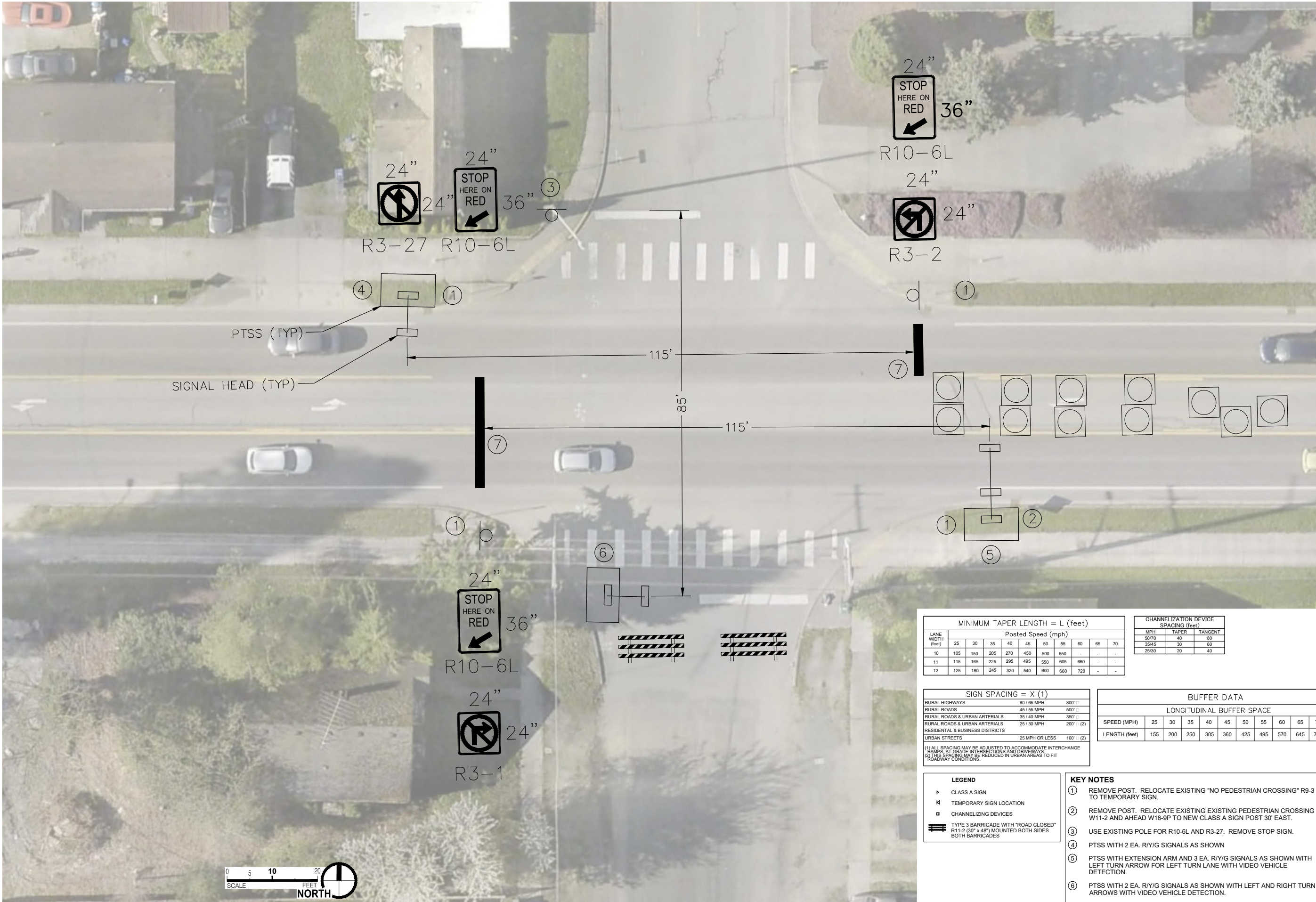
PROJECT TITLE:
2025
SR20 / REED STREET
TEMPORARY SIGNAL
LOCATED IN
CITY OF SEDRO-WOOLLEY, WA
SECTIONS 13 & 24, TOWNSHIP 35 N., RANGE 4 E., W.M.

PROJECT CLIENT:
CITY OF SEDRO-WOOLLEY
PUBLIC WORKS DEPARTMENT
CONTACT:
PETER LANE, PE
325 METCALF STREET
SEDRO-WOOLLEY, WA 98284
360-855-3219

REVISIONS			
NO.	DATE	BY	DESCRIPTION

SR 20 / REED STREET PLAN
TRAFFIC CONTROL PLAN
SCALE **1" = 80'**
DATE **7-11-2025** PROJECT NO. **2025-PW-xx**
DESIGNED BY **PGL** CHECKED BY **KFA**
DRAWN BY **PGL** APPROVED BY **WVB**

TC-1



LANE WIDTH (feet)		MINIMUM TAPER LENGTH = L (feet)									
		Posted Speed (mph)									
10	105	150	205	270	450	500	550	-	-	-	-
11	115	165	225	295	495	550	605	660	-	-	-
12	125	180	245	320	540	600	660	720	-	-	-

CHANNELIZATION DEVICE SPACING (feet)		
MPH	TAPER	TANGENT
50/70	40	80
35/45	30	60
25/30	20	40

SIGN SPACING = X (1)	
RURAL HIGHWAYS	60 / 65 MPH 800' □
RURAL ROADS	45 / 55 MPH 500' □
RURAL ROADS & URBAN ARTERIALS	35 / 40 MPH 350' □
RURAL ROADS & URBAN ARTERIALS	25 / 30 MPH 200' □ (2)
RESIDENTIAL & BUSINESS DISTRICTS	
URBAN STREETS	25 MPH OR LESS 100' □ (2)

(1) ALL SPACING MAY BE ADJUSTED TO ACCOMMODATE INTERCHANGE RAMP: AT GRADE INTERSECTIONS AND DRIVEWAYS.
(2) THIS SPACING MAY BE REDUCED IN URBAN AREAS TO FIT ROADWAY CONDITIONS.

LEGEND	
▶	CLASS A SIGN
Ⓚ	TEMPORARY SIGN LOCATION
▬	CHANNELIZING DEVICES
▬▬▬	TYPE 3 BARRICADE WITH "ROAD CLOSED" R11-2 (30" x 45") MOUNTED BOTH SIDES BOTH BARRICADES

- KEY NOTES**
- 1 REMOVE POST. RELOCATE EXISTING "NO PEDESTRIAN CROSSING" R9-3 TO TEMPORARY SIGN.
 - 2 REMOVE POST. RELOCATE EXISTING EXISTING PEDESTRIAN CROSSING W11-2 AND AHEAD W16-9P TO NEW CLASS A SIGN POST 30' EAST.
 - 3 USE EXISTING POLE FOR R10-6L AND R3-27. REMOVE STOP SIGN.
 - 4 PTSS WITH 2 EA. R/Y/G SIGNALS AS SHOWN
 - 5 PTSS WITH EXTENSION ARM AND 3 EA. R/Y/G SIGNALS AS SHOWN WITH LEFT TURN ARROW FOR LEFT TURN LANE WITH VIDEO VEHICLE DETECTION.
 - 6 PTSS WITH 2 EA. R/Y/G SIGNALS AS SHOWN WITH LEFT AND RIGHT TURN ARROWS WITH VIDEO VEHICLE DETECTION.
 - 7 24" TEMPORARY PAVEMENT MARKING TAPE - SHORT DURATION



PROJECT TITLE:
2025
SR20 / REED STREET
TEMPORARY SIGNAL
LOCATED IN
CITY OF SEDRO-WOOLLEY, WA
SECTIONS 13 & 24, TOWNSHIP 35 N., RANGE 4 E., W.M.

PROJECT CLIENT:
CITY OF SEDRO-WOOLLEY
PUBLIC WORKS DEPARTMENT
CONTACT:
PETER LANE, PE
325 METCALF STREET
SEDRO-WOOLLEY, WA 98284
360-855-3219

REVISIONS			
NO.	DATE	BY	DESCRIPTION

INTERSECTION DETAIL
TRAFFIC CONTROL PLAN
SCALE **1" = 10'**
DATE **7-11-2025** PROJECT NO. 2025-PW-xx
DESIGNED BY **PGL** CHECKED BY **KFA**
DRAWN BY **PGL** APPROVED BY **WVB**

TC-2



SQ3TS® System

The most advanced portable traffic signal, ever.

NEMA TS-5 Type TR1 Portable Traffic Signal System

Approved by more State DOTs than any other PTS, the SQ3TS Trailer-Mounted PTS is the most dynamic and dependable portable traffic signal available today. With an industry-leading 100-mph wind load, and a 25-year design life, the SQ3TS Portable Traffic Signal is the temporary traffic control workhorse that you can rely on year after year. From a simple one-lane bridge repair project, to complete intersection control, the SQ3TS System has you covered, under even the most demanding conditions.

The SQ3TS Portable Traffic Signal exceeds NEMA TS-5 specifications for Type TR1 PTS, and is available with a wide range of add-on components to meet any project requirements.

“We could not be happier with the SQ3TS”

Tad Brooks,
Vice President - LMC Safety Barricade Corp.



Specifications

Signal Lamp	12" (300 mm) diameter LED
Signal Arm Extension	68 to 180" (173 to 457 cm)
Solar Charge	600W min
Power Source	12V / (16) 6V batteries
Tow Height	89" (226 cm)
Trailer Width	85" (216 cm)
Trailer Weight	3,500 lb. (1587 kg)

SQ3TS features

- Heavy-duty trailer with 25-year design life
- Dual-Processor Malfunction Management System
- Withstands sustained winds of 100 mph, gusts up to 110 mph
- 10-year structural warranty on trailer
- Lifting Ring for easy signal placement
- Hydraulic lift system
- 30 days run time on batteries alone
- Up to 14 phases of traffic per system
- Tandem-tow trailers
- Exceeds NEMA TS-5 requirements for Type TR1 PTS
- MUTCD Compliant

Available options

Video Monitoring — PTZ camera gives a live look at traffic with resolutions up to full 1080 HD, and up to 60 frames per second.

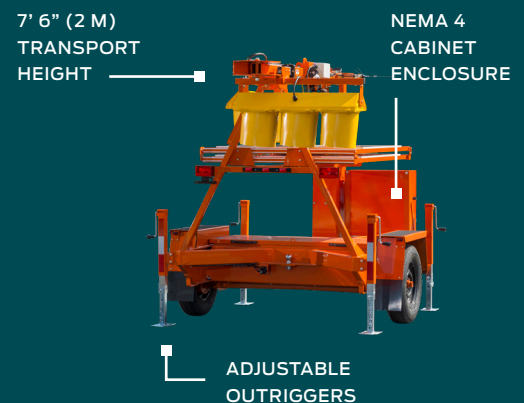
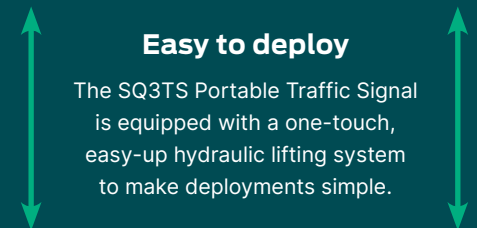
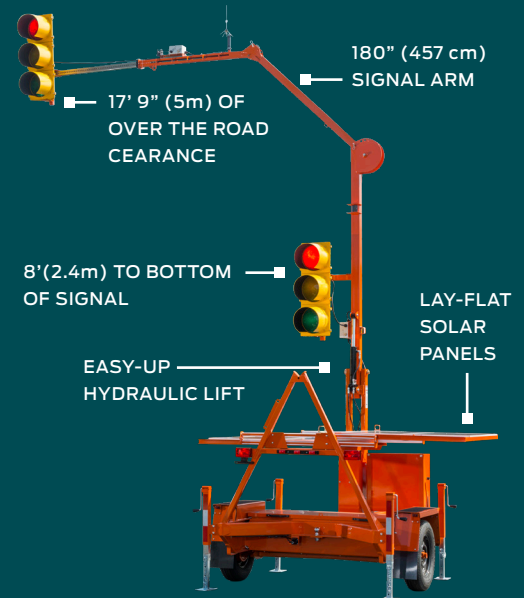
15-Foot Extension arm — Longer extension arm for greater horizontal reach on SQ3TS trailer. Ideal for 2-lane applications.

Advanced Remote Monitoring — Receive text and/or email alert notifications of signal operation and battery voltage levels.

Wireless knockdown — Allows signal to operate in conjunction with a standard street corner control cabinet.

Pre-emption System — Recognizes emergency vehicles and provides earliest safe green indications.

Wait Time & Status Display — Informs motorists of wait time before next green indication.



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City Council Agenda Item

Agenda Item No.: e.6.

Date: July 23, 2025

From: Bill Bullock, Public Works Director

Subject: Public Works Emergency Declaration - Biohazard Clean-up and Restoration at Community Center

RECOMMENDED ACTION:

A motion to ratify and confirm declaration of a Public Works Emergency by Public Works Director William Bullock and authorization to waive competitive bidding requirements under RCW 39.04.280 and SWMC 240.140 for response to provide biohazard clean-up and restoration of the July 5th crime scene at the Community Center.

BACKGROUND/SUMMARY INFORMATION:

On July 5, 2025, there was an active shooter incident at the Community Center in connection with a private event. Support to provide biohazard clean-up and restoration was required as part of the crime scene after action activities to reopen the affected facilities to the public.

FISCAL IMPACT, IF APPROPRIATE:

A task order was issued to ServePro, selected from the on-call roster, to perform the work in the amount of \$14,720.08, 101 Parks and Facilities fund (Community Center). Eligible costs will be recovered through the City insurance policy.

ATTACHMENTS:

None



City Council Agenda Item

Agenda Item No.: g.1.

Date: July 23, 2025

From: Charlie Bush, City Administrator, Kelly Kohnken, Finance Director / City Clerk

Subject: Community Development Grant Program - Final Report

RECOMMENDED ACTION:

N/A

BACKGROUND/SUMMARY INFORMATION:

The City had a Community Development Grant Program that ran during 2023 and 2024, with some grants extending halfway into 2025. The program has now closed. Summer Intern Chloe Brase compiled the attached PowerPoint presentation highlighting the completed projects and overall program.

FISCAL IMPACT, IF APPROPRIATE:

N/A

ATTACHMENTS:

1. Community Development Grant Program Report Project
2. CDGP Tracking

Community Development Grant Program Sedro-Woolley, 2022-2025



Program Overview

- Developed in 2022–2023
- Active during 2023–2025
- Officially concluded June 30, 2025
- Purpose: Beautify Sedro-Woolley and strengthen community ties

Program Structure

- Total Funding: \$140,000
- Grant Limits:
 - \$5,000 for nonprofits
 - \$10,000 for businesses
- Funding Type: Reimbursement-based
- Eligibility: Public-facing nonprofits and business within city limits

Our Goals

01

Beautification of the City

Enhance the aesthetic appeal of Sedro-Woolley by funding projects that improve publicly facing areas, making the city more attractive and inviting.

02

Community Engagement

Foster a sense of community by encouraging collaboration among residents, businesses, and nonprofits. This involvement helps build stronger relationships and a shared commitment to maintaining and improving the city.

03

Economic and Social Investment

Stimulate local economic growth and social investment by supporting projects that not only beautify the city but also encourage further community investments and participation in future initiatives.



Schnaffer Pharmacy

Projects

Corner Garden Bed (Ferry and Puget St):

- Remove overgrown plants.
- Create an alpine meadow-inspired garden with a footpath, pollinator-friendly plants, herbs, and a free little library.

Garden Beds Along Ferry St:

- Add low, hardy shrubs, aesthetic rocks, and fresh bark.

East Side of the Building (Puget St):

- Add a hedge to hide the HVAC system, a dry creek bed, and raised garden beds for lavender and herbs.

Garden Bed Near Front Door:

- Replace vegetation with a water feature, boulders, a flagstone path, and shrubs.

General:

- Repair the sprinkler system to keep the grass green year-round.

Total Grant Amount Recived: \$9,388.97

Before



After



Happiest Tees on Earth



Before



After

Projects

- **Objective:** Replace deteriorated awning with poor structural support
- **Goal:** Maintain architectural integrity and preserve the historic character of the 1915 building
- **Outcome:** Safer, more durable awning that respects the building's original design while improving curb appeal

Total Grant Amount Received: \$8,500



Before

Double Barrel BBQ

Projects

- Landscaping: 3 flower beds in front of restaurant with plants, shrubs, trees, and mulch
- Lighting: parking lot, flagpole and signage; exterior light fixtures

Total Grant Funding Received: \$10,000



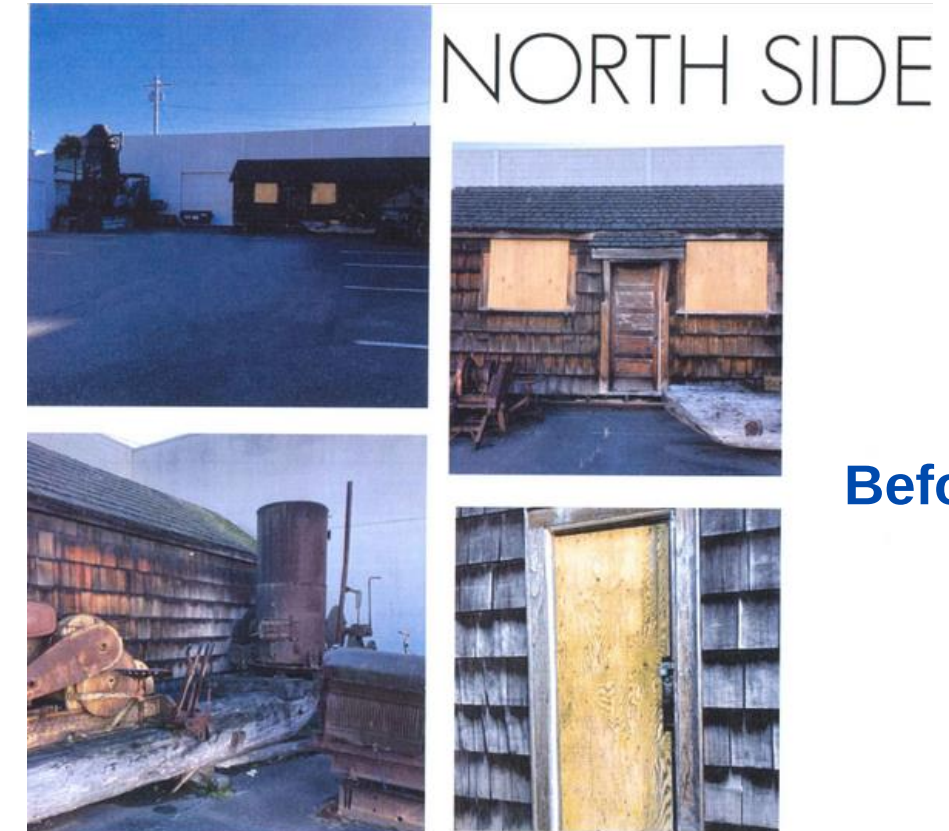
After

Sedro-Woolley Museum

Projects

- Move equipment from the north side of the building to the south side and regrade the parking strip.
- Gravel to re-gravel the south side parking strip
- Black paint on north side of the building
- New doors and windows on the bunk house

Total Grant Funding Received: \$4,519.50



Before



After



Tight Lies

Projects

- Replaced the awning and gutter
- Inspected, cleaned, and repaired the drainage system
- Repainting of the building was completed

Total Grant Funding Received: \$9,231

Before



After



Before



After





Before



After

Tinky Busiu Gallery

Projects

- Landscaped the courtyard to accommodate outdoor sculptural elements
- Installed a high fence with structural steel crossbars
- Covered the ground with walk-safe pavers and drainage
- Installed a large bamboo mural on the north wall of the building
- Added three colorful metal and glass screens to the northwest corner to enhance the property's appearance and attract attention to the new outdoor gallery

Total Grant Funding Received: \$10,000

Howmac Dimensional Graphics

Exterior Improvements – Street-Facing Side

- Install soffit lighting to enhance visibility and curb appeal along the street-facing façade.
- Add entryway lighting above multiple exterior doors to improve safety and aesthetics.
- Construct a new awning above the northern entry doors for protection and architectural interest.
- Upgrade main entrance flooring with new exterior-grade tile for a refreshed and welcoming appearance.
- Refurbish existing signage to improve visibility and align with updated exterior design.
- Complete landscaping in the south-end greenbelt area to enhance curb appeal and provide a polished finish.

Total Grant Funding Received: \$10,000



Before



After

Old Mill

Antique Logging & Sawmill Equipment Integration

- Incorporate antique logging and sawmill equipment into landscaping and public areas
- Already secured an antique steam donkey for display
- Plan to further restore the steam donkey
 - Mount on large log skids
 - Build a protective shelter
 - Possibly repaint for preservation and visual appeal

Total Grant Funding Received: \$10,000



Finished Steam Donkey

Low Auto Sales

Exterior Siding Updates:

- Repainting and repairing the existing siding, particularly the bottom portion of the walls.
- Enhancing curb appeal to create a more visually appealing and welcoming atmosphere.
- Aiming to positively impact both customers and daily passersby.

Window and Door Upgrades:

- Installing modern windows and doors to improve the building's appearance.
- Increasing building security through updated, more durable fixtures.
- Enhancing energy efficiency for improved interior comfort and reduced utility costs.

Total Grant funding Received: \$10,000

Before



After

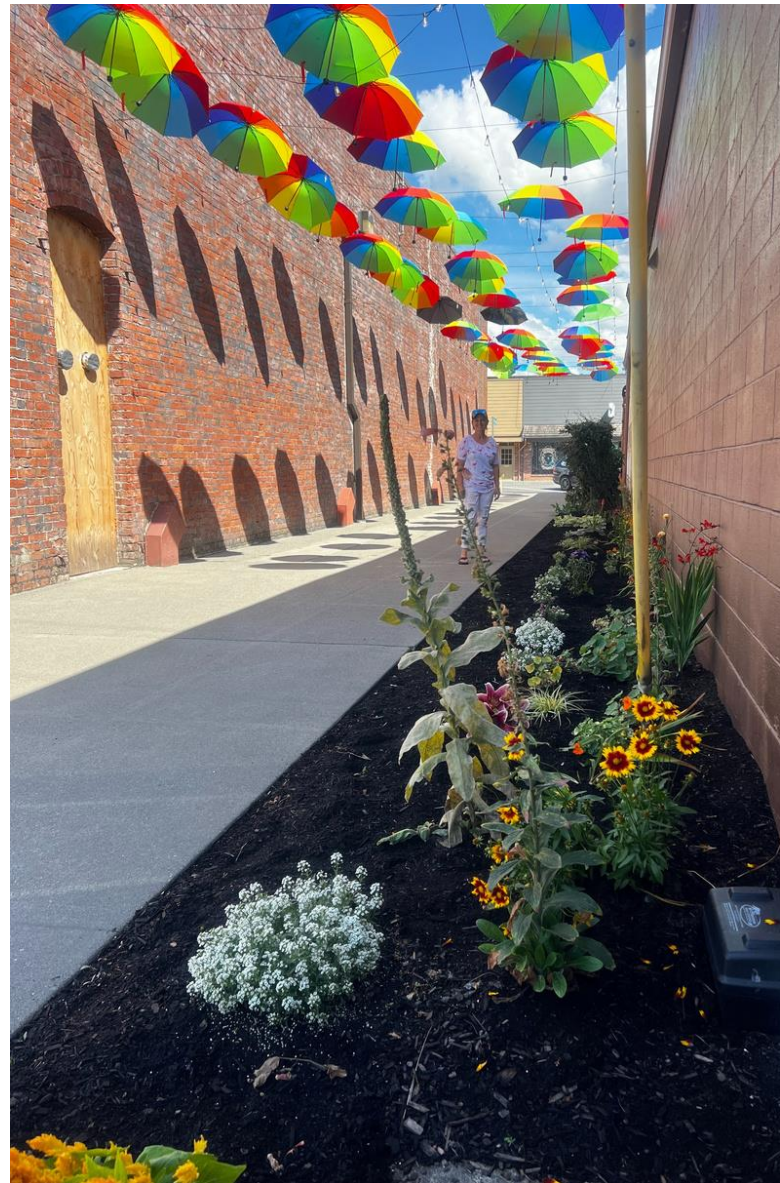


Chamber of Commerce of Sedro-Woolley

Before



After



Projects

- Hire a local painter to paint the window frames upfront.

Install cameras at:

- Both doorways
- Each end of the alley
- The promenade (to deter vandals)

Procure plants from a nearby nursery for:

- Pola's Promenade
- Planter boxes in front of the chamber
- Add a new planter box to Pola's Promenade.
- Set up a lovely umbrella canopy for the summer to create a picturesque photo spot.

Total Grant Funding Received: \$3006.02

Bonnie Jo's Cafe

Projects

Front Window Upgrade

- Replace 1970s windows with modern venting grid windows
- Add screened sections for better airflow in summer
- Update structural framing as needed

Exterior Improvements

- Repaint wood trim
- Clean brickwork
- Repair/refinish small awning

Total Grant Funding Received: \$10,000



Boys and Girls Club of Skagit County

Clubhouse Aesthetic Enhancement Plan

- **New Signage Installation**
 - Design signage to reflect community values and aesthetic appeal
 - Procure durable, high-quality materials for long-term use
 - Professionally install signage at clubhouse entrance
- **Building Facade Improvements**
 - Pressure washes exterior surfaces to remove dirt and buildup
 - Repair or replace siding where needed
 - Repaint facade with fresh, cohesive color scheme
- **Landscaping and Flower Bed Revitalization**
 - Clean up existing in-ground flower beds
 - Remove old or dead plants and outdated materials
 - Add fresh mulch or bark for clean, finished appearance

Total Grant Funding Received: \$3,686.59



Before



After

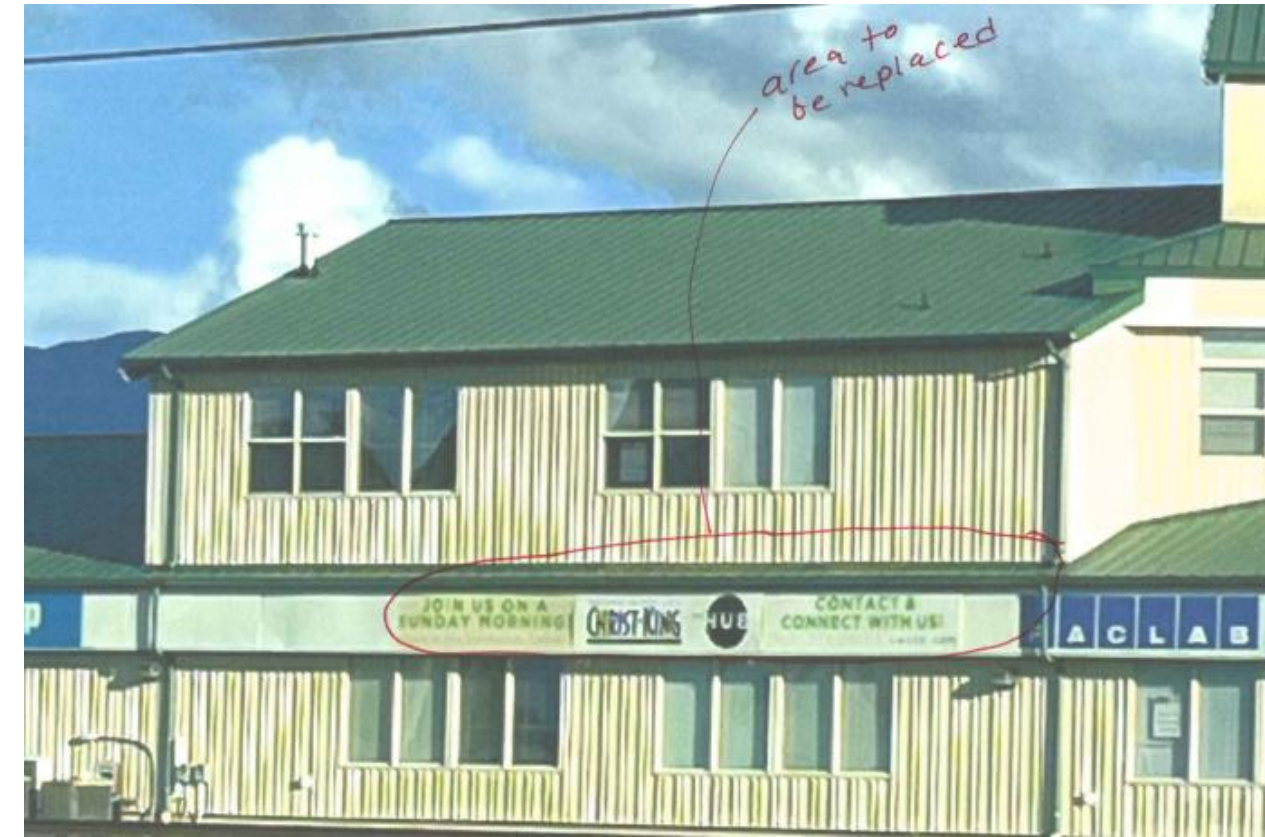
Cascade Learning

Signage & Visibility Upgrades

- **Replace Old Signs**
 - Remove outdated acrylic/lettering signs on Hwy 20
 - Upgrade pedestal sign in parking lot
- **Add New Signs**
 - Install 2 signs on both sides of pedestal (Sunset Park Dr)
 - Replace building sign facing Hwy 20

Goal: Improve visibility, modernize look, and unify branding

Total Grant Funding Received: \$1,749.75



Before



After

Sedro-Woolley Flowers



After

Projects

Sedro-Woolley Flowers installed awnings on the front and side of the building

Total Grant Funding Received: \$10,000



Before



After



Before

Before

After

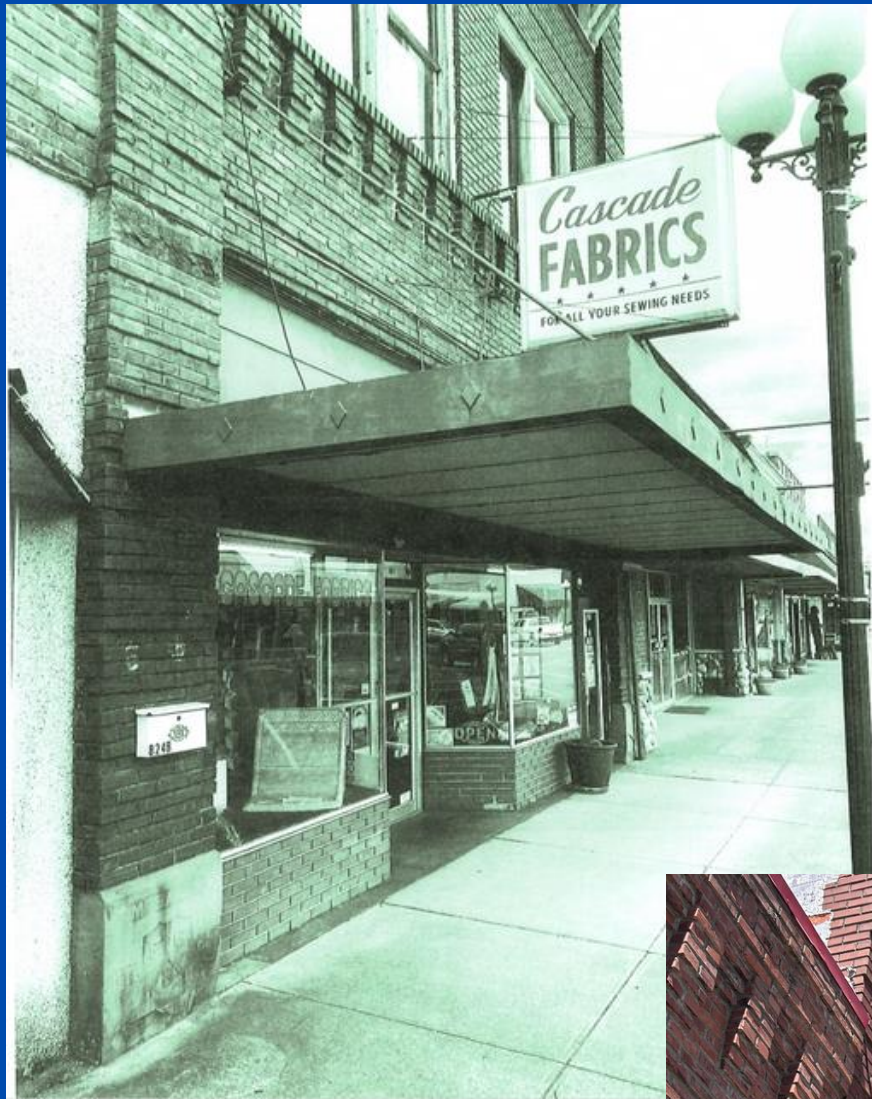


Sedro-Woolley Youth Football and Cheer

Field Maintenance & Improvements

- Fertilize and sand the field (already done for 2024)
- Maintain and improve field conditions regularly
- Add new doors and locks to prevent vandalism
- Improve overall safety and appearance of the field

Total Grant Funding Received: \$304



Before



After

Cascade Fabrics

Cascade Fabrics Building Front Renovation

Awning Repairs & Restoration

- Remove lower panels of awning
- Sand, repair, and repaint structure
- Replace fascia and repair top of awning
- Apply Karnak coating to prevent leaks and preserve surface

Facade & Curb Appeal Upgrades

- Repair all paintable surfaces on the front of the building
- Replace or repair rusty metal and rotten boards
- Fix or replace gutters and downspouts for proper drainage
- Repaint all exterior surfaces up to 12 feet high

Project Goal

- Improve curb appeal to invite more foot traffic
- Support a vibrant, welcoming look in downtown Sedro-Woolley
- Restore and refresh a key storefront in the community

Total Grant Funding Received: \$9,964.05



Community Development Grant Impact

- 17 local businesses supported
- **Total grant funding awarded: \$124,660**
- Strengthening our local economy
- Investing in long-term community growth and revitalization

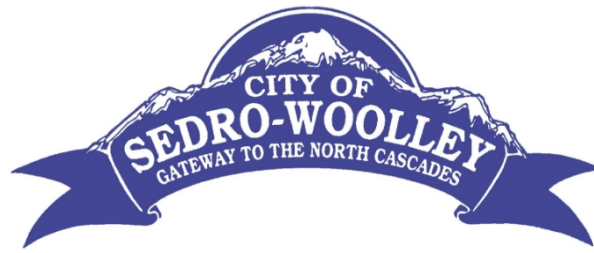
Community Benefits & Outcomes

- Enhanced curb appeal and storefront visibility
- Increased local business activity and foot traffic
- Encouraged community pride and involvement
- Supported job retention and potential job growth
- Helped preserve and restore historic buildings
- Contributed to the revitalization of Sedro-Woolley's downtown

City of Sedro-Woolley Community Development Grant Program Tracking

Updated 7.17.2025

Organization	Award Amount	Date Approved by Council	Reimbursement Amount
Double Barrel BBQ	10,000	10/25/2023	10,000.00
Schnaffer Pharmacy	10,000	10/25/2023	9,388.97
Happiest Tees on Earth	8,500	11/8/2023	8,500.00
Sedro-Woolley Museum	5,000	11/21/2023	4,519.50
Tight Lies	9,231	11/21/2023	9,231.00
Trinky Busiu Gallery	10,000	12/13/2023	10,000.00
Sedro-Woolley Loggerodeo	5,000	12/13/2023	5,000.00
Howmac Dimensional Graphics	10,000	12/13/2023	9,309.99
El Patron	10,000	1/10/2024	
Old Mill	10,000	1/24/2024	10,000.00
Low Auto Sales	10,000	2/14/2024	10,000.00
Chamber of Commerce of Sedro-Woolley	5,000	3/27/2024	3,006.02
Bonnie Jo's Café	10,000	4/24/2024	10,000.00
Boys & Girls Club of Skagit County	5,000	4/24/2024	3,686.59
Cascade Learning	1,750	4/24/2024	1,749.75
Sedro-Woolley Flowers	10,000	4/24/2024	10,000.00
Sedro-Woolley Youth Football & Cheer	675	4/24/2024	304.29
Cascade Fabrics	10,000	6/12/2024	9,964.05
Total	140,156	2024	88,964.30
		2025	35,696
		Total	124,660
		Unspent	15,496



City Council Agenda Item

Agenda Item No.: m.1.

Date: July 23, 2025

From: Kyle Anderson, Assistant Engineer

Subject: Stormwater Management Plan Update - 10-Year Financial Plan – 1st Read

RECOMMENDED ACTION:

There is no recommended action at this time.

BACKGROUND/SUMMARY INFORMATION:

The last Sedro-Woolley Stormwater Management Plan was adopted in 1997. This effort to update the Stormwater Management Plan (Plan) is part of Chapter 7.24 of the 2025 Comprehensive Plan and will be developed using current modeling and design practices, be compliant with Western Washington (WWA) Phase II MS4 Permit, and the current Ecology Stormwater Management Manuals.

Chapters 1-7 were previously presented to Council as a first read. This discussion is about Chapter 8 which discusses stormwater utility rate impacts as a first read.

FISCAL IMPACT, IF APPROPRIATE:

The presentation will address three different scenarios that would impact stormwater utility rates.

ATTACHMENTS:

1. Sedro-Woolley Stormwater Board Presentation_July 23_2025

CITY OF SEDRO-WOOLLEY

STORMWATER UTILITY 10-YEAR FINANCIAL PLAN

DRAFT SCENARIO RESULTS

JULY 23, 2025



TOPICS



- Recommended Financial Policies
- 10-Year Rate Outlook Scenarios
 - Baseline operations
 - Capital funding scenarios
- Discussion and Council input
- Next Steps

RECOMMENDED FINANCIAL POLICIES

STRATEGY FOR SOUND FINANCIAL MANAGEMENT



Financial Performance / Minimum Cash Reserves:

- Maintain positive annual operating cash flow
- Operating reserve: 30 days of annual O&M expense
- Capital reserve: phase-in to 1% of capital assets original cost
- Restricted debt reserves: as required per loan covenants

Infrastructure Funding / Debt Management:

- Annual rate-funded capital contribution: phase-in to minimum of \$200k per year to help fund replacement projects; set equal to average annual replacement CIP
- Upgrade/expansion capital funded through grants, new debt, and capital cash reserves (including new stormwater general facilities charge)

FINANCIAL PLAN OVERVIEW

STRATEGY FOR SUFFICIENT COST RECOVERY



BASELINE OPERATIONS

- Rate increases necessary to meet operational needs (prior to new capital)
 - Operating expenditures
 - Contributions to operating reserves
 - Existing debt service (none)

CAPITAL FUNDING SCENARIOS

- Scenario 1 – funding from **grants**, new debt, rates and cash reserves
- Scenario 2 – funding from **new debt**, rates and cash reserves
- Scenario 3 – same as Scenario 1 with **lower first year increase**; higher future year increases

Capital funding scenarios include cost recovery of baseline operations

10-YEAR FINANCIAL PLAN

OPERATING FORECAST ASSUMPTIONS



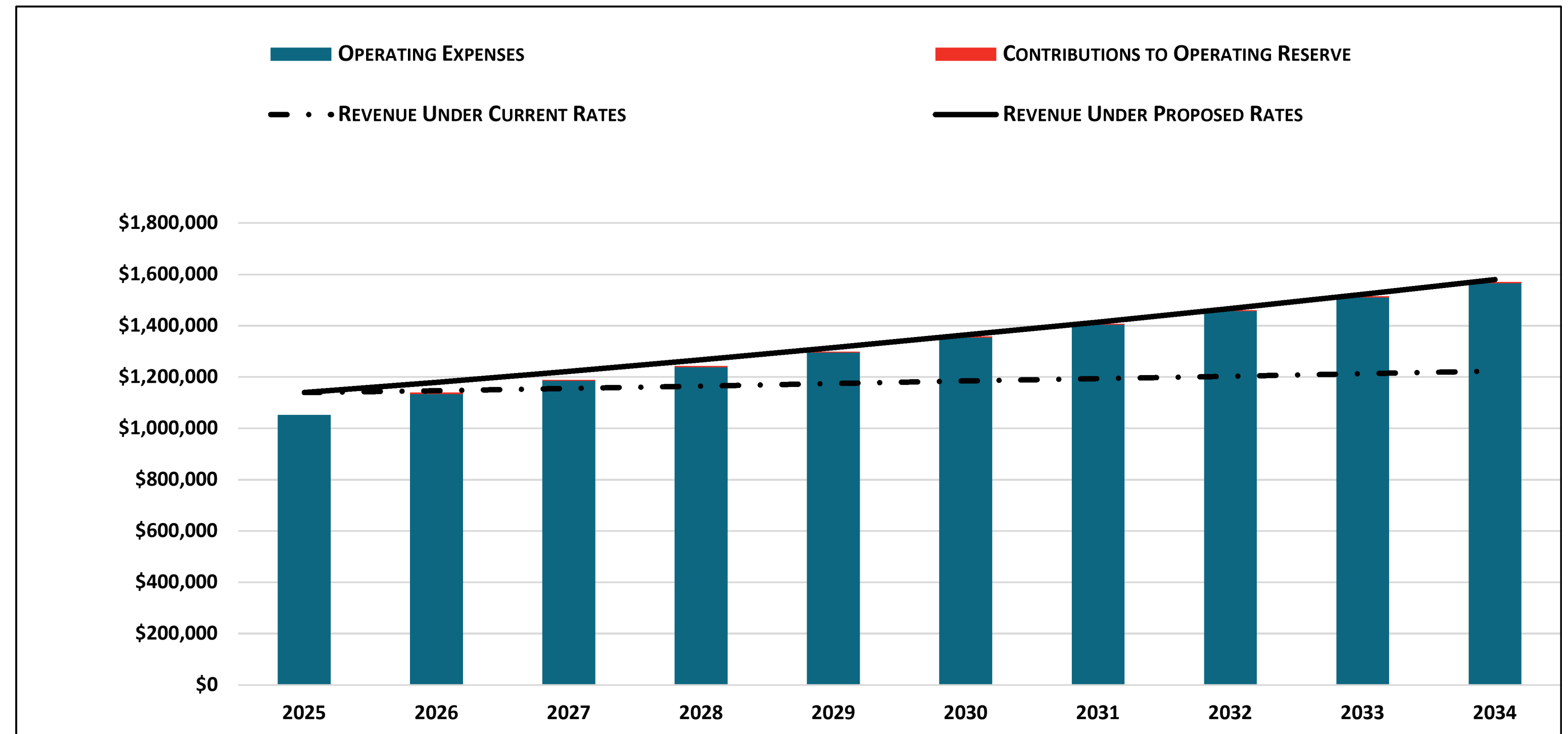
- Revenue under current rates:
 - Customer growth of 0.83% per year based on 3-year historical trend
 - Average of 34 new connections; 60 new ERUs per year
- Investment interest based on trends (LGIP)
 - Historical: 3yr: 4.7%; 5-yr: 2.9%; 10-yr: 2.1%
 - Forecast: 4.0% (2025-2026); 3.0% (2027-2030); then 2.0% per year
- O&M based on 2025-2026 budget; then annual inflation (CPI-U-Sea-Tac-Bel)
 - Historical: 3-yr: 5.8%; 5-yr: 4.9%; 10-yr: 3.7%
 - Forecast : 5.0% through 2030; then 4.0% per year

10-YEAR FINANCIAL PLAN

BASELINE OPERATIONS PRIOR TO CAPITAL NEEDS



- Rate increases of 3.15% per year (2026-2034) provide for:
 - Recovery of projected operating expenditures
 - Contributions to operating reserve to maintain 30-day target
 - Capacity to contribute an average of \$30k / year toward capital



10-YEAR FINANCIAL PLAN

CAPITAL IMPROVEMENT PROGRAM (CURRENT DAY \$)



Project No.	Project Name	Six-Year Capital Improvement Program										Total Current Costs
		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	
F1	F&S Grade Road Clay Pipe									\$1,102,000		\$ 1,102,000
F2	Cambridge Commons Infiltration Facility						\$1,322,000					\$ 1,322,000
F8	Brickyard Fish Passage Culverts				\$2,008,000							\$ 2,008,000
F9	Murdock Street Private to MS4		\$ 82,000									\$ 82,000
F10	Reed Street Private to MS4	\$ 136,000										\$ 136,000
F12	Riverfront Park Culverts							\$ 506,000				\$ 506,000
F13	Water Quality Pond									\$1,256,000		\$ 1,256,000
SMAP 6	Jones Road Retrofit				\$ 113,000							\$ 113,000
Total Capital Projects, Current Cost Estimate		\$ 136,000	\$ 82,000	\$ -	\$ 113,000	\$2,008,000	\$1,322,000	\$ 506,000	\$ -	\$1,102,000	\$1,256,000	\$ 6,525,000

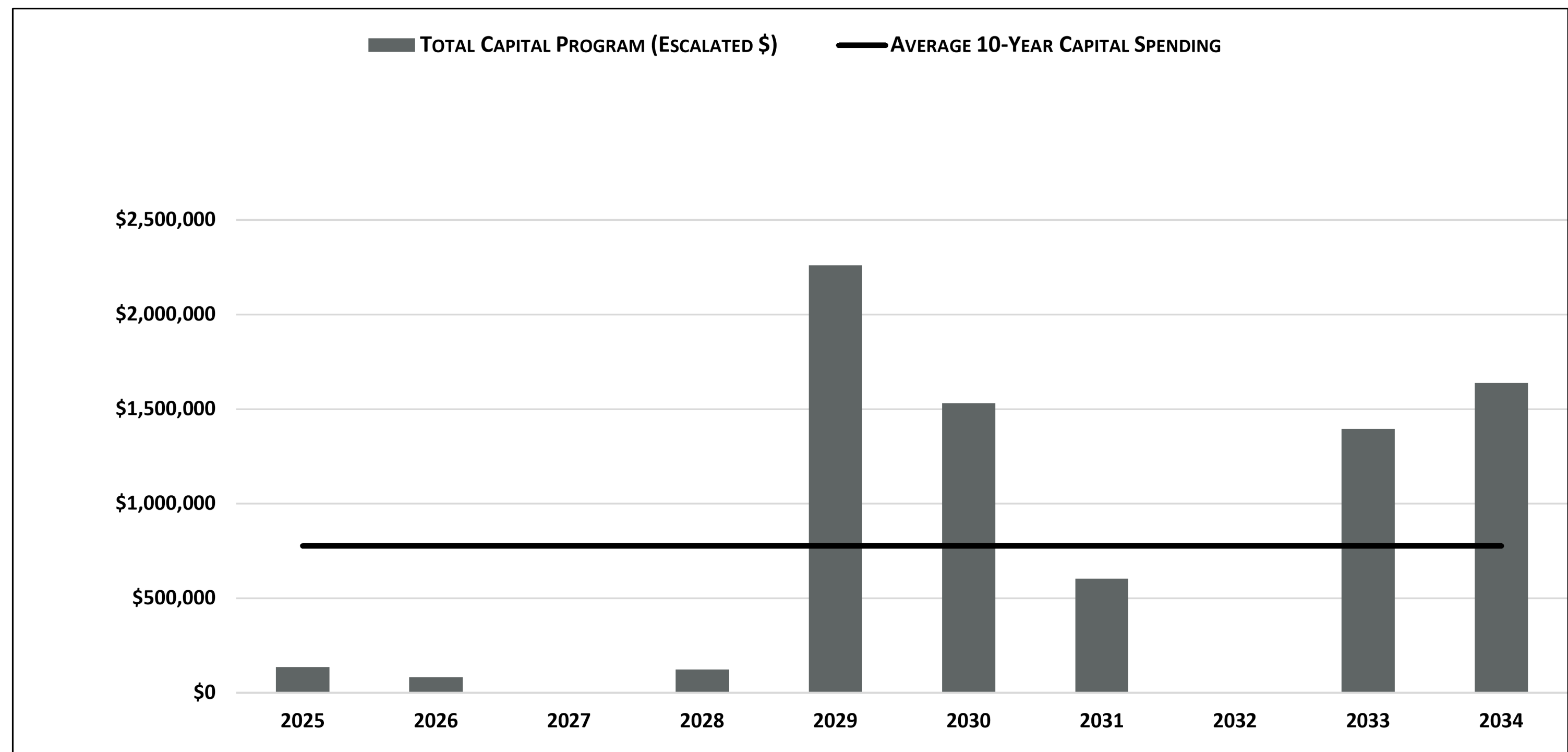
Projects identified for potential grant funding

10-YEAR FINANCIAL PLAN

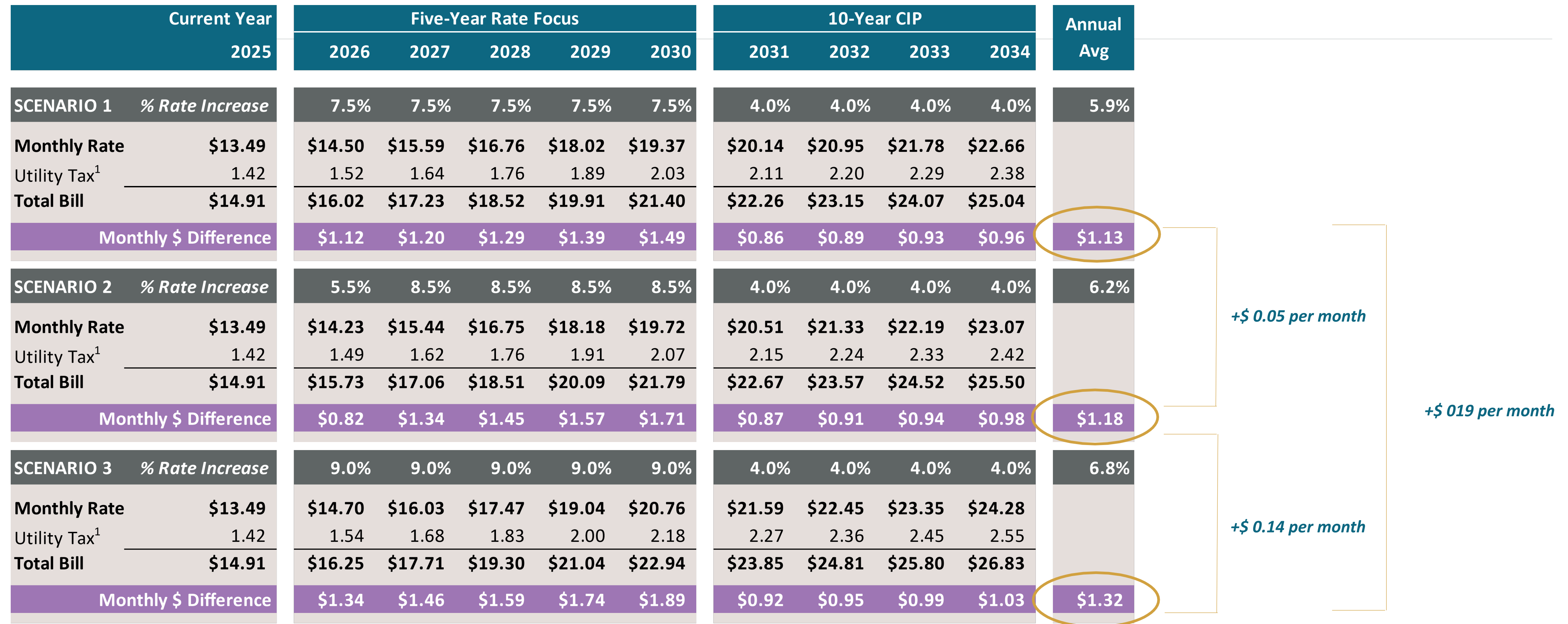
CAPITAL IMPROVEMENT PROGRAM (ESCALATED \$)



- Total CIP of \$6.5M (current \$)
- Incorporates construction cost escalation of 3.0% per year
 - Total CIP funding need of \$7.8M
 - Average annual spending of \$778 k



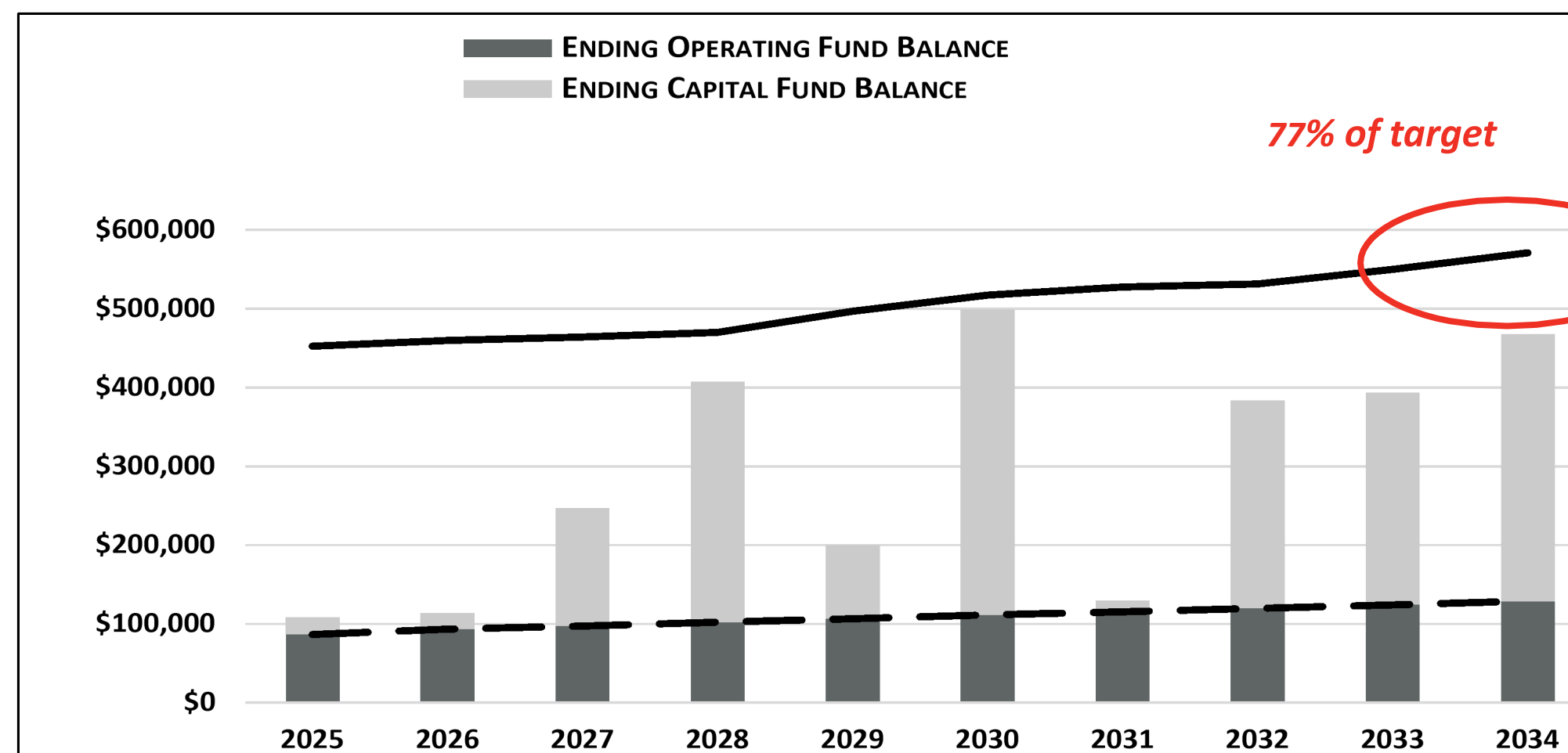
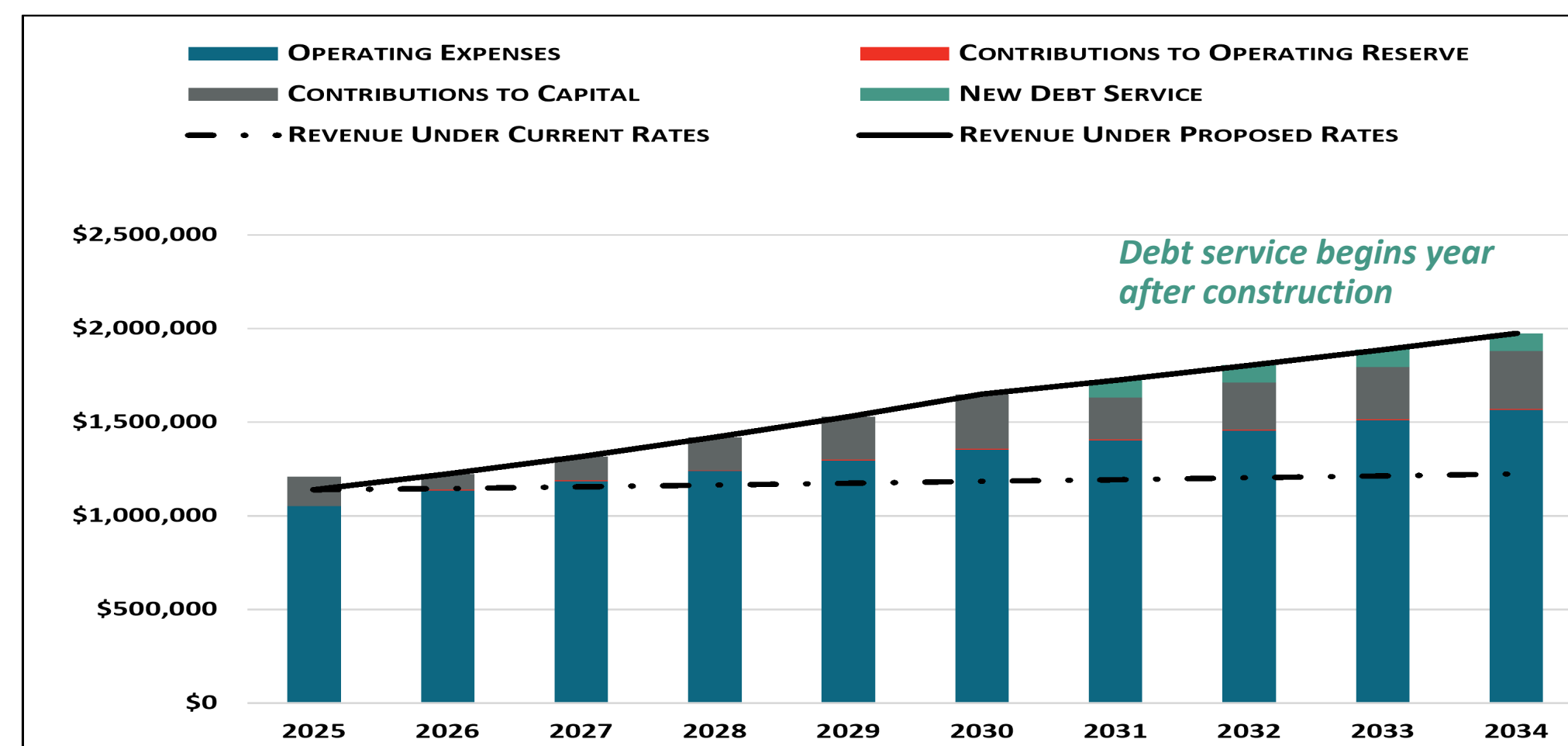
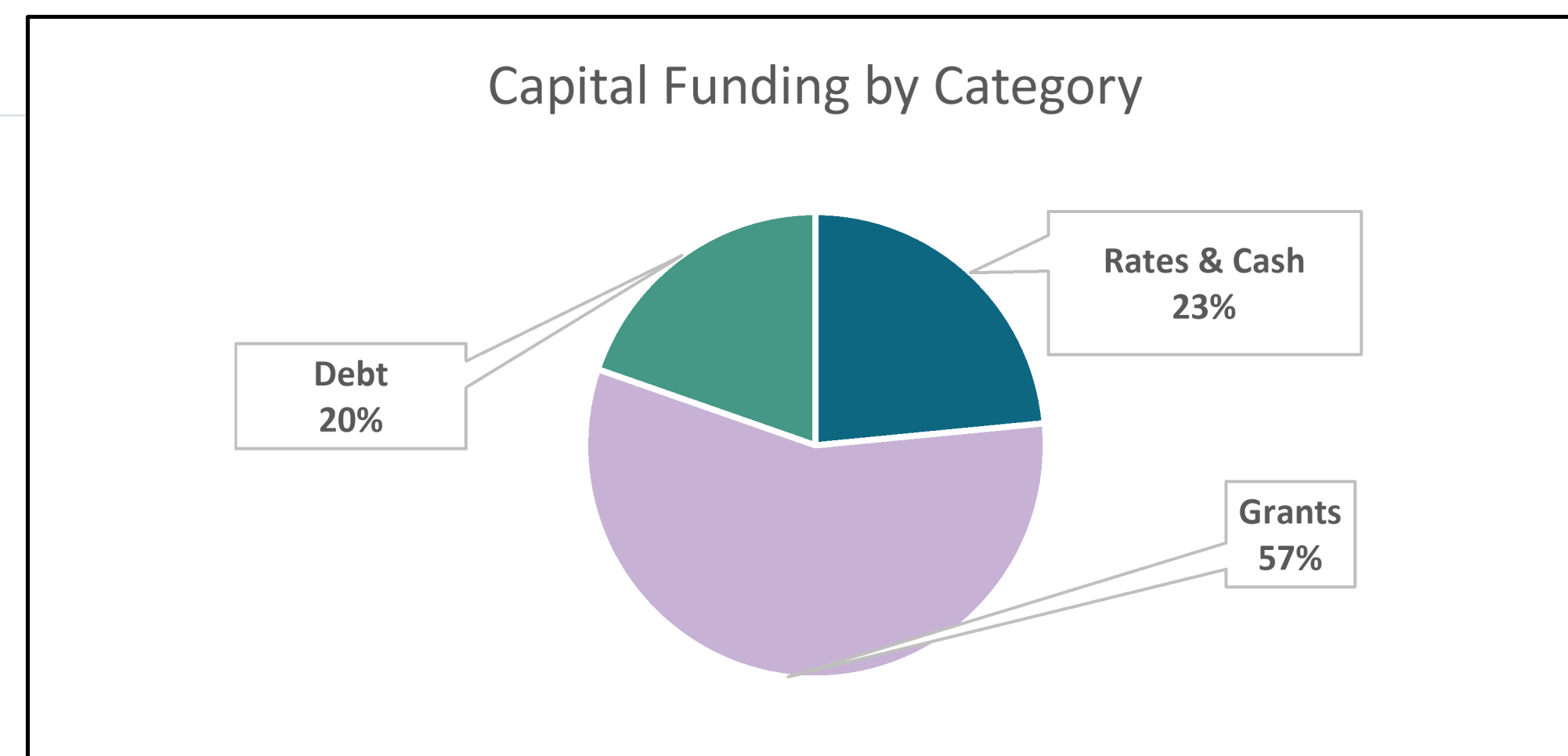
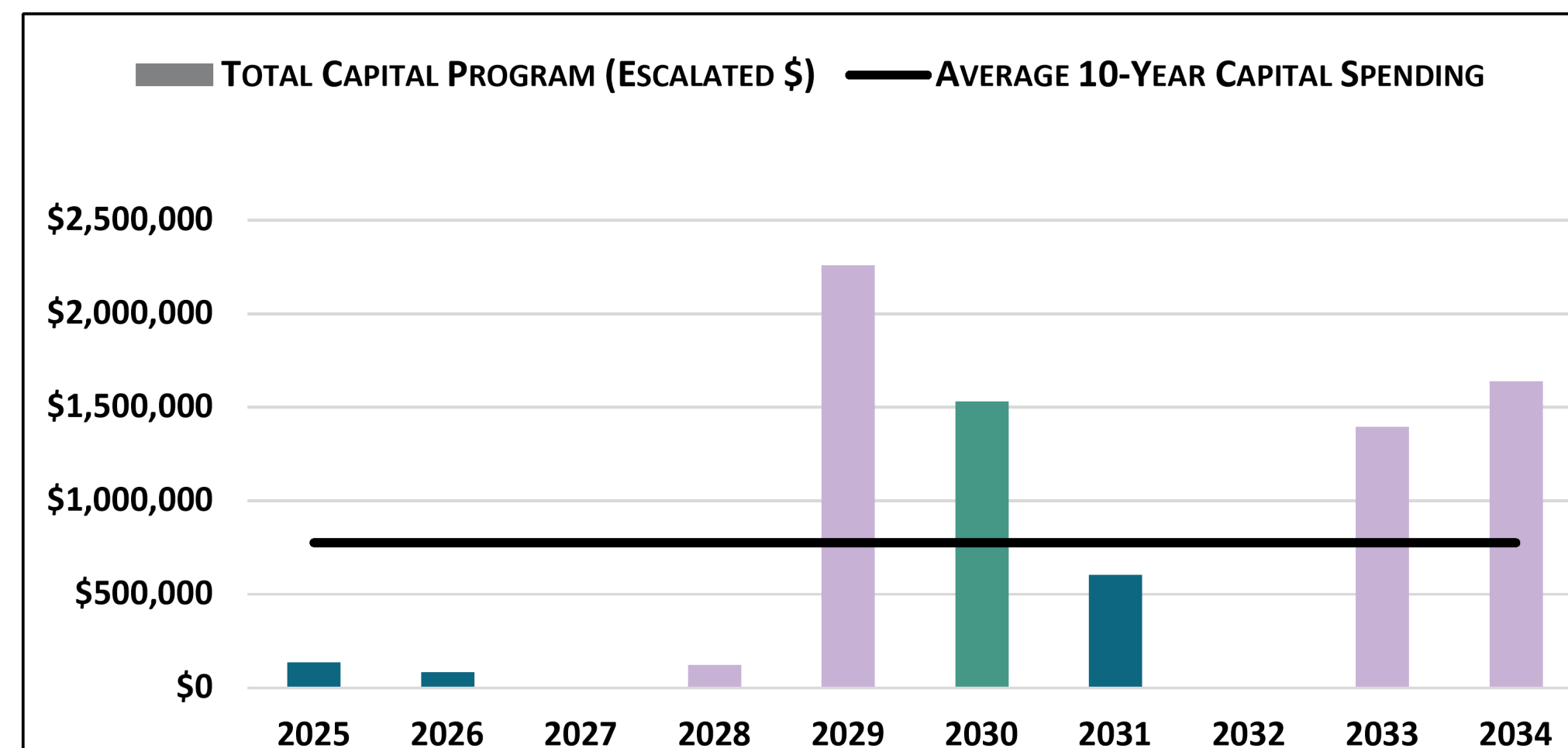
SCENARIOS: COMPARISON OF RESIDENTIAL MONTHLY BILLS



9

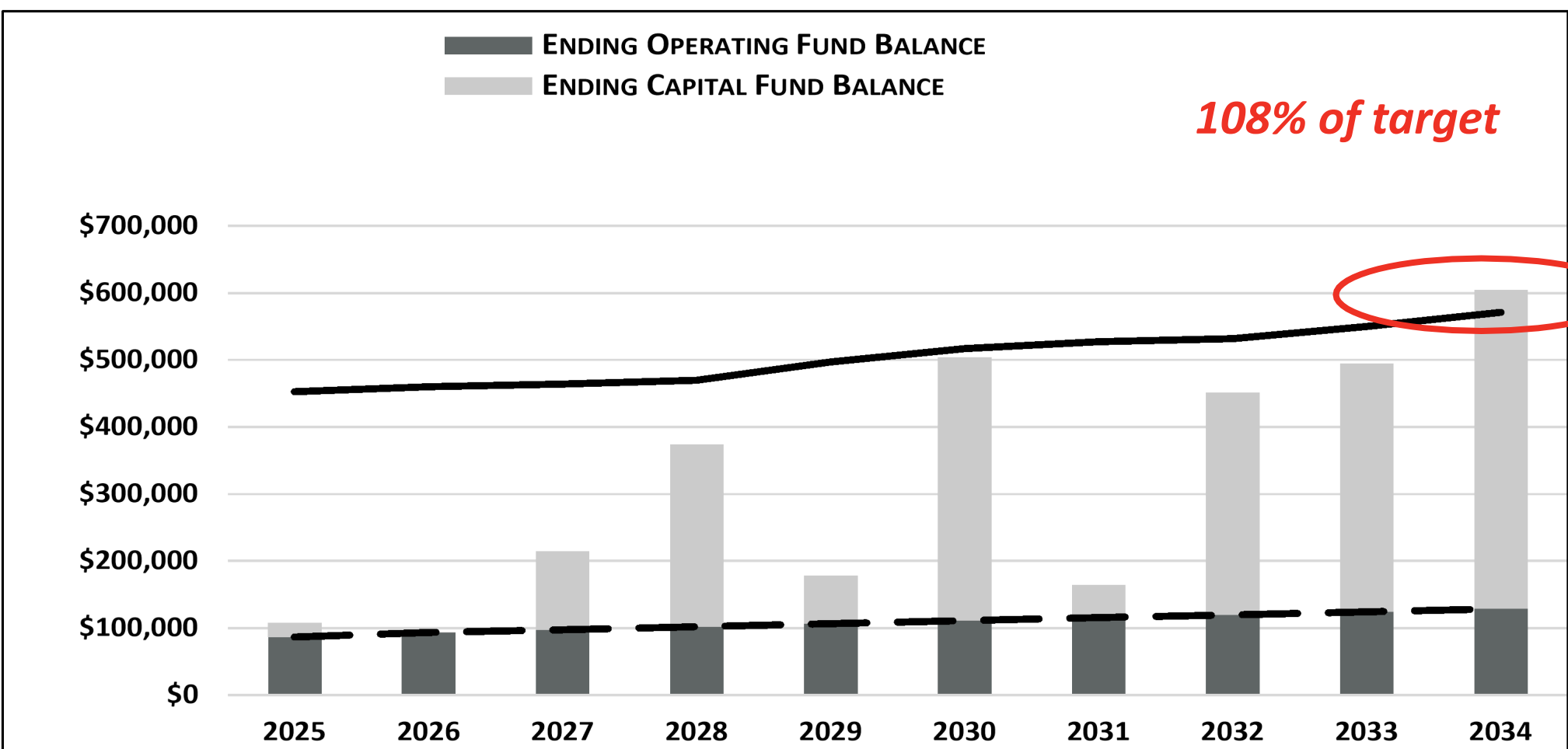
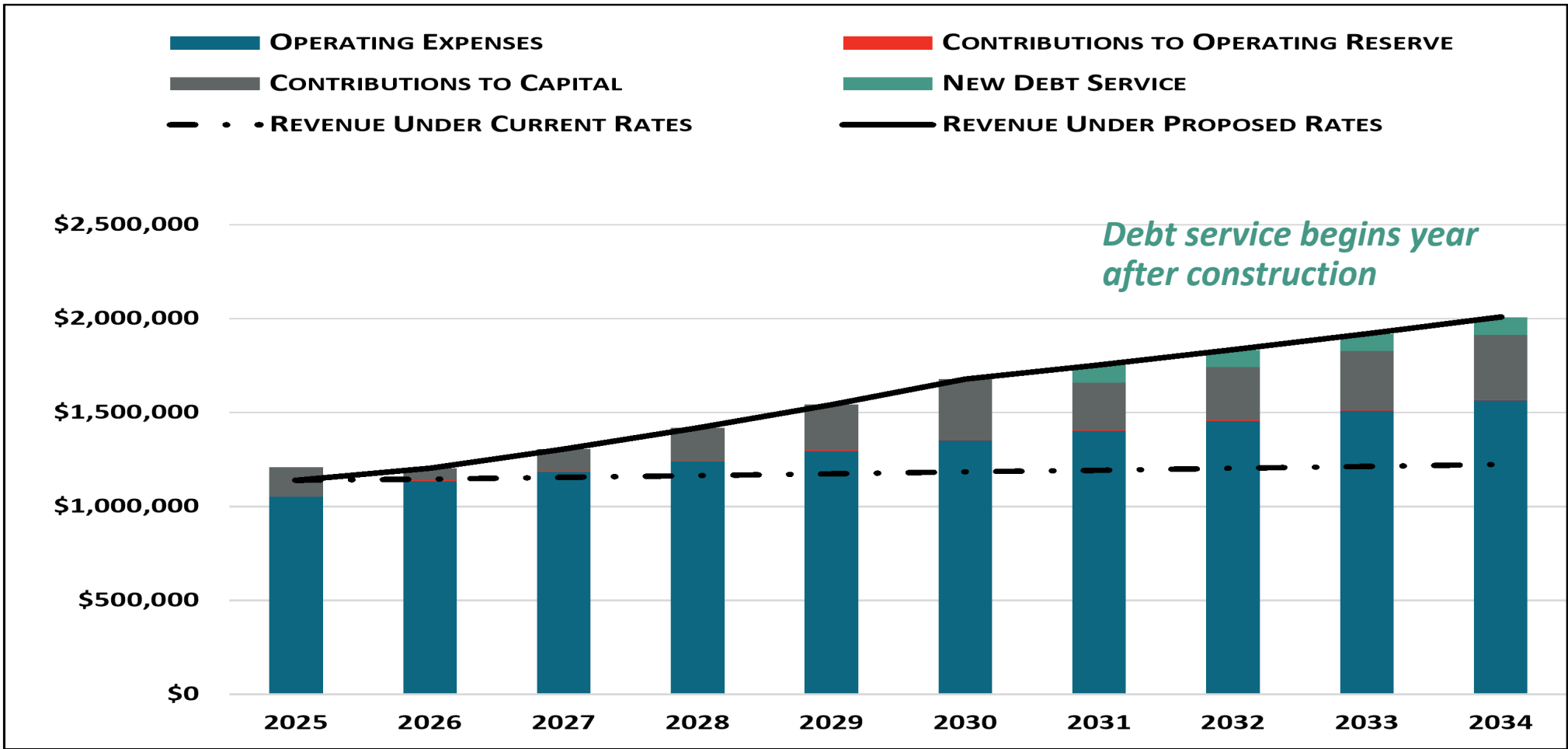
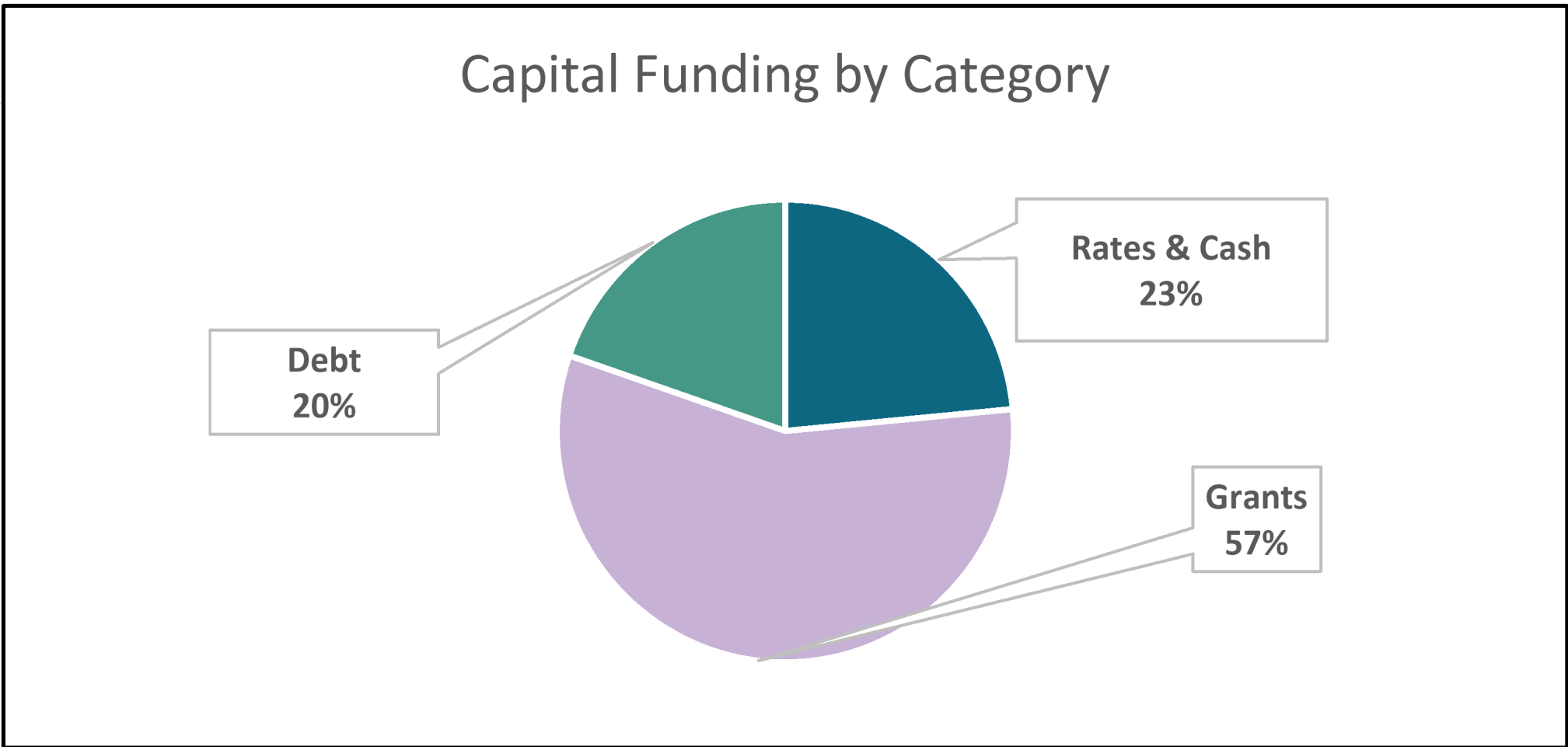
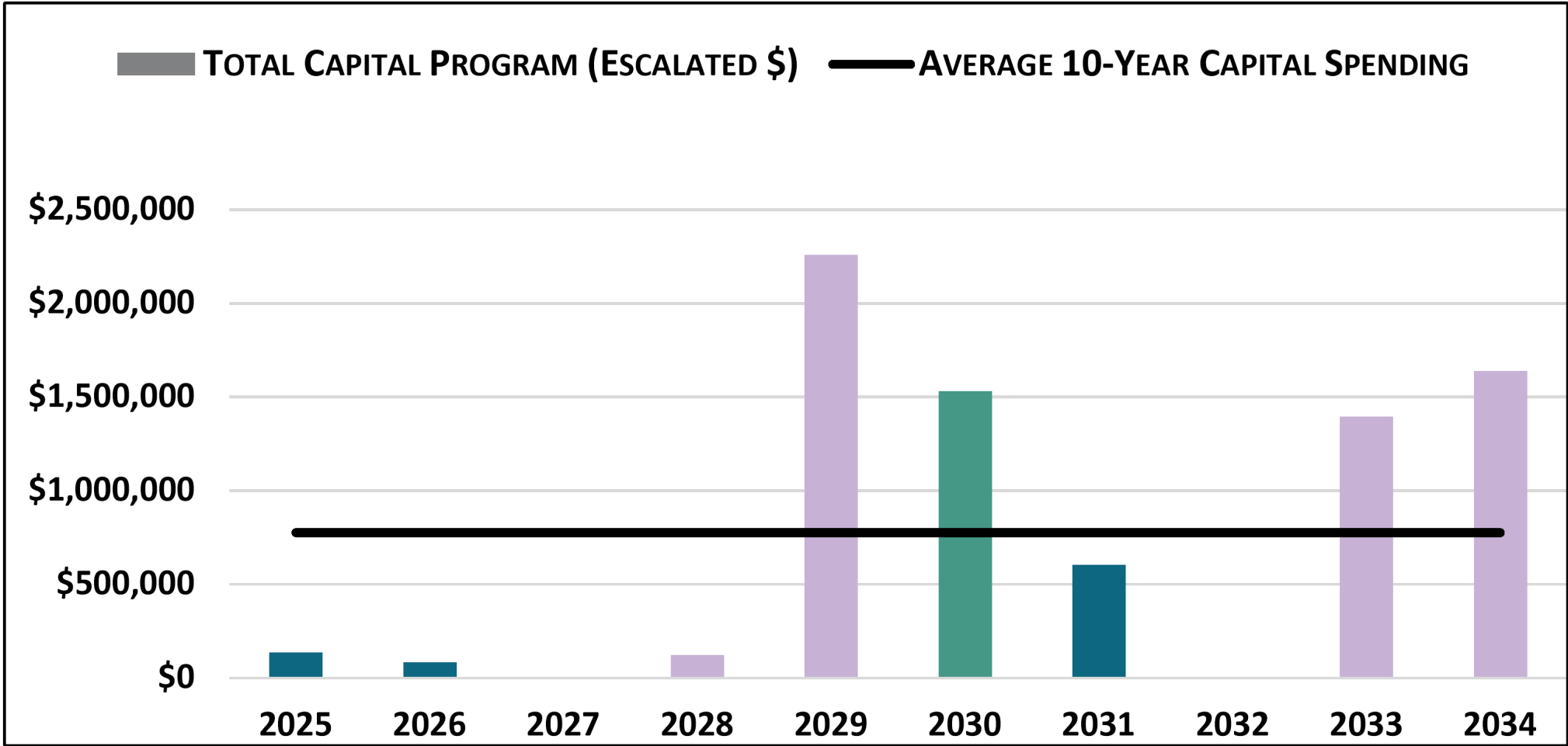
10-YEAR RATE OUTLOOK

SCENARIO 1: GRANTS, DEBT, RATES/CASH RESERVES (7.5%; 4.0%)



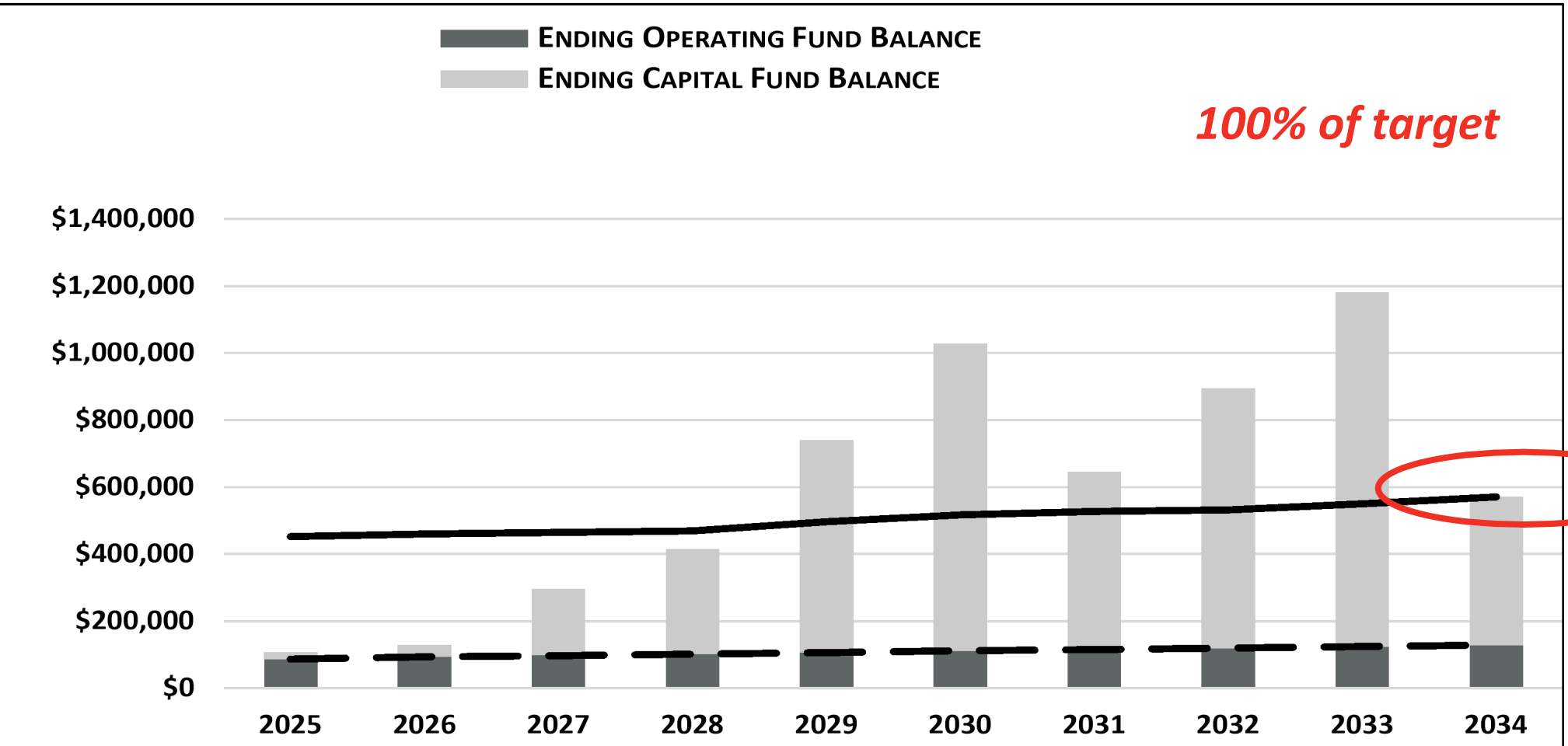
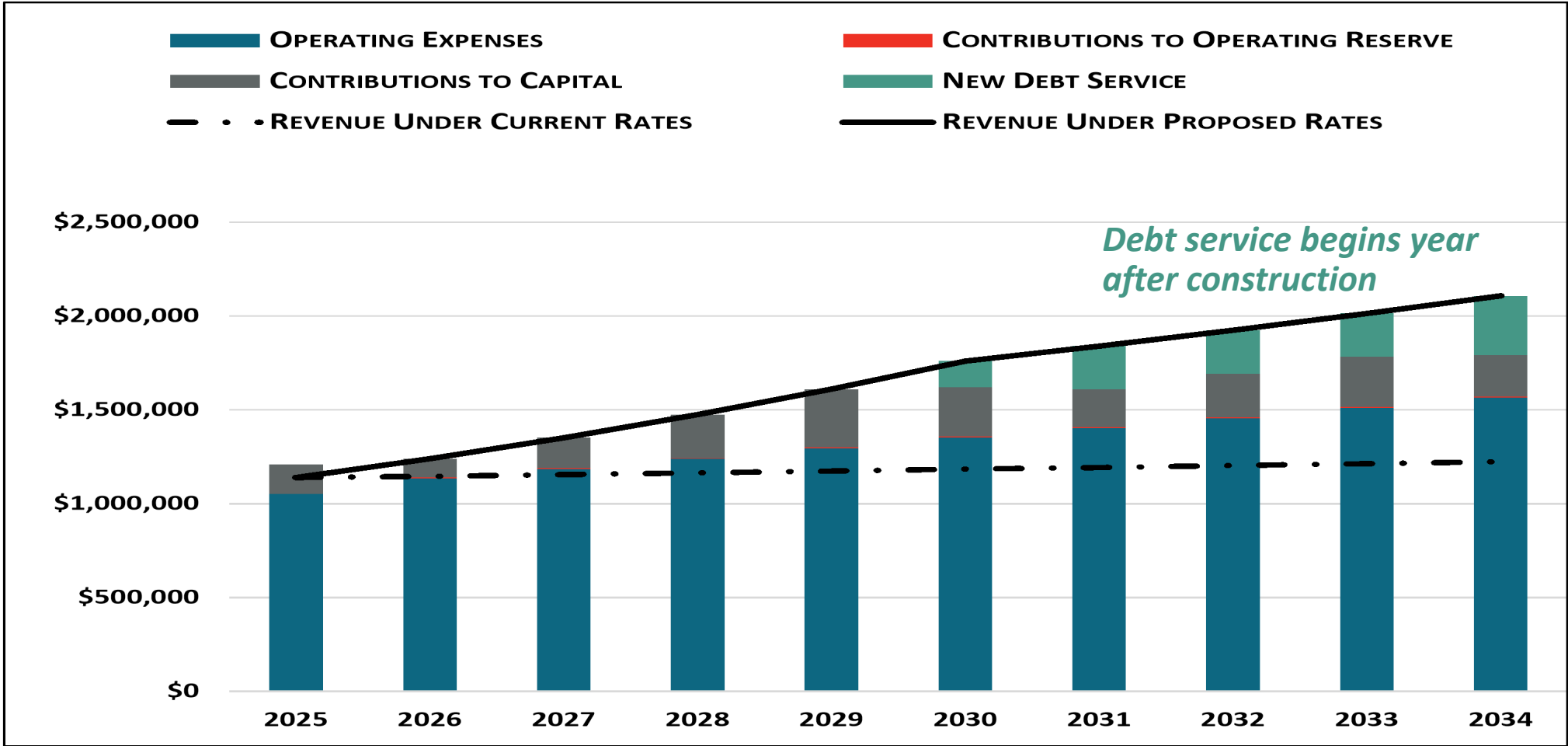
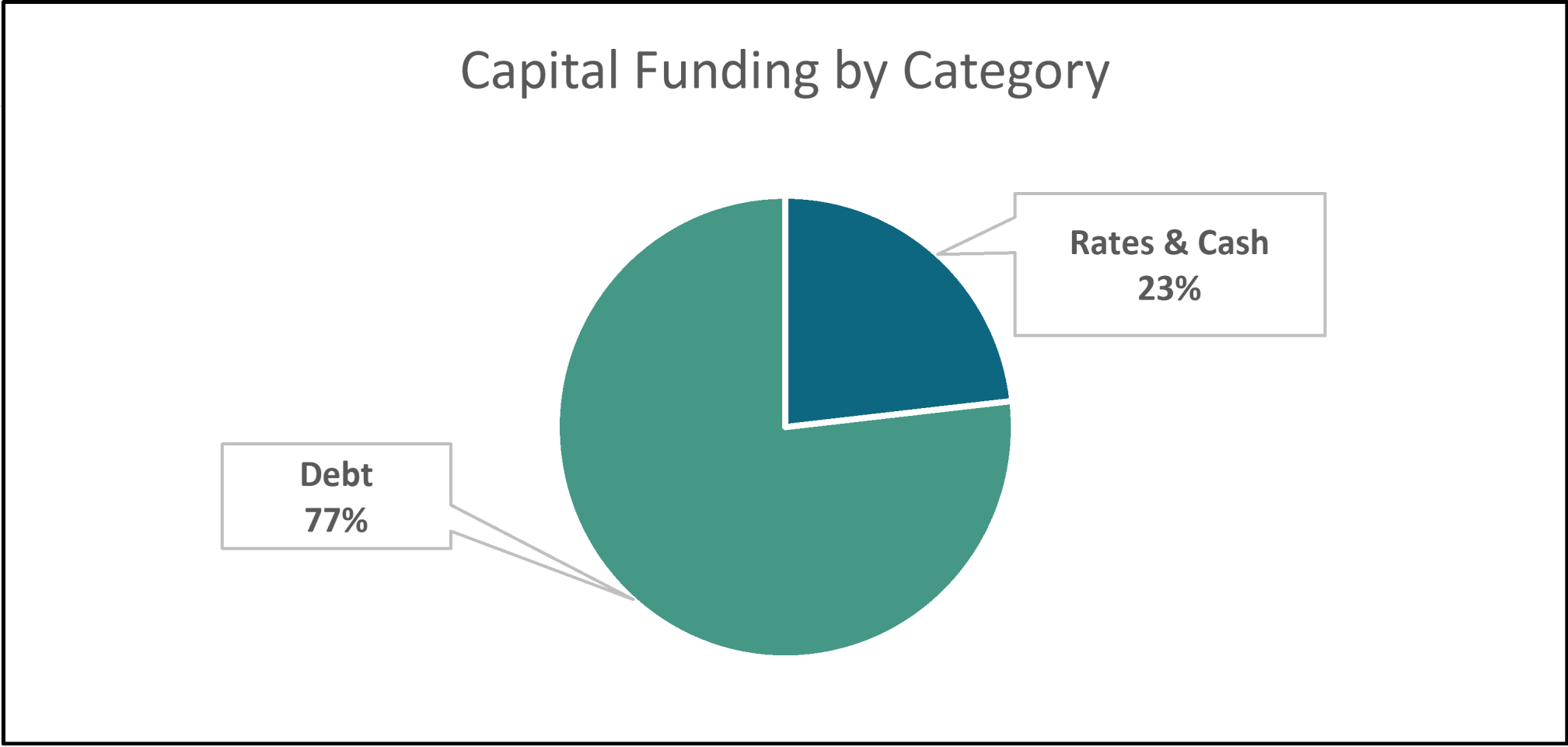
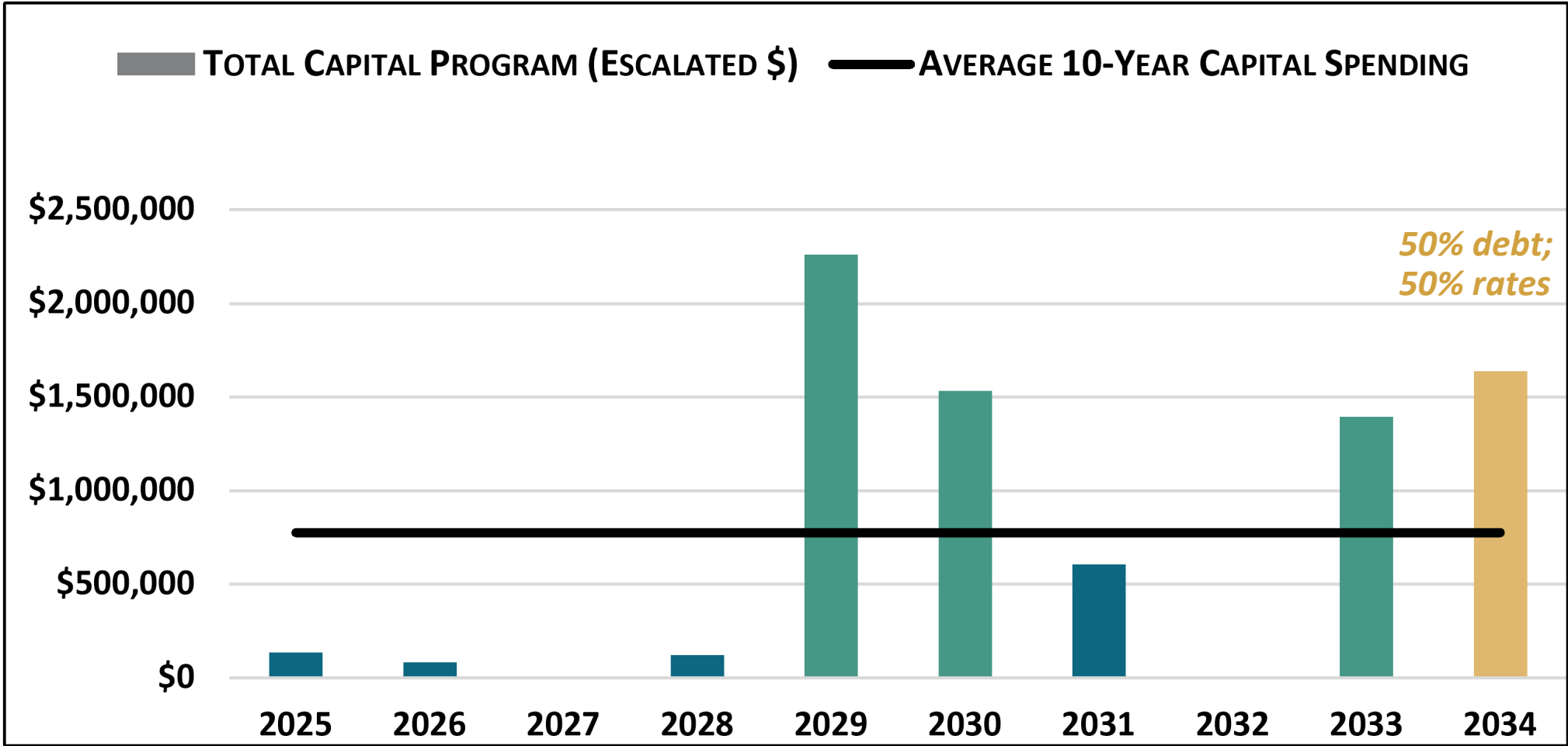
10-YEAR RATE OUTLOOK

SCENARIO 2: GRANTS, DEBT, RATES/CASH RESERVES (5.5%; 8.5%; 4.0%)



10-YEAR RATE OUTLOOK

SCENARIO 3: DEBT; RATES / CASH RESERVES (9.0%; 4.0%)



10-YEAR FINANCIAL PLAN

SUMMARY OF CAPITAL FUNDING SCENARIOS



CAPITAL SCENARIOS	SCENARIO 1	SCENARIO 2	SCENARIO 3
RATE IMPACTS	7.5%; 4.0%	5.5%/8.5%; 4.0%	9.0%; 4.0%
Monthly Rate at Year 10	\$22.66	\$23.07	\$24.28
Total Bill at Year 10	\$25.04	\$25.50	\$26.83
Average Annual Monthly Bill Increase	\$1.13	\$1.18	\$1.32
Total Bill Increase at Year 10	\$10.13	\$10.59	\$11.92
CAPITAL FUNDING PLAN			
Grants	\$4.5 M (57%)		\$0.0
Debt	\$1.5 M (20%)		\$6.0 M (77%)
Rates/Cash Reserves	\$1.8 M (23%)		\$1.8 M (23%)
Total	\$7.8 M		\$7.8 M
Total Annual Debt Service	\$94 k		\$365 k
CAPITAL FINANCIAL POLICY TARGETS			
Minimum Capital Reserve Balance	1% of original asset cost (\$442 k at Year 10)		
Balance at Year 10	\$339 k	\$476 k	\$442 k
% Achievement at Year 10	77%	108%	100%
Total Rate-Funded Capital	Minimum of \$200k per year		
Average Annual	\$213 k	226 k	214 k

Key considerations:

- How feasible is the assumed level of grant funding?
 - If not approved, can projects be delayed?
- What is the tolerance for higher rate increases to generate more cash and reduce new debt?
- How much revenue might be collected from new stormwater connection charge?
 - Calculation in progress

NEXT STEPS



- Today: Council input for scenario to incorporate into financial chapter of Stormwater Management Plan
- August 27: Present updated financial plan
- October-November: rate and GFC adoption process



City Council Agenda Item

Agenda Item No.: m.2.

Date: July 23, 2025

From: Thomas Glover, Community Development Director

Subject: Comprehensive Plan - Capital Facilities Element

RECOMMENDED ACTION:

Review only, no action required/requested.

BACKGROUND/SUMMARY INFORMATION:

The Capital Facilities Plan is a required element of the City's Comprehensive Plan under the Growth Management Act (GMA) of Washington. It is the document that guides residential and commercial development within the City, and identifies future public infrastructure needs. The City of Sedro-Woolley is a full-service municipality providing wastewater, stormwater drainage, a multimodal and street transportation system, a parks and recreation system, law enforcement, fire services, and administrative services. Drinking water is provided by the Skagit Public Utility District (PUD). The public library, public schools, power, gas, and internet services are provided by contract services, separate taxing districts, interlocal agreements, or by private providers. Attached are draft recommended goal and policy updates to the Capital Facilities Element of the Comprehensive Plan.

FISCAL IMPACT, IF APPROPRIATE:

None identified at this time.

ATTACHMENTS:

1. Draft Capital Facilities Element_V1_071125_No Appendices_PC Comments

Chapter 7

CAPITAL FACILITIES ELEMENT

7.04	Introduction
7.08	Sewers/Sanitary Capital Facilities
7.12	Schools
7.14	Library
7.16	Public Safety: Fire Protection
7.20	Public Safety: Police Protection
7.24	Storm Water Management
7.28	Solid Waste Management
7.32	Capital Facilities Financing
7.36	Capital Facilities Goals and Policies
Appendix A	Sedro-Woolley Fire Department
Appendix B	Fire Equipment Replacement Schedule
Appendix C	Police Staff Estimates and Capital Outlay Costs
Appendix D	Police Mitigation Fee Analysis and Proposal
Appendix E	Sedro-Woolley School District #101 Capital Facilities Plan

Commented [DK1]: Will be inserted in the final draft

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7.04

INTRODUCTION

PURPOSE OF THE CAPITAL FACILITIES PLAN (CFP)

The capital facilities plan (CFP) element is required under the Growth Management Act (RCW 36.70A.080 (3)) and is an important part of the city of Sedro-Woolley's comprehensive plan. It constitutes the City's plan for capital facility development, maintenance and funding and implements Goal 12 of the Washington State Growth Management Act (GMA): "Ensure that those public facilities and services necessary to support development shall be adequate to serve the development at the time the development is available for occupancy and use without decreasing the current service levels below locally established minimum standards."¹

According to Chapter 365-196 WAC (Growth Management Act — Procedural Criteria), the CFP element should contain at least the following features:

- Policies and procedures to ensure capital budget decisions are in conformity with the Comprehensive Plan
- An inventory of existing capital facilities, also referred to as "public facilities," showing the locations and capacities of the capital facilities
- A forecast of the future needs for such capital facilities ~~based on the Land Use Element~~
- Proposed locations and capacities of expanded or new capital facilities
- At least a six-year plan that will finance such capital facilities within projected funding capacities and clearly identifies sources of public money for such purposes
- A requirement to reassess the land use element if probable funding falls short of meeting existing needs and to ensure that the land use element, capital facilities plan element, and financing plan within the capital facilities plan element are coordinated and consistent. Park and recreation facilities shall be included in the capital facilities plan element.
- ~~A statement that no local Comprehensive Plan or development regulation may preclude the siting of essential public facilities~~

The Sedro Woolley A capital facilities plan (CFP) is an important planning tool. It demonstrates that the city has made a realistic review of the capital facilities that it provides (sewer/sanitary, transportation, parks and recreation, solid waste, police, fire protection, schools, and storm water) and determined the level of service that it can provide its existing and future residents. It identifies needed capital improvements and a reasonable financial plan to pay for them.

The Growth Management Act also requires that the Comprehensive Plan includes a process and criteria for siting of essential public facilities (RCW 36.70A.200). Goals and policies for the placement and installation siting of essential public facilities are included in this element.

The capital facilities plan is also important for seeking state funding. An approved capital facilities plan is required by the Washington State Department of Commerce, for instance, to be eligible for the Public Works Trust Fund program.

¹ RCW 36.70A.020

City of Sedro-Woolley Location

The city of Sedro-Woolley is located in Skagit County in northwestern Washington. The city is about seven miles east of Interstate 5 and about a mile and a half east of the city of Burlington. Main access routes to Sedro-Woolley are SR 20 and Cook Road from the west and SR 9 from the north and south. Access from Eastern Washington is seasonal as State Route 20 is open only from late spring to early fall.

Figure CF-1 shows the urban growth area (UGA) that surrounds Sedro-Woolley. The UGA is defined by the county as the area within which the city of Sedro-Woolley plans to provide public services over a twenty (20) year planning horizon. Figure CF-2 shows Sedro-Woolley's location in Skagit County.

Figure CF-1 Sedro-Woolley City Limits and UGA Map

Commented [DK2]: City to provide an updated UGA Map

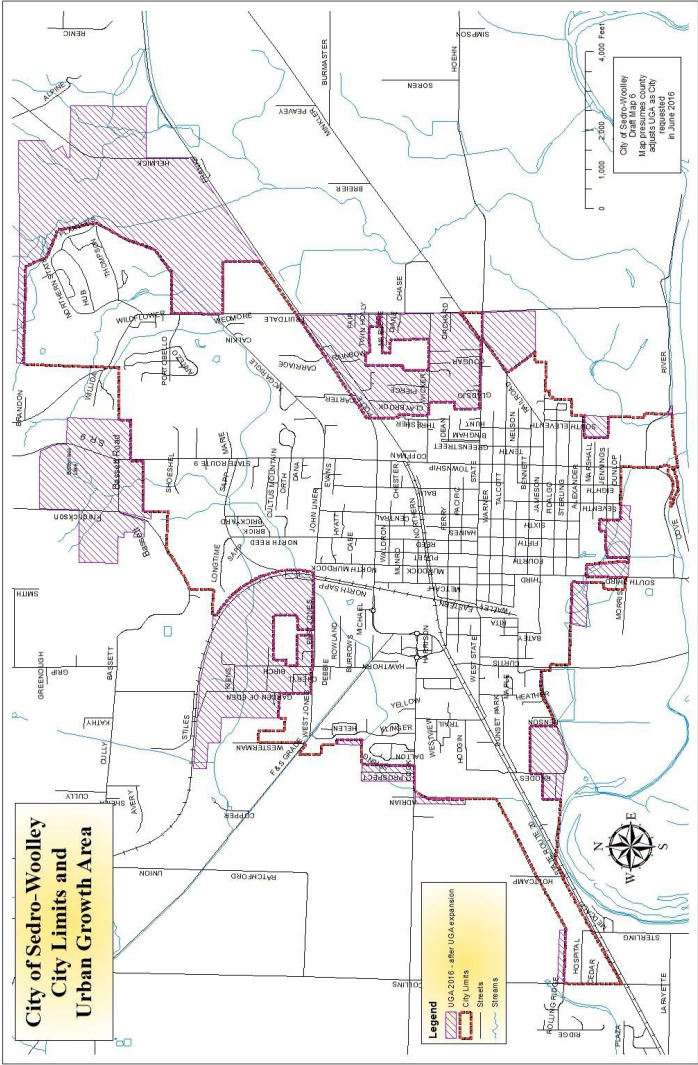
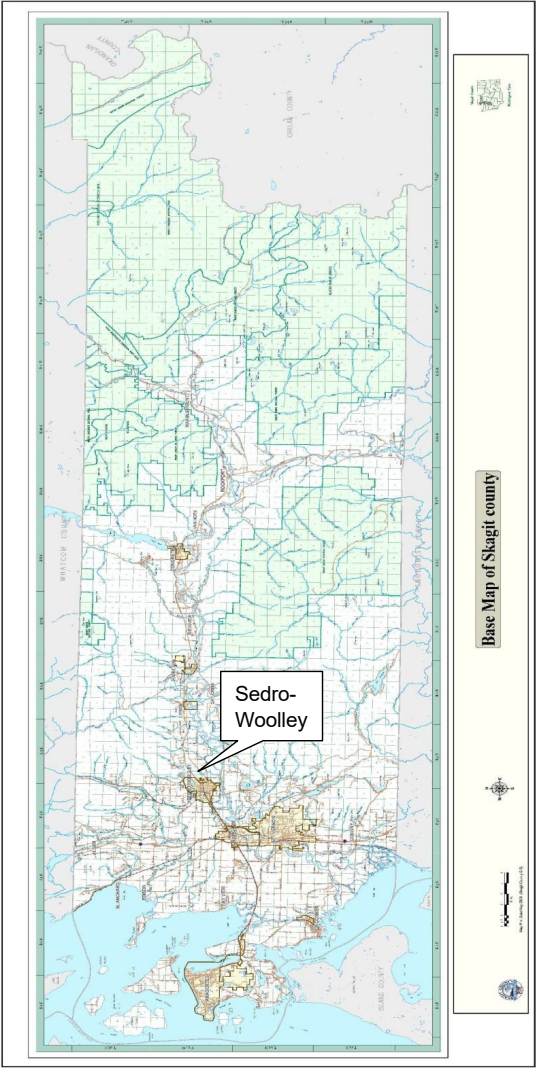


Figure CF-2 Skagit County and Sedro-Woolley Vicinity



OVERALL APPROACH TO THE CFP

This section describes the process for preparing the ~~2025~~2005 CFP. This process involved developing and evaluating a benchmark and a preferred alternative for each public facility based on land use alternatives defined by the city. The 2014 update process built on the exiting CFP and included updates to the previous data.

The process included analyzing the public facilities that support existing residential and commercial development and identifying future public infrastructure needs. Sedro-Woolley's future land use map designations alternatives and population projections presented in the overall comprehensive plan were used to identify these future needs.

The results of identifying current and future infrastructure requirements were combined to prepare individual capital improvement plans for each public facility. These individual sections are then combined into a final CFP. This CFP documents in one plan all capital improvement requirements, excluding transportation capital improvements which are identified in the transportation element of the city's comprehensive plan. It also identifies the sources and level of financial commitment and revenues necessary to meet the concurrency requirements of the Growth Management Act (GMA). As defined in the GMA, concurrency is the requirement that the city ensure that adequate public facilities and services be provided to service development at the time it is available for occupancy, without decreasing current service levels below locally established minimum standards. In summary, the CFP meets the following GMA requirements: Identifies existing public infrastructure needs for two time periods-years 2014 to 2020 and years 2021 to 2027.

- Establishes that concurrency is maintained
- Identifies the financing method (required for the six year period ~~2024~~20320)

DEFINING SEDRO-WOOLLEY'S CAPITAL FACILITIES

The City of Sedro-Woolley is a full-service municipality providing wastewater, stormwater drainage, a multimodal and street transportation system, a parks and recreation system, law enforcement, fire services, and administrative services. Drinking water is provided by the Skagit Public Utility District. The public library, public schools, power, gas, and internet services are provided by contract services, separate taxing districts, interlocal agreements, or by private providers.

The Transportation Element includes an inventory and the six-year transportation Improvement Program (TIP) which also includes a financing plan. For this reason, roads and non-motorized transportation projects such as trails referenced in the Transportation Element and associated plans do not need to be listed in the text of this CFP. Table CF-1 includes a list of Capital facility service providers and corresponding functional plans.

Commented [HH3]: Each jurisdiction should define capital facilities and identify which capital facilities and public services are included. Additionally, identify which capital facilities and public services support development

FUTURE GROWTH MODELLING

As noted in the Land Use Element, the final population and employment projections and targets countywide anticipate that Skagit County will grow by 29,580 people to a total population of 160,830 by 2045. This is based on the state Office of Financial Management's Medium population projection for the county.

For the City of Sedro-Woolley, the population target in 2045 is 16,596, an increase of approximately 4,000 people over the 2022 baseline. The unincorporated UGA is expected to grow by another 486 people to 1,986, for a total Sedro-Woolley UGA population of 18,582 in 2045.

To help determine where future growth can be expected and to set policies to manage that future growth,

the city has updated its future land use map to reflect a new zoning classification and recent annexations. The city will also be making updates to the development regulations in the Municipal Code to address housing needs and growth. The city developed a “preferred” land use development plan. The preferred plan was reviewed in comparison to the “benchmark” or “no-action” alternative. These two growth scenarios offer a distinct vision of how land will be developed over the next twenty years. The benchmark land use alternative is the existing growth pattern and policies.

The new zoning classification creates a permanent Transitional Mixed Commercial (TMC) Zone (formerly and overlay) at the center of Town. This area is highly visible from State Route 20 and State Route 9 and is intended to develop commercially so as to attract more visitors into the core of the city, which includes the adjacent Central Business District. This new zone provides for a compatible mix of commercial, light manufacturing and residential development, which have been already been adopted, were required to implement the preferred alternative. The benchmark alternative continued the city’s historical patterns of land use. Under the benchmark scenario, previous zoning would have continued to guide and regulate future land use administration and decision-making.

Preferred Land Use Alternative

The preferred alternative is typical of a traditional urban growth pattern consisting of a concentrated downtown business center surrounded by residential land uses of decreasing density with distance from the city center. The central business district remains the location for most business and urban activity. At its edge, urban activities give way to large open spaces and agricultural uses. Industrial land uses also exist immediately adjacent to the central business district and next to major highways that run through the area. Auto-oriented commercial development along the SR 20 corridor is limited to nodes of existing development interspersed with light industrial uses. Historical areas of growth that continue in the midst of surrounding rural land use densities include the United General Hospital area at the extreme west end of town and the Northern State Campus in the northeastern portion of the urban growth area. Agriculture, recreation, and similar activities are encouraged in the southern border areas of the city, which cannot support urban development due to periodic flooding by the Skagit River. The preferred alternative reflects an orderly growth pattern that groups together compatible land.

Future urban growth area (UGA) expansion is expected to occur north of city limits as necessary. Farmland and wetlands prevent UGA expansion to the east and west. The Skagit River and its floodplain prevent further urban development south of city limits.

Benchmark Land Use Alternative

The benchmark or “no-action” alternative represented a continuation of historical land use development. There was less emphasis on the downtown core as the heart of the city and continued spreading out of non-residential activities. While the downtown area still contained most of the city’s private business activity, there was a pattern of businesses locating outside the urban core. This scenario could result in incompatible land uses being juxtaposed (e.g., heavy industry next to low-density residential land). Areas that have environmental constraints, such as flood hazard areas, could also be subject to incompatible land uses.

Level of Service Standards Analysis of Existing Facilities

Data collection involved compiling and analyzing existing reports, records, and documents as well as field verification and supplemental data collection. While a significant amount of data collection, analysis, and capital improvement planning work was accomplished by the city, there was a need to obtain more information. Additional data were collected from meetings with officials and City staff, public meetings, site visits, Skagit County Agencies (Public Works Department, Planning Department, Assessors Office, etc.), the Skagit Council of Governments, and State agencies (Department of Community Development, Office of Financial Management, Department of Employment Security, Department of Transportation, etc.).

Commented [DK4]: Land use alternatives are not being considered in this update.

Level of Service (LOS) standards for public infrastructure ~~were subsequently defined. These standards~~ represent the minimum acceptable level of service for a particular type of public infrastructure (sewer/sanitary system, transportation system, solid waste disposal, recreation/parks/open space, storm-water/drainage, emergency services, etc.). These standards ~~are were~~ used to determine deficiencies in existing infrastructure that need correcting and to identify future public infrastructure needs.

LOS standards help define a balanced approach between the city's desire to provide the highest standards of service that are reasonably affordable and its goals for economic growth and development. LOS standards are also consistent with the city's planning goals and policy objectives to have existing and future residents pay their fair share of the costs of providing each public service.

Commented [HH5]: For city review

Table CF-1 - Capital facility service provider and functional plans.

<u>Facility Type</u>	<u>Provider(s)</u>	<u>Description</u>	<u>Applicable Plan(s)</u>
<u>City of Sedro-Woolley</u>	<u>City of Sedro-Woolley</u>	<u>Includes City-owned buildings and property management related to City owned capital.</u>	<u>Adopted City Budget</u>
<u>Streets</u>	<u>Sedro-Woolley Public Works Department; WSDOT</u>	<u>Provides streets, sidewalks, traffic controls, and street lighting.</u>	<u>See the Transportation Element Adopted 6-Year Transportation Improvement Program</u>
<u>Public Transit</u>	<u>Skagit Transit</u>	<u>Provide bus services to park & rides.</u>	<u>Skagit Transit 6-Year Transit Development Plan</u> https://www.skagittransit.org/assets/1/7/2023-2028_TDP1.pdf
<u>Law Enforcement</u>	<u>City of Sedro-Woolley</u>	<u>Provides facilities that support the provision of law enforcement services.</u>	<u>Sedro-Woolley Capital Facilities Plan and Capital Improvement Program, Annual Police Department Budget, Police Protection Existing Personnel and Facilities Plan (2025)</u>
<u>Fire & Emergency Services</u>	<u>City of Sedro-Woolley</u>	<u>Provides facilities that support the provision of fire and emergency services, including ambulance service and advanced life support.</u>	<u>Sedro-Woolley Capital Facilities Plan and Capital Improvement Program, Annual Fire Department Budget.</u>
<u>Schools</u>	<u>Sedro-Woolley School District (School District 101)</u>	<u>Provides facilities for instruction for the City of Sedro-Woolley.</u>	<u>Sedro-Woolley School District Strategic Plan</u>

PRELIMINARY D R A F T V: 07.17.2025

<u>Facility Type</u>	<u>Facilities</u>	<u>Description</u>	<u>Applicable Plans</u>
<u>Library</u>	<u>Central Skagit Library</u>	<u>Provides access to books, movies, and music and to other community services like free wireless internet and public meeting space.</u>	<u>Central Skagit Libraries 2024-2028 Strategic Plan</u>
<u>Parks & Recreation</u>	<u>City of Sedro-Woolley Public Works Department</u>	<u>Provides facilities for passive and active recreational activities.</u>	<u>See the Parks, Recreation & Open Space Element</u> <u>Adopted City Budget</u>
<u>Water</u>	<u>Skagit Public Utility District</u>	<u>Infrastructure for providing drinking water to the City of Sedro-Woolley</u>	<u>See the Utilities Element</u> <u>Adopted 2023-2027 Strategic Plan</u> <u>2024 Water System Plan</u>
<u>Stormwater</u>	<u>City of Sedro-Woolley Public Works Department</u>	<u>Provides facilities used in collection, transmission, storage, and treatment within the city.</u>	<u>See the Utilities Element</u> <u>Updated Integrated Stormwater Management Plan</u>
<u>Sanitary Sewer / Wastewater</u>	<u>City of Sedro-Woolley Public Works Department</u>	<u>Provides facilities used in collection, transmission, storage, and treatment within the city.</u>	<u>See the Utilities Element</u> <u>Updated Comprehensive Sewer/Sanitary Plan</u>
<u>Electric and Natural Gas</u>	<u>Puget Sound Energy</u>	<u>Provides electric and natural gas service to homes and businesses in the city.</u>	<u>See PSE Planning: Integrated System Plan, Electric Progress Report</u> <u>https://www.cleanenergyplan.pse.com/library</u>

Analysis of Future Needs

The same LOS standards were applied to two future growth alternatives (the benchmark and the preferred alternatives) described in the comprehensive plan land use element. The city identified deficiencies for each alternative for the years 1995 to 2001 and years 2002 to 2015. This analysis led to the development of a capital facility improvements list that would correct the identified deficiencies. The costs associated with the future projects were also calculated.

Financing Capital Facility Improvements

Capital improvement projects and associated costs were evaluated with regard to the city's financing capability. Under the GMA, the city is required to show how it will pay for necessary capital improvements. This requirement is to ensure the city maintains concurrency. Capital facilities improvements must be implemented concurrently with growth and development so that both existing and new residents and businesses are provided vital public services at the city's

selected LOS standards.

A six-year financial plan (2025 - ~~2031-44~~ to 2029) that identifies funding levels and sources for each set of capital facilities must be included in the capital facilities plan. Requirements for demonstrating funding capability for the years 2021-2027 are not as stringent as for the six-year period because of the difficulty of revenue forecasting and funding source identification, and because the GMA requires the city to review its capital facilities plan every two years, at a minimum. The city has proposed a more rigorous, annual review schedule for updating the capital facilities plan and financial section.

If the city determines in its financial review that it cannot fund the capital improvements identified in the six-year period, the city must make adjustments. The GMA suggests several methods to adjust the capital facilities plan so that the city can pay for the improvements. These methods include making financial adjustments such as incorporating new sources of funds (impact fees, state grants and loans, excise taxes, creation of utility districts, etc.), adjusting the alternative land use classifications, and lowering LOS standards so that fewer capital improvement projects are identified. The city was compelled to make such adjustments after an initial funding review for several of the capital facilities studied. LOS standards for transportation system improvements were changed because of the very high costs identified in the initial analysis.

CFP ORGANIZATION

This CFP is organized around each of the public services provided by the city of Sedro-Woolley and the school system for which capital facility planning is required to accommodate future growth. The discussion of each public facility begins by covering the existing conditions for the facilities. Next, the level of service (LOS) standards developed for the facilities are subsequently covered, along with the results of applying LOS standards to define current capital facility deficiencies and recommendations for future improvements. Finally, a listing of applicable goals and policies that have been developed to guide planning for that particular service are presented.

The Growth Management Act requires that the capital facilities element of the comprehensive plan be prepared setting forth guidelines for the purposes of comprehensive planning and coordination. Levels of services described in the following narratives are the estimates of the separate capital facilities. The following areas were identified as capital facilities for Sedro-Woolley:

1. Transportation (Ch. 3 of Comprehensive Plan)
2. Parks and Recreation (Ch. 6 of Comp Plan)
3. Sanitary Sewer (Section 7.08)
4. Schools (Section 7.12)
5. Libraries (Section 7.14)
6. Fire (Section 7.16)
7. Police (Section 7.20)
8. Storm Water (Section 7.24)
9. Solid Waste (Section 7.28)

Each of these items shall be addressed in the capital facilities element under a separate discussion. Water was not addressed in the capital facilities element since it is provided to Sedro-Woolley and the urban growth area by PUD #1 and is discussed further in the utilities element of the comprehensive plan.

SEWER/SANITARY CAPITAL FACILITIES

Commented [DK6]: Replaced pages 170-179 with updated plan sections provided by PACE.

EXISTING SEWER/SANITARY SYSTEM

The City of Sedro-Woolley (City) sewer service area spans approximately six square miles, aligning with its existing Urban Growth Area Boundary (Figure CF-2). The city currently provides sanitary sewer collection and wastewater treatment services to over 3,500 connections. Facilities that support the sewer system include the conveyance (pipeline) network, pump stations, the wastewater treatment facility, biosolids disposal, and an effluent outfall to the Skagit River. The conveyance system includes side sewers, gravity and force mains, and 12 pump stations.

A Comprehensive Sewer Plan was prepared in 2019 to update the previous 2005 Plan. The next sewer plan upgrade is scheduled for 2029. Since the completion of the 2019 Plan, the city has completed a number of pipe improvement projects and has extended service to previously unserved areas on Borseth and Robinson Streets in the southwest portion of the city. Some residences within the urban growth area (UGA) are served by septic tanks. Although the majority of septic tank systems are outside the city limits, several residences within the city are still on septic tanks. These systems will be discontinued as city sewer connections become available.

In recent annexations, five areas within the UGA were annexed into the city boundary (Hanson, Polte Road BLA, Hopke-Salt, Valley High, and Falklands). The city will phase out septic systems in newly annexed areas as sewer connections become available.

Remaining collection system upgrades identified in the 2019 Plan consist of annual renewal and replacement projects that target concrete mains and services as the first priority.

The wastewater treatment facility, originally constructed in 1973, has undergone several modifications, including a new clarifier constructed in 1992 and a comprehensive upgrade completed in 1998/1999. This upgrade included improvements to the headworks, added digester capacity, UV disinfection, added sludge dewatering capacity, and an added anoxic tank for secondary treatment. The plant currently operates below capacity; however, much of its equipment is approaching the end of its useful lifespan, necessitating strategic upgrades. It is projected that the plant capacity will not reach the 85 percent level until 2035, though equipment upgrades may be necessary before then. The city continues to contract with the Boulder Park facility in eastern Washington to haul and dispose of the biosolids via land disposal. The city is also exploring alternatives for solids processing, which may reduce or eliminate the need for land disposal by the current methods.

Pipelines

Wastewater is conveyed to the treatment plant through a network of pipelines ranging from 4 to 36 inches in diameter, totaling 262,540 linear feet. These pipelines include both gravity lines and force mains (pressure pipes). The city is responsible for maintaining sanitary sewer mains, which run through streets and public rights-of-way. Side sewers, connecting individual properties to the mains, are managed jointly: The city oversees the portion from the main to the property line, while property owners are responsible for the section extending from the property line to their home.

Pump Stations

Pump stations are required when natural topography does not allow for gravity flow to the treatment plant. A pump station receives flow from one area by gravity and pumps that flow over a topographic ridge to continue to

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the treatment plant. Sedro-Woolley has twelve pump stations that route flow through the Third-Metcalf Street and Township Street primary sewer basins.

Wastewater Treatment Facilities

The liquids and solids streams of a wastewater treatment facility are separately handled. Influent pumps route the wastewater through a screening removal facility to begin the treatment process. The wastewater treatment facility utilizes grit separation facilities, an oxidation ditch, secondary clarifiers, and UV disinfection to prepare the inflow for discharge.

Liquids Stream

After the final stage of UV disinfection, the flow is liquid stream and is discharged through a 24-inch diameter outfall into the lower Skagit River

Solids Stream

For this Plan, “solids” refers to biosolids. Two 35-foot-diameter aerobic digesters provide sludge stabilization, generating sludge that is suitable for land application. The plant has a gravity belt thickener and belt filter press to dewater sludge. The gravity belt thickener can be used to thicken the sludge either prior to addition to the digesters, or in between the digesters. The belt filter discharges the resulting Class B Biosolids via belt to trucks for haul to disposal. The City of Sedro-Woolley contracts with the Boulder Park facility in eastern Washington to haul and dispose of the biosolids via land disposal.

LAND CAPACITY AND SEWER EXTENSIONS

The Skagit Council of Governments (SCOG) issued the “Skagit County Population, Housing and Employment Growth Allocations” final report on April 29, 2024. Within that report, growth allocations (population, housing, and employment) are assigned to all cities, unincorporated UGAs, and rural areas and projected out to 2045. Population data and projections are sourced from the Washington State Office of Financial Management (OFM). Housing unit allocations leverage the Washington State Department of Commerce Housing All Planning Tool (HAPT). Employment allocations and projections use data from the Bureau of Labor Statistics, US Census Bureau Non-Employer Statistics, and Washington State Employment Security Department (ESD). Allocations are also informed through feedback from county and city planners. In 2024, the city worked with Facet NW Inc. to perform a land capacity analysis. This resulting report evaluates the relationship between the development capacity of tax parcels within city limits under current zoning and the projected need for commercial/industrial (employment) and residential uses over the 20-year planning horizon while applying a 25 percent infrastructure deduction. An additional 15 percent market factor deduction for vacant land and 20 percent market factor reduction for partially vacant land was utilized for estimating residential capacity. For estimating employment capacity, an additional 25 percent market factor deduction was applied. This land capacity analysis was utilized in collaboration with the 2019 General Sewer Plan for the development of this Sewer Element of the Capital Facilities Chapter Update to the Comprehensive Plan.

Within the existing city limits, the sewer system will be upgraded through an improvement program that considers demands for residential, commercial, and industrial sewer service. For instance, residential infilling and increased residential densities will be encouraged. Similarly, there will be new locations for industrial and commercial activity. Design of sewer system capital improvements will have to take the current land use changes into account.

The sewer system will only be extended to unsewered areas outside the current city limits after the city annexes the area. It is the city’s policy (Policy S1.2) to bring sewer service to residents by requiring large new developments to connect to the city sewer.

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The Skagit County Health Department currently has jurisdiction over all septic tanks, both within and outside the city limits. City ordinances (Chapters 13.08 and 13.12) require that new short plats (measured from the property line) and structures within 200 feet of a public sewer be connected to the public sewer, at the expense of the property/structure owner. It is city policy that residences outside of the 200 foot limit with properly functioning septic systems may be allowed, however, these residences will be required to connect to the sewer system when it becomes available. Homes with deficient septic systems will be required to hook up to the sewer system.

Outside the city limits but within the UGA, existing septic systems will also continue to be allowed. Residences with properly functioning septic systems in areas annexed to the city will be allowed, although these residences will be required to connect to the existing sewer system when it becomes available. Residences with deficient septic systems will be required to hook up to the sewer system. New subdivision developments will be required to hook up to the city's sewer system.

SYSTEM ANALYSIS

This section of the Chapter provides an evaluation of the Sedro-Woolley collection system facilities regarding current sewage flows and anticipated ultimate flows. This section also provides recommendations for providing sewer service to currently unsewered areas of the city and an analysis of the impacts of extending sewer service to unsewered areas on the existing downstream sanitary sewer system. A summary of the recommended collection system improvements is provided throughout this Chapter.

The recommendations outlined in this Chapter are based on general assumptions regarding the timing and location of anticipated development. The land use, population and flow projections dictate improvement recommendations and are based on specific development proposal information provided by the city. In most cases, however, they are based on more general information regarding potential densities allowed by existing zoning designations. The recommendations for the sewer system in this Chapter are therefore conceptual, and the precise location, size, and configuration of the recommended facilities will be determined by engineering design at the time of development and in accordance with all applicable design criteria, construction standards, and regulatory requirements.

Service Area Policies

The City of Sedro-Woolley currently provides sanitary sewer service within the City boundary, although there are currently some areas within the City limits that are served by septic systems. It is the City's policy to provide service to areas within the City in accordance with the established schedule of fees and charges. Sewer service will only be extended outside the City limits upon annexation of the area into the City or with City Council approval. A variety of goals and policies were established prior to the development of the recommendations for collection system improvements and are summarized as follows:

Goals and Policies

Goals

- Evaluate the future needs of the City based on the information provided in the City's comprehensive land use plan and by Skagit County's comprehensive land use plan for areas outside the City's UGA.
- Analyze the existing and future system needs in conjunction with City staff knowledge, accepted engineering practices, and the minimum design criteria.
- Develop practical and cost-effective collection system alternatives and improvement recommendations to provide an efficient and reliable sanitary sewer system operation to serve the existing and future needs of the City's customers.
- Maximize gravity sewer service wherever possible based on efficiency, cost-effectiveness, and feasibility.

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- Develop system strategies and improvement recommendations that are consistent with the protection of health, safety, welfare, and minimization of impacts to the environment.
- Identify recommended improvements to meet the City's needs at ultimate development and consider project phasing where appropriate.
- Identify "non-project" related recommendations that will improve the overall efficiency of the wastewater collection system.

Policies

- Policy SS1.1: Maintain a safe, efficient, and cost-effective sewage collection and treatment system.
- Policy SS1.2: Require all new subdivisions to connect to City sewer.
- Policy SS1.3: Existing septic systems shall be replaced with City sewer when it is available. The City shall seek sources of financial aid to assist low-income residents with this cost.
- Policy SS1.4: Monitor groundwater quality in areas of septic service on a timely basis.
- Policy SS1.5: Update the Sewer System Plan every 10 years on a rotating schedule with other capital facilities plans.
- Policy SS1.6: Eliminate any point or non-point pollution sources associated with sewage transport and disposal.
- Policy SS1.7: Monitor infiltration and inflow through routine television inspection. Conduct improvements to limit and reduce current infiltration and inflow.
- Policy SS1.8: The following service guidelines should be used to determine the impacts of new development upon existing public facilities.
 - Pipelines – provide for no more than 80% capacity of peak flow sewer.
 - Pump Stations – Provide for no more than 80% capacity of peak pumping rate.
 - Wastewater Treatment Facility (Liquid Stream) – Provide for no more than 80% hydraulic loading or organic loading (whichever is limiting).
 - Wastewater Treatment Facility (Solid Stream) – Provide for no more than 80% hydraulic loading or solids loading (whichever is limiting).
 - Septic Tanks – It is the policy for septic systems to necessitate no more than 1 acre to support a single equivalent residential unit.
- Policy SS1.9: Provide capital improvements to correct existing deficiencies, to replace worn out or obsolete facilities, and to accommodate desired future growth.
- Policy SS1.10: Coordinate land use and public works planning activities with an ongoing program of long-range financial planning, to conserve fiscal resources available to implement the capital facilities plan.

The Collection System

analysis of the city's primary system facilities in each of the city's two major drainage basins (Township and Third-Metcalf) was conducted by the model developed in Excel. The Excel model utilizes pipe attributes such as material, slope, and diameter to calculate the total maximum flow capacity for each pipe modeled in the system. Comparing a maximum capacity for each pipe to the anticipated instantaneous peak flows in the system allows for identification of areas of the system which currently or may in the future experience surcharges.

The city's sewer system was evaluated through three modeled scenarios:

- Existing
conditions: reflecting current system usage,

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• +10
Years conditions: near-term scenario utilizing estimated flows 10 years in the future, and

• +20
Years conditions: long-term scenario using anticipated flows 20 years in the future.

With population and employment data, the Excel model calculates base flows, peak flows, and infiltration and inflow (I&I) in gallons/acre/day (gpad) to help assess the capacity of modeled pipes for the three modeling periods. An I&I rate of 1,200 gpad was assigned to the area within a 100-foot buffer around each gravity sewer main within each basin. This assumes that I&I can enter the system if within 100 feet of a sewer main.

The model is designed to analyze the larger pipelines or trunks for comprehensive planning purposes. For the Sedro-Woolley system, it was determined that major pipelines should be modeled; and one trunk line per basin as sewer branches typically do not have capacity issues. Private side sewers and laterals are not modeled. Specifically, critical gravity pipelines from specific drainage basins and mains in areas of concern were included in the model.

Existing Conditions

The existing system model was constructed to represent existing conditions within the primary basins and sub-basins of the city. The existing system model is based primarily on recently obtained GIS information with additional input from system as-built information, historical and current flow data, and/or other appropriate city records. Due to the relatively flat topography of Sedro-Woolley, gravity collectors and interceptors in the past were constructed at smaller slopes to prevent excessive depths of pipe. Therefore, many slopes fall below what is recommended to maintain a cleansing velocity of 2.0 feet per second when flowing full. It is recommended that any new sewer be designed and constructed to meet minimum slope criteria to prevent sediment buildup and blockage, which reduces maintenance costs.

From city staff input, the focus for improvement of the system was to identify capacity issues and identify pipes that were needing replacement. Staff indicated that rehabbing or replacing concrete pipe was one of the focuses for this capital improvement plan (CIP). These problem areas represent potential bottlenecks, high grease inflow, and past system back-ups resulting from issues with pipes and/or high flows. Projected new development inflows from upstream of these problem areas will likely cause additional surcharges or backwater conditions in the identified problem areas.

+10 Years

The 10-year planning horizon represents halfway build-out conditions. These conditions were modeled with an average I&I rate of 1,200 gpad on a 100-foot buffer around each gravity sewer main and a peaking factor of 3.0 applied to the future half build-out scenario based upon UGA and zoning. Any sewer mains exhibiting full pipe flow or manhole surcharging would be targeted as a future capital improvement project. Discussing potential projects with city staff, no major improvements (trunk lines, pump stations, etc.) are planned that would have any major effect on the collection system model.

+20 Years

The 20-year planning horizon represents maximum build-out conditions. These conditions were modeled with an average I&I rate of 1,200 gpad on a 100-foot buffer around each gravity sewer main and a peaking factor of 3.0 applied to the future full build-out scenario based upon UGA and zoning. Any sewer mains exhibiting full pipe flow or manhole surcharging would be targeted as a future capital improvement project.

Existing Treatment Facility

Condition

A Condition Assessment Report Technical Memorandum was prepared for the Sedro-Woolley Treatment Plant and delivered in February 2016. The assessment was performed by the Brown and Caldwell staff in December 2015. The condition assessment categorized the recommendations by mechanical, structural, and electrical. The report indicated that the plant was in good condition and was well-maintained, except for a few systems.

Although well-maintained, four mechanical systems needed repair and/or replacement; a leaking digester 2 aeration piping, digesters 1 and 2 coarse-bubble diffuser piping, a leaking sludge pump, and automatic polymer mixing system.

All structures appeared to be in reasonably good condition with no significant detrimental impacts caused by age or operation. A few areas that were visible needed minor repairs to address specific leaks and expansion joint seal failures. Due to the age of clarifier #1, the structural condition was uncertain and additional inspection was recommended.

Overall, the electrical and I&C system hardware, PLCs (programmable logic controllers), I/O (input/output) modules, control servers, HMIs (human-machine interfaces), and workstations were all in good working condition. Some of the control equipment was replaced or upgraded in the previous three years, based on the report by Brown and Caldwell. Electrical equipment was largely protected from the environment and most of the electrical distribution equipment was in its useful service period. Given the condition at the time of inspection and level of maintenance, it was expected that the full 40-year investment would be achieved for all of the equipment observed. While all electrical equipment eventually succumbs to age, it was apparent that diligent and thorough maintenance had been applied thus far and led to a situation where a moderate amount of flexibility exists within the system for desired changes or upgrades. As the plant ages, planned, measured, and prioritized replacements will be possible. For example, the secondary treatment and solids handling systems are known to present significant needs going forward. The WWTP uses an activated sludge system consisting of a single oxidation ditch and two secondary clarifiers. This system lacks redundancy in concrete tankage, which is a significant concern as the existing concrete oxidation ditch approaches 50 years of age. The current system, while optimized by the operators to reliably meet permit requirements, has limited flexibility relative to the current state-of-the-art activated sludge system designs.

Capacity

The overall plant capacity at the Sedro-Woolley WWTP was assessed in the Brown and Caldwell Capacity Report in 2018. With both clarifiers and all secondary process tankage (including the anoxic tank and oxidation ditch), the current overall plant capacity was determined to remain at the current design value of 2.07 MGD on a maximum month basis as defined in Ecology's Criteria for Sewage Works Design (Ecology 2008). This is based on the peak hour hydraulic capacities of the grit tanks, UV system, and effluent pumps (7.18 MGD as peak hour flow [PHF], assuming the same PHF:MMF ratio). Accounting for the hydraulic bottlenecks at the grit tank effluent box and flow diversion box, the plant peak hour flow capacity is limited to values less than the design value. Further, the original oxidation ditch was not designed to provide denitrification and the city has adapted the operation to achieve this and the associated process benefits. However, this approach ultimately limits the rated capacity of the oxidation ditch system, and this must be considered relative to future growth.

The existing Sedro-Woolley Treatment Plant operates under current capacity limits. Upgrades to the treatment plant due to recent increases in max-month flows are planned by the city in order to restore the plant to its original capacity. Other maintenance and operations improvements, as outlined in the CIP, were discovered through the condition and assessment report prepared by Brown and Caldwell.

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The existing WWTP has been well-maintained for its age and the city has maximized the useful life of the facility and its components. Significant portions of the WWTP are nearing the end of their intended life and should be thoroughly evaluated for either rehabilitation and continued use or complete replacement. The city has proactively begun preparing early enough to prudently plan, design, and construct coordinated, facility-wide improvements. The city is currently developing a Facility Plan that will thoroughly analyze the WWTP and identify major necessary improvements. The Facility Plan will outline a variety of upgrade options, provide cost/benefit of each, and one or two preferred alternatives. After the preferred alternative is selected, preliminary engineering will begin to prepare for and evaluate the potential of pursuing an alternative construction method.

CAPITAL IMPROVEMENT PROJECTS

Although the recommended projects are as concise as possible, they are presented at a “planning level” of detail and are in no way meant to replace analysis and engineering required at the time of project implementation. In some cases, the magnitude of projects required cannot be identified without such additional analysis and monitoring. This is particularly true in the case of rehabilitation projects, where video inspection of pipelines is required to determine the extent and priority of the projects. In these instances, a worst-case scenario was assumed to provide the city with more conservative budgeting information.

The city is currently working on the following improvements:

- Annual Sewer Main Upgrade Project. This \$250,000 annual project improves existing mains over 50 years old, primarily concrete and vitrified clay pipe, by a combination of replacement or lining with Cured-in-Place Pipe (CIPP), Pipe Bursting, or other trenchless methods. The most recent version of this project is the 2017 Sanitary Sewer CIPP Project, which rehabilitated approximately 8,700 linear feet of sanitary sewer main.
- Annual Manhole Rehabilitation Project. This \$50,000 annual project installs a liner in existing manholes to reduce I&L.
- Annual Wastewater Treatment Plant Equipment Upgrades. This \$100,000 annual project targets mechanical equipment at or beyond its useful design life. The most recent version of this project is the 2024 WWTP Plant Water Building HVAC Modifications Project. This project will demolish existing ductwork, ventilation fans, and intake and exhaust louvers, install new ductwork, ventilation fans, supply and exhaust grills, and all necessary power and controls.

TABLE 7.08-1

WASTEWATER IMPROVEMENT PROJECTS RECOMMENDED WITHIN THREE YEARS

<u>Project Type</u>	<u>Project No.</u>	<u>Project Description/Location</u>	<u>Description of Deficiencies</u>	<u>Corrective Actions Involved</u>	<u>Estimated 2025 Project Cost*</u>
<u>Rehab/ Replacement</u>	<u>R-1</u>	<u>Alley between Fidalgo St and Sterling St, west of Township St and Fourth St</u>	<u>Existing pipes beyond design life</u>	<u>Replace or rehabilitate 2,300 LF of 18-inch sewer main</u>	<u>\$621,121</u>
	<u>R-2</u>	<u>North of Warner St and east of Township St</u>	<u>Existing pipes beyond design life</u>	<u>Replace or rehabilitate 1,400 LF of 8-inch sewer main</u>	<u>\$356,381</u>
	<u>R-6</u>	<u>Alley between Reed St. and Haines St.</u>	<u>Existing pipes beyond design life</u>	<u>Replace or rehabilitate 400 LF of 8-inch sewer main</u>	<u>\$101,823</u>
	<u>R-7</u>	<u>Alley between Gibson St. and Northern Ave.</u>	<u>Existing pipes beyond design life</u>	<u>Replace or rehabilitate 400 LF</u>	<u>\$101,823</u>

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				of 8-inch sewer main	
	R-9	Along Northern Ave. from Metcalf to Murdock/Puget Alley; along Metcalf from Northern Ave. to alley between Munro and Gibson	Existing pipes beyond design life	Replace or rehabilitate 510 LF of 18-inch sewer main, 120 LF of 12-inch sewer main, and 500 LF of 10-inch sewer main	\$254,558
Expansion	E-5	East Jones Road (Corridor Project C1A)	Unsewered areas	Install approximately 1,350 LF of 8-inch-diameter sewer main	\$346,198
	E-6	Patrick Road (Corridor Project C1B)	Unsewered areas	Install 1,100 LF of sewer main	\$264,740
	E-7	Trail Road – F&S Grade Road to Jones Road (Corridor Project C9B)	Unsewered areas	Install 900 LF of sewer main	\$229,102
	E-8	Trail Road – Cook to F&S Grade Road (Corridor Project C9A)	Unsewered areas	Install approximately 2,030 LF of sewer main	\$519,298
Treatment Plant	TP-2	Digester Aeration Upgrade – Blowers	Due to limitations with the existing disk style diffusers, the blowers have been operated at low speed only since plant start-up in 1999.	Upgrade aeration system	\$821,500
	TP-5	Anoxic Tank Mixer Upgrade	The tank is equipped with an aeration system instead of mixers, which has a negative impact on denitrification when the anoxic tank is used.	Demo old structure and reactivate coarse bubble system	\$211,283
	TP-6	Facilities Plan	Significant portions of the WWTP are nearing the end of their intended life and should be thoroughly evaluated for either rehabilitation and continued use or complete replacement.	Prepare report to analyze the WWTP and identify major necessary improvements	\$254,558

Note: Estimated project costs are based on professional engineering opinions. These costs include construction costs, tax, overhead costs, project design engineering and surveying, legal and administrative services (25%), and a contingency factor varying between twenty-five (25) and forty (40) percent depending on project size and estimated scope. Project costs from the 2019 Comprehensive Sewer Plan were amplified to 2025 dollars by applying a multiplier of 1.02 based on the ratio of the 2025 average annual construction cost index to the 2019 average annual construction cost index.

TABLE 7.08-2

WASTEWATER IMPROVEMENT PROJECTS RECOMMENDED FOR ACTION IN MORE THAN THREE YEARS

Project Type	Project No.	Project Description/Location	Description of Deficiencies	Corrective Actions Involved	Estimated 2025 Project Cost*
Rehab/Replacement	R-8	Along E side of SR9 from Alderwood Ln to Sapp Rd.; along W side	Existing pipes beyond design life	Replace or rehabilitate 3,500 LF of 10-inch sewer main	\$926,590

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		<u>of SR9 from Sapp Rd. to McGarigle Rd.</u>			
<u>Infill</u>	<u>I-1</u>	<u>North Ball Street</u>	<u>Unsewered areas</u>	<u>Install 1,500 LF of 8-inch sewer main</u>	<u>\$386,928</u>
	<u>I-2</u>	<u>Rowland Road</u>	<u>Unsewered areas</u>	<u>Install 1,200 LF of 8-inch sewer main</u>	<u>\$305,469</u>
	<u>I-3</u>	<u>Burrows Lane</u>	<u>Unsewered areas</u>	<u>Install 650 LF of 8-inch sewer main</u>	<u>\$162,917</u>
	<u>I-4</u>	<u>F&S Grade Road</u>	<u>Unsewered areas</u>	<u>Install 1,100 LF of 8-inch sewer main</u>	<u>\$274,922</u>
	<u>I-5</u>	<u>Carter Street</u>	<u>Unsewered areas</u>	<u>Install 1,634 LF of 8-inch sewer main</u>	<u>\$509,155</u>
<u>Expansion</u>	<u>E-1</u>	<u>Railroad Ave and Minkler Road</u>	<u>Unsewered areas</u>	<u>Install pump station and 1,000 LF of force main to connect to existing gravity sewer</u>	<u>Developer Funded</u>
	<u>E-2</u>	<u>SR 20 to Collins Road</u>	<u>Unsewered areas</u>	<u>Install 1,700 LF of 8-inch sewer main</u>	<u>Developer Funded</u>
	<u>E-3</u>	<u>Bottomless Lake</u>	<u>Unsewered areas</u>	<u>Connect areas to sewer upon development</u>	<u>Developer Funded</u>
	<u>E-4</u>	<u>Portobello</u>	<u>Unsewered areas</u>	<u>Connect areas to sewer upon development</u>	<u>Developer Funded</u>
	<u>E-9</u>	<u>Olmstead Park</u>	<u>Unsewered areas</u>	<u>Install 750 LF of sewer main</u>	<u>Developer Funded</u>
<u>Treatment Plant</u>	<u>TP-7</u>	<u>WWTP Upgrade</u>	<u>Aging, critical infrastructure</u>	<u>Perform facility upgrades based on the recommendations of the Facility Plan (TP-6)</u>	<u>\$13,618,837</u>
	<u>TP-8</u>	<u>WWTP Upgrade – Relocate Displaced Street Shop Bldgs</u>	<u>Aging, critical infrastructure</u>	<u>Relocate Displaced Street Shop buildings</u>	<u>\$458,204</u>
	<u>TP-9</u>	<u>Replace diaphragm pumps with rotary lobe pumps</u>	<u>Aging, leaking sludge pumps</u>	<u>Replace pumps with rotary lobe pumps</u>	<u>\$30,547</u>
	<u>TP-10</u>	<u>Replace polymer mixers with auto polymer mixing system</u>	<u>Mixing polymer to feed the gravity belt thickener is a manual, batch process that produces variable results and polymer buildup on all surfaces around the operation.</u>	<u>Install an automatic polymer mixing system</u>	<u>\$13,237</u>
	<u>TP-11</u>	<u>Varcor Biosolids Processor</u>	<u>The City of Sedro-Woolley contracts with the Boulder Park facility in eastern Washington to haul and dispose of the biosolids via land disposal.</u>	<u>Install a Varcor Biosolids Processor to reduce or eliminate the need of the Boulder Park facility</u>	<u>\$254,558</u>

Note: Estimated project costs are based on professional engineering opinions. These costs include construction costs, tax, overhead costs, project design engineering and surveying, legal and administrative services (25%), and a contingency factor varying between twenty-five (25) and forty (40) percent depending on project size and estimated scope.

**TABLE 7.08-3
ANNUAL WASTEWATER O&M PROJECTS**

<u>Project</u>	<u>Program Name</u>	<u>Project Description</u>	<u>Annual Cost (\$/year)</u>
<u>A</u>	<u>Annual Pump Station Rehabilitation</u>	<u>Yearly sewage pump station rehabilitations and maintenance tasks.</u>	<u>\$70,000</u>
<u>B</u>	<u>Annual Renewal and Replacement</u>	<u>Yearly sewer main replacement for deteriorating concrete pipe, undersized and flat sewer mains throughout the city.</u>	<u>\$350,000</u>
<u>C</u>	<u>Repair Existing Sewer System</u>	<u>Provide emergency repair services for old mains and problem connectors.</u>	<u>\$35,000</u>
<u>D</u>	<u>Annual I&I Reduction Program</u>	<u>Study and provide basin consolidation report to test for I&I in each subbasin with problem subbasins as priority. Conduct TV inspection and smoke testing as needed to determine cause of leakage within problem subbasins.</u>	<u>\$20,000</u>
<u>E</u>	<u>Wastewater Pretreatment Program</u>	<u>Annual fats, oils, and grease (FOG) inspection and public education program.</u>	<u>\$15,000</u>

EXISTING SEWER/SANITARY SYSTEM

The city of Sedro-Woolley sewer system currently serves residents living within the city limits (Figure CF-2). Facilities include the conveyance (pipe-line) network, pump stations, the wastewater treatment facility, biosolids disposal, and an effluent out-fall to the Skagit River. The conveyance system includes side sewers, gravity and force mains, and eleven pump stations. The city completed a ten year sewer plan upgrade in 2005. The next sewer plan up-grade is scheduled for 2016. Based on recommendations of the 2005 plan, the city completed a five-year, thirty-seven thousand five hundred (37,500)-foot pipeline improvement project in 2010, which included capacity improvements to the trunk sewer system and several new pump stations. The city has also extended service to previously unserved areas on Fruitdale Road between SR20 and McGarigle, and on SR9/Township from Alderwood to the north city limits. The wastewater treatment facility, originally constructed in 1973, has undergone several modifications including a new clarifier constructed in 1992 and a comprehensive upgrade completed in 1998/1999. The 2005 sewer plan estimated that planning for a new plant would begin in 2010 (i.e. plant is nearing 85% capacity). Due to the 2008 Recession, growth considerably slowed in the city such that the point where the planning for plant upgrade is now estimated at 2020. Equipment upgrades and replacement will thus become critical as the plant will age beyond the previously estimated 20 year design life. Biosolids continues to be land applied at the Boulder Park facility in eastern Washington. The city continues to investigate other methods of disposal.

Some residences within the urban growth area (UGA) are served by septic tanks. Although the majority of septic tank systems are outside the city limits, several residences in the city are still on septic tanks. These systems will be discontinued as the city

sewer becomes available. The aforementioned sewer extension to Fruitdale and North Township has resulted in reduction of septic systems within the city limits.

Pipelines

Pipelines of various sizes ranging from eight inches to thirty six inches in diameter and totaling 229,900 lineal feet convey wastewater to the wastewater treatment plant. Pipelines include gravity lines and force mains (pressure pipes). The city's primary responsibility is for the main sewers (sewers in streets and other rights-of-way). Side sewers (the sewer pipes leading from individual homes to the main sewer) are the responsibility of the city from the main to the property line, and are the responsibility of the property owners from the right of way line to the home.

Pump Stations

Pump stations are required when natural topography does not allow for gravity flow to the treatment plant. A pump station receives flow from one area by gravity and pumps that flow over a topographic ridge to continue to the treatment plant. Sedro-Woolley has eleven pump stations.

Wastewater Treatment Facilities—Liquids Stream

The liquids and solids streams of a wastewater treatment facility are treated separately. The liquids stream includes the conveyance, processing, and disposal of the wastewater. Sedro-Woolley discharges its treated wastewater treatment facility effluent through a pipeline to the Skagit River.

Wastewater Treatment Facilities—Solids Stream

The solids stream of a wastewater treatment facility includes the handling, processing, and disposal/reuse of biosolids removed from the wastewater. Sedro-Woolley currently land applies its biosolids and landfills other solids (screenings, etc.). For this plan, "solids" refers to biosolids.

PROCESS FOR DEVELOPING ALTERNATIVES

With only minor differences, the future sewer/sanitary system under both the preferred and benchmark alternatives will be similar. This is due, in part, to population forecasts, which predict identical growth rates. Only the geographic distribution of sewer demand will vary between the alternatives. Wastewater flows and composition will be very similar, so capital improvements at the treatment facility and handling of the liquids and solids waste stream will not differ.

Within the existing city limits, the sewer system will be upgraded through an improvement program that takes into account demands for residential, commercial, and industrial sewer service. For instance, under the preferred alternative, residential infilling and increased residential densities will be encouraged. Similarly, there will be new locations for industrial and commercial activity. Under the benchmark growth and development would have followed previous patterns. Design of sewer system capital improvements will have to take the current land use changes into account.

For both alternatives, the sewer system will only be extended to unsewered areas outside the current city limits after the city annexes the area. It is the city's policy (Policy S1.2) to bring sewer service to residents by requiring large new development to connect to the city sewer. Both alternatives have minimum land use densities that typically make sewer service extension to unsewered areas economically feasible.

Both the preferred and benchmark alternatives allow existing septic systems to continue operation under certain conditions (see Policy S1.3 and S1.4). The Skagit County health department currently has jurisdiction over all septic tanks, both within and outside the city limits. City ordinances (Chapters 13.08 and 13.12) require that new short-plats (measured

LOS Application Results

Application of LOS ratings to existing city wastewater facilities, shown in Table 3-5, compares today's ratings with those projected under the preferred and benchmark alternatives for both the year 2015 and the year 2035 planning horizons, assuming no corrective actions are taken to upgrade these facilities in the future.

A comprehensive sewer plan was prepared in 2005 to update the previous 1995 plan. The 2005 plan recommended an extensive series of collection system upgrades and service extensions, which were largely completed over the period 2004-2010. Remaining collection system upgrades consist of annual main lining or replacement projects that target concrete mains and services as the first priority. Treatment plant upgrades recommended in the 1995 plan were completed by 1999. The plant remains well below capacity, and is at year sixteen for most equipment. Due to the 2008 Recession, it is now projected that the plant capacity will not reach the 85% level until after 2020. Replacement of the mechanical equipment installed in 1998 will be required prior to the next upgrade, and has been included in the 2015 Capital Improvement Plan.

The city is currently working on the following system improvements:

- Annual Sewer Main Upgrade Project. This \$250,000 annual project improves existing mains over fifty years old, primarily concrete and vitrified clay pipe, by a combination of replacement or lining with Cured in Place Pipe, Pipe Bursting or other trenchless methods. The 2015 version of this project is the Green street Boulevard, Virginia and Dean Streets Sewer Main Upgrade. This project will replace failing concrete sewer mains and services for this 1950's era subdivision.
- Annual Manhole Rehabilitation Project. This \$50,000 annual project lines existing manholes to reduce inflow and infiltration.
- Annual Wastewater Treatment Plant Equipment Upgrades. This \$100,000 annual project targets mechanical equipment at or beyond its useful design life. Recent projects have included replacement of the Ultraviolet Disinfection System, the Aerator Rotor tubes, one aeration motor, Digest blowers and other equipment.

SPECIFIC GOALS AND POLICIES

The following specific goals and policies have been developed for sewer/sanitary capital facilities. They guide the city's future sewer system planning effort.

Policy CF1.3 Maintain a safe, efficient and cost-effective sewage collection and treatment system.

Policy CF1.4 Require all new subdivisions to connect to city sewer.

Policy CF1.5 Existing septic systems shall be replaced with city sewer when it is available. The city shall seek sources of financial aid to assist low-income residents with this cost.

Policy CF1.6 Monitor groundwater quality in areas of septic service on a timely basis.

Policy CF1.7 Update the sewer plan every six years on a rotating schedule with other capital facilities plans.

Policy CF1.8 Eliminate any point or non-point pollution sources associated with sewage transport and disposal.

Policy CF1.9 Monitor infiltration and inflow through routine television inspection. Conduct improvements to limit and reduce current infiltration and inflow.

Policy CF1.10 The following level of service guidelines should be used to determine the impacts of new development upon existing public facilities: [See description of level of service in the text. A facility with a rating equal to or worse than those listed is considered deficient and planning for improvements should commence.

- Pipelines Condition Level of Service 2, Capacity Level of Service D
- Pump Stations Condition Level of Service 2, Capacity Level of Service D
- Wastewater Treatment Facility Condition Level of Service 3, Capacity Level of Service D.
- Septic Tanks Condition Level of Service 3

Insert Updated Figure CF-2

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FIGURE CF-2

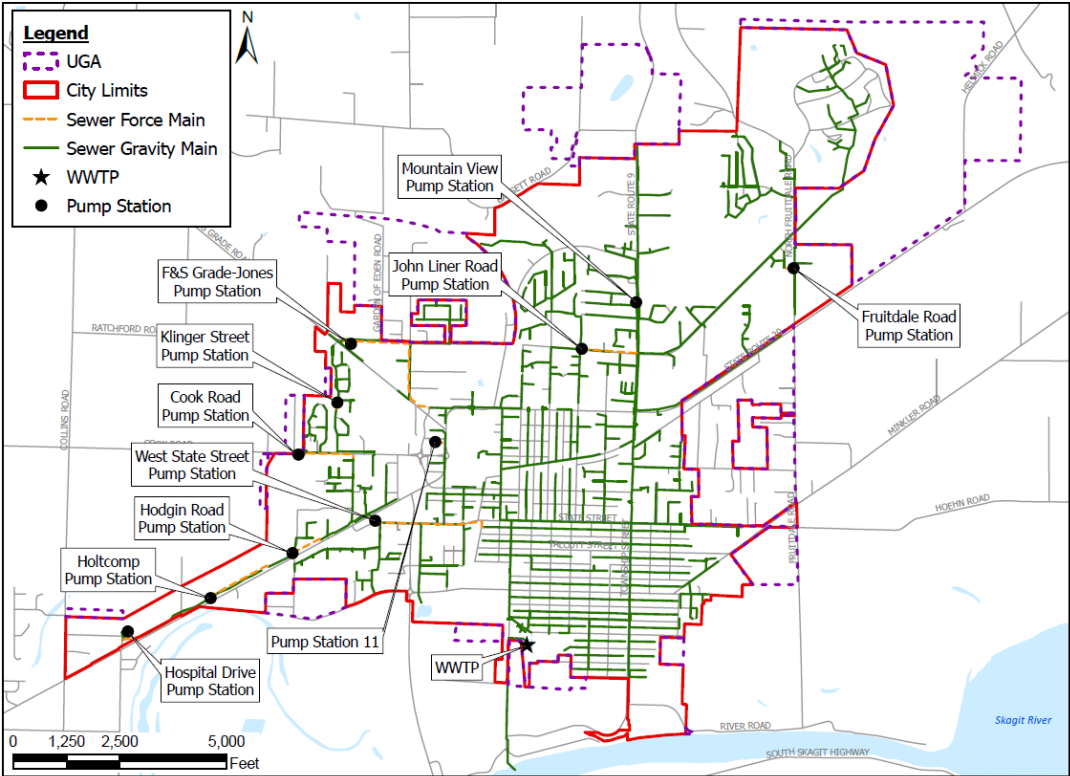


Figure CF-2
Existing Sanitary Sewer System

Note: Capacity LOS represented by alphabetic character—A=Best; F=Worst
Condition LOS represented by numeric character—1=Worst; 5=Best

TABLE 3-6

WASTEWATER IMPROVEMENT PROJECTS RECOMMENDED WITHIN THREE YEARS

Project Type	Proj. #	Project Description/Location	Description of Deficiencies	Corrective Actions Involved	Estimated 2015 Project Cost ¹
Reports	6-30	2016 Comprehensive Sewer Plan Update	Identify remaining trunk sewer upgrades; Inflow & Infiltration Reduction	Update plan	\$150,000
Wastewater Treatment Facilities	8-13, 18	Equipment Upgrades	Blowers-Motors; Clarifier 2 Coating;	Replace Blower Motors; Recoat and replace w/ier Clarifier 2	\$200,000
	8-14	Upgrade Treatment Plants Solid Stream	Belt Filter Press nearing lifespan limit	Replace Belt Filter Press	\$250,000

Project Type	Proj. #	Project Description/Location	Description of Deficiencies	Corrective Actions Involved	Estimated 2015 Project Cost ¹
Pump Stations	6-B	John Liner Pump Station	Equipment beyond design life	Replace mechanical and control equipment	\$60,000
	6-B	West State Street Pump Station	Equipment nearing design life	Replace mechanical and control equipment	\$60,000
	6-B	Cook Road Pump Station	Equipment nearing design life	Replace mechanical and control equipment	\$60,000

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Total Linear Feet of Pipe Required:	0	Total cost for trunk lines	\$0
		Total cost for first 3 years	\$780,000

Notes:

¹—Estimated project cost includes construction cost times a 1.53 multiplier that incorporates a twenty-five (25) percent contingency, 8.5% sales tax, and twenty (20) percent for engineering/legal/administration.

TABLE 3-7

**WASTEWATER IMPROVEMENT PROJECTS RECOMMENDED
FOR ACTION IN MORE THAN THREE YEARS**

Project Type	Proj. #	Project Description/Location	Description of Deficiencies	Corrective Actions Involved	Estimated 1993 Project Cost ¹
Wastewater Treatment Facilities	1.	Upgrade Treatment Plant Liquid-Stream approximately 2030	Estimated design life	Renovate & expand	\$30,000,000
	8-18.	Annual Plant Equipment Upgrades-2015-2030	Equipment at or beyond design life	Replace Equipment as needed	\$100,000/year = \$1,500,000

Project Type	Proj. #	On	From	To	Length (ft)	Diam. of Present Pipe (in)	Description of Deficiencies	Corrective Actions Involved	Estimated 2015 Project Cost ¹
Trunk Lines — recommended within 3 to 6 years	6-40	Township	Northern	Waldron	296	15	Existing Cone-Pipe beyond design life	Install CIPP-Liner	\$80,000
	6-41	Northern Ave.	Metcalf	Murdock/Puget-Alley	626	10, 12	Under capacity pipe; Cone-pipe beyond design life	Replace with PVC	\$285,000
	6-42	Railroad Ave.	Township	Talcott	2,079	40	Existing Cone-Pipe beyond design life	Install CIPP-Liner	\$290,000

Total Lineal Feet of Pipe Required:	3,002	Preferred Alternative	\$655,000
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Project Type	Proj. #	Project Description/Location	Description of Deficiencies	Corrective Actions Involved	Estimated 1993 Project Cost [†]
Pump Stations—recommended before year 2015	6-B	Mountain View Pump Station—2002	Nearing end-of design life-2022	Renovate	\$70,000
	6-B	West Jones Rd Pump Station—2005	Nearing end-of design life-2025	Renovate	\$70,000
	6-B	Klinger Pump Station—2005	Nearing end-of design life-2025	Renovate	\$70,000
	6-B	Hodgin Road Pump Station—2003	Nearing end-of design life-2023	Renovate	\$70,000
	6-B	Holteamp Road Pump Station—2008	Nearing end-of design life-2028	Renovate	\$70,000
	6-B	Hospital Road Pump Station—2008	Nearing end-of design life-2028	Renovate	\$70,000
	6-B	Fruitdale Road Pump Station—2009	Nearing end-of design life-2029	Renovate	\$70,000
				Total Cost 2015 through 2035	\$490,000

Total Linear Feet of Pipe Required:	3,002	Preferred Alternative	\$655,000
		Total cost 2015 through 2035	\$34,065,000

Notes:

[†]—Estimated project cost includes construction cost times a 1.62 multiplier that incorporates a twenty-five (25) percent contingency, 8.5% sales tax, and twenty (20) percent for engineering/legal/administration.

TABLE 3-8
UNIT COSTS USED
FOR ESTIMATING
TRUNK LINE
PROJECT COSTS

Pipe Diameter, inches	Project Unit Cost ^a , \$/LF
Gravity	
42	\$350.00
CIPP	
40	\$30.00
45	\$50.00

a. Estimated project cost includes construction cost times a 1.53 multiplier that incorporates a twenty-five (25) percent contingency, 8.5 percent sales tax, and twenty (20) percent for engineering/legal/administration.

7.12

SCHOOLS

The City of Sedro-Woolley does not own or operate school facilities. However, public facilities and services such as schools are vital to protect and enhance community and environmental quality. Deficiencies in school facilities might not raise severe obstacles to any single new development, but over time could cause deterioration of community quality. The City of Sedro-Woolley is ultimately responsible for assuring that adequate facilities and services, such as schools and school facilities, are available or can be made available to support planned growth. This responsibility is carried out by working with the Sedro-Woolley School District No. 101 (District) to identify needs for facilities and services based on the planned amount and location of growth. The mechanism for identifying needs is through the Sedro-Woolley School District #101 2020 Capital Facilities Plan 2022, which is adopted as a supplement of the Sedro-Woolley Comprehensive Plan in November of 2021.

The provision of an adequate supply of kindergarten through twelfth grade (K-12) public schools and K-12 public school facilities is essential to avoid over-crowding and to enhance the educational opportunities for our children.

Commented [HH7]: Link in PDF report

Commented [HH8R7]: Or summary of SWSD CF Plan

A. Identifying Needs for Facilities and Services

The Growth Management Act requires the District to prepare a capital facility plan which includes an inventory of existing capital facilities owned by public entities, a forecast of the future needs for capital facilities, including the proposed locations and capacities of expanded or new facilities, and a six-year plan that will finance the expanded or new facilities. Furthermore, Chapter 15.64 SWMC requires that, as a condition of collecting school impact fees, the Sedro-Woolley School District prepare a six-year capital facility plan that describes the District's capacity needs for the six-year period of the plan and proposes funding to meet those needs.

B. Capital Facility Planning

The District's six-year capital facility plan should be consistent with the Growth Management Act, City of Sedro-Woolley Comprehensive Plan, and the Sedro-Woolley Municipal Code.

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The most recent ~~full~~ Sedro-Woolley School District Capital Facilities Plan from 2021 is included in Appendix E of the Capital Facilities Element of the Sedro-Woolley Comprehensive Plan.



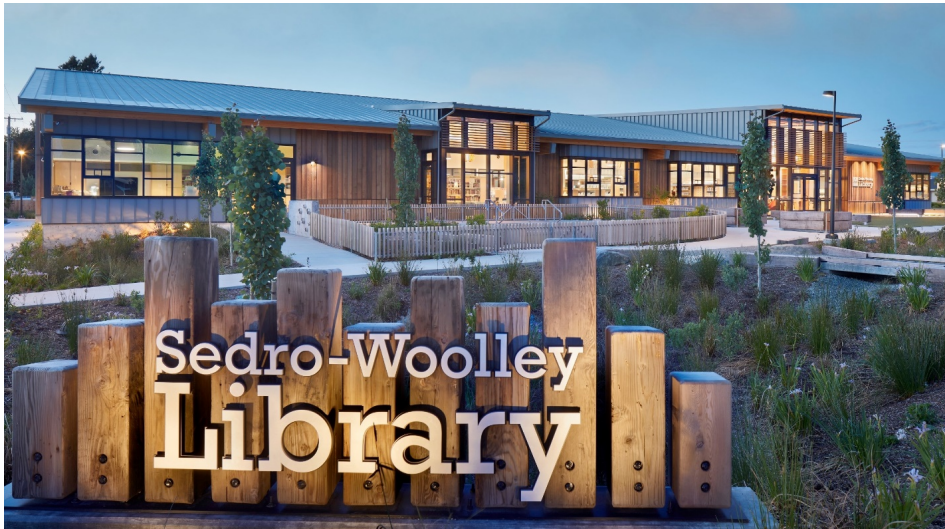
7.14

LIBRARIES

The City of Sedro-Woolley owns and operates one public library. Located at Memorial Park, the library is in the same complex of city-owned buildings as the Community Center and Senior Center. In 2017, the City of Sedro-Woolley began contracting with the Central Skagit Library District to provide library service to the community. A new library was jointly constructed and opened to the public in June of 2021, and has proved to be a valued community institution and tremendous asset to Sedro-Woolley. At 12,000 square feet, however, the new facility is below the recommended average building sizes for public libraries, which typically range from one to two square feet per resident (Burlington, for example, is at 2.6 square feet. While one square foot per resident is generally considered the minimum, it is often seen as substandard. Where and when appropriate, the City will work with the Library District to address space and service considerations, utilizing a mix of public and private funding sources.

Central Skagit Library District currently serves ~13,000 Sedro-Woolley residents and ~20,000 Skagit County residents living outside of Sedro-Woolley. Capital facility planning to address significant growth within the District, and disparities in service levels within the district service area, will occur over the next ten years.

Annually, the library offers hundreds of programs oriented to children and families. According to staff estimates, the library hosted approximately 70,297 visitors in 2014.



The Sedro-Woolley Library currently has nine employees, including a full-time director and assistant director. In addition to its book, e-book, magazine and music collection and free online resources, the library offers a variety of programs for all ages including preschool and baby story time, teen activities, author talks, and classes and events for all ages. The library website offers a feature to help find programs

Commented [DK9]: Library team to provide updates.

Commented [DK10R9]: Information updated with input from Dan Owens.

Commented [DK11R9]: The extent to which the facility will have capacity available for future growth should be reflected in the Library's Capital Facility Plan which is forthcoming.

by type and age.

A. Existing Facility

The Sedro-Woolley library is approximately 12,000 square feet and serves 10,700 residents (2015 population), as well as a high number of non-residents (with paid library cards). Currently the library serves, on average, between 100 and 350 people per day. Last expanded over twenty-five years ago, the library has vastly exceeded its maximum capacity and now struggles to efficiently serve its population.

The existing library is in need of a meeting room and additional storage capabilities. The staff room shares limited space with 2,500 videos/dvds, a staff office, several workstations, the computer room, and Pacific NW Reference. Seating is severely limited; there are only four tables and sixteen chairs within the building. The building has reached its capacity for shelving, thus future expansion of the collection of library materials is hindered. The limited size of the facility also limits the library's ability to meet the needs of the city's growing population. In addition, the size has a detrimental effect on accessibility for persons with disabilities.

The library lacks a quiet study area and a space for teens to gather or work. The children's area is in unfortunate close proximity to the busy Internet stations. Many patrons wish to either access the library wireless Internet or to work independently on their laptops, however the building lacks an adequate supply of publicly available power outlets (with none near any of the tables).

Depending on activities at the nearby Senior Center, Community Center and Memorial Park, parking can also be problematic for library patrons.

B. Projected Demand

The Sedro-Woolley library currently boasts a collection of some 64,000 items. Based on projected population estimates of 16,596-17,069 city residents by 2045³⁶, that collection will need to expand to 130,000 to 140,000 items. While print books are now accompanied by electronic books (only 10% to 15% of books published today are also available in an e-format), overall circulation continues to rise. In the future that a mixture of physical and e-materials is expected to be in high demand.

To accommodate future growth, new library space is needed. Recommended averages for public library building size vary from one square foot per resident to two square feet per resident. 1 square foot per resident is somewhat substandard; 1.5 sf per resident considered is adequate/good; and 2 square feet or more per resident is generous. The current new library space is .9-0.75 square feet per resident. The library in the neighboring City of Burlington has approximately 2.6 square feet of library per resident.

Improvements to the library's power and broadband infrastructure are also needed. For library patrons to fully take advantage of the growing collection of e-books, online library databases and for online research in general, the library will need a faster broadband connection. Many patrons do not have computers at home or do not have fast Internet connections at home—therefore they depend on the library network for everything from filing income taxes, to job searches, to accessing health and social services. The current buildings electrical and broad-band capacity has reached capacity which limits the library's ability to better serve emerging electronic media technologies.

A library is no longer just about the books—the primary purpose of a library is to serve people. A library is where people can gather; where civic engagement is provided; where programs are given; where learning is achieved; where high speed technology is accessed; where meetings are accommodated. As the city's population rises, so does the number of patrons looking to access the library's resources. The new library contains a community room and conference room that are available to the public. Meeting spaces, Class spaces, tutoring spaces, technology training labs and study spaces are currently not available in this community, but are frequently requested.

Commented [DK12]: Info below is no longer pertinent.

One mandate the library has been steadily working on is early learning. If children can be kindergarten-ready by the age of 5, then education costs overall are greatly reduced—and better yet, a much greater percentage of children will continue to learn successfully throughout their entire lives. A well-educated and highly capable work force brings economic benefits the community, and the library offers a gamut of initiatives towards that goal. Programs such as Baby Time, Toddler Story Time, Preschool Story Time, Play & Learns (a deeper, more extensive experience featuring literacy, math, and science activities) and Summer Reading Programs (often hosting 75 to 200 people per event) are integral to creating a well-educated community. The need for services offered to older adults will grow substantially in the future. There will be a rising demand for public places for the semi-retired and retired to engage in civic discussions, to learn new tasks and activities and to stay healthy & mentally active.

Future planned programs (particularly tween and teen activities) cannot be offered until additional resources and space is available. Adult programs at the library have also been extremely successful (craft, food, discussion groups, technology, photography, etc.) and are in increasingly high demand. Similarly, resources and space limitations prevent further expansion of these services.

A 24,000 to 32,000-square foot library building would offer extensive meeting spaces; tutoring rooms; a teen center; space to grow the book collections; a Children's/Early Learning wing; a technology learning lab; and room for multiple crafts and classes. A small business center would also be a wonderful addition to this library site. Public libraries can provide excellent economic development resources. The addition of more space will accommodate the libraries mandate to provide high quality materials and programs to a greater number of residents.

D. Financing

Projected costs will have to be carefully considered for future expansions. The most cost-effective idea for providing additional space would be to retrofit an appropriate existing structure (it could potentially save anywhere from 2/3 to 3/4 of the costs of a new build). If the space were one-story (a two-story structure requires at least one elevator, as well as sufficient staff to safely manage the upper floor) and of an open floor plan—this would greatly enhance both space flexibility, and the maximum utility of space. In addition, the floor would have to be able to support the weight of heavy book shelves. Automatic doors, wide pathways, flat walking surfaces, would also have to be considerations for meeting American Disabilities Act requirements.

A new concept in libraries financing is to offset the cost of library renovations and expansions by renting a portion of the property to a carefully compatible commercial or retail entity—thereby subsidizing the costs of the additional Library space. Such possible revenue sources include the addition of a small café for coffee or light edibles, or a library gift shop run by volunteers.

To keep additional staffing costs to a minimum; self-checkout stations would allow increased access for patrons at a very cost-effective rate. Good sight lines within the building would also allow strategic placing of staff to maintain safety and efficiency.

The latest advances in energy technology could assist in keeping potential costs down, as well. Energy efficiency in insulation, solar panels, airtight windows, etc., would all be good economic strategies for additional space.

In addition to general funds used for capital library projects—a proposition that is financially unviable—typical funding sources include grants and bonds (for example voter approved bonds or councilmanic bonds). Funding through the Washington State Capital Budget is also available through the legislative appropriation process. Grant funding opportunities for libraries abound. However, the majority are for programs and materials—very few are available for capital/building. Those grants that do provide money for capital facilities improvements are highly competitive. Funding sources are offered by both public and private sources. Private entities such as Target, the Gates Foundation, the Skagit Community Foundation, Boeing, and other corporate entities all provide library grant opportunities. Federal grants may also be available, such as grants for Rural Community Centers. In addition, there are a few low-interest, long-term loans available.

Other funding mechanisms include public-private cooperative funding and public partnerships. Using private funds raised through grass-roots community fundraising campaigns can be used as matching money to leverage larger grants. Public support for such a project in a community is essential to successfully organizing capital fund-raising campaigns and obtaining grant funding. Working cooperatively with other libraries to regionalize library services is another option.

PUBLIC SAFETY

7.15

FIRE PROTECTION AND EMS SERVICES

Commented [DK13]: This sub chapter replaces the 2016 version deleted below.

The Sedro-Woolley Fire Department (SWFD) protects an area of nearly sixty (60) square miles and services the city of Sedro-Woolley and areas of Skagit County Fire District 8. Compensation is received from the district for services rendered to areas outside the city boundaries as defined by an interlocal agreement. The population served is approximately 13,326 in the city and more than 19,000 district-wide.

The Sedro-Woolley Fire Department provides fire suppression, Emergency Medical Services (EMS), Rescue, Operations Level Hazmat, Fire Prevention and community education services to the City of Sedro-Woolley. Through mutual aid and contracts, SWFD also provide EMS and fire responses throughout Skagit County as needed or requested.

EXISTING PERSONNEL AND FACILITIES

The need for new personnel and facilities is directly related to population, response times and other demographic trends such as birth rate, housing, and employment trends. These trends are an important tool in predicting the fire protection service needs of the community, personnel and equipment requirements and the location, size and capacity of new fire and EMS facilities.

The Sedro-Woolley Fire Department deploys resources from two fire stations. Fire Station #1 is located at 325 Metcalf Street and is 10,464 sq. ft. in size. Fire Station #2 is located at 1218 N. Township Street and is 3,306 sq. ft. in size. Minimum staffing at Station #1 is 4 personnel with 2 assigned to Medic 55 and 2 assigned to cross staff Engine 5511 and Medic 5519. Station #2 is staffed with 2 personnel who cross staff Engine 5521, Brush 5524 and Aid 5529. In addition to these units, Station #1 also houses an additional Engine 5512, Aid Unit A5519, Ladder Truck 5515 and a Tender that is owned by Fire District 8. Station #2 also houses an additional back up ambulance, an off-road UTV, a portable breathing air trailer and a Haz-Mat decontamination trailer.

In 2025, the Sedro-Woolley Fire Department employs 19 full-time staff: One Fire Chief, two Assistant Fire Chiefs, and sixteen career firefighters. All Fire Department career staff members are certified with a minimum EMS level of EMT, with eight staff certified as paramedics. Currently there are also twenty-four volunteer firefighters, and twelve part-time fighters budgeted who augment the staffing levels when available.

In 2024, the department received three thousand six hundred fifty-three (2,122,653) calls of which seventy-five (75) percent were for emergency medical service. The average response time from both stations is five to six minutes less than eight minutes, with a turnout time less than two minutes.

In 2025 the SWFD budget is approximately \$4,900,000 paid by the general fund. Fire District 8 has a contract with the city to provide service in areas that they cannot. The city receives approximately \$567,000 per year from District 8 on a per call basis which is routed to the general fund. The SWFD also contracts services to the Skagit County Emergency Medical Service (EMS) for regional medical assistance and contracts with the State of Washington to provide service to the Center for Innovation and Technology (formerly Northern State Hospital Campus). The department has mutual aid agreements with all of Skagit County.

The Sedro-Woolley Fire Department functions out of two stations that are approximately 17 and 30 years old. According to the National Fire Protection Association (NFPA), there is no national guidance for the maximum age of a fire station, but it can be anticipated that at least one of the stations will need to be upgraded before the 20-year planning period is reached. Older fire stations often do not have modern facilities that are necessary and beneficial for fire stations. Examples include decontaminations areas with laundry facilities, gear storage areas that are separate from living areas, exhaust capture systems and private or separate areas for male and female fire fighters. Older fire stations also are more likely to have problems that can't be addressed through repair and maintenance alone. The capital facilities inventory for the department is listed in Appendix A set out at the end of this chapter.

PROJECTED NEED AND DEMAND

There are several factors for evaluating the fire protection service needs of the community, personnel and equipment requirements, and the location, size and capacity of new fire facilities. The three key factors are:

1. Operational (the ability to operate on the fireground with the sufficient number of resources to manage the incident);
2. Time response (the ability to deploy resources within a time frame that will enable the department to arrive in time to be the most effective on a given incident); and
3. Tactical (the ability to deploy sufficient equipment and manpower in a timely manner).

Other basis used to evaluate the fire protection services of a community are: economic (the economic base of the community, the ability to provide the appropriate facilities as needed, and the community's ability to financially support these facilities); safety (the department's ability to safely operate); and per capita (the aggregate cost of personnel and equipment on a per capita basis).

By 2035, Station #2 will likely require both an engine company and a medic unit, as the call volume will no longer support cross staffing. The Fire Department will develop incident response modelling to help determine best deployment strategies and the allocation of resources. This would increase *Advanced Life Support* (ALS) response times into unincorporated Skagit County where currently first responding agencies exist to handle the initial responses, while maintaining Engine response for our citizens in Sedro-Woolley. By 2045 the call volumes will no longer be supported by cross staffing units at Station #1, necessitating an additional staffed engine or truck company in addition to the current engine and paramedic unit.

Throughout this process SWFD's engine companies should be upgraded to 3 personnel to facilitate "imminent rescue" and "effective response force requirements." If these anticipated service demands come to fruition, it will require a minimum of 20 living quarters, 10 of which would need to be at Station #1 or the Station #1 area will need a second station, likely in the southern end of the city.

On an operational basis a minimum crew of two firefighters is required to handle a hose stream and at least one back-up crew must be maintained ready when a crew is inside fighting a fire. The maximum duration a crew can work a fire typically ranges from twenty (20) to sixty (60) minutes. In addition, other functions are carried out during a fire requiring additional personnel. In Sedro-Woolley, most responses to fires are met with one and two person crews. The smaller the initial response, the less likely the department can carry out its functions in an efficient and effective manner. Currently the department is utilizing a cross-staffing model and two person crews for initial response, relying on ambulance personnel to meet the "imminent rescue" and "effective response force requirements". To consistently meet these standards our engine companies should upgrade to three personnel staffing models.

On a time response basis, if the department cannot respond in a timely manner, the fire could spread

beyond the ability to effectively control it, or a patient's condition can deteriorate beyond the time at which intervention can be successful. With a fire, intervention should take place within seven minutes from the initial appearance of the fire. A response within four minutes is needed to intervene on behalf of a heart attack victim. Fire and emergency apparatus should be placed at locations from which an optimum response can be achieved.

The current placement of the existing fire stations are within three to five minutes of the majority of the area being evaluated. Secondary to the placement of the station is the ability to get the apparatus out of the station quickly. During the day the chief and four firefighters are available and resident volunteers during the evening which provides a minimum crew around the clock.

While the SWFD is averaging 6.51 minutes to reach fires within the city limits and seven 8.47 minutes in the fire district, the department is arriving with too few people to provide an effective and efficient initial and sustained attack. Additional crews may take over seven minutes to arrive. The identified response time objective of the SWFD should be to arrive within three to five minutes. The average response time in the department's centralized area (where the one main station is located) is five to eight minutes, but ten-to-eleven-minute responses can be expected in the further reaches of the service area. The department should establish a goal of arriving within this response time with an initial attack size crew of seventeen fire-fighters on all working fires that require a second alarm. The goal for EMS services should be a response time of under 8 minutes in our primary response area and under 12 minutes within our secondary area.

Among the needs over the next twenty (20) years will be the recruitment and training of additional paid firefighters as volunteers become more and more difficult to recruit and retain with increasing demands and volume. In addition, support personnel and administrative capabilities must be increased to meet the future demand needs; which will include fire marshal services, fire prevention, training staff and office administration needs.

LOS service standards developed for the SWFD have been based on recognized standards adopted by the Insurance Services Offices and discussions with elected officials. Washington municipalities are analyzed by the Washington Survey and Rating Bureau using standards adopted by the 2013 Schedule and Grading Schedule for Municipal Fire Protection. The recommended LOS standards for the department are as follows:

1. The basic fire flow requirements is three thousand five hundred (3,500) g.p.m. This basic fire flow is used to determine the effectiveness and number of firefighting apparatus that will be provided. In order to provide this fire flow, the department needs sufficient first due pumpers whose aggregate pumping capacity meet or exceed this value and at least fifty (50) percent of this pumping capacity in reserve.
2. All apparatus and equipment shall be properly equipped so as to effectively fulfill its function and in accordance with NFPA, State and Federal Regulations and Guidelines. Fire apparatus should be evaluated for replacement after approximately twenty years service or when mileage is in excess of fifty thousand (50,000) miles. Currently the department has this capability with the Capital Facilities Replacement Plan within the City's ERR fund.
3. Adequate support apparatus and equipment shall be maintained to allow the department to effectively serve its functional needs.
4. In order to respond in a manner and a time consistent with response standards, the department stations and equipment shall be positioned so that first alarm apparatus consisting of two engines shall be positioned within 5.5 miles of primary residential districts and 3.5 miles from commercial districts. It may be necessary to require additional fire protection or units. Currently the department has this capability.

FIRE AND EMS IMPACT FEES FOR RESIDENTIAL AND COMMERCIAL STRUCTURES

Fire impact fees are charged for new development to reimburse the city for the capital cost of new capital facilities that are needed to serve new development and the people who occupy or use the new development. Fire impact fees are paid by new development (residential and non-residential) based on the type of land use. Impact fees are typically charged based on the size of the development (i.e. number of dwelling units or number of square feet of development) and type of development. A developer who contributes land, improvements or other assets may receive a “credit” which reduces the amount of impact fee that is due. The methodology and calculations for the fire impact fee rate are set forth in the department’s Audit and Analysis for Strategic Planning and Growth Management (up- dated in 2016 and in **Appendix A** set out at the end of this chapter), which is available at the offices of either the fire chief or city planner.

GOALS AND POLICIES

Goal FD1.1: To assure that capital improvements necessary to carry out the comprehensive plan are provided when they are needed.

Policy FD.1: Maintain safe and effective fire department capital equipment.

Policy FD.2: Provide capital facilities and equipment within the Level of Service standards adopted by the city.

Policy FD.3: Fire stations will be constructed in a cost-effective manner with maximum consideration for function, reasonable comfort, and optimized energy conservation.

Policy FD.4: Adequate support facilities including fire administration, fire maintenance operations, warehousing facilities, self-contained breathing apparatus repair, and fire training will be constructed and maintained to support the effective delivery of services.

Policy FD.5: Require all residential and commercial construction outside the level of service standards adopted by the city to install approved automatic sprinkler systems, or other mitigation measures agreed upon by the city.

Policy FD.6: Provide a public education program to inform and educate citizens in fire safety issues that will promote prevention of fire and promotion of life safety.

Goal FD2: To manage land use change and develop city facilities and services in a manner that directs and controls land use patterns and intensities.

Policy FD2.1: Establish the fire department service delivery system as an “urban service” requiring concurrency under the Growth Management Act.

Policy FD2.2: The following levels of service guidelines should be used to determine the impacts of new development upon existing facilities:

1. The basic fire flow requirement (as determined by the Insurance Services Organization (ISO) Grading Schedule) is three thousand five hundred (3,500) gallons per minute. In order to provide this fire flow, the department will maintain sufficient first due pumpers whose aggregate pumping capacity meets or exceeds this value and at least fifty (50) percent of this pumping capacity in reserve.
2. All apparatus and equipment shall be properly equipped so as to effectively fulfill its function and in accordance with NFPA, state and federal regulations and guidelines.

3. Adequate support apparatus shall be maintained to allow the department to effectively serve its functional needs.
4. In order to respond in a manner and time consistent with response standards, the department stations and equipment shall be positioned so that First Alarm apparatus consisting of two engines will be positioned within 5.5 miles of primary residential districts and 3.5 miles from commercial districts. It may be necessary to require additional fire protection or mitigation for those buildings and occupancies outside of the response area.

APPENDIX A

Commented [DK14]: Rename to Table XX to avoid confusion with Appendix Document

Facility, Vehicle and Equipment List 2025

Current Vehicle or Equipment							
UNIT	YEAR	MAKE	MODEL/DESCRIPTION	LIFE SPAN	PRICE PAID	Replacement Year	\$ TO REPLACE THIS YR.
FIRE							
918	2023	Ford	F450 - Utility/Brush	15 YRS	\$ 127,178	2038	\$ 300,000
920	2024	Ram 1500	Command Vehicle	10 YRS	\$ 76,000	2034	\$ 81,000
921	2024	Chev 2500	Command Vehicle	10 YRS	\$ 76,000	2034	\$ 81,000
919	2024	Rosenbauer	Engine/Pumper	21 YRS	\$ 1,114,000	2044	\$ 1,114,000
	2020		SCBA Packs - 40	10 YRS	\$ 282,000	2030	\$ 320,000
904	2011	H&W Spartin	Engine/Pumper	21 YRS	\$ 450,000	2031	\$ 1,114,000
			RTV-X1100C w/ Utility Vehicle	15 YRS	\$ 28,000	2034	\$ 30,562
903	2010	Rosenbauer	Ladder/Quint	25 YRS	\$ 800,000	2035	\$ 2,136,028
910	2016	Rosenbauer	Engine/Pumper	21 YRS	\$ 480,874	2036	\$ 1,114,000
	2023	Motorola	Radios	10 YRS	\$ 320,905	2033	\$ 320,905
			Breathing Air System				
914	2018	Scott	Trailer Unit	20 YRS	\$ 102,855	2038	\$ 127,000
Totals					\$ 3,857,812		\$ 6,738,495
EMS							
916	2023	RAM 4500	Ambulance	6 YRS	\$ 328,732.71	2029	\$343,000.00
917	2024	Dodge	Ambulance	6 YRS	\$ 343,000.00	2030	\$343,000.00
	2014	Zoll	Zoll Monitor 5 - 4	10 YRS	\$ 184,000.00	2026	\$240,000.00
915	2021	RAM 4500	Ambulance	6 YRS	\$ 131,211.80	2027	\$343,000.00
912	2017	Dodge	Command Vehicle	10 YRS	\$ 50,000.00	2027	\$81,000.00
Totals					\$ 1,036,944.51		\$1,350,000
Facilities							
Name	Address		Year Built	Original Cost	Renovation Cost	Replacement Cost	
Fire Station 1	220 Munro Street		1999	\$ 1,500,000.00		\$25,000,000.00	
Fire Station 2	1218 N. Township Street		2010	\$ 2,000,000.00		\$12,000,000.00	
Training Site	1950 S. 3rd Street		2002	\$ 200,000.00		\$3,500,000.00	
Totals				\$ 3,700,000.00		\$40,500,000	

Fire protection in the Sedro-Woolley UGA is provided by the city of Sedro-Woolley fire department (hereinafter referred to as the "SWFD" or "department"). The need for new fire personnel and facilities is directly related to population, response times and other demographic trends such as birth rate, housing, and employment trends. These trends are an important tool in predicting the fire protection service needs of the community, personnel and equipment requirements and the location, size and capacity of new fire facilities.

EXISTING PERSONNEL AND FACILITIES

The SWFD protects an area of approximately fifty-nine (59) square miles and services the city of Sedro-Woolley and areas of Skagit County Fire District 8. Compensation is received from the district for services rendered to areas outside the city boundaries as defined by an interlocal agreement. The population served is approximately 10,700 in the city and more than 19,000 district-wide. The department provides fire protection services, basic life support services, annual fire inspections, plan review services.

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and emergency management. Educational services are also provided for limited fire prevention, juvenile fire intervention, CPR and first aid.

Department personnel consists of one paid fire chief, one paid assistant fire chief/training officer, four part time firefighters, one paid part-time secretary and thirty-seven (37) volunteer firefighters. The SWFD operates out of two fire stations which houses all of the department's equipment. The newest station (located on the northern edge of the city) was paid for by a federal grant. There are twelve resident volunteers between the two stations who work staggered shifts with at least four on duty each night. A duty officer is on call from six p.m. to six a.m. each night and twenty-four (24) hours on weekends and holidays. In 2015, the department received two thousand one hundred twenty-two (2,122) calls of which seventy-five (75) percent were for emergency medical service. Average response time from both stations is five to six minutes.

In 2016 the SWFD budget is approximately one million, two hundred and ten thousand dollars (\$1,210,000.00), paid from the general fund. Fire District 8 has a contract with the city to provide service in areas that they cannot. The city receives approximately two hundred sixty-seven thousand dollars (\$267,000.00) per year from District 8 on a per call basis which is routed to the general fund. The SWFD also contracts services to the Skagit County Emergency Medical Service (EMS) for regional medical assistance and contracts with State of Washington to provide service to the Center for Innovation and Technology (formerly Northern State Hospital Campus). The department has mutual aid agreements with all of Skagit County.

The capital facilities inventory for the department is listed in Appendix A set out at the end of this chapter.

PROJECTED NEED

There are several factors for evaluating the fire protection service needs of the community, personnel and equipment requirements, and the location, size and capacity of new fire facilities. The three key factors are operational (the ability to operate on the fireground with the sufficient number of resources to manage the incident); time response (the ability to deploy resources within a time frame that will enable the department to arrive in time to be the most effective on a given incident); and tactical (the ability to deploy sufficient equipment and manpower in a timely manner). On an operational basis a minimum of crew of two firefighters is required to handle a hose stream and at least one back-up crew must be maintained ready when a crew is inside fighting a fire. The maximum duration which a crew can work a fire ranges from twenty (20) to sixty (60) minutes. In addition, other functions are carried on during a fire requiring additional personnel. In Sedro-Woolley, most responses to fires are being met with one and two person crews. The smaller the initial response, the less likely the department can carry out its functions in an efficient and effective manner.

On a time response basis, if the department cannot respond in a timely manner, the fire could spread beyond the ability to effectively control it, or a patient's condition can deteriorate beyond the time at which intervention can be successful. With a fire, intervention should take place with seven minutes from the initial appearance of the fire. A response within four minutes is needed to intervene on behalf of a heart attack victim. Fire and emergency apparatus should be placed at locations from which an optimum response can be achieved. The current placement of the fire station is within three to five minutes of the majority of the area being evaluated. Secondary to the placement of the station is the ability to get the apparatus out of the station quickly. During the day the chief and four firefighters are available and resident volunteers during the evening which provides a minimum crew around the clock. While, the SWFD is averaging 4.22 minutes to fires within the city limits and seven minutes in the fire district, the department is arriving with too few people to provide an effective and efficient initial and sustained attack. Additional crews may take over seven minutes to arrive. The identified response time objective of the SWFD should be to arrive within three to five minutes. Average response time in the department's centralized area (where the one main station is located) is five to six minutes, but ten (10) to eleven (11)

minute responses can be expected in the further reaches of the service area. With the construction of the second station in the property they currently own in the in the northeast corner of the city, the extended response times in those areas should be significantly reduced. The department is meting this seventy-six (76) percent of the time. The department should establish a goal of arriving within this response time with an initial attack size crew of twelve (12) fire fighters. The goal for EMS services should be a response time of 7.5 minutes.

On a tactical basis, standards are set in place that are used (either legally or operationally) as a basis in determining how well a department provides its level of service. The department must work to maintain an effective deployment of equipment and personnel in emergencies by striving to achieve minimum fire attack crew sizes, sufficient manpower or personnel to provide adequate resources at medical emergencies and adequate resources to fulfill the tactical requirements of other situations. The recommendation for Sedro-Woolley is to work within the existing resources to provide adequate manpower and equipment for emergency situations and develop closer cooperation and working arrangements with neighboring departments.

Other basis used to evaluate the fire protection services of a community are: economic (the economic base of the community, the ability to provide the appropriate facilities as needed, and the community's ability to financially support these facilities); safety (the department's ability to safely operate); and per capita (the aggregate cost of personnel and equipment on a per capita basis).

PROJECTED DEMAND

Among the needs over the next twenty (20) years will be the recruitment and training of paid fire fighters and volunteers. In addition, support personnel and administrative capabilities must be increased to meet the future demand needs.

LOS service standards developed for the SWFD have been based on recognized standards adopted by the Insurance Services Offices and discussions with elected officials. Washington municipalities are analyzed by the Washington Survey and Rating Bureau using standards adopted by the 2013 Schedule and Grading Schedule for Municipal Fire Protection. The recommended LOS standards for the department are as follows:

5. The basic fire flow requirements is three thousand five hundred (3,500) g.p.m. This basic fire flow is used to determine the effectiveness and number of firefighting apparatus that will be provided. In order to provide this fire flow, the department needs sufficient first due pumpers whose aggregate pumping capacity meet or exceed this value and at least fifty (50) percent of this pumping capacity in reserve.
6. All apparatus and equipment shall be properly equipped so as to effectively fulfill its function and in accordance with NFPA, State and Federal Regulations and Guidelines. Fire apparatus should be evaluated for replacement after approximately twenty years service or when mileage is in excess of fifty thousand (50,000) miles. Currently the department has this capability with the Capital Facilities Replacement Plan within the City's ERR fund.
7. Adequate support apparatus and equipment shall be maintained to allow the department to effectively serve its functional needs.
8. In order to respond in a manner and a time consistent with response standards, the department stations and equipment shall be positioned so that first alarm apparatus consisting of two engines shall be positioned within 5.5 miles of primary residential districts and 3.5 miles from commercial districts. It may be necessary to require additional fire protection or units. Currently the department has this capability.

IMPACT FEES (Appendix A set out at the end of this chapter.)

Impact Fees for Residential and Commercial Structures

Fire impact fees are charges paid by new development to reimburse the city for the capital cost of new capital facilities that are needed to serve new development and the people who occupy or use the new development. Fire impact fees are paid by new development (residential and non-residential) based on the type of land use. Impact fees are typically charged on the basis of size of the development (i.e. number of dwelling units or number of square feet of development) and type of development. A developer who contributes land, improvements or other assets may receive a “credit” which reduces the amount of impact fee that is due. The methodology and calculations for the fire impact fee rate are set forth in the department’s Audit and Analysis for Strategic Planning and Growth Management (up dated in 2016 and in Appendix A set out at the end of this chapter), which is available at the offices of either the fire chief or city planner.

GOALS AND POLICIES

Goal FD1.1: To assure that capital improvements necessary to carry out the comprehensive plan are provided when they are needed.

Policy FD.1: Maintain safe and effective fire department capital equipment.

Policy FD.2: Provide capital facilities and equipment within the Level of Service standards adopted by the city.

Policy FD.3: Fire stations will be constructed in a cost effective manner with maximum consideration for function, reasonable comfort, and optimized energy conservation.

Policy FD.4: Adequate support facilities including fire administration, fire maintenance operations, warehousing facilities, self-contained breathing apparatus repair, and fire training will be constructed and maintained to support the effective delivery of services.

Policy FD.5: Require all residential and commercial construction outside the level of service standards adopted by the city to install approved automatic sprinkler systems, or other mitigation measures agreed upon by the city.

Policy FD.6: Provide a public education program to inform and educate citizens in fire safety issues that will promote prevention of fire and promotion of life safety.

Goal FD2: To manage land use change and develop city facilities and services in a manner that directs and controls land use patterns and intensities.

Policy FD2.1: Establish the fire department service delivery system as an “urban service” requiring concurrency under the Growth Management Act.

Policy FD2.2: The following levels of service guidelines should be used to determine the impacts of new development upon existing facilities:

5. The basic fire flow requirement (as determined by the Insurance Services Organization (ISO) Grading Schedule) is three thousand five hundred (3,500) gallons per minute. In order to provide this fire flow, the department will maintain sufficient first due pumpers whose aggregate pumping capacity meets or exceeds this value and at least fifty (50) percent of this pumping capacity in reserve.
6. All apparatus and equipment shall be properly equipped so as to effectively fulfill its function

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and in accordance with NFPA, state and federal regulations and guidelines.

- ~~7. Adequate support apparatus shall be maintained to allow the department to effectively serve its functional needs.~~
- ~~8. In order to respond in a manner and time consistent with response standards, the department stations and equipment shall be positioned so that First Alarm apparatus consisting of two engines will be positioned within 5.5 miles of primary residential districts and 3.5 miles from commercial districts. It may be necessary to require additional fire protection or mitigation for those buildings and occupancies outside of the response area.~~

7.20

POLICE PROTECTION EXISTING PERSONNEL AND FACILITIES

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Police protection in the Sedro-Woolley UGA is provided by the city of Sedro-Woolley Police Department (hereinafter referred to as the “SWPD” or “department”). The need for new police personnel and facilities is directly related to population, crime rates, response time and other demographic trends such as birth rate, housing and employment trends. These trends are an important tool in predicting the police protection service needs of the community, personnel and equipment requirements and the location, size and capacity of new police facilities.

The SWPD has been reorganizing the organizational structure that aligns with our mission, vision and core values.

Mission: The Sedro-Woolley Police Department is committed to fostering a safe and enjoyable community by cultivating a culture of proactive police service that is professional, impartial, and honorable, while effectively using the resources entrusted to us by the community.

Vision: The Sedro-Woolley Police department strives to collaborate with the community to provide a great place to live, work and play.

Values: Professionalism, Impartiality, Integrity, Teamwork, Respect

The SWPD provides a full range of police services, including crime suppression and investigation, traffic enforcement, traffic accident investigation, community-oriented problem solving and partnerships with residents to solve quality of life issues throughout the community. The City's community policing philosophy is based on the premise that a safe community requires positive, trusting, and productive relationships with all stakeholders and partners. Police officers work 24 hours a day, seven days a week, 365 days a year to prevent crime and respond to emergencies within the incorporated City limits.

In 2025, SWPD operates on a budgeted staff of one Chief, one Lieutenant, four patrol shift Sergeants, two detectives and 14 patrol officers, for a total sworn strength of twenty-two personnel. Three of these patrol officer positions are currently vacant, incurring an ongoing hiring process and critical staffing levels.

Continued efforts have been completed to obtain additional budgeted positions and lessen the burden of staffing costs through an interlocal agreement with the Sedro-Woolley School District to implement a school resource officer program and obtain a Cops Hiring grant. Increasing the budget for additional patrol positions will be necessary to reflect our current staffing needs and for the future growth of the

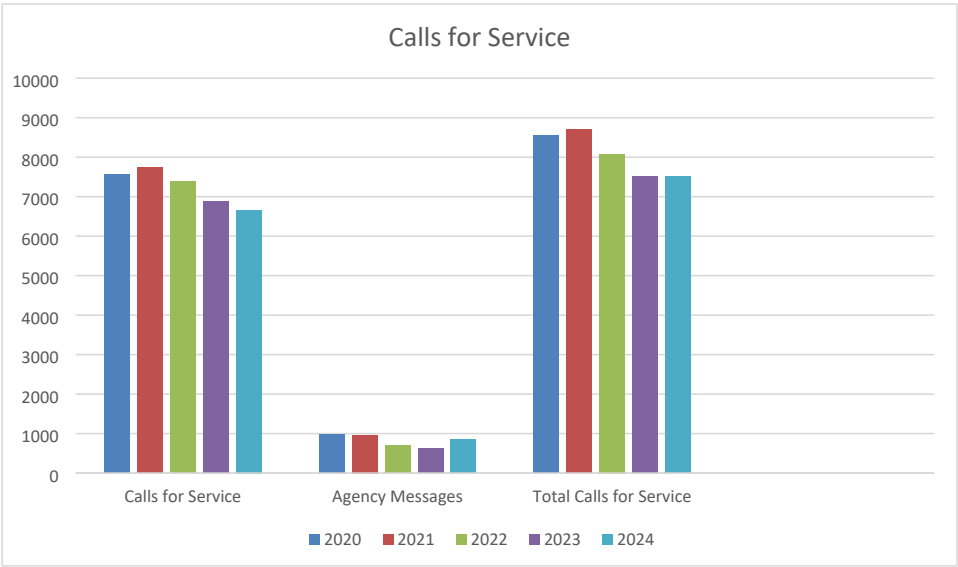


police department.

The department also has 6 non-sworn support staff, consisting of one code enforcement/animal control officer, one records supervisor, three record clerks, and one part time records clerk that was budgeted for 2025. As SWPD continues to increase police officer personnel, the record division will need additional personnel to handle the additional workload.

The standard FBI recommendation is for two officers per one thousand people. Utilizing this standard, the SWPD should have a sworn force of twenty-six officers, based on an estimated population of over 13,000 in 2024.

In Sedro-Woolley, WA, the population is growing, with a 2025 estimate of 13,256 with an annual growth rate of 1.21%. The median age is 35.1 years, median household income is \$83,706, and the poverty rate is 14.66%. The estimated 2045 population target is 18,582. In 2024, SWPD responded to 7521 calls for service. The five-year average is 8070 calls for service a year.



	2020	2021	2022	2023	2024
Calls for Service	7566	7739	7373	6874	6663
Agency Messages	977	963	708	629	857
Total Calls for Service	8543	8702	8081	7502	7521

The population with which the SWPD provides service is not limited to residents living within the urban growth boundaries but also includes a large population within the county surrounding the UGA and individuals traveling briefly within the community. With two state routes that intersect our city, there is a

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significant amount of traffic going through the city. In 2024, there were 21,000 vehicles a day going through the city, amounting to 7,665,000 total vehicles in 2024.

To maintain a consistent level of service, officers per thousand population is not the only indicator. Calls for service, average calls per officer, response times, times spent on calls, overall area served, call volume hours of day average and traffic volume should be additional indicators for increasing the staffing.

SWPD strives to maintain a response time of less than five minutes to 'in-progress' calls for service. Priority 1 call response time average over the past 5 years was 5:10 minutes. Priority 2 calls averaged 7:05 minutes. Combined average 6:12 minutes. In addition, the complexity of case investigations, mandates from state law, and case law has increased our responsibility during criminal investigations, increasing the amount of time a call for service takes to complete.

The police department works with various other City Departments, Code Enforcement and the City Supervisor to improve the quality of life for the citizens of the city. The SWPD is focusing on changing behavior proactively by deterring criminal activity.

The SWPD hasn't been able to develop special programs such as a School Resource Officer, Community Service Officer, due to a lack of manpower.

PROJECTED NEED

Assuming that calls for service are related somewhat to residential increases, but more dramatically to daytime population and traffic loads, it is anticipated that the demand for sworn and non-sworn personnel will continue to increase.

The biggest need for the immediate future will be personnel, capitol facility investments and continue to implement new technology that will provide effective public safety to the community.

First, personnel will need to increase based on growth of the community we serve. Projected growth within this plan is used as a guideline for what could be needed for personnel over the next 20 years. As growth increases the demand for public safety services increases. Second, funding for a new public safety building will be a necessary capital facility project, as the city has already outgrown the shared City Halland Public Safety Building. Third, technology needs to be used in ways that assist officers in solving reported crime, reduce the amount of time spent on a case and overall workload.

The SWPD's entire reporting system is part of a county-wide CAD system network that is maintained by the Skagit County and paid for by users. SWPD's Patrol vehicles all have Mobile Data Terminals that access the CAD system through a mobile network provided by the City of Mt Vernon. Dispatch services are provided by Skagit 911 Center in Mt Vernon. Each participating agency pays into this system for maintenance and upgrades based on usage of the system.

I project that by 2045; we should be a 38-officer department (16 new positions) 9 records (4.5 new positions) Code Enforcement 2 (1 new position) 1 community service officer. I anticipate

Critical infrastructure for communications is and ongoing need. In 2021, SWPD upgraded all radios with encryption capabilities costing around \$180,000. That one-time cost suggested that all vehicles and equipment in the vehicle should be accounted for within the 7-year replacement plan. This allows new vehicles to come with all new equipment instead of transferring used equipment into a new vehicle to hopefully deter the large unfunded one-time costs. As of 2025, encryption has not been implemented but is a project goal for completion in 2025.

Technology continues to play a big part in law enforcement. Body worn cameras have been in place since 2011 for officers who opted to wear and were fully implemented as mandatory wear for all officers in 2018. The reality of having video and audio recordings of officer interactions has been valuable and necessary for transparency, accountability and protection. This bodycam program and cloud evidence storage services generally costs around \$17,000 a year. The cost is expected to increase as we are near the end of

the contract agreement. By adding in vehicle camera systems and LPR would enhance transparency, accountability and protection by providing additional views and footage than the body camera footage alone.

Flock safety LPR cameras have been installed within the city in an attempt increase the solvability of reported crimes as well as increasing proactivity. SWPD will look to expand this project in the future based on need. Cameras, Speed Radar warning signs and potential for uses for enforcement in the future may need to be considered in the future.

Non-lethal options such as tasers, pepper ball launchers and 40mm projectiles cost around \$20,000 a year to maintain equipment and training requirements.

Additional in

Implementing a Drone program would work well with our newly implemented Canine Program.

PROJECTED COSTS

The projected cost increase for personnel and vehicles to meet the ideal staffing level for the Department.

Body worn cameras cost about \$17,000 a year.

Tasers cost about \$16,000 a year.

Vehicle replacement cost a year, 3 vehicles a year \$285,000.

Spillman and 911 services cost \$320,000 a year.

Scheduling software costs \$2900 a year.

Investigative software for criminal and background Clear, Leads, Bait \$15,000 a year.

Lexipol policy \$12,000 a year.

Flock Safety LPR cameras cost \$ 22,000 a year.

Drone Program initial implementation cost \$40,000

In vehicle camera systems

GOALS AND POLICIES

Goal PD1.1: To assure that capital improvements necessary to carry out the comprehensive plan are provided when they are needed.

Policy PD1.1: Maintain safe and effective police department capital equipment.

Policy PD1.2: Provide capital facilities and equipment within the level of service standards adopted by the city.

Policy PD1.3: Provide the technology and supporting services to accomplish the Police function.

Policy PD1.4: Provide current and future citizens of the City of Sedro-Woolley a great place to live, work and play.

Policy PD1.5: Provide a public education program to inform and educate citizens in crime prevention issues that will promote prevention of crime and promotion of life safety.

Goal PD2: To manage land use changes and develop city facilities and services in a manner that directs and controls land use patterns and intensities.

Policy PD2.1: Establish the police department service delivery system as an “urban service” requiring

concurrency under the Growth Management Act.

Police protection in the Sedro-Woolley UGA is provided by the city of Sedro-Woolley police department (hereinafter referred to as the “SWPD” or “department”). The need for new police personnel and facilities is directly related to population, crime rates, response time and other demographic trends such as birth rate, housing and employment trends. These trends are an important tool in predicting the police protection service needs of the community, personnel and equipment requirements and the location, size and capacity of new police facilities.

The SWPD has recently been reorganized and operates with one chief, one patrol/administrative sergeant, two patrol sergeants, one detective and seven patrol officers, for a total sworn strength of twelve personnel. Four additional patrol positions have been authorized but not realized due to long waits for Academy spots and lengthy background checks (January 2015). The department also has five non-sworn employees, consisting of one code enforcement/animal control officer, one records supervisor, one records clerk, one part time receptionist/records clerk and one part time transcriptionist. The FBI recommendation is for two officers per one thousand persons. Utilizing this standard, the SWPD should have a sworn force of twenty officers, based on an estimated population of 10,700.

In 1994, when this plan was initially done, the SWPD responded to 7,484 calls for service per year. That was a fairly average number until we saw a serious upswing in numbers for 2003-2008, culminating in 10,026 calls in 2008. Those call numbers have steadily decreased back to a total of 8,314 calls for service by the end of 2014. Many factors affect these numbers, a huge difference has been changes in Jail population/the ability to book prisoners and case law (changing driving suspended to an infraction) that has forced some changes away from proactive patrol, which generates a lot of these numbers.

The population with which the SWPD interacts is not limited to residents living within the urban growth boundaries but also includes a large population within the county surrounding the UGA and individuals traveling briefly within the community.

To maintain current levels of service, officers per thousand population is not an adequate indicator. The department strives to maintain a response time of less than five minutes to “in progress” calls. In addition, the department is working with various other City Departments, Code Enforcement and the City Supervisor to improve the quality of life for the citizens of the City. The SWDP is focusing on changing behavior from the smallest issues like junk vehicles and improper parking to undercover drug buys and neighborhood decay.

The SWPD hasn’t been able to develop programs or provide a School Resource Officer, due to a lack of manpower. Instead we have broadened the scope of work that the general patrol officer does to include teaching at the Skagit Valley College, speaking at the schools, participating in activities at the Boys and Girls club and investigating crimes including serious felonies. Most agencies have specialized units or Detectives to handle this sort of work, we have more of a “jack of all trades” approach.

PROJECTED NEED

Assuming that calls for service are related somewhat to residential increases, but more dramatically to daytime population and traffic loads, it is anticipated that the demand for sworn and non-sworn personnel will continue to increase.

The biggest need for the immediate future will be technology and personnel. First, technology needs come in several different areas. The SWPD’s entire reporting system is part of a county-wide Spillman network that is maintained by the County and paid for by all users. All of the SWPD’s Patrol vehicles have Mobile Data Terminals that access the Spillman system through a mobile network provided by the City of Mt. Vernon. The SWPD’s 911 call-taking and Dispatch services are provided by a consolidated 911 Center in Mt. Vernon. Each participating agency pays into this system for maintenance and upgrades.

Table 7.20.1 shows the current, authorized staffing on the left and the ideal projected need for staffing and vehicles on the right. Annotations in bold italics are needed but not acquired or hired. The needs are mainly determined by current staffing and what the SWPD currently needs to accomplish the department's goals.

Table 720.1

Current Staff		Projected Need	
Chief	Vehicle	Chief	Vehicle
Administrative Sergeant	Vehicle	<i>Lieutenant</i>	<i>Vehicle</i>
Detective	Vehicle	Administrative Sergeant	Vehicle
Detective Pending	<i>Vehicle</i>	Detective	Vehicle
Patrol Sergeant #1	Vehicle	Detective Pending	Vehicle
Officer	Vehicle	Patrol Sergeant #1	Vehicle
Officer	Vehicle	Officer	Vehicle
Officer	Vehicle	Officer	Vehicle
Officer	Vehicle	Officer	Vehicle
Officer Pending	Vehicle	Officer	Vehicle
Patrol Sergeant #2	Vehicle	Patrol Sergeant #2	Vehicle
Officer	Vehicle	Officer	Vehicle
Officer	Vehicle	Officer	Vehicle

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Officer	Vehicle	Officer	Vehicle
Officer-Pending	Vehicle	Officer	Vehicle
Officer-Pending	Vehicle	Patrol Sergeant #3	Vehicle
Records Supervisor		Officer	Vehicle
Records Clerk		Officer	Vehicle
Part-Time Reception		Officer	Vehicle
Part-Time Transcription		Officer	Vehicle
Code-Enforcement	Vehicle	School Resource Officer	Vehicle
		Records Supervisor	
		Records Clerk	
		Full-Time Records Clerk	
		Full-Time Reception-Records-Transcriptionist	
		Code-Enforcement	Vehicle

An additional need is for critical infrastructure communications. As of 2015 the SWPD has partnered with the Sedro-Woolley School District to add a radio repeater to an existing tower. This will allow for complete portable radio coverage for the entire City. More infrastructure will be necessary to tie into a bigger, county-wide communications network.

With the advent of tablet computers, the SWPD sees the need to add these items to its inventory. The capability to have an entire database of people, vehicles and reports exists now. The only thing preventing that is the cost of outfitting each officer and maintaining the systems and computer memory needed.

Another technology that is needed is body cameras for each officer. Current legislation hasn't kept pace with this popular tool, but when it does, the reality of having video and audio recordings of officer interactions will be extremely valuable and necessary in the future. As it stands, other states have enacted laws requiring video evidence. Video surveillance options have very broad applications and would be extremely useful in deterring and reporting crime. The only bar to adopting many of these options is the initial cost and maintaining the storage of video records.

Finally, there are several options for equipping patrol officers with night vision capabilities. This technology is a bit expensive, but affordable. Having this would allow a more thorough ability to locate criminals hiding in the dark.

PROJECTED COSTS

The projected cost increase for personnel and vehicles to meet the ideal staffing level for the Department.

Night vision units are about \$4,000 each. Rotating in three per year would be \$12,000 per year.

Body worn cameras are about \$900 each. Rotating in three per year would be \$2,700 per year.

Tablets compatible with our system and associated software are about \$1,200 each. These would probably be rotated in at 6 per year, for \$7,200 per year.

There is no way to estimate at this time what proposed radio infrastructure costs would be as this is a shared cost amongst numerous agencies. Users of the system would most likely be assessed a portion of the cost for necessary repairs and various grants would be sought to assist.

	Wages — and Benefits- (Average)	Vehicle plus- outfitting
Commissioned Officer	\$100,000	\$40,000
Commissioned- Officer	\$100,000	\$40,000
Commissioned Officer	\$100,000	\$40,000
Commissioned- Officer	\$100,000	\$40,000
Lieutenant position- restructure no new- position		\$40,000 (Lt. Vehicle)
School Resource- Officer	\$25,000 —our share- (\$75,000 —SW School- District)	\$10,000 —our share- (\$30,000 —SW School- District)
Records —Clerk- Part time to full time	\$70,000 —in- crease to Full- Time with- wages and- benefit- increase	

Reception— Records— Transcription Part time to full time	\$70,000—in- crease to Full- Time with wages And benefit increase	
	\$565,000— estimated in- crease	\$210,000

GOALS AND POLICIES

~~Goal PD1.1: To assure that capital improvements necessary to carry out the comprehensive plan are provided when they are needed.~~

~~Policy PD1.1: Maintain safe and effective police department capital equipment.~~

~~Policy PD1.2: Provide capital facilities and equipment within the level of service standards adopted by the city.~~

~~Policy PD1.3: Provide the technology and supporting services to accomplish the Police function.~~

~~Policy PD1.4: Provide current and future citizens of the City of Sedro-Woolley a safe and enjoyable place to live, raise families and work.~~

~~Policy PD1.5: Provide a public education program to inform and educate citizens in crime prevention issues that will promote prevention of crime and promotion of life safety.~~

~~Goal PD2: To manage land use change and develop city facilities and services in a manner that directs and controls land use patterns and intensities.~~

~~Policy PD2.1: Establish the police department service delivery system as an “urban service” requiring concurrency under the Growth Management Act.~~

7.24

PC and CC: Please jump to the Goals and Policies on page 225. Gray and Osborne Consultants are in the process of updating the narrative below, which will be available in the next draft.

STORM WATER MANAGEMENT EXISTING FACILITIES

Commented [DK18]: Update with summary of Stormwater Management Plan which will be included as an appendix.

The City of Sedro-Woolley stormwater system currently serves residents living within the city limits (Figure CF-3). The city operates and maintains the Municipal Separate Storm Sewer System (MS4) under the requirements of the State of Washington National Pollution Discharge Elimination System (NPDES) Phase II Stormwater Permit. Facilities include the conveyance network consisting of pipe- lines, drainage ditches, culverts, catch basins, man- holes, pump stations, stormwater infiltration, detention and treatment facilities, Low-Impact Development facilities and outfalls to the Skagit River. The most recent Stormwater Management Plan was completed in 1997.

Private storm sewer systems discharging to the MS4 exist throughout the city. These system fall under the requirements of the NPDES Permit, and are regulated by the City. Private systems include ditches, culverts, pipelines, catch basins, oil-water separators, infiltration, detention and treatment facilities, Low Impact Development facilities and pump stations.

Pipelines, Culverts and Ditches

Currently the City's MS4 consists of pipelines of various sizes ranging from eight inches to forty- eight inches in diameter and totaling 216,800 lineal feet, culverts totaling 7,525 lineal feet and open ditches totaling 35,840 lineal feet convey stormwater to 21 connection points to private systems or to Skagit County drainage, 21 infiltration facilities and 20 outfall points to receiving waters including Brickyard Creek, Willard Creek, Hansen Creek and the Skagit River. The system includes 2,144 catch basins, 18 control structures, two drywells, two oil- water separators and two pump stations. Pipelines include gravity lines and force mains (pressure pipes). The city's primary responsibility is for the main storm sewers, culverts and ditches in streets and other rights-of-way, as well as for systems serving municipal properties. Private systems discharging to the MS4 are the responsibility of the property owners from the point of discharge to the MS4.

Pump Stations

Pump stations are required when natural topography does not allow for gravity flow to the point of discharge to the gravity system. A pump station receives flow from one area by gravity and pumps that flow over a topographic ridge to continue to the gravity system and ultimately to the outfall. Sedro-Woolley currently owns and maintains 2 stormwater pump stations. There are 8 privately owned and maintained stormwater pump stations within the city.

Stormwater Detention and Treatment Facilities

The MS4 includes 26 municipal facilities, including 9 Stormwater Detention and Treatment ponds, 1 Raingardens, 2 pump stations, 12 Underground Storage/detention/infiltration systems, 1 Ecology Embankment, and 1 Rainstore system. Within the city there are currently 95 private facilities consisting of Stormwater Detention and Treatment Ponds, Raingardens, Bioretention, and Underground Storage/Detention/Infiltration Systems. To date, all known private systems have been inventoried and mapped. New systems are inventoried and mapped as they are completed.

Brickyard Creek

Brickyard Creek is a 24,500 lineal foot combination of natural and man-made streambed classified as waters of the state and fish-bearing stream. This water body was formerly maintained by the Skagit County run Sedro-Woolley Sub-Flood Control District, and is the discharge point for approximately 40% of the city's drainage. 95% of Brickyard Creek lies within the city limits, and the remaining portion is in

the UGA. Responsibility for Brickyard Creek was assumed by the city in January 2012. The city maintains the remaining 5% of the Creek under an Interlocal agreement with Skagit County.

Flooding

Portions of the city are subject to periodic localized flooding, mainly due to backwater conditions on Brickyard Creek created during peak stormwater events. Certain locations on the Creek, including the North Reed/Brickyard Meadows intersection, portions of Lucas Drive, Independence Boulevard, and the Golf Course, experience short term sur-charging during rainfall events greater than a 10-year event (2.6 inches in 24 hours). A 2013 study completed of the SR20 Stormwater Conveyance System identified two undersized culverts on Brickyard Creek between Holcamp Road outfall and Hodgkin Road as contributing factors. Regular maintenance of the creek channel over the past few years has mitigated this condition somewhat.

The older portion of the city south of SR20 does not have significant flooding issues. The ongoing General Investigation study being completed under the auspices of the Corps of Engineers will need to be monitored carefully as some alternates for mitigation of Skagit River flooding may impact the 100 year flood level within the lower portion of the city, as well as threatening the Wastewater Treatment Facility.

PROJECTED NEED

Like many jurisdictions in the Northwest, surface water management has historically been considered a funding priority after a major storm event. Two main problems exist in Sedro-Woolley: 1) Water quality in Brickyard Creek and the Skagit River is poor due to many factors including nonpoint source of pollution and frequent flooding; and 2) Localized flooding during peak stormwater events.

Stormwater Management Plan

The 1997 Stormwater Management Plan identified deficiencies in the MS4 system at the time the report was prepared, and included a project list to address these deficiencies, as well as ongoing maintenance issues. The recommendations of the plan were largely unmet in subsequent years. Update of the plan is needed to reassess previously identified deficiencies, and to address significant development that has occurred in the past 25 years.

Water Quality

The State of Washington NPDES Phase II permit, first issued in 2007 and renewed in 2013 and 2019, requires the city to operate and maintain the MS4 system in such a manner as to protect and improve water quality for the identified water bodies, in this case the Skagit River, Brickyard Creek, Hansen Creek and Willard Creek.

The 2019 permit requires the City to prepare a Stormwater Management Action Plan (SMAP) by 2023, prioritizing a receiving water and a catchment area discharging to that receiving water. And within these areas, develop stormwater retrofits, land management strategies and other actions to accommodate future growth and development while preventing water quality degradation and/or improving conditions in the receiving waters harmed by past development.

Another new requirement of the 2019 permit requires the establishment of a Source Control program. This program consists of inspections of existing pollutant generating sources at publicly and privately owned institutional, commercial and industrial sites to enforce implementation of required BMPs to control pollution discharging into the MS4. Program inspections are required to begin in 2023.

The city formed a Stormwater Utility in 2008 to provide a regular source of funding for ongoing maintenance and for correction of deficiencies. The initial rate set for the utility was insufficient to deal with deficiencies identified in the 1997 Plan, but did allow for initial steps to address water quality requirements of the NPDES Permit. The Public Works Department has dedicated Operations staff to maintenance, performance and documentation of maintenance activities, and has tracked and reported

progress as required by the Permit. A rate increase effective January 1, 2015 is projected to bring maintenance funding up to the level required by the NPDES Permit, but still does not address deficiencies in the system. Funding for the correction of deficiencies is an ongoing discussion item, and will be addressed in the Stormwater Plan update.

The GMA requires that level of service (LOS) service standards be established for services provided by the local jurisdiction as part of capital facilities planning. LOS standards are quantifiable measures of public services the city provides to the present and future residents and businesses within the UGA. They allow the city to assess deficiencies in the services it provides and define maximum threshold standards that must be met by the existing and new facilities to avoid under-served growth.

**PERCENT OF CAPACITY LOS
FOR STORM WATER SYSTEM**

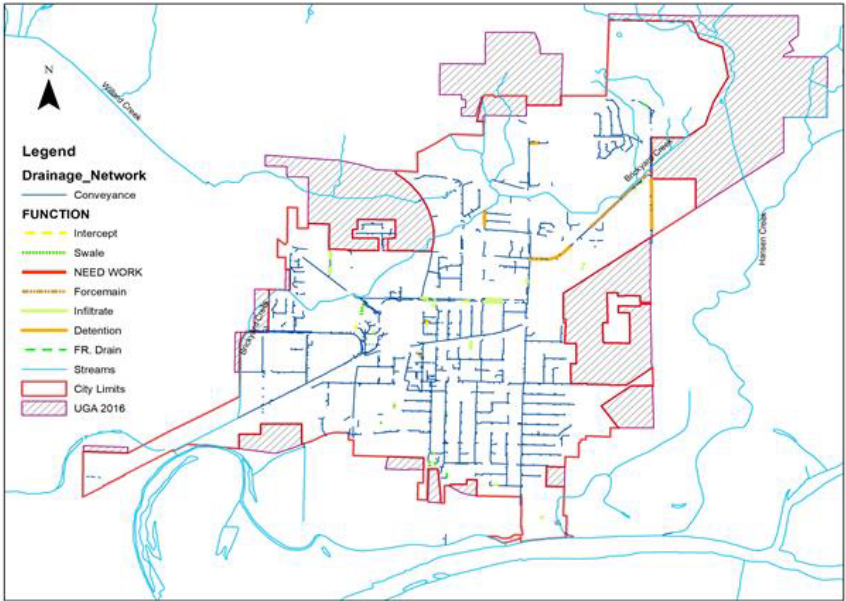
SYSTEM ELEMENT	A	B	C	D	E	F
Pipelines	0-20	21-40	41-60	61-80	81-100	>100
Pump Stations	0-20	21-40	41-60	61-80	81-100	>100

**CONDITION LOS FOR THE
STORM WATER SYSTEM**

SYSTEM ELEMENT	1*	2*	3*	4*	5*
Pipelines	Immediate	<3	>3,<6	>6,<20	>20
Pump Station	Immediate	<3	>3,<6	>6,<20	>20

* Years until the improvements are needed

Figure CF-3
Stormwater System



LOS standards developed for Sedro-Woolley's storm water collection system are based on both capacity and system condition. The capacity LOS rates the unused capacity of each system component. This LOS uses an A-through-F rating system where the A-level rating indicates a large amount of unused capacity. Meanwhile, the condition LOS rates the system components using 1-through-5 scale. A 1 rating is the lowest or worst condition and a 5 rating is the highest rating or best condition.

Given the magnitude of surface water flooding, water quality, and sensitive resource issues continuing to face the city of Sedro-Woolley, additional funding sources dedicated to surface water management needs to be given strong consideration.

The Stormwater Utility has provided basic maintenance level funding meeting the requirements of the NPDES Permit through 2021. As additional Permit requirements become effective, this need will increase, most notably Low Impact Development requirements effective in 2017 and Source Control inspections beginning in 2023.

PROJECTED DEMAND

With minor differences, the future storm water collection system under both a preferred and benchmark alternative would be similar. This is due to population forecasts which predict similar residential growth rates and population. Only the geographic distribution of the storm water collection system demand will vary between the different alternatives.

Within the existing city limits, the storm water system will be upgraded through an improvement program that takes into consideration demands for residential, commercial and industrial storm water disposal systems. For instance, under the preferred alternative, residential infilling and increased residential densities will be encouraged. Similarly, there will be new locations for industrial and commercial activity. Under the benchmark, growth and development would follow previous patterns. Design of the new storm water collection system will take these land use changes into account.

PROJECT COSTS

The 1997 Stormwater Management Plan identified system deficiencies and quantified project costs. Formation of the 2008 Stormwater Utility further refined the cost estimates. Revenues produced by the Utility, coupled with a series of small management grants through the Department of Ecology have funded portions of the recommendations of the 1997 Plan. These include:

1. Development of a public education component to make people aware of how their actions affect water quality and to allow the public to participate in the planning process;
2. Participation in the Ecology program to determine Total Daily Maximum Loadings (TMDL) for the Skagit River and tributaries within the MS4. This process will eventually result in specific water quality limitations and allow for design of measures beyond existing permit requirements to address them if required;
3. Development of the stormwater utility, providing ongoing revenue for management and maintenance operations;
4. Updated Sedro-Woolley Municipal Code Chapter 13.36 Stormwater Management and Chapter 13.40 Stormwater Maintenance to comply with the NPDES Phase II Permit.
5. Developed Geographic Information System (GIS) mapping of the existing city stormwater system and private systems discharging to the city system.
 5. Developed of file systems and procedures for stormwater management and maintenance activities, including public and private systems.
 6. Enhanced the existing Stormwater Maintenance program utilizing the Public Works Operations Department staff to inspect and clean catch basins, pipelines, culverts

and ditches and to maintain detention/treatment systems and pump stations, along with regular street sweeping. Purchased new Vactor truck (2009) and Street Sweeper (2013) to support maintenance operations.

7. Developed a stormwater vactor waste disposal system for treatment and disposal of vactor waste from catch basins, and upgraded the existing street sweeping handling and disposal according to state requirements.

The city contracts with the Skagit Conservation District (SCD) to participate in a Skagit County-wide effort to provide public education and encouragement to meet NPDES Permit requirements. This program has proven successful, and the city plans to continue with this arrangement for the immediate future. The city also maintains a dedicated Storm- water website, containing reports to Ecology, SCD Annual Reports, information on programs available and links to other resources. Regular training of responsible personnel are performed to ensure that staff is aware of the requirements of the Permit and to support the efforts of the city to enhance water quality.

While significant progress has been made since 2008, challenges remain. These are as follows:

1. Meeting increasing Permit requirements such as implementation of Low Impact Development requirements for public and private facility construction, implementation of the new Source Control program, and implementing projects identified in the SMAP.
2. Funding identified system deficiencies as identified in the 1997 Plan, and additional deficiencies identified since that time.

Deficiency Projects

The 1997 Plan identified two major projects and 14 minor projects for construction to address system deficiencies. The major projects were: 1) construction of a Regional Detention System on Cook Road near Brickyard Creek for regional stormwater detention and treatment, estimated at \$4.3 million, and 2) upgrade of the Fruitdale Road Conveyance System, SR20 to Skagit River, estimated at \$1 million. The Cook Road system is likely to have been superseded by subsequent development in the vicinity, and will need to be reassessed in the plan update. The Fruitdale pipeline is in Skagit County, and mostly serves UGA areas not likely to be annexed due to prior development issues. The minor projects identified in the 1997 Plan total \$380,000, and will be assessed on a case-by-case basis in the Plan update.

The 2008 Stormwater Utility formation effort identified the additional need for a Regional Treatment Facility to serve the urban area south of SR20, to be located near Riverfront Park at an estimated cost of \$2.6 million. The city purchased property west of River Road and Riverfront Park for this purpose. The need for this facility will be driven by water quality determinations resulting from the TMDL study noted earlier in this section, to be completed after 2018. As a result, this facility will not be needed for at least five years.

The 2013 SR20 Stormwater Conveyance System study completed in conjunction with the SR20/Cook Road Realignment and Extension Project identified \$700,000 in improvements to the piping system between the Brickyard Creek outfall and SR9 South, and within Brickyard Creek itself between the outfall and the Holtcamp Road crossing that will need to be addressed within the next 5 years due to permitting requirements related to the SR20/Cook Road project. The January 5, 2015, 25-year storm event corroborated the need for these upgrades. Approximately 1,910 lineal feet of the system from Hodgkin Road to SR9 South is planned for upgrade in 2016 as part of the SR20/Cascade Trail West Extension Project Phases 1A and 1B. This will leave 984 lineal feet of the SR20 system west of Hodgkin Road for future upgrade, at a cost of \$300,000.

UPDATE: In 2017 2,170 LF of the storm system was upgraded with larger diameter pipe and new structures at a cost of \$855,000 (PH 1A & 1B). In 2020, as part of the SR20 widening project, the last 250

LF to the outfall point at Brickyard Creek was piped and a check valve installed to prevent fish from getting into the storm system from the creek. Cost for this last phase was \$85,000.

GOALS AND OBJECTIVES

Goal ST1.0: Update the 1997 Stormwater Management Plan.

Policy ST1.1: Pursue a grant and loan applications to secure funding for the plan update.

Policy ST1.2: Require new developments to mitigate their site water run-offs into the city right-of-way.

Policy ST1.3: Eliminate point and non-point source pollution into the local drainage channels to include the Skagit River and Brickyard Creek.

Goal ST2.0: Annual reassessment of Utility revenue.

Policy ST2.1: Assure that NPDES Permit requirements are met, reassess Utility revenue on an annual basis and adjust as needed.

Goal ST3.0: To assure that capital improvements necessary to carry out the Stormwater Management Plan are provided when they are needed.

Policy ST3.1: Develop funding to support or enhance the storm water utility for Sedro-Woolley to generate funding for the city capital improvement projects.

Policy ST3.2: Maintain a safe and efficient public storm water collection and treatment system.

Policy ST3.4: Require all new development to conform with the city storm water comprehensive plan.

Goal ST4.0: To manage land use changes and develops city facilities and services in a manner that directs and controls land use patterns and intensities.

Policy ST4.1: Establish the storm water system as an “urban service” requiring concurrency under the Growth Management Act.

Policy ST4.2: The city will use level of service to determine the impact of a new development on the existing storm facilities.

Goal ST5.0: Fund and construct remaining SR20 Conveyance System Improvements.

Policy ST5.1: Identify funding to design and build this \$300,000 project.

Policy ST5.2: Partner with Skagit County for use of Sedro-Woolley Sub-Flood Funds for Brickyard Creek portions of the project.

Policy ST5.3: Construct project by 2020.

GOALS AND POLICIES

Goal ST1.0: Protect and enhance the City’s financial health and stability while maintaining appropriate and essential public services in a cost-effective manner.

Policy ST 1.1: Charge fair rates for connections with the stormwater system and periodically reevaluate rates based on stormwater needs.

Policy ST 1.2: Manage Storm Utility funds responsibly and in compliance with applicable State and Local laws.

Policy ST1.3: Incorporate the *Stormwater Management Plan* into the City's 2025-2045 *Comprehensive Plan*.

Policy ST1.4: Acquire easements through private property for operation and maintenance of critical stormwater infrastructure.

Goal ST2.0: Protect the environment and enhance the city's high quality of life, including air and water quality, and the availability of water.

Policy ST2.1: Preserve existing native vegetation and maintain natural drainage flowpaths where possible.

Policy ST2.2: Encourage water quality, fish passage and fish habitat protection for all new projects.

Policy ST2.3: Comply with the Washington State Department of Ecology Western Washington Phase II Municipal Stormwater National Pollutant Discharge Elimination (NPDES) Permit including but not limited to stormwater planning, education, and maintenance.

Policy ST2.4: Encourage new stormwater infrastructure designs to account for climate change.

Policy ST2.5: Require developers to control runoff on-site or otherwise, make off-site, downstream storm drainage improvements when required to service a proposed new development.

Goal ST3.0: Review, prioritize, and implement capital infrastructure projects to include retrofitting areas of concern.

Policy ST3.1: Develop funding to support or enhance the storm water utility for Sedro-Woolley to generate funding for the City' stormwater related capital improvement projects.

Policy ST 3.2: Monitor the implementation of capital improvement projects according to the schedule and budget.

Policy ST3.3: Maintain a Storm Utility which shall be responsible for maintenance and operation of the public storm drainage system.

Policy ST3.4: Repair and/or Replace damaged stormwater infrastructure.

Goal ST4.0: Reduce pollutants entering nearby waterbodies.

Policy ST4.1: Encourage treatment or pretreatment of stormwater flows where feasible.

Policy ST4.2: Encourage infiltration of stormwater where feasible.

Policy ST4.3: Encourage erosion control measures for construction and operation of drainage facilities.

Goal ST5.0: Encourage local involvement in protecting stormwater quality.

Policy ST5.1: Hold a public meeting on the annual *Stormwater Management Plan* (SWMP) and document public involvement.

Policy ST5.2: Hold a public meeting on the update of the *Stormwater Management Action Plan* (SMAP).

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and document public involvement.

Goal ST6.0: Increase public awareness of pollutant spill prevention/proper cleanup.

Policy ST6.1: Implement a stormwater behavior change campaign.

Policy ST6.2: Promote stormwater stewardship opportunities.

7.28

SOLID WASTE MANAGEMENT

EXISTING FACILITIES, NEED AND DEMAND

The city of Sedro-Woolley provides curbside solid waste disposal and recycling services within the Sedro-Woolley city limits. Solid waste materials which are picked up are taken to a county-wide drop spot for disposal. Recycled materials are currently handled by Waste Management, Inc.

In 20242014, there were approximately ~~4,051~~four thousand twenty-three (4,023) residential and commercial customers, ~~3,922~~curbside recycling customers, and 1,754 food & yard waste customers. ~~An additional 159 residential and commercial customers are being added in February 2015, for a revised total of 4,182.~~ Service is provided by a crew of ~~five~~solid waste drivers and a division supervisor operating ~~nine~~four workers with capital facilities of ~~three~~trucks (~~three~~front load trucks, ~~four~~side load trucks, and ~~two~~solid waste trucks and one ~~two~~roll-off transfer vehicle~~s~~). It is estimated by the year 2035, a crew of ~~five~~workers will be needed and capital facilities of ~~four~~trucks.

The Solid Waste Utility contributes to the Trucks are replaced under the city's Equipment Repair and Replacement (ERR) Fund ~~for garbage truck replacement. On average, trucks are replaced on a ten year~~on a cycle of every ten years. A new truck was recently ordered for delivery in 2015 at the cost of \$322,000. ~~From 2015-2017, it is anticipated that one additional re-placement truck will be required. The Stormwater Utility funds this portion of the ERR.~~ Solid waste revenue was estimated at \$1,259,500 per year with the balance of the expenditures of the fund allocated for salaries, tipping fees and repair and maintenance of equipment. Solid Waste currently funds their portion of the ERR with deposits of \$115,000 per year, generated from solid waste revenues.

~~Solid Waste performed a pilot program in 2015 to provide every other week pickup of residential solid waste. The program was successful logistically, but found to be unsustainable due to the current rate structure of the utility.~~

~~Solid Waste assumed the curbside recycling program from Waste Management after expiration of their contract in 2015. An additional solid waste vehicle to support this program was purchased for delivery in 2016. An additional full time worker was also added in 2015.~~

~~The department is setting aside funds for construction of a new Solid Waste/Equipment Maintenance Facility. The estimated cost for the facility is~~

~~\$350,000. Timing is dependent on the status of the recycling program assumption, but could be as early as 2017.~~

GOALS AND POLICIES

Policy SW1.1: Maintain a cost-effective and responsive solid waste collection system.

Policy SW1.2: Manage solid waste collection methods to minimize litter and neighborhood disruption and quality of the urban development.

Policy SW1.3: Promote the recycling of solid waste materials through waste reduction and source separation. Develop educational materials on recycling and other waste reduction methods.

Policy SW1.4: Explore alternative service delivery methods to increase efficiency and reduce costs.

7.32

CAPITAL FACILITIES FINANCING

Commented [DK19]: Under review by City. Edits are forthcoming.

The six-year capital facilities plan includes improvements that the comprehensive plan elements indicates are necessary, along with potential funding sources. In order to identify these potential funding sources, it is important to review how capital improvements have been financed in Sedro-Woolley in the past and could be financed in the future. Capital outlays tend to vary a great deal from year to year, depending on need and the ability of the city to secure grants to fund particular projects.

REVENUE SOURCES

This section summarizes the revenue sources available to the city of Sedro-Woolley and highlights those available for capital facilities:

There are two types of revenue sources for capital facilities:

1. Multi-use: taxes, fees, and grants which may be used for virtually any type of capital facility (but which may become restricted if and when adopted for a specific type of capital facility);
2. Single use: taxes, fees, and grants which may be used only for a particular type of capital facility.

These revenue sources are discussed below.

Multi-Use Revenue Property Tax

Property tax levies are most often used by local governments for operating and maintenance costs. They are not commonly used for capital improvements. Under State law, local governments are prohibited from raising the property tax levy more than one percent per year. Property tax received by the city of Sedro-Woolley has by policy, been allocated to pay for costs incurred for parks, cemetery, street, library and general fund expenditures.

Long-Term Bond Indebtedness

There are three basic types of long-term indebtedness uses by municipalities to fund capital improvement projects:

- General Obligation Bonds - General Obligation Bonds are backed by the value of the property within the jurisdiction (at its full faith and credit)
- Revenue Bonds - Revenue bonds are backed by the revenue received from the project that the bonds help to fund. Such bonds are commonly used to fund utility improvements. A portion of the utility charge is set aside to payoff the bonds.
- Special Assessment Bonds - (Local Improvement Districts, Road Improvement Districts, and Local Improvement Districts) - Special assessment bonds, repaid by assessments against the property benefited by the improvements, are used to finance projects within a specific geographic area, as opposed to those that will serve the entire jurisdiction.

General Obligation Bonds and Lease-Purchase (Property Tax Excess Levy)

General Obligation Bonds are those which offer the greatest variety of uses. There are two types of General Obligation (GO) bonds: voter-approved and councilmanic. Voter-approved bonds increase the property tax rate, with increased revenues dedicated to paying principal and interest on the bonds. Local governments are authorized in "excess levies" to repay voter-approved bonds. Excess levies are increased

in the regular property tax levy above statutory limits. Approval requires a sixty (60) percent majority vote in favor and a turn-out of at least forty (40) percent of the voters from the preceding general election. Councilmanic bonds are authorized by a jurisdiction's legislative body without the need for voter approval. Principal and interest payments for councilmanic bonds comes from general government revenues, without a corresponding increase in property taxes. Therefore, this method of bond approval does not utilize a dedicated funding source for repaying the bondholders. Lease-purchase arrangements are also authorized by vote of the legislative body and do not require voter approval.

The amount of local government debt allowable for GO bonds is restricted by law to 7.5 percent of the taxable value of the property within the city limits. This may be divided as follows:

General Purpose Bonds	2.5 percent
Utility Bonds	2.5 percent
Open Space and Park Facilities	2.5 percent

Of the 2.5 percent for General Purpose Bonds, the city may issue up to 0.75 percent in the form of councilmanic bond. State law allows cities an additional separate debt capacity of 0.75 percent of taxable value of property for non-voted lease obligations.

Depending on the amount in-term of the bonds or lease-purchase arrangements, the impact on the individual taxpayer can vary widely.

Real Estate Excise Tax

RCW 82.46 authorizes local governments to collect a real estate excise tax levy of 0.25 percent of the purchase price of real estate within the city limits. The Growth Management Act authorizes collection of another 0.25 percent. Both the first and second 0.25 percents are required to be used for financing capital facilities in local governments' capital facilities plans.

The first and second 1.25 may be used for the following capital facilities:

- a) The planning, acquisition, construction, re- construction, repair, replacement, rehabilitation, or improvements of streets, roads, high- ways, sidewalks, streets and road lighting systems, traffic signals, bridges, domestic water systems, and storm and sanitary sewer systems; or
- b) The planning, construction, repair, rehabilitate, or improvement of parks and recreation- al facilities.

In addition, the first 0.25 percent may be used for the following:

- a) The acquisition of parks and recreational facilities;
- b) The planning, acquisition, construction, repair, replacement, rehabilitation, or improvement of law enforcement facilities, protection of facilities, trails, libraries, administrative and judicial facilities, river and/or floodway/flood control projects, and housing projects subject to certain limitations.

The city of Sedro-Woolley has enacted the first 0.25 percent real estate excise tax which is allocated to a cumulative reserve capital expense fund.

Business and Occupation Tax

RCW 35.11 authorizes cities to collect this tax on the gross or net income of businesses, not to exceed a rate of 0.2 percent. Revenue may be used for capital facilities acquisition, construction, maintenance, and operations. Voter approval is required to initiate the tax or increase the tax rate. The city has utilized this revenue source.

Local Option Sales Tax

Local governments may collect a tax on retail sales of up to 1.1 percent, of which 0.1 percent may be used only for criminal justice purposes (public transportation-benefit authorities may levy up to 0.6 percent). Voter approval is required. Sedro-Woolley has enacted a sales tax, of which eighty (80) percent goes to the city and the remainder goes to the county.

Utility Tax

RCW 35A.52 authorizes cities to collect a tax on gross receipts of electrical, gas, garbage, telephone, cable television, water, sanitary sewer, and storm water management providers. State law limits the utility tax to six percent of the total receipts for cable television, electricity, gas, steam, and telephone, unless a majority of the voters approved a higher rate. There are no restrictions on the tax rates for sewer, water, solid waste, and stormwater. Revenue can be used for capital facilities acquisition, construction and maintenance. In Sedro-Woolley, a tax is collected on cable television, natural gas, telephone and electricity. No utility tax is collected on sanitation, sewer and water.

Community Development Block Grants

Approximately \$8.5 million in Community Development Block Grant (CDBG) funding is available annually state-wide through the federal Department of Housing and Urban Development for public facilities, economic development, and housing projects which benefit low-and-moderate income households. Funds may not be used for maintenance and operations. Because the amount of CDBG funding varies substantially from year to year, it is not possible to reliably forecast revenue from these grant sources.

Community Economic Revitalization Board Grant (CERE)

The State Department of Trade and Economic Development provides low-interest loans, and occasionally grants, to finance sewer, water, access roads, bridges, and other facilities for specific private sector development. Funding is available only for projects which support specific private developments or expansion which promotes the trading of goods and services outside the state. The average requirement is to create one job per three thousand dollars (\$3,000.00) of CERE financing. The city has not utilized this funding source. It is not possible to forecast revenues from CERE loans or grants.

Public Works Trust Fund Grants (PWTF)

The State Department of Community Development provides low-interest loans for capital facilities planning, emergency planning, and construction of bridges, roads, domestic water, sanitary sewer, and storm sewer. Applicants must have a capital facilities plan in place and must be levying the original 0.25 percent real estate sales tax (see previous real estate excise tax discussion). Construction and emergency planning projects must be for reconstruction of existing capital facilities only. Capital improvements planning projects are limited to planning for streets and utilities. Loans for construction projects require a local match generated only from local revenues or state-shared entitlement (gas tax) revenues. The required local match is ten (10) percent of a three percent loan, twenty (20) percent for a two percent loan, and thirty (30) percent for a one percent loan. Emergency planning loans are at a five percent interest rate. If state or federal disaster funds are received, they must be applied to the loan for the life of the project (twenty (20) years). Capital improvement planning loans are at least 0 percent interest, but require a twenty-five (25) percent local match. The city has applied for these funds for a sewer system design study and was awarded a loan. Future PWTF funding cannot be reliably forecasted.

Farmer Home Administration Community Facilities Program

Farmers Home Administration provides loans to develop community facilities for public use in rural areas and towns of not more than twenty thousand (20,000) people. Facilities eligible for loan assistance include fire stations, police stations, community buildings, libraries, and utilities. It is not possible to forecast revenues from this program.

Single-Purpose Revenue Sources

Cultural Arts, Stadium/Convention Facilities Special Purpose Districts

RCW 67.38.130 authorizes cultural arts, stadiums/convention special purpose districts with independent taxing authority to finance capital facilities. The District requires a majority voter approval for formation, and has a funding limit of 0.25 cents per one thousand dollars (\$1,000.00) of assessed valuation. Typically, such a special-purpose district would serve a larger geographical area than the single city. Revenue would be based on the tax base of the area within the special service district.

Police, Fire Protection and Emergency Medical Services

EMS Levy

The state authorizes a fifty cents (\$0.50) per one thousand dollars (\$1,000.00) AV property tax levy which may be enacted by fire and hospital districts, cities and towns, and counties. This levy is voluntary in cities and fire districts. Skagit County has enacted an EMS levy.

Fire Districts

Fire District #8 surrounds the city of Sedro-Woolley from which a fire district tax levy is collected. This revenue is used for operating and maintenance costs. Sedro-Woolley has entered into an interlocal agreement with District 8. Sedro-Woolley annually updates the amount it charges to District 8 for services rendered under the interlocal agreement.

Fire Impact Fees

RCW 82.02.050-090 authorizes a charge (impact fee) to be paid by new development for its "fair share" of the cost of fire protection and emergency medical facilities required to serve the development. Impact fees must be used for capital facilities necessitated by growth, and not to correct existing deficiencies in levels of service. Impact fees cannot be used for operating expenses. Sedro-Woolley collects impact fees on all new development. These fees will supersede any fees collected under SEPA.

A fire impact fee for the city of Sedro-Woolley can be generated by multiplying the current level of service by the cost of the capital facilities to determine the cost per capita, then multiplying that figure by the number of persons per dwelling unit to determine the cost per dwelling unit. Commercial fire impact fees are calculated with a formula using Equivalent Residential Units (ERUs) based on square footage.

Police Impact Fees

State law authorizes a charge (impact fee) to be paid by new development for its "fair share" of the cost of police facilities required to serve the development. Impact fees must be used for capital facilities necessitated by growth, and not to correct existing deficiencies in levels of service. Impact fees cannot be used for operating expenses. Sedro-Woolley has collected voluntary police impact fees for projects undergoing SEPA review. Police impact fees cannot be collected under GMA, so following adoption of the comprehensive plan, Sedro-Woolley will continue to collect voluntary police impact fees on all new development only if a SEPA review is required.

The primary costs associated with providing police protection to new projects are those costs required to provide protection for the two year period from the start of the construction until tax revenues from the improved project reach the General Fund.

To calculate the impact of new development on police protection, the city has determined that in 1990, each call for police service costs the city an average of one hundred eighteen dollars (\$118.00). It also determined that each residential unit generated an average of .86 calls for service and commercial development generated calls for police service at an average rate of .002 calls per square foot of commercial space. Therefore the costs of providing police service to new development during the two-year lag-time between application filing and tax revenues for the improved project reaching the Sedro-Woolley General Fund is calculated by multiplying the number of residential units times .86 times one hundred eighteen dollars (\$118.00) times two years two hundred two dollars ninety-six cents (\$202.96) for residential development and by multiplying the square footage times .002 times one hundred eighteen dollars (\$118.00) times two years (\$0.472 times square footage) for commercial development.

Parks and Recreation

Open Space and Park Facility General Obligation Bonds

See General Obligation Bonds (under Multi-Use Revenue, above) for general discussion of the purpose, requirements, and decision basis for GO bonds. The total amount of local government debt which may be committed to open space and park facilities is 2.5 percent. Sedro-Woolley currently does not have any open space and park facility general obligation debt.

Park Districts

State law authorizes metropolitan parks districts and park and recreation districts, each with independent taxing authority.

Parks and Recreation Service Areas (PRSA)

RCW 36.68.400 authorizes parks and recreation service areas as junior taxing districts for the purpose of financing the acquisition, construction, improvement, maintenance, or operation of any park, senior citizen activity center, zoo, aquarium or recreational facility. The maximum levy limit is 0.15, or 0.15 per one thousand dollars (\$1,000.00) AV. A PRSA can generate revenue from either the regular or excess property tax levies and through general obligation bonds, subject to voter approval. Revenue may be used for capital facilities maintenance and operations. Voters approve formation of a PRSA, and subsequently approve an excess levy for the purpose of constructing facilities.

User Fees and Program Fees

These fees are charged for using park facilities (such as field reservation fees) or participating in recreational programs (such as arts and crafts registration fees).

Park Impact Fees

RCW 82.02.050-090 authorizes local government to enact impact fees to be paid by new development for its "fair share" of system improvements costs of parks and recreation facilities necessary to serve the development. Impact fees must be used for capital facilities necessitated by growth, and not to correct existing deficiencies in levels of service. Impact fees cannot be used for operating expenses. Sedro-Woolley currently utilizes a park impact (mitigation) program. A complete description of that program and the specific fees is in the Parks and Recreation Element of the Comprehensive Plan.

State Parks and Recreation Commission Grants These grants are for parks, capital facilities acquisition, and construction, and require a fifty (50) percent local match. Sedro-Woolley currently has no state parks and recreational commission grants. It is not possible to reliably forecast the amount of revenue the city would receive over twenty (20) years from this source.

Aquatic Land Enhancement Access

This grant program is administered by the Department of Natural Resources. ALEA funds are limited to water dependent public access/recreation projects or on-site interpretive projects. Twenty-five (25) percent

local match is required. It is not possible to forecast revenues from ALEA grants. The city may apply for grants for future improvements or additions to Riverfront Park.

Outdoor Recreation Grant-in-Aid Funding

The Interagency Committee for Outdoor Recreation (IAC) provides grant-in-aid funding for the acquisition, development and renovation of outdoor recreation facilities. Park and boating program grants require a fifty (50) percent match. It is not possible to forecast revenues from IAC grants-in-aid funding sources.

Roads, Bridges, and Mass Transit Motor Vehicle Excise Tax

RCW 82.36 authorizes this tax, which is administered by the State Department of Licensing and paid by gasoline distributors. Cities and counties receive 11.53 percent, respectively, of motor vehicle fuel tax receipts. Revenues must be spent for “highway purposes” including the construction, maintenance, and operation of city streets, county roads, and highways.

Local Option Fuel Tax

RCW 82.80 authorizes this county-wide local option tax to ten (10 percent of the state-wide motor vehicle fuel tax and a special fuel tax of 2.3 cents per gallon. Revenues are distributed back to the county and its cities on a per capita basis (1.5 for population in unincorporated areas and 1.0 for population in incorporated areas). Revenues must be spent for “highway purposes.”

Commercial Parking Tax

RCW 82.80 authorizes a tax for commercial parking businesses, but does not set rates. Revenues must be spent for “general transportation purposes” including highway purposes, public transportation, high-capacity transportation, transportation planning and design, and other transportation-related activities. Sedro-Woolley does not have a commercial parking tax at this time, nor are any commercial parking businesses anticipated in Sedro-Woolley in the foreseeable future.

Transportation Benefit District

RCW 35.21.225 authorizes cities to create transportation districts with independent taxing authority for the purposes of acquiring, constructing, improving, providing, and funding any city street, county road, or state highway improvement within the district. Special district’s tax base is used to finance capital facilities. The district may generate revenue through property tax excess levies, general obligation bonds (including councilmanic bonds), local improvement districts, and development fees (see related discussions for background on each of these). Voter approval is required for bonds and excess property tax levies. Council approval is required for councilmanic bonds, special assessments, and development fees.

Transportation improvements funded with district revenues must be consistent with state, regional and local transportation plans; necessitated by existing or reasonable foreseeable congestion levels attributable to economic growth; and partially funded by local government or private developer contributions, or a combination of such contributions. To date, no jurisdiction in the state has formed a transportation benefit district. A transportation benefit district would address specific transportation projects reducing congestion caused by economic development. The City initiated a Transportation Benefit District in 2014.

Road Impact Fees

RCW 82.02.050-090 authorizes cities and counties to exact road impact fees from new development for its “fair share” of the system improvement costs of roads necessary to serve the development. Impact fees must be used for capital facilities necessitated by growth and not to correct existing deficiencies in current level of service. Impact fees cannot be used for operating expenses. Under the GMA, the city of Sedro-Woolley adopted road impact fees per residential unit with a credited commercial rate.

Local Option Vehicle License Fee

RCW 82.80 authorizes a county-wide local option fee of up to fifteen dollars (\$15.00) maximum annually

per vehicle registered in the county, subject to the January 1, 2000 “sunset.” Revenues are distributed back to the county and cities within the county levying the tax on a weighed per capita basis (1.5 for the population in unincorporated areas and 1.0 for population in incorporated areas). Revenues must be spent for “general transportation purposes.” This fee is currently being used in Skagit County. Sedro-Woolley’s receives an allocation of this fee.

Street Utility Charge

RCW 35.95.040 authorizes cities to charge for city street utilities to maintain, operate, and preserve city streets. Facilities which may be included in a street utility include street lighting, traffic control devices, sidewalks, curbs, gutters, parking facilities, and drainage facilities. Businesses and households may be charged a fee of up to fifty (50) percent of the actual cost of construction, maintenance, and operations, while cities provide the remaining fifty (50) percent. The fee charged to businesses is based on the number of employees and may not exceed two dollars (\$2.00) per full-time employee per month. Owners or occupants of residential properties are charged a fee per household which may not exceed two dollars (\$2.00) per month. The city does not currently have a street utility.

National Highway Systems Grants

The Washington State Department of Transportation (WSDOT) awards grants for construction and improvement of the National Highway System (NHS). In order to be eligible, projects must be a component of the NHS and be on the regional Transportation Improvement Program (TIP). It is to include all interstate routes, a large percentage of urban and rural principal arterials, defense strategic highway networks, and strategic highway connectors. Funds are available on a 86.5 percent federal, 13.5 percent local match based on the highest ranking projects from the regional TIP list. Sedro-Woolley does currently have eligible projects. It is not possible to forecast how much, if any, revenue the city would receive from this source.

Surface Transportation Program (STP) Grants Puget Sound Regional Council provides grants for road construction, transit, capital projects, bridge projects, transportation planning, and research and development. Projects must be on the regional TIP list and must be for roads with higher functional classifications than local or rural minor collectors. Funds are available on a 86.5 percent federal/13.5 percent local match based on highest ranking projects from the regional TIP list. Awarded values are based on eligible projects in the city’s six-year Transportation Improvement Program. Actual revenue will be less if the city does not receive grants for all projects for which funding is sought.

Federal Aid Bridge Replacement Program Grants

WSDOT provides grants on a state-wide priority basis for the replacement of structural deficient or functionally obsolete bridges. Funding is awarded on eighty (80) percent federal/twenty (20) percent local match.

Federal Aid Emergency Relief Grants

WSDOT provides funding for restoration of roads and bridges on the federal aid system which are damaged by natural disasters or catastrophic failures. Funds are available on an eighty-three (83) percent federal/seventeen (17) percent local matching basis. Sedro-Woolley does not qualify for natural disaster relief at this time. Because emergencies cannot be predicted, it is not possible to forecast revenues from this source.

Urban Arterial Trust Account Grants (UATA) The Washington State Transportation Improvement Board (TIB) provides funding for projects to alleviate and prevent traffic congestion. In order to be eligible, roads should be structurally deficient, congested by traffic, and have geometric deficiencies, or a high incidence of accidents. Funds are awarded on an eighty (80) percent federal/twenty (20) percent local matching basis.

Transportation Improvement Account Grants (TIA)

The State TIB provides funding for projects to alleviate and prevent traffic congestion caused by economic development or growth. Eligible projects should be multi-agency, multi-modal, congestion and economic development-related, and partially funded locally. Funds are available on an eighty (80) percent federal/twenty (20) percent local matching basis.

Sanitary Sewer ~~Sewer~~ District

No sewer districts presently serve the planning area.

User Fees

The state authorizes cities, counties, and special purpose utility districts to collect fees from wastewater generators. Fees may be based on the amount of potable water consumed, or may be flat fees. Revenues may be used for capital facilities or operating and maintenance costs. Three million two hundred-twenty-five thousand dollars (\$3,225,000.00) was budgeted in Sedro-Woolley in 2015 from this source, all of which is for operating and maintenance costs.

System Development Charges/Connection Fees The state authorizes a fee to connect to a sanitary sewer system based on capital costs of serving the new connection. For 2015, sixty-six thousand eight hundred fifty dollars (\$66,850.00) was budgeted from this revenue source in Sedro-Woolley, all of which is to be expended on improvements in the city's wastewater treatment system.

Centennial Clean Water Fund

The Department of Ecology (DOE) issues grants and loans for the design, acquisition, construction, and improvement of water pollution control facilities and related activities to meet state and federal requirements to protect water quality. State grants and loans are available based on a twenty-five (25) percent to fifty (50) percent local matching share range. Future funding cannot be reliably forecast.

State Revolving Fund Loans

DOE administers low-interest guarantees for water pollution control projects. Applicants must demonstrate water quality need, have a facility plan for water quality treatment, show ability to repay a loan through a dedicated source of funding, and conform to other state and federal requirements. Fund must be used for construction of water pollution control facilities (wastewater treatment plants, stormwater treatment facilities, etc.). Revenues from this source are not forecast.

Solid Waste

Department of Ecology Grants

The state awards grants to local government for a variety of programs related to solid waste, including a remedial action grant to assist with local hazardous waste sites, moderate risk/hazardous waste implementation grants, and waste composting grants. It is not possible to forecast revenue from this source.

Flood Control

Flood Control Special Purpose Districts

RCW 86.15.160 authorizes flood control special purpose districts with independent taxing authority (up to a fifty cents (\$0.50) cents property tax levy limit without voter approval) to finance flood control capital facilities. In addition, the district can, with voter approval, use an excess levy to pay for general obligation debt. Sedro-Woolley does not have a flood control special purpose district.

CAPITAL FACILITIES PROJECTS AND FUNDING SOURCES

Commented [DK20]: Table under review by City staff. Edits are forthcoming.

Category/ Projects	Sanitary Sewer Capital Projects	School District Capital Projects	Fire Department Capital Projects	Police Department Capital Projects	Storm Water Capital Projects	Solid Waste Capital Projects	Parks Department Capital Projects
Property tax revenue	X		X	X	X	X	X
Sales tax	X		X	X	X	X	X
Motor vehicle excise tax			X	X			
Real estate excise tax revenue	X				X		X
User fees	X				X	X	X
Utility taxes and fees	X				X	X	
School/city bonds & levies	X	X	X	X	X	X	X
State and federal loans and grants	X			X	X	X	X
State matching funds (school)		X					
LID & ULID assessments	X				X		
Connection fees	X						
Impact fee revenue		X	X	X	X	X	X
Interest income	X		X	X	X	X	X
Transfers from city sources	X		X	X	X	X	X
Donations			X				X

Stormwater Management

Storm Drain Utility Fee

The state authorizes cities and counties to charge a fee to support storm drain capital improvements. This fee is usually a flat rate per residential equivalency. Residential equivalencies are based on average amounts of impervious surface. Commercial property is commonly assessed a rate based on a fixed number of residential equivalencies. Sedro- Woolley has a stormwater utility. Residential is billed per unit. Non-residential is billed per 10,000 square feet of land. For 2015, \$365,000 was budgeted from this source for improvements to the city's ~~stormwater~~ infrastructure.

Storm Drainage Payment in Lieu of Assessment In accordance with state law, the city could authorize storm drainage charges in lieu of assessments. The city does not currently collect a storm drainage facility charge per acre upon issuance of a building permit. Revenues from this charge could be deposited in a special storm drainage reserve fund. Revenues from this fund could be used for capital improvements.

PROJECTS AND FUNDING SOURCES

The preceding table identifies the source of funds that will pay for the capital facilities (sanitary sewer, schools, fire, police, storm water, and solid waste) improvement projects. A table outlining road projects and funding sources is located in the transportation element of this plan.

7.36

CAPITAL FACILITIES GOALS AND POLICIES

Goal CF1: Develop City facilities and services in a manner that directs and controls land use patterns and intensities consistent with the Land Use Element.

Policy CF1.1: The city of Sedro-Woolley shall allow only “concurrent development” to occur within the urban growth area. Proposed developments shall complete a concurrency review provided by the city planning department.

Policy CF1.2: “Concurrent Development” shall be defined as development the city of Sedro-Woolley is capable of providing within six years of the date of development approval. If capital facilities necessary to meet the concurrency requirement are not provided in the six-year capital facilities plan, the developer shall provide the facilities at his/her own expense to meet the concurrency requirement.

Policy CF1.3: Ensure that future development bears a fair share of capital improvement costs necessitated by the development. The city shall reserve the right to collect mitigation impact fees from new development in order to achieve and maintain adopted level of service standards. The city will be responsible for its fair share of capital improvement costs for existing deficiencies.

Policy CF1.4: Ensure that city planning and development regulations identify and allow for the siting of “essential public facilities,” as described in the Growth Management Act. Work cooperatively with Skagit County and neighboring jurisdictions in the siting of public facilities of regional importance.

Goal CF2: To finance the city’s needed capital facilities in as economic, efficient, and equitable a manner as possible.

Policy CF2.1: Update the six-year capital facilities plan annually prior to the city budget process. All city departments shall review changes to the CFP and participate in the annual review.

Policy CF2.2: The burden for financing capital improvements should be borne by the primary beneficiaries of new facilities.

Policy CF2.3: General city revenues should only be used for projects that provide a general benefit to the entire community.

Policy CF2.4: Work with citizens at a neighborhood level to establish local improvement districts (LIDs), wherein residents assess themselves to improve neighborhood facilities.

Policy CF2.5: Long-term borrowing for capital facilities is an appropriate method to finance large facilities which benefit multiple generations.

Policy CF2.6: Pursue funding from state and federal agencies as described in the six-year capital facilities plan.

[Policy CF 2.7 Maximize use of grants and other external resources to help increase the capacity of capital facilities to support the land use plan.](#)

Policy CF2.8: Fulfillment of development concurrency requirements shall not be based upon potential city income from state and federal agencies. Concurrency can only be met by existing financial capacity and awarded government funding.

Policy CF2.9: Wherever possible, self-supporting bonds will be used instead of tax-supported general obligation bonds.

Goal CF3: To assure that capital improvements necessary to carry out the comprehensive plan are

provided when they are needed.

Policy CF3.1: Provide capital improvements to correct existing deficiencies, to replace worn out or obsolete facilities and to accommodate desired future growth, according to the Six-Year Financing Plan contained in this element.

Policy CF3.2: Implement the requirements of the city's National Pollution Discharge Elimination System (NPDES) Stormwater Permit to make low- impact-development (LID) principals and LID BMPs the preferred and commonly used approach to site development to minimize impervious surfaces, native vegetation loss, and stormwater runoff, where feasible.

Sewer/Sanitary Policies

Policy SS 1.1: Maintain a safe, efficient, and cost-effective sewage collection and treatment system.

Policy SS 1.2: Require all new subdivisions to connect to City sewer.

Policy SS 1.3: Existing septic systems shall be replaced with City sewer when it is available. The City shall seek sources of financial aid to assist low-income residents with this cost.

Policy SS 1.4: Monitor groundwater quality in areas of septic service on a timely basis.

Policy SS 1.5: Update the Sewer System Plan every 10 years on a rotating schedule with other capital facilities plans.

Policy SS 1.6: Eliminate any point or non-point pollution sources associated with sewage transport and disposal.

Policy SS 1.7: Monitor infiltration and inflow through routine television inspection. Conduct improvements to limit and reduce current infiltration and inflow.

Policy SS 1.8: The following service guidelines should be used to determine the impacts of new development upon existing public facilities.

- Pipelines – provide for no more than 80% capacity of peak flow sewer.
- Pump Stations – Provide for no more than 80% capacity of peak pumping rate.
- Wastewater Treatment Facility (Liquid Stream) – Provide for no more than 80% hydraulic loading or organic loading (whichever is limiting).
- Wastewater Treatment Facility (Solid Stream) – Provide for no more than 80% hydraulic loading or solids loading (whichever is limiting).
- Septic Tanks – It is the policy for septic systems to necessitate no more than 1 acre to support a single equivalent residential unit.

Policy SS 1.9: Provide capital improvements to correct existing deficiencies, to replace worn out or obsolete facilities, and to accommodate desired future growth.

Policy SS 1.10: Coordinate land use and public works planning activities with an ongoing program of long-range financial planning, to conserve fiscal resources available to implement the capital facilities plan.

~~Policy CF3.3 Maintain a safe, efficient and cost-effective sewage collection and treatment system.~~

~~Policy CF3.4 Require all new subdivisions to connect to City sewer.~~

~~Policy CF3.5 Existing septic systems shall be re-placed with city sewer when it is available. The city shall seek sources of financial aid to assist low-income residents with this cost.~~

~~Policy CF3.6 Monitor groundwater quality in areas of septic service on a timely basis.~~

~~Policy CF3.7 Update the sewer plan every six years on a rotating schedule with other capital facilities plans.~~

~~Policy CF3.8 Eliminate any point or non-point pollution sources associated with sewage transport and disposal.~~

~~Policy CF3.9 Monitor infiltration and inflow through routine television inspection. Conduct improvements to limit and reduce current infiltration and inflow.~~

~~Policy CF3.10 The following level of service guidelines should be used to determine the impacts of new development upon existing public facilities: [See description of level of service in the text. A facility with a rating equal to or worse than those listed is considered deficient and planning for improvements should commence.]~~

- ~~• Pipelines-Condition Level of Service 2, Capacity Level of Service D~~
- ~~• Pump Stations-Condition Level of Service 2, Capacity Level of Service D~~
- ~~• Wastewater Treatment Facility-Condition Level of Service 3, Capacity Level of Service D.~~
- ~~• Septic Tanks-Condition Level of Service 3~~

Stormwater Policies

Policy ST 1.1: Charge fair rates for connections with the stormwater system and periodically reevaluate rates based on stormwater needs.

Policy ST 1.2: Manage Storm Utility funds responsibly and in compliance with applicable State and Local laws.

Policy ST 1.3: Incorporate the *Stormwater Management Plan* into the City's *2025-2045 Comprehensive Plan*.

Policy ST 1.4: Acquire easements through private property for operation and maintenance of critical stormwater infrastructure.

Policy ST 2.1: Preserve existing native vegetation and maintain natural drainage flowpaths where possible.

Policy ST 2.2: Encourage water quality, fish passage and fish habitat protection for all new projects.

Policy ST 2.3: Comply with the Washington State Department of Ecology Western Washington Phase II Municipal Stormwater National Pollutant Discharge Elimination (NPDES) Permit including but not limited to stormwater planning, education, and maintenance.

Policy ST 2.4: Encourage new stormwater infrastructure designs to account for climate change.

Policy ST 2.5: Require developers to control runoff on-site or otherwise, make off-site, downstream storm drainage improvements when required to service a proposed new development.

Policy ST 3.1: Develop funding to support or enhance the storm water utility for Sedro-Woolley to generate funding for the City' stormwater related capital improvement projects.

Policy ST 3.2: Monitor the implementation of capital improvement projects according to the schedule and budget.

Policy ST 3.3: Maintain a Storm Utility which shall be responsible for maintenance and operation of the public storm drainage system.

Policy ST 3.4: Repair and/or Replace damaged stormwater infrastructure.

Policy ST 4.1: Encourage treatment or pretreatment of stormwater flows where feasible.

Policy ST 4.2: Encourage infiltration of stormwater where feasible.

Policy ST 4.3: Encourage erosion control measures for construction and operation of drainage facilities.

Policy ST 5.1: Hold a public meeting on the annual *Stormwater Management Plan (SWMP)* and document public involvement.

Policy ST 5.2: Hold a public meeting on the update of the *Stormwater Management Action Plan (SMAP)* and document public involvement.

Policy ST 6.1: Implement a stormwater behavior change campaign.

Policy ST 6.2: Promote stormwater stewardship opportunities.

Public Safety Policies

Policy FD 1.1: Maintain safe and effective fire department capital equipment.

Policy FD 1.2: Provide capital facilities and equipment within the Level of Service standards adopted by the city.

Policy FD 1.3: Fire stations will be constructed in a cost-effective manner with maximum consideration for function, reasonable comfort, and optimized energy conservation.

Policy FD 1.4: Adequate support facilities including fire administration, fire maintenance operations, warehousing facilities, self-contained breathing apparatus repair, and fire training will be constructed and maintained to support the effective delivery of services.

Policy FD 1.5: Require all residential and commercial construction outside the level of service standards adopted by the city to install approved automatic sprinkler systems, or other mitigation measures agreed upon by the city.

Policy FD 1.6: Provide a public education program to inform and educate citizens in fire safety issues that will promote prevention of fire and promotion of life safety.

PRELIMINARY D R A F T V: 07.17.2025

Policy FD 2.1: Establish the fire department service delivery system as an “urban service” requiring concurrency under the Growth Management Act.

Policy FD 2.2: The following levels of service guidelines should be used to determine the impacts of new development upon existing facilities:

1. The basic fire flow requirement (as determined by the Insurance Services Organization (ISO) Grading Schedule) is three thousand five hundred (3,500) gallons per minute. In order to provide this fire flow, the department will maintain sufficient first due pumpers whose aggregate pumping capacity meets or exceeds this value and at least fifty (50) percent of this pumping capacity in reserve.
2. All apparatus and equipment shall be properly equipped so as to effectively fulfill its function and in accordance with NFPA, state and federal regulations and guidelines.
3. Adequate support apparatus shall be maintained to allow the department to effectively serve its functional needs.
4. In order to respond in a manner and time consistent with response standards, the department stations and equipment shall be positioned so that First Alarm apparatus consisting of two engines will be positioned within 5.5 miles of primary residential districts and 3.5 miles from commercial districts. It may be necessary to require additional fire protection or mitigation for those buildings and occupancies outside of the response area.
5. Policy PD 1.1: Maintain safe and effective police department capital equipment.
6. Policy PD 1.2: Provide capital facilities and equipment within the level of service standards adopted by the city.
7. Policy PD 1.3: Provide the technology and supporting services to accomplish the Police function.
8. Policy PD 1.4: Provide current and future citizens of the City of Sedro-Woolley a great place to live, work and play.
9. Policy PD 1.5: Provide a public education program to inform and educate citizens in crime prevention issues that will promote prevention of crime and promotion of life safety.
10. Policy PD 2.1: Establish the police department service delivery system as an “urban service” requiring concurrency under the Growth Management Act.

Solid Waste Policies

Policy CF3.10: Maintain a cost-effective and responsive solid waste collection system.

Policy CF3.11: Manage solid waste collection methods to minimize litter and neighborhood disruption and quality of the urban development.

Policy CF3.12: Promote the recycling of solid waste materials through waste reduction and source separation. Develop educational materials on recycling and other waste reduction methods.

Storm and Surface Water Policies

~~Policy CF3.13: Maintain a safe and cost-effective storm and surface water collection system.~~

~~Policy CF3.14: Establish controls to protect surface and groundwater quality. Educate the public on water quality issues.~~

Commented [DK21]: Pending review by City

Commented [DK22]: See policies above.

Policy CF3.15: Design surface water systems to handle peak runoff flows and provide stormwater storage during high flow periods.

Policy CF3.16: Protect physical and biological integrity of wetlands, streams wildlife habitats and other identified sensitive and critical areas.

Policy CF3.17: Maintain water quality within the Skagit River and its tributaries in accordance with the National Pollutant Discharge Elimination System (NPDES) and State regulations.

Policy CF3.18: Carefully control development in areas with steep slopes where surface water runoff can create unstable conditions. Maintain natural vegetation for slope stabilization.

Policy CF3.19: Preserve natural stream environments along the Skagit River and Brickyard Creek. Comply with the Shoreline Management Act (SMA) regulations.

Policy CF3.20: Make low impact development (LID) principals and LID BMPs the preferred and commonly used approach to site development to minimize impervious surfaces, native vegetation loss, and stormwater runoff, where feasible.

Policy CF3.21: Ensure that the quality of water leaving the city is essentially the same quality as water entering the city. Assert influence to ensure neighboring jurisdictions exercise responsibility in promoting good water quality.

Policy CF3.22: Under no circumstances should hazardous wastes be allowed to contaminate the groundwater, surface water or sewer systems of the city of Sedro-Woolley. Dispose of hazardous wastes only in landfills designated for that purpose.

Policy CF3.23: Coordinate basin-wide surface water planning with the Skagit County Surface Water Management Department.

Policy CF3.24: Implement stormwater management actions identified in the SMAP to improve and/or reduce degradation of water quality in receiving waters.

Policy C3.25: Through Source Control program inspections, prevent and reduce pollutants in runoff from existing land uses and activities that discharge to the MS4.

Library Policies

Policy CF3.26: Maintain a safe, efficient and cost effective library system.

Policy CF3.27: Expand and improve services and programs to the library patrons.

Policy CF3.28: Continue efforts to offer materials sharing services with other local and compatible library systems.

Policy CF3.29: Provide meeting space and other facilities necessary for a state-of-the-art library system.

Policy CF3.30: Continue working toward the funding, design and construction of a new library facility that will better meet the needs of a growing population.



City Council Agenda Item

Agenda Item No.: m.3.

Date: July 23, 2025

From: Thomas Glover, Community Development Director, Nicole McGowan, Planner

Subject: Comprehensive Plan - Parks & Recreation Element

RECOMMENDED ACTION:

Review only, no action required/requested.

BACKGROUND/SUMMARY INFORMATION:

The Parks and Recreation Element was last updated in July 2016. It is currently being updated as part of the City's Comprehensive Plan update. Our consulting firm, FACET, has subcontracted with Sieger Consulting to help with a review of the City's existing Parks & Recreation Element, and to provide recommendations for revisions. Attached is a draft of recommended goal and policy updates in accordance with the Growth Management Act (GMA) requirements.

FISCAL IMPACT, IF APPROPRIATE:

None identified at this time.

ATTACHMENTS:

1. Comp Plan Layout_Parks and Recreation Element 2025_0717_PC Comments NM edits



CHAPTER 5

Parks, Recreation and Open Space Element

Introduction

Parks provide more than just a place for the residents of the city to gather, play and relax; parks can instill a sense of pride in the community. They are a part of the identity of the community and contribute to the quality of life of its residents. As the City of Sedro-Woolley grows, so do the demands on our parks and recreation programs. This element is intended to help the city plan for future parks and recreation needs by setting goals and policies, examining the current parks inventory and projecting future parks needs.

The Growth Management Act requires a Parks and Recreation Element that is consistent with the city's Capital Facilities Element (Chapter 7 of the Sedro-Woolley Comprehensive Plan). This element includes an estimate of the demand on the parks system and an evaluation of the facilities and services needed to meet the projected demand on parks services. Also addressed are the regional / intergovernmental parks and recreation services to meet the regional demand.

This element was last updated in 2012 and set goals and planned future parks and recreation needs through 2025. The previous update was based on population projections found in the Skagit County Population & Employment Forecasting & Allocation 2025. In 2016, Skagit County revised population estimates for the county and all the jurisdictions within the county through 2036. Per the County forecast, the population of Sedro-Woolley (and its unincorporated urban growth area) is expected to increase to 17,069 residents by 2036.

As part of this update, the Planning Commission reviewed the current level of parks services and set revised goals for parks

Did you know that the Northern State Recreation Area was formerly a hospital and dairy farm? Its grounds were designed by the Olmsted Brothers, whose father famously designed New York City's Central Park!



Former Chapel of Northern State Hospital, now a conference center. Photo by Joe Mabel.



The 22.5-mile Cascade Trail connects Sedro-Woolley and Concrete. Photo by Robert Ashworth.

services through the 2036 planning horizon. The Planning Commission reviewed the County population projections and the held several public hearings to gather input on what the city's goals for parks should be. The results of the Planning Commissions public hearings was used to set a level of service (LOS) for park lands and identify the amount of land necessary to accommodate the anticipated population growth. The Planning Commission determined that an additional 164 acres (see Appendix A) are necessary to meet the future demands on the park system. This acreage includes property needed for new parks, open spaces and trails. In addition, the estimated cost of developing that property to meet the 2036 level of service goals was determined.

Within the Parks and Recreation Element, "parks" include more than the developed play areas in traditional city-owned play areas. Parks in this context includes recreational facilities such as ball fields, athletic courts, play areas, community centers, city-owned open spaces – both those intended for future parks development, and those set aside as critical areas such as wetlands or fish and wildlife habitat areas. Though critical areas are not intended for active recreational uses, they provide limited opportunities for passive recreation as well as protected oases of natural landscape in an urban environment.

EXISTING PARKS LOCATION AND INVENTORY OF USES

There are four types of recreational lands that serve residents of Sedro-Woolley: city-owned parks; regional recreational facilities – both public and private; recreational facilities owned by the school district; and lands owned by homeowner associations. An inventory of the existing recreational lands, listed by category, is included below. Not all the properties are developed as parks or play areas, and some are not intended to be developed. Areas set aside for open space and critical areas contribute to the aesthetic appeal of the community are valuable lands for passive recreation and wildlife habitat.

CITY-OWNED PARKS AND TRAILS

The City of Sedro-Woolley owns and maintains approximately 112.6 acres of park properties. Within city parks system (parkland owned by the city) there are five classifications of park: neighborhood, community, regional, open space and trails.

- **Neighborhood Parks.** Neighborhood parks are smaller areas meant to accommodate the residents in the immediate vicinity. Amenities are limited and include playgrounds, picnic areas and other amenities expected in a small park.
- **Community Parks.** Community parks generally are larger and serve the needs of the greater Sedro-Woolley community. Picnic shelters, playgrounds, ball fields and restrooms are typical to these parks.
- **Regional Parks.** Regional parks serve areas beyond city limits and include amenities that attract users from the region and beyond such as a sports field complex suitable for large tournaments, camping, trails, playgrounds, restrooms and picnic shelters.

- **Open Space.** Open spaces ~~s-parks~~ are areas for passive recreation and have limited, if any amenities. Typical amenities are limited to trails, viewing areas and maybe a small parking area.
- **Trails.** There are several trail segments throughout the city, and it is a goal to connect those trails and extend new trails into are- as of the city that are underserved by trails. Not all the property over which trails pass are owned by the city. Many of the trails that are open to the public exist within easements that allow public access. Some trails consist of little more than a graded path, signage and maybe some security fencing, while others are paved within the city street right-of-way, but separated from the road. The city has included paved paths as part of major road improvement projects when room is available. **Figure P-2 shows the adopted Sedro-Woolley Bikes and Trails map.**

Commented [AS1]: Where is this exhibit?

Commented [DK2R1]: City: Is this map available?

Neighborhood Parks

1. **Hammer Heritage Square** is approximately 0.20 acres located in downtown Sedro- Woolley at the corner of Metcalf and Ferry Streets. The square features a gazebo, restrooms and a clock tower to attract visitors to downtown. With seating, a landscaped water fountain, and a mural, the square is the centerpiece of downtown Sedro-Woolley.
2. **Metcalf Street Mall** is an improved alleyway owned by the city. In 1956, the Sedro- Woolley Jaycees improved the small mall area with landscaping, setting bricks, etc. Additional improvements by the Garden Club occurred some years ago. The mall is located in the alleyway south of Woodworth Street running directly west from Metcalf Street. Since the mall is located in the center of the business district, its primary use comes from downtowners. Equipped with benches, it serves as a convenient rest stop and walkway for shoppers and pedestrians alike.
3. **Lions' Roadside** Park is comprised of approximately 0.25 acres of land. Part of the property is in the right-of-way of Moore Street. The remaining portion was donated to the city by the Lions Club. It was also improved by the Lions Club. The park is located in the northern portion of the city, directly north of the Moore and Haines Street intersection. Although small in size, it borders on Highway 20, making an excellent rest stop or picnicking area for passersby. The park is moderately to heavily used during the summer, both on weekdays and weekends. The majority of users are visitors driving through on Highway 20.
4. **Park Cottages Park Area** is approximately three-tenths of an acre of land on the west side of Brickyard Creek, due west of the Park Cottage Place. The park property is undeveloped, and is well vegetated with native plants and offers a good example of a healthy stream ecosystem. There is no road access to the property there are no future development plans for the land.
5. **Fire Station 2 Park** is approximately one acre of land adjacent to the north side of the fire station located on North Township Street. The park property is undeveloped, and is encumbered by overhead power lines. Brickyard Creek lies directly west of the site. The creek and the steep ravine in which it flows are located on private land. The ravine is well vegetated with native plants and offers a good example of a healthy stream ecosystem.

Commented [NM3]: Now Pola's Promenade?

Likely future development of the site includes interpretive signage along the city owned portion of the creek buffer, trails and open grassy fields.

6. **Harry Osborne Park and Caboose, also known as Log Park**, consisting of 1.5 acres is located right off Highway 20 at the northwesterly entrance to Sedro-Woolley (intersection of Borseth and Ferry Streets). This property is leased by the city of Sedro-Woolley from Burlington Northern. The Scott Paper Company donated the locomotive on the property; the large cross-section of log is dated at **eight hundred forty-six (846) years**. Along with picnic tables and a convenient location to town, Big Log Park serves as a summer lunch spot for many downtowners. Also with its unique features, it attracts a large number of visitors all year round, traveling on Highway 20. Park use is seen to be moderate to heavy during the summer months.
7. **Bassett Road property** is a former land- fill on the north end of the city owned by the Sedro-Woolley. The park has not been developed. Access to the 11.2 acres of future park will be primarily from Bassett Road, but a trail easement from Longtime Lane will provide pedestrian access to the southern portion of the land.

Commented [DK4]: Insert image of the logs

Commented [DK5]: Verify accuracy of age

Community Parks

8. **Bark Park**. The City opened a fenced off-leash dog park on former FEMA floodway property adjacent to Riverfront Park in 2009. The one-acre off-leash park also has a small parking lot.
9. **Bingham Park** is located in the northwest portion of the city. Bounded by Cook Road, Munro, Edward R. Murrow and Borseth Streets, the park lies on approximately 2.6 acres of land. Equipped with a 5 stall R.V. Park, an enclosed picnic area, tables, benches and covered barbecue pit, the park provides an excellent location for picnicking. Other features include playground equipment located adjacent to the picnic area, and rest rooms. An onsite resident caretaker assists with the maintenance and oversight of the Park and the R.V. facility. The trees scattered throughout the park offer a pleasant environment for its users. The park is heavily used during the summer months, usually with the peak traffic occurring on weekends. User groups consist of families traveling on Highway 20 and a roughly proportional number of local families. Bordering on Highway 20 as it does, Bingham Park offers a convenient stop for the traveler as well as being centrally located for Sedro-Woolley residents. Because of its location on Highway 20, many users said the park can be noisy and somewhat dangerous for small children playing. There are three parcels of WSDOT right of way directly west of Bingham Park that are maintained by the city as open grass open space. These parcels are not included in the Bingham Park Acreage but are regularly used by the public as dog walking and picnic areas.
10. **Winnie Houser Park & Playfields** located on Rhodes Rd consists of 9.52 acres of sports fields that is currently used as a home for the Sedro-Woolley Youth Soccer Association. This park was built through the joint efforts of the Soccer Association and City Public Works Operations Staff. The field opened for use in 2017. Future improvements for the facility include a restroom, a paved parking lot, an irrigation system, site fencing, playground, and an 8' paved shared use path surrounding the perimeter of the site. These improvements are

Commented [DK6]: Add Olmsted Park here? Here is what I found online: 14-acre park under construction to include a playground, basketball court, volleyball courts, plaza, open lawns and walking trails.

dependent of future funding. The city is currently researching funding opportunities to continue to develop this park into a multi-use facility.

11. **Metcalf Park** located on 2.8 acres is in the central portion of the city between Metcalf and Murdock Streets; Metcalf Park is just north of City Hall and the fire and police station. Located within the park, is the Tesarik Little League Ball Field with the grandstand, rest rooms, two dug- outs, practice pitch area and ball field, Metcalf Park provides an ideal location for little league baseball games, and softball games both for players and spectators. Although there is no parking on the site, the four streets bordering the park provide a large number of parking spaces. During the summer months, it is used to capacity for organized recreation. The park also has an outdoor basketball court, and a volleyball court. The newest addition to the ball park includes a skate park in the southeastern portion of the parcel. Because the park is located near the downtown business core and adjacent to City Hall, the park has potential to be a central gathering place for the community. Future plans for the park include a children's playground in the southwest corner of the park, and addition of another basketball court.
12. **Memorial Park** located on three acres of land is found in the central eastern portion of the city, between Ball and Central Streets. The community center, and senior citizen center are located on this site. It also is equipped with playground equipment, rest rooms, benches and barbecue pit. A great deal of community pride is attributed to this park since many of the features were provided through the efforts of community organizations. The park is used heavily during the summer months with peak use occurring on weekends. The majority of users consist of local families and clubs. Parking is plentiful with a seventy-three (73) space lot. However, all the developments on the park property restrict the amount of open space available. Memorial Park has a resident park caretaker to assist with maintenance and supervision of the park and as- sists with community center rentals. Plans are currently in the works for a total redevelopment of memorial park to include a splash park, a new playground, outdoor picnic buildings, site furniture and renovations to the community center facility.
13. **Denny Engberg Memorial Field** on west side of Fruitdale Road, just east of the cemetery and north of Marlene Way is approximately 5.35 acres of city-owned land that is currently leased to the Sedro-Woolley Youth Football Association for use as a youth football field. This property is reserved for future expansion of the adjacent cemetery [and currently has drainage issues](#). Use as a football [practice facility](#) is temporary until the space is needed for cemetery expansion.

Commented [DK7]: PC brought up desire by Football league to meter the field so that it can be watered. Do we want to mention that here?

Regional Parks

14. **Riverfront Park** on the Skagit River consists of 20.5 acres, including 3 acres added to the northwest corner of the park in 2008. The park has a boat launch with ample parking area, together with twenty-seven (27) RV and five tent sites. The site is equipped with rest rooms. Recreation facilities include baseball, basketball, volleyball, horseshoes, and a children's play area. Other facilities include a covered amphitheater, three covered shelters, two of which include sinks, power, barbecue pits and picnic tables. The site is attractively

landscaped and includes a rose garden. Also during the week of July 4th, an annual carnival is held on the park grounds. River- front Park includes on site resident park caretaker to assist with supervision and maintenance of the park and R.V. facility.

15. **SWIFT Center Park** on North Fruitdale Road consists of 14.81 acres including an approximately 3 acre pond used annually for the Skagit Steelhead Club Fishing Derby. There is also a large gravel parking area used by the fishing derby participants. The parkland was offered to the city by the Port of Skagit in 2018. No recreation facilities exist at the site, but there is room for a Cal Ripken little league field, as well as other uses such as volleyball, basketball, play equipment walking trails and open space lawn for general recreation uses. Access to the waterfront can also be improved.

Commented [NM8]: Now Olmsted Park

Open Space Parklands

16. **Sauk Mountain View Estates Open Space** dedicated as part of the Sauk Mountain View Estates development located in the north- eastern portion of the city off of Portobello Road. The area is under the BPA power lines and contains approximately three acres of open space area. The developers also dedicated a public trail system to connect the open space with other developed areas. This site will be used primarily for passive recreation.
17. **FEMA Floodway Property** as part of the FEMA program to purchase floodplain property, the city acquired approximately eleven (11) acres adjacent to the Little League ball fields and north of Riverfront Park. Future development of the site may include open space areas and ball fields, salmon enhancement and restoration, and pedestrian trails to connect Riverfront Park with neighboring residential areas. The terms of acquiring the property limit the placement of structures on the property.
18. **River Road Property** is approximately 36 acres located immediately to the south of city limits, north of River Road and west of Township Street. The property is within the Skagit River floodplain, but uses thereon are not restricted as the FEMA Floodway property is restricted. Future uses may include ball fields and other uses appropriate for an area that is subject to seasonal river flooding.
19. **205 N. Reed Street Property** is approximately 2.6 acres of open space that was purchased for the purpose of improving stormwater drainage infrastructure that borders the north side of the property. The site has been studied as a potential location for a future developed park, but is currently maintained as open space.
20. **Sapp Rd Property** is approximately .6 acre of land acquired by the city in 2017 for potential use as a future city park. It is currently unmaintained and is bordered to the north by Sapp Rd and the East by Bottomless Creek, a classified salmon stream.

Following, in Table 6, is a summary of the City of Sedro-Woolley's city-owned parks and opens space inventory.

Table 1. Summary of Existing City-owned Parks and Open Space Facilities

	Facility	Acreage
Neighborhood Parks		
1.	Hammer Heritage Square	0.20
2.	Metcalfe Metcalf Street Mall	0.25
3.	Lions Roadside Park	0.25
4.	Park Cottages Park	0.29
5.	Fire Station 2 Park	1.00
6.	Harry Osborne Park	1.50
7.	Bassett Road Property	11.20
Community Parks		
8.	Bark Park	1.00
9.	Bingham Park	2.60
10.	Winnie Houser Park & Playfield	9.52
11.	Metcalf Park	2.80
12.	Memorial Park	3.00
13.	Denny Engberg Memorial field.	5.35
	<u>14. Olmsted Park</u>	<u>11.0</u>
Regional Parks		
14.15.	Riverfront Park	20.5
15.16.	SWIFT Center Ppark	18.41
Open Space		
16.17.	Sauk Mountain View Estates Open Space	3.00
17.18.	FEMA Property	11.00
18.19.	River Road Property	36.00

Commented [DK9]: Pola's Promenade?

Commented [DK10]: Is this the same as Olmstead Park? e

	Facility	Acreage
	19-20. 205 N. Reed St Property	2.6
	20-21. Sapp Rd Property	0.6
	TOTAL	131.07 Acres

Trails

1. The Fruitdale / McGarigle Road path system is a paved, off-road path within the city right-of-way along Fruitdale road from State Route 20 to McGarigle Road, then westward parallel to McGarigle Road to State Route 9. The path connects to the Cascade Trail at S.R. 20, and connects to the path system within Northern State Recreation area. Long term public works plans are to continue the path westward within the John Liner Road right-of-way.
2. Moore Street (State Route 20) shared use path runs along the north side of SR 20 from Township street westward to Hodgins Street. This path is also a paved path within the city right-of-way along Moore Street, but separated from the road by a planting strip. This path creates a vital cross-town pedestrian and bicycle corridor that enables alternate forms of transportation to the goods and services located along State Route 20 and in the Central Business District. Plans are in place to extend this trail from Township Street to Fruitdale Road. Future plans include extending this path west along SR20 connecting to the City of Burlington Arboreta Trail.
3. ~~3-~~ Sauk Mountain View Estates trails lay on the eastern and western portions of the Sauk Mountain View Estates residential development. Some portions of the trail corridor are owned by the city, while other sections are owned by the home-owners association, but public access is allowed. These trails explore the creek ravine on the east side and run along the hillside on the west. As further development occurs in the area, these trails will be able to connect to future trails to create a unique and extensive trail system. This system may also connect to the walking trail envisioned under the power lines running from Bassett Road to the intersection of Fruitdale Road and State Route 20 (see Proposed Capital Projects in the Action Program – section 6.24)

SURROUNDING PUBLIC AND PRIVATE PARKS AND TRAILS NOT OWNED BY THE CITY~~**SURROUNDING RECREATIONAL FACILITIES, PUBLIC AND PRIVATE**~~

The following is an inventory list of private recreation areas and public access points surrounding Sedro-Woolley. There are currently no state or federal parks within ten (10) miles. There are two County-run parks in the immediate area: Northern State Recreation Area and the county operated beach at Clear Lake.

Commented [AS11]: Fix with find and replace?

4. Little League Field, located on River Road south of Sedro-Woolley near Riverfront Park, consists of three acres equipped with two baseball diamonds, benches, and roadside parking. The fields are owned by Public Utility District #1 and are sponsored by the local Kiwanis Club.
5. Sedro-Woolley Rodeo Grounds, located one-half mile east of Sedro-Woolley, consist of five acres equipped with rest rooms, benches, parking, riding arena, and holding pens.
6. Wildcat Steelhead Club, located one mile southeast of Sedro-Woolley. This is a small private park which includes picnic facilities and a boat launch.
7. Gateway Golf Course, a nine-hole golf course, located at 837 Fruitdale Road, Sedro-Woolley, consists of sixty-five (65) acres equipped with picnic areas, rest rooms, and putting course.
8. Washington State Department of Fish and Wildlife Department Public Access Site, located off River Road just outside city limits directly adjacent to the Riverfront Park site. The site is equipped with a boat launch and rest rooms.
9. Northern State Recreation Area (NSRA) is a Skagit County Park adjacent to the eastern edge of the city. NSRA has a diverse range of natural, cultural and topographical features. There are significant wetlands on site as well as large areas of dry meadow and forested uplands. Hansen Creek, a significant salmon stream recently subject of a tremendously ambitious restoration project, flows through the site. Prior to closing in the 1970's, NSRA was the working farm associated with the Northern State Hospital. The 726 acre park includes several miles of walking trails, an 18-hole disc golf course, a small parking area and excellent opportunities for wildlife observation.

SCHOOL-OWNED RECREATIONAL FACILITIES (NOT AVAILABLE TO THE PUBLIC DURING SCHOOL HOURS OR WHEN IN USE BY THE SCHOOLS).

10. Sedro-Woolley High School located on the corner of 3rd and Nelson Streets. Facilities include four tennis courts, a [turfgrass](#) field used for football, track and field, and a cinder surface track running around the borders of the field. Indoor facilities consist of a double gymnasium used primarily for school activities.
11. Cascade Middle School located on Town- ship Street. Facilities include a grass field used for soccer, [little league](#), and football. Indoor facilities consist of [two a](#) gymnasiums. The construction and renovation of Cascade Middle School in 2013 has significantly cut down on the amount of open space available for outdoor recreation at this site
12. Evergreen Grade School located on McGarigle Road directly east of Township Street. Facilities consist of a play area with a variety of playground equipment. Plans to rebuild Evergreen Elementary in the next few years will significantly cut down on the amount of open space available for outdoor recreation.

13. Mary Purcell School located on the corner of 7th and Bennett Streets. Facilities include a paved playground with a variety of playground equipment. There is a grassy area adjacent to the paved playground.
14. Central School located on the corner of Talcott and 6th Streets, across the street from Central Tennis Courts. Facilities include two small ball fields and playground equipment.
15. Central Tennis Courts are located across from Central School on the corner of Talcott and Sixth Streets. Their southeast location from the central business district offers the local resident a convenient spot for playing tennis.
16. Janicki Field, located on nineteen (19) acres southwest of the intersection of Cook and Prospect Roads which includes [three baseball fields and two softball fields](#), ~~four sixty (60) foot Little League fields, two ninety (90) foot ballfields and three full size soccer fields~~. The School District also owns several acres east of the ball fields that are currently undeveloped grassy fields. The District plans to use this area for future school buildings.

Commented [DK12]: Verify ownership

Homeowner Association Owned Private Park Facilities and Open Spaces

Newer housing subdivisions are required to provide recreation areas and open spaces within the subdivision for the benefit of the new residents. Owned and maintained by the homeowners association, these recreation areas and open spaces are typically smaller than standard city parks, but provide conveniently located recreational opportunities for residents of the subdivision. Newer residential subdivisions may also contain property set aside as critical areas, such as wetland and stream buffers or land with steep slopes. Home-owners associations are responsible for maintaining and protecting these critical areas. Critical areas can provide limited passive recreation, such as paths and seating areas.

17. Klinger Estates - 1.3 acres of open space, roughly 8,000 of which contains play areas/equipment.
18. Fidalgo Commons - 27,800 square feet of play area and 17,800 square feet of open space.
19. Spring Meadows - 8,500 square feet of play area and 3 acres of critical areas.
20. Sapp Place - 900 square feet play area
21. Brickyard Meadows – 7,000 square feet of play area and 1.87 acres of critical areas.
22. Sauk Mountain View Estates – one 5,465 square foot play area on East Gateway Heights Loop and another 3,500 square foot play area on Vecchio Court, 3.2 acres of open space and 10 acres critical areas.
23. Park Cottages - 4,000 square feet play area and 1.95 acres critical areas.

PROJECTED POPULATION/LAND USE/PARK PROVISION WITHIN THE CITY AND ITS URBAN GROWTH AREA

The land use element of the city's comprehensive plan seeks to ensure that most urban activities occur in a concentrated downtown business core surrounded by relatively dense urban residential land use, but still allows for smaller open space and play areas. Lower residential densities and more open space are typical in peripheral areas near the defined Urban Growth Boundary (UGB). Skagit River flood hazards are addressed by designating the flood-prone southern portion of the city's urban growth area (UGA) as open space. Figure LU-2 shows this one hundred (100) year flood plain.

The Growth Management Act (GMA) requires municipal jurisdictions to prepare comprehensive plans that account for the long-term effects of growth and development. A strategy must be developed so that the cost to maintain a desirable level of service for urban infrastructure is shared equitably among residents. It is the land use element that defines such a strategy and guides the development of all subsequent comprehensive plan elements, such as this Parks Element. The land use element lists the amount of acreage each of the land use designations in Sedro-Woolley, based on a 2016 Land Capacity Analysis. According to that 2016 study, there were 3,306 acres of land within city limits (excluding rights-of-way). Properties zoned as Public or Open Space are typically used for parks and recreation purposes.

Lands zoned Public are intended primarily for public use and include parks, schools, government facilities, cemeteries and the Northern State Campus. Not all properties zoned as such are owned by the City, much of this zone is owned by the state, county or Sedro-Woolley School District. Lands zoned Open Space are intended for preserving open spaces and protecting critical areas, such as flood-prone lands and wetlands. There are 9.5 acres of property zoned Open Space within the city limits, plus another 7 acres in the UGA, for a total of 16 acres. The City owns approximately 36 acres of land (referred to as River Road Property in section 6.08), which is currently used as a hay field. This property lies south of city limits and outside the current UGA boundary, east of Third Street, west of Township Street and north of River Road. The property is in the 100-year floodplain, so development potential on the land is limited. Seasonal use as ball fields may be possible, as is use of the area for stormwater utility purposes. The property is not in the urban growth area, however, the city should seek to have the property designated as part of its UGA so it may be annexed in the future. The City will likely designate this property as Open Space in the Comprehensive Plan should it be included in the UGA.

Extension of the city limits to the southern fringe of the city UGA at the Skagit River would require the city to incorporate the river shoreline into its Shoreline Management Area, making it subject to the rules and guidelines developed in the city's Shoreline Management Plan. Inclusion of Skagit River frontage in the city's Shoreline Master Plan will provide the city with an opportunity to address further access to the river frontage in a comprehensive manner within the regulatory framework of the State Shoreline Management Act and within state and federal grant programs that give priority to waterfront recreation and public access.

As property in the urban growth area is annexed into the city limits, new development proposals will be reviewed for compliance with the goals of the city's comprehensive plan.

GOALS AND POLICIES

Parks and Open Space

Citizens support the development of small, new neighborhood parks, as well as open green space. New residential developments are encouraged to preserve open green areas for the public. The old Burlington Northern Railroad line connecting Sedro-Woolley with Burlington provides a recreation path for bicyclists and pedestrians to use instead of the highway. This trail connects Burlington and Sedro-Woolley with the upriver communities of Lyman, Hamilton, and Concrete. Trails are also available around Riverfront Park. Bicycle and pedestrian paths connect parks to recreation facilities.

Recreational Facilities

The public promotes maintenance and expansion of the city's existing recreation facilities. They also encourage the development of other facilities, particularly for the benefit of local youth. When not in school, teenagers have activities that keep them from loitering on street corners. These older students, as well as grade-school children, have places to go for entertainment and recreation that are close to home and school. A community center that houses an indoor recreation area, swimming pool, and organized programs benefits both the town's youth and its adults. A movie theater and game center allowing people under twenty-one to visit is located downtown.

Vision Statement

The Parks and Recreation Element surveys and analyzes the existing park system and potential improvements, assesses the needs of the community through public involvement, and develops an action program consisting of policies and a capital facilities plan. The parks goals and policies of the original plan remain applicable and appropriate today:

1. Develop ample park facilities to provide a broad range of recreational activities.
2. Provide appropriate park and recreational facilities to meet future demand.
3. Provide a park system which is efficient to administer and maintain.

24.4. Provide a park system which complements Sedro-Woolley's natural and cultural beauty and uniqueness.

Through public outreach and surveys, the city has compiled the following vision of parks and recreation in Sedro-Woolley:

"We envision Sedro-Woolley as a 'visitor-friendly' and 'kid-friendly' community with a consistent emphasis on maintaining parks and implementation of recreational programs. We envision that organized, focused, parks & recreation activities will significantly contribute to economic development and economic growth in our community."

Sedro-Woolley has prepared its Vision Statement in the form of a narrative that describes how it will appear twenty years from now. This narrative reflects the concern of citizens for maintaining the "small town" character of this place.

Goals and Policies

The vision statement informs the city's current goals and policies. The following is the list of the City of Sedro-Woolley's current Goals and Policies to guide future land use decisions and code revisions that affect park and recreation uses.

GOAL P1: to provide access to ample parks, recreation, and trails facilities and recreation facilities to meet current demands and adequate land acquisition and planning to support and future demands.

<u>Policy</u>	<u>Pursue partnerships with Skagit County, other jurisdictions, and public/private</u>
<u>P1.1</u>	<u>opportunities in order to obtain access to a greater variety of recreational facilities than the city could provide on its own.</u>
<u>Policy</u>	<u>Work with the school district and other organizations to construct and maintain</u>
<u>P1.2</u>	<u>facilities, such as restrooms, by means of a joint use agreement, to enhance the usability of public and private parks and open spaces.</u>
<u>Policy</u>	<u>Investigate with the Upper Skagit Tribe the possibility of building a long house in an</u>
<u>P1.3</u>	<u>appropriate location in the city, along the Skagit River, which could be used by the Tribe for ceremonial events, and by the city as a center for cultural exchange.</u>
<u>Policy</u>	<u>Establish a network of bicycle and pedestrian trails, which are coordinated with</u>
<u>P1.4</u>	<u>Skagit County to provide linkages to existing and proposed regional parks, open spaces and trail systems.</u>
<u>Policy</u>	<u>Revise the park dedication requirements in the subdivision ordinance to allow for</u>
<u>P1.5</u>	<u>"pocket parks" less than two acres in area.</u>
<u>Policy</u>	<u>Limit the placement of buildings on park land whose use is unrelated to the park's</u>
<u>P1.6</u>	<u>purpose. If land is to be taken for the purpose of buildings, it must be replaced with new parkland. The intent of this policy is to ensure "no-net-loss" of useable park property.</u>
<u>Policy</u>	<u>Ensure that future buildable lands analyses include a geographic analysis that</u>
<u>P1.7</u>	<u>identifies areas of need for future parks based on where new development is most likely to occur and critical areas or other lands appropriate for conservation (with a focus on lands along shorelines, steep hillsides, wetlands, and stream corridors) as accessible open spaces.</u>
	<u>Assess current level of service from a geographic and access perspective to identify currently underserved residential areas and areas of future growth where parks and recreation facilities will be needed.</u>

Policy P1.8 Develop a land acquisition strategy that informs what land might be most appropriate to acquire for future parks, open space, and trails as well as a "living" list of desired properties for future acquisition.

Policy P1.9 Acquire areas of environmental significance for preservation and limited, sensitive development of educational and interpretive facilities.

Policy P1.10 In 5-10 years consider adding a Parks and Recreation Coordinator and Administrative staff to generate community programs, manage uses and activities of City facilities, and oversee project development.

GOAL P2: Develop existing and future acquired park lands to support a variety of recreational and leisure activities that meet residents needs, are environmentally sensitive, and are efficient to administer and maintain.

Policy P2.1 Develop parks that are designed to be multi-functional, conserve resources and add value to the adjacent community.

Develop a mixture of active and passive recreational areas in order to accommodate the desires and lifestyles of Sedro-Woolley's residents.

Policy P2.2 Develop parks that are suited for multi-generational users, from toddlers to seniors, and all ages in-between.

Policy P2.3 Construct indoor/covered sports courts for year-round use.

Policy P2.4 Coordinate with local service organizations in the development, improvement, and ongoing maintenance of City-owned parks facilities.

Policy P2.5 Implement strategies to screen parks that are adjacent to major arterials, by way of landscaping and fencing to ensure pedestrian safety and to minimize noise from traffic.

Policy P2.6 Consider public demand and financial feasibility of developing commonly desired but expensive to maintain parks and recreation facilities and amenities, including:

- Community centers, including a municipal pool
- Splash parks/pads and/or interactive water features
- Performing arts center
- Outdoor amphitheaters
- BMX bike facilities
- Additional skate park amenities
- Additional sports fields and courts

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Policy P2.7 Increase focus and resources into Northern State Recreational Area to implement the Master Plan for the facility.

Commented [DK14]: Added per PC input

GOAL P3: Enhance the City’s connectivity and pedestrian and multimodal access through development of new and existing trails.

Policy P3.1 Develop a bicycle route in existing neighborhoods that uses existing, low traffic roads, having its focus points being area schools, civic centers, the central business district and proposed and existing parks, which will include bicycle racks, signage and striping to signify the route.

Policy P3.2 Include existing and proposed bicycle and pedestrian trails on the city’s six-year Transportation Improvement Program for non- motorized travel, including a pedestrian overpass to connect the northern and southern portions of the city, which is currently split by Highway 20.

GOAL P4: Provide recreation programming and activities for residents.

Policy P4.1 Develop indoor programs which provide for community activities and athletic uses on a year-round basis, concentrating on the recreational needs of Sedro-Woolley’s youth.

Policy P4.2 Develop a cost-recovery strategy to support long term financial sustainability of recreation programming and activities.

Policy P4.3 Pursue partnerships and sponsorships to ensure City recreation programming and activities is open to all residents, regardless of financial means.

GOAL P5: Celebrate the City’s heritage and vibrant culture and beautify it through the arts and by showcasing the natural beauty of the environment.

Policy P5.1 To encourage community involvement in the cities artistic and architectural heritage, the city should participate in organized art walks to city art installations, significant buildings, murals and private art galleries. Work together with the local businesses to foster an arts community in the Central Business District, including through establishment of a creative district.

Policy P5.2 Continue to work with local artists to install art – sculptures, murals, etc. – in public places, including city owned properties downtown, the community center, the senior center, the library, and city parks.

<u>Policy P5.3</u>	<u>Develop parks amenities that are designed to educate and commemorate Sedro-Woolley's heritage by way of statues, plaques, benches, etc.</u>
<u>Policy P5.4</u>	<u>Establish policies requiring detailing in public works items such as bike racks, sidewalk paving, tree grates, bollards, sidewalk crossings, etc. should be encouraged.</u>
<u>Policy P5.5</u>	<u>Pursue the development of a logging display in coordination with the Museum's logging display, where people can learn and participate in historic logging practices, and show how the logging industry has changed and will continue to change in the future.</u>
<u>Policy P5.6</u>	<u>Develop a working display at Riverfront Park on the life cycle and habitat requirements of the salmon in order to inform the public of the importance and vulnerability of this endangered species.</u>
<u>Policy P5.7</u>	<u>Work with a citizen task force to develop a Railroad Park and trolley line on the east-west track that runs through the central business district.</u>

LINKAGES TO COUNTY PARKS PLANNING AND TO URBAN GROWTH AREA INTERLOCAL AGREEMENTS WITH SKAGIT COUNTY

In 2009 Skagit County adopted a state-mandated plan to coordinate and plan for linkages between the Urban Growth Areas (UGAs). The UGA Open Space Concept Plan identifies and prioritizes open space corridors and greenbelts within and between County's UGAs that include lands useful for recreation, wildlife habitat, trails, and connection of critical areas. The plan identifies priority areas within the county to be considered for a strictly voluntary open space preservation program. The Skagit County UGA Open Space Plan does not create a regulatory land use designation or allow public access by default. Nor does the Plan mandate that identified areas be regulated or protected. The plan, along with the Sedro-Woolley Parks and Recreation Element, the Skagit County Comprehensive Park and Recreation plan and the Skagit County Planning Policies related to UGA development give guidance for how new growth and open space needs will be coordinated in the fringes of the city. The plans also help the region's parks program providers work cooperatively to meet the regional parks and recreation need.

The Skagit County Comprehensive Park and Recreation Plan adopted in 2013 highlights the opportunity to utilize the uplands adjacent to the Skagit River for open space, conservation and recreational uses. This is consistent with the approach taken in the land use element of the city comprehensive plan.

Centennial Trail

The Centennial Trail is a regional trail system intended to eventually connect Snohomish and Whatcom County. Unlike the Cascade Trail, which is in a rails-to-trails conservancy as per federal legislation, this property has been purchased outright. The existing trail segment is approximately three-quarters mile long starting from south Lake McMurray off State Route 9. The trail ends at the Snohomish County line. In all, the trail system is contained within 22.04 acres of country parkland.

Cascade Trail

This rails to trails conservancy project is 22.5 miles of multi-use trail that parallels the scenic State Route 20 corridor, connecting Sedro-Woolley and Concrete. Hiking, biking, and equestrian use are permitted on the path. No motorized vehicles are allowed. The trail is open year-round and in places, meanders along the Skagit River. Viewpoints along the way provide for wildlife viewing opportunities. Trail amenities include portable toilets at trailheads and benches along the trail. The trail encompasses two hundred eighty (280) acres of land.

Burlington to Sedro-Woolley Trail

Three miles of hiking/jogging trail covering 6.8 park acres. This linear trail divides Highway 20 and the Burlington Northern Railway and provides for recreational and non-motorized transportation.

Northern State Recreation Area

Skagit County acquired the seven hundred twenty-six (726) acre Northern State Recreation Area northeast of Sedro-Woolley, in 1990 from the State of Washington. In 2000, a Master Plan workshop lasting three days was conducted on the site to generate ideas and focus energy on a few specific improvements. A Master Plan was created from that meeting. Much of the development will depend on private funding. The facility will include trails, ball fields, play areas, campgrounds, equestrian center, and environmental education and interpretation sites. Natural resources on the site include Hansen Creek with associated wetlands and tributaries and Red Creek. Over five hundred (500) acres of the site will remain undeveloped to support the wildlife populations. The park will showcase the natural, historical, and cultural character of the region while incorporating accessibility and

sustainability. An extensive trail network will provide access to much of the property for a range of interests and physical ability levels. The site will address the education themes of Salmon Habitat Restoration, the Northern State Hospital Farm, Natural Habitats & Biodiversity, and Native American Continuity. An ambitious restoration project on Hansen Creek, including removal of field grasses, reconstruction of the stream bed structure to restore the natural alluvial plain, installation of large woody debris in the stream and planting acres of native plants to decrease flooding and improve fish habitat was completed in 2010. These themes will be presented in the Education Center, as well as along the trail system. Camping facilities will include a forty (40) acre site with one hundred (100) camping sites with various designs, including yurts for year-round camping, RV sites and group camping sites.

ACTION PROGRAM

This action program is designed to accomplish the parks and recreation goals and policies set forth in the previous section. The action program consists of policies specifically addressing parks provision within the city and its urban growth area, development standards, recommended capital facilities, and financing strategies.

Small cities such as Sedro-Woolley are often surrounded by open space in agricultural and forestry uses and have the community's needs for "regional parks" addressed by national, state, and county parks. In addition, larger backyards and school grounds can fulfill many of the traditional neighborhood park functions. However, the Growth Management Act's policies of containing sprawl and promoting urban infill will increase demand for park and recreation opportunities in cities and their urban growth areas.

Many cities are addressing this situation in their development regulations and impact fee schedules adopted pursuant to the Growth Management Act. A complementary or alternative approach to park land dedication requirements is to utilize the impact fee provisions of 82.02.050- 090 of the Growth Management Act.

Sedro-Woolley collects park impact fees on new residential development in accordance with the rules set forth in the Growth Management Act. Appendix A of the Parks and Recreation Element contains an up to date impact fee calculation that shows the anticipated costs of providing the city's desired level of service (LOS) for its parks system. The City Council sets the actual amount charged per unit based on the findings of the parks impact fee calculation and the goals and policies found in this element of the Comprehensive Plan.

In addition, as part of a development proposal, an applicant may dedicate park land for areas where additional parks are needed pursuant to the parks capital facilities plan.

Both approaches must follow the basic constitutional and statutory requirements of completing a comprehensive plan together with a capital facilities element that identifies:

- Deficiencies in public facilities serving existing development and the means by which existing deficiencies will be eliminated within a reasonable period of time;
- Additional demands placed on existing public facilities by new development; and
- Additional public facility improvements required to serve new development.

Park and Recreation Provision Policies

1. New residential development shall pay its own way, in accordance with park standards established in the city's parks plan, either through a park land dedication requirement or a park impact fee.

2. The city should seek to develop and operate park and recreation facilities through cooperative arrangements with the Sedro-Woolley school district, Skagit County, and other public and private groups and agencies.
3. The city should continue to look to Skagit County for recreation programming until the city establishes a Parks and Recreation Director position and should work cooperatively with the county thereafter.
4. The city should cooperate with the rest of the county in meeting the need for major indoor recreational facilities through construction of multi-use facilities, such as that proposed at the Skagit Exposition and Recreation Center at Northern State.
5. The city should cooperate with the rest of the county in meeting the need for trails through development and implementation of a county-wide non-motorized plan.
6. The city shall establish its parks development standards and program in such a way as to ensure that there is a balance of larger, regional parks along with smaller, neighborhood parks.
7. The city shall approve future development regulations to ensure that:
 - a. Adequate open space buffers and landscaping are provided in new development.
 - b. Clustering new development and maximizing open space is one option that is considered.
 - c. Homeowners Associations are formed to manage common open space and recreational areas that are not needed as part of the city's parks program.
 - d. Park design minimizes maintenance and operations costs.
 - e. Subdivisions that continue Sedro- Woolley's traditional neighborhood design are encouraged.
8. Any city subdivision code requirements for park land dedication shall be extended to new multi-family and mobile home development and any in lieu payment shall be adjusted annually to reflect land price increases within the city of Sedro-Woolley as identified by the county assessor.
9. The city should work to secure Skagit County's agreement that city park standards and development regulations, and not those of Skagit County, will apply in the city's urban growth area.
10. The city should accept the proposal set out in the county parks plan that the county lend its resources to those of the city in securing potential park property within the city's urban growth area.
11. The city should work with the county to develop a fifteen (15) to thirty (30) acre Community Park at Northern State under the joint auspices of Skagit County and the city of Sedro-Woolley.

12. The annual city budget should provide adequate funding for maintenance of city parks after ensuring that all user groups pay their fair share and volunteer efforts are maximized.
13. As far as practicable, the city should seek to minimize its park development costs by working with service organizations, user groups, and volunteers.
14. This plan should be updated as necessary to meet changing conditions and to ensure that the goals and policies of the city comprehensive plan are met.
- ~~15. The city should work to increase the availability of RV parking space and facilities for residents and visitors to Sedro-Woolley. A downtown RV camp site would bring additional visitors and foot traffic to the commercial core of the city.~~
- ~~16. The city should work to construct a municipal pool, including exercise facilities, day care, and meeting rooms.~~
- ~~17. The city should implement a dynamic city-wide recreational program with sufficient staff for the parks and recreation department.~~
- ~~18. The city should consider the development of a performing arts center.~~
- ~~19. The city will maintain and improve the skateboard park by providing new equipment to meet the needs of youths in the city.~~
- ~~20. The city should work to develop a splash park, or interactive water fountain in which children may play.~~
- ~~21. The city should pursue opportunities to construct a small, uncovered, outdoor amphitheater for children's productions and other small-scale performances, using a hill or man-made berm for seating.~~
- ~~22.~~ 15. Unopened right-of-ways should be examined as potential parks.
- ~~23.~~ 16. Creek Corridors, power easement corridors and abandoned railway corridors shall be examined as potential parks and trails.
- ~~24.~~ 17. Harry Osborne Park may be expanded for parks and visitor information services.
- ~~25.~~ 18. Bicycle and pedestrian trails and paths should be separated from driving lanes by landscape strips or other means to provide more pedestrian-friendly experience for travelers using non-motorized transportation. Such separation on State Routes 9 & 20 is especially desired.
- ~~26. A new location for an additional baseball field appropriately sized for Babe Ruth league baseball games shall be sought and developed.~~
- ~~27.~~ 19. Currently a large portion of open space used for outdoor youth athletics is provided by the Sedro-Woolley School District. As new school development continues, the city continues to lose the use of these spaces. The city should work to acquire and develop adequate acreage to support youth athletics, and shall make improvements to existing

facilities utilizing funding from the state Resource conservation office and other grant funding sources.

~~28. The city should work with user groups and community service organizations to plan and develop an outdoor BMX bike facility.~~

~~29-20.~~ The city should make it a priority to plan and develop a community park on the north side of SR20 which has a large population of children and young families, but currently has no park.

Development Standards

Figure P-1 illustrates the areas within the city where parks and recreational facilities are located. The figure allows one to see where additional park lands and trails are necessary to accommodate the 2036 projected population.

The city has set a level of service (LOS) for parks and trails through 2036. The LOS is based on existing parks infrastructure and public input concerning the desired amount of parks in the city. The LOS is less than, but comparable to, the LOS set by other cities in the region. A full analysis of the existing parks LOS, the proposed parks LOS and the projected costs per new unit of development through 2036 are included in Appendix A to the Parks and Recreation Element. Below is a summary of the desired parks LOS for 2036 as determined through the Planning Commission's public hearing process:

- **Neighborhood, community and regional parks** – Ten (10) acres of neighborhood, community and regional park (total, not each park type) per 1,000 residents in 2036.
- **Open space** – Five (5) acres of open space park per 1,000 residents is recommended as the LOS for 2036.
- **Trails** – 1 mile of trail (separated from roadways) per 1,000 residents in 2036. This includes both trails on public lands and trails on private land where an easement is in place to allow public trail access.

Appendix A of the Parks and Recreation Element contains an up-to-date impact fee calculation that shows the anticipated costs of providing the city's desired LOS for its parks system. That calculation does not include existing deficiencies, only the amount of new parks needed to accommodate future population needs and the costs to improve newly acquired land. The city is electing to fund less than the full amount through parks impact fees, but will actively seek grants to fund the shortfall. Additional costs to fund the shortfall should be through private donations to this city park funds and through the city general fund.

It is recommended that an option of a dedication of land be continued in instances in which large subdivisions are being constructed in which dedication of land for recreational purposes would correspond to plans to be implemented in the parks element (i.e. neighborhood parks, an integral part of a trail system). Minimum dedication should be at least one half to one acre in size. A decision whether or not to accept a dedication of land in lieu of fees would be approved by the planning commission with consultation by the city council's parks committee. Dedication in lieu of the impact

fee was retained as an option in instances where the dedication would fit into the overall parks plan of the city.

Recommended Capital Facilities

Figure P-1 shows the location of existing city parks and trails. The city should strive to maintain a balance of regional community parks, smaller neighborhood parks, open spaces between neighborhoods, and a trail system linking such facilities.

Given that much of the projected population growth of the city is steered toward the north of the current city limits, and dispersed northeast and northwest, two separate community parks in the northern portion of the city would make sound planning sense. The city-owned property adjacent to the Fire Station No. 2 property is a likely location for a new city park that would meet this need. An unspecified location in the vicinity of the multi-family developments on Trail Road and the property within the Urban Village Mixed Use (UVMU) Overlay is also of interest. Further, given the number of existing neighborhood parks, joint-use facilities, and park size preferences articulated in this plan, it would be most useful to plan for each of these to be more than ten (10) acres in size.

Proposed Capital Projects

Based on the results of the Parks and Recreation survey, proposed parks and recreational development to occur between 2018-2024 should include the following projects:

- Design Park for North Side of City (2018- 2022) Identify land and purchase for future development of a community park on the North Side of SR20.
- Memorial Park Renovation Project (2019- 2020) Complete reconstruction of Memorial Park that includes splash park facility, new sidewalks, picnic structures and playground.
- Houser Park & Playfields (2019-2022) Construct park improvements including irrigation system, restrooms, fencing, shared use path, playground, and associated utilities.
- Fire Station No. 2 Park (2023-2024) The City owns approximately one acre of level land adjacent to the north side of the fire station on State Route 9, in the north end of the city. This property is encumbered by a 100-foot power line easement, but there is still potential for passive uses and some active uses. the western portion of the property is at the top bank of a slope leading to the Brickyard Creek riparian corridor, thus offering good opportunity to develop a walking path and interpretive signs along the area covered by native vegetation. The area under the power lines may be used as a grassy field or possibly and off-leash park. Development of this area would require minimal funding from the park impact fee fund.
- Sapp Road Activity Area (2021-2022) - The city will construct a passive recreational activity area south of Sapp Road between the Brickyard Creek Development and Township Street. In recent years, this area has experienced the most significant growth in the city. The city anticipates a donation of two to three acres by a developer at the site, adjacent to Brickyard Creek. The park will be designed for passive uses (i.e. walking, nature hikes and interpretive areas). Again, this project will rely to a great extent on volunteer labor and materials. Cost to develop the site to be funded by park impact fees, state grants (i.e. vegetation, fishery enhancement) and budgeted city funds.
- Sauk Mountain View Estates Area (2018- 2023) - With residential development

anticipated to occur north of the golf course on Fruitdale Road, an active use neighborhood park will be necessary in this location. The city accepted a donation of a three acre park at the western edge of the Sauk Mountain View Estates North. The property is under the PSE power lines and has limited development potential. Structures, including fences, goals, basketball hoops or back- stops, are not allowed by PSE. Activities in the park will be limited to passive uses such as walking paths, thus this park will be an open space park instead of a developed park. Funding for this project will be minimal, but will not likely take place until development in the west side of the park is completed in the future.

- Bassett Road Recreational Site (2023-2024) Again, with residential development anticipated to occur to the north of Sedro-Woolley, development of a recreational area will be necessary on the north side of the city limits. The city intends to convert the former 11.2 acre Bassett Road Landfill into a passive recreation site, with an emphasis on maintaining a natural recreational area (i.e. trails, nature hikes and interpretive areas). This project will rely to a great extent on volunteer labor and materials. Cost to develop this project to be funded by park impact fees and budgeted city funds.
- Northern State Recreational Area (NSRA) (on-going) - Owned by Skagit County, Consisting of 726 acres of former farm land, NSRA is being developed as a regional park destination. The County has plans for new ball fields, overnight camping and extensive walking and interpretive paths. A large-scale ecological restoration has been performed on the lower extent of Hanson Creek win the County property, and further restoration within the park area is expected. The City will continue to support the County's efforts to develop regional park improvements, including ball fields, at NSRA.
- State Street properties adjacent to Memori- al Park (2018-2023) – Memorial Park, along with the city library, community center and senior center, makes up almost an entire city block between State Street, Pacific Street, Ball Street and a city alley. There are three land- holdings adjacent to Memorial Park, fronting on State Street, that are not owned by the city. These properties obstruct visual connection to the park from State Street and generally present safety, usability and access issues for the park. The City has long-term intentions to acquire these properties and improve park access and infrastructure. Acquisition of these properties and subsequent improvements to be funded by park impact fees, budgeted city funds and potentially grant funding.
- Develop a walking trail under power lines from Bassett Road to Fruitdale Road (2022- 2024). Puget Sound Energy maintains a 100-foot wide easement across the northwestern portion of the city. A walking trail below the power lines in this easement will provide a safe and scenic recreational amenity and make a convenient cross-town pedestrian corridor. It will be necessary to acquire an easement or other permission to use the area under the power lines as city trail. Trail development costs are anticipated to be minimal since developing permanent structures (besides a gravel trail) is not necessary.

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City Council Agenda Item

Agenda Item No.: n.1.

Date: July 23, 2025

From: Thomas Glover, Community Development Director

Subject: June 2025 Permit Report

RECOMMENDED ACTION:

No Action Requested/Required.

BACKGROUND/SUMMARY INFORMATION:

Monthly Report - Building Permits (Structures) - June 2025

FISCAL IMPACT, IF APPROPRIATE:

Not Applicable.

ATTACHMENTS:

1. 2025 June Permit Report



Permit Report

06/01/2025 - 06/30/2025

Permit #	Permit Date	Issued Date	Type of Application	Permit Type	Site Address	Parcel #	Status	Total Square Footage	Valuation \$
2025141	5/5/2025	6/27/2025	Commercial-Remodel	Building-Commercial	530-B West State St	P116514	Issued	775	70,000
2025090	3/24/2025	6/17/2025	Commercial-Remodel	Building-Commercial	1803 Northsound Drive -SWIFT Center Building#47	P100632	Issued	8979	223,500
2025018	1/24/2025	6/20/2025	Addition	Building-Residential	914 Nelson St	P76008	Issued	313.00	40,000
2025172	5/29/2025	6/9/2025	ADU	Building-Residential	620 Virginia Ave	P83786	Finaled	720	90,382
2025181	6/4/2025	6/27/2025	Accessory Dwelling Unit	Building-Residential	946 Jennings St	P76396	Issued	357	45,274
2025182	6/5/2025	6/9/2025	New addition	Building-Residential	620 Virginia Ave	P83786	Finaled	48	8,034
2025183	6/5/2025	6/25/2025	Single Family-Remodel	Building-Residential	504 Talcott St	P75858	Issued	273	4,395
2025114	4/11/2025	6/27/2025	Demo-Single Family	Demolition	1121 Curtis St - Lot 19	P37553	Issued	Manufactured Home	- 1 DU
2025176	5/30/2025	6/4/2025	Excavating & Grading	Excavating & Grading	720 John Liner Rd	36522	Approved	~	Utilities report
2025202	6/16/2025	6/30/2025	Mural	Mural	720 Murdock st	P77473	Approved	~	~
2025178	6/3/2025	6/4/2025	Facade Sign	Sign	612 Metcalf Street	P77453	Issued	~	~

7/8/2025