

Next Ord: 1904-18
Next Res: 1004-18

VISION STATEMENT

SEDRO-WOOLLEY IS A FRIENDLY CITY THAT IS CHARACTERIZED BY CITY GOVERNMENT AND CITIZENS WORKING TOGETHER TO ACHIEVE A PROSPEROUS, VIBRANT AND SAFE COMMUNITY

MISSION STATEMENT

TO PROVIDE SERVICES AND OPPORTUNITIES WHICH CREATE A COMMUNITY WHERE PEOPLE CHOOSE TO LIVE, WORK AND PLAY

**CITY COUNCIL/PLANNING COMMISSION
STUDY SESSION
AGENDA**

September 5, 2018

7:00 PM

**Sedro-Woolley Municipal Building
Public Safety Training Room
220 Munro Street/325 Metcalf Street**

7:00 – 8:00 PM

1. Proposed UVMU Development Regulations.....2-28
(Staff Contact – John Coleman)

8:00 PM

2. Business License Updates.....29-42
(Staff Contact – Doug Merriman)
3. 2019 Budgeting, Goals, Objectives and Priorities.....43-48
(Staff Contact – Mayor Julia Johnson) (tabled from August 22, 2018 meeting)
4. Executive Session under 42.30.110(1) i for current or potential litigation

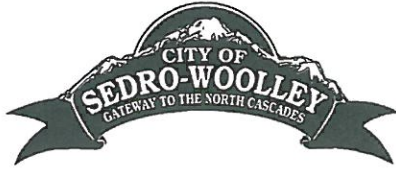
Next Meetings:

September 12, 2018

Council Meeting

7:00 PM

Council Chambers



MEMO:

To: Mayor, City Council and Planning Commission

From: John Coleman
Planning Director

Date: September 5, 2018 – Joint CC/PC Work session

Subject: Proposed UVMU Development Regulations

ISSUE

Direction for the Sedro-Woolley Urban Village Mixed Use overlay

PROJECT DESCRIPTION/ HISTORY

In 2008, the City created an Urban Village Mixed Use (UVMU) overlay for a specific geographic area in the Hodgins Road area. The rules to govern that overlay have not been completed. The Planning Commission recently resumed working on creating zoning regulations and design standards for development in the UVMU. Guidance from the City Council on the future direction of the Planning Commission's work is requested. At today's meeting staff will brief the Council on the project history and the purpose of an urban village. Sedro-Woolley, LLC, owner of property in the UVMU, will also present their vision for future development in the UVMU.

What exactly is an urban village?

An urban village is a planned development mixing commercial and residential uses to create a product similar to a traditional downtown area. The goal of an urban village is to create a pedestrian-oriented, village-like area that allows for people to live, work and recreate in one area, much like Americans did in downtown areas of small towns across America before the advent of cars. Unlike many traditional downtowns, however, urban villages are designed to accommodate the modern necessities of urban life, such as cars and the need for open space. Urban villages are also seen as a way to boost economic development, encourage a safe and attractive pedestrian experience and create a destination that is welcoming and attractive to people who do not necessarily live or work in the village. A local example of an urban village is the Fairhaven District in Bellingham.

Key principals:

- Walkability
- Connectivity
- Mixed use and diversity
- Mixed housing types
- Quality architecture and urban design
- Traditional neighborhood structure
- Increased density
- Quality of life

Sedro-Woolley Urban Village Mixed Use overlay

In 2008, Sedro-Woolley, LLC (SWLLC), the owner of roughly 8.5 acres of property in the Mixed Commercial zone, requested that the city create an urban village that included the SWLLC property. SWLLC's proposed urban village was submitted with the application in 2008; that proposal is attached as Exhibit A. The Planning Commission took up the task and worked with property owners immediately adjacent to the SWLLC property to determine what area should be included in the proposed UVMU overlay.

The Planning Commission recommended that the City Council designate an approximately 40 acre area as the UVMU overlay. The Planning Commission also recommended that language be included in the Comprehensive Plan to enable the UVMU overlay. In 2008, the Council approved the geographic extent of the UVMU, shown in Exhibit B, as well as the below updates to the Land Use Element of the Comprehensive Plan; however Council did not adopt the regulations that govern the UVMU or design standards in 2008:

"Overlay" was defined as a special district that provides opportunities to accomplish specific zoning objectives that are not limited to but could include: higher density uses for residential and commercial development; provision of increased amounts of open space; and achieving other public policy goals."

"Urban Village Mixed Use" was defined as "a land use designation intended to provide for higher density residential and commercial development in a designated geographic area, providing the benefits of mixed-use development, open space, quality development design and efficiency of land use."

Finally, the UVMU is identified as: "An overlay zone, in a specific geographic area, that allows for and encourages higher density residential and commercial development in a mixed-use development. This overlay zone will encourage higher concentration of development allowing for open space, efficient use of land and a more urbanized environment."

An overlay is an optional zoning layer of which the property owner may take advantage. The underlying zoning of the UVMU is Mixed Commercial. The property owners in the UVMU area may develop to the standards of the Mixed Commercial zone at any time, they are not required to use the UVMU regulations. Uses in the Mixed Commercial zone are addressed in SWMC 17.20.010:

A. Permitted Uses.

- 1. Retail, general services, recreational and cultural uses, light manufacturing, low-intensity agriculture;*
- 2. Residential units contained above the first story of a commercial building (live/work units are specifically included), limited to eight such units per building;*
- 3. Repealed by Ord. 1709-11;*
- 4. Public utilities, other than wireless communications facilities;*
- 5. Health facilities and services.*

B. Conditional Uses.

- 1. Quasi-public uses.*
- 2. Wireless communications facilities.*
- 3. Public uses;*
- 4. All other uses not otherwise prohibited.*

C. Prohibited Uses. All uses not allowed as permitted or conditional uses are prohibited.

The UVMU, like the Mixed Commercial zone, is still intended primarily for commercial uses. Additional residential uses are encouraged in the UVMU to amplify the vibrancy of the urban village. The Mixed Commercial regulations restrict residential above commercial to 8 units per building. The UVMU is intended to accommodate residential above commercial without strict limits on how many units. Buildings in the UVMU may be up to sixty feet tall, which would likely allow four or five stories (depending on building design) of residential above the commercial uses on the main floor. Residential uses are not intended to replace commercial uses in the UVMU overlay.

In exchange for allowing property owners to build more residential units than would normally be allowed in the underlying Mixed Commercial zone, high quality design standards and requirements for pedestrian amenities that provide a welcoming atmosphere for visitors are expected. Urban villages are typically required to develop in a manner that improves the aesthetics and pedestrian amenities through more stringent development regulations and design standards in exchange for being allowed higher densities and a mix of uses.

In 2011 the Planning commission, with significant participation by property owners, began working on the new UVMU overlay chapter in the zoning code and associated design regulations. Exhibit A, which is the backbone of SWLLC's 2008 proposal, largely was used to establish the intent and scope of the UVMU overlay. Exhibit A also greatly influenced the early drafts of the zoning and design regulations.

By mid-2012, the real estate market conditions resulted in the project being put on the back burner. At that time, the draft zoning rules had been reviewed at six Planning Commission meetings and those rules were approaching completion. The project had been on hold since 2012, then in April of 2018 SWLLC requested that the city resume the process of creating development regulations for the UVMU Overlay. In June of this year Slab Design/Build Inc. (on behalf of SWLLC) submitted proposed revisions to the Planning Commission's last draft of the UVMU regulations (that the PC last reviewed in 2012). Those revisions proposed by Slab are included in Exhibit C (draft zoning) and Exhibit D (draft design regulations). Any strikeouts or underlines in the attached draft are proposed by Slab.

RECOMMENDED ACTION

Staff requests City Council direction for the ongoing process of writing zoning regulations and design standards for the UVMU overlay. No other action requested.

EXHIBITS

Exhibit A – SWLLC's proposed urban village form 2008 application

Exhibit B – Map of UVMU

Exhibit C – Draft UVMU zoning regulations prepared by Slab Design/Build, Inc

Exhibit D – Draft UVMU Design standards and guidelines also by Slab Design/Build, Inc

ADDENDUM TO CITY OF SEDRO-WOOLLEY APPLICATION FOR
COMPREHENSIVE PLAN/ZONING MAP AMENDMENT

PROPOSED/AMENDED TEXT

Summary

This addendum to the application provides a review of the specific references within the Comprehensive Plan to the proposed new zoning district – Urban Village Mixed-Use. It then summarizes benefits that will accrue from this new district providing for expanded development opportunities. These benefits are identified for the City of Sedro-Woolley, for the community, for the local economy and for the developer. Specific language is then offered for the zoning of this new mixed-use zone. Lastly, potential changes to the City Development Regulations found within the City Municipal Code and references to the City Design Standards and Guidelines, are identified.

1. Comprehensive Plan

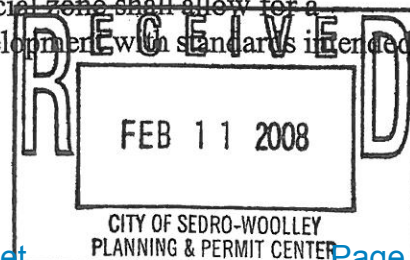
The introduction and Vision Statement to the Comprehensive Plan [Section 1.04 and 1.08] state that most housing development that has occurred has been single family residential. It goes on to state that this raises the concern that Sedro-Woolley will become a “bedroom” community serving economic centers located along I-5. The Plan then states, “There has been a steady decline in the size of households, and an increase in the number of elderly individuals living on fixed incomes.” The Plan goes on to identify structural changes in the local economy resulting from a shift away from traditional industries, lumber and agriculture that are land intensive, to light industrial and service industries. (1)

The Plan states that one of the further directions from the Mayor was to, “Improve the attractiveness of commercial development along Highway 20.” The Comprehensive Plan also emphasizes the need for “urban infrastructure” in all new developments. (2)

Growth Management Act goals, incorporated into the Plan, include seeking a diversity of housing types and densities, encouraging local economic development opportunities, protecting the environment, and providing open space, among other goals.

The Land Use Element of the Comprehensive Plan [Policy LU-5.6] states, “Ensure that the community’s planning program reflect basic community values.” This would include those mentioned above as articulated in the Comp Plan Introduction and Vision. Specific land use categories are defined in LU-6.2, including the Mixed Commercial zone (MC) which is the current zoning on the subject property. The Comp Plan states that, “Permitted uses will be refined in the development regulations.”

As described in the Comp Plan, the Mixed Commercial zone shall allow for a “compatible mix of commercial and residential development with standards intended to



present an attractive and welcoming appearance to visitors at the entrances to the city and at selected nodes along major roads.”

In relation to the application for Comp Plan/Zoning Map Amendment, we believe that the Comp Plan designation of the Mixed Commercial is essentially appropriate for the land use. Our concern is primarily with constraints that have been written into the city zoning and development regulations code that constrain development options within the Mixed Commercial.

For this reason, we request that a new land use designation be incorporated into the Comprehensive Plan, titled, “*Urban Village Mixed-Use*” which would allow for development consistent with Comp Plan goals, which would be designated urban village to make the distinction between this zoning and that of the Central Business District, and to denote complimentary uses and synergies between development opportunities in the Central Business District core and that of mixed-use options for the subject properties along State Route #20.

2. Benefits that will be realized from the “Urban Village Mixed-Use” zone.

The proposed “Urban Village Mixed-Use” zone emphasizes aspects of New Urbanism planning. New Urbanism development is consistent with policies articulated in the Comprehensive Plan and the City’s Design Standards and Guidelines. The principle components of New Urbanism development include:

- Pedestrian access and walkways
- Connectivity for both pedestrian and vehicular flows
- Mixed-Use and diversity of development mix including residential, office and retail
- Diversity of housing to include a range of types, sizes and prices in close proximity
- Quality architecture and urban design
- Traditional neighborhood elements including open space at the center of the development
- Increased density to enable a more convenient, efficient use of services and resources
- Smart transportation including pedestrian friendly design
- Environmentally sensitive and sustainable, energy efficient and utilizing Low Impact Development to effectively manage stormwater and (possibly LEEDS) to design environmentally efficient buildings
- Promote open space through more efficient land use and increased densities, and
- Enhance quality of life.

BENEFITS OF NEW URBANISM

1. BENEFITS TO CITY OF SEDRO-WOOLLEY

Stable, appreciating tax base; Less spent per capita on infrastructure and utilities than typical suburban development due to compact, high-density nature of projects; Less traffic congestion due to walkability of design; Less crime and less spent on policing due to the presence of more people day and night; Better overall community image and sense of place; Less incentive to sprawl; Greater civic involvement of population and participation in the mixed-use development. (3) More efficient use of tax money with less spent on servicing suburban sprawl.

2. BENEFITS TO COMMUNITY

Enhanced quality of life due to living, working and recreating in a well thought out environment, surrounded by unique architecture, defined public spaces and the opportunity to safely walk amongst your community, resulting in a sense of place and belonging among a variety of age groups and incomes. Higher, more stable property values and less traffic congestion with less driving all contribute to the efficiency of design and uses. A healthier lifestyle with more walking in close proximity to main street retail & services, close proximity to bike trails, parks, and nature all add to the natural setting framed by the surrounding mountains and panorama. More freedom and independence to children, elderly, and the poor in being able to get to jobs, recreation, and services without the need for a car. Savings to school district in reduced busing costs from children being able to walk or bicycle to neighborhood schools. More diversity and smaller, unique shops and services with local owners who are involved in community; Big savings by driving less, and owning fewer cars.

3. BENEFITS TO LOCAL ECONOMY

Increased sales due to more foot traffic & people spending less on cars and gas; More profits due to spending less on advertising and large signs; Better lifestyle by living close to retail and employment opportunities reducing costly commutes; Economies of scale in marketing due to close proximity and cooperation with other local businesses; Smaller spaces promote small local business incubation; Lower rents due to smaller spaces & smaller parking lots; Healthier lifestyle due to more walking and being near healthier restaurants; More community involvement from being part of community and knowing residents

4. BENEFITS TO DEVELOPERS

More income potential from higher density mixed-use projects due to more leasable square footage, more sales per square foot, and higher property values and selling prices; Faster approvals in communities that have adopted smart growth principles resulting in cost / time savings; Cost savings in parking facilities in mixed-use properties due to sharing of spaces throughout the day and night, resulting in less duplication in providing

parking; Less need for parking facilities due to mix of residences and commercial uses within walking distance of each other; Less impact on roads / traffic, which can result in lower impact fees; Greater acceptance by the public; Faster sell out due to greater acceptance by consumers from a wider product range resulting in wider market share

3. **Zoning for Urban Village Mixed-Use**

We request that the following language and approach be included in this new “Urban Village Mixed-Use” zone.

Intent: The intent of this zone is to encourage a compatible mix of commercial and residential development, and more diverse types of residential density. This zone will provide for more efficient use of resources providing for an integrated mixed-use site plan to include open space, walkability, convenience, environmental protection, enhanced commercial options, reduction of dependence on motorized vehicles, and provide for a sense of an urban village experience to present an attractive and welcoming appearance to visitors at the western entrance of the City.

Principal uses:

1. Retail and wholesale sales, professional services, general services, and offices.
2. Recreational and cultural uses.
3. Food venues such as restaurants and taverns.
4. Banks and similar services.
5. Day care centers.
6. Residential to include multi-family.
7. Residential units contained above the first story of a commercial building (live/work units are specifically included) in varied densities.
8. Other uses as identified by the City.

Additional considerations of proposed zoning:

Parking – consideration for shared access between residential and commercial uses, potentially reducing requirements in 17.020.060 [SWMC – Parking for residential uses, for example]. Provision for partially undergrounded parking with either landscape or constructed buffers to minimize visual impacts of parking. (City Design Standards and Guidelines, “Location of Parking: Guidelines #1) Parking development subject to project phasing with parking requirements to be determined within the context of development review of a site plan application addressing the specific types of housing and unit densities identified in the site plan...

Residential density – intended for a range of multi-family, multi-level structures with density not to exceed R-25 dwelling units per acre. The Urban Village Mixed-Use zone is not intended for individual lots. The R-25 is a maximum density and it is the intention of this zoning designation to encourage flexibility in dwelling unit densities, structures

and building height, providing for a diversity of mix of dwelling unit types and efficiencies associated with mixed-use development.

This zoning will allow for multi-family, multi-level buildings with varying densities (not to exceed R-25 du per acre), dedicated to residential uses, as part of an integrated mixed-use master site plan. Residential uses may also be integrated with retail or office within the same building structure, but this zoning allows dedicated residential structures in order to promote flexibility in the available residential unit mix.

Height restrictions – to revise the height restrictions to allow for five story residential structures, either four stories of residential over a retail ground floor or five stories of residential units. This recommendation subject to the ability of the Fire department to provide appropriate Levels of Service (LOS) for higher story structures and the permanent availability within the Fire department of appropriate fire fighting equipment.

Integrated site plan – to allow for mixed use development in the context of development for the entire site, allowing for single uses in specific structures (for example 100% residential in a structure, or solely retail uses within a structure) while achieving mixed-use development by the integration of uses across the entire site.

4. City Design Guidelines and Standards

The City of Sedro-Woolley Municipal Code [2.90] identifies types of development applications and the development review process. SWMC [15.44.010] Design Review Standards states,

“The intent of design review is to encourage better design and site planning throughout the city of developments which are significant in impact; encourage development which feature amenities designed to strengthen a sense of community; to minimize potential incompatible uses; and to increase community property values.”

Further, SWMC [15.44.070] states,

“Waivers to the required elements of design standards manual may be allowed by the design review authority if the applicant demonstrates that the overall project meets the intent of the design manual and other adopted standards, through the incorporation of “encouraged” design elements from the city of Sedro-Woolley design standards and guidelines or other significant design elements which accomplish the same purpose.” (4)

A potential development application on the subject properties under a new zoning designation “Urban Village Mixed-Use,” will accomplish multiple city adopted goals as stated in the Comprehensive Plan, Development Code, and City Design Standards and Guidelines. The applicant intends to integrate those desirable qualities as outlined above and within this zoning amendment application as established by City of Sedro-Woolley policy and goals.

The request for the new zoning designation is to provide the opportunity for those goals and policies to be realized in the context of a mixed-use development that can support the community, the City, and the environment. The development potential on the subject properties will not only achieve compliance with the City Design Standards and Guidelines, but may also exceed them in certain instances.

We recommend the City amend the City Design Standards and Guidelines to include the new zoning district, consistent with already established policies within the Design Standards and Guidelines and allowing for the above identified flexibility in achieving the goals and policies adopted by the City.

5. Conclusion

This application speaks to the future of the City and looks to provide a way to help the City achieve a higher degree of self-sufficiency and therefore, control over its own future. The potential mixed-use development of this site can have a profound impact on the community and for those pass through trips along State Route 20. By expanding the scope of potential development, consistent with generally accepted mixed-use standards, the City and its residents can achieve a more efficient, integrated mixed-use site that will provide significant public amenities in the areas of housing diversity, open space, walkability, environmental protection, an integrated roadway system, and expanding job creation through service sector and office uses.

Every suburban city now struggles with ways to increase the structural components of its revenue picture in the face of national fluctuations in housing market demand. Providing an increased range of housing types expands the market for local housing options.

The commercial side of mixed-use development also creates local jobs. On the retail side, the City can enhance its capture of retail sales tax thereby reducing “leakage,” the phenomenon that occurs when the residents of Sedro-Woolley are forced to purchase retail products outside of the City because the city’s retail sector is underserved locally. Development of an Urban Village Mixed-Use site will not only help recapture current lost consumption opportunities by local residents but also act to attract more retail expenditures by pass through traffic on State Route #20.

Increased revenue from this type of development can help fund needed infrastructure, parks and recreation activities and help provide the resources for the redevelopment of the Town Center and the Central Business District.

REFERENCES

- (1) (2) *City of Sedro-Woolley Comprehensive Plan: Introduction and Vision Statement*
- (3) “*Principles of New Urbanism*,” New Urbanism.org
- (4) *City of Sedro-Woolley Design Standards and Guidelines*, Introduction, page 3.

City of Sedro-Woolley Urban Village Mixed-Use Overlay

Legend

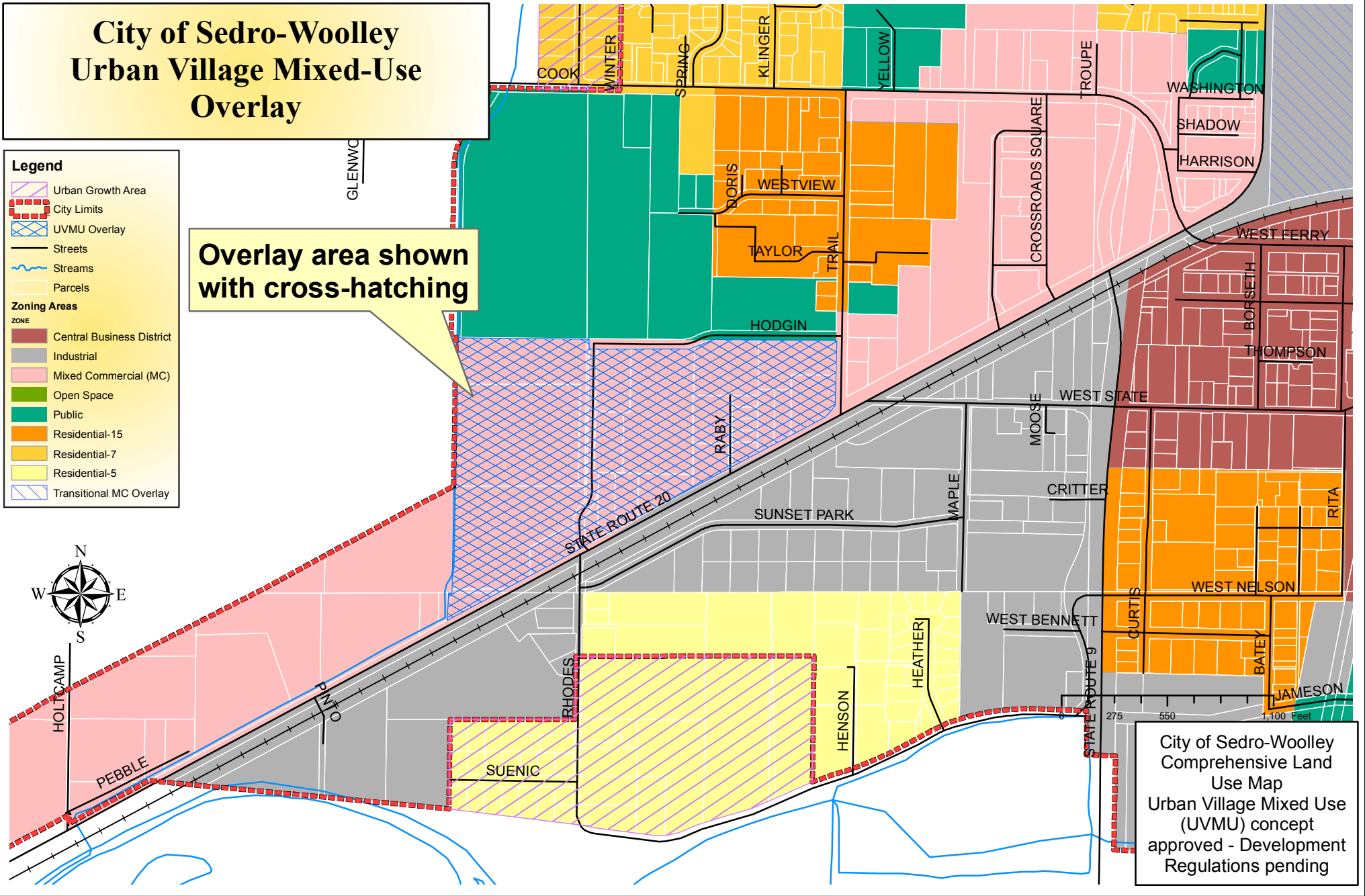
- Urban Growth Area
- City Limits
- UVMU Overlay
- Streets
- Streams
- Parcels

Zoning Areas

ZONE

- Central Business District
- Industrial
- Mixed Commercial (MC)
- Open Space
- Public
- Residential-15
- Residential-7
- Residential-5
- Transitional MC Overlay

Overlay area shown
with cross-hatching



City of Sedro-Woolley
Comprehensive Land
Use Map
Urban Village Mixed Use
(UVMU) concept
approved - Development
Regulations pending

Exhibit C
to Sept 5, 2018 Memo

PROPOSED Chapter 17.XX
Urban Village Mixed Use (UVMU) Overlay

Sections:

[17.XX.005](#) Intent.

[Applicability](#)

[Process](#)

[Definitions](#)

[17.XX.010](#) Use restrictions.

[17.XX.020](#) Bulk restrictions.

[17.XX.030](#) Minimum lot size requirements.

[17.XX.040](#) Maximum density requirements.

[17.XX.050](#) Maximum lot coverage.

[17.XX.060](#) Building height.

[17.XX.070](#) Hazardous waste.

[17.XX.080](#) Parking.

[17.XX.090](#) Parking for residential uses in UVMU.

[17.XX.100](#) Integrated site plan.

[17.XX.005 Intent](#)

The intent of this zone is to encourage a compatible mix of commercial and residential development and more diverse types of residential density. This zone will provide for more efficient use of resources providing for an integrated mixed-use site plan to include open space, walkability, convenience, environmental protection, enhanced commercial options, reduced dependence on motorized vehicles, and provide for an urban village experience and present an attractive and welcoming appearance to visitors at the western entrance of the City.

[17.xx.xxx Applicability](#)

This chapter shall apply to areas within the city of Sedro Woolley designated Urban Village Mixed Use (UVMU) Overlay as shown on Sedro Woolley Comprehensive Zoning Map fig. XX.XX or as designated by planning staff.

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17.XX.005 Intent.

The intent of this zone is to encourage a compatible mix of commercial and residential development, and more diverse types of residential density. This zone will provide for more efficient use of resources providing for an integrated mixed-use site plan to include open space, walkability, convenience, environmental protection, enhanced commercial options, reduction of dependence on motorized vehicles, and provide for a sense of an urban village experience to present an attractive and welcoming appearance to visitors at the western entrance of the City.

17.xx.xxx Process

Applicants may request minor modifications to the general parameters and design standards set forth in this chapter. The planning director may modify these requirements if all the following criteria are met:

1. The site is constrained due to unusual shape, topography, easements, access or sensitive areas.
2. The modification is consistent with the purpose of this chapter.
3. The modification will not result in a development that is less compatible with neighborhood land uses.

17.xx.xxx

Definitions

These definitions are in addition to and reference Chapter 17.04.030 Definitions of the Sedro Woolley Municipal Code.

“Open space” means land which is free of buildings or impervious surfacing.

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

“Triplex” means a building containing only three dwelling units.

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17.XX.010 Use restrictions.

Use restrictions in the UVMU Overlay zone shall be as follows:

~~A. A. — Permitted uses in UVMU: for street facing units on main north-south thoroughfare (Hodgin Street):~~

1. Retail and wholesale sales;
2. Food ~~/drinking~~ -venues such as restaurants and taverns; ~~and~~
3. Banks ~~and similar services~~;
4. Lodging / bed and breakfast;

~~B. — Permitted uses in rest of UVMU:~~

- ~~1. — Retail and wholesale sales;~~
- ~~2. Professional services;~~
- ~~3. General services;~~
- ~~4. Offices;~~
- ~~5. Recreational and cultural uses;~~
- ~~6. — Food venues such as restaurants and taverns;~~
- ~~7. — Banks and similar services;~~
- ~~8. Commercial day care centers;~~
- ~~9. Multi-family residential (duplex, triplex, townhouse, apartment, condominium or similar) as part of a mixed-use site development;~~
- ~~10. Mixed use r~~Residential units contained above the first story of a commercial building in varied densities;
- ~~11. — Temporary lodging, including hotel/motel and bed-and-breakfast guesthouse; and~~
12. Health facilities and healthcare, excluding overnight accommodations;

C. Conditional Uses.

1. Planned residential developments;
3. Outdoor recreation facilities;
4. Public utilities, excluding wireless communication facilities;
5. Quasi-public uses;
6. Public uses;

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7. Retirement / assisted living facilities;

8. Small scale wood / metal fabrication; shop space

D. Prohibited Uses.

1. Adult entertainment;
2. Wireless communication facilities; and
3. All uses not listed above.

17.XX.020 Bulk restrictions ~~and setbacks~~

Minimum setbacks for commercial and mixed use buildings: None. Maximum setbacks 10 feet. These may be larger if exclusively used for pedestrian access and amenities. This does not include parking and any other accommodations for motorized vehicles. Sites shall be developed in a coordinated manner, complementing adjacent structures and uses through placement, size and mass.

Single use residential multifamily structures setbacks: 10 foot front yard; 5 feet side yard(s); 10 foot rear yard; minimum 20 foot buffer from commercial uses. In the event setbacks do not apply given large site areas and proximity to property lines, minimum setbacks shall be considered minimum yard requirements to public sidewalks and adjacent structures.

17.XX.030 Minimum lot size requirements

No minimum lot size requirements for the UVMU Overlay.

Structures may share common lot or be part of a subdivided development.

17.XX.040 Maximum density requirements

Residential density: the UVMU Overlay is intended for a range of multi-family, multi-level structures with density not to exceed R-~~3525~~ dwelling units per acre. The Urban Village Mixed-Use zone is not intended for single family residences. The R-~~3525~~ is a maximum density and ~~it is the intention intended of this zoning designation~~ to encourage flexibility in dwelling unit densities and types of structures ~~and building height~~, providing for a diversity of ~~mix of~~ dwelling unit types and efficiencies associated with in-mixed-use development. This zoning will allow for multi-family, multi-level buildings with varying densities (not to exceed R-~~3525~~ du per acre), dedicated to residential uses.

Open space shall constitute ~~2530~~% of gross acreage subject to provisions of other amenities as specified in the City Design Standards and Guidelines. Residential uses may also be integrated with retail or office within the same building structure. There is no minimum or maximum commercial or residential unit densities per structure. See Site Design and Public Open Space here for additional information.

17.XX.050 Maximum lot coverage

No maximum lot coverage requirements for the UVMU Overlay

17.XX.060 Building Height

Height restrictions: the UVMU Overlay is intended to allow for variable-height structures that are taller than allowed in the standard Mixed Commercial zone, up to five stories. A five story structure may have four stories of residential over a retail ground floor or five stories of residential units provided that ground-floor frontage of buildings along pedestrian oriented streetscapes are used for non-residential uses. ~~Any building stories above the third must step-back a minimum of 15 feet.~~

Single use multifamily residential structures such as duplexes, triplexes, townhomes or similar are limited to 35 feet in height measured to midpoint of highest roofline slope from existing site grade.

Single use multifamily apartments, condominiums or similar are limited to 45 feet in height measured to midpoint of highest roofline slope from existing site grade.

17.XX.065 Design Standards

The UVMU is intended to create a pedestrian friendly environment while also accommodating vehicular traffic and parking. All development utilizing this chapter (UVMU Overlay) is subject to the UVMU design standards section of the Sedro-Woolley Design Standards and Guidelines manual in addition to any other applicable sections of the manual. Where conflict between sections of the design standards exist, the Additional Standards for the Urban Village Mixed Use Overlay shall apply.

17.XX.070 Hazardous Waste

On-site hazardous waste treatment and storage facilities as accessory to a permitted or conditional use are allowed as a conditional use; provided, such facilities comply with the state hazardous waste citing standards and Sedro-Woolley and State Environmental Policy Act requirements.

17.XX.080 Parking-General

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

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

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

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

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

B. Off-street parking shall be provided for residential dwellings, commercial and retail uses in the UVMU Overlay if existing and or proposed on street parking does not meet minimum parking requirements. -

C. On street parking provided by private development street improvements shall count towards total parking count and requirements.

17.XX.085 Parking for commercial uses in the Urban Village Mixed-Use zone

Subject to any shared parking as approved under SWMC 17.XX.080, parking shall be provided as specified in SWMC 17.36.

17.XX.090 Parking for residential uses in the Urban Village Mixed-Use zone

Subject to any shared parking as approved under SWMC 17.XX.080, parking shall be provided as follows:

Townhouse:	<u>1.0 space per bedroom up to 2 bedrooms, .5 space per add. bedroom over 2</u> 2.0 spaces per dwelling unit
Apartment:	
Studio	1. 02 per dwelling unit
One bedroom	1. 05 per dwelling unit
Two bedroom	<u>2.01</u> 1.7 per dwelling unit
Three bedroom or larger	2. 50 per dwelling unit
<u>Duplex:</u>	<u>1.0 space per bedroom up to 2 bedrooms, .5 space per add. bedroom over 2</u>
<u>Triplex:</u>	<u>1.0 space per bedroom up to 2 bedrooms, .5 space per add. bedroom over 2</u>

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17.XX.100 Integrated site plan

To allow for mixed use development in the context of development for ~~anthe~~ entire site, ~~allowing~~ for single uses in specific structures is allowed. ~~{For example, 100% multifamily residential in a structure, or solely retail uses within a structure}~~ while achieving mixed-use development by the integration of uses across the entire site.

A. Single use 100% multifamily residential structures shall not exceed a 1:1 ratio of finished square foot space to finished commercial space on site; not to include indoor parking areas or garages in ratio calculation.

17.XX.110 Integration with Brickyard Creek

A. Intent: the Brickyard Creek corridor shall be an integrated amenity of any development in the UVMU Overlay. The creek has a riparian buffer per the Critical Areas Ordinance (Chapter 17.65 SWMC). Public access via a public trail along the length of the creek is encouraged by the Sedro-Woolley Comprehensive Plan, subject to the criteria in Chapter 17.65. It is the intent of the UVMU Overlay to incorporate public access along the creek corridor. It is not the intent of the UVMU Overlay to allow development that is blocked visually or physically from the creek corridor.

B. Orientation of residential and commercial uses on creek corridor: Development adjacent to the creek corridor shall maintain a pedestrian-friendly aesthetic along with a pedestrian connection to the public trail within the creek corridor. Walls and building elements facing the creek corridor shall not be designed to have service areas or blank walls as major elements facing the creek.

Exhibit D

to Sept 5, 2018 Memo

Chapter XX. Additional Design Standards for the Urban Village Mixed Use Overlay

SITE DESIGN

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SITE LAYOUT/ORIENTATION TO STREET

Intent

The intent of the Urban Village Mixed Use Overlay (UVMU) is to create a compatible mix of commercial and residential development, and more diverse types of residential density. A higher standard of aesthetics is required ~~in exchange for density and height limit bonuses~~ within the overlay. The UVMU will provide for more efficient use of resources providing for an integrated mixed-use site plan to include open space, walkability, convenience, environmental protection, enhanced commercial options, reduction of dependence on motorized vehicles, and provide for ~~a sense of~~ an urban village experience ~~and for to present~~ an attractive and welcoming appearance to visitors at the western entrance of the City. To reinforce pedestrian activity, development in the UVMU shall be oriented to ground floor activities and enhance the liveliness of the street through building location, uses and design. ~~to~~

Standards

Required:

1. Commercial parking lots shall be located behind, below or above buildings. Where commercial parking lots are allowed beside buildings, parking lots shall provide a 10-foot-wide planting area between the parking lot and street right-of-way to include ~~at least two or more~~ of the following:

- a year-round sight barrier, such as an approved architectural feature such as a trellis, archway, architectural detailing, contrasting materials, fence or other special interest;
- evergreen shrubs;
- evergreen ground cover,
- shrub material maintained at a maximum height of 3 feet for visibility.

2. Locate the building at sidewalk edge. A larger setback may be considered in order to accommodate a wider sidewalk, street parking, public space, or outdoor cafe seating area or similar. ~~to~~

~~2. Only commercial/retail space shall be located at street level along the north-south stretch of Hodgin Road Street. Other uses allowed in the UVMU shall be above or behind commercial/retail in this area.~~

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34. Locate the primary entrance at street level facing a public street. The primary entrance should be more articulated and highlighted (size, material, recessed, lighting) than secondary entrances.

45. Sidewalks along the main shopping section on Hodgin Street shall be 102 feet wide or greater. Other sidewalks on public streets shall be at least 8 feet wide or greater. Minor modifications to this standard may be approved by the planning director.

56. Parking lots shall not be allowed at intersections.

67. Drive-thru facilities are not allowed in the UVMU unless located behind or at side of a buildings and designed so as not to interfere with traffic movement in a parking lot or drive lane.

Guidelines

Encouraged:

1) Orient buildings to public streets and open spaces in a way that corresponds to the site's natural features and enhances the character of the street for pedestrians.

2) Building entrances could be oriented in one or more of the following ways:

- Building should be oriented so that entrances are visible from the street.
- Connect entries to public sidewalk by walkways that do not go through a parking lot.
- Front buildings on courtyards that have a visible connection to the public street.

3) Buildings may be oriented to natural areas and common open space while including design elements that provide a clear pedestrian entry from the public street. This may be done by using measures such as:

- Clustering buildings around a consolidated open space with some buildings and entries oriented to the street.
- Emphasizing the pedestrian entry to the site from the fronting street with landscaping, special paving, gateways, arbors and similar features.
- Optimizing solar access by avoiding shadow casting on adjacent properties, orienting buildings toward the south or west and using deciduous trees to help shade in summer without blocking solar access in winter.

4) Provide a main pedestrian walkway from the street to building entries, as well as from the parking lot to the building.

PARKING LOT LANDSCAPING/SCREENING

Intent

To reduce the visual impact of parking lots through landscaping and architectural features that complement the overall design and character of the UVMU.

Standards

Required:

1. The number of trees required in the internal planting areas in parking lots shall be dependent upon the location of the parking lot in relation to the building and public right-of-way:
 - where the parking lot is located to the side of the building and partially abuts the public right-of-way, one tree for every six spaces shall be provided (1:6);
 - where the parking lot is located behind building and is not visible from the public right-of-way, one tree for every eight spaces shall be provided (1:8).
2. Landscape plantings consisting of trees of which at least 80% are deciduous and shrubs and groundcover materials of which at least 80% are evergreen;
3. Walls and raised planters shall not exceed a maximum height of 3 feet and screen treatment does not create a safety hazard;
4. All plant material used for parking lot screening shall be managed and/or selected to provide clear views between 3 and 8 feet above the ground surface, for surveillance purposes; and
5. Fencing, if necessary, ~~shall be painted metal~~ shall be of architectural interest and must be approved by the Planning Director. Fences may not exceed 6 feet in height. Chain link fencing, barbed or razor wire is not allowed in the UVMU.

Guidelines

Encouraged:

1. Landscaping along pedestrian walkways through parking lots.
2. Landscaped berm with trees and evergreen shrubs
3. [Utilize landscaping strips as bioretention facilities where possible](#)

PUBLIC OPEN SPACES

Intent

To create exterior open space that encourages interaction with the environment, social interaction, recreation and physical activities. Public open spaces to accommodate seating, dining or other park-like activity are required to give visitors and residents a place to gather, relax, or otherwise enjoy the experience that the UVMU intends to provide.

Standards

Required:

1. 25% of site area must be dedicated to public open space; to include sidewalks, paths, parks, seating areas, plazas, greens, open malls, or similar. No more than 5% of public sidewalks for general connectivity and pedestrian access may be counted towards open space calculation; unless such path or sidewalk is part of or parcel to a larger public park, green path, plaza or similar. A lower standard may be considered and approved by planning director for small projects / lots. -Public open spaces to accommodate seating, dining or other park-like activity are required to give visitors and residents a place to gather, relax, or otherwise enjoy the experience that the UVMU intends to provide.

2. Seating, fountains, open usable green space and/or artistic embellishments or similar are required in all public open spaces.

REQUIRED AMOUNT OF PUBLIC SPACE PER SQUARE FOOT OF BUILDING. (30% of square footage)

3. Buildings adjacent to public open spaces such as public parks, plazas, and trails shall be oriented to promote activity and interaction, and provide visual interest to and from buildings ~~so as~~ to avoid the back-of-building effect; and

4. Locate some ground level features such as entries, windows, decks, patios or similar features on buildings that interface with the public open space.

5. Walkways should connect the usable space and recreation facilities to the multifamily buildings.

Guidelines

Encouraged:

1) Paved walking surfaces that promote pedestrian use and interaction through the landscape and greenspace.

2) Landscaping components that add visual interest and do not act as a visual barrier. This could include planting beds, potted plants, or both.

3) Features that make the space desirable for pedestrian use. Examples include adjacent storefronts, site furniture, artwork, kiosks, and/or weather protection elements.

4) Outdoor space should be oriented to receive sunlight whenever possible.

5) Site should provide adequate space for a diverse range of activities and uses.

6) Public open space should provide a sense of place. Features unique to that public space should be present for identification and wayfinding purposes.

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ENVIRONMENTAL ASPECTS

Intent

To encourage the implementation of environmentally friendly building and development features which reduce the overall environmental impact of the development ~~building~~.

Standards

Required:

- 1) ~~1) Landscaping component~~ Non-invasive plant species that do not pose an environmental or human risk to the area and community.
- 2) ~~Parking lots are required to meet stormwater drainage requirements by first using Low Impact Development (LID) techniques wherever possible and practical.~~

Guidelines

Encouraged: projects using portions of the following may receive expediated permit review.

- 1) ~~Commercial parking lots are encouraged to meet stormwater drainage requirements by using Low Impact Development (LID) techniques wherever possible and practical.~~
- 12) Design and construction of buildings that attain Leadership through Energy and Environmental Design (LEED) certification (or equivalent).
- 23) Design and construction of buildings that attain Built Green certification, specifically a three to five star rating.
- 34) Design and construction of site amenities that achieve Sustainable Sites Initiative (SITES) certification (or equivalent).
- 45) Pre-wiring of building roofs for solar panel installation.
- 56) Utilize environmentally focused incentive programs through Cascade Natural Gas and Puget Sound Energy
- 6) Locally and regionally sourced building materials from responsible, lower impact manufacturers when feasible.
- 7) High efficiency HVAC, HRVs, ERVs are encouraged; use of will grant reduced impact/permit fees.
- 8) Exceeding minimum envelope R-values; use of will grant reduced impact/permit fees.
- 9) Use of less toxic / nontoxic, environmentally sensitive building materials.
- 10) Pervious sidewalks and similar permeable approved hard surfaces are encouraged for public sidewalks, open malls, pedestrian paths or similar.
- 11) Green roofs, living walls or similar are encouraged and may count toward landscaping or open space.

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BUILDING DESIGN

Intent

To encourage and implement architectural design that is varied, aesthetically pleasing, functional and fits within local and regional vernacular, encouraging regional materials and lower impact design; to avoid large blank homogenous spaces, overbearing and out of scale forms and materials. These standards work from and in addition to the existing Sedro Woolley Design Standards and Guidelines. The planning director may make minor modifications and interpretations to design standards on a case by case basis.

Ground Level Details

See "Building Design, Ground Level Details" section as the basis for this additional standard.

Required: Ground floor, street facing facades of commercial and mixed-use buildings shall incorporate at least seven of the elements listed A-J and in addition may include any of the following as part of requirements:

K) Masonry skirting/base/wainscoting or similar, no less than 36" above grade at building; min height does not apply under fenestrations; finished concrete may be considered.

L) Large format doors and windows with transom windows above;

M) Large operable window and or doors that create dynamic usable space/interface of public and private space for dining, seating, retail or similar;

N) Post and lintel detailing/articulation; corbeling, dentils or similar;

O) Decorative trim, moldings, bands, arches, balustrades, base moldings or similar architectural features;

P) Notable building articulation vertically or horizontally or similar architectural feature(s) that meet the intent of this section;

Prominent Entrance

See "Building Design, Prominent Entrance" section as the basis for this additional standard.

Required: the principal entry to the building shall be marked by at least two elements from each group A, B and C of the Building Design Standards. Buildings with multiple entries along street may share required entry features.

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Multifamily residential with in UVMU

Required:

- 1) Duplex, triplex, townhomes, apartment or similar multifamily structures with units entered at and from street level must have covered front porch a minimum of 50 square feet with no dimension less than 5 feet;
- 2) Street level unit entrances are not to be shared;
- 3) Ground level units to have minimum 150 square feet of private green space, partially screened from public view with no dimension less than 5 feet; green space must have clear public / private barrier: fencing, landscaping, change in grade or similar; ground level decks may count towards green space requirement; communal private green space may count towards green space requirement if individual ground level green space is deemed infeasible.
- 4) Units at or above a second story to have private deck no less than 20 square feet with no dimension less than 3 feet; communal private rooftop deck space or ground level amenities may supplant this requirement; communal spaces must be sufficient size and directly accessible by tenants;
- 5) Low pitch "flat" roofs are permitted in conjunction with rooftop decks/patios, parapets or similar architectural features;
- 6) Units separated vertically and or horizontally are permitted;
- 7) Mechanical equipment must be screened from public view;
- 8) Multifamily units are not to exceed 2,000 square feet of finished floor space per unit;
- 9) Multifamily buildings must be modulated along the public street at least every 35 feet. Building modulations must step the building wall back or forward at least three feet;
- 10) Use lines and rhythms to create a human scale streetscape. These may include vertical and horizontal patterns as expressed by bays, belt lines, door and windows;
- 11) Garbage and recycling areas shall be consolidated and screened from public view;
- 12) Garages must be oriented to rear or side of units whenever possible;
- 13) Garages facing street must be setback a minimum of five feet from front facing wall of unit;
- 14) Two car garages (in width) facing street are prohibited;
- 15) A distinct base of brick, stone or similar is required no less than three feet above grade at building along public street; minimum height does not apply under fenestrations; or at least 20% of building façade along street must be brick, stone or similar; finished concrete may be considered.

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MASS AND ARTICULATION

See “Building Design, Massing” sections from the Sedro Woolley Design Standards and Guidelines as the basis for these additional standards.

Intent

Reduce the apparent mass of large buildings to provide visual interest and pedestrian scale; to avoid large overly repetitive facades.

Standards

Required:

- 1) Buildings should convey a visually distinct base and top; base and top must be in relative proportion to scale of building;
- 2) Roof parapets and eaves are encouraged to vary in height to avoid long, straight lines at the maximum building heights;
- 3) Mixed use and commercial buildings with facades along street longer than 50’ should be divided into “modules” that are expressed three dimensionally throughout the building façade. Modules can vary in width and depth and may not be less than 36” in depth; modulation can project into right of way 10 feet above grade.
- 4) A change of materials, colors, or textures on different elements is encouraged to provide further articulation and additional variety and character;
- 5) Massing should be varied with elements such as bays and dormers;
- 6) Trim, bellybands, fascia, bargeboards and related architectural elements should fit in form and scale to overall building size/scale; for example, avoid undersized barge and fascia boards for larger buildings; avoid trimless windows and doors on larger residential facades.
- 7) Any commercial or mixed-use building stories along street above the third must step-back a minimum of 5 feet; or modulate no less than 1/2 of the building’s street face back no less than 10 feet. Final modulation at discretion of Planning Director and may approve minor variations in modulation requirements;
- 8) Larger scale residential and commercial developments are to avoid overly blank, repetitive forms and finishes across multiple buildings; variety in color, material, scale and orientation is encouraged.

Guidelines

Encouraged:

- 1) ~~1)~~ Scale buildings to provide appropriate transitions to adjacent developments
- 2) Design may be done in a contemporary way;
- 3) Fixed square picture windows are to be avoided as primary glazing in residential applications
- ~~4)~~ Operable divided light windows are encouraged

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Ground Floor Details

Standards

Required:

1.

Guidelines

Encouraged:

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Building Material**BUILDING MATERIALS**

The planning director may make minor modifications and interpretations to design standards on a case by case basis. See "Building Design" sections as the basis for these additional standards.

Standards

Required:

1. ~~1.~~ Exterior cladding and finishes must be of higher quality, aesthetics and durability;
2. Exterior cladding of mixed used buildings shall be no less than 20% masonry, brick, stone or similar approved material; finished concrete may be considered;
3. T1-11, low grade plastic, vinyl siding and similar low grade exterior products are prohibited;
4. Exterior unpainted wood elements must be treated with approved penetrating finish and or covered and capped to prevent blackening or uneven weathering;
5. Exterior metal elements must be properly painted or sealed to prevent rusting and staining;
6. Interior floor finishes at commercial street levels should be highly durable and waterproof and provide a slip resistant texture or similar;
7. All other interior finishes at commercial spaces are to be commercial grade;

Guidelines

Encouraged:

1. ~~1.~~ Exterior cladding and finishes may be done in a contemporary way;
2. Locally and regionally relevant and sourced materials and finishes are encouraged;
3. Post modern design is discouraged;
4. Historic or semi-historic forms and finishes that blend and enhance local and regional vernacular are encouraged;

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~~Weather Protection~~WEATHER PROTECTION

See "Building Design, Weather Protection" section as the basis for this additional standard.

Standards

Required:

- ~~1. No less than 60% of street facing facades along public sidewalks shall have a canopy, awning or similar weather protection.~~
- ~~2. Retractable fabric, vinyl or similar canopies are prohibited along street; such canopies may be permitted for exterior, seasonal dining or similar retail spaces;~~
- ~~3. Weather protection size, type, location and orientation may be adjusted above and below minimum standards and dimensions at the discretion of the Planning Director.~~

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Guidelines

Encouraged:

- ~~1. Avoid drip edge onto middle of public sidewalk;~~
- ~~2. Gutters, scuppers and similar closed drain systems are encouraged;~~
- ~~3. Neon, loud, obtrusive colors on or of fabric, vinyl or similar canopies are discouraged;~~
- ~~4. Overly large marketing, images, text are discouraged as part of canopy/awnings;~~

Encouraged:

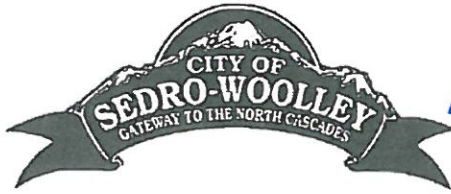
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~~BUILDING DESIGN~~

~~MASSING AND ARTICULATION~~

CITY COUNCIL
WORKSESSION

SEP 05 2018




AGENDA ITEM 2

CITY OF SEDRO-WOOLLEY

Sedro-Woolley Municipal
Building 325 Metcalf Street
Sedro-Woolley, WA 98284
Phone (360) 855-9922
Fax (360) 855-9923

Doug Merriman, Ph.D
Finance Director

MEMO TO: City Council
FROM: Doug Merriman, Finance Director 
RE: Business License Updates
DATE: September 5, 2018

ISSUE: How should the city comply with the state's mandated changes to the city's business licensing system?

This memo is a follow-on to our the discussions held at the August 8, 2018 meeting regarding any City Council suggestions for changes to our Business License section of the municipal code.

BACKGROUND: Engrossed House Bill (EHB) 2005, adopted in 2017 and codified in RCW 35.90.090, mandates that the City adopt the mandatory provisions of a new model business licensing ordinance no later than October 17, 2018. The new model ordinance, developed by a special task force sponsored by the Association of Washington Cities (AWC), contains two required components which cities and towns must incorporate into their business licensing ordinances:

- 1) Cities and towns may only impose licensing requirements upon individuals or companies "engaging in business within the city," as defined at length in the model ordinance.
- 2) For businesses that engage in business within the city, but are not physically located within the city, the ordinance establishes a minimum dollar threshold below which the businesses are partially or fully exempted from licensing requirements. The minimum threshold of business activity in the ordinance is \$2,000, although cities may adopt a higher threshold if desired. Below this threshold, cities must either:
 - a. Exempt these businesses from the licensing requirements entirely, or
 - b. Require licensing, but at no cost to the businesses.

As staff revises the current municipal code (Chapter 5.04) to include the mandatory provisions of the model business licensing ordinance, are there any other changes that the council wishes to see included in the draft ordinance?

Attachments: The city's current code is attached as well as the final version of the Model Business License components.

RECOMMENDATION: Request for ideas from the city council; other than the mandated changes are there other updates or changes desired in the business licensing section of the code?

5.04.010 Definitions.

The following terms when used in this chapter shall have the meanings designated below:

A. "Person" means all individuals, partnerships, domestic and foreign corporations, associations, syndicates, joint ventures, and societies transacting and carrying on any business in the city of Sedro-Woolley, Washington.

B. "Business" means professions, trades, occupations, shops and all and every kind of calling, but not including, however, the following:

1. Suppliers who do not have a place of business in the city and those engaged solely in wholesale selling to licensed retailers;
 2. Any person whose income is based solely on an hourly, daily, weekly, monthly or annual wage or salary;
 3. Any person transacting and carrying on any business which is exempt from a license fee by virtue of the Constitution of the United States, the Constitution of the state of Washington, or the laws of the United States or the state of Washington;
 4. Vendors in a temporary bazaar or community fair, including mobile vendors, for which a master license has been given to the sponsor thereof;
 5. Rental or lease of real property by an owner; provided, that the owner of any structure on real property shall obtain a fire inspection certificate for each property from the Sedro-Woolley fire department if required by this chapter; and provided, that any business on the property shall, if otherwise required by [Section 5.40.030](#), obtain a business license. Rentals with added services, including but not limited to hotels, motels, storage facilities, and bed-and-breakfasts, shall obtain a business license;
 6. Beginning July 1, 2008, entities located outside of the city of Sedro-Woolley which are merely complying with destination-based sourcing sales tax rules without engaging in other business activities within the city (e.g., sales of goods in the city delivered via common carriers without engaging in other business activities) do not need a city of Sedro-Woolley business license;
 7. Any instrumentality of the United States, the State of Washington, or political subdivisions thereof with respect to the exercise of governmental functions;
 8. Newspaper carriers under the age of eighteen.
- C. "Mobile vending" or "mobile vendors" means sales of services and/or merchandise including food that occurs at or in a mobile vehicle, cart, trailer or similar vehicle that can be moved from location to location, but not including, however, the following:

1. Mobile vending that occurs during and as a part of community events, which include Founders' Day, Blast from the Past, Loggerodeo, 4th of July, Thanksgiving, City of Lights Festival, and such other events as the city council may from time to time designate.
 2. Mobile vending on private property when invited by the property owner for the limited purpose of serving the business and employees of the business on private property (for example, the mobile food vendor being invited to serve a manufacturing company's employees).
 3. Mobile vending on public streets provided the following conditions are met: (a) the vehicle must be legally parked and cannot use more than a single designated parking space; (b) the vehicle or cart may not obstruct any street or sidewalk for the passage of other vehicles or pedestrians or result in noncompliance with the Americans with Disabilities Act as Amended (ADAAA); (c) the vehicle must not operate in a single location for more than ten minutes at a time. For purposes of this section, one location is defined as one city block (for example, the ice cream truck selling ice cream and frozen novelties from block to block).
 4. "Open air vending," which means the sales of services and/or merchandise including food that occurs at a table or other temporary location that is an integral extension of an already existing permanently sheltered business. Open air vending does not include garage sales.
 5. Mobile vending which occurs as part of a special event as defined in Chapter [12.44](#).
- D. The agent or agents of a nonresident proprietor engaged in a business for which a license is required by this chapter shall be liable for the payment of the fee thereon as herein provided and for the penalties for failure to pay the same or to comply with the provisions of this chapter to the extent and with like effect as if such agent or agents were themselves proprietors.
- E. "Extension vending" means sales of services and/or merchandise including food that occurs at or in a mobile vehicle, cart, trailer or similar vehicle that can be moved from location to location but is licensed to vend in a single, fixed location that provides access for employees and customers to plumbed restroom facilities and tables and chairs.

5.04.020 Purposes.

- A. To provide revenue for municipal planning, policing, and regulatory purposes and to provide revenue to pay for the necessary expense required to issue the license for and to regulate the businesses licensed.
- B. The license fees levied by this chapter shall be independent and separate from any permit fees now or hereafter required of any person to engage in any business by any ordinance of the city, regulating any business herein required to be licensed, and all such businesses shall remain subject to the regulatory provisions of any such ordinances or ordinances now or hereinafter in effect, and the persons engaged in all such businesses shall be liable for the payment of any license fees for which provision has been made herein.

C. The levy or collection of a license fee upon any business shall not be construed to be a license or permit of the city to the person engaged therein to engage therein, in the event such business shall be unlawful, illegal, or prohibited by the ordinances of the city or the laws of the state or the United States.

5.04.030 License fees.

A. No person shall engage in business in the city without first having applied for, paid for and obtained the license therefor for the current year, as provided herein, and without having first complied with any and all applicable provisions of this chapter.

B. Specialty Business License. Each person engaged in the following businesses in the city shall pay an annual basic license fee as indicated below:

1. Businesses, clubs or societies selling or serving beer, wine and/or spirits, operating under license or authority of the Washington State Liquor Control Board, an annual license fee of two hundred fifty dollars.
2. Pawnbrokers. An annual license fee of one hundred thirty-five dollars and no person shall be issued a license to operate as a pawnbroker unless he or she possesses the following qualifications:
 - a. Is at least twenty-one years of age;
 - b. Is a resident of the state of Washington for at least six months prior to filing application;
 - c. Has not been convicted of any offense involving moral turpitude or intent to defraud or any property crime, within three years prior to the time of application.
 - i. When an application for a license to operate as a pawnbroker, duly signed and notarized, and accompanied by required information, has been received by the police chief, he shall investigate the statements contained therein and may obtain such other information concerning the applicant's character, integrity, personal habits, past conduct and general suitability to maintain a pawnshop within the city.
 - ii. Each application for a pawnbroker's license shall be accompanied by a complete set of fingerprints of the applicant, utilizing a fingerprint form provided by the city police department.
 - iii. All applications shall become null and void after sixty days from the date of filing if the application for any reason is denied or is not obtained by the applicant.
3. Mobile Vendors. An annual license fee of one thousand dollars and compliance with the following requirements:
 - a. Mobile vending is allowed on private property when invited by the property owner; and
 - b. Mobile vending is allowed on public streets provided the following conditions are met: (i) the vehicle must be legally parked and cannot use more than a single designated parking space; (ii) the vehicle or cart may not obstruct any street or sidewalk for the passage of other vehicles or pedestrians

or result in noncompliance with the Americans with Disabilities Act, as amended (ADA); (iii) the vehicle must not operate in a single location for more than one hour at a time. For purposes of this section, one location is defined as one city block; and

c. Nothing in this section shall relieve any person who is operating as a mobile vendor from compliance with all other requirements of the Sedro-Woolley Municipal Code, including but not limited to, for example, zoning, sewer, and mandatory solid waste service requirements.

4. Taxicabs.

a. An annual license fee of one hundred thirty-five dollars and no taxicab license or driver's permit shall be issued to any person who:

i. Has been convicted of an offense of such a nature to indicate that he or she is unfit to hold a license or a permit;

ii. Is guilty of committing two or more offenses for which mandatory revocation of driver's license is provided by law;

iii. Has been convicted of manslaughter resulting from the operation of a motor vehicle or convicted of negligent homicide;

iv. Is intemperate or addicted to the use of narcotics.

b. Any license or permit issued may be revoked if the holder is found guilty of the above-mentioned disabilities or physically or mentally unfit upon complaint of the police chief or a committee of the city council designated for that purpose by the council as a whole, at which hearing the holder or licensee may appear and be heard on his own behalf.

c. No person may be issued a taxicab license or driver's permit within one year after his conviction in any local, state, or federal court or authority, of the violation of any ordinance or law pertaining to the sale or possession of alcoholic beverages, and any license or permit issued shall be revoked for one year upon the conviction of the holder of a violation of local, state, or federal ordinances, laws, or regulations pertaining to the sale or possession of alcoholic beverages.

d. The payment of such license fee shall permit the owner or operator to operate as many taxicabs under one license as he may desire.

e. Nothing herein contained shall prevent the operator of a taxicab licensed to operate in another city or town or within this or other county, from entering and leaving the city for picking up or depositing passengers in the usual course of business.

5. Extension Vendors. An annual license fee of two hundred dollars per location and compliance with the following requirements:

a. Extension vending is allowed only on private property when invited by the property owner; and

b. Nothing in this section shall relieve any person who is operating as an extension vendor from compliance with all other requirements of this code, including, but not limited to, for example, zoning, sewer, and mandatory solid waste service requirements.

C. General Business License. All persons engaged in business in the city not included in specialty or nonprofit business license sections shall pay an annual basic license fee of thirty-five dollars.

D. Nonprofit Business License. Business and organizations which have IRS 501(c)(3) nonprofit tax status, for activities within the scope of their IRS 501(c)(3) purpose, are exempted from any fees in this chapter; however, they are not exempted from registering with the city of Sedro-Woolley; provided, that:

1. The organization shall provide proof of IRS 501(c)(3) status;
2. The activity shall not include the sale of food, beverages, cigarettes or gambling; and
3. The owner of property used for this exempt purpose shall obtain a fire inspection certificate if required by this chapter.

E. The license required by this chapter shall have a term as established by the State of Washington BLS, in cooperation with the city.

F. Each branch establishment or separate location of a business conducted by any person shall, for the purpose thereof, be a separate business and subject to the license therefor provided for herein.

G. If any person be engaged in operating or carrying on in the city more than one business, then such person shall pay the license herein prescribed for as many of said businesses as are carried on by such person.

H. A change of physical location of a business inside the city will require approval by the city before business may commence at the new location, and may require the filing of a new master business application.

5.04.040 Procedure for obtaining license.

A. All licenses shall be issued and renewed by the State of Washington Department of Revenue Business Licensing Service (BLS). Building and fire inspections and approvals must be issued before an initial business license is issued. All licenses and permits are subject to revocation at any time by the council for cause.

B. Application for the business license shall be made by submitting a completed master business application, and any appropriate addenda forms to the BLS, in cooperation with the city. Said application shall be accompanied by payment of all respective license fees due for that application and the BLS application handling fee.

- C. No license issued to do business within the limits of the city shall be transferable. Only the individuals to whom the license is issued shall be eligible to operate on that license.
- D. All persons operating on or doing business under license issued by the Business Licensing Service shall, at all times, keep such license either on their person or properly displayed while so operating within the city limits.
- E. Issuance of a business license shall not relieve the applicant from the need to comply with all other applicable city ordinances.

5.04.050 Examinations of business premises.

City officials shall have the authority to investigate and examine all places of business licensed or subject to license under this chapter at any reasonable time for the purpose of determining whether such place of business is complying with the provisions of this chapter.

5.04.055 Fire inspection certificates.

- A. The owner of nonresidential, commercial, industrial, or multifamily residential structures on real property shall obtain a fire inspection certificate for each property from the Sedro-Woolley fire department.
- B. For purposes of this chapter, multifamily residential rental property shall be defined as a building containing three or more dwelling units or a single dwelling unit in a building used primarily for nonresidential purposes. Hotel, motel, and "bed and breakfast" facilities shall be considered commercial facilities.
- C. The owner of the real property shall be primarily responsible for obtaining the fire inspection certificate; however, the tenant or lessee may obtain the fire inspection certificate for the owner, as the owner's agent.

5.04.060 Penalties.

- A. Failure to renew the license on or before the expiration date established by the Business Licensing Service may result in the charge of a delinquent renewal penalty or the cancellation of the license. If a license is cancelled, filing of a new master business application, payment of all appropriate fees and reapproval by the city may be required in order to continue conducting business in the city.
- B. Nothing herein contained shall be taken or construed as vesting any right in any license as a contract obligation on the part of the city as to the amount of the fee hereunder. Other or additional taxes or fees and the fees herein provided for may be increased or decreased and additional or other fees provided for and levied in any and all instances at any time by the city.
- C. The conviction of any person for violation of any of the provisions of this chapter shall not operate to relieve such person from paying any fee or penalty thereupon for which such person shall be liable,

nor shall the payment of any such fee be a bar to or prevent prosecution in the city court of any complaint for the violation of any of the provisions of this chapter.

D. All persons, firms and corporations who perform labor, services and construction within the city (as provided in Rule II, WAC [458-20-145](#)), shall report the city "Location Code Number 2908" on their sales/excise tax returns to the state of Washington Department of Revenue. On any violation hereof, the amount of local sales and use taxes due the city shall be paid to the city by the violator, together with a penalty of one hundred percent in addition to all other penalties, fines and remedies provided in this chapter.

5.04.070 Additional remedies.

A. In addition to the penalties provided in this chapter and as separate and distinct remedies, the city may sue in any court of competent jurisdiction to obtain a judgment and enforce collection thereof by execution for any license fee or tax due under this chapter.

B. The city may seek an injunction prohibiting a person from engaging in any unlicensed business.

C. In any action or suit authorized by this section, the city, if it prevails, shall recover a reasonable attorney's fee to be set by the court, in addition to its costs and disbursements.

5.04.080 License—Compliance—Revocation.

Every license shall be taken and held subject to all of the ordinances and police regulations of the city existing at the time of the issuance thereof, and also subject to revocation by the city council at their discretion at any time upon refunding the price paid, proportionately for the unexpired term of such license; and upon conviction of any license for the violation of any ordinance regulating the licensed business, the city council shall have power to revoke the license without notice and without repayment of the unearned portion of the license fee, whereupon the license shall be forfeited. The conditions contained in this section shall constitute a part of each license issued by the city.

5.04.090 License—Needed for defense.

Upon the trial of any action brought for the violation of any license ordinance of the city, the defendant shall be deemed not to have procured or have in force the required license unless he produces such license in court and proves that the same has been properly issued and the fee therefor paid, and in any such action the fact that the defendant has represented himself as engaging in any business or calling for which a license is required shall be conclusive evidence of the liability of the defendant to pay for such license and procure the issuance thereof.

5.04.100 Home occupation business.

A business owner intending to conduct business from a residence located within the city must provide proof of residency within the city and obtain approval per Chapter [17.68](#). The proof of residency and home occupation permit application must be filed directly with the city separate from the master

business application submitted to the Business Licensing Service, and must be received and approved by the city before the business license application can be approved.

5.04.320 Public utilities.

Repealed by Ord. 1721-11. (Ord. 1192 § 1 (part), 1993)

5.04.330 Unpaid license fee.

Any license fee or tax which shall become due and owing to the city, whether imposed by this chapter or any other license ordinance, shall constitute and remain an indebtedness due and owing to the city until paid and the same may be collected in any civil action.

5.04.360 Exemptions.

Any person paying a business and occupation tax to the city under the terms of Ordinance No. 382, or under the terms of future ordinances of the city shall be exempt from the payment of any license or tax under this chapter during the year or years covered by such other ordinances.

5.04.380 Publishers.

Publishers of newspapers, periodicals or any other publications, may, in lieu of procuring any license provided for in this chapter, pay to the city a sum of money equal in amount of the appropriate license fee set forth in Section [5.04.030](#), and upon payment thereof, shall be exempt from the requirements of this chapter, such exemption to apply for one calendar year, and to be renewable from year to year upon additional payment of the sum.

5.04.420 Duties of the city clerk.

The city clerk shall keep full and accurate records of all funds received under the provisions of this chapter. Upon receipt of any license fee or penalties collected under the provisions of this chapter, he shall deposit the same with the city treasurer to the credit of the current expense fund.

It shall be the duty of the city clerk to require all parties engaging in any business activity to procure such license, and should there be any license fee not paid by any person, it shall be the duty of the city clerk to enforce collection thereof in the manner provided in this chapter.

Model Business License Threshold Final Version

June 2018

Model business license threshold options: (cities would adopt one of the options)

1. Threshold Exemption:

To the extent set forth in this section, the following persons and businesses shall be exempt from the registration, license and/or license fee requirements as outlined in this chapter:

- (1) Any person or business whose annual value of products, gross proceeds of sales, or gross income of the business in the city is equal to or less than \$2,000 (or higher threshold as determined by city) and who does not maintain a place of business within the city shall be exempt from the general business license requirements in this chapter. The exemption does not apply to regulatory license requirements or activities that require a specialized permit.

2. Threshold with Fee-free License/Registration-only Option:

For purposes of the license by this chapter, any person or business whose annual value of products, gross proceeds of sales, or gross income of the business in the city is equal to or less than \$2,000 (or higher threshold as determined by city) and who does not maintain a place of business within the city, shall submit a business license registration to the Director or designee. The threshold does not apply to regulatory license requirements or activities that require a specialized permit.

[City would list this fee-free license in its business license rates section as \$0 or no fee.]

Engaging in business model definition:

"Engaging in business"

(1) The term "engaging in business" means commencing, conducting, or continuing in business, and also the exercise of corporate or franchise powers, as well as liquidating a business when the liquidators thereof hold themselves out to the public as conducting such business.

(2) This section sets forth examples of activities that constitute engaging in business in the City, and establishes safe harbors for certain of those activities so that a person who meets the criteria may engage in de minimus business activities in the City without having to pay a business license fee. The activities listed in this section are illustrative only and are not intended to narrow the definition of "engaging in business" in subsection (1). If an activity is not listed, whether it constitutes engaging in business in the City shall be determined by considering all the facts and circumstances and applicable law.

(3) Without being all inclusive, any one of the following activities conducted within the City by a person, or its employee, agent, representative, independent contractor, broker or another acting on its behalf constitutes engaging in business and requires a person to register and obtain a business license.

(a) Owning, renting, leasing, maintaining, or having the right to use, or using, tangible personal property, intangible personal property, or real property permanently or temporarily located in the City.

(b) Owning, renting, leasing, using, or maintaining, an office, place of business, or other establishment in the City.

(c) Soliciting sales.

(d) Making repairs or providing maintenance or service to real or tangible personal property, including warranty work and property maintenance.

(e) Providing technical assistance or service, including quality control, product inspections, warranty work, or similar services on or in connection with tangible personal property sold by the person or on its behalf.

(f) Installing, constructing, or supervising installation or construction of, real or tangible personal property.

(g) Soliciting, negotiating, or approving franchise, license, or other similar agreements.

(h) Collecting current or delinquent accounts.

(i) Picking up and transporting tangible personal property, solid waste, construction debris, or excavated materials.

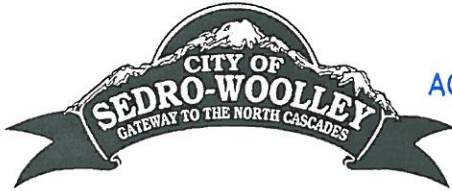
(j) Providing disinfecting and pest control services, employment and labor pool services, home nursing care, janitorial services, appraising, landscape architectural services, security system services, surveying, and real estate services including the listing of homes and managing real property.

- (k) Rendering professional services such as those provided by accountants, architects, attorneys, auctioneers, consultants, engineers, professional athletes, barbers, baseball clubs and other sports organizations, chemists, consultants, psychologists, court reporters, dentists, doctors, detectives, laboratory operators, teachers, veterinarians.
 - (l) Meeting with customers or potential customers, even when no sales or orders are solicited at the meetings.
 - (m) Training or recruiting agents, representatives, independent contractors, brokers or others, domiciled or operating on a job in the City, acting on its behalf, or for customers or potential customers.
 - (n) Investigating, resolving, or otherwise assisting in resolving customer complaints.
 - (o) In-store stocking or manipulating products or goods, sold to and owned by a customer, regardless of where sale and delivery of the goods took place.
 - (p) Delivering goods in vehicles owned, rented, leased, used, or maintained by the person or another acting on its behalf.
- (4) If a person, or its employee, agent, representative, independent contractor, broker or another acting on the person's behalf, engages in no other activities in or with the City but the following, it need not register and obtain a business license.
- (a) Meeting with suppliers of goods and services as a customer.
 - (b) Meeting with government representatives in their official capacity, other than those performing contracting or purchasing functions.
 - (c) Attending meetings, such as board meetings, retreats, seminars, and conferences, or other meetings wherein the person does not provide training in connection with tangible personal property sold by the person or on its behalf. This provision does not apply to any board of director member or attendee engaging in business such as a member of a board of directors who attends a board meeting.
 - (d) Renting tangible or intangible property as a customer when the property is not used in the City.
 - (e) Attending, but not participating in a "trade show" or "multiple vendor events". Persons participating at a trade show shall review the City's trade show or multiple vendor event ordinances.
 - (f) Conducting advertising through the mail.
 - (g) Soliciting sales by phone from a location outside the City.
- (5) A seller located outside the City merely delivering goods into the City by means of common carrier is not required to register and obtain a business license, provided that it engages in no other business activities in the City. Such activities do not include those in subsection (4).

The City expressly intends that engaging in business include any activity sufficient to establish nexus for purposes of applying the license fee under the law and the constitutions of the United States and the State of Washington. Nexus is presumed to continue as long as the taxpayer benefits from the activity that constituted the original nexus generating contact or subsequent contacts.

CITY COUNCIL WORKSESSION

SEP 05 2018



AGENDA ITEM 3

CITY OF SEDRO-WOOLLEY
Sedro-Woolley Municipal Building
325 Metcalf Street
Sedro-Woolley, WA 98284
Phone (360) 855-9922
Fax (360) 855-9923

Julia Johnson
Mayor

MEMO TO: City Council
FROM: Julia Johnson
RE: 2019 budgeting, goals, objectives and priorities
DATE: September 5, 2018

ISSUES: Should the council adopt the updated critical goals and objectives?

BACKGROUND: At the August 22, 2018 meeting, the City Council Critical Goals and Objectives were tabled until the Council could meet to discuss and update. In the past they have been updated by the council on a regular basis and are used to develop a balanced budget which I will be presenting to you at the November 7, 2018 Council Meeting. My goal is to align budget expenditures with as many of your goals and objectives as will the budget allow. My question to the Council is, what specific goals and objectives would you like to add or remove from the current list?

As Mayor, it is my hope to bring better understanding, open communication, and opportunity for the Council to be engaged with budget policy. To do this, Doug Merriman, beginning 2019 and on a quarterly basis, will present a more in-depth look at components of the budget. The budget calendar is attached with key city council dates as follows:

<u>Target Date</u>	<u>Activity</u>
9/26/2018	● 1st Public Hearing: Projected Revenues
10/24/2018	● 1st Reading & 1st Public Hearing: Property Tax/Utility Rates
11/1/2018	● Preliminary Budget Delivered to City Council
11/7/2018	● Council Worksession: Proposed Balanced 2019 Budget
11/14/2018	● 2nd Reading & Adoption: Property Tax/Utility Rates
11/14/2018	● 2nd Public Hearing: Preliminary 2019 Budget
11/28/2018	● 3rd Public Hearing: Final 2019 Budget
11/28/2018	● Adoption of 2019 budget

Two additional items to be thinking about as you consider revenues, expenditures and priorities to be included in the 2019 budget are staffing issues discussed at the retreat and the future public works facility.

1. Staffing. We had opportunity to hear from the department heads at the Strategic Planning meeting last May. The recurring theme was need for additional staff to support current workload, and given the Council discussion that followed it appeared this was a priority for you. Following the retreat, department heads were asked to identify the greatest staffing need for their department and the attached spreadsheet shows those requests with associated costs. The net additional cost for these requests, if all of them were funded, is approximately \$670,000.
2. Public works facility. The 2018 budget includes funding for a site and facility planning study to address the following deficiencies: inadequate area for the mechanic/fleet maintenance, inadequate break/office for solid waste and nonexistent covered area for solid waste vehicles. The overall site is being studied to determine where future growth will be located for all of the public works departments. Carletti Architects of Mount Vernon is currently working on this project. Early concepts include the demolition of the existing public works operations facilities (to allow for future wastewater treatment plant expansion and office/lab relocation) and consolidation of those facilities into the new building which results in a need for approximately 11,000 square feet of space. An early and not highly reliable estimated cost for the facility is \$2,500,000. We will have better estimates of future construction costs when the current study is complete.

If you wish to aggressively address this project, it is my suggestion that the council budget for design phase work in 2019 and construction phase work in 2020 while simultaneously addressing the funding package. This project is too large to fund in the near term without debt and a combination of utility rate increases and either utility tax or other general fund revenues will be needed to fund debt repayment.”

There is much to consider and all greatly needed with only a limited budget to work with. I will be interested in hearing your thoughts and look forward to working with you as we develop the 2019 budget and work together to implement policies, goals and objectives for our city.

In between meetings, please feel free to contact me at any time.

RECOMMENDATION: Motion to adopt the updated critical goals and objectives.

Vision Statement:

Sedro-Woolley is a friendly City that is characterized by City Government and Citizens working together to achieve a prosperous, vibrant and safe Community.

OUR MISSION AS A CITY:

To provide services and opportunities which create a Community where people choose to live, work and play.

Critical Goals and Objectives (Not in order of priority):

Business, Community & City Partnership.

- Create atmosphere for businesses and developers to succeed in Sedro-Woolley.
- Partner with Chamber of Commerce, School District & Hospital.
- Partnership for Recreation.
- Revitalize the SWIFT Center.
- Expand tourism.
- Partner with other Governments & Tribe.
- Create sources of revenue beyond existing tax base to enhance city services.
- Business recruitment.
- Continue supporting the Skagit STEM network.

Promote Economic Development.

- Improve our image.
- Make City Government more user friendly.
- Educate and inform Citizens about the Goals and Vision.
- Develop predictable processes.
- Market Sedro-Woolley to new businesses.
- Establish a Performing Arts Center.
- Improve signage welcoming visitors & directing visitors to downtown including:
 1. Signage on the trestle
 2. Roundabout signage at SR 9/Jameson & Cook Road/Murrow St. &
 3. SR 9 N/Moore Street, westbound in the vicinity of downtown.

Infrastructure Investments.

- Improve all modes of traffic mobility & safety through city.
- Encourage repair, maintenance and revitalization of downtown buildings.
- Fund and construct Fruitdale Road project with County and Port.
- Repair and expand sidewalks in existing neighborhoods.
- Adequately maintain existing city streets.

- Make targeted investments in infrastructure to support future development.
- Design, fund & build the New Library in partnership with the Central Skagit Rural partial County Library District consistent with the interlocal agreements.
- Beautify roundabouts.

Service Productivity & Innovation.

- Streamline the permitting processes.
- Expand Fire and Police Services.
- Improve staffing in the parks department.
- Develop a community clean-up day in the parks.

Innovative Recreational Development.

- Maintain existing parks and facilities.
- Expand recreational opportunities – Parks.
- Parks – Northern State Recreation Area – support partnership.
- Provide youth activities.
- Complete improvements to Houser Field.
- Revitalize Memorial Park consistent with the city's RCO application.
- Prepare for a new park or major park expansion for funding through RCO in 2018.
- Support volunteer efforts to expand youth recreation opportunities

Quality of Life.

- Maintain police department staffing to effectively combat neighborhood nuisance and petty crime issues.
- Protect against increased flood risks from uncoordinated Skagit River projects.

Updated by City Council action on August 9, 2017

2019 Budget Calendar

2019 Budget Calendar	Target Date	RCW Requirements/Notes
Council and Management Retreat: Review Goals & Objectives, Comprehensive Financial Management Policies	May-July	
Call letter issued to Departments with budget priorities	8/16/2018	By 2nd Monday in September
2018 estimated expenditures report distributed to Departments	9/6/2018	Actuals through August, estimates Sept-Dec
Publish notice of 1st Budget Public Hearing on 9/26/2018	9/12/2016	
Budget requests from Departments due to Finance; BIAS closed to input with subsequent edits completed by Finance	9/18/2018	To be filed with City Clerk by 4th Monday in September
Proposed preliminary budget (unbalanced) with detail due to City Supervisor	9/26/2018	Due by 1st business day in October
City Council worksession - Finance presents City Council 2018 revenues, expenditures, budget comparison, and estimate of ending fund balance. Presentation of 2019 preliminary revenues and expenditures requests by department (unbalanced). 1st Public Hearing: 2019 Budget-Projected Revenues	9/26/2018	By 1st business day in October. Completes Projected Revenue Public Hearing for property taxes
City Supervisor meets with Departments to review budget requests	October	
Mayor's Preliminary Budget filed with Finance Director	11/1/2018	
Mayor's Preliminary Budget and budget message presented to City Council; available to public	11/1/2018	Due by November 1st (no later than 60 days before ensuing fiscal year)
Council worksession - Presentation of the Mayor's proposed balanced budget.	11/7/2018	
Publish notice of 2nd Public Hearing on 11/14/2018 and 3rd Public Hearing on 11/28/2018	10/31 & 11/7	No later than 1st two weeks of November
1st reading of budget ordinance (Includes reference to salary table); 2nd Public Hearing: Preliminary 2019 Budget	11/14/2018	
2nd reading of budget ordinance; 3rd Public Hearing: Final 2019 Budget	11/28/2018	Prior to 1st Monday in December
Adoption of Budget Ordinance	11/28/2018	No later than last day of December
Final budget transmitted to SAO and MRSC	12/31/2018	
Department budget narratives including 2018 accomplishments and 2019 goals and objectives due to Finance Director	1/30/2019	
Lodging Tax Advisory Committee (LTAC)	Timeframe	RCW Requirements/Notes
Call issued for Lodging Tax letters of request	8/1/2018	
Council refer changes in Lodging Tax to LTAC	8/8/2018	Starts 45-day period RCW 67.28.1817(2)
Resolution appointing members to the LTAC	8/22/2018	Completes annual review of LTAC membership RCW 67.28.1817(1)
Lodging Tax applications due to Finance Department	9/5/2018	
Lodging Tax Advisory Committee deliberates requests	TBD	
45-day LTAC comment period expires	9/22/2018	RCW 67.28.1817
Proposed uses of Lodging Tax funds presented to City Council for approval	9/26/2018	RCW 67.28.1816
Award Letters and Contracts finalized and signed	October-November	
Instructions for JLARC reporting sent to awardees	December	
JLARC reporting deadline	5/30/2019	RCW 67.28.1816
Property Tax/Utility Rates	Timeframe	RCW Requirements/Notes
Publish notice of property tax and utility rate public hearing	10/3 & 10/10	
Property tax levy and utility rate ordinances - 1st reading / Public Hearing	10/24/2018	
Property tax levy and utility rate ordinances - 2nd reading & adoption	11/14/2018	
File property tax information with County	By 11/30/2018	Due November 30, 2018

2018																			
Position		Monthly Salary **	ss/med 0.0765	L & I code	L & I emp rate	L&I x 160 hrs	Unemp rate 0.002	Med/Dent vision/life per mo.	DRS per month 0.127	Total monthly cost	Total yearly cost	Hrly rate *****	Currently Funded						
IT	Specialist	\$6,524.00	\$499.09	5305-06	0.14075	\$22.52	\$13.05	\$2,066.08	\$828.55	\$9,953.28	\$119,439.38	\$57.42	\$0.00	0%					
Finance	PT Acct/Rec	\$3,593.00	\$274.86	5305-06	0.14075	\$22.52	\$7.19	\$2,066.08	\$456.31	\$6,419.96	\$77,039.54	\$37.04	\$38,519.77	50%	Amanda				
Planning	Planner	\$6,710.00	\$513.32	5305-06	0.14075	\$22.52	\$13.42	\$2,066.08	\$852.17	\$10,177.51	\$122,130.06	\$58.72	\$0.00	0%					
Engineering	Engineer	\$6,524.00	\$499.09	0803-00	0.9582	\$153.31	\$13.05	\$2,066.08	\$828.55	\$10,084.07	\$121,008.89	\$58.18	\$0.00	0%					
PD	Records	\$3,512.00	\$268.67	5305-06	0.14075	\$22.52	\$7.02	\$2,066.08	\$446.02	\$6,322.32	\$75,867.79	\$36.47	\$35,752.38	70%	Currently working @ 4/7. No medical				
PD	Officer	\$5,224.00	\$399.64	6905-00	1.22675	\$196.28	\$10.45	\$2,066.08	\$283.66	\$8,180.11	\$98,161.29	\$47.19	\$0.00	0%					
Solid Waste	Operator I	\$3,696.00	\$282.74	0803-00	0.9582	\$153.31	\$7.39	\$2,066.08	\$469.39	\$6,674.92	\$80,099.04	\$38.51	\$0.00	0%					
Fleet	Mechanic	\$3,734.00	\$285.65	0803-00	0.9582	\$153.31	\$7.47	\$2,066.08	\$474.22	\$6,720.73	\$80,648.75	\$38.77	\$40k + \$20k	50%	See Nathan Email				
											\$774,394.74		104,272.15	includes Finance and Records as shown, \$30k for mechanic					