

Next Ord: 2021-22
Next Res: 1103-22

CITY COUNCIL AGENDA

IN PERSON OR VIA ZOOM

September 14, 2022

6:00 PM

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

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

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

- 1. Housing Authority Commission Appointment
- 2. Finance - Check Register
- 3. Finance - Check Register

- f. Introduction of Special Guests and Presentations**
- g. City Administrator Reports**
- h. Councilmember and Mayor's Report**
- i. Proclamation(s)**

- 1. A Proclamation of the City of Sedro-Woolley- Puget Sound Starts Here Month.

- j. Public Comments**

Written comments or questions will be accepted by letter or via email at finance@ci.sedro-woolley.wa.us.

- k. Public Hearing(s)**

- l. Unfinished Business**

- 1. 2022 Comprehensive Plan Docket Amendments - 2nd Read
- 2. City Council Strategic Goals

- m. New Business**

- 1. Ordinance 2019-22 Union Cemetery Municipal Code Update - 1st Read
- 2. Renewal of Interlocal Agreement with Skagit County for Community Court - 1st Read
- 3. Renewal of Interlocal Agreement with Skagit County for Probation - 1st Read
- 4. Ordinance 2020-22 Amending SWMC 10.44.020 to remove certain parking restrictions on Nelson Street.

- n. Information Only Items**

o. Good of the Order

p. Executive Session

1. Executive session to discuss potential litigation pursuant to RCW 42.30.110(1)(i) and the acquisition of real estate pursuant to RCW 42.30.110(1)(b), where public knowledge could cause increase in price. Action may be taken following executive session.

q. Adjournment

r. Closed Session

To Discuss collective bargaining agreements

Next Meeting(s) September 28th, 2022

The City of Sedro-Woolley assures that no person shall on the grounds of race, color, national origin, sex, age, disability, income, or Limited English Proficiency (LEP) as provided by Title VI of the Civil Right Act of 1964, Title II of the American with Disabilities Act of 1990, and related nondiscrimination authorities, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any City of Sedro-Woolley sponsored program or activity. The City of Sedro-Woolley will make every effort to ensure non-discrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

Topic: Sedro-Woolley City Council Meeting

Join Zoom Meeting

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

Meeting ID: 917 8685 0179

Passcode: 091845

OR One tap mobile

*+12532158782,,91786850179#,,,,*091845# US (Tacoma)*

*+16699006833,,91786850179#,,,,*091845# US (San Jose)*

OR Dial by your location

+1 253 215 8782 US (Tacoma)

+1 669 900 6833 US (San Jose)

+1 346 248 7799 US (Houston)

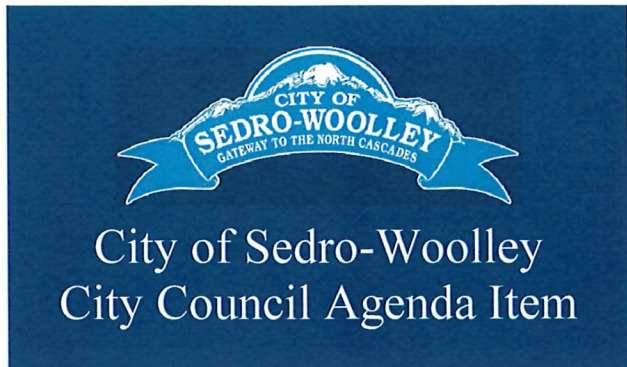
+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

Meeting ID: 917 8685 0179

Passcode: 091845



Agenda Item No. Consent Agenda
Date: September 14, 2022
Subject: Confirmation of Mayoral Appointment of Lesa Sheahan to the Sedro-Woolley Housing Authority Commission.

FROM:
Julia Johnson, Mayor

RECOMMENDED ACTION:
A motion to confirm the appointment of Lesa Sheahan to the Sedro-Woolley Housing Authority Commission.

ISSUE:
Should the Council confirm the Mayor's appointment to the Sedro-Woolley Housing Authority Commission?

RACKGROITND/SUMMARY INFORMATION:
The Sedro-Woolley Housing Authority Commission has one position that is open as a result of the

Kacy Johnson	12/31/2025
Lee Elliott	12/31/2026
Reta Stephenson	12/31/2027
Dona Cowan	12/31/2028

SWMC Chapter 2.36 empowers the mayor to appoint and the council to confirm the appointment. A member's term is five years; the mayor has reappointed Reta Stephenson to a new term as follows:

<u>Appointee</u>	<u>Expiration Date</u>
Lesha Sheahan	12/31/2026

FISCAL IMPACT, IF APPROPRIATE:

ATTACHMENTS:



Agenda
Item No.

Date:

September 14, 2022

Subject:

Finance - Check Register

FROM:

Kelly Kohnken, Finance Director

RECOMMENDED ACTION:

Review only.

ISSUE:

BACKGROUND/SUMMARY INFORMATION:

Check Register from Off-Cycle Check Run on August 30, 2022 to meet payment deadlines. Payments made per Ordinance 1955-20.

FISCAL IMPACT, IF APPROPRIATE:

Claims Checks #198276 through #198277, plus EFTs totaling \$73872.87.

ATTACHMENTS:

1. Check Register 08-30-2022

CHECK REGISTER

City Of Sedro-Woolley

Time: 16:14:54 Date: 08/30/2022

08/30/2022 To: 08/30/2022

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
8643	08/30/2022	Claims	2	EFT	US Bank -- Purchase Cards	19,239.60	
		631 - 389 90 01 631 - Unapplied Cash - Suspense				-271.07	
		001 - 512 50 31 000 - Supplies				255.20	
		001 - 512 50 31 000 - Supplies				205.61	
		001 - 513 10 31 000 - Supplies				453.47	
		001 - 514 23 31 000 - Supplies				23.77	
		001 - 514 23 31 000 - Supplies				49.02	
		001 - 514 23 43 000 - Meals/Travel				554.40	
		001 - 514 23 49 000 - Miscellaneous				129.00	
		001 - 514 23 49 010 - Misc-Dues/Subscriptions				190.00	
		001 - 514 23 49 010 - Misc-Dues/Subscriptions				-16.28	
		001 - 514 23 49 010 - Misc-Dues/Subscriptions				16.28	
		001 - 514 23 49 030 - Misc-Tuition/Registration				695.00	
		001 - 514 23 49 030 - Misc-Tuition/Registration				695.00	
		001 - 514 23 49 030 - Misc-Tuition/Registration				200.00	
		001 - 514 23 49 040 - AWC Dues				50.00	
		001 - 517 90 49 003 - Employee Wellness (supplies)				44.70	
		001 - 518 80 35 000 - Small Tools/Minor Equip				69.25	
		001 - 518 80 35 000 - Small Tools/Minor Equip				17.92	
		001 - 518 80 41 000 - Professional Services				194.17	
		001 - 518 80 41 000 - Professional Services				211.63	
		001 - 518 80 41 000 - Professional Services				194.17	
		001 - 518 80 41 000 - Professional Services				1.63	
		001 - 518 80 42 010 - Postage				91.30	
		001 - 518 80 43 000 - Travel/Meals				166.74	
		001 - 518 80 49 010 - Tuition/Registration				75.00	
		001 - 518 80 49 010 - Tuition/Registration				425.00	
		001 - 521 20 31 002 - Office/Operating Supplies				19.54	
		001 - 521 20 31 002 - Office/Operating Supplies				73.59	
		001 - 521 20 31 002 - Office/Operating Supplies				18.66	
		001 - 521 20 31 002 - Office/Operating Supplies				49.75	
		001 - 521 20 31 002 - Office/Operating Supplies				15.18	
		001 - 521 20 31 002 - Office/Operating Supplies				34.32	
		001 - 521 20 31 002 - Office/Operating Supplies				56.46	
		001 - 521 20 31 002 - Office/Operating Supplies				8.56	
		001 - 521 20 31 002 - Office/Operating Supplies				71.26	
		001 - 521 20 31 002 - Office/Operating Supplies				52.12	
		001 - 521 20 31 002 - Office/Operating Supplies				26.99	
		001 - 521 20 31 002 - Office/Operating Supplies				130.30	
		001 - 521 20 31 002 - Office/Operating Supplies				89.94	
		001 - 521 20 31 002 - Office/Operating Supplies				6.50	
		001 - 521 20 31 002 - Office/Operating Supplies				330.14	
		001 - 521 20 31 002 - Office/Operating Supplies				99.91	
		001 - 521 20 31 002 - Office/Operating Supplies				62.62	
		001 - 521 20 31 002 - Office/Operating Supplies				74.87	
		001 - 521 20 31 002 - Office/Operating Supplies				60.81	
		001 - 521 20 31 002 - Office/Operating Supplies				122.66	
		001 - 521 20 31 002 - Office/Operating Supplies				8.30	
		001 - 521 20 31 002 - Office/Operating Supplies				31.88	
		001 - 521 20 31 002 - Office/Operating Supplies				16.99	
		001 - 521 20 31 002 - Office/Operating Supplies				81.45	
		001 - 521 20 31 002 - Office/Operating Supplies				23.88	
		001 - 521 20 31 002 - Office/Operating Supplies				19.27	
		001 - 521 30 31 010 - Public Education Supplies				157.47	
		001 - 521 40 49 000 - Tuition/Registration				575.00	
		001 - 521 40 49 000 - Tuition/Registration				30.00	
		001 - 522 20 31 000 - Operating Supplies				651.50	
		001 - 522 20 31 000 - Operating Supplies				111.00	
		001 - 522 20 31 000 - Operating Supplies				135.70	
		001 - 522 21 31 010 - Office Supplies				217.07	
		001 - 522 45 43 000 - Travel & Meals				102.05	
		001 - 522 45 49 010 - Tuition/Registration				316.70	
		001 - 522 45 49 010 - Tuition/Registration				4,070.07	

CHECK REGISTER

City Of Sedro-Woolley

Time: 16:14:54 Date: 08/30/2022

08/30/2022 To: 08/30/2022

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		001 - 524 20 31 000 - Off/Oper Supps & Books				30.97	
		001 - 524 20 49 010 - Misc-Dues				15.00	
		001 - 524 20 49 010 - Misc-Dues				48.34	
		401 - 535 80 31 010 - Operating Supplies				20.90	
		401 - 535 80 31 010 - Operating Supplies				20.90	
		401 - 535 80 31 010 - Operating Supplies				159.24	
		401 - 535 80 35 010 - Safety Equipment				104.21	
		401 - 535 80 35 010 - Safety Equipment				190.90	
		401 - 535 80 42 030 - Cell Phones				671.14	
		412 - 537 80 31 000 - Operating Supplies				714.00	
		103 - 542 30 31 000 - Operating Supplies				65.15	
		103 - 542 30 31 010 - Operating Supplies-Propane				25.74	
		103 - 542 30 48 010 - Repair/Maintenance-Equip				28.22	
		001 - 558 60 31 000 - Supplies/Books				30.97	
		001 - 558 60 49 010 - Dues/Subscript/Membership				15.00	
		001 - 558 60 49 010 - Dues/Subscript/Membership				48.33	
		001 - 558 60 49 030 - Tuition/Registration				475.00	
		101 - 576 80 32 000 - Auto Fuel/Diesel				331.24	
		101 - 576 80 35 000 - Small Tools & Minor Equip				23.79	
		101 - 576 80 48 004 - Community Center				25.71	
		101 - 576 80 48 010 - Office Equip				28.24	
		101 - 576 80 48 010 - Office Equip				249.53	
		101 - 576 80 48 021 - Equipment				185.95	
		001 - 594 18 64 001 - Network Hardware				326.83	
		001 - 594 18 64 001 - Network Hardware				120.53	
		001 - 594 18 64 001 - Network Hardware				130.27	
		501 - 594 21 64 501 - Vehicles - Police				64.00	
		501 - 594 22 64 501 - Vehicles - Fire				299.60	
		401 - 594 35 64 001 - Portable Equipment				916.58	
		001 - 594 58 64 000 - Office Equipment				509.16	
		001 - 595 10 31 000 - Supplies				54.30	
		001 - 595 10 31 000 - Supplies				30.97	
		001 - 595 10 49 000 - Dues/Memberships				15.00	
		001 - 595 10 49 000 - Dues/Memberships				48.33	
8632	08/30/2022	Claims	2	198276	Puget Sound Energy	26,335.77	
		001 - 521 20 47 000 - Public Utilities				22.13	
		001 - 521 20 47 000 - Public Utilities				127.85	
		425 - 531 50 47 000 - Public Utilities				64.24	
		425 - 531 50 47 000 - Public Utilities				29.98	
		401 - 535 80 47 000 - Public Utilities				157.95	
		401 - 535 80 47 000 - Public Utilities				218.53	
		401 - 535 80 47 000 - Public Utilities				89.60	
		401 - 535 80 47 000 - Public Utilities				86.83	
		401 - 535 80 47 000 - Public Utilities				52.18	
		401 - 535 80 47 000 - Public Utilities				139.86	
		401 - 535 80 47 000 - Public Utilities				121.04	
		401 - 535 80 47 000 - Public Utilities				160.61	
		401 - 535 80 47 000 - Public Utilities				46.77	
		401 - 535 80 47 000 - Public Utilities				9,724.46	
		102 - 536 20 47 000 - Public Utilities				33.52	
		412 - 537 80 47 000 - Public Utilities				98.96	
		103 - 542 63 47 000 - Public Utilities				10,125.90	
		103 - 542 63 47 000 - Public Utilities				59.44	
		103 - 542 63 47 000 - Public Utilities				109.78	
		103 - 542 63 47 000 - Public Utilities				122.90	
		103 - 542 63 47 000 - Public Utilities				59.76	
		103 - 542 63 47 000 - Public Utilities				14.37	
		101 - 576 80 47 000 - Riverfront				13.34	
		101 - 576 80 47 000 - Riverfront				468.77	
		101 - 576 80 47 000 - Riverfront				105.67	
		101 - 576 80 47 000 - Riverfront				12.54	
		101 - 576 80 47 010 - Community Center				200.20	
		101 - 576 80 47 020 - Senior Center				361.22	

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			101 - 576 80 47 030		Museum Apartments	13.24	
			101 - 576 80 47 030		Museum Apartments	7.97	
			101 - 576 80 47 030		Museum Apartments	10.59	
			101 - 576 80 47 040		Train	13.12	
			101 - 576 80 47 050		Hammer Square	115.57	
			101 - 576 80 47 051		Bingham / Memorial	228.84	
			101 - 576 80 47 051		Bingham / Memorial	84.81	
			101 - 576 80 47 052		Bingham Caretaker	101.36	
			101 - 576 80 47 053		Other Utilities	34.10	
			101 - 576 80 47 053		Other Utilities	10.86	
			101 - 576 80 47 053		Other Utilities	57.86	
			101 - 576 80 47 070		City Hall	2,829.05	
8633	08/30/2021	Claims	2	198277	Sedro-Woolley Volunteer	28,297.50	
			001 - 522 20 11 010		Salaries-Volunteers	28,297.50	
			001		Current Expense Fund	43,290.97	
			101		Parks & Facilities Fund	5,513.57	
			102		Cemetery Fund	33.52	
			103		Street Fund	10,611.26	
			401		Sewer Operations Fund	12,881.70	
			412		Solid Waste Operations Fund	812.96	
			425		Stormwater Operations	94.22	
			501		Equipment Replacement Fund	363.60	
			631		Suspense Fund	271.07	
						73,872.87	Claims:
					* Transaction Has Mixed Revenue And Expense Accounts	73,872.87	

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

Finance Director	Date
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Finance Committee Member	Date
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Finance Committee Member	Date
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Finance Committee Member	Date
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Agenda
Item No.

Date: September 14, 2022

Subject: Finance - Check Register

FROM:

Kelly Kohnken, Finance Director

RECOMMENDED ACTION:

Review only

ISSUE:

BACKGROUND/SUMMARY INFORMATION:

Claims Checks #198278 through #198381, plus EFTs Payroll Checks #60749 through #60760, plus EFT's

FISCAL IMPACT, IF APPROPRIATE:

Claims Checks, plus EFTs totaling \$731,772.15. Payroll Checks, plus EFT's totaling \$507,858.64

ATTACHMENTS:

1. Check Register 09-14-22

CHECK REGISTER

City Of Sedro-Woolley

Time: 13:39:04 Date: 09/06/2022

09/06/2022 To: 09/14/2022

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
8850	09/14/2022	Claims	2	EFT	Comcast	445.37	
					001 - 518 80 42 021 - Internet Services	445.37	
8851	09/14/2022	Claims	2	EFT	FirstNET/AT&T Mobility	46.05	
					001 - 522 20 42 020 - Telephone	46.05	
8852	09/14/2022	Claims	2	EFT	NW Fiber LLC, dba Ziply Fiber	890.86	
					001 - 512 50 42 020 - Telephone	53.45	
					001 - 513 10 42 020 - Telephone	80.18	
					001 - 514 23 42 020 - Telephone	80.18	
					001 - 515 31 42 001 - Telephone	35.63	
					001 - 518 80 42 020 - Telephone	26.73	
					001 - 521 20 42 020 - Telephone	267.26	
					001 - 522 20 42 020 - Telephone	97.99	
					001 - 524 20 42 020 - Telephone	26.73	
					401 - 535 80 42 020 - Telephone	71.27	
					412 - 537 80 42 020 - Telephone	35.63	
					103 - 542 30 42 020 - Telephone	8.91	
					001 - 558 60 42 020 - Telephone	26.73	
					101 - 576 80 42 020 - Telephone	17.82	
					001 - 595 10 42 020 - Telephone	62.35	
8853	09/14/2022	Claims	2	198278	A-1 Mobile Lock & Key	105.89	
					001 - 514 23 31 000 - Supplies	105.89	
8854	09/14/2022	Claims	2	198279	Rick Severson, dba ATV Signs	4,000.82	
					401 - 535 50 48 010 - Maintenance Of Lines	325.80	
					412 - 537 80 31 000 - Operating Supplies	3,566.42	
					001 - 595 10 31 001 - Address & Street Signs-Reimb	108.60	
8855	09/14/2022	Claims	2	198280	Amazon Capital Svcs, Inc	8,723.78	
					001 - 518 80 35 000 - Small Tools/Minor Equip	20.58	
					001 - 518 80 35 000 - Small Tools/Minor Equip	8,139.57	
					109 - 594 21 64 109 - Equipment	563.63	
8856	09/14/2022	Claims	2	198281	Digger Enterp, dba Anacortes Printing	115.16	
					001 - 521 20 31 010 - Printing/Publications	115.16	
8857	09/14/2022	Claims	2	198282	Aramark Uniform & Career Apparel Group	84.00	
					401 - 535 80 49 000 - Laundry	14.20	
					401 - 535 80 49 000 - Laundry	14.20	
					401 - 535 80 49 000 - Laundry	14.20	
					102 - 536 20 49 030 - Misc-laundry	1.04	
					102 - 536 20 49 030 - Misc-laundry	1.04	
					102 - 536 20 49 030 - Misc-laundry	1.04	
					412 - 537 80 49 000 - Misc-Laundry	3.97	
					412 - 537 80 49 000 - Misc-Laundry	3.97	
					412 - 537 80 49 000 - Misc-Laundry	3.97	
					103 - 542 30 49 000 - Misc-Laundry	8.79	
					103 - 542 30 49 000 - Misc-Laundry	8.79	
					103 - 542 30 49 000 - Misc-Laundry	8.79	
8858	09/14/2022	Claims	2	198283	Robert and Vickie Bennett	147.02	89 0827 00 - 827 JOHN LINER ROAD
					425 - 343 10 00 000 - Stormwater Fees	-15.76	
					401 - 343 50 00 000 - Sewer Service Charges	-87.98	
					412 - 343 70 00 000 - Garbage/Solid Waste Fees	-43.28	
8859	09/14/2022	Claims	2	198284	Bluebeam, Inc.	937.22	
					001 - 594 24 64 000 - Office Equipment	234.30	
					001 - 594 58 64 000 - Office Equipment	234.31	
					001 - 595 10 49 020 - Software Licenses/Support	468.61	
8860	09/14/2022	Claims	2	198285	Boulder Park Inc	14,897.30	

CHECK REGISTER

City Of Sedro-Woolley

Time: 13:39:04 Date: 09/06/2022

09/06/2022 To: 09/14/2022

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			401 - 535 80 35 020 - Solids Handling			14,897.30	
8861	09/14/2022	Claims	2	198286	Bound Tree Medical LLC	255.48	
			001 - 522 21 31 000 - Operating Supplies - Medical			255.48	
8862	09/14/2022	Claims	2	198287	Bucko Properties LLC	32,182.65	
			104 - 595 10 63 034 - Eng - N Trail Rd - Bucko			32,182.65	
8863	09/14/2022	Claims	2	198288	C.Hlth130, dba Cardinal Health 112 LLC	793.03	
			001 - 522 21 31 000 - Operating Supplies - Medical			344.32	
			001 - 522 21 31 000 - Operating Supplies - Medical			71.38	
			001 - 522 21 31 000 - Operating Supplies - Medical			377.33	
8864	09/14/2022	Claims	2	198289	Carletti Architects Ps	16,967.15	
			505 - 594 35 60 010 - Const - WWTP Lab/Ops Bldg			756.50	
			505 - 594 48 60 010 - Const - PW Building			778.50	
			505 - 594 48 60 010 - Const - PW Building			14,827.15	
			505 - 594 48 60 010 - Const - PW Building			605.00	
8865	09/14/2022	Claims	2	198290	Central Welding Supply	218.22	
			001 - 522 21 31 000 - Operating Supplies - Medical			218.22	
8866	09/14/2022	Claims	2	198291	Charter Machine Corp.	40.00	
			401 - 535 50 48 050 - Maint Of General Equip			40.00	
8867	09/14/2022	Claims	2	198292	Cities Insurance Assoc	1,000.00	
			001 - 514 23 46 000 - Insurance & Bonds			1,000.00	
8868	09/14/2022	Claims	2	198293	Concentric, LLC	184.62	
			412 - 537 60 47 011 - Site Recycling Disposal			184.62	Site recycle battery
8869	09/14/2022	Claims	2	198294	DLT Solutions LLC	2,628.77	
			001 - 595 10 49 020 - Software Licenses/Support			2,628.77	
8870	09/14/2022	Claims	2	198295	DS Services of America, Inc.	2,926.97	
			501 - 548 30 31 000 - Operating Supplies			2,926.97	Water
8871	09/14/2022	Claims	2	198296	Dobbs Heavy Duty Holdings, LLC	641.51	
			412 - 537 50 48 000 - Repairs/maint-equip			641.51	Unit 519
8872	09/14/2022	Claims	2	198297	Donald Coggins	50.00	
			001 - 517 90 43 001 - Employee Recognition			50.00	
8873	09/14/2022	Claims	2	198298	A. Dykstra, dba Dykstra Farms LLC	350.00	
			412 - 537 60 47 020 - Site Yard Waste Disposal			350.00	Site recycle - yard waste
8874	09/14/2022	Claims	2	198299	E & E Lumber, Inc.	2,413.65	
			001 - 522 20 48 000 - Repairs/Maint-Equip			39.18	
			401 - 535 50 48 060 - Maintenance Of Buildings			260.41	
			401 - 535 50 48 060 - Maintenance Of Buildings			51.02	
			401 - 535 50 48 060 - Maintenance Of Buildings			33.32	
			401 - 535 50 48 060 - Maintenance Of Buildings			43.65	
			102 - 536 20 35 000 - Small Tools/Minor Equip			51.48	
			103 - 542 30 31 000 - Operating Supplies			16.67	
			103 - 542 30 31 000 - Operating Supplies			15.83	
			103 - 542 30 31 000 - Operating Supplies			11.42	
			103 - 542 30 31 000 - Operating Supplies			11.03	
			101 - 576 80 35 000 - Small Tools & Minor Equip			96.19	
			101 - 576 80 35 010 - Safety Equipment			13.54	
			101 - 576 80 48 001 - Riverfront			131.80	
			101 - 576 80 48 001 - Riverfront			43.73	
			101 - 576 80 48 004 - Community Center			43.77	
			101 - 576 80 48 005 - Senior Center			4.34	

CHECK REGISTER

City Of Sedro-Woolley

Time: 13:39:04 Date: 09/06/2022

09/06/2022 To: 09/14/2022

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			101 - 576 80 48 007 - Bingham Park			64.61	
			101 - 576 80 48 009 - Hammer Square			40.62	
			101 - 576 80 48 011 - Lions Roadside			113.41	
			101 - 576 80 48 013 - Tesarik Park			58.23	
			101 - 576 80 48 015 - Library			32.58	
			101 - 594 76 31 000 - Buildings & Structures			753.51	
			101 - 594 76 31 000 - Buildings & Structures			483.31	
8875	09/14/2022	Claims	2	198300	Edge Analytical Inc	322.39	
			401 - 535 80 41 000 - Professional Services			169.95	
			401 - 535 80 41 000 - Professional Services			32.96	
			401 - 535 80 41 000 - Professional Services			59.74	
			401 - 535 80 41 000 - Professional Services			59.74	
8876	09/14/2022	Claims	2	198301	Ewing Irrigation Prod Inc.	93.37	
			101 - 576 80 48 014 - Winnie Houser Park			93.37	
8877	09/14/2022	Claims	2	198302	Fab-Tech	325.80	
			103 - 542 30 48 010 - Repair/Maintenance-Equip			325.80	
8878	09/14/2022	Claims	2	198303	Faber Construction Corp	378,491.40	
			505 - 594 35 60 010 - Const - WWTP Lab/Ops Bldg			189,245.70	
			505 - 594 48 60 010 - Const - PW Building			189,245.70	
8879	09/14/2022	Claims	2	198304	Fastenal Company	399.84	
			401 - 535 50 48 050 - Maint Of General Equip			10.56	
			412 - 537 80 31 000 - Operating Supplies			200.67	
			103 - 542 30 31 000 - Operating Supplies			66.45	
			103 - 542 30 31 000 - Operating Supplies			122.16	
8880	09/14/2022	Claims	2	198305	Ferguson US Holdings, Inc	23.96	
			101 - 576 80 48 019 - Skatepark			23.96	
8881	09/14/2022	Claims	2	198306	Keira G. Foster	112.56	
			001 - 521 20 26 000 - Uniforms/Accessories			112.56	
8882	09/14/2022	Claims	2	198307	George T. Freeman	723.25	
			001 - 512 50 41 000 - Professional Services			723.25	
8883	09/14/2022	Claims	2	198308	Glen Gardner	1,373.79	
			501 - 594 21 64 501 - Vehicles - Police			1,373.79	
8884	09/14/2022	Claims	2	198309	Geo-Test Services, Inc.	2,142.10	
			505 - 594 35 60 010 - Const - WWTP Lab/Ops Bldg			1,071.05	
			505 - 594 48 60 010 - Const - PW Building			1,071.05	
8885	09/14/2022	Claims	2	198310	Guardian Security Systems, Inc.	278.02	
			001 - 521 20 41 001 - Professional Services			30.41	
			001 - 522 50 49 050 - Fire/Theft Protection			43.44	
			401 - 535 80 31 010 - Operating Supplies			30.41	
			101 - 576 80 41 010 - Alarm Monitoring			173.76	
8886	09/14/2022	Claims	2	198311	Bryan Hull	144.36	
			001 - 521 20 26 000 - Uniforms/Accessories			144.36	Patrol Boots
8887	09/14/2022	Claims	2	198312	Humane Society Of Skagit	192.00	
			001 - 521 20 41 021 - Humane Society			192.00	
8888	09/14/2022	Claims	2	198313	Rachael Humberg	1,372.80	
			001 - 521 40 43 000 - Travel			1,372.80	
8889	09/14/2022	Claims	2	198314	Hurley Eng Co. of Tacoma Inc.	2,756.90	
			401 - 535 50 48 020 - Maint Of Pumping Equip			2,756.90	
8890	09/14/2022	Claims	2	198315	Hydrotem Enterp. LLC	539.46	
			401 - 535 50 48 050 - Maint Of General Equip			539.46	

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8891	09/14/2022	Claims	2	198316	ICONIX Waterworks (US) Inc	2,357.40	
					401 - 535 50 48 010 - Maintenance Of Lines	374.49	
					401 - 535 50 48 010 - Maintenance Of Lines	2,672.00	
					505 - 594 48 60 010 - Const - PW Building	-689.09	
8892	09/14/2022	Claims	2	198317	IWorQ Systems Inc.	3,600.00	
					001 - 524 20 49 010 - Misc-Dues	600.00	
					401 - 535 80 49 010 - Misc-Dues/Subscriptions	400.00	
					412 - 537 80 49 010 - Misc-Dues/Subs & Tuittn/Reg	400.00	
					103 - 542 30 49 010 - Misc-Dues/Subscriptions	1,200.00	
					001 - 558 60 49 010 - Dues/Subscript/Membership	600.00	
					101 - 576 80 49 020 - Misc-Dues/CDL/Background	400.00	
8893	09/14/2022	Claims	2	198318	L N Curtis & Sons	1,391.71	
					001 - 521 20 26 000 - Uniforms/Accessories	1,227.79	
					001 - 521 20 26 000 - Uniforms/Accessories	163.92	
8894	09/14/2022	Claims	2	198319	The Language Exchange, Inc	871.75	
					001 - 512 50 41 040 - Language Interpreter	815.75	
					001 - 521 20 41 001 - Professional Services	56.00	
8895	09/14/2022	Claims	2	198320	Lenz Enterprises, Inc	1,729.82	
					412 - 537 60 47 021 - Curbside Yard Waste Disposal	705.71	
					412 - 537 60 47 021 - Curbside Yard Waste Disposal	326.87	Curb yard waste
					412 - 537 60 47 021 - Curbside Yard Waste Disposal	697.24	
8896	09/14/2022	Claims	2	198321	Les Schwab Tire Center	2,809.13	
					001 - 521 20 48 010 - Repair & Maint - Auto	233.89	
					001 - 521 20 48 010 - Repair & Maint - Auto	376.15	
					412 - 537 50 48 000 - Repairs/maint-equip	970.53	Unit 511
					412 - 537 60 47 011 - Site Recycling Disposal	325.80	
					103 - 542 30 48 010 - Repair/Maintenance-Equip	902.76	
8897	09/14/2022	Claims	2	198322	Life Assist Inc.	705.98	
					001 - 522 21 31 000 - Operating Supplies - Medical	524.54	
					001 - 522 21 31 000 - Operating Supplies - Medical	64.28	
					001 - 522 21 31 000 - Operating Supplies - Medical	117.16	
8898	09/14/2022	Claims	2	198323	Lil John Sanitary Services Inc.	271.25	
					101 - 576 80 48 005 - Senior Center	271.25	
8899	09/14/2022	Claims	2	198324	NW Center Svcs, Inc dba Lithtex NW	313.80	
					001 - 514 23 31 000 - Supplies	313.80	
8900	09/14/2022	Claims	2	198325	Loggers And Contractors	177.01	
					103 - 542 30 35 000 - Small Tools/Minor Equip	177.01	
8901	09/14/2022	Claims	2	198326	Lou's Gloves Inc.	830.00	
					401 - 535 80 31 010 - Operating Supplies	830.00	
8902	09/14/2022	Claims	2	198327	Nicole McGowan	90.00	
					001 - 558 60 28 000 - Employee Wellness	90.00	
8903	09/14/2022	Claims	2	198328	McKesson Medical Surgical, Inc.	778.19	
					001 - 522 20 31 000 - Operating Supplies	520.94	
					001 - 522 21 31 000 - Operating Supplies - Medical	257.25	
8904	09/14/2022	Claims	2	198329	McLoughlin & Eardley Corp	328.26	
					501 - 594 21 64 501 - Vehicles - Police	328.26	
8905	09/14/2022	Claims	2	198330	McNeilus Financial, Inc	124.24	
					412 - 537 50 48 000 - Repairs/maint-equip	124.24	Unit 520
8906	09/14/2022	Claims	2	198331	Mork's Auto Revival LLC	1,303.20	

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			412 - 537 80 34 000		Containers - Garbage	1,303.20	Paint dumpsters
8907	09/14/2022	Claims	2	198332	Brian Morris	70.00	
			101 - 362 40 10 000		Space Rent-RV Park - Riverfron	-70.00	
8908	09/14/2022	Claims	2	198333	Motor Trucks International	246.64	
			412 - 537 50 48 000		Repairs/maint-equip	190.42	Unit 522
			412 - 537 50 48 000		Repairs/maint-equip	37.74	Unit 511
			412 - 537 50 48 000		Repairs/maint-equip	18.48	Unit 511
8909	09/14/2022	Claims	2	198334	Walter E Nelson Co. of N. WA	1,010.11	
			101 - 576 80 31 004		Operating Sup - Comm Center	1,010.11	
8910	09/14/2022	Claims	2	198335	Nordic Temperature Control	260.64	
			101 - 576 80 48 016		City Hall	260.64	
8911	09/14/2022	Claims	2	198336	North Hill Resources Inc	53.22	
			103 - 542 30 31 000		Operating Supplies	26.61	
			101 - 576 80 48 001		Riverfront	26.61	
8912	09/14/2022	Claims	2	198337	Office Depot Inc.	39.06	
			001 - 524 20 31 000		Off/Oper Supps & Books	22.80	
			001 - 595 10 31 000		Supplies	16.26	
8913	09/14/2022	Claims	2	198338	Pape' Group, dba Pape' Machinery Inc.	50.10	
			101 - 576 80 48 021		Equipment	50.10	Unit 133
8914	09/14/2022	Claims	2	198339	PatCen Healthcare, Inc.	733.00	
			001 - 522 20 35 000		Small Tools & Minor Equip	733.00	
8915	09/14/2022	Claims	2	198340	Pitney Bowes Global Fin Svcs	942.27	
			001 - 514 23 45 000		Operating Rentals/Leases	235.56	
			001 - 521 20 42 010		Postage	235.56	
			001 - 522 20 42 010		Postage	235.56	
			001 - 524 20 42 000		Postage	78.53	
			001 - 558 60 42 010		Postage	78.53	
			001 - 595 10 42 000		Postage	78.53	
8916	09/14/2022	Claims	2	198341	PlayCore Wisconsin Inc	2,941.88	
			101 - 576 80 48 001		Riverfront	2,941.88	
8917	09/14/2022	Claims	2	198342	Protek, Inc. dba	1,419.44	
			001 - 521 20 48 010		Repair & Maint - Auto	1,419.44	Veh #260
8918	09/14/2022	Claims	2	198343	Sherri Queen	375.00	
			101 - 362 40 00 000		Community Center Rental	-275.00	
			101 - 382 10 01 101		Community Center Deposits	-100.00	
8919	09/14/2022	Claims	2	198344	Quiring Monuments Inc	275.00	
			102 - 536 20 31 000		Office Supplies	275.00	
8920	09/14/2022	Claims	2	198345	Reichhardt & Ebe	8,181.80	
			104 - 595 10 63 083		Eng-SR 9-John Liner-McGarigle	8,181.80	
8921	09/14/2022	Claims	2	198346	Ricoh USA, Inc	210.42	
			001 - 514 23 31 000		Supplies	78.85	
			001 - 524 20 31 000		Off/Oper Supps & Books	43.86	
			001 - 558 60 31 000		Supplies/Books	43.86	
			001 - 595 10 31 000		Supplies	43.85	
8922	09/14/2022	Claims	2	198347	Kevin Rogerson	300.00	
			001 - 512 50 41 010		Municipal Court Judge	300.00	
8923	09/14/2022	Claims	2	198348	Roto-Rooter Corporation	426.74	
			401 - 535 50 48 010		Maintenance On Lines	426.74	

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8924	09/14/2022	Claims	2	198349	SBA Structures, LLC	580.28	
					001 - 591 28 70 001 - Lease - SBA	290.14	
					401 - 591 28 70 401 - Lease - SBA	290.14	
8925	09/14/2022	Claims	2	198350	Solid Waste Syst Inc dba SWS Equipment	6,928.80	
					412 - 537 50 48 000 - Repairs/maint-equip	6,563.72	Unit 522
					412 - 537 50 48 000 - Repairs/maint-equip	365.08	Stock
8926	09/14/2022	Claims	2	198351	San Diego Police Equip Co. Inc.	1,201.46	
					001 - 521 20 31 015 - Ammunition	1,201.46	
8927	09/14/2022	Claims	2	198352	Sedro-Woolley Auto Parts Inc	1,215.09	
					001 - 518 20 48 000 - Repair & Maintenance	117.86	Unit 8
					001 - 518 20 48 000 - Repair & Maintenance	65.91	Unit 19
					001 - 518 20 48 000 - Repair & Maintenance	198.90	Unit 19
					001 - 518 20 48 000 - Repair & Maintenance	-29.32	Credit unit 19
					401 - 535 50 48 020 - Maint Of Pumping Equip	4.89	
					102 - 536 20 31 010 - Operating Supplies	35.03	
					102 - 536 20 31 010 - Operating Supplies	20.25	
					412 - 537 50 48 000 - Repairs/maint-equip	119.91	Unit 519
					412 - 537 50 48 000 - Repairs/maint-equip	89.67	Unit 511
					412 - 537 50 48 000 - Repairs/maint-equip	141.34	Unit 521
					412 - 537 50 48 000 - Repairs/maint-equip	12.22	Unit 511
					412 - 537 80 31 000 - Operating Supplies	66.31	
					412 - 537 80 31 000 - Operating Supplies	134.63	
					412 - 537 80 31 000 - Operating Supplies	-32.57	
					412 - 537 80 31 000 - Operating Supplies	47.56	
					412 - 537 80 31 000 - Operating Supplies	4.51	
					412 - 537 80 31 000 - Operating Supplies	76.01	
					412 - 537 80 31 000 - Operating Supplies	84.24	
					103 - 542 30 31 000 - Operating Supplies	27.03	
					103 - 542 30 31 000 - Operating Supplies	15.94	
					103 - 542 30 31 000 - Operating Supplies	14.77	
8928	09/14/2022	Claims	2	198353	Sedro-Woolley Volunteer	23,186.25	
					001 - 522 20 11 010 - Salaries-Volunteers	23,186.25	
8929	09/14/2022	Claims	2	198354	Semrau Engineering & Surveying	141.00	
					104 - 595 10 63 077 - Eng-SR20 Cascade Trail Phase 2	117.50	
					104 - 595 10 63 077 - Eng-SR20 Cascade Trail Phase 2	23.50	
8930	09/14/2022	Claims	2	198355	Courtney Shilling	100.00	
					101 - 582 10 01 101 - Community Center Deposit Ref	100.00	
8931	09/14/2022	Claims	2	198356	Skagit 911	1,237.45	
					001 - 522 20 41 020 - Central Dispatch-911	1,237.45	
8932	09/14/2022	Claims	2	198357	Skagit Cnty Information Svcs	6,451.06	
					001 - 521 20 41 050 - Spillman System	6,451.06	
8933	09/14/2022	Claims	2	198358	Skagit Cnty Public Works	59,186.52	
					412 - 537 60 47 000 - Solid Waste Disposal	59,186.52	
8934	09/14/2022	Claims	2	198359	Skagit Cnty Treasurer	65,686.67	
					114 - 523 60 41 022 - Jail Sales Tax Pass Through 2/11	65,686.67	
8935	09/14/2022	Claims	2	198360	Skagit Council Of Governments	306.67	
					001 - 558 60 41 050 - SCOG	306.67	
8936	09/14/2022	Claims	2	198361	Skagit Farmers Supply	703.16	
					001 - 518 80 31 001 - Repair & Maintenance Sup	2.81	
					001 - 521 20 31 002 - Office/Operating Supplies	17.37	

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					401 - 535 80 31 010 - Operating Supplies	52.08	
					401 - 535 80 31 010 - Operating Supplies	34.26	
					102 - 536 20 31 010 - Operating Supplies	272.55	
					103 - 542 30 31 000 - Operating Supplies	65.14	
					101 - 576 80 31 001 - Operating Sup - Riverfront	9.76	
					101 - 576 80 31 100 - Fertilizer/Herbicide	34.73	
					101 - 576 80 48 006 - Memorial Park	67.86	
					101 - 576 80 48 014 - Winnie Houser Park	146.60	
8937	09/14/2022	Claims	2	198362	PNG Media LLC, dba Skagit Publishing	64.56	
					001 - 511 60 31 001 - Legal Publications	64.56	
8938	09/14/2022	Claims	2	198363	Skagit Regional Health	184.00	
					401 - 535 80 41 000 - Professional Services	92.00	
					103 - 542 30 49 040 - CDL Endorcement Fees	92.00	
8939	09/14/2022	Claims	2	198364	PNG Media LLC, dba Skagit Valley Herald	296.40	
					001 - 524 20 49 010 - Misc-Dues	98.80	
					001 - 558 60 49 010 - Dues/Subscript/Membership	98.80	
					001 - 595 10 31 000 - Supplies	98.80	
8940	09/14/2022	Claims	2	198365	Smith Mechanical	145.35	
					101 - 576 80 48 004 - Community Center	145.35	
8941	09/14/2022	Claims	2	198366	Stowes	198.42	
					401 - 535 80 35 010 - Safety Equipment	198.42	
8942	09/14/2022	Claims	2	198367	The Peavey Corporation	207.42	
					001 - 521 20 31 002 - Office/Operating Supplies	207.42	
8943	09/14/2022	Claims	2	198368	Thompson, Guildner & Assoc, Inc P.S.	8,333.00	
					001 - 515 41 41 001 - Ext Legal-Prosecutor	8,333.00	
8944	09/14/2022	Claims	2	198369	Transportation Solutions, Inc.	30,180.18	
					104 - 595 30 63 076 - Const-SR20/SR9-Township Int I	30,180.18	
8945	09/14/2022	Claims	2	198370	HD Supp Facil. Maint, dba USA Blue Book	440.57	
					401 - 535 80 31 010 - Operating Supplies	440.57	
8946	09/14/2022	Claims	2	198371	Uline, Inc.	1,563.92	
					505 - 594 48 60 010 - Const - PW Building	867.75	
					505 - 594 48 60 010 - Const - PW Building	696.17	
8947	09/14/2022	Claims	2	198372	UniFirst Corp.	1,331.20	
					001 - 522 20 26 000 - Uniforms	314.45	
					001 - 522 20 26 000 - Uniforms	351.15	
					001 - 522 20 26 000 - Uniforms	351.15	
					001 - 522 20 26 000 - Uniforms	314.45	
8948	09/14/2022	Claims	2	198373	Universal Field Services, Inc.	296.97	
					104 - 595 20 63 082 - RW Trail Road Extension	296.97	
8949	09/14/2022	Claims	2	198374	Valvoline Instnt Oil Chg	59.59	
					001 - 521 20 48 010 - Repair & Maint - Auto	59.59 Veh#267	
8950	09/14/2022	Claims	2	198375	WA Assoc Of Building Off	50.00	
					001 - 524 20 41 000 - Professional Services	50.00	
8951	09/14/2022	Claims	2	198376	Whatcom Electric Co. Inc.	325.21	
					412 - 537 60 47 011 - Site Recycling Disposal	-96.11 Yard rec battery credit	
					501 - 548 30 31 000 - Operating Supplies	421.32	

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
8952	09/14/2022	Claims	2	198377	DGK Inc, dba Widener & Associates	1,360.00	
					101 - 594 76 63 025 - Olmsted Park	1,360.00	
8953	09/14/2022	Claims	2	198378	Katie Wilson	50.00	
					001 - 521 20 31 002 - Office/Operating Supplies	50.00	
8954	09/14/2022	Claims	2	198379	Woods Acquisition Corp	757.68	
					401 - 535 80 35 000 - Small Tools & Minor Equip	381.49	
					102 - 536 20 31 010 - Operating Supplies	8.68	
					102 - 536 20 35 000 - Small Tools/Minor Equip	81.42	
					102 - 536 20 48 040 - Repair/Maint-Equip & Bldg	146.59	
					103 - 542 30 31 000 - Operating Supplies	30.40	
					103 - 542 30 48 010 - Repair/Maintenance-Equip	109.10	
8955	09/14/2022	Claims	2	198380	World Kinect Energy Services, dba	3,356.71	
					001 - 518 20 32 000 - Auto Fuel	50.01	
					001 - 522 20 32 000 - Auto Fuel/Diesel	2,246.40	
					425 - 531 50 32 000 - Vehicle Fuel	129.09	
					401 - 535 80 32 000 - Auto Fuel/Diesel	358.14	
					412 - 537 80 32 000 - Auto Fuel/Diesel	256.48	
					103 - 542 30 32 000 - Auto Fuel/Diesel	316.59	
8965	09/06/2022	Claims	2	198381	Stephen Bellehumeur	91.98	
					001 - 342 60 00 000 - Fire Transport Fees	-91.98	
					001 Current Expense Fund	73,711.95	
					101 Parks & Facilities Fund	9,458.44	
					102 Cemetery Fund	894.12	
					103 Street Fund	3,581.99	
					104 Arterial Street Fund	70,982.60	
					109 Special Investigation Fund	563.63	
					114 Law Enforcement Sales Tax	65,686.67	
					401 Sewer Operations Fund	26,068.29	
					412 Solid Waste Operations Fund	77,153.79	
					425 Stormwater Operations	144.85	
					501 Equipment Replacement Fund	5,050.34	
					505 Public Works Facility Fund	398,475.48	
						<hr/>	
						731,772.15	Claims: 731,772.15
					* Transaction Has Mixed Revenue And Expense Accounts	731,772.15	

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

_____ Finance Director	_____ Date
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_____ Finance Committee Member	_____ Date
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_____ Finance Committee Member	_____ Date
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_____ Finance Committee Member	_____ Date
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**A Proclamation of the City of Sedro-Woolley
September 14th, 2022
Puget Sound Starts Here Month, in Sedro-Woolley, Washington.**

Whereas, we resolve to protect Puget Sound and its tributaries which are the source of our communities' wellbeing, health, economy and quality of life; and

Whereas, we acknowledge that we are on the land of the Coast Salish, who have stewarded this land from time immemorial; and

Whereas, a healthy and vibrant Puget Sound defines our Northwest culture, as do our indigenous people's stories, our tribal Treaty responsibilities, and our shared legacy for future generations; and

Whereas, the health of Puget Sound is declining, and creatures and plants great and small, from our bull kelp forests, and salmon, to our orcas and shellfish and creatures are at risk from the human impacts of stormwater runoff, loss of natural habitats, and a changing climate; and

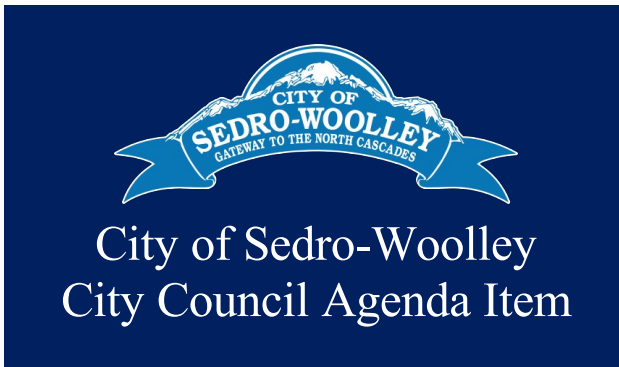
Whereas, we all have the power to protect our Puget Sound treasure, work together to discover and take clean water actions through the Puget Sound Starts Here Campaign; and

Whereas, in the month of September, City of Sedro-Woolley, will join with other governing bodies, organizations and community groups to strengthen stewardship of our shared watershed and encourage all to take action to improve the health of Puget Sound.

Now, Therefore, I, Julia Johnson, Mayor of Sedro-Woolley, do hereby proclaim the month of September 2022, **Puget Sound Starts Here Month**, in Sedro-Woolley. I urge residents to support clean water and healthy habitat by joining me in this special observance and discover how to make a difference and be part of the solution.

Dated this 14th day of September, 2022.

Julia Johnson, Mayor



Agenda
Item No.

Date: September 14, 2022

Subject: 2022 Comprehensive Plan Docket
Amendments - 2nd Read

FROM:

John Coleman, AICP

RECOMMENDED ACTION:

Staff recommends approval, supporting the Planning Commission's recommendations.

1. Motion to adopt the proposed amendments to the Transportation Element, Capital Facilities Element and Land Use Element of the Comprehensive Plan to address changes in transportation needs, adopt an updated School District Capital Facilities Plan and address source control per Department of Ecology requirements?
2. Motion to adopt the proposed amendments to Chapter 15.64 SWMC to amend the school impact fees, Chapters 13.36 and 13.40 SWMC to address source control per Department of Ecology requirements, and Chapter 15.60 SWMC to amend the park impact fees?
3. Motion to approve Resolution 1102-22, amending the master fee schedule.

ISSUE:

1. Should the City Council adopt the proposed amendments to the Transportation Element, Capital Facilities Element and Land Use Element of the Comprehensive Plan to address changes in transportation needs, adopt an updated School District Capital Facilities Plan and address source control per Department of Ecology requirements?
2. Should the City Council adopt the proposed amendments to Chapter 15.64 SWMC to amend the school impact fees, Chapters 13.36 and 13.40 SWMC to address source control per Department of Ecology requirements, and Chapter 15.60 SWMC to amend the park impact fees?

BACKGROUND/SUMMARY INFORMATION:

The City of Sedro-Woolley Comprehensive Plan is a guiding policy for how the city will manage and address issues associated with growth and development in Sedro-Woolley. The Comprehensive Plan may be updated only once per year, and all the changes must be made at one time. The items included in this review cycle are collectively called the Docket. There are four items on the 2022 Docket:

- 1) CPA-1-22: Amendments to the Transportation Element of the Comprehensive Plan to remove the Hodgkin Road arterial connection from Stendal Street to Cook Road, amend the level of service standards (LOS) for minor arterials and major collectors throughout the City and make other minor updates as necessary to make sure the plan is consistent with state and City codes. The Planning Commission recommendations result in amendments to the Transportation Element.

2) CPA-2-22: Adopting the latest Sedro-Woolley School District Capital Facilities Plan (CFP) at the request of the Sedro-Woolley School District. The School CFP includes the District's calculations for school impact fees that the City collects on behalf of the District. The CFP is adopted as an appendix to the Capital Facilities Element of the Sedro-Woolley Comprehensive Plan. The school impact fees are codified in Chapter 15.64 SWMC. The Planning Commission recommends amendments to the Capital Facilities Element and updates to the school fee in Chapter 15.64 SWMC – Impact Fees for School Facilities.

3) CPA-3-22: Amendments to update various references and dates, update stormwater permit and stormwater manual date references, to update numerical references to elements of the City stormwater system and to address two new programs introduced by the Department of Ecology (Stormwater Management Action Planning; and Source Control Program for Existing Development). The Planning Commission recommended amendments to the Land Use Element and the Capital Facilities Element of the Comprehensive Plan as well as Title 13 SWMC.

4) CPA-4-22: Amendments to the Parks and Recreation Element of the Comprehensive Plan. The calculations for the park impact fee are in an appendix to the Parks and Recreation Element and the parks fees are codified in Chapter 15.60 SWMC. The Planning Commission recommendations result in minor amendments to the Parks and Recreation Element and changes to the park impact fee in Chapter 15.60 SWMC – Impact Fees for Planned Facilities.

The Planning Commission reviewed and held at least one public hearing for each of the proposed updates to the Comprehensive Plan and corresponding updates to the SWMC at several meetings. The attached Planning Commission *Findings of Fact, Conclusions and Recommendation* includes the procedural history of the 2022 Docket update process. The *Findings* also include a detailed description of each proposed amendment.

The proposed updates to the Transportation Element, Capital Facilities Element and Land Use Element of the Comprehensive Plan are included in the proposed ordinance in Attachment 1. The proposed updates to Chapters 15.64, 13.36, 13.40 and 15.60 SWMC are included in the proposed ordinance in Attachment 2.

The City Council may decide whether the proposed amendments should be approved, approved with modifications, or rejected. Specifically, the Council may:

1. Pass an ordinance adopting the amendments to the Comprehensive Plan as recommended by the Planning Commission; AND adopt an ordinance that includes the associated amendments to the Municipal Code as recommended by the Planning Commission;
2. Refer the documents back to the Planning Commission for further review and modification of their recommendation;
3. Adopt the ordinance with additional changes made by the City Council; or
4. Reject the proposed changes.

FISCAL IMPACT, IF APPROPRIATE:

N/A

ATTACHMENTS:

1. Resolution 1102-22
2. Resolution 1102-22 Exhibit A
3. Attachment 1 Ordinance 2014 22 to adopt amendments to the SW Comprehensive Plan
4. Attachment 2 Ordinance 2015 22 to adopt amendments to the SWMC
5. Attachment 3 Planning Commission Findings of Fact

RESOLUTION NO. 1102-22
A RESOLUTION OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON,
UPDATING THE MASTER FEE SCHEDULE IN ACCORDANCE WITH UPDATES TO THE
DEVELOPMENT REGULATIONS

WHEREAS, the City of Sedro-Woolley established the use of a Master Fee Schedule via Ordinance No. 2013-22 adopted August 24, 2022; and,

WHEREAS, the City Council adopted Resolution 1099-22 Master Fee Schedule as of August 24, 2022; and,

WHEREAS, Ordinance No. 2014-22 contains updates to the City's Development Regulations which require updates to the associated fees listed in the Master Fee Schedule;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Sedro-Woolley as follows:

1. Updating the Master Fee Schedule. The City hereby adopts by reference and incorporated herein attached Exhibit "A" entitled the "Master Fee Schedule" updating the fees, rates, deposits, and other charges of the City.
2. Severability. If any provision of this Resolution or its application to any person or circumstance is held invalid, the remainder of the Ordinance or the application of the provision to other persons or circumstances is not affected.
3. Effective Date. This Resolution shall be in full force and effect on the effective date of Ordinance No. 2104-22.

PASSED AND ADOPTED by the City Council of the City of Sedro-Woolley, State of Washington, on this _____ day of September, 2022.

Julia Johnson, Mayor

ATTEST:

Kelly Kohnken, Finance Director

APPROVED AS TO FORM:

Nikki Thompson, City Attorney

EXHIBIT A MASTER FEE SCHEDULE

TITLE 1- GENERAL PROVISIONS		
CHAPTER / SECTION	FEE TYPE	AMOUNT
1.24.060	Public Record Act- Cost for Providing Copies of Public Records- Cost for Paper Copies	\$0.15 Per Page
1.24.060	Public Record Act- Cost for Providing Copies of Public Records- CD-ROM	\$20
1.24.060	Public Record Act- Cost for Providing Copies of Public Records- Tape Recordings	\$15

TITLE 2- ADMINISTRATION AND PERSONNEL		
CHAPTER / SECTION	FEE TYPE	AMOUNT
2.16.220	Municipal Court System- Civil Jury Trials- Jury Pay	\$10 Daily
2.46.080	Storm and Surface Water Utility- Rates- Methodology-ERU	\$12.20 Per Month
2.46.090	Storm and Surface Water Utility- Rates- Fee Calculation- Class 1 Single-family/Multifamily/Condos with 1 Unit	\$12.20 Per Month
2.46.090	Storm and Surface Water Utility- Rates- Fee Calculation- Class 2 Multifamily/Condos with 2 or more units	50% of Class 1/Per-Unit Basis
2.46.090	Storm and Surface Water Utility- Rates- Fee Calculation- Class 3 Commercial / Industrial	\$12.20 Per 10,000 Sq. Ft. of land or \$24.41 Per 10,000 Sq. Ft. of impervious surface
2.46.090	Storm and Surface Water Utility- Rates- Fee Calculation- Class 4 Public-Use Customers (schools, government buildings, etc.)	\$12.20 Per 10,000 Sq. Ft. of land or \$24.41 Per 10,000 Sq. Ft. of impervious surface
2.46.090	Storm and Surface Water Utility- Rates- Fee Calculation- Class 5 Mixed Use Structures	\$12.20 Per Month/Per Commercial Unit for every 10,000 Sq. Ft. of land and \$20.20 Per Month/Per Unit, Unless 3+ Residential, the fee shall be 50% of the Class 1/ Per-Unit Basis
2.100.040	Service Award Recognition Program for Employees-Employee Recognition Program Token Appreciation Award	Up to \$50

	Years of service	Value of item	Examples of type of item
2.100.040	1	\$15.00	City logo hat or mug
	5	35	City logo polo shirt/sweater
	10	65	City logo jacket/coat/vest
	20	100	City logo article

TITLE 2 - ADMINISTRATION AND PERSONNEL

Chapter 2.80 SEDRO-WOOLLEY UNION CEMETERY

Section 2.80.040 Rates.

Burial Space	
Burial Space (Includes space at \$800.00; endowment at \$100.00)	\$900.00
Double Burial Single Space (1 full body and 1 cremains or 2 cremains) Requires purchase of burial space; fee for each additional burial	\$300.00 Additional
Triple Burial Single Space (1 full body and 2 cremains) Requires purchase of burial space; fee for each additional burial	\$300.00 additional
Opening/Closing (Includes tent, chairs, greens and equipment)	\$750.00
Standard Size Concrete Liner (Includes purchase price and handling) (Oversize liner price on request)	\$650.00 + Sales Tax
Concrete Vault (Handling fee only)	\$175.00
Headstone Reset Fee	\$50.00
Headstone Setting	\$200.00
Urn Space	
Urn Space (Includes space at \$400.00; endowment at \$100.00)	\$500.00
Double Burial Single Space Requires Purchase of Burial Space; Fee for Each Addition Burial	\$300.00 Additional
Opening/Closing (Includes tent, chairs and greens)	\$300.00
Opening/Closing (No tent, chairs or greens)	\$150.00
Urn Vault (Includes purchase price and handling)	\$150.00 + Sales Tax
Headstone Setting	\$200.00
Baby Space	
Baby Space (Includes space at \$300.00; endowment at \$100.00)	\$400.00
Opening/Closing (Includes tent, chairs and greens)	\$300.00
Opening/Closing (No tent, chairs or greens)	\$150.00
Concrete Baby Liner (Includes purchase price and handling)	\$225.00 + Sales Tax
Combo (Liner/Casket) (Handling fee only)	\$75.00
Headstone Setting	\$200.00

Columbarium Niche Wall (* Single inurnments only)	
Niche Space (Includes space at variable price by location; and endowment at \$100.00)*	Niche Space (Includes space at variable price by location; and endowment at \$100.00)* Row 1 (top) \$750.00 Row 2 \$700.00 Row 3 \$650.00 Row 4 \$600.00
Opening/Closing (Includes tent, chairs and greens) \$275.00	\$275.00
Opening/Closing (No tent, chairs or greens)	\$175.00
Inscription (Single shutter inscription)	\$200.00 + Sales Tax
Columbarium Niche Wall "Estate Unit" (* Single inurnments only)	
Niche space* (11-7/8" x 11-7/8" x 15-1/2") (Includes space and endowment at \$100.00)	
Niches 1 through 4	\$1,350.00 Each
Niches 5 through 10	\$1,200.00 Each
Niches 11 and 12	\$1,100.00 Each
Niches 13 and 14	\$1,100.00 Each
2 plus cremains per niche	1-1/2 times single unit price
Opening/Closing (Includes tent, chairs and greens)	\$275.00
Opening/Closing (No tent, chairs or greens)	\$175.00
Inscription (Single shutter inscription) each cremains \$175.00 + Sales Tax	\$175.00 + Sales Tax
Additional Labor Charges (***) Maximum of two headstones per grave space)	
Saturday Service (Standard Burial)	\$450.00
Saturday Service (Cremation)	\$250.00
Sunday/Holiday Service (Standard Burial)	\$550.00
Sunday/Holiday Service (Cremation)	\$300.00
Additional Headstone on Existing Grave Space	\$200.00***
Setting of Headstone Flower Vase	\$25.00
Chapel Services at 3:00 p.m. or Later	\$150.00
Disinterment	
Casket/any removal	\$1,000.00
Casket/Relocation within Union Cemetery	\$1,400.00
Urn/any removal	\$225.00
Urn/Relocation within Union Cemetery	\$310.00

TITLE 3- REVENUE AND FINANCE		
CHAPTER / SECTION	FEE TYPE	AMOUNT
3.06.060	Lodging Tax- Violations- Penalties	Up to \$500 Per Violation/Per Day
3.64.010	Established Check-Handling Charge	\$30
Fees for Police and Fire Reports or Services Fees Table		
3.60.010	Service	Fee
1	Record check (includes clearing letter for visa, passport, etc.)	Per name \$10.00
2	Fingerprint cards (including applicants for concealed weapons permits)	\$10 (Up to 2)+ \$3 for Additional
3	Annual report	Per Report \$15.00
4	Traffic accident or fire incident report	Up to 2 pages \$5.00 3-20 pages \$10.00 Each additional page \$0.50
5	Traffic accident or fire incident witness statements	Per Statement \$4.00
6	Photographs (copies) minimum fees: up to 8 x 10 (cost of photos will be not less than the cost to the city for reproduction)	First Copy- Black/White: \$7.00 Colored: \$9.00 Additional Copy- Black/White: \$2.00 Colored:\$4.00 Extra Negatives- Black/White: \$3.00 Colored:\$4.00
7	Body worn camera videos and redaction Services	Fees To Be Determined

TITLE 5- BUSINESS LICENSES AND REGULATIONS		
CHAPTER / SECTION	FEE TYPE	AMOUNT
5.04.030	Business License Fee- Serving Beer, Wine, Spirits or Authority of the Washington State Liquor and Cannabis Board	\$250 Annually
5.04.030	Business License Fee- Pawnbroker	\$135 Annually
5.04.030	Business License Fee- Mobile Vending	\$1,000 Annually
5.04.030	Business License Fee- Taxicabs	\$135 Annually
5.04.030	Business License Fee- Extension Vendors	\$200 Annually/Per location
5.04.030	Business License Fee- Growing, Processing and Selling of Marijuana	\$250 Annually
5.04.030	Business License Fee- General Business	\$35 Annually
5.40.060	FAILURE TO PAY TAX PENALTY	
	1—10 days late	5% of tax due
	11—20 days late	10% of tax due
	21—31 days late	10% of tax due
	32—60 days late	20% of tax due
5.04.060	(B.) Penalty Amount	Per Finance Director

TITLE 6- ANIMALS		
CHAPTER / SECTION	FEE TYPE	AMOUNT
6.08.220	Impound Fees	\$25 + \$10 Day After 2 Days
6.08.300	Animal Control Infractions	\$150
6.16.020	Potentially Dangerous Dog- Registration Fee	\$250 + \$50 Annually
6.16.040	Dangerous Dog- Registration Fee	\$500 + \$100 Annually
6.16.060	Potentially Dangerous Dog- Fail to Register or Renew Penalty	\$250
6.16.060	Dangerous Dog- Fail to Register or Renew Penalty	\$500
6.16.070	Potentially Dangerous and Dangerous Dogs Enforcement- Animal Control Civil Penalty	\$150 + \$10 Day + Care Cost
6.16.070	Potentially Dangerous and Dangerous Dogs Enforcement- Animal Control Civil Penalty for Animal Destruction	\$250
6.16.080	Potentially Dangerous and Dangerous Dogs Enforcement-Hearings	\$15 Per Day
6.16.080	Potentially Dangerous and Dangerous Dogs Enforcement- Animal Control Civil Penalty for Animal Destruction- Failure to Pick Up After 10 days	\$50

TITLE 7 - CITY RIGHTS-OF-WAY		
CHAPTER / SECTION	FEE TYPE	AMOUNT
7.02.060	Utility Relocation-Enforcement	\$250 Per Day
7.12.390	Cable Communications- Cable System Evaluation- Non-compliance Fee	Up to \$3,500 Per Evaluation- To Adjusted from 1997 Inflation

TITLE 8- HEALTH AND SAFETY		
CHAPTER / SECTION	FEE TYPE	AMOUNT
8.04.075	Refuse Collection and Disposal System- Collection Charges- Excess Weight	\$5.00
8.04.075	Refuse Collection and Disposal System- Collection Charges- 60+ Days Late Penalty	\$10
8.04.085	Refuse Collection and Disposal System- Rental of Containers- Daily Charge	1,2, and 3 Yard Containers: \$3.00 Per Day; 4,6, and 8 Yard Containers \$6.00 Per Day
8.04.085	Refuse Collection and Disposal System- Rental of Containers- Empty Can Delivery/Pickup	\$20
8.04.103	Refuse Collection and Disposal System- Yard Waste Disposal Drop Off Site Punchcard-A. Residents- (a) Up to 32 Gal. Garbage Min. Charge	Minimum \$1.00
8.04.103	Refuse Collection and Disposal System- Yard Waste Disposal Drop Off Site Punchcard-A. Residents- (b) Brush	\$12.00 Per Yard
8.04.103	Refuse Collection and Disposal System- Yard Waste Disposal Drop Off Site Punchcard- B. Nonresidents	\$5.00 and \$20.00
8.04.104	Refuse Collection and Disposal System- Recycling Fees- Additional Service Fees	Lock: \$15.00 Per Lock; Extra Pickup: \$5 Per Yard; Washout of Container: \$25.00; Redelivery of Container Following Failure to Pay: \$25.00
8.04.120	Refuse Collection and Disposal System- Fuel Surcharge For Garbage Service- Base Charge	\$1.00 Per Month For Each Account; \$1.00 For Each Pickup In Excess of 1 Pickup Per Week
8.04.120	Refuse Collection and Disposal System- Fuel Surcharge For Garbage Service- Base Charge For Diesel Excess of \$3.00 Per Gal.	\$1.35 Per Month For Each Account; \$1.10 For Each Pickup In Excess of 1 Pickup Per Week
8.04.120	Refuse Collection and Disposal System- Fuel Surcharge For Garbage Service- Base Charge For Diesel Excess of \$4.00 Per Gal.	\$1.70 Per Month For Each Account; \$1.10 For Each Pickup In Excess of 1 Pickup Per Week
8.04.120	Refuse Collection and Disposal System- Fuel Surcharge For Garbage Service- Base Charge For Diesel Excess of \$5.00 Per Gal.	\$2.05 Per Month For Each Account; \$1.30 For Each Pickup In Excess of 1 Pickup Per Week
8.04.130	Refuse Collection and Disposal System- Residential Curbside Food and Yardwaste Collection Charges- Residential 96 Gal. Can	\$12.17
8.28.060	Fireworks-Public Display-Permit Fees	\$50.00
8.36.040	Smoking in Public Places and Places of Employment- Penalties-Person	Up to \$100
8.36.040	Smoking in Public Places and Places of Employment- Penalties-Owner Obligations	Up to \$100

Section 8.04.075 COLLECTION CHARGES.

TABLE 1: RESIDENTIAL

TYPE OF SERVICE	GARBAGE	RECYCLING
Residential, 20-gal. can	\$12.54	\$5.02
Residential, 32-gal. can	\$23.11	\$5.02
Residential, 68-gal. can	\$33.50	\$5.02
Residential, 96-gal. can	\$44.73	\$5.02
Each Additional Recycling Tote		\$5.02
Residential, low income 80% OF APPLICABLE RESIDENTIAL RATE		

TABLE 2: COMMERCIAL AND MULTIFAMILY

Commercial, 32-gal. can	\$26.17
Commercial, 68-gal. can	\$41.51
Commercial, 95-gal. can	\$56.56
Commercial, 1-yard container	\$114.60
Commercial, 2-yard container	\$151.50
Commercial, 3-yard container	\$225.65
Commercial, 4-yard container	\$297.15
Commercial, 6-yard container	\$438.43
Commercial, 8-yard container	\$586.12
Commercial, 30-yard container	\$230.78 haul fee, actual charges for disposal, and \$71.34 delivery fee, plus rental fee of \$71.34 per month
Multifamily, apartments, cabin courts and trailer park units, etc.	Applicable commercial rate plus \$5.02 per unit for recycling

ADDITIONAL PICKUPS (NOT REGULARLY SCHEDULED UNDER TABLE 2)

1-yard container	\$38.11 for each pickup
2-yard container	\$67.40 for each pickup
3-yard container	\$104.02 for each pickup
4-yard container	\$118.70 for each pickup
6-yard container	\$177.26 for each pickup
8-yard container	\$235.91 for each pickup

Picking up and disposing of the following items:

Recliners/overstuffed chairs/chairs:	\$15.00
Couches/sofas/sectionals:	\$15.00
Mattresses (any size):	\$15.00

Section 8.04.104 RECYCLING FEES.

Recycling Fees			
Tires	\$5.00 per tire		
Refrigerators and freezers	\$25.00		
Stoves, washers or dryers	\$15.00		
Wood waste	\$12.00 per pickup load		
Broken concrete, bricks and approved masonry	\$11.00 per ton		
Commercial recycling	Mixed paper	Cardboard	Mixed recycling
95-gallon container	20.38	Not available	20.38
2-yard container	33.95	27.17	61.1
3-yard container	47.52	33.95	95.05
4-yard container	88.25	47.52	108.61
6-yard container	115.4	61.1	142.57
8-yard container	153.07	74.67	190.08

TITLE 12- STREETS, SIDEWALKS AND PUBLIC PLACES*

* For provisions on public works construction standards regarding streets and sidewalks, see Ch. 15.40 of this code.

CHAPTER / SECTION	FEE TYPE	AMOUNT
12.08.030	Excavation for Gas Distribution and Transmission Systems- Application and Bond	\$10,000
12.08.360	Excavation for Gas Distribution and Transmission Systems- Public Works Supervisor's Inspection and Fee	\$3 Per Hour
12.36.020	City Parks, Recreational Vehicle Facilities and Community Center- Recreational Vehicle Facilities, Covered Areas and Athletic Fields- (B.) Recreational Vehicle Park Fees (1.) Without Full Sewer Hook-ups	\$35 Per Night
12.36.020	City Parks, Recreational Vehicle Facilities and Community Center- Recreational Vehicle Facilities, Covered Areas and Athletic Fields- (B.) Recreational Vehicle Park Fees (2.) With Full Sewer Hook-ups	\$40 Per Night
12.36.020	City Parks, Recreational Vehicle Facilities and Community Center- Recreational Vehicle Facilities, Covered Areas and Athletic Fields- (D.) Reservations (2.) Riverfront RV	\$15
12.36.020	City Parks, Recreational Vehicle Facilities and Community Center- Recreational Vehicle Facilities, Covered Areas and Athletic Fields- (D.) Reservations (3.) Riverfront Large Covered Eating Area	\$175 For Residents \$250 For Nonresidents
12.36.020	City Parks, Recreational Vehicle Facilities and Community Center- Recreational Vehicle Facilities, Covered Areas and Athletic Fields- (D.) Reservations (4.) Riverfront Small Covered Eating Area	\$125 For Residents \$200 For Nonresidents
12.36.020	City Parks, Recreational Vehicle Facilities and Community Center- Recreational Vehicle Facilities, Covered Areas and Athletic Fields- (D.) Reservations (5.) Memorial Park	\$100 For Residents \$150 For Nonresidents
12.36.020	City Parks, Recreational Vehicle Facilities and Community Center- Recreational Vehicle Facilities, Covered Areas and Athletic Fields- (D.) Reservations (6.) Bingham Park Shelter	\$100 For Residents; \$150 For Nonresidents

12.36.020	City Parks, Recreational Vehicle Facilities and Community Center- Recreational Vehicle Facilities, Covered Areas and Athletic Fields- (D.) Reservations (7.) Hammer Heritage Square	\$100 For Residents; \$200 For Nonresidents
12.36.030	City Parks, Recreational Vehicle Facilities and Community Center- Community Center Facility- (E.) Security Deposit	\$1,000 IF Alcohol is Permitted; \$1,000 IF Dancing or Live Music is Permitted; \$1,000 IF the Audio/Visual Equipment is Rented; or \$100 IF Alcohol, Dancing, and Music are Not Permitted
12.36.030	City Parks, Recreational Vehicle Facilities and Community Center- Community Center Facility- (E.) Security Deposit- Additional Required Cleanup	\$50 Per Hour
12.36.030	City Parks, Recreational Vehicle Facilities and Community Center- Community Center Facility- (G.) Security/Facility Monitor	\$25 Per Scheduled Hour; \$50 Per Excess Hours
12.36.030	City Parks, Recreational Vehicle Facilities and Community Center- Community Center Facility- (I.) Annual Users	\$175 Per Use
12.36.030	City Parks, Recreational Vehicle Facilities and Community Center- Community Center Facility- (J.) Consecutive Days	\$100 Less, Beyond first
12.36.030	City Parks, Recreational Vehicle Facilities and Community Center- Community Center Facility- (K.) Audio/Visual Equipment	\$50
12.36.040	City Parks, Recreational Vehicle Facilities and Community Center- Penalties	Up to \$500
12.36.050	City Parks, Recreational Vehicle Facilities and Community Center- Amphitheatre at Riverfront- (A.) Reservations (1.) Nonprofit, City Sanctioned Festivals, and Private Uses	\$400 for Residents; \$650 for All Others
12.36.050	City Parks, Recreational Vehicle Facilities and Community Center- Amphitheatre at Riverfront- (A.) Reservations (2.) Events Staged for Profit-Permit	\$200, Nonrefundable
12.36.050	City Parks, Recreational Vehicle Facilities and Community Center- Amphitheatre at Riverfront- (A.) Reservations (2.) Events Staged for Profit- Rental	\$400 for Residents; \$650 for All Others

12.36.050	City Parks, Recreational Vehicle Facilities and Community Center- Amphitheatre at Riverfront- (C.) Security/Facility Monitor (1.) Events With Alcoholic Beverages, Live Music or Dancing	\$25 Per Scheduled Hour; \$50 Per Excess Hours
12.36.090	City Parks, Recreational Vehicle Facilities and Community Center- Sedro-Woolley Senior Center-(D.) Security Deposit	\$100
12.40.120	Tree Standards- Inspection and Appeal (C.) Penalty	\$250 Each Day
12.44.040	Special Events, Parades and Festivals-Deposit Required	Up to \$1,000

12.36.020	ATHLETIC FIELD USER FEES		
	FACILITY	WEEKLY RATE	DAILY RATE
	RIVERFRONT 1—East	\$90.00	\$25.00
	RIVERFRONT 2—West	\$90.00	\$25.00
	RIVERFRONT—Rookie—South	\$50.00	\$15.00
	RIVERFRONT—T-Ball—North	\$50.00	\$15.00
	TESARIK	\$90.00	\$25.00
	WINNIE HOUSER	\$200.00	\$60.00
	DENNY ENGBERG	\$150.00	\$45.00

12.36.030	COMMUNITY CENTER RENTAL FEE			
	WITHOUT ALCOHOL, LIVE MUSIC, AND/OR DANCING	RESIDENT	ALL OTHERS	COMMUNITY GROUP
	Monday through Thursday	\$225.00	\$375.00	\$150.00
	Friday through Sunday	\$275.00	\$425.00	\$150.00
	WITH ALCOHOL LIVE MUSIC, AND/OR DANCING	RESIDENT	ALL OTHERS	COMMUNITY GROUP
	Monday through Thursday	\$475.00	\$625.00	\$250.00
	Friday through Sunday	\$525.00	\$725.00	\$250.00

12.36.090	SENIOR CENTER RENTAL FEE			
		RESIDENT	ALL OTHERS	COMMUNITY GROUP
	Monday through Thursday	\$50.00	\$200.00	\$25.00
	Friday through Sunday	\$100.00	\$250.00	\$25.00

TITLE 13- WATER AND SEWERS		
CHAPTER / SECTION	FEE TYPE	AMOUNT
13.08.060	Sewers Use Required Application Fee	\$25
13.16.035	Sewer Connections General Facilities Charge—Separate Fund.1- Connection or Commencement of Use	\$8,900 per ERU
13.16.035	Sewer Connections General Facilities Charge—Separate Fund.1- Plumbing Fixtures	\$370 Per Fixture Unit
13.16.035	Sewer Connections General Facilities Charge—Separate Fund.1- Plumbing Fixtures Water Consumption	\$370 Per 234 Gal. of Water Consumption Per Month
13.16.037	Sewer Connections- Utility Connection Fee Residential User- North Reed Street (A.)	\$1,152 Per Residential Dwelling Unit
13.16.037	Sewer Connections- Utility Connection Fee Nonresidential User- North Reed Street (B.)	\$1,152 Per ERU
13.16.038	Sewer Connections- Utility Connection Fee Residential User- Cook Road-Trail Road (A.)	\$3,426 Per Residential Dwelling Unit
13.16.038	Sewer Connections- Utility Connection Fee Nonresidential User- Cook Road-Trail Road (B.)	\$3,426 Per ERU
13.16.039	Sewer Connections- Utility Connection Fee Residential User- Fruitdale Road (A.)	\$3,450 Per Residential Dwelling Unit
13.16.039	Sewer Connections- Utility Connection Fee Nonresidential User- Fruitdale Road (B.)	\$3,450 Per ERU
13.16.039.1	Sewer Connections- Utility Connection Fee Residential User- North Township Street (A.)	\$725 Per Residential Dwelling Unit
13.16.039.1	Sewer Connections- Utility Connection Fee Nonresidential User- North Township Street (B.)	\$725 Per ERU
13.16.039.2	Sewer Connections- Utility Connection Fee Residential User- West Bennett, West Nelson, Batey, Robinson and Borseth Streets (A.)	\$3,450 Per Residential Dwelling Unit
13.16.039.2	Sewer Connections- Utility Connection Fee Nonresidential User- West Bennett, West Nelson, Batey, Robinson and Borseth Streets (B.)	\$3,450 Per ERU
13.16.140	Sewer Connections- General Facilities Charge- Credit For Disconnecting Septic Systems	\$2,855
13.30.130	Sewer Rates- Low Income Citizen Discount- Maximum Charge	\$44.35 Per Month

TITLE 15- BUILDINGS AND CONSTRUCTION		
CHAPTER / SECTION	FEE TYPE	AMOUNT
15.52.120	Administrative fee	\$750
15.60.050	Transportation fee schedules and establishment of service area	Attachment A
15.60.070	Park impact fee and establishment of service area	Attachment B
15.64.130	School impact fees and administrative fees	\$35
15.64.150	Independent fee calculations - Deposit	\$500
15.64 Appendix A— Schedule of School Impact Fees	A. Single Family Units: per single-family residential unit or mobile or manufactured home (whether on a single lot, condominium unit or mobile park)	\$4,461
15.64 Appendix A— Schedule of School Impact Fees	B. Multifamily Units: per residential unit in a multifamily structure	\$2,888

Attachment A – see ORDINANCE No. 1960-20

Attachment B—Schedule of Park Impact Fees Parks Impact Fee Calculations				
Additional acres needed	Improvements needed	Existing units	Projected units (2005-2025)	Cost per unit
85 acres new	Ballfields	4,422 units	1,347 new units	\$1,954.00
	Trails			
\$393,100	Play equipment	X 2.6 persons per unit = 11,497 estimated population in City and UGA.	15,000 total population projected for City and UGA.	
120,500	Climbing wall			
127,500	Recreation			
89,700	Water features			
189,000				
958,400				
165,000				
73,900				
43,100				
114,300				
158,100				
200,000				
Total:				
\$2,632,600				

Parks impact fee per unit:	
Single-family residence	\$2,000
Manufactured home	\$2,000
Units in a duplex or multifamily unit	\$2,000
Dependent relative cottage	\$2,000
Accessory dwelling unit between the minimum allowed size ADU and four hundred fifty square feet	30% of a standard SFR park impact fee
Accessory dwelling unit greater than four hundred fifty square feet and below the maximum size allowed ADU	61% of a standard SFR park impact fee
All units not specifically identified in the above	\$2,000

TITLE 17- ZONING		
CHAPTER / SECTION	FEE TYPE	AMOUNT
17.65.760	Enforcement of the Critical Areas Regulations- Violations Civil Penalty	\$75 Per Day
17.98.040	Model Homes- Application Requirements	\$300 Per Model

TITLE 18- CODE ENFORCEMENT		
CHAPTER / SECTION	FEE TYPE	AMOUNT
18.15.040	Notice of Violation and Order/Administrative Proceeding-Appeal Procedure	\$100
18.35.030	Civil Fines and Civil Penalties- Civil Penalty- Critical Areas	\$50,000

Ordinance No. 2014-22

AN ORDINANCE OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON ADOPTING AMENDMENTS TO THE COMPREHENSIVE PLAN, REVIEWED AS PART OF THE 2022 COMPREHENSIVE PLAN DOCKET.

WHEREAS, amendments to the Sedro-Woolley Comprehensive Plan were required to be submitted by the published deadline of January 21, 2022; and

WHEREAS, the City of Sedro-Woolley established an on-going public participation process in accordance with RCW 36.70A.130(2) including the regular Planning Commission meetings, joint City Council and Planning Commission workshop(s), and Public Hearings to discuss proposed changes to the Comprehensive Plan; and

WHEREAS, public hearings were conducted before the Sedro-Woolley Planning Commission on various dates; and

WHEREAS, the Growth Management Act gives authority to Sedro-Woolley to update its Comprehensive Plan once per year in such a manner that all proposed amendments are considered by the governing body concurrently such that the governing body may evaluate their cumulative effect; and

WHEREAS, environmental review of the updated Comprehensive Plan has been completed and a Determination of Non-Significance was issued July 18, 2022, and that document is adopted by reference; and

WHEREAS, the proposed amendments to the Comprehensive Plan have been submitted to the Washington State Department of Commerce (COMM) and the required 60-day review period has passed; and

WHEREAS, as part of the 2022 Docket, the Planning Commission reviewed the proposed updates to the Transportation Element, Capital Facilities Element and Land Use Element of the Comprehensive Plan as contained in this ordinance and made a recommendation to adopt updates to the Comprehensive Plan; and

WHEREAS, the Planning Commission held two public meetings and two public hearings on updates to the Comprehensive Plan; and

NOW THEREFORE THE CITY COUNCIL OF THE CITY OF SEDRO-WOOLLEY DOES ORDAIN AS FOLLOWS:

Section 1. The Transportation Element of the Sedro-Woolley Comprehensive Plan are hereby amended to read as set forth in the attached Exhibit A.

Section 2. The Capital Facilities Element of the Sedro-Woolley Comprehensive Plan are hereby amended to read as set forth in the attached Exhibit B.

Section 3. The Land Use Element of the Sedro-Woolley Comprehensive Plan are hereby amended to read as set forth in the attached Exhibit C.

Section 4. The City Council hereby adopts by reference the Planning Commission's *Findings of Fact, Conclusions and Recommendations* - which were certified by the Planning Commission Chair on August 3, 2022 - as the City Council's *Findings of Fact*.

Section 5. This ordinance shall take effect five (5) days after the approval by the City Council and publication as provided by law.

Section 6. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

PASSED by majority vote of the members of the Sedro-Woolley City Council this _____ day of August, 2022, and signed in authentication of its passage this _____ day of August, 2022.

By: _____
JULIA JOHNSON, Mayor

Attest: _____
KELEY KOHNKEN, Finance Director

Approved as to form:

NIKKI THOMPSON, City Attorney

Published: _____

Exhibit A

To Ordinance No. 2014-22

Amendments to the Transportation Element of the Sedro-Woolley Comprehensive Plan

Chapter 3

TRANSPORTATION ELEMENT

- 3.04 Introduction**
- 3.08 Goals and Policies**
- 3.12 Transportation System Inventory**
- 3.16 Existing Traffic Conditions**
- 3.20 Travel Demand Forecasting**
- 3.24 Future System Needs**
- 3.28 Transportation Financing Plan**
- 3.32 Intergovernmental Coordination**

APPENDIX

- A 2015 Intersection LOS Summary**
- B 2015 Street Segment LOS Summary**
- C 2036 Intersection Level of Service**
- D 2036 Street Segment Level of Service –
without improvement**
- E 2036 Street Segment Level of Service –
with Improvement**

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Update effective: May 18, 2018**Draft: March 2022**

3.04

INTRODUCTION

Introduction

The City of Sedro-Woolley is a small urban area in Skagit County. It is located approximately twelve (12) miles northeast of Mount Vernon, the county seat and largest city in Skagit County. The ~~city~~-City and its UGA had an estimated population of twelve thousand five-hundred and fourteen (12,514) in 2015. This is an increase of seven hundred thirty-four (734) people since 2005, or a six (6) percent increase.

In 2003, the City completed an update to its Transportation Element. The City followed this with an update to its Transportation Plan in 2005. As part of the 2016 Comprehensive Plan Update, the City has again updated the Transportation Plan to ensure that it is consistent with the City's required update of its Land Use Element as required by the State Growth Management Act (GMA). In addition, the City wanted to review and update its transportation financing program and revisit its transportation impact fee program. The Transportation Plan update also was needed to reflect annexations and growth within the adjacent Urban Growth Area (UGA).

The update of the transportation plan included development of a new travel demand forecasting model to be consistent with the regional Skagit Council of Governments' (SCOG) model which was also updated in 2016. This will provide the City with a model, travel forecasts, and transportation plan that is consistent with regional growth assumptions.

Purpose

The transportation plan provides a link between the City's land use element and the transportation facilities and services needed to support the growth over the next twenty (20) years. The transportation plan update focuses on safety, capacity, and operational improvements on state highways and arterials

serving the city. The plan incorporates pedestrian, bicycle, transit, and transportation demand management programs to meet the overall transportation needs of the community.

The Transportation Element is a key component to the City's Comprehensive Plan. It provides the City with a guide for transportation system improvements to meet existing and future travel needs. It also integrates the City's transportation improvements with those of Skagit County and the Washington State Department of Transportation (WSDOT).

Growth Management Act

The Transportation Element was prepared per the requirements of the state Growth Management Act (GMA). The GMA requires that the Transportation Element be consistent with other elements of its Comprehensive Plan, including the Land Use and Capital Facilities elements. If the capital facilities needed to support the forecasted land use at the adopted level of service standards cannot be financed with projected revenues, then the GMA requires a reassessment of one or more of these elements to bring them into balance.

The GMA requires the following topics be addressed in the transportation plan:

- Land use assumptions used in estimating travel demand
- An inventory of existing transportation facilities and services
- Level of service standards to gauge the performance of the system
- Identification of actions and requirements needed to bring existing facilities and services up to standard
- Forecasts of future traffic based on the land use plan
- Identification of improvements and programs needed to address current and future transportation system deficiencies, including Transportation Demand Management strategies

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- A realistic multi-year financing plan that is balanced with the adopted level of service standards and the land use element
- An explanation of intergovernmental coordination and regional consistency.

In 1998, the Washington State Legislature amended the GMA in House Bill (HB) 1487. This amendment focused on transportation and growth management planning, and revised several sections of the GMA (RCW 36.70A). In general, the amendments are related to the requirements for local comprehensive plan transportation plans, the countywide planning process for identification and siting of essential public facilities, plan consistency, and the adoption of deadlines established to meet the new requirements. With the revisions, local transportation plans must also now include the following:

- State-owned transportation facilities in the transportation inventory
- The level of service (LOS) for state-owned transportation facilities
- Identification and assessment of GMA concurrency and the applicability to highways of statewide significance
- An estimate of the impacts to state-owned transportation facilities resulting from local land use assumptions

(Ord. 1554-06 § 3 (Exh. A)(part))

The Sedro-Woolley transportation plan meets these GMA requirements for local comprehensive plans.

Plan Organization

The transportation plan was developed in a series of tasks to meet the requirements of GMA. The plan is organized as follows:

- Goals and Policies
- Transportation System Inventory
- Existing Traffic Conditions
- Travel Forecasting
- Future System Needs
- Transportation Financing Plan
- Consistency with Other Agencies

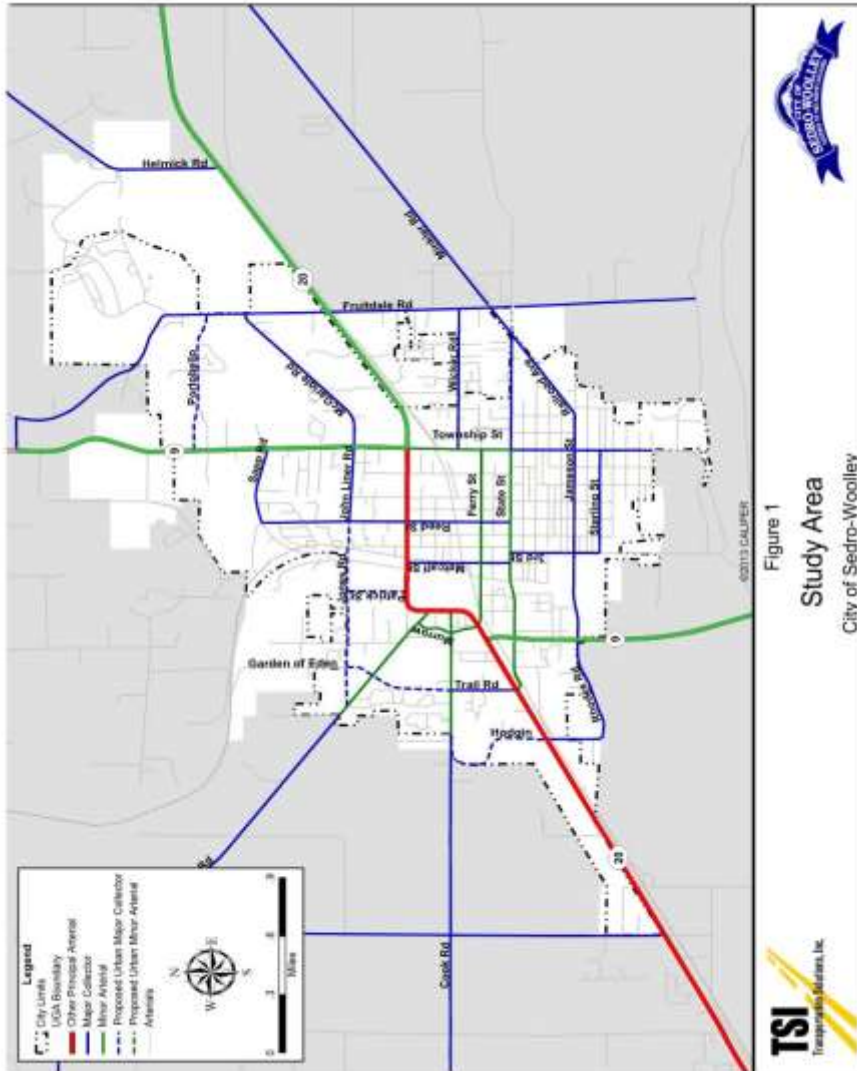
Study Area

The study area for the plan includes the city limits and adjacent unincorporated urban growth area (UGA). The UGA has been defined by the City in conjunction with Skagit County. Figure 1 shows the study area for the 2016 transportation plan.

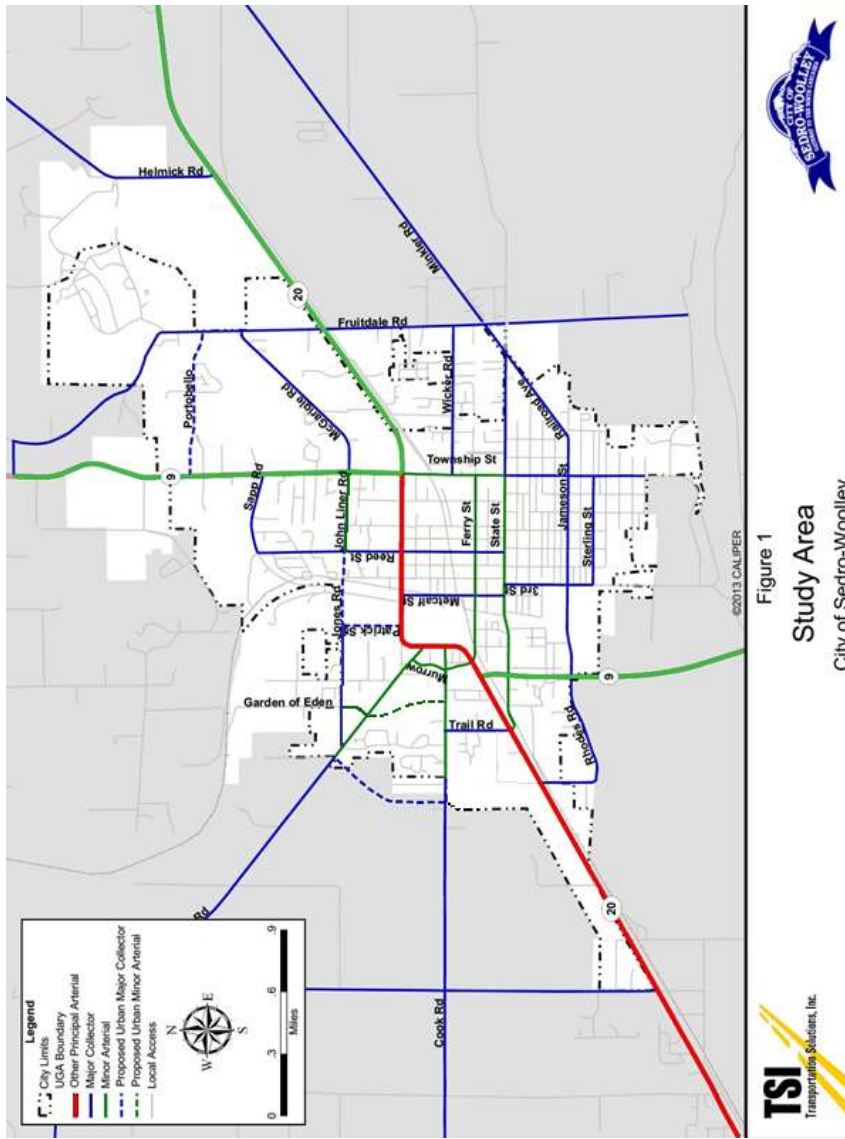
As noted above, the transportation plan was developed based on a new travel demand model that is consistent with the regional Skagit Council of Governments' (SCOG) model. Since the citywide travel model is based on the SCOG regional model, the City's model also incorporates travel demands from throughout Skagit County.

Figure 1
Study Area (Map revised)

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(Map deleted)

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GOALS AND POLICIES

The following goals and policies are intended to guide implementation of the City of Sedro-Woolley's transportation system. These goals and policies provide a framework for decision making related to transportation improvements and projects. They also guide requirements related to transportation improvements needed to support development projects.

Goal T1: To provide safe, passable streets within the City of Sedro-Woolley.

Policy T1.1: Identify and improve substandard roads based upon a priority system which accounts for both traffic demand and surrounding land uses.

Policy T1.2: Adopt design standards to which all new streets must be constructed. Adopt design standards for neighborhood streets that support pedestrian safety and reflect the volume of traffic at build-out.

Policy T1.3: Consider non-motorized and rail modes in the design of transportation projects.

Policy T1.4: Improve arterial and collector streets identified as deficient in level of service to the adopted design standard, consistent with the transportation element of the comprehensive plan.

Policy T1.5: Encourage and solicit public participation in transportation related decisions to help ensure that planning and implementation have public support.

Goal T2: To provide an efficient street network that emphasizes circulation and accident prevention.

Policy T2.1: Establish a hierarchy of streets composed of other arterials, minor arterials, major collectors, and local access streets.

Policy T2.2: Improve arterials and collector streets identified as deficient to the design standard, consistent with the transportation element of the comprehensive plan.

Policy T2.3: Support access management strategies for other and minor arterials and major collectors to reduce congestion and increase safety.

Policy T2.4: Manage residential street connections, curb-cuts and on- and off-street parking areas for minor arterials and major collectors.

Policy T2.5: Develop and improve a system of arterials and collectors that support local travel patterns without relying on SR 20.

Policy T2.6: Work with Skagit County to preserve the right-of-way for a potential future arterial between Cook Road and F&S Grade Road serving the area west of the city's existing urban growth area.

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

Policy T3.1: Use clearly marked sidewalks in accordance with the Manual on Uniform Traffic Control Devices (MUTCD) to delineate pedestrian and auto traffic in areas where potential hazards exist, or can be expected from development consistent with proposed land use.

Policy T3.2: Ensure that street size is sufficient (and not excessive) to support proposed land use density.

Policy T3.3: Provide clearly marked bicycle travel corridors in accordance with the adopted non-motorized plan included in the Transportation Element.

Policy T3.4: Provide street lights in areas of high evening-hour pedestrian use.

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Policy T3.5: Provide crosswalks in accordance with the MUTCD and the Americans with Disabilities Act (ADA), which are clearly marked, to both driver and pedestrian. Additional measures, such as overhead signage, may be included, as appropriate.

Policy T3.6: Provide sufficient, accessible off-street parking for commercial and industrial developments and community facilities.

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

Policy T3.8: Consider the needs of future transit service when improving other arterials, minor arterials, and major collectors.

Policy T3.9: Recognize the pedestrian as a principal user of the central business district (CBD). Continue to encourage retail development and redevelopment in the CBD that appeals primarily to the pedestrian.

Policy T3.10: Improve streets to provide safe and efficient travel of emergency vehicles to and from the fire department, police department and United General Hospital. Separate emergency vehicle loading areas from normal traffic routes to ensure emergency access and prevent congestion.

Policy T3.11: Improve streets that benefit travel of buses to and from schools. Separate bus loading areas from normal traffic routes to minimize the potential for auto-pedestrian hazards or conflicts.

Goal T4: To encourage alternate modes of transportation in accordance with the principals outlined in the City's adopted Complete Streets Resolution 952-17 and SWMC Chapter 15.40.030.

Policy T4.1: Establish a committee to review alternate transportation options and propose alternatives

appropriate to Sedro-Woolley's anticipated population growth and density. Options to evaluate include trails, rails, transit, walking, etc.

Policy T4.2: Develop a system of regional and local-oriented multi-purpose trails, which provide designated routes for bicyclists, walkers, joggers, and tourists. Design the system for use as both a commuting and recreation option. Private property owners must be compensated as needed, unless arrangements are made for a dedication of right-of-way in lieu of a park fee.

Policy T4.3: Encourage the use of commuting alternatives to the single-occupancy automobile. Alternatives include, but are not limited to walking, carpooling, bicycling and mass transportation.

Policy T4.4: Coordinate with local community groups to provide alternative transportation education and programming to community residents.

Policy T4.5: Provide bicycle storage facilities at community facilities and in commercial retail areas.

Policy T4.6: Design street traffic systems to promote alternative transportation options.

Policy T4.7: Preserve the ~~BNSF~~~~Furlington Northern and Santa Fe Railroad~~ right-of-way as a multi-modal transportation corridor between Sedro-Woolley and upriver communities. Encourage uses that provide alternatives to the automobile including rail trolley and non-motorized uses. Private property owners must be compensated as needed, unless arrangements are made for a dedication of right-of-way in lieu of a park fee.

Policy T4.8: Continue existing program to construct missing sidewalk links, repair existing sidewalks, and other improvements to support pedestrian transportation.

Policy T4.9: Encourage pedestrian and bicycle connections between adjacent developments even if

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constraints prevent connections for motorized vehicles.

Goal T5: To promote the community's vision among regional transportation agencies.

Policy T5.1: Coordinate with the Washington State Department of Transportation to provide public input on any current or future plans concerning State Route 20 or State Route 9. Provide public input to the development of these plans.

Policy T5.2: Coordinate with Skagit County to provide public input on any current or future plans concerning county roads within the urban growth area (UGA) and roads connecting Sedro-Woolley to Interstate 5.

Policy T5.3: Coordinate the Comprehensive Plan Transportation Element with WSDOT as required by RCW 36.70A.106.

Policy T5.4: Coordinate with the ~~BNSF Railway~~~~–~~~~Kingston Northern and Santa Fe Railroad~~ to provide public input on future plans for the railroad right-of-way within the urban growth area. Private property owners must be compensated as needed, unless arrangements are made for a dedication of right-of-way in lieu of a park fee.

Policy T5.5: Encourage the return of the Sedro-Woolley ~~to~~ Concrete rail corridor to active rail use to promote revitalization of the City and east Skagit County.

Goal T6: To fund and implement transportation improvements that serve the City.

Policy T6.1: Partner with WSDOT, Skagit County, and SCOG to fund regional improvement projects that serve the City.

Policy T6.2: Ensure that growth mitigates its impacts through transportation impact fees, SEPA mitigation, concurrency, and development regulations.

Policy T6.3: Continue to work with Skagit County to mitigate traffic impacts of developments within the urban growth area consistent with the City's transportation element and mitigation requirements.

Policy T6.4: Develop the annual Six-Year Transportation Improvement Program (TIP) so it is financially feasible, leverages available ~~city~~ City funding, and is consistent with the comprehensive plan.

Policy T6.5: Level of service and safety deficiencies in areas of high population density and traffic volume pose the most immediate needs, and should be improved first.

Policy T6.6: Support residential street improvements through use of local improvement districts or other similar mechanisms.

Goal T7: To provide an adequate transportation system current with the traffic-related impacts of new development.

Policy T7.1: Maintain the adopted Level of Service (LOS) standard for all roadways classified as arterials ~~or~~, collectors, or state highways.

Policy T7.2: Maintain ~~the a minimum~~ level of service ~~standard of LOS D~~ for ~~SR 20, SR 9, principal~~ and ~~and~~ minor arterials within the City and UGA, including SR 9 and SR 20 ~~as LOS D~~.

Policy T7.3: Maintain ~~the a minimum~~ level of service ~~standard of LOS C~~ for ~~other and minor arterials~~ and collector ~~roadways~~ within the City and UGA ~~as LOS C~~.

Policy T7.4: Maintain the adopted Transportation Concurrency Management program to ensure adequate transportation facilities are available concurrent with development, as required by the Growth Management Act.

(Ord. 1554-06 § 3 (Exh. A)(part))

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3.12

EXISTING TRANSPORTATION SYSTEM INVENTORY

Roadway Network

State System

State Route 20 links the City to I-5 and Burlington to the west and the Cascade Mountains to the east. Within the City, it is a two- to three-lane principal arterial with a 35 mph posted speed limit. Outside the City, to the west and to the east, the posted speed limits are 50 mph and 55 mph, respectively. State maintained traffic signals control SR 20 intersections with Collins Road, Rhodes Road/Hodgin Street, State Street/Trail Road, SR 9, Ferry Street, and SR 9/Township Street. SR 20 is classified by WSDOT as a Highway of Statewide Significance (HSS). SR 20 is also classified by WSDOT as a Freight Route from the west city limits to SR 9 south.

State Route 9 links Sedro-Woolley with Mount Vernon to the south and with Whatcom County to the north. Within the City, SR 9 is two- to three-lane secondary arterial with state-maintained traffic signals controlling intersections with State Street, SR 20 (near Ferry Street intersection), and SR 20/Township Street. South of SR 20 the posted speed limit is 40 mph. The speed limit is posted at 35 mph north of the City. SR 9 is designated a non-HSS route. SR9 south of SR20 is a limited access – modified control route. SR 9 south of SR20 is classified by WSDOT as a Freight Route from the south city limits to its intersection with SR 20.

Skagit County Roads

County major and minor collector roads serve as key elements in the county transportation system. These roads link together state routes or connect the state route system to Sedro-Woolley, to other major centers, and to recreational destinations. For example, Cook Road is a two lane east-west road located in western Sedro-Woolley. It provides direct access to I-5 to the west and functions as a major freight route. Cook Road terminates in Sedro-Woolley at State

Route 20. Skagit County roads have been identified and analyzed in the Transportation Element of the 2016 Skagit County Comprehensive Plan Update, with which the City's Transportation Element update maintains consistency.

City Street Network

The City street network provides for the general movement of people and goods within Sedro-Woolley. It also serves other travel modes, including bicycles, pedestrians, and transit.

Functional Classification

Roadway functional classification provides for a hierarchy of roadways. These classifications also act as a guide for future development of the overall street system. The purpose of the functional classification plan is to provide a hierarchy of arterial and local streets. Arterial streets serve higher traffic volumes and may have few access points. Local streets provide neighborhood circulation and access to individual parcels. Collector streets link arterials and local streets and may provide access to individual parcels. A well-connected system of streets enhances overall mobility and facilitates greater opportunities for pedestrian and bicycle travel.

According to Sedro-Woolley Municipal Code 15.40.040, all public streets are classified into four types: other principal arterials, minor arterials, major collectors, and local access streets. Table 1 includes a description of each functional classification. Each public street in the City is assigned one of the four classifications, as shown in Table 1, which are consistent with the Federal Highway Administration (FHWA) Federal Functional Classification system. Planned functional classifications are also identified in Table 1.

Table 1. Street Functional Classification System

Functional Classification	Description
Other Principal Arterial	Provide connectivity between different areas of a region. High mobility w/ partial access control
Minor Arterial	Provide connectivity between different areas of a region. Moderate mobility w/partial access control.
Major Collector	Collect traffic from local streets and other collectors. Connect neighborhoods to each other and to arterials.
Local Access	Provide direct access to properties in residential, commercial or industrial areas.

Principal Arterials

State Route 20 is part of the state highway system but is classified an Other Principal Arterial through the City of Sedro-Woolley. SR 20 links the City to I-5 and Burlington to the west and the Cascade Mountains to the east. Within the City, it is a two- to three-lane Other Principal Arterial with a 35-mph posted speed limit. Outside the City to the west the route is classified as Other Principal Arterial with a posted speed limit of fifty (50) mph and to the east the route is classified as a Minor Arterial with a posted speed limit of fifty-five (55) mph. State maintained traffic signals control SR 20 intersections with Collins Road, Rhodes Road, State Street/Trail Road, SR 9, Ferry Street, and SR 9/Township Street. SR 20 is classified as a Highway of Statewide Significance (HSS). SR 20 is classified as a Freight Route from the west city limits to its intersection with SR 9 south.

Minor Arterials

State Route 9 is part of the state highway system and is classified a Minor Arterial through the City. SR 9 links Sedro-Woolley with Mount Vernon to the south and with Whatcom County to the north. Within the City, SR 9 is two- to three-lane Minor Arterial with state-maintained traffic signals controlling intersections with State Street, SR 20 (near

Ferry Street intersection), and SR 20/Township Street. South of SR 20 the posted speed limit is 40 mph. The route is classified as Major Collector north and south of the city limits with a posted speed limit of 50 mph. SR 9 is not classified as a Highway of Statewide Significance. SR 9 south of SR 20 is designated by WSDOT as limited access, modified control. SR 9 south is classified as a Freight Route from the south city limits to its intersection with SR 20.

Cook Road is a Major Collector outside of the city limits and a Minor Arterial within the city providing a direct east-west connection to I-5. Within the City, it has three lanes and a speed limit of thirty-five (35) mph. Outside of the City it becomes a two-lane road with a fifty (50) mph speed limit.

F&S Grade Road is a narrow two-lane Major Collector outside of the city limits and a Minor Arterial within the cityCity, providing access to rural areas northwest of the City. The speed limit is twenty-five (25) mph within the City and thirty-five (35) mph in the countyCounty.

The **State Street/Township Street** corridor loops from SR 20 and SR 9 on the west side of Sedro-Woolley back to SR 20 and SR 9 on the east side of the City. This arterial loop provides access and circulation within the City's central business district as well as other central neighborhoods. The roads have two travel lanes with twenty-five (25) mph speed limits. All-way stop controlled intersections with flashing red signals are located at Metcalf Street, Puget Avenue, and the State Street/Township Street intersection. A flashing red-amber beacon is located at the Third Street intersection (a minor-approach stop-controlled T-intersection).

Ferry Street is an east-west two-lane Minor Arterial which begins at Cook Road and connects to Township Street. Ferry Street provides access to the central business district. The speed limit is twenty-five (25) mph with flashing all-way stop signals located at Metcalf Street and Puget Avenue.

Edward R. Murrow Street is a two-lane Minor Arterial withhich runs north-south from Cook Road to F&S Grade Road.

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Major Collectors

The **John Liner Road/McGarigle Road** corridor provides east-west access parallel to SR 20 in the north part of Sedro-Woolley. The roadways are narrow two-lane Major Collectors with twenty-five (25) mph speed limits. Jones Road and John Liner Road are currently separated by the existing railroad line. The City's Transportation Improvement Program (TIP) identifies a series of projects which include a railroad undercrossing and upgrade of Jones Road to F&S Grade Road to extend this major collector system across the City and tie to the proposed Trail Road collector system.

North Fruitdale Road north of SR20 is a narrow two-lane Major Collector with a thirty-five (35) mph speed limit. North Fruitdale provides access to the former Northern States campus, now being redeveloped as the Center for Innovation and Technology in the Pacific Northwest. North Fruitdale continues as a major collector in Skagit County, and connects to SR 9 north of the city limits via Kalloch Road.

Fruitdale Road south of SR20 is a narrow two-lane major collector with a thirty-five (35) mph speed limit. This county road provides north-south access to the southeast part of the City and UGA parallel to the Township Street corridor.

Rhodes Road, Jameson Street, and Railroad Avenue form an east-west Major Collector corridor in the southern part of the City. The collectors include two travel lanes with a twenty-five (25) mph speed limit. They connect SR 20 on the west side of the City to SR 20 on the east side of the city via Fruitdale Road, and also connect to SR20 east of the city via Minkler Road in the county.

In the west part of the City, **Trail Road** provides access from SR 20 to Cook Road. The City's Transportation Improvement Program (TIP) identifies a project which will extend the corridor north to connect with F&S Grade Road and Jones Road as part of the major collector system.

The following collector arterials have two lanes and a twenty-five (25) mph speed limit: **Metcalf Street, Reed Street, Sapp Road, State Street** (east of

Township Street), **Sterling Street, Third Street, and Wicker Road.**

~~A new major collector route is planned extending Hodgkin Street north to Cook Road that will support commercial development in the west part of the City.~~

Local Access Streets

Roadways not mentioned above are considered local access streets. Within the City, the legal speed limit is twenty-five (25) mph unless otherwise posted. In the county, the legal speed limit is thirty-five (35) mph unless otherwise posted. Generally, local streets are two-lane roadways providing direct access to adjacent properties.

Public Transit Services

Sedro-Woolley transit and public transportation facilities are operated by Skagit Transit and include bus transit, carpooling and vanpooling, dial-a-ride service, and park-and-ride lots. As of January 2016, two transit routes provide weekday service within the Sedro-Woolley area. Skagit Transit also offers limited weekday and weekend service in the City through its dial-a-ride program. Additionally, Skagit Transit offers services to encourage carpooling and vanpooling, including three park-and-ride lots within or near the City.

Fixed-Route Bus Service

Skagit Transit operates four bus routes through Sedro-Woolley: Route 300, Route 305, Route 717, and Route 750. The Sedro-Woolley Park and Ride serves as the City's transit hub and is served by each of the four bus routes. Transit service characteristics are described below.

Route 300 provides service along SR 20 between the Chuckanut Park & Ride in Burlington and the Cascades Job Corps Center in Sedro-Woolley. The route operates weekdays from 6:20 AM to 8:50 PM and weekends from 8:15 AM to 6:00 PM, with a 60-minute headway. Route 300 serves points of interest throughout the City with stops at United General

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Hospital, Sedro-Woolley Park & Ride, Sedro-Woolley High School, and Cascade Job Corps.

Route 305 provides service along SR 9 from Skagit Valley College in Mount Vernon to Sedro-Woolley Park & Ride. Route 305 operates on a 60-minute headway weekdays from 7:40 AM to 6:00 PM and weekends from 8:10 AM to 5:40 PM. Exact departure times vary by direction of travel.

Route 717 provides Skagit River communities (Sedro-Woolley, Lyman, Hamilton, Concrete, and Cape Horn) access to the transfer point at Sedro-Woolley Park & Ride and offers limited service to the Skagit Valley College area of Mount Vernon. Route 717 offers one westbound express trip between Cape Horn and Skagit Station on weekday mornings, and two eastbound express trips departing Sedro-Woolley Park & Ride for Cape Horn on weekday mornings at 5:00 AM and 6:25 AM. Thereafter, weekday service operates with 3-hour headways until 7:00 PM. The route also operates on Saturdays with trips departing Sedro-Woolley Park & Ride at 8:00 AM and 3:00 PM.

Route 750 is a Friday-only route which offers one morning and one afternoon trip along SR 20 between Sedro-Woolley Park & Ride and Marblemount Caboose, with stops at Concrete City Hall and Rockport Store. Route 750 departs Sedro-Woolley Park & Ride at 8:10 AM and 2:00 PM on Fridays.

Park and Ride Lots

Three transit Park & Ride lots are located in and around Sedro-Woolley. The SR 9/State Street Park & Ride located on the southwest corner accommodates 20 vehicles. South of the City and the Skagit River, the SR 9 and South Skagit Highway Park & Ride accommodates 52 vehicles. Given the lot locations relative to bus routes, these park-and-ride lots provide services for vanpool and carpool patrons more than bus patrons. A third lot, the Sedro-Woolley Park & Ride is located at the southeast corner of the Cook Road / Ferry Street roundabout. The Sedro-Woolley Park & Ride accommodates 32 vehicles and also serves as a transfer point for the four

bus routes (300, 305, 717, and 750) which serve the City.

Vanpooling/Carpooling

To reduce the traffic volumes on Skagit County roadways, Skagit Transit offers tools to encourage carpooling and vanpooling. Carpooling and vanpooling arrangements vary in cost and complexity depending on the number of persons involved. More information can be found on Skagit Transit's website (<http://www.skagittransit.org>).

Paratransit

Skagit Transit Paratransit serves persons throughout Skagit County, including the City of Sedro-Woolley, who have disabilities or conditions which prevent them from using normal fixed-route bus service. Paratransit operates from 6:00 AM to 9:00 PM on the weekdays and 8:00 AM to 6:00 PM on weekends. More information can be found on Skagit Transit's website (<http://www.skagittransit.org>).

Freight and Rail Services

The arterial roadway system and the BNSF Railway (formerly Burlington Northern and Santa Fe Railway) provide for the movement of freight and goods through the City. Given its location along two state highways, Sedro-Woolley experiences a large amount of truck freight traffic. There are three regional freight corridors (SR 20, SR 9, and Cook Road) that lead into and out of the City. These roadway facilities, along with the BNSF branch line and other designated truck routes, serve both local and regional freight operations within the City.

Truck Routes

The City has adopted a formal truck route plan in an effort to manage truck traffic within its city limits. City Municipal Code 10.20.030 designates the following roadways as truck routes within the City.

- SR 20 and SR 9
- Edward R. Murrow Street
- West State Street and State Street
- Township Street, Third Street, and River Road
- West Jameson Street and Jameson Street (Batey Road to Third Street)
- West Ferry Street and Ferry Street

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- East Jones Road and West Jones Road
- F&S Grade (West Jones Road to Borseth Road)
- Cook Road
- Sapp Road (south of East Jones Road)
- Metcalf Street (north of Ferry Street)
- Puget Avenue
- Garden of Eden Road (F & S Grade Road to East Jones Road)

In Washington State, the highway and roadway system is rated according to the amount of freight and goods that are carried by truck on the system. The Washington State Freight and Goods Transportation System (FGTS) is a ranking of roads in Washington State by annual gross freight tonnage carried. The FGTS classification system is as follows:

- T-1: Over 10 million tons per year
- T-2: Between 4 and 10 million tons per year
- T-3: Between 300,000 and 4 million tons per year
- T-4: Between 100,000 and 300,000 tons per year
- T-5: At least 20,000 tons carried in a 60-day period and less than 100,000 tons per year

The FGTS system is affected by changes in the economy, international trade, and the transportation industry such as changes in truck travel patterns, cargoes and tonnages. Revisions to the FGTS routes and tonnage classifications are developed by the agency having jurisdiction over the roadway segment. The following freight routes are designated within the Sedro-Woolley planning area:

- a. Cook Road is designated a T-2 facility carrying 3,872,000 tons annually;
- b. Designated T-4 routes, carrying between 100,000 and 300,000 tons annually, include:
 - a. F & S Grade Road from city limits to SR 20
 - b. Ferry Street from SR 20 to Township Street
 - c. Jameson Street from SR 9 to Township Street

- d. Metcalf Street from SR 20 to W State Street
- e. Reed Avenue from State Street to SR 20
- f. State Street from SR 20 to east city limits
- g. Township Street from SR 20 to south city limits
- h. Edward R. Murrow Street from Cook Road to F&S Grade Road
- c. Third Street from State Street to Jameson Street is designated the T-5 route carrying approximately 53,000 tons annually.

Most of the designated freight routes through the City meet WSDOT T-4 designation. The major exception is Cook Road, with a T-2 classification. Most trucks heading to and from the west use Cook Road to bypass the congestion along SR 20 through the City of Burlington. In addition, the Cook Road corridor provides a direct link to I-

Rail System

The railroad system within the City of Sedro-Woolley is operated by BNSF Railway. While the rail lines form a three-legged intersection within the City, only the west and north lines are typically used. The south spur is used primarily for storage purposes. These west and north lines are part of a BNSF branch line from Burlington to Sumas at the US-Canadian border. Rail traffic is typically three freight trains per day, seven days a week. The daily train schedule is not fixed, but trains typically operate within the City from 5:00 PM to 8:00 PM and 12:00 AM to 4:00 AM. A Rail Crossing Study completed by the Skagit Council of Governments in 2015 estimates that the rail crossings in the City will increase by 2040 to from 3 to 4 trains per day to 6 to 7 trains per day and gate down times will at SR 9 and at Ferry increase at crossings from 21 minutes to 64 minutes. BNSF and WSDOT are planning for crossing upgrades in 2017 at all the City crossings.

Nonmotorized Transportation Facilities

The City adopted a Complete Streets policy in 2010 (with a major update in 2016) that promotes alternative methods of transportation that lessen the need for motorized trips within the city, thereby reducing

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congestion and pollution, and promoting healthy alternatives to vehicular use. The Complete Streets concept includes consideration of pedestrian and bicycle facilities for all new street projects. The City's roadways act as the primary facilities to accommodate pedestrians and bicyclists. Many of these roadways have sidewalks to accommodate pedestrians and the City has designated some roadways as formal bicycle routes. Along with a system of regional trails, these facilities are used to promote non-motorized travel within the City.

Pedestrian Facilities

At this time, Sedro-Woolley's pedestrian system consists of sidewalks adjacent to streets and shared use paths adjacent to certain arterials and collectors, including the north side of SR20 from Hodgkin Street to SR9 North, the north side of McGarigle from SR9 North to Fruitdale, and the west side of Fruitdale from SR20 to McGarigle. The highest concentration of available sidewalks is in the central business district and surrounding neighborhoods. These areas originally encompassed the urban area of the City when it was first incorporated. New developments in the northern part of the City also have sidewalks. Figure 2 shows locations along the arterial roadway system where sidewalks currently exist.

As development occurs within the City, property owners are required to dedicate right-of-way and construct sidewalks as part of frontage improvements or new roadways. Most of the roadways outside the central core of the City were built when the area was unincorporated Skagit County and were designed to rural arterial standards. No sidewalks exist on the rural roadways outside the City.

The City has an active ADA inventory and upgrade program to assess and repair portions of the sidewalk system that do not meet ADA accessibility standards.

Bicycle Facilities

The City roadway design standards identify that new arterials will include separate bicycle facilities, as sidewalks are not a substitute for on-street bicycle facilities. For the most part, bicyclists currently share the road with motorized traffic or use paved roadway shoulders, where available. Formal bike

lanes are present on both sides of Cook Road within the city limits, as shown in Figure 2. In addition, the City has included shared use paths adjacent to certain arterials, including the north side of SR20 from SR9 South to SR9 North, the north side of McGarigle from SR9 North to Fruitdale, and the west side of Fruitdale from SR20 to McGarigle. Additional shared use paths are planned on the north side of SR20 west of SR9 South and east of SR9 North, and on the north side of John Liner Road and the south side of Jones Road.

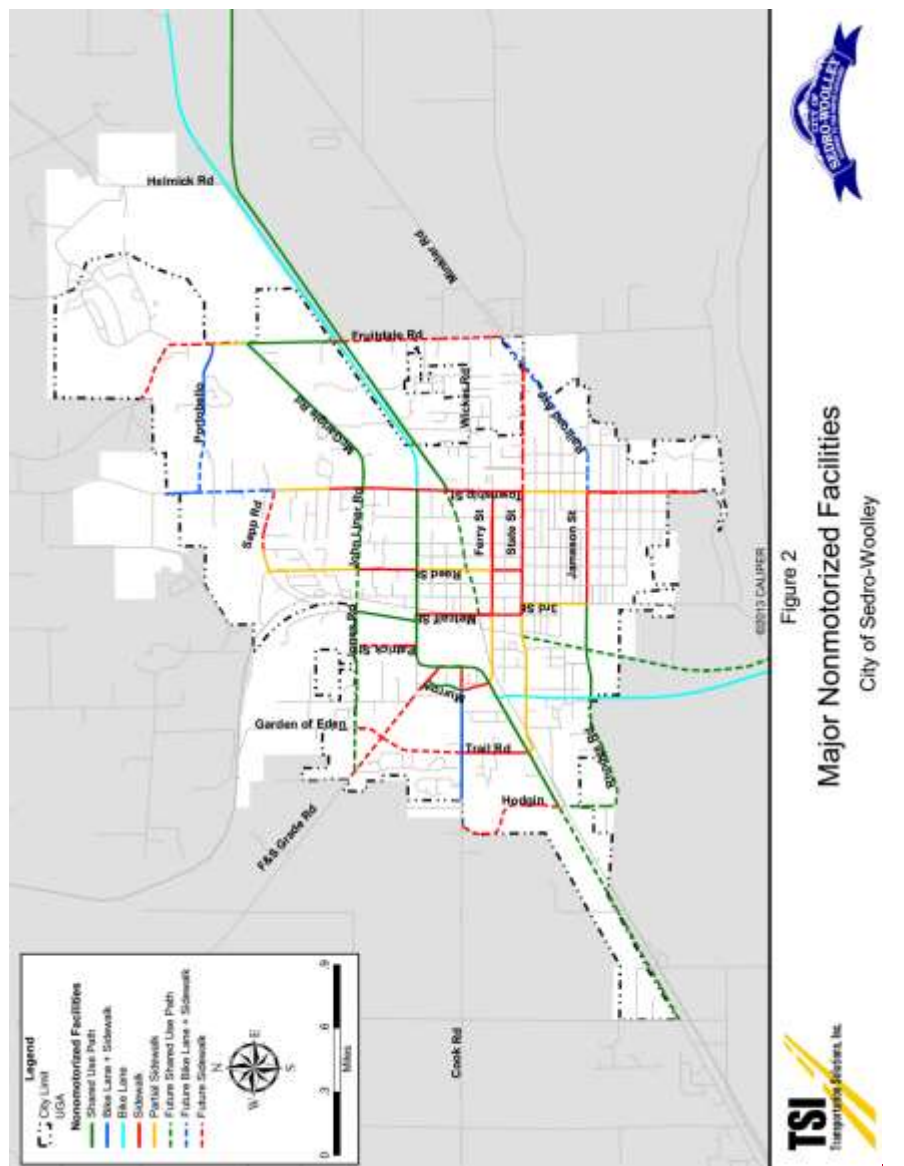
Three regional bicycle routes intersect within the City of Sedro-Woolley. These routes are identified in the Skagit County Parks and Recreation Plan and provide non-motorized connectivity to the west and south of the City. These regional bicycle routes are primarily recreational in nature but are identified here:

- **US Bike Route 10, the Cascades to Coast Trail** follows SR 20 within Sedro-Woolley. The city's shared use path along the north side of SR 20 allows bicyclists to remain separated from automobile traffic for most of the width of the city.
- **Cascade Trail** is a 23 mile long rails-to-trails conservancy project which follows the SR 20 corridor from Concrete through Sedro-Woolley. It is currently paved from its terminus east of Township Street to Fruitdale Road and unpaved east of Fruitdale Road.
- **Centennial Trail** is a regional bike connection which runs north-south from Snohomish County through Skagit and Whatcom Counties. The route follows SR 9 but currently requires cyclists to operate on-street through Sedro-Woolley. The route follows future US Bike Route 87 within the city.

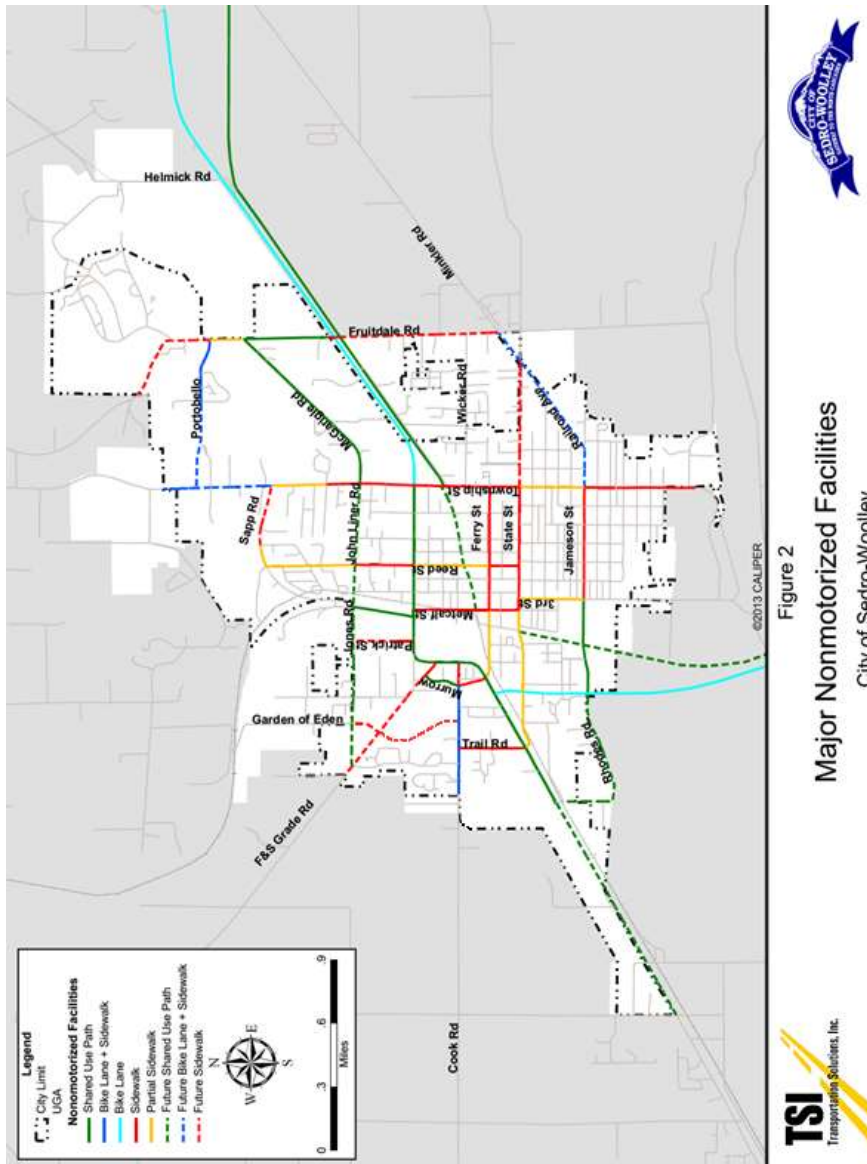
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Figure 2
Nonmotorized Facilities

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EXISTING TRAFFIC CONDITIONS

Traffic Volumes

Daily and PM peak hour traffic volumes were obtained from Skagit County, WSDOT, and recent counts. Daily traffic counts were collected in January 2015 and PM peak hour intersection turning movement counts for most arterial intersections were collected in April 2015.

Seasonal Traffic

Traffic on state highways in Sedro-Woolley can vary significantly throughout the year because of the annual winter closure of SR 20. SR 20, or the North Cascades Highway, is closed every winter forcing SR 20 traffic to shift to the US 2 corridor to the south.

The traffic count data collected for this transportation element were collected or adjusted in such a way as to account for the SR 20 winter closure. Turning movement counts were collected after the April 3 opening of SR 20 while daily traffic counts were compared against seasonally-adjusted WSDOT counts collected in and near the Sedro-Woolley study area.

Daily Traffic Volumes

Figure 3 summarizes the daily traffic volumes on state highways and arterials in and around the city. West of the city, SR 20 carries 16,900 vehicles per day (vpd). This volume increases to 19,000 vpd north of its intersection with Cook Road. East of the city, traffic volumes on SR 20 decrease to less than 9,000 vpd. SR 9 south of the city serves approximately 11,000 vehicles daily. At the north city limits, volumes on SR 9 decrease to 5,400 vpd. Cook Road carries 12,900 vpd at the west edge of Sedro-Woolley.

Traffic volumes entering/exiting the city to/from the south or west (SR 9, SR 20, Cook Road and F&S

Grade Road) total an estimated 42,000 vpd. This compares to 16,100 vpd entering/exiting the city to/from the east and north.

The volumes indicate several things important in developing the transportation plan. First, the major travel patterns are oriented to/from the west to access I-5, Mount Vernon, Burlington or other regional destinations. Second, the travel patterns show a significant proportion of through traffic on the state highways. The volume of traffic on SR 20, SR 9, and Cook Road in the west part of the city indicates that drivers are using several, limited routes to connect between Sedro-Woolley and areas to the west/southwest.

PM Peak Hour Volumes

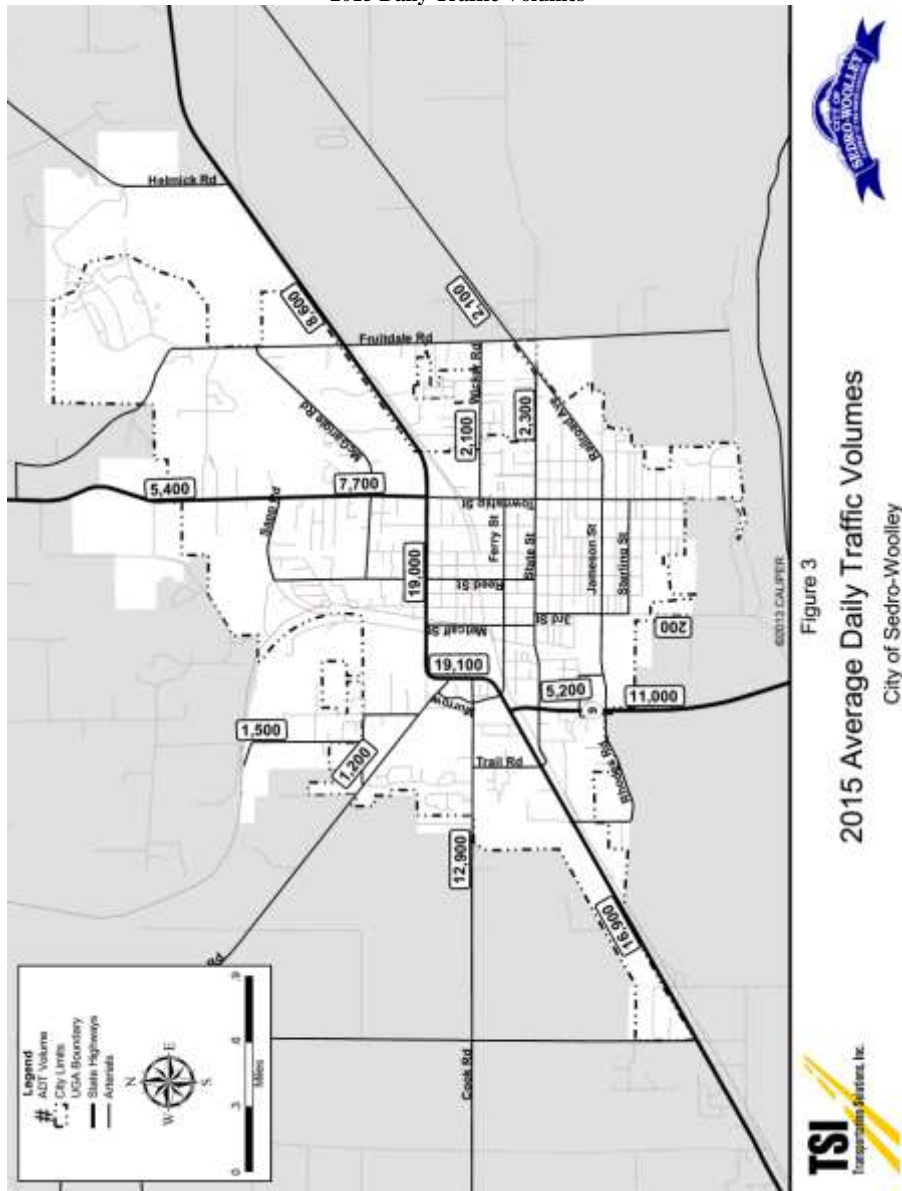
Figure 4 shows the existing two-way traffic volumes during the PM peak hour. The PM peak hour is defined as the highest four consecutive fifteen-minute volume intervals during the PM peak period of travel (typically between 4:00 PM and 6:00 PM). This represents the one-hour period when traffic volumes on local roadways are typically at their peak, and generally corresponds to the period of rush hour traffic with commuters returning home from work.

The PM peak hour volumes have consistent patterns with the daily volumes described above. The state highways have the highest traffic volumes with two-way volumes during the PM peak hour ranging from 690 vehicles per hour (vph) on SR 9 north of John Liner Road to approximately 1,700 vph on SR 20 north of Cook Road. City arterials in the central business district generally serve between 200 and 400 vehicles during the PM peak hour, with the exception of State Street which serves just under 1,000 vph in the downtown area.

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Figure 3
2015 Daily Traffic Volumes



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Figure 4



Figure 4



TSI
Transportation Solutions, Inc.

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Vehicle Classification Counts

Daily vehicle classification counts were collected in early 2015 along arterial streets that provide regional access to Sedro-Woolley. Vehicles are generally classified into two groups; passenger cars/SUVs and heavy vehicles. Heavy vehicles represent vehicles with more than four tires and include RVs, delivery trucks, and semi-trucks. On a daily basis, the percentage of heavy vehicles range between 2 and 14 percent on arterials such as SR 20, SR 9, and Cook Road.

Classification counts along Cook Road west of the city limits indicate 10 percent of the traffic is heavy vehicles. This is slightly greater than the 7 percent heavy vehicle share on SR 20 at the west city limits. East of the city limits along SR 20, 9 percent of daily traffic consists of heavy vehicles. Heavy vehicles on SR 9 north and south of the city limits represent 13 and 7 percent of daily traffic, respectively.

Level of Service Definition

Level of service (LOS) is a qualitative description of the operating performance of an element of transportation infrastructure such as a roadway or an intersection. LOS is typically expressed as a letter score from LOS A, representing free flow conditions with minimal delays, to LOS F, representing breakdown flow with high delays. The street and intersection LOS methodologies used in this Transportation Element are described below.

Segment Level of Service

Table 2 describes a system of street capacity standards which incorporate planning-level vehicle capacity estimates with consideration for the impact of non-motorized facilities on vehicle capacity. These standards can be applied to calculate capacity for every arterial street in Sedro-Woolley.

These street capacity standards use a base peak hour capacity which is based on Highway Capacity Manual (HCM) and similar methodologies used throughout the region. Base capacity is adjusted based on facility attributes including left-turn lanes, access restrictions, bike lanes, sidewalks, and on-street parking.

Left-turn lanes are estimated to add the capacity equivalent of one half through lane by removing major approach left-turn delay. Similarly, segments with limited access (e.g. physical or natural barriers) experience an increase of the equivalent of 70 percent of one through lane. Capacity reductions for lack of non-motorized facilities are based on the principle that HCM capacity calculations assume fully-built urban street sections. Streets without sidewalk or bike lanes will force nonmotorized users into vehicle lanes, reducing vehicle capacity. Exceptions to these nonmotorized reductions can be made for freeways and state highways which are designed to emphasize vehicle mobility over nonmotorized traffic. The presence of on-street parking is also expected to reduce capacity slightly.

Table 2. Sedro-Woolley Street Capacity Standards

Functional Classification	Base Peak Hour Capacity (veh/hr/lane)	Capacity Adjustment				
		Left-Turn Lane (vph)	Access-Restricted Segment (vph)	No Bike Lane	No Sidewalk	On-Street Parking
Other Principal Arterial	900	450	540	-90	-180	-45
Minor Arterial	800	400	480	-40	-80	-40
Major Collector	600	300	360	-30	-60	-30

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Street segment LOS is based on the ratio of traffic volume to roadway capacity and can be described as a roadway's ability to serve all users. Sedro-Woolley Municipal Code (SWMC) 15.56.020 defines LOS thresholds which are consistent with the planning-level LOS thresholds defined in Highway Capacity Manual 1994 (HCM1994). These thresholds and definitions, shown in Table 3, have been modified to fit the multimodal capacity approach described above.

Intersection Level of Service

Intersection LOS is based on the average delay experienced by a vehicle traveling through an intersection. Delay at a signalized intersection can be caused by waiting for the signal or waiting for the queue ahead to clear the signal. Delay at unsignalized intersections is caused by waiting for a gap in traffic or waiting for a queue to clear the intersection.

For the purposes of this analysis and to maintain consistency with WSDOT policy, roundabouts were analyzed using HCM2000 gap acceptance parameters and HCM2000 signalized LOS thresholds.

Delay is defined differently for signalized and all-way stop controlled intersections than for two-way stop controlled (i.e. stop control on minor approach) intersections. For signalized and all-way stop controlled intersections, level of service thresholds are based upon average control delay for all vehicles using the intersection. For two-way stop controlled intersections, delay is reported for the movement with the worst (highest) delay. Table 4 identifies LOS delay thresholds for signalized and unsignalized intersections.

Table 3. Street Segment LOS Characteristics

LOS	Volume / Capacity	Description
A	≤ 0.60	Facility accommodates all modes of transportation. Vehicles experience free flow, with low volumes and high speeds
B	0.61 – 0.70	Stable flow, with traffic conditions beginning to restrict operating speeds. Drivers still have reasonable maneuverability between multiple lanes. All modes are accommodated
C	0.71 – 0.80	Fairly stable flow, but higher volumes more closely constrict speeds and maneuverability.
D	0.81 – 0.90	Approaching unstable flow, with tolerable operating speeds and limited maneuverability. Facilities without nonmotorized facilities and heavy pedestrian/bike volume may experience unstable flow.
E	0.91 – 1.00	Nonmotorized users in travel lanes will conflict with heavy vehicle volume and cause breakdowns in flow. Vehicles experience unstable flow with reduced operating speeds.
F	> 1.00	Facility is unable to accommodate all modes. Vehicles experience forced flow, operating under stop-and-go conditions

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Table 4. Intersection Level of Service Thresholds

LOS	Signalized Delay (sec/veh)	Unsignalized Delay (sec/veh)
A	≤10	≤10
B	>10 – 20	>10 – 15
C	>20 – 35	>15 – 25
D	>35 – 55	>25 – 35
E	>55 – 80	>35 – 50
F	>80	>50

Level of Service Standards

As required under GMA, the City has adopted level of service (LOS) standards for its street system. The City's adopted LOS standards are set based on roadway functional classification. The LOS standards are:

- Other Principal Arterials LOS D
- Minor Arterials LOS C
- Major Collectors LOS C

Minimum LOS for State facilities are set by the Washington State Department of Transportation (WSDOT). SR 20 is designated by WSDOT as a Highway of Statewide Significance (HSS) and is assigned minimum intersection LOS D. This is consistent with the City's LOS D standard for Other Principal Arterial. Since SR 20 is an HSS, the City may, is not required to apply concurrency to developments impacting the route. The City may, additionally require developments to mitigate their traffic impacts on the highway through SEPA or transportation impact fees.

SR 9 is classified by the City as a minor arterial both north and south of SR 20. This results in a LOS C standard, which is more stringent than the state and SCOG standard of LOS D for SR 9 in Skagit County. In order to be consistent with WSDOT and

SCOG, this 2016 Transportation Element adopts LOS D for SR 9 within the city.

The City's LOS C standard for other secondary and major collectors reflect the City's desire to minimize peak hour congestion and reduce the potential for cut-through traffic on neighborhood and local access streets.

Analysis Methodology

Traffic operations were evaluated based on the LOS methodologies of the Highway Capacity Manual (HCM) (Transportation Research Board, 2010). The HCM is a nationally recognized, locally accepted method of measuring traffic flow and congestion.

Traffic volumes used for the operations analysis reflect spring 2015 conditions during the PM peak hour of travel.

Level of Service Results

Intersection levels of service (LOS) analyses were conducted for arterial segments and intersections within the study area. No street segments currently fail the recommended minimum segment LOS standards. Table 5 summarizes the LOS results and intersection or worst movement delay at the study intersections for 2015. The two-way stop controlled intersection at SR 9 and W Nelson currently operates below the City's minimum LOS standards. This was resolved with completion in 2016 of the Jame-son Arterial Extension to SR9 Project.

See Appendices A and B for Existing Segment and Intersection LOS Summaries respectively.

Based on HCM methodology, the PM peak hour traffic operations for all signalized intersections are within the City's standard at LOS D or better.

Table 5. Existing Intersection Level of Service Deficiencies as of 2015

Intersection	Control Type ¹	Delay ² (s/veh)	LOS
SR 9 / Nelson St	TWSC	52.9	F

¹TWSC = Two-Way Stop Control; AWSC = All-Way Stop Control; RAB = Roundabout; Signal = Signalized

²Average control delay for all movements. For TWSC, delay is reported for the movement with the worst (highest) delay.

Necessary Improvements

The City's 2016-2036 project list included one improvement project, identified in Table 6, which will mitigate the existing LOS deficiencies.

The Jameson Street Arterial Extension project (completed in 2016) includes a new intersection at SR 9 and Jameson Street with roundabout control, which will relieve minor street delay at the Nelson Street intersection. The project also includes reclassification of Nelson Street and Batey Road from minor arterials to local access roads.

Total estimated cost of improvements necessary to bring failing intersection up to current LOS standards is \$3,020,000.

Traffic Safety

Within Sedro-Woolley, traffic safety analysis was generally limited to state highways where traffic

volumes are the highest and records are the most accessible. One local collector, West State Street, which acts as a connector between SR20 and SR9, was also analyzed. Conversations with police department and school district personnel confirm that safety issues are primarily limited to these state routes. Historical accident data along both SR 20 and SR 9 were provided by WSDOT for the three-year period from 2012 to 2014 (the most recent data available as of April 2016). Analysis and statistics were summarized by accidents related to fatalities, intersections, roadway segments, and pedestrians or bicycles.

Fatalities

During the three year study period, no fatal accident occurred in the study area. This is an improvement from 2005.

Table 6. Projects Necessary to Bring Existing Facilities up to LOS Standards as of 2015

Project ID	Location	From / To	Description	Estimated Cost (\$\$\$)
C14	Jameson St	SR 9 / Batey Rd	Arterial extension w/new roundabout	3,020
Total Estimated Cost				3,020

Intersection Safety Analysis

Typically, any intersection with an accident rate greater than one accident per million entering vehicles (acc/MEV) should be monitored to determine if improvements could be made to increase safety.

WSDOT has identified an Intersection Analysis Location (IAL) at SR9/State Street (0.50 acc/MEV) with the IAL based on 2010 data. WSDOT has not identified any IALs on SR 20 based on 2010 data. There are however several SR 20 intersections with intersection accident rates approaching or exceeding the 1.0 acc/MEV recommended action level. These

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include SR20/W State Street at 1.61 accidents per MEV, with 48% of the collisions rear-end; SR20/SR9 North/Township Street at 1.11 accidents per MEV, with seventy (70%) of the accidents rear-end; SR20/SR9 South at 0.91 acc/MEV with ninety (90) percent rear-end; and SR20/Rhodes Road at 0.65 ac/MEV with 83% rear-end. The SR20/Township intersection is included in the Collision Analysis Location/Collision Analysis Corridor (CAL/CAC) discussed below.

The main cause for a rear-end collision is traffic congestion (vehicles following too closely), and in the case of the Rhodes and W State intersections, related to speed due to the transition from 50 mph to 35 mph at MP 64.39. The SR20/SR9/Township signalized intersection experiences long queues on both routes due to congestion. One improvement from 2005 is the Metcalf intersection, formerly a high accident location (HAL under the old methodology, which had no accidents in the 2013-2015 period. The improvement is likely due to the recent

projects completed in this vicinity that improve sight distance and added center turn lanes.

Roadway Safety Analysis

The average accident rates were analyzed for both the SR 20 and SR 9 corridors to identify highway segments with potential safety problems. The results of the highway segment analysis are summarized in Table 7. The highway segments listed in Table 7 vary in length and traffic volume. To provide meaningful comparison, accidents along highway segments are typically analyzed in terms of accidents per million vehicle miles (acc/mvm) traveled. No universally accepted guidelines exist for identifying hazards based on accident rates for highway segments alone; however, WSDOT publishes average accident rates by roadway classification. Table 8 lists the average accident rates for highway segments based on functional classification.

Table 7. 2013 – 2015 Accident History for State Highway Segments

Segment	Average Accidents per Year	Average Daily Vehicles ¹	Accidents per MVM ²	State Average Rate ³	Accident Type (Majority)
SR 20 West (MP 63.06 Collins Road to MP 65.06 Cook Road Roundabout)	46.0	16,400	5.78	2.08 R 2.54 U	Rear-End
SR 20 Central (East of MP 65.05 Cook Road Roundabout to MP 66.08 SR9 North/Township St)	23.7	20,100	3.16	2.54	Rear-End
SR 20 East (East of MP 66.08 SR9/Township Street to MP 66.89 Fruitdale Road)	2.7	11,700	0.77	2.13 R 3.38 U	Rear-End
SR 9 South (MP 55.45 City limits to MP 55.89 south of SR 20)	5.7	8,100	4.36	3.38	Rear-End
SR 9 North (North of SR 20 to City Limits)	5.0	8,100	1.41	3.38	Rear-End
West State Street, SR 20 to SR 9	3.3	9,600	3.28	NA	Rear-End

Source: WSDOT Crash Data (2013-2015), summarized by City. ¹Based on 2015 WSDOT TRIPS System Annual Traffic Report

²Accidents per million vehicle miles based on WSDOT Crash Data 2013-2015, calculated by City using the FHWA "Roadway Departure Safety: A Manual for Local Rural Road Owners" Crash Rate Calculations.

³Washington state average accidents per MVM based on roadway classifications (R for Rural, U for Urban) based on the 2006 Washington State Collision Data Summary Highways only, pg. 16.

Table 8. Average Accident Rates by Roadway Functional Classification

Functional Classification	WSDOT Rural Arterial (Accidents/MVM) ¹	WSDOT Urban Arterial (Accidents/MVM) ¹
Principal Arterial	1.13	2.54
Minor Arterial	1.47	3.38
Major Collector	1.55	1.01

Source: 2006 Washington State Collision Data Summary Highways Only (latest available)

¹Annual accidents per million vehicle miles

The WSDOT Functional Classification Map classifies SR 20 as an urban other principal arterial from the west city limits to Township Street/SR 9, and as urban minor arterial to the east city limits. West of the city limits, SR 20 is classified as urban other principal arterial, and east of the city limits as rural minor arterial. SR 9 is classified as an urban minor arterial within the City of Sedro Woolley. SR 9 south and north of the city limits is classified as rural minor arterial. The historical accident data and existing highway classifications obtained from the WSDOT indicate that the accident rates for two SR 20 segments and the SR 9 segment south of SR 20 are above the average accident rate for a similar state

facility. The accident rate for SR 20 segment west of Cook Road has increased 74% since 2005 and remains well above the state average. The SR 20 Central segment accident rate has decreased 28% since 2005, although it remains above the statewide average. The accident rate for the SR 9 segment south of SR20 has increased 18% from 2005 and remains above the state average. The accident rate for the SR9 segment north of SR20 has decreased 3% since 2005, and remains below the state average.

Within Sedro-Woolley, WSDOT has identified two Collision Analysis Corridors/Collision Analysis Locations (2015 CACs/CACs) along SR 20. SR 9 is

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not currently listed as a CAC, but has one Intersection Analysis Location. WSDOT identifies state highway CALs/CACs that meet certain criteria to identify potentially unsafe accident locations. The first CAL/CAC is along SR 20 from milepost 61.16 to milepost 63.62, generally from the east city limits of Burlington to Holtcamp Road, and actually west of the city limits but partially in the Urban Growth Area. The second CAL/CAC is along SR 20 from milepost 65.39 to 65.63, generally between Patrick Street and Puget Street intersections. These SR20 corridors correspond to the accident rates noted in Table 7.

In addition to the state routes, local collectors with significant volumes of traffic were analyzed. West State Street from SR20 to SR9 is a local collector connecting the two state routes and the Downtown commercial core. This route was found to have a 3.28 acc/MVM rate with 70% rear-end crashes on the segment from SR20 to SR9, and 2.45 acc/MVM on the segment between SR9 and Eastern. While standards given in Table 8 are limited to highways, these results indicate that attention is warranted on this route. West State Street has the highest accident rate in the city. Other routes slightly lower rates are Ferry from Eastern to Township, and Metcalf from State to SR 20. All other city collectors have moderate to low accident rates.

Pedestrian/Bicycle Safety

No section of the SR 20 or SR 9 corridor is currently listed as a High Pedestrian Accident Location (PAL) by WSDOT. Between 2013 and 2015, there were no accidents along the SR 9 corridor involving bicyclists or pedestrians.

Four accidents along SR 20 involved pedestrians or bicycles between 2013-2015. Three of the four involved a pedestrian, and the remaining one involved a pedicyclist. The pedestrian accidents occurred at the Murdock, Reed and Township intersections, only one of which (Township) includes an actual pedestrian crossing. The pedicyclist accident occurred

at Ferry Street. Pedestrian and bicycle related accidents on the state routes have decreased by 50% since 2005, attributable to the addition of south side sidewalks and north side shared use path improvements on SR20 from SR 9 South to SR 9 North/Township completed in 2012, and sidewalks and bicycle lane additions on SR 9/Township from SR 20 to Lucas Drive also completed in 2013.

(Ord. 1554-06 § 3 (Exh. A)(part))

3.20

TRAVEL DEMAND FORECASTING

To provide a framework for future transportation system needs, this Transportation Element must consider the transportation needs of future growth. The GMA requires that the transportation planning horizon be at least ten years in the future. The City of Sedro-Woolley selected a 2036 horizon year. Year 2036 is consistent with the forecast year used in the Growth Management Steering Committee residential and commercial/industrial land use allocations. It also provides a longer range look at the transportation system than City's annual six-year Transportation Improvement Program (TIP).

This section will describe the inputs, assumptions, and methodologies used to develop the Sedro-Woolley citywide transportation planning model, which was used to generate a long-range (2036) citywide travel demand forecast. This demand (i.e. traffic volume) forecast provided the technical basis for the LOS forecast and the state, county, and local transportation system improvement needs identified later in this Transportation Element.

Land Use

The existing and forecasted locations, quantities, and types of land use throughout the City and UGA form the backbone of the citywide planning model. In order to satisfy the GMA requirement for the Transportation Element to maintain internal consistency with the assumptions used throughout the Comprehensive Plan, the land use data described below is based on the population and growth targets described in the Land Use Element. These targets

are themselves consistent with land use forecasts developed by Skagit Council of Governments (SCOG), BERK Consulting, E.D. Hovee & Company, and the City.

Existing Land Use

For the purposes of transportation planning, land use can be stratified into two categories: households and employment. Residential land use forecasts are often expressed in terms of population, however for travel demand modeling it is helpful to convert population into trip-generating households.

Existing citywide population and household estimates are summarized in Table 9 and are consistent with the Land Use Element in this Comprehensive Plan.

Forecasted Land Use Growth

The modeled land use forecasts include total population growth of 4,615 and employment growth of 2,473, as summarized in Table 9. These forecasts include SCOG growth allocations in addition to the anticipated redevelopment of the Northern State Campus.

Modeled growth allocations are classified by five employment sectors:

- Retail
- Services
- Government/Education
- Industrial
- Resources

To maintain consistency with the SCOG regional planning model and allow greater modeling flexibility, growth allocations were further divided into the 8 employment sectors identified in Table 10.

Table 9. Existing Citywide Land Use Totals

Planning Year	Population	Households	Employment
Existing (2015)	12,514	4,832	4,752
Planning Horizon (2036)	17,129	6,620	7,225
2015-2036 Growth ¹	4,615	1,788	2,473

Table 10. Sedro-Woolley 2036 Employment Growth Forecast

NAICS Code	Employment Sector	Code	Employees ¹	Percent
44, 45	Retail	RETAIL	46	1.9%
51-56, 61, 71, 72, 81	Finance, Insurance, Real Estate, and Services	FIRES	416	16.8%
Public sector, excluding education	Government	GOV	283	11.4%
61	Education	EDU	318	12.9%
22, 42, 48, 49	Wholesale Trade, Transportation, and Utilities	WTU	184	7.4%
31-33	Manufacturing	MANU	930	37.6%
11, 21, 23	Construction and Resources	CONRES	0	0.0%
62	Health	HEALTH	296	12.0%
Total			2,473	100.0%

Source: SCOG 2014, TSI 2015

Note: Employment growth shares by sector may vary without significantly impacting PM peak hour trip generation. The shares identified above create trip generation totals which may be representative of multiple job growth scenarios.

Land Use Growth Location

The geographic units or Transportation Analysis Zones (TAZs) used to geographically represent land use in and around Sedro-Woolley were consistent with the SCOG regional planning model TAZ structure. A total of 60 internal TAZs were used to represent the City and UGA, as shown in Figure 5. Refinements were made to TAZ loading points in order to improve model accuracy at the local level.

Residential land use was represented in the traffic model in terms of occupied households while employment was modeled using the categories defined in Table 10. The existing household and employment totals described above were verified using GIS land use data provided by SCOG.

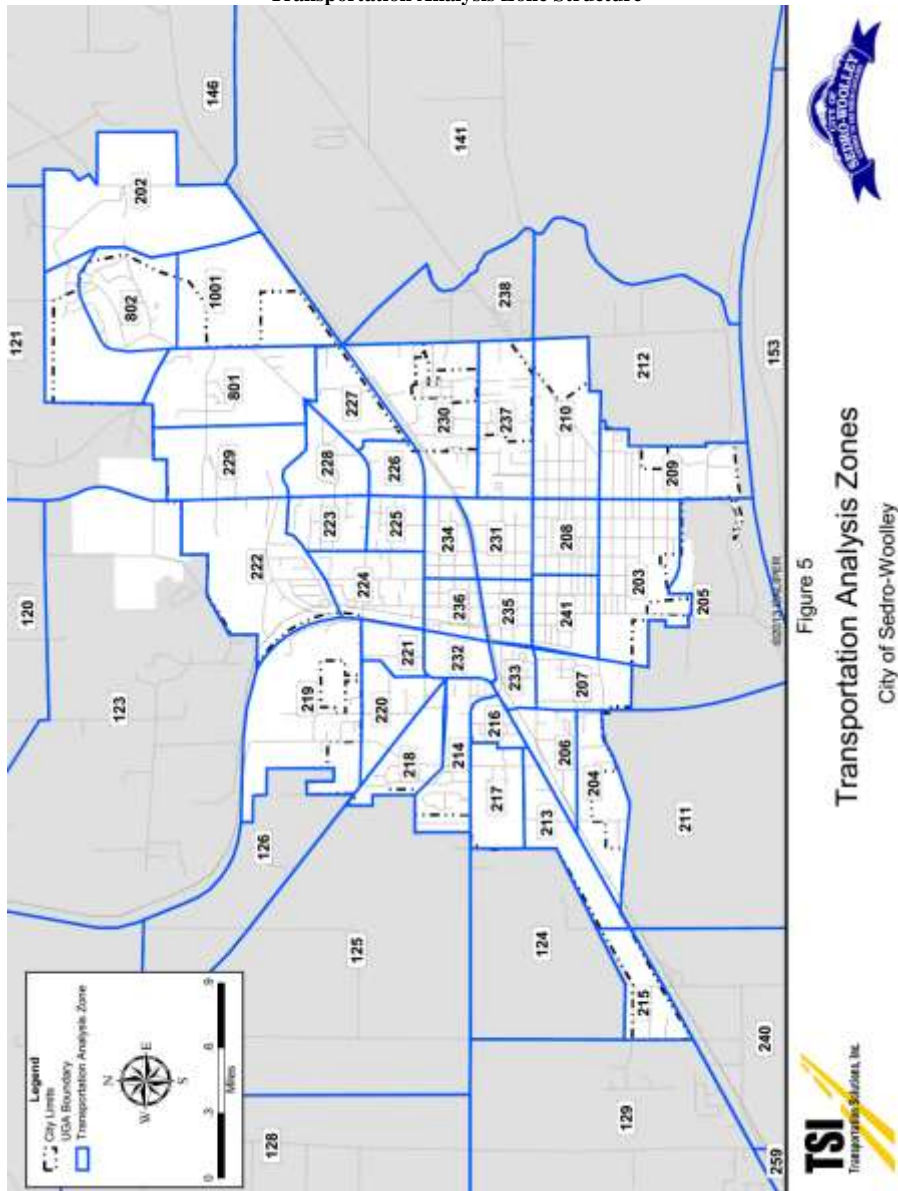
Citywide household and employment growth forecasts were initially distributed to the modeled TAZs by aggregating the parcel-level results of the Sedro-Woolley Buildable Land & Land Capacity Analysis Report and subsequently updated with UGA and zoning changes as of January 2016.

The transportation model used a household cross-classification scheme which represents households by number of occupants and number of vehicles, based on SCOG's analysis of 2010 census household data. To prepare the total household growth forecast for input to the model, TAZ-based total household growth was distributed proportionately to the existing (SCOG) cross-classification shares.

In order to maintain consistency with the Sedro-Woolley Buildable Land & Land Capacity Analysis Report, employment growth associated with the development of the Center for Innovation and Technology at the former Northern State Hospital campus was considered separately from the SCOG allocation.

The citywide planning model assumed that the development of the former Northern State Hospital campus would follow the "Moderate Intensity Site Development" scenario described in the *Northern State Planned Action Environmental Impact Statement (EIS)* (July 2015), as shown in Table 11.

Figure 5
Transportation Analysis Zone Structure



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Table 11. Northern State Land Use Growth Forecast¹

Proposed Use	Size	Variable	Trip Rate	Total Trips	Capture Rate ²	New Trips ³		
						In	Out	Total
Industrial Park	324.3	1,000 SF	0.85	276	19%	47	177	224
Workforce Housing	30	Units	0.58	17	40%	7	3	10
Hotel	40	Rooms	0.6	24	20%	10	9	19
Extended Stay	150	Rooms	0.4	60	50%	14	16	30
Museum	12	1,000 SF	0.18	2	0%	0	2	2
School	425	Students	0.12	51	20%	26	15	41
PM Peak Hour Trips				430	104	104	222	326

1. Source: Northern State Campus EIS (TSI 2015)

2. Capture Rate and Shared Trips represent internal-capture (See ITE Trip Generation Handbook, Second Edition)

3. New Trips are the trips generated external to the site; these trips impact the local roadways

Travel Forecasting Model

The Sedro-Woolley planning model was developed in PTV Visum 14 software and was based on the SCOG regional travel demand model with local refinements in the Sedro-Woolley study area. Travel demand was modeled in terms of weekday PM peak hour vehicle trips.

The base year model was calibrated to fit turning movement counts collected at 45 arterial intersections throughout the City in April 2015.

Street Network

The roadway network contained in the SCOG model included most arterial streets within the City and UGA as well as most arterial roadways within Skagit County. This network was expanded to complete the arterial street network and also include all local streets within the City and UGA.

Link and node capacity standards and volume-delay functions were held consistent with the SCOG regional model.

Transportation Analysis Zones

The function of a Transportation Analysis Zone (TAZ) in a travel demand model is to generate vehicle trips to and from the roadway network. In

general, internal TAZs are specific geographic areas that are associated with specific land use data. The land use data associated with a TAZ determines the number of trips that the TAZ produces to or attracts from the other TAZs in the model. The citywide model included 67 zones, of which 60 were internal to the Sedro-Woolley area. Figure 5 displays TAZ structure in the study area.

The model included 7 external zones surrounding the City and UGA. External zones are designed to incorporate trips that are generated to and/or from points outside the network. Although these are labeled zones, they actually represent links to regions outside the model and do not represent a defined area. These zones do not reflect any land use assumptions; only vehicle trips. Trips to and from each external zone are determined from actual traffic counts and future trips are based on historical growth records. These external zones play a two-part role in a model: (1) only a certain portion of the trips in an external zone interact with TAZ's within the model, and (2) the remainder of the trips in any external zone interact with other external zones outlying the study area. These trips are called through trips since they have neither an origin nor destination within the study area yet they pass through the study area, impacting the network.

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Trip Generation

Trips were generated by land uses and are assigned a trip type. In general, three basic trip types were represented in the travel demand model:

- Home-Based Work (HBW): Trips with one end at the traveler's home and the other end at the traveler's place of employment
- Home-Based Other (HBO): Trips with one end at the traveler's home and the other end at somewhere other than the traveler's place of employment, e.g. shopping trips
- Non-Home-Based (NHB): Trips without an end at the traveler's home

Trip generation rates used in the citywide model were based on SCOG and Institute of Transportation Engineers (ITE) trip generation rates and represent PM peak hour vehicle trips. Table 12 summarizes the modeled trip generation rates.

Residential land use was modeled in household units and cross-classified for trip generation purposes. The household cross-classification scheme followed the format HH(a)_ (b), where (a) represents the number of people in the household and (b) represents the number of workers in the household. Employment categories are described in Table 10.

Trip generation for external TAZs was based on current and historical traffic volumes which were provided by SCOG and WSDOT.

Table 12. Trip Generation Rates

Land Use Code ¹	Units	Total	Origins			Destinations		
			HBW	HBO	NHB	HBW	HBO	NHB
HH1_0	Households	0.24	0.0000	0.0870	0.0242	0.0000	0.1063	0.0242
HH1_1	Households	0.32	0.0268	0.0502	0.0367	0.1072	0.0614	0.0367
HH2_0	Households	0.37	0.0000	0.1340	0.0372	0.0000	0.1637	0.0372
HH2_1	Households	0.49	0.0248	0.1271	0.0528	0.0990	0.1554	0.0528
HH2_2	Households	0.75	0.0632	0.1184	0.0865	0.2526	0.1447	0.0865
HH3_0	Households	0.51	0.0000	0.1826	0.0507	0.0000	0.2231	0.0507
HH3_1	Households	0.67	0.0225	0.1868	0.0710	0.0900	0.2283	0.0710
HH3_2	Households	1.02	0.0668	0.2028	0.1147	0.2754	0.2479	0.1147
HH3_3	Households	1.44	0.1210	0.2268	0.1656	0.4838	0.2772	0.1656
HH4_0	Households	0.78	0.0000	0.2805	0.0779	0.0000	0.3428	0.0779
HH4_1	Households	1.03	0.0259	0.3078	0.1075	0.1037	0.3761	0.1075

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HH4_2	Households	1.57	0.0793	0.3753	0.1716	0.3173	0.4588	0.1716
HH4_3	Households	2.21	0.1673	0.3933	0.2511	0.6690	0.4807	0.2511
RETAIL	Employees	1.80	0.2304	0.4158	0.3780	0.0576	0.3402	0.3780
FIRES	Employees	0.70	0.1680	0.1579	0.1015	0.0420	0.1292	0.1015
GOV	Employees	0.70	0.2352	0.1386	0.0770	0.0588	0.1134	0.0770
EDU	Employees	1.56	0.6240	0.4118	0.0156	0.1560	0.3370	0.0156
WTCU	Employees	0.59	0.3634	0.0097	0.0590	0.0909	0.0080	0.0590
MANU	Employees	0.37	0.1243	0.0122	0.0962	0.0311	0.0100	0.0962
RESOURCE	Employees	0.35	0.2240	0.0000	0.0350	0.0560	0.0000	0.0350
HEALTH	Employees	1.06	0.2544	0.2390	0.1537	0.0636	0.1956	0.1537

^aHousehold cross-classification scheme follows the format HH(a)_(b), where (a) represents the number of people in the household and (b) represents the number of workers in the household. Employment land uses are described in Table 10

Trip Distribution

Trips were distributed between TAZs using a gravity model, which is based on the theory that the attraction between two bodies is directly proportional to the bodies' masses and inversely proportional to the distance between the bodies. For the purposes of transportation modeling, a TAZ's "mass" is represented by the number of trips generated at (produced by or attracted to) the TAZ while the distance factor is represented by route travel time.

The gravity model calculates the attractiveness between TAZs using the following utility function:

$$f(U) = a * (U^b) * (e^{cU})$$

In the utility function, U is defined as travel time between two zones. The parameters a, b, and c are calibration factors which influence the weight of travel time in the gravity model. The gravity parameters used in the Sedro-Woolley model are shown in Table 13 and are based on the values used in the SCOG regional model as well as guidance from *NCHRP Report 716* (TRB 2012).

Table 13. Trip Distribution Model Parameters

Trip Purpose	Model Parameter		
	a	b	c

Home-Based Work (HBW)	100	-0.02	-0.125
Home-Based Other (HBO)	100	-0.90	-0.10
Non-Home Based (NHB)	100	-0.30	-0.10

Traffic Assignment

Trips were assigned from origin to destination via the street network using an equilibrium assignment process which calculates the shortest travel time route, iteratively updating travel time to reflect demand-induced congestion. The equilibrium assignment process updated and re-assigned trips until the model reached an equilibrium condition.

Model Calibration

The base year model was calibrated using guidance from FHWA's *Travel Model Validation and Reasonableness Checking Manual Second Edition* (FHWA 2010). Modeled link volumes were measured against observed link volumes based on 2015 PM peak hour intersection counts. Once the model had been calibrated to an acceptable level through network and demand refinements, Visum's origin-destination correction procedure (TFlowFuzzy) was applied to finalize the calibration result.

Forecasting Future Travel Demand

An initial traffic forecast scenario assumed that the existing street network will be maintained as-is with no capacity improvements in the next 20

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years. This “do nothing” scenario was used to identify intersections and segments which are forecasted to operate below minimum LOS standards by 2036. After identifying forecasted deficiencies, a list of necessary growth-related improvements was developed and applied incrementally to a “growth-related improvement” model scenario. In this way improvements were evaluated not only for their direct effect on the improved segment or intersection but also for any indirect impacts on the surrounding street network, including any potential redistribution of demand as drivers utilize new shortest path options.

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FUTURE TRAFFIC CONDITIONS

The Transportation Element provides a long-range strategy for the City of Sedro-Woolley to address current and forecast transportation issues and identified needs, implement transportation goals and policies, and realize the intent of the community's vision. The plan is based upon an analysis of the existing transportation system, forecasts of future travel demands, the anticipated availability of resources, and the desire of the City of Sedro-Woolley to create an efficient transportation system that puts a priority on community livability. The plan builds upon the City's policies and standards and seeks to give specific shape to the City's transportation goals and vision.

Roadway Standards

The Sedro-Woolley Public Works Construction Standards, with which all new development must comply, are defined in SWMC 15.40. The standards include items such as right-of-way needs, pavement width, and type and width of pedestrian and bicycle facilities. The standards are intended

to support the City's goals in providing adequate facilities to meet the mobility and safety needs of the community. The standards are intended to assist design professionals and developers for all new and reconstructed roadways and right-of-way facilities, both public and private, within the city.

These standards have been used as one criteria for evaluation of roadway system needs. Many existing roadways are not constructed to these standards. Roadways in the UGA are typically rural in nature with few urban features.

Forecasted Level of Service Deficiencies

An initial 20-year forecast was performed assuming no network improvements citywide. Forecasted volumes are shown in Figure 6. The travel forecast identified segment LOS deficiencies on SR 20 from Collins Road to State Street. See Table 14. See Appendix D for the complete results.

Arterial intersection LOS deficiencies were identified at four locations throughout the City. Three of these locations are along state highways SR 9 and SR 20. See Table 15. See Appendix C for the complete results.

Table 14. 2036 Segment Level of Service Deficiencies - Without Improvement

Segment ID	Name	Cross Street A	Cross Street B	Functional Classification	V/C	LOS
2001	SR 20	Collins Rd	Rhodes Rd	Other Principal Arterial	0.95	E
2002	SR 20	Rhodes Rd	W State St	Other Principal Arterial	0.92	E

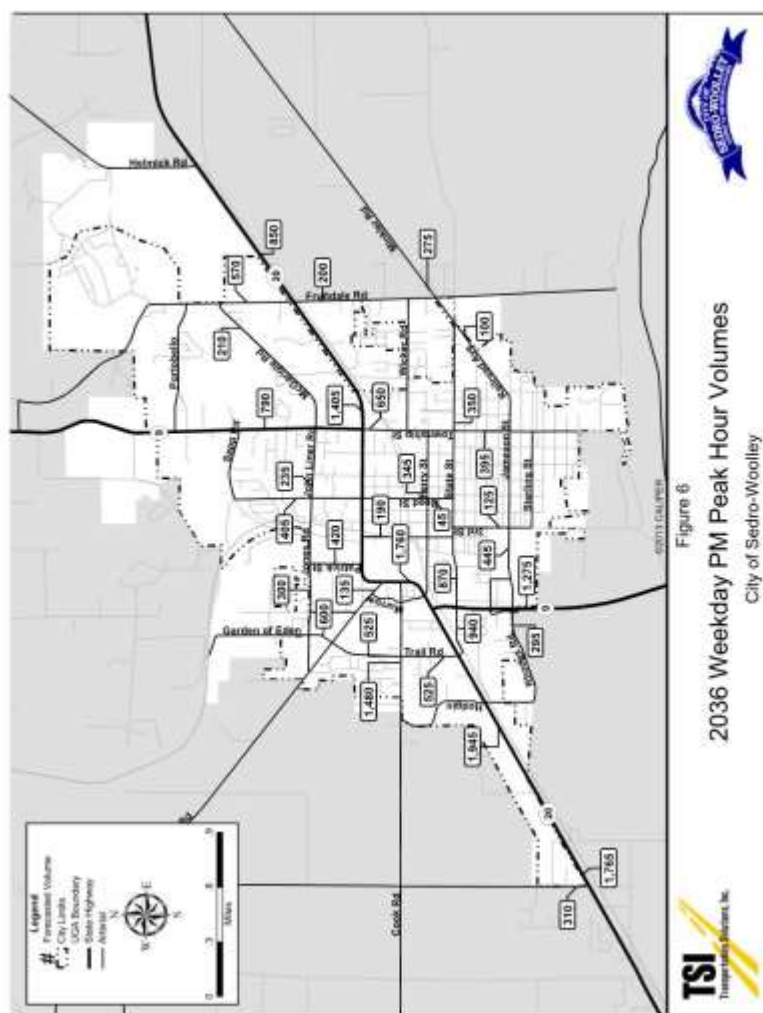
Table 15. 2036 Intersection Level of Service Deficiencies - Without Improvement

Intersection	Control Type ¹	2036 Delay ² (s/veh)	2036 LOS
Township St (SR 9) / McGarigle/John Liner Rd	TWSC	46.2	E
SR 20 / Reed Street	TWSC	94.6	F
Cook Rd / Trail Rd	TWSC	29.8	D
SR 9 / Nelson Street	TWSC	>180	F

¹TWSC = Two-Way Stop Control; AWSC = All-Way Stop Control; RAB = Roundabout; Signal = Signalized

²Average control delay for all movements. For TWSC, delay is reported for the movement with the worst (highest) delay.

Figure 6
2036 Weekday PM Peak Hour Volumes



(Map revised)

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(Map deleted)

Transportation Improvement Projects

Based on the evaluation of existing and forecasted traffic volumes, traffic operations, safety, and connectivity, a recommended list of transportation improvement projects and programs was defined as shown in Table 16. The recommended improvement projects were organized into two categories:

- State Highway Improvements (S)
- Arterial Improvements (C)

Table 15 provides a brief description of each project including the roadway or intersection project limits, and a planning level description of the scope

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of work that is needed. A map identification number is also provided for referencing between Table 16 and Figures 7 and 8, which show the locations of state highway improvements and arterial improvements, respectively. Projects which are necessary to maintain City and state concurrency standards are identified as eligible for transportation impact fee (TIF) calculation.

The project list identifies several arterial extension and reclassification projects (including Jameson Street (completed 2016), Fruitdale Road, Patrick Street, Jones Road, and Portobello Avenue) which will improve network connectivity and support economic future growth in underdeveloped areas.

These projects effectively provide roadway capacity where little or none currently exists. They may also have the secondary benefit of relieving congestion on other elements of the transportation network. The Jones Road extension, for example, will provide an alternate east-west route through the City and relieve congestion on SR 20. Similarly, the Jameson Street arterial extension project is

forecasted to mitigate the intersection LOS deficiency at SR 9 and Nelson Street immediately to the north.

The citywide LOS forecast identifies a number of LOS failures which are mitigated by projects beyond the 6-year TIP horizon. These include intersection LOS failures at Township Street (SR 9) & McGarigle/John Liner Road and Cook Road & Trail Road and segment LOS deficiencies on SR 20 at the western city limits. Cost estimates for these projects have been developed based on unit costs for similar projects in the TIP and throughout the region.

The street extension and intersection improvement projects identified in the project list will result in some redistribution of travel demand. These changes are forecasted to cause the intersection of SR 20 and Central Avenue to fall below minimum concurrency LOS standard by 2036 without mitigation, e.g. right-in-right-out access during PM peak hour.

Table 16. Sedro-Woolley Transportation Improvement Projects and Programs – ~~2017-2022~~ Update

ID	Project Name	From/To	Est.Cost (\$\$)	Est.Cost (\$\$)	Description	TIF Eligible
Six-Year Transportation Improvement Projects – 2018-2023						
			2016-2021	2018-2023		
C14	Jameson Arterial Extension	SR 9 / Batey Rd	3,020	0	New Arterial Segment. Completed 2016	Y
C27	Jameson Sidewalks	Tennis Crt / 3 rd Ave	130	0	Shared use path. Completed 2016 with C14.	Y
S14A	SR20/Cascade Trail West Extension Ph 1A	Trail Road / SR 9 South	575	0	Shared use path. Completed 2016.	Y
S14B	SR20/Cascade Trail West Extension Ph 1B	Hodgin Rd / Trail Rd	288	0	S Shared use path. Completed 2016.	Y
C25	Ferry Street Overlay	SR20 / Metcalf	330	0	Grind & Overlay. Completed 2016	N

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ID	Project Name	From/To	Est.Cost (\$\$\$)	Est.Cost (\$\$\$)	Description	TIF Eligible
C6C	South Township St Overlay	Waldron / SR 20	60	0	Grind & Overlay. Completed 2016	N
C22	Fruitdale Rd Arterial Improvements	McGarigle / North City Limit	2,320	2,320	Reconstruct to minor collector standards incl. roundabout at Northern State Rd and sidewalks	Y
C23	Fruitdale Road Side-walk	McGarigle / Portobello	216	216	Construct sidewalks on east side of street.	Y
S6 A-B	SR 20 East Lane Widening & Safety Improvements	SR 9 / Fruitdale Rd	960	887	Improve and widen to 3 lanes incl shared use path on north side	Y
C32	2018 Sidewalk and ADA Ramp Upgrade Project	Various Locations	0	276	Reconstruct Sidewalks and ADA Ramps as needed.	N
C31	State Street Overlay	Rita to 4 th ; SR 20 to Maple	0	419	Grind & Overlay.	N
C1B	Jones/John Liner RR Undercrossing	Sapp Rd / Reed St	7,700	7,700	New BNSF undercrossing and new arterial from E Jones Rd to John Liner Rd	Y
C26	Trail Rd Overlay	SR 20 / Cook Rd	225	279	Grind & overlay	N
C1C	John Liner Bike/Ped Impr	Reed St / SR 9	555	583	Shared use path.	Y
C19	Patrick St Arterial Extension	Michael St/E Jones St	2,100	2,100	New major collector w/sidewalks	Y
C24	Cook Rd Overlay	West City Limit / Cross-roads	300	377	Grind & overlay	N
S16	SR 20 & SR 9 (Township) Intersection Impr.		1,000	828	Channelization and signalization improvements.	Y
S2	SR20 & Reed St Intersection Improvements		50	50	RIRO access restriction	Y
C28	North Reed St Overlay Project 1	SR 20 / John Liner Rd	130	329	Grind & overlay	N
C3	Cook Rd / Trail Rd Intersection Improvements		1,000	1,000	Intersection improvements	Y
C33A	Jameson St Overlay Project 1	800' E of Batey to 5 th Street	0	311	Grind & overlay	N

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ID	Project Name	From/To	Est.Cost (\$\$\$)	Est.Cost (\$\$\$)	Description	TIF Eligible
C1A	Jones Rd Improvements	F&S Grade Rd / Sapp Rd	3,200	3,200	Reconstruct to major collector section including sidewalk & shared use path	Y
S18	SR 9 / W State Street Intersection Improvements		250	250	Add a dedicated right turn lane to the west leg.	Y
S14C	SR 20 / Cascade Trail West Extension Ph 2A	Holtcamp Rd / Hodgkin Rd	600	841	Shared use path	Y
C18	Portobello Street Arterial Extension	Township / Cascadia	1,700	1,700	New major collector connecting Fruitdale w/ SR 9	Y
C33B	Jameson Street Overlay Project 2	5 th Street to Township St	0	321	Grind & overlay	N
Six-Year TIP 2018-2023 Subtotal			26,079	23,987		
Year Seven to Twenty -Transportation Improvement Projects – 2024-2037						
			2022-2036	2024-2037		
C9A	Trail Rd Arterial Extension	Cook Rd / F&S Grade	4,000	4,000	Construct new major collector	Y
C9B	Trail Rd – Garden of Eden Rd Extension	F&S Grade / Jones Rd	850	850	Construct new major collector	Y
C34	Sapp Road Overlay	Reed to SR 9	0	227	Grind & overlay	N
S17	Township St (SR 9) & John Liner/McGarigle Rd Intersection Improvements		1,000	1,000	Intersection improvements	Y
S13C	SR9N Ped/Bike Safety Improvements	Park Cottage / N City Limits	434	434	Bike lane & sidewalk improvements	Y
C35	West State Street Overlay	SR 20 to SR 9	0	259	Grind & overlay	N
C1D	John Liner Rd Arterial Improvements	Reed St / Township St	1,600	1,600	Reconstruct to arterial section	Y
C36	North Reed Street Overlay Project 2	John Liner Rd / Sapp Rd	0	400	Grind & overlay	N
C7A	Jameson St Arterial Improvements	600' e/o Batey to Railroad St	3,600	3,600	Widen to major collector standards standards w/3 lanes, bike lane, sidewalk	Y
C7B	Jameson / 11 th St Intersection Improvements		70	70	Change access to RIRO	Y
C37	Annual Overlay Project	TBD	0	400	Grind & Overlay	N

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ID	Project Name	From/To	Est.Cost (\$\$\$)	Est.Cost (\$\$\$)	Description	TIF Eligible
S15B	SR 20 West Lane Widening & Safety Improvements	Holtcamp Rd / Hodgkin St	0	600	Improve and widen to 3 lanes	Y
C7C	Railroad St / Jameson Intersection Improvements		750	750	Intersection improvements to include new roundabout	Y
NEW	Annual Overlay Project	TBD	0	400	Grind & Overlay	◀ N
C38	Cook Road Arterial Extension	SR 20 to Metcalf St	0	825	New major collector	Y
S15A	SR 20 West Lane Widening & Safety Improvements	Hospital Dr to Holtcamp Rd	0	325	Improve and widen to 3 lanes	Y
C7D	Railroad St Arterial Improvements	Jameson St / Fruitdale Rd	2,880	2,880	Reconstruct to arterial standards incl. 3 lanes, bike lanes, sidewalks	Y
NEW	Annual Overlay Project	TBD	0	400	Grind & Overlay	N
C4	Reed St Arterial Improvements	Ferry St / SR20	1,440	1,440	Reconstruct to arterial standards	◀ N
NEW	Annual Overlay Project	TBD	0	400	Grind & Overlay	N
C2	F&S Grade Rd Arterial Improvements	SR20 MP 65.16 / Jones Rd	2,960	2,960	Reconstruct to arterial standards	Y
S20	SR 20 / Central Ave Intersection Improvements		150	150	Intersection improvements or RIRO	◀ Y
NEW	Annual Overlay Project	TBD	0	400	Grind & Overlay	N
S14D	SR20/Cascade Trail West Extension Ph.2B	Collins Rd/Holtcamp Rd	620	620	Shared use path	Y
S8F	SR 20 Stormwater System Upgrade	Holtcamp Rd / Hodgkin Rd	300	300	Stormwater conveyance system upgrade	N
NEW	Annual Overlay Project	TBD	0	400	Grind & Overlay	N
C8	State St Sidewalks	Haines / E City Limits	540	540	Pedestrian improvements	N
NEW	Annual Overlay Project	TBD	0	400	Grind & Overlay	N
C10	Township / Ferry St Intersection Improvements		50	50	All-way stop control	N

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ID	Project Name	From/To	Est.Cost (\$\$\$)	Est.Cost (\$\$\$)	Description	TIF Eligible
C13	Rhodes Rd Arterial Improvements	SR 9 / SR 20	3,200	3,200	Reconstruct to arterial standards incl. bike lanes, sidewalks	Y
NEW	Annual Overlay Project	TBD	0	400	Grind & Overlay	N
C15	Hodgin Rd Arterial Ext.	SR 20 / Cook	2,225	2,225	New collector arterial	Y
NEW	Annual Overlay Project	TBD	0	400	Grind & Overlay	N
C20	4 th St Arterial Improvements	Alexander / State	1,300	1,300	Reconstruct to arterial standards to replace 3 rd St as N-S arterial	N
NEW	Annual Overlay Project	TBD	0	400	Grind & Overlay	N
S9	SR9/N Township St Arterial Improvements	SR 20 / City limits	100	100	Planning phase – reconstruct to arterial standards incl. 3 lanes, bike lanes, sidewalk	Y
C6B	S Township St Arterial Improvements	Dunlop / Sterling St	1,040	1,040	Reconstruct to major collector standards	N
C21	Garden of Eden Rd Arterial Improvements	F&S Grade / Jones	1,040	1,040	Reconstruct to major collector standards	Y
C29	Centennial Trail South		500	500	Improve and extend trail	N
C30	Cascade Trail East Extension	Metcalf / 400' e/o Township St	100	100	Shared use path	N
S13D	SR9 / Centennial Trail Ped/Bike Safety Improvements	Summer Meadows Pl / North City Limits	1,700	1,700	Construct bicycle lane and sidewalk improvements including pedestrian crossing bridge at Brickyard Creek	Y
NEW	Annual Overlay Project	TBD	0	400	Grind & Overlay	N
Subtotal Year 2024-2037 TIP Cost			<u>30,224,32,449</u>	<u>37,260,39,485</u>		
Total Year 2018-2037 TIP Cost			<u>56,933,59,158</u>	<u>61,247,63,472</u>		

Mitigated segment and intersection levels of service for otherwise-deficient network elements are

shown in Tables 17 and 18. See Appendix C-E for complete results.

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Segment LOS deficiencies along SR 20 on the west side of the City are mitigated by the extension of the Cascade Trail which will remove nonmotorized users from the street, effectively increasing capacity.

LOS failures at unsignalized intersections along SR 9, SR 20, and Cook Road are mitigated through intersection capacity improvements including roundabouts or peak hour turn restrictions.

Table 17. 2036 Segment Level of Service Deficiencies - With Improvement

Segment ID	Name	Cross Street A	Cross Street B	2036 No Improvement		2036 With Improvement	
				V/C	LOS	V/C	LOS
2001	SR 20	Collins Rd	Rhodes Rd	0.95	E	0.89	D
2002	SR 20	Rhodes Rd	W State St	0.92	E	0.83	D

Table 18. 2036 Intersection Level of Service Deficiencies - With Improvement

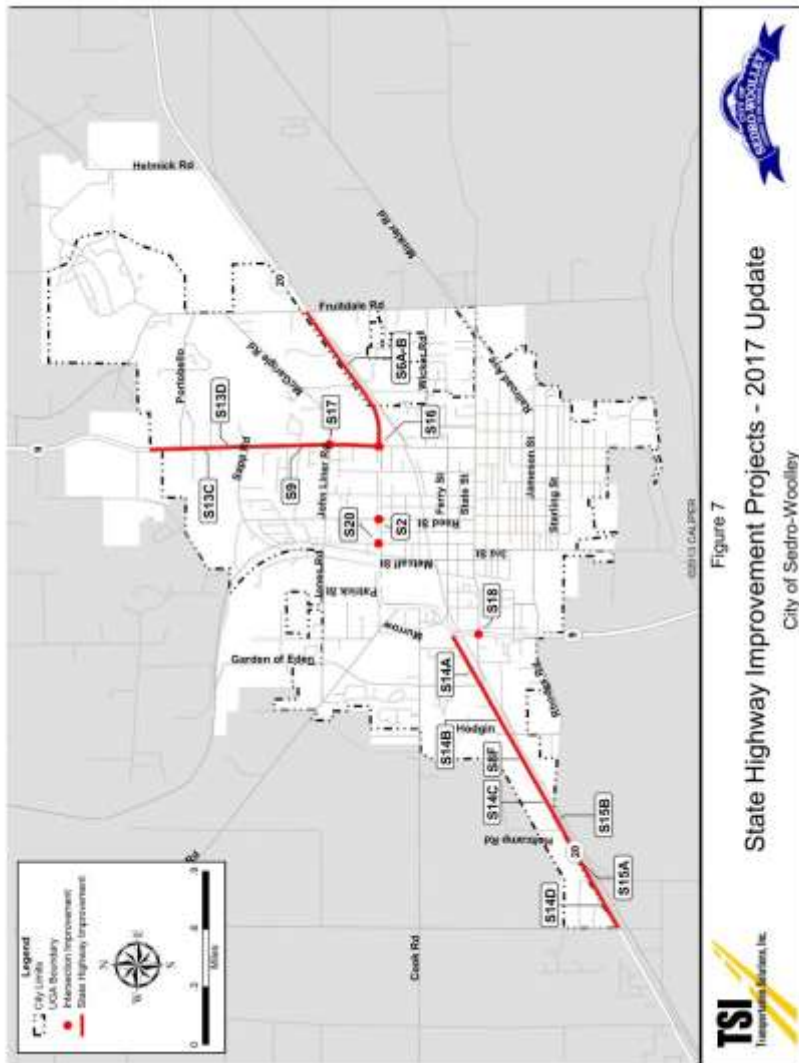
Intersection	2036 No Improvement			2036 With Improvement		
	Control Type ¹	Delay ² (s/veh)	LOS	Control Type	Delay (s/veh)	LOS
Township St (SR 9) / McGarigle/John Liner Rd	TWSC	46.2	E	RAB	8.1	A
SR 20 / Central Ave	TWSC	40.4	E ³	TWSC w/RIRO	19.1	C
SR 20 / Reed Street	TWSC	94.6	F	TWSC w/ RIRO	19.7	C
Cook Rd / Trail Rd	TWSC	36.9	E	RAB	9.4	A
SR 9 / Nelson Street	TWSC	>180	F	TWSC	18.1	C

¹TWSC = Two-Way Stop Control; AWS = All-Way Stop Control; RAB = Roundabout; Signal = Signalized; RIRO = Right-in right-out

²Average control delay for all movements. For TWSC, delay is reported for the movement with the worst (highest) delay.

³Level of service deficiency will occur as a result of traffic reassignment after construction of other capacity improvements.

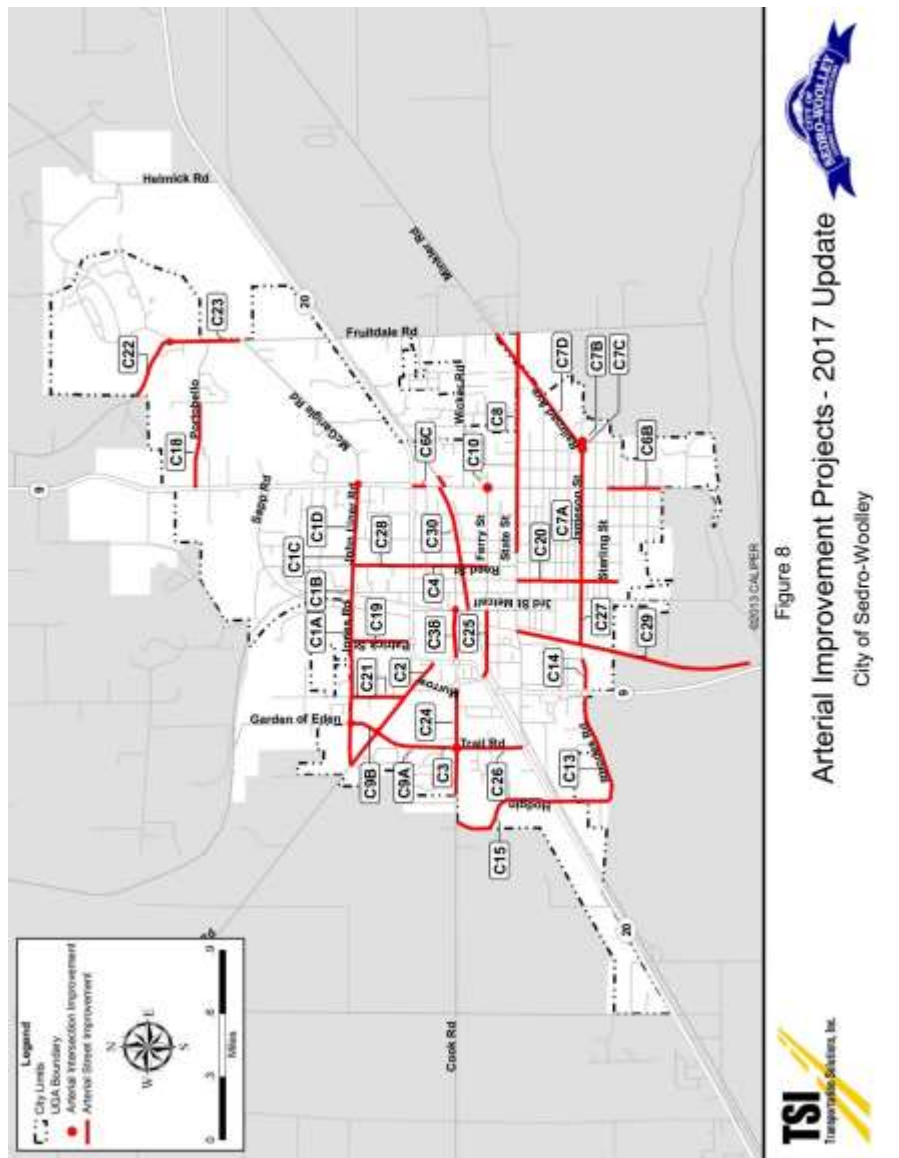
Figure 7
State Highway Improvement Projects



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Figure 8
Arterial Improvement Projects

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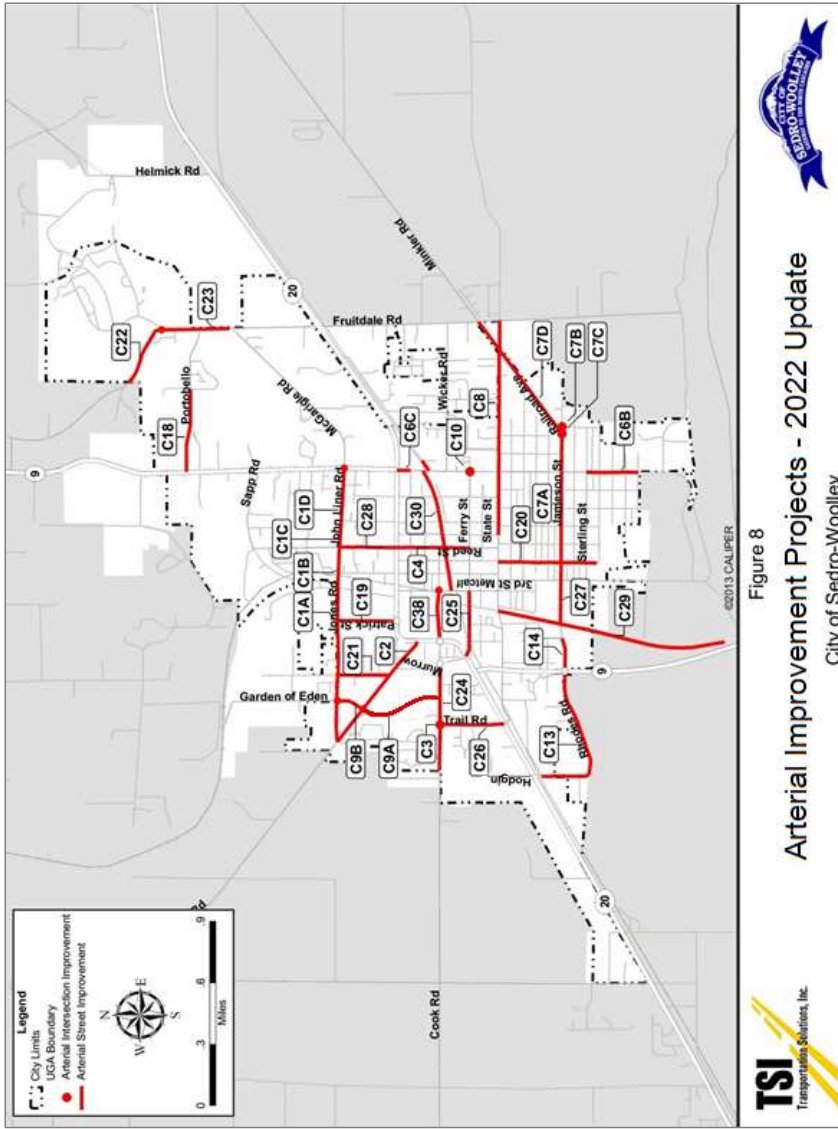


Table 19. Citywide Transportation Programs

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ID	Program	Est. Cost, 2016-2036 (\$\$\$)	Description
CW1	Sidewalk Improvement Program & ADA Transition Program	607	Includes ADA upgrades.
CW2	Street Overlay, Chip Seal & Crack Seal Program	1,701	Arterial and Local Access street preservation projects. May act as match funds for the Table 16 Annual Overlay projects
CW3	Maintenance & Operations	17,713	O&M costs including Labor and Administration, less Sidewalk and Overlay costs above.
Total Estimated Citywide Program Costs		20,021	

Citywide Transportation Programs

In addition to specific capital improvement projects shown on Table 16 and discussed above, the plan includes Citywide Transportation Programs to address maintenance and operations, and miscellaneous improvement needs. To maximize the use and efficiency of the existing and future transportation infrastructure, the City will continue to apply a systematic maintenance and overlay program. The program will be used to address pavement condition, street signing and markings, illumination, and traffic controls.

The plan also includes programs to address spot safety and operations issues on the state highways and other city arterials. These are needed to address issues that may arise prior to implementation of specific capital projects identified in the plan. This allows the City Engineer to better address specific needs over the life of the plan.

Public Transit Plan and Transportation Demand Management Program

In order to provide a comprehensive transportation system, the City of Sedro-Woolley recognizes the importance of other modes of travel, such as public transit and transportation demand management (TDM) programs. In general, these programs build on regional programs with some refinements to reflect the specific needs of the City.

Transit Plan

Transit service in the Sedro-Woolley area is provided by Skagit Transit. The Sedro-Woolley transportation plan has been coordinated with Skagit Transit's 2015-2020 Transit Development Plan (TDP), which provides a framework to guide Skagit Transit's service delivery through 2020. Transit service in Sedro-Woolley is focused on the SR 20 corridor which connects Sedro-Woolley and communities to the east and west. SR 20 also connects Sedro-Woolley to the rest of the region via I-5. As the population increases in and around Sedro-Woolley, increasing commuter traffic will increase the need for alternatives to the single occupancy vehicle. Transit service to Sedro-Woolley's three park & ride lots will become increasingly important in providing commuters convenient access to transit and ridesharing alternatives.

Investments in transit service and capital facilities will be needed to accommodate the future demands of a growing population in the Sedro-Woolley area. The City encourages Skagit Transit to consider increasing service frequency of the City's existing transit routes as growth occurs. Increased service will make transit a more convenient and attractive alternative to driving alone. In addition, the Sedro-Woolley transportation plan recommends the following transit improvements.

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- **Regional Routes** – Continue to create and enhance linkages to regional destinations. Improve connections to regional hubs, such as to the Skagit Station transportation hub in Mount Vernon as well as the Washington State Department of Transportation (WSDOT) Ferry Terminal in Anacortes. Changes to future routes should be consistent with the needs of the Sedro-Woolley community and should be based on a collaborative route planning process involving the citizens of Sedro-Woolley.
- **Transit Center** – Consider developing a Sedro-Woolley Transit Center in the downtown area. Development of a transit center would provide an opportunity to consolidate the three existing park & ride lots into one central and convenient location.
- **Carpooling and Vanpooling** – Provide incentives to encourage carpooling and vanpooling by Sedro-Woolley commuters.
- **Transit Accessibility** – Improve access to transit for all users in compliance with the Americans with Disabilities Act (ADA) by evaluating accessibility to public transportation from future developments.

The City will continue to coordinate with Skagit Transit in the development of a convenient, integrated, and efficient transit system that supports future growth in the City.

Transportation Demand Management Strategies

In addition to improving the transit system, reducing travel demand by supporting transportation demand management (TDM) programs is an effective component in the City's comprehensive transportation system. TDM programs consist of measures for reducing peak hour single occupancy vehicle travel that are largely focused on major employers. Coordination with regional agencies, such as Skagit County, Skagit Transit, and the Skagit

Council of Governments (SCOG), will improve the effectiveness of the City's TDM program in providing commuting alternatives to the citizens of Sedro-Woolley.

Sedro-Woolley will experience more urban levels of development as a result of future growth in employment and households within the city. TDM programs provide effective strategies for reducing single occupancy vehicles during the commute hours in areas that are higher in density and more urban in character. TDM programs can also provide effective alternatives for smaller developing communities such as Sedro-Woolley. Potential TDM strategies for Sedro-Woolley need to be regionally coordinated. The following strategies should be considered:

- **Encouraging car and van pools.** Employer incentives for commuters to carpool and vanpool can be in the form a financial incentive or as simple as reserved car and vanpool parking closest to the building.
- **Encouraging transit fare subsidies.** Employer subsidies for transit passes provide an incentive for those who are able to commute by transit the incentive to do so.
- **Encouraging bicycle lockers/showers at work sites.** Bicycle lockers and shower facilities at work sites provide the means for workers to commute by bicycle.
- **Encouraging telecommuting.** The use of telecommunications technology can allow some employees to work from home. This reduces the need for travel to/from a work site for some work days.
- **Encouraging flexible work schedules.** Flexible work hour schedules allow employees to adjust start/end times to accommodate carpools, vanpools, or transit options. Alternative work schedules may be used to reduce

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the number of days an employee commutes during peak travel periods. These programs help reduce the need for adding capacity to highways and arterials, and reduce the levels of peak hour congestion.

- **Encouraging guaranteed ride home programs.** Many commuters who have children or have unpredictable schedules rely on their cars. This employer incentive provides the option of a guaranteed ride home in case of an emergency or unexpected schedule change.

Pedestrian and Bicycle Plan

The projects presented in Table 16 include pedestrian and bicycle facilities as part of the identified roadway improvements. Pedestrian and bicycle facilities promote mobility without the aid of motorized vehicles. A well-established system encourages healthy recreational activities, reduces vehicle demand on city roadways, and enhances safety within the community. The proposed facilities are needed to supplement the existing facilities and provide a more comprehensive system of facilities to accommodate non-motorized transportation in the city and UGA.

Existing and planned nonmotorized facilities are shown in Figure 2.

Pedestrian Routes

Sidewalks, walkways, and trails are integral parts of the pedestrian system. The City desires to have sidewalks on both sides of the streets, unless special circumstances prevent it or topography or environmental impacts make it cost prohibitive. Sidewalks should especially be located along streets providing access to the CBD, schools, parks, public buildings, and transit routes.

The major pedestrian system includes providing sidewalks along all arterial streets. Much of the system will be constructed concurrent with future developments adjacent to the arterials or local

streets and as part of the future roadway improvement projects. The Nonmotorized Improvement Program is identified as an annual program that will be used to construct key missing links. It will also fund repairs of existing sidewalks and other pedestrian improvements such as crosswalks, ADA ramps, or signing.

Along with the system of planned and existing sidewalks, The City will continue to develop the portions of the regional Cascade and Centennial “rail” trails which run through the City, providing nonmotorized connectivity with other cities and recreational destinations throughout the region.

Bicycle Routes

The bicycle route plan provides a system of roadways and trails to connect residential areas of the city with schools, parks, and employment centers. The bicycle routes and trails also serve recreational bike travel. The Sedro-Woolley bicycle plan is comprised of bicycle routes along arterials and local streets in the city. Bicycle routes are streets that are signed for bicycle travel and will occasionally have separate bicycle lanes or wide, paved shoulders to promote the safe and efficient movement of bicyclists. The City has identified that all arterials shown as bicycle routes should accommodate use by bicycles, including possible striped bicycle lanes. However, it is recognized that many of the bicycle routes in the city will require bicyclists to share the roadway with motorized traffic.

The major improvements for bicycle travel will be the completion of the trail projects discussed as part of the pedestrian system plan. Other significant improvements will be part of the arterial roadway projects. The Trail Road extension will provide a bicycle connection between SR 20 and F&S Grade Road. This new route also provides a connection to the regional Bayview to Sedro-Woolley bicycle route that follows an old railroad right-of-way along F&S Grade Road. Trail Road will also link up with bicycle improvements along Jones

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Road and John Liner Road. These roadway projects will provide important linkages for bicyclists heading to/from the northern residential areas of the city and UGA. Together with the system of new trails, the existing and proposed bicycle routes will help complete a bicycle system throughout the city, with important connections to the regional system.

(Ord. 1554-06 § 3 (Exh. A)(part))

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TRANSPORTATION FINANCING PLAN

Financing Program

The State of Washington's Growth Management Act (GMA) requires that a jurisdiction's transportation plan contain a funding analysis of the transportation projects it recommends. The analysis should cover funding needs, funding resources, and it should include a multi-year financing plan. The purpose of this requirement is to ensure that each jurisdiction's transportation plan is affordable and achievable. If a funding analysis reveals that a plan is not affordable or achievable, the plan must discuss how additional funds will be raised, or how land use assumptions will be reassessed. Alternatively, the City can adjust its level of service (LOS) standards.

The transportation financing program becomes a subset of the City's Capital Facilities Plan (CFP) Element. The GMA requires the CFP Element to include at least a six-year plan that finances capital facilities and identifies the sources of public money for the projects.

A comprehensive list of transportation improvement projects was developed based on the citywide travel demand forecast and Sedro-Woolley's LOS standards. Planning level cost estimates were prepared for each project and program. Analysis of the City's capability to fund the projects was also conducted. This included review of existing and projected revenues and potential grants or other agency funding. In addition, the Plan provides a strategy for adjusting the funding program over time if revenues fall short of expectations.

Project Cost Summary

Table 16 summarizes Sedro-Woolley's planned arterial and state highway improvements through 2036. Planning level cost estimates are included for each project. The cost estimates were derived based upon average unit costs calculated by the City of Sedro-Woolley and similar projects in the region. The project

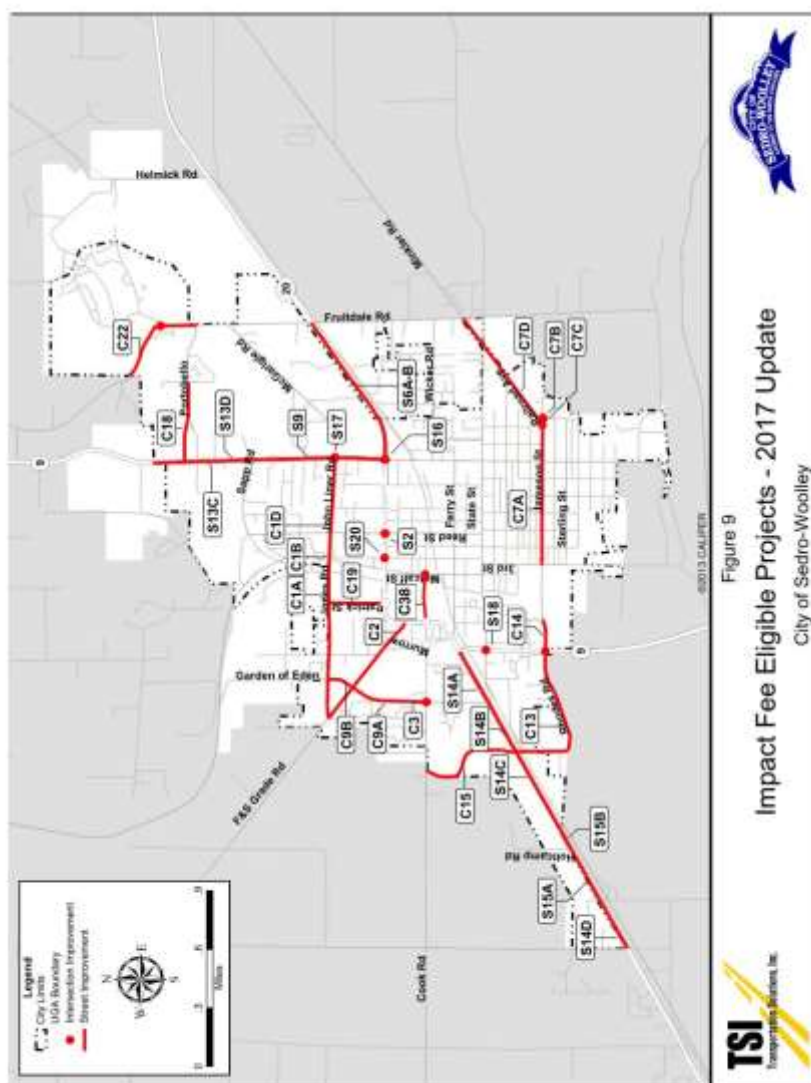
costs assume that right-of-way will be needed for some projects to match the City street design standards. Costs are expressed in constant 2017 dollars. Projects are listed in order of priority for the short-term (2018-2023) and long-range (2024-2037) planning horizons. Projects which are necessary to maintain City and state concurrency standards are identified as eligible for transportation impact fee (TIF) funding.

Approximately \$63.5 million (in 2017 dollars) will be needed to fully fund the City's transportation improvement project needs through 2037. Over 80 percent of the costs will be needed for capital improvements to upgrade the City arterial system. An average of \$3.2 million per year (in 2017 dollars) would be required to fully fund the Plan by 2037.

The project is the phased reconstruction and extension of Jones Road and John Liner Road, which includes a new railroad undercrossing. Total cost for this multi-phase project is estimated at \$21.45 million, which represents 38 percent of forecasted 20-year arterial improvement costs.

Table 19 summarizes ongoing citywide programs which provide funding for system maintenance, operations, and nonmotorized/ADA improvements. These programs rely on local operating funds and their costs are generally excluded from the transportation capital improvement costs described above, although these funds may be used as local match for grant funded maintenance projects under the TIB Arterial Preservation Program. This plan estimates a total 20-year cost of \$20.8 million for the identified citywide transportation programs.

Figure 9 shows transportation projects which are eligible for inclusion in the City's Transportation Impact Fee (TIF) program. These improvements have been identified, using the citywide planning model, as necessary to support growth, both in the City and by regionally generated traffic.



Revenue Sources

Federal Revenue Sources

The Fixing America's Surface Transportation (FAST) Act (P.L. 114-04) was signed into law by President Obama on December 4, 2015, and covers the five-year period from October 1, 2015 through September 30, 2020. The FAST Act supersedes the previous transportation authorization bill, MAP-21. The FAST Act funds surface transportation programs at \$305 billion for federal fiscal years (FFY) 2016 through 2020.

The FAST Act maintains much of the policy and programmatic framework established by MAP-21. It includes increased funding for the performance-based Surface Transportation Block Grant Program (STBGP) and makes an additional \$116.4 billion available to locally-owned infrastructure.

The state can expect to receive almost \$3.6 billion in Federal Highway Administration funds via the FAST Act, starting with \$687 million in 2016 and growing to \$750 million by 2020.

In October 2012, Governor Christine Gregoire convened a Steering Committee to recommend how to distribute the highway funds between the State and local governments. The Committee agreed to maintain an overall split of 66/34 (66% State / 34% Local), which is still in effect.

Other Existing Transportation Revenue Services

The City utilizes a number of fees and tax revenues to construct and maintain transportation facilities. Summaries of these sources are shown in Tables 20, 21, and 22.

Funding options include the use of existing revenue sources such as motor vehicle fuel taxes, real estate excise taxes, and other City revenues, grant

programs, and developer contributions (through frontage improvements, environmental mitigation, and transportation impact fees).

Nonmotorized Revenue Sources

Safe Routes to School

Washington State offers competitive grants to local jurisdictions through the federal Safe Routes to School program. The programs aim to increase the ability of young students to walk and bike to school on their own by providing non-motorized infrastructure between schools and residential areas and on the streets fronting schools. A call for funding requests is made during the biennium state budget cycles.

By partnering with Sedro-Woolley School District, the City can identify neighborhoods and streets most in need of non-motorized infrastructure and develop stronger grant applications.

Other Nonmotorized Funding Sources

Washington State and the federal government offer a number of competitive grant funding sources for non-motorized infrastructure, including trails, sidewalks, crossing improvements, and transit station amenities.

- Washington State Recreation and Conservation Office: <http://www.rco.wa.gov/grants/index.shtml>
- United States Department of Transportation TIGER Discretionary Grants: <http://www.transportation.gov/tiger>
- Federal Transportation Administration Bicycle Funding Opportunities: http://www.fta.dot.gov/13747_14400.html
- Federal Highway Administration Transportation Alternatives Program: http://www.fhwa.dot.gov/environment/transportation_alternatives/
- Federal Highway Administration Recreational Trails Program: http://www.fhwa.dot.gov/environment/recreational_trails/

Table 20. Possible Transportation Revenue Sources

Street & Arterial Street Funds	The Street Fund (Account 103) receives revenues from state distributions of motor vehicle fuel taxes, allocated based on the number of residents within corporate limits. These state distributions are not sufficient to maintain city streets. The City's general fund provides subsidies in order for the street fund to operate. The arterial street fund (Account 104) receives revenues from GMA Transportation Impact Fees, grants, and developer agreements.
General Fund	The City has supplemented the Street Fund with General Fund money in previous years. General Fund revenue has many sources, including motor vehicle fuel taxes, property taxes, business taxes, and local retail sales and use tax. The majority of the existing tax revenue sources will be used for maintenance, or to provide the matching funds for grants or to complete a portion of the roadway widening projects not covered by other agencies or traffic impact fees.
Transportation Impact Fee Program	In 2013 the City updated its transportation impact fee, a financing tool which allows the collection of revenue to offset the traffic impacts of new development. The impact fee rate is based the net new PM peak hour trips generated by a development and varies by district from \$587 to \$3,635 per PM peak hour vehicle trip. The Impact Fee program was updated by Ordinance 1852-16 adopted July 13, 2016 following adoption of the 2016 Chapter 3 Transportation Element update. The Transportation Impact Fee program will be updated again after adoption of the 2017 Transportation Element., and annually thereafter following yearly TIP adoption Table 16 and Figure 9 show impact fee eligible projects.
Transportation Benefit District (TBD)	The City implemented a TBD in 2014. The TBD is funded by a \$20 per vehicle tab fee, generating an estimated \$200,000 per year as of 2017.
Transportation Improvement Account (TIA)	The Transportation Improvement Board (TIB) is a Washington State Department of Transportation (WSDOT) organization used to distribute funds for road projects. The TIA funds are from a 1.3-cent motor vehicle fuel tax and are used for achieving a balanced transportation system. Multi-agency projects are a requirement.
Urban Arterial Trust Account (UATA)	The TIB administers this program which is funded by a 1.74-cent motor vehicle fuel tax. The program funds projects which reduce congestion and improve safety, geometrics and structural concerns.
FAST Act	Fixing America's Surface Transportation (FAST) Act funds are federal funds to allow road improvements. These are programmed through metropolitan planning organizations including Skagit Council of Governments. These funds are managed by WSDOT.
Grant Funding	Numerous infrastructure and transportation grants from local, State, Federal, and private sources may be identified to assist with the funding of the Sedro-Woolley transportation improvements.

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Revenue Forecast

A description of available transportation capital improvement funding sources and projected average yearly revenue is listed in Table 21. Approximately ~~84~~83 percent of funding for the City's Transportation Capital Facilities Plan will come from Intergovernmental Revenue. Transportation Impact Fees, Transportation Benefit District, developer mitigation fees and other miscellaneous revenue are expected to fund approximately ~~46~~17 percent. The City may consider implementing new revenue sources if deemed appropriate and necessary in the future. This strategy ensures that the City can accomplish the transportation plan and use the available funding options efficiently.

This revenue forecast was prepared by projecting historic trends from the City's financial records. It was then adjusted based on a projected growth of 1% to 3% per year, depending on other known factors that could influence the specific category of revenue.

Local funding sources including the City share of the motor vehicle fuel tax (MVFT), property taxes, sales and use taxes, real estate excise taxes, and other general fund contributions, as shown in Table 22, are anticipated to be used to sustain citywide safety, maintenance, operations, and pedestrian/ADA improvement programs.

Table 21. Transportation Improvement Revenue Forecast 2018 to 2037

Funding Source	Description	2018-2037 Revenue Forecast		
		Estimated Annual Revenue	Total Forecasted Revenue	%
Transportation Impact Fees	Per SWMC 15.060, estimated \$75,000/year	\$75,000	\$1,500,000	2.4%
Transportation Benefit District	Funds generated from a \$20/vehicle car tab fee, estimated \$200,000/year.	\$200,000	\$4,000,000	6.3 <u>5</u> %
Other Developer Mitigation	Including SEPA mitigation and development agreements	\$250,600	\$5,012,000	7.98 <u>2</u> %
Intergovernmental Revenue/Grants	Includes federal and state grants as well as cost sharing agreements with WSDOT and Skagit County	\$2,648 <u>\$536,08</u> 00	\$520,960<u>735</u>, 000	832.48 <u>3</u> %
Other - New debt, new funding sources	Bonds, Low Interest Loans	\$0	\$0	0%
Total Revenue		\$3,173 <u>\$62,64</u> 00	\$631,472<u>247</u>, 000	100%

Table 22. Revenue for Citywide Transportation Programs

Funding Source	2015 Budget	Estimated Revenue ¹ , 2016-2036
Real and Personal Property Taxes	\$214,000	\$5,200,000
Sales & Use Tax	\$165,000	\$4,009,000
Motor Vehicle Fuel Taxes (MVFT)	\$293,000	\$7,119,000
Real Estate Excise Tax	\$86,000	\$2,090,000
Total Revenue	\$758,000	\$18,418,000

¹Twenty-year estimate assumes 2% growth per year

Summary of Financing Strategy

Based on the revenues and costs listed above, the proposed arterial transportation improvements are affordable within the City's expected transportation revenues. Table 23 summarizes forecasted costs and revenues for transportation improvement projects identified in this study.

The proposed Transportation Capital Facilities Plan, including both short and long range improvement lists for the period 2018 to 2037, is estimated to cost \$631,247,472,000. Proposed improvements and expected revenues are therefore balanced as shown in Table 23.

The proposed financial strategy relies upon an aggressive assumption for state and federal grants and an assumption that additional city debt will not be necessary to balance the plan financially. If state and federal grant availability decrease over the planning period, the City may need to seek other funding sources including new debt sources.

Local revenues for citywide transportation programs are projected to fall short of expected expenses by an estimated \$1.6 million over the 20-year life of the Transportation Plan, or approximately \$80,000 per year. This will be addressed in the City budget process on an annual basis.

Reassessment Strategy

The financing strategy identifies a balance between revenues and expenditures over the life of the Transportation Element. However, the City is committed to reassessing their transportation needs and funding sources each year as part of their annual Six-Year Transportation Improvement Program (TIP). This allows the City to match the financing program with the shorter-term improvement projects and funding. The Transportation Element also includes goals and policies to periodically review land use growth, adopted level of service standards, and funding sources to ensure they support one another and meet concurrency requirements.

Table 23. Financing Strategy Summary

Revenue/Cost Category	Total (2016-2036)	Percent
Estimated Revenues (2018-2037)		
Transportation Impact Fees	\$1,500,000	2.4%
Transportation Benefit District	\$4,000,000	6.35%
Other Developer Mitigation	\$5,012,000	7.98.2%
Grants/Intergovernmental Funding	\$520,960,735,000	832.48%
New Debt Sources	\$0	0.0%
Total Revenue	\$631,472,247,000	100.0%
Estimated Improvement Costs (2018-2037)		
State Highway Improvements	\$8,085,000	132.72%
Arterial Improvements	\$553,587,362,000	876.38%
Total Costs	\$631,472,247,000	100.0%

In order to successfully implement the City's Transportation Plan, the City will apply the following principles in its funding program:

- As part of the development of the annual Six-Year Transportation Improvement Program, the City will balance improvement costs with available revenues;
- Review project design standards to determine whether costs could be reduced through reasonable changes in scope or deviations from design standards;
- Work with SCOG and Skagit County to develop multi-agency grant applications for projects that serve growth in the City and its UGA;
- Review transportation impact fee revenues each year to determine whether the impact fees should be increased to account for project cost increases;
- If the actions above are not sufficient, consider changes in the level of service standards and/or possibly limit the rate of growth in the City or UGA.

Project Priorities and Timing

The City of Sedro-Woolley will use the annual update of the Six-Year Transportation Improvement Program (TIP) to re-evaluate priorities and timing of projects. Throughout the planning period, projects will be completed and priorities will be revised. This will be accomplished by annually reviewing traffic growth and the location and intensity of land use growth in the City and the UGA. The City will then be able to direct funding to areas that are most impacted by growth or to arterials that may fall below the City's level of service (LOS) standards. The development of the TIP will be an ongoing process over the life of the Plan and will be reviewed and amended annually.

Concurrency Management / Development Review

Concurrency refers to the ongoing process of coordinating infrastructure needs with community development. This concept was formalized in the GMA to ensure that adequate public facilities are provided in concert with population and employment growth. For transportation facilities, the GMA requirement is fulfilled if the City's LOS

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standards are met concurrent with the additional travel demand generated by each succeeding development action. GMA defines concurrency as having projects or strategies in place within six years of the development impact.

Concurrency determinations for the roadway network are closely linked with the City's development review process. As required by GMA, the City has adopted a Concurrency Management program for transportation. (SWMC 15.56)

The City also reviews new developments under SEPA. As part of the SEPA review potential impacts to the transportation network are identified and mitigation may be required. The City also has adopted development regulations and street standards that are applied to developments.

(Ord. 1554-06 § 3 (Exh. A)(part))

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3.32

INTERGOVERNMENTAL COORDINATION

Implementation actions for transportation projects involve several agencies, each with different responsibilities and controls. A major focus of the GMA is to establish coordination among the responsible agencies and to increase the effectiveness of intergovernmental planning. This transportation element took into account planned improvements and policies of various state, regional, and local agencies, including Washington State Department of Transportation (WSDOT), Skagit Council of Governments (SCOG), Skagit County, Skagit Transit, and the City of Mount Vernon. Overall, the Sedro-Woolley transportation element is consistent and supportive of these other transportation plans and policies.

The following summarizes the consistency of the Sedro-Woolley transportation plan with the state, regional, and county plans.

Washington State Department of Transportation (WSDOT)

As required by GMA, the Sedro-Woolley transportation plan fully addresses the state highway system serving the City.

The State has adopted level of service (LOS) standards for Highways of Statewide Significance (HSS), establishing LOS D as the standard for HSS facilities in urban areas and LOS C for HSS facilities in rural areas. The City's standard of LOS D for SR 20 within the City is consistent with the State standard for HSS facilities in urban areas. SR 9 is a non-HSS state highway, and the state and region have established LOS D as the standard for this route. The City's revised standard of LOS D for SR 9 within the city is consistent with the State's and regions LOS D standard for SR 9.

The Transportation Element describes an update to the City's Street Functional Classification System which is consistent with WSDOT policy.

Skagit Council of Governments (SCOG)

The projects, programs, and policies of the Sedro-Woolley transportation plan support the goals and policies of the Skagit 2040 Regional Transportation Plan (Skagit 2040). The Sedro-Woolley plan was developed with opportunities for public input and was coordinated with other agencies. The plan also identifies improvements and policies to improve travel safety for all modes and connectivity of travel modes.

The Sedro-Woolley transportation plan coordinates transportation and land use planning and identifies programs and policies to enhance use of other transportation modes, as identified in the regional plan.

The Sedro-Woolley transportation plan was prepared using a travel forecasting model developed from and coordinated with the SCOG regional model. Outside of the city limits and its UGA, the city model is based on land use and transportation system assumptions from the regional model. Within the city, the Sedro-Woolley model is based on updated land use data (consistent with the Sedro-Woolley Land Use element) and a refined transportation analysis zone and network structure. This data are available to SCOG as it prepares its regional travel forecasts and transportation plans.

The City provided a copy of this Transportation Element to SCOG for review and certification by SCOG to ensure its conformity with the Skagit 2040 plan and to the requirements of the Growth Management Act. SCOG certified the City's 2016 Comprehensive Plan under Resolution 2016-05. Comments received from SCOG too late to be included in the 2016 update ~~are were~~ incorporated in the 2017 update to the Transportation Element.

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Skagit County

Skagit County transportation and capital improvement plans were reviewed as part of the Sedro-Woolley transportation element update.

The City will continue to coordinate with Skagit County to address the needs of travel across jurisdiction limits, including developing joint regulations for developments within the unincorporated UGA to ensure that the future transportation system can adequately support the growth projections. Application of street standards, impact fees and other development regulations are being addressed.

Roadway improvement projects which were included in the Skagit County's Six-Year Transportation Improvement Plan (2016-2021) were reviewed and incorporated, as appropriate, into the City's plan. The most significant improvement project in the County's TIP involving the City is the Fruitdale/Kalloch Road project, which will widen and reconstruct Fruitdale Road and Kalloch Road.

The City provided this Transportation Element to Skagit County for review and comment. No comments were received from the County.

The City plan also supports and incorporates connections to the regional trail system. These include developing trails along the railroad rights-of-way. The City coordinates with Skagit County Parks on improvements to the Centennial and Cascade Trails. The city is also in a partnership with Skagit County and the Port of Skagit for infrastructure and trail improvements to serve the former Northern States Gateway Center site, now known as the SWIFT Center.

Skagit Transit

The Sedro-Woolley transportation plan acknowledges the need for coordination between the City

and Skagit Transit to identify transit service improvements and strategies for serving growth in Sedro-Woolley, considering land uses, densities, cost of service, and revenues. The City has also identified policies to provide adequate streets and non-motorized facilities to support transit service.

Other Jurisdictions

The City has coordinated with the City of Burlington on its Cascade Trail extension projects.

APPENDIX A. 2015 INTERSECTION LOS SUMMARY

Sedro Woolley Comprehensive Plan | 3-65
~~Update effective: May 18, 2018~~Draft: March 2021

Intersection	Control Type	Street A Functional Classification	Street B Functional Classification	LOS Standard	Delay (s/veh)	LOS	LOS Pass/Fail
Fruitdale Rd / Northern St Rd	TWSC	Collector Arterial	Local Access	C	9.0	A	PASS
Fruitdale Rd / Portobello Ave	TWSC	Minor Arterial	Local Access	<u>ED</u>	9.1	A	PASS
Fruitdale Rd / McGarigle Rd	TWSC	Collector Arterial	Collector Arterial	C	9.9	A	PASS
McGarigle Rd / Carter St	TWSC	Minor Arterial	Local Access	<u>ED</u>	9.7	A	PASS
Township (SR 9) / McGarigle Rd / John Liner Rd	TWSC	Minor Arterial	Collector Arterial	<u>ED</u>	26.4	D	FAIL PASS
SR 9 / Kalloch Rd	TWSC	Minor Arterial	Local Access	<u>ED</u>	11.6	B	PASS
Fruitdale Rd / Kalloch Rd	TWSC	Local Access	Local Access	C	8.7	A	PASS
SR 20 / Helmick Rd	TWSC	Minor Arterial	Collector Arterial	<u>ED</u>	10.2	B	PASS
SR 20 / Fruitdale Rd	Signal	Minor Arterial	Collector Arterial	<u>ED</u>	8.9	A	PASS
SR 20 / SR 9 (Township St)	Signal	Principal Arterial	Minor Arterial	D	30.6	C	PASS
SR 20 / Ball St	TWSC	Principal Arterial	Local Access	D	20.8	C	PASS
SR 20 / Central Ave	TWSC	Principal Arterial	Local Access	D	21.4	C	PASS
SR 20 / Reed St	TWSC	Principal Arterial	Collector Arterial	D	21.1	C	PASS
SR 20 / Murdock St	TWSC	Principal Arterial	Local Access	D	23.0	C	PASS
SR 20 / Metcalf St	TWSC	Principal Arterial	Collector Arterial	D	24.1	C	PASS
SR 20 / Patrick St	RAB	Principal Arterial	Local Access	D	22.6	C	PASS
SR 20 / F&S Grade Rd	TWSC	Principal Arterial	Minor Arterial	D	15.6	C	PASS
SR 20 / Cook Rd	RAB	Principal Arterial	Minor Arterial	D	18.3	B	PASS
Cook Rd / W Ferry St / Edward R. Murrow	RAB	Minor Arterial	Collector Arterial	<u>ED</u>	9.4	A	PASS
SR 20 / W Ferry St	Signal	Principal Arterial	Minor Arterial	D	16.5	B	PASS
SR 20 / SR 9 (west)	Signal	Principal Arterial	Minor Arterial	D	15.0	B	PASS
SR 20 / State St / Trail Rd	Signal	Principal Arterial	Minor Arterial	D	19.1	B	PASS
SR 20 / Collins Rd	Signal	Principal Arterial	Local Access	D	9.1	A	PASS
SR 20 / Rhodes Rd	Signal	Principal Arterial	Local Access	D	8.4	A	PASS
Cook Rd / Trail Rd	TWSC	Minor Arterial	Collector Arterial	<u>ED</u>	21.4	C	PASS
John Liner Rd / Reed St	TWSC	Collector Arterial	Collector Arterial	C	9.5	A	PASS
SR 9 / W State St	Signal	Minor Arterial	Minor Arterial	<u>ED</u>	20.5	C	PASS
SR 9 / Nelson St	TWSC	Minor Arterial	Collector Arterial	<u>ED</u>	102.3	F	FAIL
Ferry St / Metcalf St	AWSC	Minor Arterial	Collector Arterial	<u>ED</u>	10.9	B	PASS
W State St / Metcalf St	AWSC	Minor Arterial	Collector Arterial	<u>ED</u>	13.5	B	PASS
Jameson St / Third St	AWSC	Collector Arterial	Collector Arterial	C	8.2	A	PASS
Ferry St / Reed Ave	TWSC	Minor Arterial	Collector Arterial	<u>ED</u>	11.3	B	PASS

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Intersection	Control Type	Street A Functional Classification	Street B Functional Classification	LOS Standard	Delay (s/veh)	LOS	LOS Pass/Fail
W State St / Reed Ave	TWSC	Minor Arterial	Collector Arterial	<u>ED</u>	10.2	B	PASS
Ferry St / Township St	TWSC	Minor Arterial	Minor Arterial	<u>ED</u>	14.7	B	PASS
W State St / Township St	AWSC	Minor Arterial	Minor Arterial	<u>ED</u>	12.0	B	PASS
Jameson St / Township St	TWSC	Collector Arterial	Collector Arterial	C	11.7	B	PASS
W State St / Railroad St	AWSC	Collector Arterial	Collector Arterial	C	7.3	A	PASS
Railroad St / Fruitdale Rd	TWSC	Collector Arterial	Collector Arterial	C	11.0	B	PASS
W State St / Fruitdale Rd	TWSC	Collector Arterial	Collector Arterial	C	10.8	B	PASS

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~~Update effective: May 18, 2018~~Draft: March 2021

APPENDIX B. 2015 STREET SEGMENT LOS SUMMARY

Sedro Woolley Comprehensive Plan | 3-68
~~Update effective: May 18, 2018~~Draft: March 2022

Segment ID	Name	Cross Street A	Cross Street B	Roadway Classification	Volume	Capacity	V/C	LOS	LOS Pass/Fail
2001	SR 20	Collins Rd	Rhodes Rd	Principal Arterial	1621	1980	0.82	D	PASS
2002	SR 20	Rhodes Rd	W State St	Principal Arterial	1577	1980	0.80	C	PASS
2003	SR 20	State St	SR 9	Principal Arterial	952	1980	0.48	A	PASS
2004	SR 20	SR 9	W Ferry St	Principal Arterial	1233	2160	0.57	A	PASS
2005	SR 20	W Ferry St	Cook Rd	Principal Arterial	973	2250	0.43	A	PASS
2006	SR 20	Cook Rd	F&S Grade Rd	Principal Arterial	1707	2340	0.73	C	PASS
2007	SR 20	F&S Grade Rd	Patrick St	Principal Arterial	1772	2340	0.76	C	PASS
2008	SR 20	Patrick St	Metcalf St	Principal Arterial	1757	2340	0.75	C	PASS
2009	SR 20	Metcalf St	Reed St	Principal Arterial	1802	2250	0.80	D	PASS
2010	SR 20	Reed St	Township St	Principal Arterial	1648	2250	0.73	C	PASS
3001	SR 20	Township St	Fruitdale Rd	Minor Arterial	1091	1920	0.57	A	PASS
3002	SR 20	Fruitdale Rd	Helmick Rd	Minor Arterial	773	2000	0.39	A	PASS
3003	SR 9	City Limit	W Nelson St	Minor Arterial	1153	1520	0.76	C	PASS
3004	[reserved]				#N/A	#N/A	#N/A	#N/A	#N/A
3005	SR 9	W Nelson St	W State St	Minor Arterial	1122	1920	0.58	A	PASS
3006	SR 9	W State St	SR 20	Minor Arterial	477	1920	0.25	A	PASS
3007	[reserved]				#N/A	#N/A	#N/A	#N/A	#N/A
3008	[reserved]				#N/A	#N/A	#N/A	#N/A	#N/A
3009	[reserved]				#N/A	#N/A	#N/A	#N/A	#N/A
3010	Cook Rd	City Limit	Trail Rd	Minor Arterial	1176	2000	0.59	A	PASS
3011	Cook Rd	Trail Rd	Ferry St / Murrow St	Minor Arterial	1102	2000	0.55	A	PASS
3012	Cook Rd	Ferry St	SR 20	Minor Arterial	824	1960	0.42	A	PASS
3013	F&S Grade Rd	City Limit	Murrow St	Minor Arterial	138	1480	0.09	A	PASS
3014	F&S Grade Rd	Murrow St	SR 20	Minor Arterial	155	1560	0.10	A	PASS
3015	[reserved]				#N/A	#N/A	#N/A	#N/A	#N/A
3016	[reserved]				#N/A	#N/A	#N/A	#N/A	#N/A
3017	Ferry St	SR 20	Metcalf St	Minor Arterial	605	1440	0.42	A	PASS
3018	Ferry St	Metcalf St	Reed St	Minor Arterial	417	1520	0.27	A	PASS

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Segment ID	Name	Cross Street A	Cross Street B	Roadway Classification	Volume	Capacity	V/C	LOS	LOS Pass/Fail
3019	Ferry St	Reed St	Township St	Minor Arterial	296	1520	0.19	A	PASS
3020	State St	SR 20	SR 9	Minor Arterial	918	1960	0.47	A	PASS
3021	State St	SR 9	Metcalf St	Minor Arterial	864	1520	0.57	A	PASS
3022	State St	Metcalf St	3rd St	Minor Arterial	701	1520	0.46	A	PASS
3023	State St	3rd St	Reed St	Minor Arterial	690	1520	0.45	A	PASS
3024	State St	Reed St	Township St	Minor Arterial	679	1520	0.45	A	PASS
3025	[reserved]				#N/A	#N/A	#N/A	#N/A	#N/A
3026	Township St	State St	Ferry St	Minor Arterial	494	1520	0.33	A	PASS
3027	Township St	Ferry St	Wicker Rd	Minor Arterial	574	1520	0.38	A	PASS
3028	Township St	Wicker Rd	SR 20	Minor Arterial	549	1560	0.35	A	PASS
3029	Township St (SR 9)	SR 20	McGarigle/John Liner Rd	Minor Arterial	810	1600	0.51	A	PASS
3030	Township St (SR 9)	McGarigle/John Liner	Sapp Rd	Minor Arterial	691	1560	0.44	A	PASS
3031	Township St (SR 9)	Sapp Rd	Bassett Rd	Minor Arterial	539	1480	0.36	A	PASS
3032	Township St (SR 9)	Bassett Rd	Kalloch	Minor Arterial	459	1480	0.31	A	PASS
3033	[reserved]				#N/A	#N/A	#N/A	#N/A	#N/A
3034	[reserved]				#N/A	#N/A	#N/A	#N/A	#N/A
4001	3rd St	Sterling St	Jameson St	Collector Arterial	205	1110	0.18	A	PASS
4002	3rd St	Jameson St	State St	Collector Arterial	118	1140	0.10	A	PASS
4003	Batey Rd	W Nelson St	Jameson St	Collector Arterial	262	1110	0.24	A	PASS
4004	Fruitdale Rd	River Rd	Hoehn Rd	Collector Arterial	38	1110	0.03	A	PASS
4005	Fruitdale Rd	Hoehn Rd	Minkler Rd	Collector Arterial	45	1110	0.04	A	PASS
4006	Fruitdale Rd	Minkler Rd	Wicker Rd	Collector Arterial	148	1110	0.13	A	PASS
4007	Fruitdale Rd	Wicker Rd	SR 20	Collector Arterial	143	1110	0.13	A	PASS
4008	Fruitdale Rd	SR 20	McGarigle Rd	Collector Arterial	206	1200	0.17	A	PASS
4009	Fruitdale Rd	McGarigle Rd	Thompson Dr	Collector Arterial	216	1110	0.19	A	PASS
4010	Fruitdale Rd	Thompson Dr	Kalloch	Collector Arterial	13	1110	0.01	A	PASS
4011	Jameson St	Batey Rd	3rd St	Collector Arterial	297	1080	0.28	A	PASS

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Segment ID	Name	Cross Street A	Cross Street B	Roadway Classification	Volume	Capacity	V/C	LOS	LOS Pass/Fail
4012	Jameson St	3rd St	6th St	Collector Arterial	154	1140	0.14	A	PASS
4013	Jameson St	6th St	Township St	Collector Arterial	120	1140	0.11	A	PASS
4014	Jameson St	Township St	Railroad Ave	Collector Arterial	84	1080	0.08	A	PASS
4015	John Liner Rd	Reed St	Township St (SR 9)	Collector Arterial	67	1110	0.06	A	PASS
4016	[reserved]				#N/A	#N/A	#N/A	#N/A	#N/A
4017	McGarigle Rd	Township St (SR 9)	Fruitdale Rd	Collector Arterial	203	1200	0.17	A	PASS
4018	Metcalf St	State St	Ferry St	Collector Arterial	267	1140	0.23	A	PASS
4019	Metcalf St	Ferry St	SR 20	Collector Arterial	249	1140	0.22	A	PASS
4020	Minkler Rd	State St	Fruitdale Rd	Collector Arterial	139	1110	0.13	A	PASS
4021	Nelson St	SR 9	Batey Rd	Collector Arterial	308	1110	0.28	A	PASS
4022	Railroad Ave	Jameson St	State St	Collector Arterial	215	1110	0.19	A	PASS
4023	Reed St	State St	Ferry St	Collector Arterial	18	1140	0.02	A	PASS
4024	Reed St	Ferry St	SR 20	Collector Arterial	23	1170	0.02	A	PASS
4025	Reed St	SR 20	John Liner Rd	Collector Arterial	230	1170	0.20	A	PASS
4026	Reed St	John Liner Rd	Sapp Rd	Collector Arterial	203	1170	0.17	A	PASS
4027	Rhodes Rd	SR 20	SR 9	Collector Arterial	55	1110	0.05	A	PASS
4028	[reserved]				#N/A	#N/A	#N/A	#N/A	#N/A
4029	Sapp Rd	Reed St	Township Rd (SR 9)	Collector Arterial	103	1110	0.09	A	PASS
4030	State St	Township St	Railroad Ave	Collector Arterial	214	1110	0.19	A	PASS
4031	Sterling St	3rd St	6th St	Collector Arterial	98	1110	0.09	A	PASS
4032	Sterling St	6th St	Township St	Collector Arterial	42	1110	0.04	A	PASS
4033	Township St	River Rd	Sterling St	Collector Arterial	227	1170	0.19	A	PASS
4034	Township St	Sterling St	Jameson St	Collector Arterial	265	1170	0.23	A	PASS
4035	Township St	Jameson St	State St	Collector Arterial	289	1170	0.25	A	PASS
4036	Trail Road	SR 20	Cook Rd	Collector Arterial	402	1470	0.27	A	PASS
4037	Wicker Rd	Township St	Fruitdale Rd	Collector Arterial	317	1110	0.29	A	PASS
4038	[reserved]				#N/A	#N/A	#N/A	#N/A	#N/A
5001	Jones Rd	F&S Grade Rd	Garden of Eden Rd	Local Access	154	800	0.19	A	PASS

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Segment ID	Name	Cross Street A	Cross Street B	Roadway Classification	Volume	Capacity	V/C	LOS	LOS Pass/Fail
5002	Jones Rd	Garden of Eden Rd	Sapp Rd	Local Access	35	800	0.04	A	PASS
5003	Garden of Eden Rd	F&S Grade Rd	Jones Rd	Local Access	134	800	0.17	A	PASS
5004	Garden of Eden Rd	Jones Rd	Kiens Ln (Pvt)	Local Access	213	800	0.27	A	PASS
5005	[reserved]			Local Access	#N/A	800	#N/A	#N/A	#N/A
5006	[reserved]				#N/A	#N/A	#N/A	#N/A	#N/A
5007	Bassett Rd	Eikleberry Ct (Pvt)	SR 9	Local Access	22	800	0.03	A	PASS
5008	[reserved]				#N/A	#N/A	#N/A	#N/A	#N/A
5009	[reserved]				#N/A	#N/A	#N/A	#N/A	#N/A
5010	[reserved]				#N/A	#N/A	#N/A	#N/A	#N/A
5011	[reserved]				#N/A	#N/A	#N/A	#N/A	#N/A

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APPENDIX C. 2036 INTERSECTION LEVEL OF SERVICE

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~~Update effective: May 18, 2018~~Draft: March 2021

Node ID	Intersection	2036 w/o Improvement		2036 w/Improvement	
		Delay (s/veh)	LOS	Delay (s/veh)	LOS
208	Township (SR 9) / McGarigle Rd / John Liner Rd	46.2	E	8.1	A
209	SR 9 / Kalloch Rd	12.0	B	11.4	B
210	Fruitdale Rd / Kalloch Rd	9.5	A	9.4	A
211	SR 20 / Helmick Rd	10.3	B	10.3	B
212	SR 20 / Fruitdale Rd	15.4	B	15.5	B
213	SR 20 / SR 9 (Township St)	48.3	D	38.2	D
214	SR 20 / Ball St	26.3	D	26.8	D
215	SR 20 / Central Ave	27.4	D	19.1	C
216	SR 20 / Reed St	94.6	F	19.7	C
217	SR 20 / Murdock St	27.0	D	27.2	D
218	SR 20 / Metcalf St	27.8	D	25.5	D
219	SR 20 / Patrick St	17.2	B	41.9	D
220	SR 20 / F&S Grade Rd	18.1	C	20.1	C
221	SR 20 / Cook Rd	24.9	C	32.4	C
222	Cook Rd / W Ferry St / Edward R. Murrow	10.8	B	10.9	B
223	SR 20 / W Ferry St	18.7	B	17.3	B
224	SR 20 / SR 9 (west)	15.7	B	18.0	B
225	SR 20 / State St / Trail Rd	22.7	C	21.7	C
301	SR 20 / Collins Rd	9.6	A	10.4	B
302	SR 20 / Rhodes Rd	8.7	A	11.5	B
303	Cook Rd / Trail Rd	29.8	D	9.4	A
304	John Liner Rd / Reed St	10.0	B	18.7	C
305	SR 9 / W State St	21.9	C	21.0	C
306	SR 9 / Nelson St	264.3	F	18.1	C
307	Ferry St / Metcalf St	13.4	B	11.6	B
308	W State St / Metcalf St	17.5	C	14.0	B
309	Jameson St / Third St	8.4	A	9.0	A
310	Ferry St / Reed Ave	12.1	B	11.6	B
311	W State St / Reed Ave	10.4	B	12.7	B
312	Ferry St / Township St	19.6	C	18.5	C
313	W State St / Township St	14.0	B	13.7	B
314	Jameson St / Township St	12.7	B	13.9	B
315	W State St / Railroad St	7.4	A	7.5	A
316	Railroad St / Fruitdale Rd	11.9	B	11.8	B
317	W State St / Fruitdale Rd	10.8	B	10.8	B
7099	SR 9 / Jameson	-	-	8.7	A
7095	Patrick St / Jones Rd	-	-	11.2	B
2177	SR 9 / Portobello	-	-	14.0	B

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APPENDIX D. 2036 STREET SEGMENT LEVEL OF SERVICE – WITHOUT IMPROVEMENT

Sedro Woolley Comprehensive Plan | 3-75
~~Update effective: May 18, 2018~~Draft: March 2021

Segment ID	Name	Cross Street A	Cross Street B	Volume	Capacity	V/C	LOS
2001	SR 20	Collins Rd	Rhodes Rd	1888	1980	0.95	E
2002	SR 20	Rhodes Rd	W State St	1814	1980	0.92	E
2003	SR 20	State St	SR 9	1118	1980	0.56	A
2004	SR 20	SR 9	W Ferry St	1472	2160	0.68	B
2005	SR 20	W Ferry St	Cook Rd	1077	2250	0.48	A
2006	SR 20	Cook Rd	F&S Grade Rd	1845	2340	0.79	C
2007	SR 20	F&S Grade Rd	Patrick St	1915	2340	0.82	D
2008	SR 20	Patrick St	Metcalf St	1894	2340	0.81	D
2009	SR 20	Metcalf St	Reed St	1960	2250	0.87	D
2010	SR 20	Reed St	Township St	1785	2250	0.79	C
3001	SR 20	Township St	Fruitdale Rd	1435	1920	0.75	C
3002	SR 20	Fruitdale Rd	Helmick Rd	802	2000	0.40	A
3005	SR 9	W Nelson St	W State St	1192	1920	0.62	B
3006	SR 9	W State St	SR 20	515	1920	0.27	A
3007	[reserved]			#N/A	#N/A	#N/A	#N/A
3008	[reserved]			#N/A	#N/A	#N/A	#N/A
3009	[reserved]			#N/A	#N/A	#N/A	#N/A
3010	Cook Rd	City Limit	Trail Rd	1263	2000	0.63	B
3011	Cook Rd	Trail Rd	Ferry St / Murrow St	1160	2000	0.58	A
3012	Cook Rd	Ferry St	SR 20	857	1960	0.44	A
3013	F&S Grade Rd	City Limit	Murrow St	160	1480	0.11	A
3014	F&S Grade Rd	Murrow St	SR 20	251	1560	0.16	A
3015	[reserved]			#N/A	-120	#N/A	#N/A
3016	[reserved]			#N/A	-120	#N/A	#N/A
3017	Ferry St	SR 20	Metcalf St	710	1440	0.49	A
3018	Ferry St	Metcalf St	Reed St	471	1520	0.31	A
3019	Ferry St	Reed St	Township St	355	1520	0.23	A
3020	State St	SR 20	SR 9	967	1960	0.49	A
3021	State St	SR 9	Metcalf St	915	1520	0.60	B
3022	State St	Metcalf St	3rd St	731	1520	0.48	A

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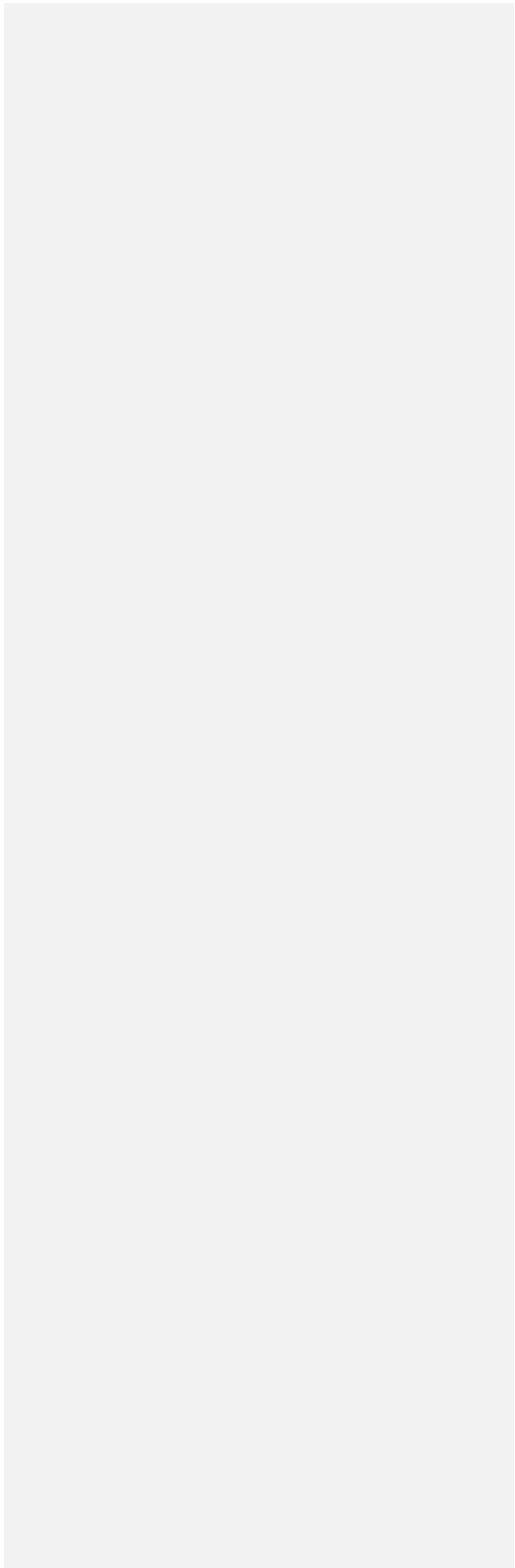
Segment ID	Name	Cross Street A	Cross Street B	Volume	Capacity	V/C	LOS
3023	State St	3rd St	Reed St	711	1520	0.47	A
3024	State St	Reed St	Township St	705	1520	0.46	A
3025	[reserved]			#N/A	#N/A	#N/A	#N/A
3026	Township St	State St	Ferry St	595	1520	0.39	A
3027	Township St	Ferry St	Wicker Rd	727	1520	0.48	A
3028	Township St	Wicker Rd	SR 20	692	1560	0.44	A
3029	Township St (SR 9)	SR 20	McGarigle/John Liner Rd	937	1600	0.59	A
3030	Township St (SR 9)	McGarigle/John Liner	Sapp Rd	870	1560	0.56	A
3031	Township St (SR 9)	Sapp Rd	Bassett Rd	685	1480	0.46	A
3032	Township St (SR 9)	Bassett Rd	Kalloch	513	1480	0.35	A
3033	[reserved]			#N/A	#N/A	#N/A	#N/A
3034	[reserved]			#N/A	#N/A	#N/A	#N/A
4001	3rd St	Sterling St	Jameson St	221	1110	0.20	A
4002	3rd St	Jameson St	State St	119	1140	0.10	A
4003	Batey Rd	W Nelson St	Jameson St	300	1110	0.27	A
4004	Fruitdale Rd	River Rd	Hoehn Rd	38	1110	0.03	A
4005	Fruitdale Rd	Hoehn Rd	Minkler Rd	45	1110	0.04	A
4006	Fruitdale Rd	Minkler Rd	Wicker Rd	187	1110	0.17	A
4007	Fruitdale Rd	Wicker Rd	SR 20	170	1110	0.15	A
4008	Fruitdale Rd	SR 20	McGarigle Rd	509	1200	0.42	A
4009	Fruitdale Rd	McGarigle Rd	Thompson Dr	487	1110	0.44	A
4010	Fruitdale Rd	Thompson Dr	Kalloch	130	1110	0.12	A
4011	Jameson St	Batey Rd	3rd St	335	1080	0.31	A
4012	Jameson St	3rd St	6th St	176	1140	0.15	A
4013	Jameson St	6th St	Township St	157	1140	0.14	A
4014	Jameson St	Township St	Railroad Ave	110	1080	0.10	A
4015	John Liner Rd	Reed St	Township St (SR 9)	77	1110	0.07	A
4016	[reserved]			#N/A	#N/A	#N/A	#N/A
4017	McGarigle Rd	Township St (SR 9)	Fruitdale Rd	237	1200	0.20	A

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Segment ID	Name	Cross Street A	Cross Street B	Volume	Capacity	V/C	LOS
4018	Metcalf St	State St	Ferry St	293	1140	0.26	A
4019	Metcalf St	Ferry St	SR 20	330	1140	0.29	A
4020	Minkler Rd	State St	Fruitdale Rd	193	1110	0.17	A
4021	Nelson St	SR 9	Batey Rd	370	1110	0.33	A
4022	Railroad Ave	Jameson St	State St	254	1110	0.23	A
4023	Reed St	State St	Ferry St	20	1140	0.02	A
4024	Reed St	Ferry St	SR 20	26	1170	0.02	A
4025	Reed St	SR 20	John Liner Rd	317	1170	0.27	A
4026	Reed St	John Liner Rd	Sapp Rd	269	1170	0.23	A
4027	Rhodes Rd	SR 20	SR 9	125	1110	0.11	A
4028	[reserved]			#N/A	#N/A	#N/A	#N/A
4029	Sapp Rd	Reed St	Township Rd (SR 9)	221	1110	0.20	A
4030	State St	Township St	Railroad Ave	229	1110	0.21	A
4031	Sterling St	3rd St	6th St	115	1110	0.10	A
4032	Sterling St	6th St	Township St	53	1110	0.05	A
4033	Township St	River Rd	Sterling St	241	1170	0.21	A
4034	Township St	Sterling St	Jameson St	292	1170	0.25	A
4035	Township St	Jameson St	State St	321	1170	0.27	A
4036	Trail Road	SR 20	Cook Rd	499	1470	0.34	A
4037	Wicker Rd	Township St	Fruitdale Rd	358	1110	0.32	A
4038	[reserved]			#N/A	#N/A	#N/A	#N/A
4039	Jones Rd	F&S Grade Rd	Garden of Eden Rd	357	800	0.45	A
4040	Jones Rd	Garden of Eden Rd	Sapp Rd	110	800	0.14	A
4041	Garden of Eden Rd	F&S Grade Rd	Jones Rd	303	800	0.38	A
4042	Garden of Eden Rd	Jones Rd	Kiens Ln (Pvt)	487	800	0.61	B
4044	[reserved]			#N/A	#N/A	#N/A	#N/A
4045	Bassett Rd	Eikleberry Ct (Pvt)	SR 9	93	800	0.12	A

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APPENDIX E. 2036 STREET SEGMENT LOS - WITH IMPROVEMENT

Segment ID	Name	Cross Street A	Cross Street B	Volume	Capacity	V/C	LOS
2001	SR 20	Collins Rd	Rhodes Rd	1920	2160	0.89	D
2002	SR 20	Rhodes Rd	W State St	1801	2160	0.83	D
2003	SR 20	State St	SR 9	1092	1980	0.55	A
2004	SR 20	SR 9	W Ferry St	1512	2160	0.70	C
2005	SR 20	W Ferry St	Cook Rd	1176	2250	0.52	A
2006	SR 20	Cook Rd	F&S Grade Rd	1920	2340	0.82	D
2007	SR 20	F&S Grade Rd	Patrick St	1949	2340	0.83	D
2008	SR 20	Patrick St	Metcalf St	1784	2340	0.76	C
2009	SR 20	Metcalf St	Reed St	1853	2250	0.82	D
2010	SR 20	Reed St	Township St	1802	2250	0.80	D
3001	SR 20	Township St	Fruitdale Rd	1429	1920	0.74	C
3002	SR 20	Fruitdale Rd	Helmick Rd	825	2000	0.41	A
3005	SR 9	W Nelson St	W State St	1212	1920	0.63	B
3006	SR 9	W State St	SR 20	558	1920	0.29	A
3007	[reserved]			#N/A	#N/A	#N/A	#N/A
3008	[reserved]			#N/A	#N/A	#N/A	#N/A
3009	[reserved]			#N/A	#N/A	#N/A	#N/A
3010	Cook Rd	City Limit	Trail Rd	1459	2000	0.73	C
3011	Cook Rd	Trail Rd	Ferry St / Murrow St	1149	2000	0.57	A
3012	Cook Rd	Ferry St	SR 20	835	1960	0.43	A
3013	F&S Grade Rd	City Limit	Murrow St	172	1480	0.12	A
3014	F&S Grade Rd	Murrow St	SR 20	112	1560	0.07	A
3015	[reserved]			#N/A	-120	#N/A	#N/A
3016	[reserved]			#N/A	-120	#N/A	#N/A
3017	Ferry St	SR 20	Metcalf St	624	1440	0.43	A
3018	Ferry St	Metcalf St	Reed St	458	1520	0.30	A
3019	Ferry St	Reed St	Township St	331	1520	0.22	A
3020	State St	SR 20	SR 9	930	1960	0.47	A

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Segment ID	Name	Cross Street A	Cross Street B	Volume	Capacity	V/C	LOS
3021	State St	SR 9	Metcalf St	852	1520	0.56	A
3022	State St	Metcalf St	3rd St	694	1520	0.46	A
3023	State St	3rd St	Reed St	690	1520	0.45	A
3024	State St	Reed St	Township St	691	1520	0.45	A
3025	[reserved]			#N/A	#N/A	#N/A	#N/A
3026	Township St	State St	Ferry St	578	1520	0.38	A
3027	Township St	Ferry St	Wicker Rd	700	1520	0.46	A
3028	Township St	Wicker Rd	SR 20	621	1560	0.40	A
3029	Township St (SR 9)	SR 20	McGarigle/John Liner Rd	831	1600	0.52	A
3030	Township St (SR 9)	McGarigle/John Liner	Sapp Rd	820	1560	0.53	A
3031	Township St (SR 9)	Sapp Rd	Bassett Rd	673	1480	0.45	A
3032	Township St (SR 9)	Bassett Rd	Kalloch	462	1480	0.31	A
3033	[reserved]			#N/A	#N/A	#N/A	#N/A
3034	[reserved]			#N/A	#N/A	#N/A	#N/A
4001	3rd St	Sterling St	Jameson St	219	1110	0.20	A
4002	3rd St	Jameson St	State St	121	1140	0.11	A
4003	Batey Rd	W Nelson St	Jameson St	35	1110	0.03	A
4004	Fruitdale Rd	River Rd	Hoehn Rd	38	1110	0.03	A
4005	Fruitdale Rd	Hoehn Rd	Minkler Rd	46	1110	0.04	A
4006	Fruitdale Rd	Minkler Rd	Wicker Rd	178	1110	0.16	A
4007	Fruitdale Rd	Wicker Rd	SR 20	172	1110	0.15	A
4008	Fruitdale Rd	SR 20	McGarigle Rd	560	1200	0.47	A
4009	Fruitdale Rd	McGarigle Rd	Thompson Dr	518	1110	0.47	A
4010	Fruitdale Rd	Thompson Dr	Kalloch	76	1110	0.07	A
4011	Jameson St	Batey Rd	3rd St	354	1080	0.33	A
4012	Jameson St	3rd St	6th St	198	1140	0.17	A

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Segment ID	Name	Cross Street A	Cross Street B	Volume	Capacity	V/C	LOS
4013	Jameson St	6th St	Township St	151	1140	0.13	A
4014	Jameson St	Township St	Railroad Ave	97	1080	0.09	A
4015	John Liner Rd	Reed St	Township St (SR 9)	284	1110	0.26	A
4016	[reserved]			#N/A	#N/A	#N/A	#N/A
4017	McGarigle Rd	Township St (SR 9)	Fruitdale Rd	220	1200	0.18	A
4018	Metcalf St	State St	Ferry St	281	1140	0.25	A
4019	Metcalf St	Ferry St	SR 20	294	1140	0.26	A
4020	Minkler Rd	State St	Fruitdale Rd	167	1110	0.15	A
4021	Nelson St	SR 9	Batey Rd	107	1110	0.10	A
4022	Railroad Ave	Jameson St	State St	217	1110	0.20	A
4023	Reed St	State St	Ferry St	30	1140	0.03	A
4024	Reed St	Ferry St	SR 20	36	1170	0.03	A
4025	Reed St	SR 20	John Liner Rd	123	1170	0.11	A
4026	Reed St	John Liner Rd	Sapp Rd	288	1170	0.25	A
4027	Rhodes Rd	SR 20	SR 9	206	1110	0.19	A
4028	[reserved]			#N/A	#N/A	#N/A	#N/A
4029	Sapp Rd	Reed St	Township Rd (SR 9)	174	1110	0.16	A
4030	State St	Township St	Railroad Ave	240	1110	0.22	A
4031	Sterling St	3rd St	6th St	112	1110	0.10	A
4032	Sterling St	6th St	Township St	53	1110	0.05	A
4033	Township St	River Rd	Sterling St	241	1170	0.21	A
4034	Township St	Sterling St	Jameson St	292	1170	0.25	A
4035	Township St	Jameson St	State St	326	1170	0.28	A
4036	Trail Road	SR 20	Cook Rd	521	1470	0.35	A
4037	Wicker Rd	Township St	Fruitdale Rd	353	1110	0.32	A
4038	[reserved]			#N/A	#N/A	#N/A	#N/A
4039	Jones Rd	F&S Grade Rd	Garden of Eden Rd	105	1110	0.09	A
4040	Jones Rd	Garden of Eden Rd	Sapp Rd	156	1110	0.14	A

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Segment ID	Name	Cross Street A	Cross Street B	Volume	Capacity	V/C	LOS
4041	Garden of Eden Rd	F&S Grade Rd	Jones Rd	64	800	0.08	A
4042	Garden of Eden Rd	Jones Rd	Kiens Ln (Pvt)	535	800	0.67	B
4044	[reserved]			#N/A	#N/A	#N/A	#N/A
4045	Bassett Rd	Eikleberry Ct (Pvt)	SR 9	77	800	0.10	A

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Exhibit B

To Ordinance No. 2014-22

Amendments to the Capital Facilities Element of the Sedro-Woolley Comprehensive Plan

The Sedro-Woolley School District #101 Capital Facilities Plan 2014 currently included as Appendix E to the Sedro-Woolley Capital Facilities Element is replaced in entirety by the updated 2022 School District CFP shown herein

Chapter 7

CAPITAL FACILITIES ELEMENT

7.04	Introduction {No changes included in this Draft}
7.08	Sewers/Sanitary Capital Facilities {No changes}
7.12	Schools {No changes}
7.14	Library {No changes}
7.16	Fire Protection {No changes}
7.20	Police Protection {No changes}
7.24	Storm Water Management
7.28	Solid Waste Management {No changes}
7.32	Capital Facilities Financing
7.36	Capital Facilities Goals and Policies
Appendix A	Sedro-Woolley Fire Department {No changes}
Appendix B	Fire Equipment Replacement Schedule {No changes}
Appendix C	Police Staff Estimates and Capital Outlay Costs {No changes}
Appendix D	Police Mitigation Fee Analysis and Proposal {No changes}
Appendix E	Sedro-Woolley School District #101 Capital Facilities Plan {Replace 2014 School CFP with 2022 School CFP}

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7.24

STORM WATER MANAGEMENT

EXISTING FACILITIES

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

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

Pipelines, Culverts and Ditches

Currently the City's MS4 consists of Ppipelines of various sizes ranging from eight inches to forty-eight inches in diameter and totaling 199,840~~216,800~~ lineal feet, culverts totaling 7,464~~7,525~~ lineal feet and open ditches totaling 58,835~~35,840~~ lineal feet convey stormwater to nine~~21~~ connection points to discharge points to public~~or private systems or to Skagit County drainage, 21~~ infiltration facilities and 26-20 outfall points to receiving waters including Brickyard Creek, Willard Creek, Hansen Creek and the Skagit River. The system includes 1,920~~2,144~~ catch basins, 14-18 control

structures, eight-two drywells, one-two oil-water separators and two pump stations. Pipelines include gravity lines and force mains (pressure pipes). The city's primary responsibility is for the main storm sewers, culverts and ditches in streets and other rights-of-way, as well as for systems serving municipal properties. Private systems discharging to the MS4 are the responsibility of the property owners from the point of discharge to the MS4.

Pump Stations

Pump stations are required when natural topography does not allow for gravity flow to the point of discharge to the gravity system. A pump station receives flow from one area by gravity and pumps that flow over a topographic ridge to continue to the gravity system and ultimately to the outfall. Sedro-Woolley currently owns and maintains 2 stormwater pump stations. There are 7-8 privately owned and maintained stormwater pump stations within the city.

Stormwater Detention and Treatment Facilities

The MS4 includes 24-26 municipal facilities, including 13-9 Stormwater Detention and Treatment ponds, 2-1 Raingardens, 2 pump stations, 4-12 Underground Storage/detention/infiltration systems, 1 Ecology Embankment, and 1 Rainstore system. Within Tthe city also monitors maintenance of there are currently 95-72 private facilities consisting of Stormwater Detention and Treatment Ponds, Raingardens, Bioretention, and Underground Storage/Detention/Infiltration Systems. Inventory of the private systems is under way but not complete as of 2014.

To date, all known private systems have been inventoried and mapped. New systems are inventoried and mapped as they are completed.

Brickyard Creek

Brickyard Creek is a 24,500 lineal foot combination of natural and man-made streambed classified as waters of the state and fish-bearing stream. This water body was formerly maintained by the Skagit County run Sedro-Woolley Sub-Flood Control Dis-

trict, and is the discharge point for approximately 40% of the city's drainage. 95% of Brickyard Creek lies within the city limits, and the remaining portion is in the UGA. Responsibility for Brickyard Creek was assumed by the city in January 2012. The city maintains the remaining 5% of the Creek under an Interlocal agreement with Skagit County.

Flooding

Portions of the city are subject to periodic localized flooding, mainly due to backwater conditions on Brickyard Creek created during peak stormwater events. Certain locations on the Creek, including the North Reed/Brickyard Meadows intersection, portions of Lucas Drive, Independence Boulevard, and the Golf Course, experience short term surcharging during rainfall events greater than a 10-year event (2.6 inches in 24 hours). A 2013 study completed of the SR20 Stormwater Conveyance System identified two undersized culverts on Brickyard Creek between Holtcamp Road outfall and Hodgin Road as contributing factors. Regular maintenance of the creek channel over the past few years has mitigated this condition somewhat. The older portion of the city south of SR20 does not have significant flooding issues. The ongoing General Investigation study being completed under the auspices of the Corps of Engineers will need to be monitored carefully as some alternates for mitigation of Skagit River flooding may impact the 100 year flood level within the lower portion of the city, as well as threatening the Wastewater Treatment Facility.

PROJECTED NEED

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

Stormwater Management Plan

The 1997 Stormwater Management Plan identified deficiencies in the MS4 system at the time the report was prepared, and included a project list to address these deficiencies, as well as ongoing maintenance issues. The recommendations of the plan were largely unmet in subsequent years. Update of the plan is needed to reassess previously identified deficiencies, and to address significant development that has occurred in the past ~~18-25~~ years.

Water Quality

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

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

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

The city formed a Stormwater Utility in 2008 to provide a regular source of funding for ongoing maintenance and for correction of deficiencies. The initial rate set for the utility was insufficient to deal

with deficiencies identified in the 1997 Plan, but did allow for initial steps to address water quality requirements of the NPDES Permit. The Public Works Department has dedicated Operations staff to maintenance, performance and documentation of maintenance activities, and has tracked and reported progress as required by the Permit. A rate increase effective January 1, 2015 is projected to bring maintenance funding up to the level required by the NPDES Permit, but still does not address deficiencies in the system. Funding for the correction of deficiencies is an ongoing discussion item, and will be addressed in the Stormwater Plan update.

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

PERCENT OF CAPACITY LOS FOR STORM WATER SYSTEM

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

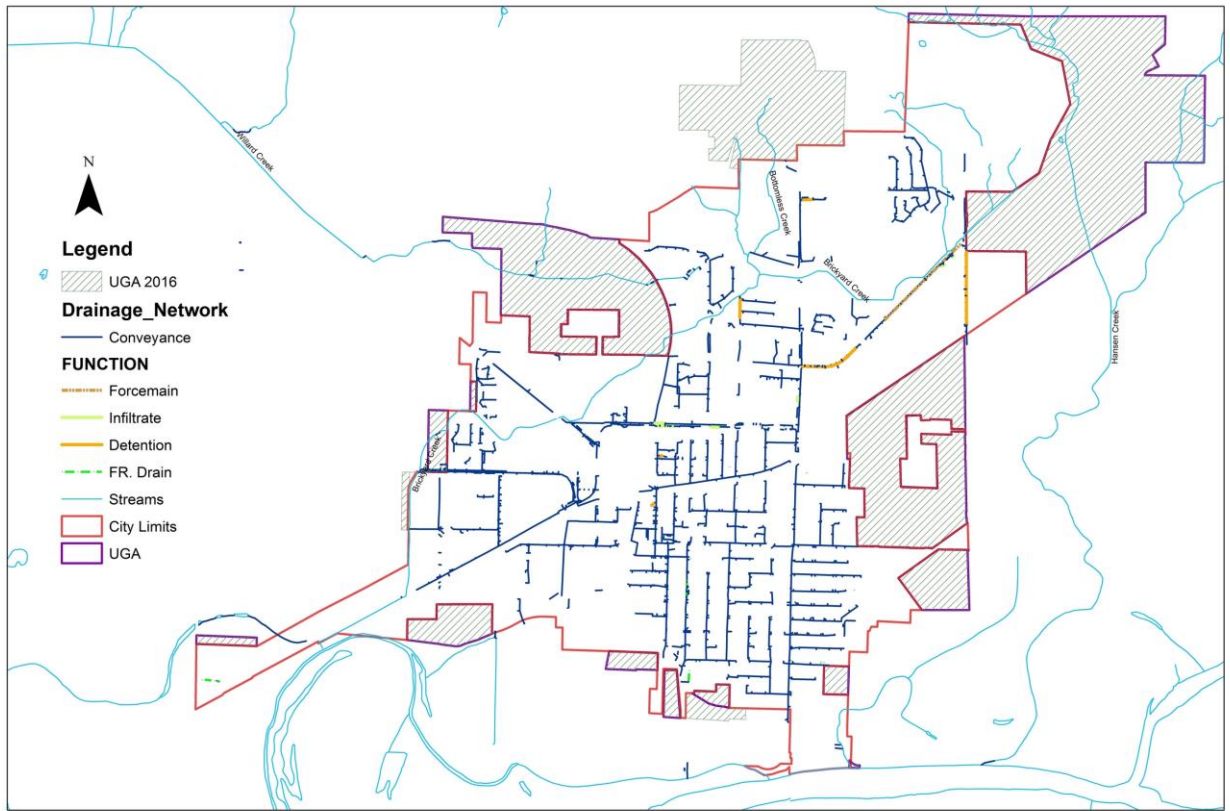
CONDITION LOS FOR THE STORM WATER SYSTEM

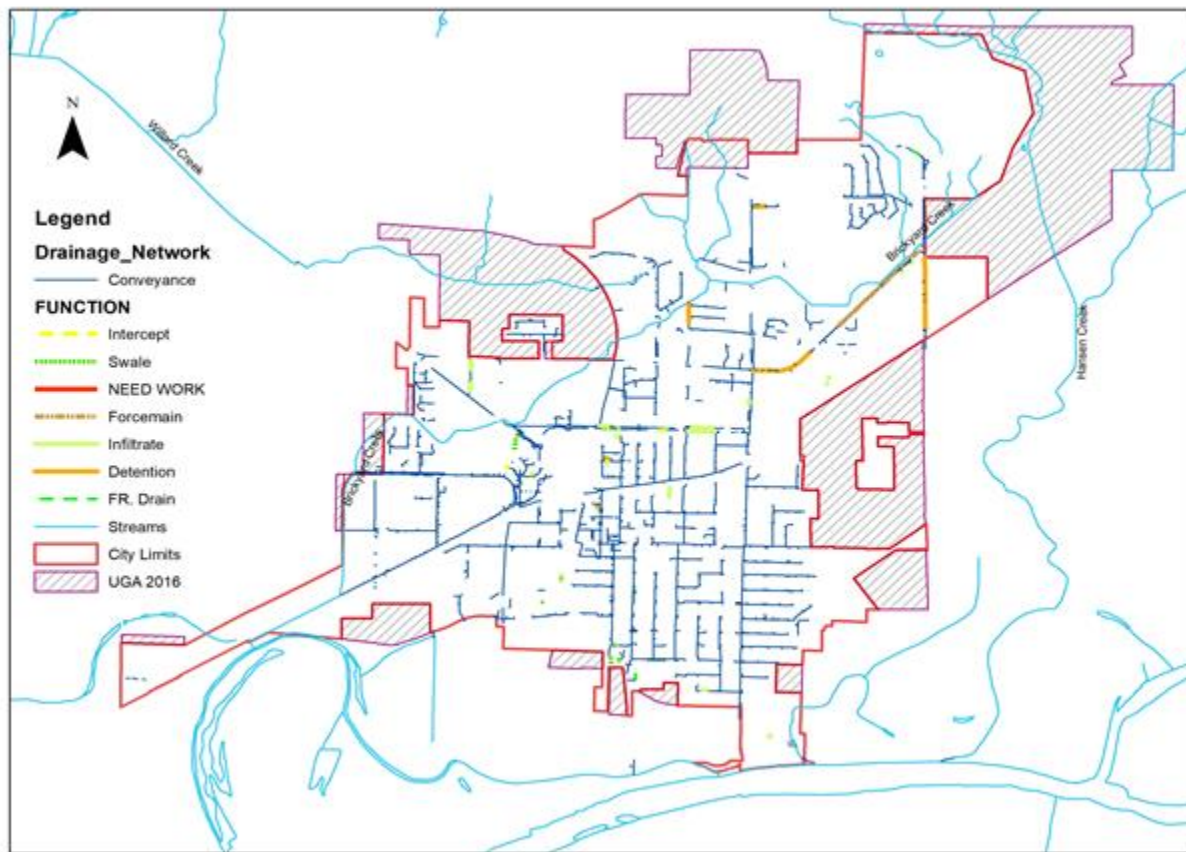
SYSTEM ELEMENT	1*	2*	3*	4*	5*
Pipelines	Immediate	<3	>3,<6	>6,<20	>20
Pump Station	Immediate	<3	>3,<6	>6,<20	>20

* Years until the improvements are needed

**Figure CF-3
Stormwater System**

~~Figure CF-3
Stormwater System~~





Control inspections beginning in 2023-.

PROJECTED DEMAND

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

Within the existing city limits, the storm water system will be upgraded through an improvement program that takes into consideration demands for residential, commercial and industrial storm water

disposal systems. For instance, under the preferred alternative, residential infilling and increased residential densities will be encouraged. Similarly, there will be new locations for industrial and commercial activity. Under the benchmark, growth and development would follow previous patterns. Design of the new storm water collection system will take these land use changes into account.

PROJECT COSTS

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

1. Development of a public education component to make people aware of how their actions affect water quality and to allow the public to participate in the planning process;
2. Participation in the Ecology program to determine Total Daily Maximum Loadings (TMDL) for the Skagit River and tributaries within the MS4. This process will eventually result in specific water quality limitations and allow for design of measures beyond existing permit requirements to address them if required;
3. Development of the stormwater utility, providing ongoing revenue for management and maintenance operations;
4. Updated Sedro-Woolley Municipal Code Chapter 13.36 Stormwater Management and Chapter 13.40 Stormwater Maintenance to comply with the NPDES Phase II Permit.
5. ~~Completed~~-Developed Geographic Information System (GIS) mapping of the existing

city stormwater system and private systems discharging to the city system.

5. Developed of file systems and procedures for stormwater management and maintenance activities, including public and private systems.
6. Enhanced the existing Stormwater Maintenance program utilizing the Public Works Operations Department staff to inspect and clean catch basins, pipelines, culverts and ditches and to maintain detention/treatment systems and pump stations, along with regular street sweeping. Purchased new Vector truck (2009) and Street Sweeper (2013) to support maintenance operations.
7. Developed a stormwater vector waste disposal system for treatment and disposal of vector waste from catch basins, and upgraded the existing street sweeping handling and disposal according to state requirements.

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

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

1. Meeting increasing Permit requirements such as implementation of Low Impact Development requirements for public and private facility construction, implementation of the new Source Control program, and

implementing projects identified in the SMAP.

2. Funding identified system deficiencies as identified in the 1997 Plan, and additional deficiencies identified since that time.

Deficiency Projects

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

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

The 2013 SR20 Stormwater Conveyance System study completed in conjunction with the SR20/Cook Road Realignment and Extension Project identified \$700,000 in improvements to the piping system between the Brickyard Creek outfall and SR9 South, and within Brickyard Creek itself between the outfall and the Holtcamp Road crossing that will need to be addressed within the next 5

years due to permitting requirements related to the SR20/Cook Road project. The January 5, 2015 25-year storm event corroborated the need for these upgrades. Approximately 1,910 lineal feet of the system from Hodgin Road to SR9 South is planned for upgrade in 2016 as part of the SR20/Cascade Trail West Extension Project Phases 1A and 1B. This will leave 984 lineal feet of the SR20 system west of Hodgin Road for future upgrade, at a cost of \$300,000. In 2017 2,170 LF of the storm system was upgraded with larger diameter pipe and new structures at a cost of \$855,000 (PH 1A & 1B). In 2020, as part of the SR20 widening project, the last 250 LF to the outfall point at Brickyard Creek was piped and a check valve installed to prevent fish from getting into the storm system from the creek. Cost for this last phase was \$85,000.

GOALS AND OBJECTIVES

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

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

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

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

Goal ST2.0: Annual reassessment of Utility revenue.

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

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

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

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

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

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

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

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

Goal ST5.0: Fund and ~~construct remaining main-~~tain SR20 Conveyance System Improvements.

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

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

~~Policy ST5.3: Construct project by 2020.~~

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CAPITAL FACILITIES FINANCING

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

REVENUE SOURCES

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

There are two types of revenue sources for capital facilities:

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

These revenue sources are discussed below.

Multi-Use Revenue

Property Tax

Property tax levies are most often used by local governments for operating and maintenance costs. They are not commonly used for capital improvements. Under State law, local governments are prohibited from raising the property tax levy more than

one percent per year. Property tax received by the city of Sedro-Woolley has by policy, been allocated to pay for costs incurred for parks, cemetery, street, library and general fund expenditures.

Long-Term Bond Indebtedness

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

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

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

General Obligation Bonds are those which offer the greatest variety of uses. There are two types of General Obligation (GO) bonds: voter-approved and councilmanic. Voter-approved bonds increase the property tax rate, with increased revenues dedicated to paying principal and interest on the bonds. Local governments are authorized in “excess levies” to repay voter-approved bonds. Excess levies are increased in the regular property tax levy above statutory limits. Approval requires a sixty (60) percent majority vote in favor and a turn-out of at least

forty (40) percent of the voters from the preceding general election. Councilmanic bonds are authorized by a jurisdiction’s legislative body without the need for voter approval. Principal and interest payments for councilmanic bonds comes from general government revenues, without a corresponding increase in property taxes. Therefore, this method of bond approval does not utilize a dedicated funding source for repaying the bondholders. Lease-purchase arrangements are also authorized by vote of the legislative body and do not require voter approval.

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

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

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

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

Real Estate Excise Tax

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

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

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

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

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

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

Business and Occupation Tax

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

Local Option Sales Tax

Local governments may collect a tax on retail sales of up to 1.1 percent, of which 0.1 percent may

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

Utility Tax

RCW 35A.52 authorizes cities to collect a tax on gross receipts of electrical, gas, garbage, telephone, cable television, water, sanitary sewer, and storm water management providers. State law limits the utility tax to six percent of the total receipts for cable television, electricity, gas, steam, and telephone, unless a majority of the voters approved a higher rate. There are no restrictions on the tax rates for sewer, water, solid waste, and stormwater. Revenue can be used for capital facilities acquisition, construction and maintenance. In Sedro-Woolley, a tax is collected on cable television, natural gas, telephone and electricity. No utility tax is collected on sanitation, sewer and water.

Community Development Block Grants

Approximately \$8.5 million in Community Development Block Grant (CDBG) funding is available annually state-wide through the federal Department of Housing and Urban Development for public facilities, economic development, and housing projects which benefit low-and-moderate income households. Funds may not be used for maintenance and operations. Because the amount of CDBG funding varies substantially from year to year, it is not possible to reliably forecast revenue from these grant sources.

Community Economic Revitalization Board Grant (CERE)

The State Department of Trade and Economic Development provides low-interest loans, and occasionally grants, to finance sewer, water, access roads, bridges, and other facilities for specific private sector development. Funding is available only for projects which support specific private developments or expansion which promotes the trading

of goods and services outside the state. The average requirement is to create one job per three thousand dollars (\$3,000.00) of CERE financing. The city has not utilized this funding source. It is not possible to forecast revenues from CERE loans or grants.

Public Works Trust Fund Grants (PWTF)

The State Department of Community Development provides low-interest loans for capital facilities planning, emergency planning, and construction of bridges, roads, domestic water, sanitary sewer, and storm sewer. Applicants must have a capital facilities plan in place and must be levying the original 0.25 percent real estate sales tax (see previous real estate excise tax discussion). Construction and emergency planning projects must be for reconstruction of existing capital facilities only. Capital improvements planning projects are limited to planning for streets and utilities. Loans for construction projects require a local match generated only from local revenues or state-shared entitlement (gas tax) revenues. The required local match is ten (10) percent of a three percent loan, twenty (20) percent for a two percent loan, and thirty (30) percent for a one percent loan. Emergency planning loans are at a five percent interest rate. If state or federal disaster funds are received, they must be applied to the loan for the life of the project (twenty (20) years). Capital improvement planning loans are at least 0 percent interest, but require a twenty-five (25) percent local match. The city has applied for these funds for a sewer system design study and was awarded a loan. Future PWTF funding cannot be reliably forecasted.

Farmer Home Administration Community Facilities Program

Farmers Home Administration provides loans to develop community facilities for public use in rural areas and towns of not more than twenty thousand (20,000) people. Facilities eligible for loan assistance include fire stations, police stations, community buildings, libraries, and utilities. It is not possible to forecast revenues from this program.

Single-Purpose Revenue Sources

Cultural Arts, Stadium/Convention Facilities

Special Purpose Districts

RCW 67.38.130 authorizes cultural arts, stadiums/convention special purpose districts with independent taxing authority to finance capital facilities. The District requires a majority voter approval for formation, and has a funding limit of 0.25 cents per one thousand dollars (\$1,000.00) of assessed valuation. Typically, such a special-purpose district would serve a larger geographical area than the single city. Revenue would be based on the tax base of the area within the special service district.

Police, Fire Protection and Emergency Medical Services

EMS Levy

The state authorizes a fifty cents (\$0.50) per one thousand dollars (\$1,000.00) AV property tax levy which may be enacted by fire and hospital districts, cities and towns, and counties. This levy is voluntary in cities and fire districts. Skagit County has enacted an EMS levy.

Fire Districts

Fire District #8 surrounds the city of Sedro-Woolley from which a fire district tax levy is collected. This revenue is used for operating and maintenance costs. Sedro-Woolley has entered into an interlocal agreement with District 8. Sedro-Woolley annually updates the amount it charges to District 8 for services rendered under the interlocal agreement.

Fire Impact Fees

RCW 82.02.050-090 authorizes a charge (impact fee) to be paid by new development for its "fair share" of the cost of fire protection and emergency medical facilities required to serve the development. Impact fees must be used for capital facilities necessitated by growth, and not to correct existing

deficiencies in levels of service. Impact fees cannot be used for operating expenses. Sedro-Woolley collects impact fees on all new development. These fees will supersede any fees collected under SEPA.

A fire impact fee for the city of Sedro-Woolley can be generated by multiplying the current level of service by the cost of the capital facilities to determine the cost per capita, then multiplying that figure by the number of persons per dwelling unit to determine the cost per dwelling unit. Commercial fire impact fees are calculated with a formula using Equivalent Residential Units (ERUs) based on square footage.

Police Impact Fees

State law authorizes a charge (impact fee) to be paid by new development for its “fair share” of the cost of police facilities required to serve the development. Impact fees must be used for capital facilities necessitated by growth, and not to correct existing deficiencies in levels of service. Impact fees cannot be used for operating expenses. Sedro-Woolley has collected voluntary police impact fees for projects undergoing SEPA review. Police impact fees cannot be collected under GMA, so following adoption of the comprehensive plan, Sedro-Woolley will continue to collect voluntary police impact fees on all new development only if a SEPA review is required.

The primary costs associated with providing police protection to new projects are those costs required to provide protection for the two year period from the start of the construction until tax revenues from the improved project reach the General Fund.

To calculate the impact of new development on police protection, the city has determined that in 1990, each call for police service costs the city an average of one hundred eighteen dollars (\$118.00). It also determined that each residential unit generated an average of .86 calls for service and commercial development generated calls for police service at an average rate of .002 calls per square foot of

commercial space. Therefore the costs of providing police service to new development during the two-year lag-time between application filing and tax revenues for the improved project reaching the Sedro-Woolley General Fund is calculated by multiplying the number of residential units times .86 times one hundred eighteen dollars (\$118.00) times two years two hundred two dollars ninety-six cents (\$202.96) for residential development and by multiplying the square footage times .002 times one hundred eighteen dollars (\$118.00) times two years (\$0.472 times square footage) for commercial development.

Parks and Recreation

Open Space and Park Facility General Obligation Bonds

See General Obligation Bonds (under Multi-Use Revenue, above) for general discussion of the purpose, requirements, and decision basis for GO bonds. The total amount of local government debt which may be committed to open space and park facilities is 2.5 percent. Sedro-Woolley currently does not have any open space and park facility general obligation debt.

Park Districts

State law authorizes metropolitan parks districts and park and recreation districts, each with independent taxing authority.

Parks and Recreation Service Areas (PRSA)

RCW 36.68.400 authorizes parks and recreation service areas as junior taxing districts for the purpose of financing the acquisition, construction, improvement, maintenance, or operation of any park, senior citizen activity center, zoo, aquarium or recreational facility. The maximum levy limit is 0.15, or 0.15 per one thousand dollars (\$1,000.00) AV. A PRSA can generate revenue from either the regular or excess property tax levies and through general obligation bonds, subject to voter approval. Revenue may be used for capital facilities maintenance

and operations. Voters approve formation of a PRSA, and subsequently approve an excess levy for the purpose of constructing facilities.

User Fees and Program Fees

These fees are charged for using park facilities (such as field reservation fees) or participating in recreational programs (such as arts and crafts registration fees).

Park Impact Fees

RCW 82.02.050-090 authorizes local government to enact impact fees to be paid by new development for its “fair share” of system improvements costs of parks and recreation facilities necessary to serve the development. Impact fees must be used for capital facilities necessitated by growth, and not to correct existing deficiencies in levels of service. Impact fees cannot be used for operating expenses. Sedro-Woolley currently utilizes a park impact (mitigation) program. A complete description of that program and the specific fees is in the Parks and Recreation Element of the Comprehensive Plan.

State Parks and Recreation Commission Grants

These grants are for parks, capital facilities acquisition, and construction, and require a fifty (50) percent local match. Sedro-Woolley currently has no state parks and recreational commission grants. It is not possible to reliably forecast the amount of revenue the city would receive over twenty (20) years from this source.

Aquatic Land Enhancement Access

This grant program is administered by the Department of Natural Resources. ALEA funds are limited to water dependent public access/recreation projects or on-site interpretive projects. Twenty-five (25) percent local match is required. It is not possible to forecast revenues from ALEA grants. The city may apply for grants for future improvements or additions to Riverfront Park.

Outdoor Recreation Grant-in-Aid Funding

The Interagency Committee for Outdoor Recreation (IAC) provides grant-in-aid funding for the acquisition, development and renovation of outdoor recreation facilities. Park and boating program grants require a fifty (50) percent match. It is not possible to forecast revenues from IAC grants-in-aid funding sources.

Roads, Bridges, and Mass Transit

Motor Vehicle Excise Tax

RCW 82.36 authorizes this tax, which is administered by the State Department of Licensing and paid by gasoline distributors. Cities and counties receive 11.53 percent, respectively, of motor vehicle fuel tax receipts. Revenues must be spent for “highway purposes” including the construction, maintenance, and operation of city streets, county roads, and highways.

Local Option Fuel Tax

RCW 82.80 authorizes this county-wide local option tax to ten (10) percent of the state-wide motor vehicle fuel tax and a special fuel tax of 2.3 cents per gallon. Revenues are distributed back to the county and its cities on a per capita basis (1.5 for population in unincorporated areas and 1.0 for population in incorporated areas). Revenues must be spent for “highway purposes.”

Commercial Parking Tax

RCW 82.80 authorizes a tax for commercial parking businesses, but does not set rates. Revenues must be spent for “general transportation purposes” including highway purposes, public transportation, high-capacity transportation, transportation planning and design, and other transportation-related activities. Sedro-Woolley does not have a commercial parking tax at this time, nor are any commercial parking businesses anticipated in Sedro-Woolley in the foreseeable future.

Transportation Benefit District

RCW 35.21.225 authorizes cities to create transportation districts with independent taxing authority for the purposes of acquiring, constructing, improving, providing, and funding any city street, county road, or state highway improvement within the district. Special district's tax base is used to finance capital facilities. The district may generate revenue through property tax excess levies, general obligation bonds (including councilmanic bonds), local improvement districts, and development fees (see related discussions for background on each of these). Voter approval is required for bonds and excess property tax levies. Council approval is required for councilmanic bonds, special assessments, and development fees.

Transportation improvements funded with district revenues must be consistent with state, regional and local transportation plans; necessitated by existing or reasonable foreseeable congestion levels attributable to economic growth; and partially funded by local government or private developer contributions, or a combination of such contributions. To date, no jurisdiction in the state has formed a transportation benefit district. A transportation benefit district would address specific transportation projects reducing congestion caused by economic development. The City initiated a Transportation Benefit District in 2014.

Road Impact Fees

RCW 82.02.050-090 authorizes cities and counties to exact road impact fees from new development for its "fair share" of the system improvement costs of roads necessary to serve the development. Impact fees must be used for capital facilities necessitated by growth and not to correct existing deficiencies in current level of service. Impact fees cannot be used for operating expenses. Under the GMA, the city of Sedro-Woolley adopted road impact fees per residential unit with a credited commercial rate.

Local Option Vehicle License Fee

RCW 82.80 authorizes a county-wide local option fee of up to fifteen dollars (\$15.00) maximum annually per vehicle registered in the county, subject to the January 1, 2000 "sunset." Revenues are distributed back to the county and cities within the county levying the tax on a weighed per capita basis (1.5 for the population in unincorporated areas and 1.0 for population in incorporated areas). Revenues must be spent for "general transportation purposes." This fee is currently being used in Skagit County. Sedro-Woolley's receives an allocation of this fee.

Street Utility Charge

RCW 35.95.040 authorizes cities to charge for city street utilities to maintain, operate, and preserve city streets. Facilities which may be included in a street utility include street lighting, traffic control devices, sidewalks, curbs, gutters, parking facilities, and drainage facilities. Businesses and households may be charged a fee of up to fifty (50) percent of the actual cost of construction, maintenance, and operations, while cities provide the remaining fifty (50) percent. The fee charged to businesses is based on the number of employees and may not exceed two dollars (\$2.00) per full-time employee per month. Owners or occupants of residential properties are charged a fee per household which may not exceed two dollars (\$2.00) per month. The city does not currently have a street utility.

National Highway Systems Grants

The Washington State Department of Transportation (WSDOT) awards grants for construction and improvement of the National Highway System (NHS). In order to be eligible, projects must be a component of the NHS and be on the regional Transportation Improvement Program (TIP). It is to include all interstate routes, a large percentage of urban and rural principal arterials, defense strategic highway networks, and strategic highway connectors. Funds are available on a 86.5 percent federal, 13.5 percent local match based on the highest ranking projects from the regional TIP list. Sedro-Woolley does currently have eligible projects. It is

not possible to forecast how much, if any, revenue the city would receive from this source.

Surface Transportation Program (STP) Grants

Puget Sound Regional Council provides grants for road construction, transit, capital projects, bridge projects, transportation planning, and research and development. Projects must be on the regional TIP list and must be for roads with higher functional classifications than local or rural minor collectors. Funds are available on a 86.5 percent federal/13.5 percent local match based on highest ranking projects from the regional TIP list. Awarded values are based on eligible projects in the city's six-year Transportation Improvement Program. Actual revenue will be less if the city does not receive grants for all projects for which funding is sought.

Federal Aid Bridge Replacement Program Grants

WSDOT provides grants on a state-wide priority basis for the replacement of structural deficient or functionally obsolete bridges. Funding is awarded on eighty (80) percent federal/twenty (20) percent local match.

Federal Aid Emergency Relief Grants

WSDOT provides funding for restoration of roads and bridges on the federal aid system which are damaged by natural disasters or catastrophic failures. Funds are available on an eighty-three (83) percent federal/seventeen (17) percent local matching basis. Sedro-Woolley does not qualify for natural disaster relief at this time. Because emergencies cannot be predicted, it is not possible to forecast revenues from this source.

Urban Arterial Trust Account Grants (UATA)

The Washington State Transportation Improvement Board (TIB) provides funding for projects to alleviate and prevent traffic congestion. In order to be eligible, roads should be structurally deficient, congested by traffic, and have geometric deficiencies, or a high incidence of accidents. Funds are

awarded on an eighty (80) percent federal/twenty (20) percent local matching basis.

Transportation Improvement Account Grants (TIA)

The State TIB provides funding for projects to alleviate and prevent traffic congestion caused by economic development or growth. Eligible projects should be multi-agency, multi-modal, congestion and economic development-related, and partially funded locally. Funds are available on an eighty (80) percent federal/twenty (20) percent local matching basis.

Sanitary Sewer

Sewer District

No sewer districts presently serve the planning area.

User Fees

The state authorizes cities, counties, and special purpose utility districts to collect fees from wastewater generators. Fees may be based on the amount of potable water consumed, or may be flat fees. Revenues may be used for capital facilities or operating and maintenance costs. Three million two hundred-twenty-five thousand dollars (\$3,225,000.00) was budgeted in Sedro-Woolley in 2015 from this source, all of which is for operating and maintenance costs.

System Development Charges/Connection Fees

The state authorizes a fee to connect to a sanitary sewer system based on capital costs of serving the new connection. For 2015, sixty-six thousand eight hundred fifty dollars (\$66,850.00) was budgeted from this revenue source in Sedro-Woolley, all of which is to be expended on improvements in the city's wastewater treatment system.

Centennial Clean Water Fund

The Department of Ecology (DOE) issues grants and loans for the design, acquisition, construction, and improvement of water pollution control facili-

ties and related activities to meet state and federal requirements to protect water quality. State grants and loans are available based on a twenty-five (25) percent to fifty (50) percent local matching share range. Future funding cannot be reliably forecast.

State Revolving Fund Loans

DOE administers low-interest guarantees for water pollution control projects. Applicants must demonstrate water quality need, have a facility plan for water quality treatment, show ability to repay a loan through a dedicated source of funding, and conform to other state and federal requirements. Fund must be used for construction of water pollution control facilities (wastewater treatment plants, stormwater treatment facilities, etc). Revenues from this source are not forecast.

Solid Waste

Department of Ecology Grants

The state awards grants to local government for a variety of programs related to solid waste, including a remedial action grant to assist with local hazardous waste sites, moderate risk/hazardous waste implementation grants, and waste composting grants. It is not possible to forecast revenue from this source.

Flood Control

Flood Control Special Purpose Districts

RCW 86.15.160 authorizes flood control special purpose districts with independent taxing authority (up to a fifty cents (\$0.50) cents property tax levy limit without voter approval) to finance flood control capital facilities. In addition, the district can, with voter approval, use an excess levy to pay for general obligation debt. Sedro-Woolley does not have a flood control special purpose district.

CAPITAL FACILITIES PROJECTS AND FUNDING SOURCES

Category/ Projects	Sanitary Sewer Capital Projects	School District Capital Projects	Fire Department Capital Projects	Police Department Capital Projects	Storm Water Capital Projects	Solid Waste Capital Projects	Parks Department Capital Projects
Property tax revenue	X		X	X	X	X	X
Sales tax	X		X	X	X	X	X
Motor vehicle excise tax			X	X			
Real estate excise tax revenue	X				X		X
User fees	X				X	X	X
Utility taxes and fees	X				X		
School/city bonds & levies	X	X	X	X	X	X	X
State and federal loans and grants	X			X	X	X	X
State matching funds (school)		X					
LID & ULID assessments	X				X		
Connection fees	X						
Impact fee revenue		X	X	X			X
Interest income	X		X	X	X	X	X
Transfers from city sources	X		X	X	X	X	X
Donations			X				X

Stormwater Management

Storm Drain Utility Fee

The state authorizes cities and counties to charge a fee to support storm drain capital improvements. This fee is usually a flat rate per residential equivalency. Residential equivalencies are based on average amounts of impervious surface. Commercial property is commonly assessed a rate based on a fixed number of residential equivalencies. Sedro-Woolley has a stormwater utility. Residential is billed per unit. Non-residential is billed per 10,000 square feet of land. For 2015, \$365,000 was budgeted from this source for improvements to the city's stormwater infrastructure.

Storm Drainage Payment in Lieu of Assessment

In accordance with state law, the city could authorize storm drainage charges in lieu of assessments. The city does not currently collect a storm drainage facility charge per acre upon issuance of a building permit. Revenues from this charge could be deposited in a special storm drainage reserve fund. Revenues from this fund could be used for capital improvements.

PROJECTS AND FUNDING SOURCES

The preceding table identifies the source of funds that will pay for the capital facilities (sanitary sewer, schools, fire, police, storm water, and solid waste) improvement projects. A table outlining road projects and funding sources is located in the transportation element of this plan.

CAPITAL FACILITIES GOALS AND POLICIES

Goal CF1: Develop City facilities and services in a manner that directs and controls land use patterns and intensities consistent with the Land Use Element.

Policy CF1.1: The city of Sedro-Woolley shall allow only “concurrent development” to occur within the urban growth area. Proposed developments shall complete a concurrency review provided by the city planning department.

Policy CF1.2: “Concurrent Development” shall be defined as development the city of Sedro-Woolley is capable of providing within six years of the date of development approval. If capital facilities necessary to meet the concurrency requirement are not provided in the six-year capital facilities plan, the developer shall provide the facilities at his/her own expense to meet the concurrency requirement.

Policy CF1.3: Ensure that future development bears a fair share of capital improvement costs necessitated by the development. The city shall reserve the right to collect mitigation impact fees from new development in order to achieve and maintain adopted level of service standards. The city will be responsible for its fair share of capital improvement costs for existing deficiencies.

Policy CF1.4: Ensure that city planning and development regulations identify and allow for the siting of “essential public facilities,” as described in the Growth Management Act. Work cooperatively with Skagit County and neighboring jurisdictions in the siting of public facilities of regional importance.

Goal CF2: To finance the city’s needed capital facilities in as economic, efficient, and equitable a manner as possible.

Policy CF2.1: Update the six-year capital facilities plan annually prior to the city budget process. All city departments shall review changes to the CFP and participate in the annual review.

Policy CF2.2: The burden for financing capital improvements should be borne by the primary beneficiaries of new facilities.

Policy CF2.3: General city revenues should only be used for projects that provide a general benefit to the entire community.

Policy CF2.4: Work with citizens at a neighborhood level to establish local improvement districts (LIDs), wherein residents assess themselves to improve neighborhood facilities.

Policy CF2.5: Long-term borrowing for capital facilities is an appropriate method to finance large facilities which benefit multiple generations.

Policy CF2.6: Pursue funding from state and federal agencies as described in the six-year capital facilities plan.

Policy CF2.7: Fulfillment of development concurrency requirements shall not be based upon potential city income from state and federal agencies. Concurrency can only be met by existing financial capacity and awarded government funding.

Policy CF2.8: Wherever possible, self-supporting bonds will be used instead of tax-supported general obligation bonds.

Goal CF3: To assure that capital improvements necessary to carry out the comprehensive plan are provided when they are needed.

Policy CF3.1: Provide capital improvements to correct existing deficiencies, to replace worn out or obsolete facilities and to accommodate desired future growth, according to the Six-Year Financing Plan contained in this element.

Policy CF3.2: Coordinate land use and public works planning activities with an ongoing program of long-range financial planning, to conserve fiscal resources available to implement the capital facilities plan.

Sewer/Sanitary Policies

Policy CF3.3 Maintain a safe, efficient and cost-effective sewage collection and treatment system.

Policy CF3.4 Require all new subdivisions to connect to City sewer

Policy CF3.5 Existing septic systems shall be replaced with city sewer when it is available. The city shall seek sources of financial aid to assist low-income residents with this cost.

Policy CF3.6 Monitor groundwater quality in areas of septic service on a timely basis.

Policy CF3.7 Update the sewer plan every six years on a rotating schedule with other capital facilities plans.

Policy CF3.8 Eliminate any point or non-point pollution sources associated with sewage transport and disposal.

Policy CF3.9 Monitor infiltration and inflow through routine television inspection. Conduct improvements to limit and reduce current infiltration and inflow.

Policy CF3.10 The following level of service guidelines should be used to determine the impacts of new development upon existing public facilities: [See description of level of service in the text. A facility with a rating equal to or worse than those listed is considered deficient and planning for improvements should commence.]

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

Solid Waste Policies

Policy CF3.10: Maintain a cost-effective and responsive solid waste collection system.

Policy CF3.11: Manage solid waste collection methods to minimize litter and neighborhood disruption and quality of the urban development.

Policy CF3.12: Promote the recycling of solid waste materials through waste reduction and source separation. Develop educational materials on recycling and other waste reduction methods.

Storm and Surface Water Policies

Policy CF3.13: Maintain a safe and cost-effective storm and surface water collection system.

Policy CF3.14: Establish controls to protect surface and groundwater quality. Educate the public on water quality issues.

Policy CF3.15: Design surface water systems to handle peak runoff flows and provide stormwater storage during high flow periods.

Policy CF3.16: Protect physical and biological integrity of wetlands, streams wildlife habitats and other identified sensitive and critical areas.

Policy CF3.17: Maintain water quality within the Skagit River and its tributaries in accordance with the National Pollutant Discharge Elimination System (NPDES) and State regulations.

Policy CF3.18: Carefully control development in areas with steep slopes where surface water runoff can create unstable conditions. Maintain natural vegetation for slope stabilization.

Policy CF3.19: Preserve natural stream environments along the Skagit River and Brickyard Creek. Comply with the Shoreline Management Act (SMA) regulations.

Policy CF3.20: ~~Encourage—Make~~ low-impact-development (LID) principals and LID BMPs the preferred and commonly used approach to site development to minimize impervious surfaces, native vegetation loss, and stormwater runoff, where feasible. to reduce stormwater infrastructure and improve water quality.

Policy CF3.21: Ensure that the quality of water leaving the city is essentially the same quality as water entering the city. Assert influence to ensure neighboring jurisdictions exercise responsibility in promoting good water quality.

Policy CF3.22: Under no circumstances should hazardous wastes be allowed to contaminate the groundwater, surface water or sewer systems of the city of Sedro-Woolley. Dispose of hazardous wastes only in landfills designated for that purpose.

Policy CF3.23: Coordinate basin-wide surface water planning with the Skagit County Surface Water Management Department.

Policy CF3.24: Implement stormwater management actions identified in the SMAP to improve and/or reduce degradation of water quality in receiving waters.

Policy C3.25: Through Source Control program inspections, prevent and reduce pollutants in runoff from existing land uses and activities that discharge to the MS4.

Library Policies

Policy CF3.~~2426~~: Maintain a safe, efficient and cost-effective library system.

Policy CF3.~~2527~~: Expand and improve services and programs to the library patrons.

Policy CF3.~~2628~~: Continue efforts to offer materials sharing services with other local and compatible library systems.

Policy CF3.~~2729~~: Provide meeting space and other facilities necessary for a state-of-the-art library system.

Policy CF3.~~2830~~: Continue working toward the funding, design and construction of a new library facility that will better meet the needs of a growing population.

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**Sedro-Woolley
School District #101**

**Capital Facilities Plan
2022**

**Sedro-Woolley School District
801 Trail Road
Sedro-Woolley, WA 98284
(360) 855-3500**

**Adopted November 8, 2021
by the Board of Directors**

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I. INTRODUCTION

The purpose of this Capital Facilities Plan is to provide a verifiable estimate of the present and future construction and capital facilities needs for the Sedro-Woolley School District No. 101 (“District”), and the basis for requesting the imposition of school impact fees by Skagit County, the City of Sedro-Woolley, a small portion of the City of Mount Vernon, and the towns of Lyman and Hamilton. This Capital Facilities Plan contains all elements required under Washington’s Growth Management Act (the “GMA”).

Documenting the statutory and District requirements are essential for the planning of capital facility improvements, expansions, and new construction. Such criteria can provide information needed in making major decisions. The information can be used to accomplish the following:

1. Demonstrate the need for capital facilities and the costs required to administer, plan, and construct them in the most cost effective manner;
2. Identify the annual budget necessary for District operations;
3. Identify available sources of revenue; and
4. Demonstrate the District’s financial position in order to obtain better ratings on bond issues.

State law requires school districts to document their long-range construction and modernization needs within strict guidelines for State assistance in funding capital improvements. Moreover, the GMA requires counties of a certain size and the cities in these counties to prepare comprehensive plans. Such jurisdictions are required to develop a capital facilities plan as a component of these comprehensive plans. While the GMA does not specifically require school districts to adopt capital facilities plans, a district must prepare a capital facilities plan that is adopted as part of a city’s or county’s comprehensive plan in order to be eligible to receive school impact fees under the GMA. This Capital Facilities Plan will be used to coordinate the District’s long-range facility needs with the comprehensive planning process under the GMA for the City of Sedro-Woolley, the City of Mount Vernon, the Town of Lyman, the Town of Hamilton, and Skagit County.

It is expected that this Capital Facilities Plan will be amended on a regular basis to take into account changes in the capital needs of the District and changing enrollment projections. The fee schedules will also be adjusted accordingly.

The District’s October 1, 2020, permanent capacity was 3,160, and the head count (HC) enrollment on October 1, 2020, was 4,170. This figure is down from enrollment of 4,431 on October 2019 – prior to the global pandemic. The District anticipates, post-pandemic, a return to the pre-2020 enrollment trends, with actual October 2021 enrollment showing the expected upward trend. Using this assumption, enrollment projections indicate that there will be 4,806 students enrolled in the District in the 2026-27 school year (see Section IV.A).

II. STANDARD OF SERVICE

The District uses the following ratios of teachers-to-students to meet their education objectives for program planning:

Elementary K-3	17
Elementary 4-6	27
Middle School (grades 7th - 8th)	27
High School (grades 9th - 12th)	27

These ratios are used for determining educational program capacity in existing schools and for the planning of new school facilities. Future updates to this CFP will include any changes resulting from implementation of reduced class size requirements.

At the elementary level, the educational program capacity can generally be determined by taking the number of elementary classrooms available District-wide for regular education program use and applying the teacher-to-student ratio (17 for K-3 and 27 for 4-6) for a total count of elementary student capacity. The educational program capacity takes into consideration full-day kindergarten and reduced K-3 class size requirement.

At the middle school level, different variables are considered in order to calculate the practical capacity of the facility. These factors include the following: students move between classes four periods per day, teachers use their classes one period per day as teacher preparation time, and six core subjects are required each semester, including math, language arts, reading, science/health, social studies, and physical education.

The facility capacity for the high school takes into consideration that both teachers and students move between classes and that the course structure for the high school students has many variables. Required course work must be completed prior to graduation, but there is a great deal of flexibility as to when classes may be taken. The base requirements are as follows:

Credits	Subject
0	Cumulating Project
4	English
3	Mathematics
3	Social Studies
3	Science
1	Occupational Education
2	Physical Education
1	Health
1	Fine Arts
1	Communications
1	Digitools
<u>11</u>	<u>Electives</u>
31	Total

Space needs in all school buildings, particularly at the middle and high school levels, include libraries, gymnasiums, areas for special programs and classes, teacher planning space, and other core facilities.

III. INVENTORY OF EXISTING FACILITIES

The District currently has permanent capacity for 3,160 students. Additional capacity is available in portable facilities that are designated for regular classroom use.

Instructional Facilities

Facility	Square Footage	Location	Total Classrooms ¹	Regular Classrooms ²	Student Capacity ³
Sedro-Woolley High School	187,612 sq. ft.	1235 Third Street Sedro-Woolley, WA 98284	52(2)	43(2)	1,161(54)
Cascade Middle School	113,697 sq. ft.	201 North Township Sedro-Woolley, WA 98284	34	26	702
Central Elementary	44,100 sq. ft.	601 Talcott Sedro-Woolley, WA 98284	19(7)	13(7)	221(159)
Evergreen Elementary	58,110 sq. ft.	1111 McGarigile Road Sedro-Woolley, WA 98284	26(8)	17(6)	289(126)
Mary Purcell Elementary	40,450 sq. ft.	700 Bennett Sedro-Woolley, WA 98284	15(12)	12(12)	204(244)
Clear Lake Elementary	31,510 sq. ft.	2167 Lake Avenue Clear Lake, WA 98235	9(7)	7(7)	119(147)
Big Lake Elementary	20,780 sq. ft.	1676 Highway 9 Mount Vernon, WA 98273	8(8)	7(8)	119(168)
Samish Elementary	23,775 sq. ft.	2195 Highway 9 Sedro-Woolley, WA 98284	11	9	162
Lyman Elementary	19,219 sq. ft.	Lyman Avenue Lyman, WA 98263	8(2)	6(2)	102(42)
State Street High School	7,000 sq. ft.	800 State Street Sedro-Woolley, WA 98284	4(2)	3(2)	81(54)
TOTAL	546,253 sq. ft.				3,160(994)

¹ Portable facilities indicated in parenthesis.

² Classrooms available for general education program and not including special education classrooms and special program spaces. Portable capacity included in parenthesis.

³ Capacity calculations are based on District Standards as identified in Section II above. Portable capacity included in parenthesis.

Administrative Facilities

Sedro-Woolley School
Administrative Office

801 Trail Road
Sedro-Woolley, WA 98284

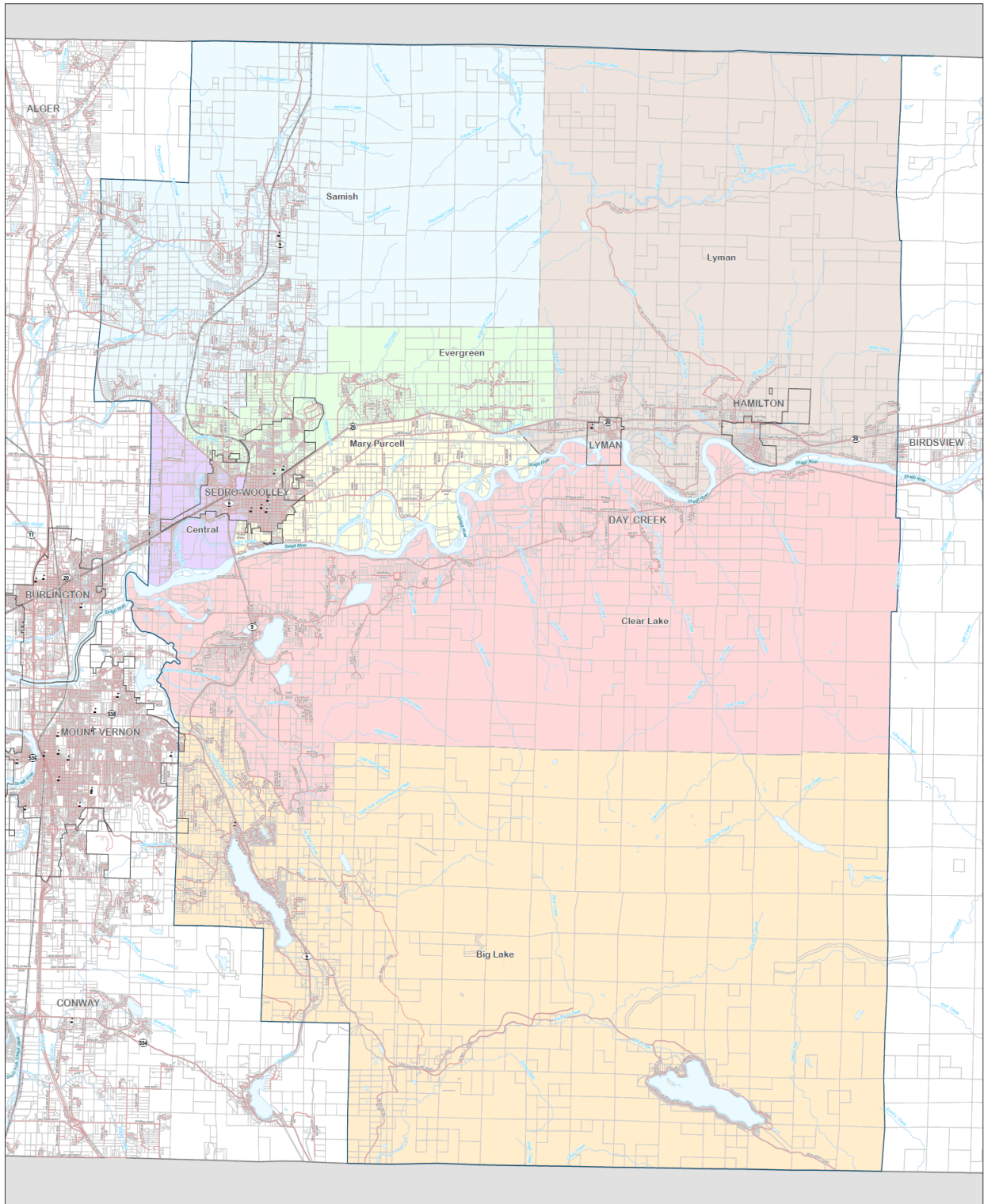
Sedro-Woolley School District
Office

2079 Cook Road
Sedro-Woolley, WA 98284

Support Services Building

317 Yellow Lane
Sedro-Woolley, WA 98284

Map of the District



IV. CAPITAL FACILITIES NEEDS

A. Enrollment Projections

The need for new school facilities is directly related to population and other demographic trends such as birth rate, housing, and employment trends. These demographic trends are an important tool in predicting the educational service needs of this community, and the location, size, and capacity of new school facilities.

Demographic information gathered by Skagit County in the GMA planning process indicates that population in the County is expected to increase in the future by approximately 35,751 new residents across the County by 2036, including 4,555 new residents in the Sedro-Woolley urban growth area. *Source:* Skagit County Growth Management Act Steering Committee 2014 adopted population target (2016 Skagit County Comprehensive Plan). In 2017, Skagit County adopted the *Skagit Population, Employment, and Housing Growth Monitoring Program: 2017 Baseline Growth Monitoring Report* to establish a baseline for analyzing trends. The most recent published Growth Monitoring Report, from 2019, identifies that population growth rates are higher than forecasted since the 2017 baseline and the majority of new housing growth is trending towards multi-family residential development. The two-year change for the Sedro-Woolley urban growth area showed an increase of 766 residents, with a 3.1% annual growth rate, and a projected continuing upward growth trends through 2036. Additional school facilities will be needed to serve this increase in population.

The District's enrollment projections were prepared by an independent demographer (Teater-Crocker, Inc.). The demographer reviewed District-specific historical enrollment data, births and births forecasts, projected changes in the Skagit County population, and trends and forecasts of the county K-12 population within the District. Using this data, the demographer prepared four different forecasts of future enrollment. The District is using the "Cohort Survival Model (Linear K)" projection for purposes of projecting student enrollment through 2026. *See Appendix A.* The Cohort Survival Model (Linear K) projection identifies the linear trend for enrollment based on historical data (including historical kindergarten enrollments). The global pandemic occurred subsequent to the demographer's final report and District enrollment declined by 261 students between October 2019 and October 2020. The District anticipates much of this decline was a combination of deferred kindergarten enrollment and families opting for alternative learning during remote instruction. With the return to in-person learning, the District expects enrollment to stabilize and return to 2019-levels. As such, this update continues to use the 2019 Teater-Crocker projections. Actual October 2021 headcount enrollment is at 4,289 students across the District, supporting a gradual upward trend despite continuing effects of the pandemic. The District will continue to closely monitor actual enrollment and development within the District. Future updates to the Capital Facilities Plan will include updated enrollment data.

Summary - District Enrollment Projections: 2019-2027

Year	2019/2020 ⁴	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	Increase 2019-2027
Projections	4,431/4,170	4,732	4,810	4,853	4,882	4,911	4,940	11.49%

The enrollment data in Appendix A projects that, over the next six years, the District's enrollment is expected to increase at a healthy rate at all grade levels over the six year planning period. Section B below identifies the forecast of future need as compared to existing school capacity.

⁴ Actual October 1, 2019 and 2020 enrollment (Source: OSPI).

B. Forecast of Future Need and School Capacity Summary

Based upon the District's enrollment forecast, standard of service, current inventory and capacity, and future planned classroom spaces, the District's capacity summary over the six year planning horizon is as follows:

ELEMENTARY SCHOOL FACILITIES	Actual Oct. 2020	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Permanent Capacity	1,297	1,297	1,297	1,297	1,297	1,297	1,797
Portables*	940	940	940	940	940	940	940
Capacity Additions						500	
Enhanced Capacity (Perm + Portables)	2,237	2,237	2,237	2,237	2,237	2,737	2,737
Projected Enrollment	2,202	2,485	2,520	2,501	2,513	2,525	2,537
Permanent Capacity Surplus/(Deficit)	-905	-1188	-1223	-1204	-1216	-1228	-740
Enhanced Capacity Surplus/(Deficit)*	35	-248	-283	-264	-276	212	200

New Elementary School - 2025

MIDDLE SCHOOL FACILITIES	Actual Oct. 2020	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Permanent Capacity	702	702	702	702	702	702	702
Portables							
Capacity Additions							
Enhanced Capacity (Perm + Portables)	702	702	702	702	702	702	702
Projected Enrollment	689	765	739	755	780	805	830
Permanent Capacity Surplus/(Deficit)	13	-63	-37	-53	-78	-103	-128
Enhanced Capacity Surplus/(Deficit)	13	-63	-37	-53	-78	-103	-128

HIGH SCHOOL FACILITIES	Actual Oct. 2020	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Permanent Capacity	1,161	1,161	1,161	1,161	1,161	1,161	1,161
Portables	54	54	54	54	54	54	54
Capacity Additions							
Enhanced Capacity (Perm + Portables)	1,215	1,215	1,215	1,215	1,215	1,215	1,215
Projected Enrollment	1,279	1,482	1,551	1,597	1,589	1,581	1,573
Permanent Capacity Surplus/(Deficit)	-118	-321	-390	-436	-428	-420	-412
Enhanced Capacity Surplus/(Deficit)	-64	-267	-336	-382	-374	-366	-358

*Table does not include planned portable additions/relocations over the six year period.

C. **Planned Improvements**

The following is a brief outline of the District's plans to accommodate projected student enrollment through the 2026-27 school year based on the enrollment projections in Appendix A and the forecast of future need in the tables in Section IV(B) above. To the extent these improvements address *growth related* capacity needs, their costs can be partially financed with impact fees.

School Projects: Including School Replacements, Additions and Renovations

- Subject to available funding, add portables at various school facilities.
- Subject to voter approval of a capital bond, construct a new 500 student elementary school. The District will need to acquire approximately 20 acres of real property for the siting of the new elementary school.

V. FINANCING PLAN

The District's Board of Directors voted in October 2017 to send a \$79.5 million bond proposal to the voters for consideration in February 2018 to replace and add capacity at Evergreen Elementary School and address issues at various school buildings. The February 2018 bond did not receive the required votes for approval by the District's voters. The District again asked the voters in November 2018 to approve a \$44.5 million bond to address the needs at Evergreen Elementary School but that bond also failed to gain approval. Following a review of capacity needs, the District currently plans, subject to Board action, to request voter approval in 2024 of a bond proposal for construction of a new elementary school.

In general, the funding sources for the District's capital facilities needs include:

1. General obligation bonds;
2. GMA impact fees and mitigation payments; and
3. State funding assistance on eligible projects.

Improvements Adding Capacity to Serve New Growth (Costs in Millions)**

Project	2021	2022	2023	2024	2025	2026	Total Cost	Bonds/ Local Funds	Projected State Match	Impact Fees
Elementary										
New Elementary School^^				\$25	\$20	\$10	\$55M	X	X	X
Site Acquisition^				\$10			\$10M	X		X
Middle School										
N/A										
High School										
N/A										
District-wide										
Portables (various facilities – timing TBD)							\$1M	X		X

^Estimated land costs

^^Estimated total project costs; impact fee formula uses construction costs only.

Other Improvements (Costs in Millions)

Project	2021	2022	2023	2024	2025	2026	Total Cost	Bonds/ Levies	Projected State Match	Impact Fees
Elementary										
N/A										
Middle										
N/A										
High School										
N/A										
District-wide										
N/A										

VI. IMPACT FEES

New developments built within the District will generate additional students, who will create the need for new school facilities. The District, with the help of a consultant, developed student generation rates for single family and multi-family dwelling units. The student generation rates measure the number of students, on average, residing in recently constructed housing units within the District. *See Appendix B.* The consultant provided student generation rates for the school years 2019-20 and 2020-21 to evaluate the impacts, if any, of the pandemic on student enrollment trends. Because the different years did not yield significantly different results, the District is using the most current data for purposes of this Capital Facilities Plan update.

The impact fee formula takes into account the cost of the capital improvements identified in this Capital Facilities Plan that are necessary as a result of new growth. It calculates the fiscal impact of each single-family or multi-family development in the District based on the District's student generation rates. The formula also takes into account the taxes that will be paid by these developments and the funds that could be provided at the local and state levels for the capital improvements. *See Appendix C.*

School impact fees are authorized by the GMA, but must be adopted by the Skagit County Board of Commissioners for the District in order to apply to that portion of the District located in unincorporated Skagit County. The fees must be separately adopted by the Sedro-Woolley City Council, the Mount Vernon City Council, the Hamilton Town Council, and the Lyman Town Council in order to apply to developments located with those jurisdictions.

The District's impact fee formula includes the construction costs of the planned new elementary school project.

2021 SCHOOL IMPACT FEE SCHEDULE

Impact Fee per Single Family Dwelling Unit:	\$ 4,461
Impact Fee per Multi-Family Dwelling Unit:	\$ 2,888

**APPENDIX A
ENROLLMENT DATA**

SEDRO-WOOLLEY SCHOOL DISTRICT SUMMARY OF GRADE LEVEL SPAN MODELS – 10 YEARS

Elementary	19 - 20	20 - 21	21 - 22	22 - 23	23 - 24	24 - 25	25-26	26-27	27-28	28-29
History										
% Change	2,532	2,594	2,658	2,724	2,791	2,860	2,928	2,997	3,066	3,135
Regression	2,547	2,606	2,666	2,725	2,785	2,844	2,904	2,963	3,023	3,082
Cohort (Linear K)	2,483	2,491	2,485	2,520	2,501	2,513	2,525	2,537	2,549	2,561
Cohort (Nativity K)	2,473	2,471	2,471	2,489	2,448	2,433	2,418	2,403	2,387	2,372
Student per Housing Unit	2,493	2,515	2,537	2,558	2,580	2,602	2,624	2,646	2,668	2,690
Lower Estimate	2,322	2,353	2,377	2,410	2,413	2,425	2,438	2,451	2,464	2,477
Best Estimate	2,449	2,482	2,513	2,554	2,576	2,609	2,641	2,674	2,706	2,738
Higher Estimate	2,577	2,612	2,649	2,698	2,740	2,792	2,844	2,896	2,948	3,000

Middle										
History										
% Change	723	739	755	771	788	805	821	838	855	872
Regression	678	691	703	716	729	741	754	767	779	792
Cohort (Linear K)	730	746	765	739	755	780	805	830	855	880
Cohort (Nativity K)	730	746	765	739	755	780	805	830	855	880
Student per Housing Unit	712	719	725	732	738	744	751	757	764	770
Lower Estimate	643	653	664	655	665	679	693	707	722	736
Best Estimate	772	788	805	807	823	843	862	881	900	920
Higher Estimate	901	923	946	959	982	1,006	1,030	1,055	1,079	1,104

High										
History										
% Change	1,306	1,283	1,260	1,237	1,214	1,193	1,171	1,149	1,127	1,105
Regression	1,221	1,188	1,155	1,122	1,090	1,057	1,024	991	958	925
Cohort (Linear K)	1,318	1,395	1,482	1,551	1,597	1,589	1,581	1,573	1,565	1,557
Cohort (Nativity K)	1,318	1,395	1,482	1,551	1,597	1,589	1,581	1,573	1,565	1,557
Student per Housing Unit	1,291	1,307	1,323	1,339	1,354	1,370	1,386	1,402	1,418	1,434
Lower Estimate	1,236	1,207	1,172	1,138	1,107	1,079	1,052	1,025	998	971
Best Estimate	1,279	1,292	1,309	1,319	1,322	1,307	1,291	1,276	1,261	1,246
Higher Estimate	1,321	1,378	1,445	1,499	1,537	1,534	1,530	1,527	1,524	1,521

Source: Teater-Crocker, 2019

APPENDIX B
STUDENT GENERATION RATES



MEMORANDUM

Phone: (206) 324-8760
2200 Sixth Avenue, Suite 1000
Seattle, WA 98121
www.berkconsulting.com

DATE: May 30, 2021

TO: Brett Greenwood, Executive Director of Operations, Sedro-Woolley School District

FROM: Kevin Gifford, Senior Associate, BERK Consulting

RE: Sedro-Woolley School District Findings for Student Generation Rates

Introduction

This memorandum contains findings for the Sedro-Woolley School District's 2021 student generation rates (SGR). Student generation rates provide an estimate of the number of students associated with a given level of residential growth. BERK was contracted to provide analysis of student enrollment and district housing data to determine SGR's for the past two school years, 2019-2020 and 2020-2021.

Analysis Methodology

To calculate the SGR's, BERK used current student address data provided by the District¹ and current land use and property records available from the Skagit County Assessor. BERK geocoded student addresses using GIS software and matched address points to County property records; each matched address was classified as single-family or multifamily, based on County property records. For purposes of this analysis, housing types were classified as follows:

- Single Family:
 - Detached single-family houses,
 - Attached townhomes;
 - Agricultural properties with an associated residence; and
 - Mobile homes.
- Multifamily:
 - Duplexes, triplexes, and four-plexes;
 - Apartments; and
 - Condominiums.

In general, SGR's are calculated by dividing the number of students enrolled and living within the District by the number of housing units located in the District. Typically, only housing units constructed recently (within the last 5-10 years) are included in order to more closely reflect recent development trends in the area. For purposes of this analysis, SGR by grade level was calculated based on:

¹ Some provided student addresses either could not be accurately geolocated or corresponded to parcels with no verifiable residential uses present. Addresses corresponding to temporary lodgings (hotels, motels, etc.) were also excluded, as were properties where the year of building construction could not be verified.



1. Housing units inside the District boundaries and constructed within the last 5 years (2015-2020 for the 2019-2020 school year and 2016-2021 for the 2020-2021 school year); and
2. The number of enrolled students currently living at those addresses.

Housing units constructed and associated student population are presented in Exhibit 1.

Exhibit 1. District Housing Units and Student Population

Housing Units and Student Population	2015-2020	2016-2021
Housing Units Constructed		
Single Family	470	376
Multifamily	44	44
Total	514	420
Students Living in Units Constructed		
Single Family	174	127
Multifamily	8	9
Total	182	136

Sources: Sedro-Woolley School District, 2021; Skagit County Assessor, 2021.

Findings for Student Generation Rates

Exhibit 2 and Exhibit 3 show the results of the SGR analysis by grade band and grade level for both the 2019-2020 and 2020-2021 school years. Empty cells indicate grade levels where no students enrolled for the associated school year lived in housing units constructed within the previous 5-year period. This is more common for multifamily units due to the relatively small amount of multifamily housing constructed in the district since 2015.

By expanding the date range beyond the previous five years, it is possible to capture a larger number of students and housing units, thereby achieving greater coverage for multifamily units. However, as more older housing units are included, the results are less representative of current development trends.

Exhibit 2. Sedro-Woolley School District Student Generation Rates by Grade Band

Sedro-Woolley School District Student Generation Rates by Grade Level				
Grade	2019-2020 School Year		2020-2021 School Year	
	Single Family	Multifamily	Single Family	Multifamily
K-6	0.215	0.114	0.215	0.136
7-8	0.066	0.023	0.053	0.023
9-12	0.089	0.045	0.069	0.045
Total (All Grades)	0.370	0.182	0.338	0.205

Exhibit 3. Sedro-Woolley School District Student Generation Rates by Grade Level

Sedro-Woolley School District Student Generation Rates by Grade Level				
	2019-2020 School Year		2020-2021 School Year	
Grade	Single Family	Multifamily	Single Family	Multifamily
P1	0.002	-	-	-
P2	0.002	-	0.003	-
P3	0.004	-	0.003	-
P4	0.004	-	-	-
Kindergarten	0.004	-	0.024	-
Grade 1	0.043	0.023	0.037	0.023
Grade 2	0.023	-	0.021	-
Grade 3	0.034	0.045	0.035	0.068
Grade 4	0.036	0.023	0.029	0.023
Grade 5	0.030	0.023	0.027	0.023
Grade 6	0.032	-	0.037	-
Grade 7	0.045	-	0.040	-
Grade 8	0.021	0.023	0.013	0.023
Grade 9	0.026	-	0.024	-
Grade 10	0.026	0.023	0.016	0.023
Grade 11	0.019	0.023	0.016	0.023
Grade 12	0.019	-	0.013	-
Total (All Grades)	0.370	0.182	0.338	0.205

Note: Empty cells (-) reflect grade levels that did not have any enrolled students living in housing units constructed during the study period for that school year.

Sources: Sedro-Woolley School District, 2021; Skagit County Assessor, 2021.

APPENDIX C
SCHOOL IMPACT FEE CALCULATIONS

Sedro-Woolley School District							
2021							
School Site Acquisition Cost:							
((AcresxCost per Acre)/Facility Capacity)xStudent Factor							
				Student	Student		
	Facility	Cost/	Facility	Factor	Factor	Cost/	Cost/
	Acreage	Acre	Capacity	SFR	MFR	SFR	MFR
Elementary	0.00	\$ -	500	0.215	0.136	\$0	\$0
Junior	0.00	\$ -	735	0.053	0.023	\$0	\$0
High	0.00	\$0	1,400	0.069	0.045	\$0	\$0
						\$0	\$0
School Construction Cost:							
((Facility Cost/Facility Capacity)xStudent Factor)x(Permanent/Total Sq Ft)							
				Student	Student		
	%Perm/	Facility	Facility	Factor	Factor	Cost/	Cost/
	Total Sq.Ft.	Cost	Capacity	SFR	MFR	SFR	MFR
Elementary	92.70%	\$ 42,000,000	500	0.215	0.136	\$16,742	\$10,590
Junior	92.70%	\$ -	735	0.053	0.023	\$0	\$0
High	92.70%	\$ -	168	0.069	0.045	\$0	\$0
						\$16,742	\$10,590
Temporary Facility Cost:							
((Facility Cost/Facility Capacity)xStudent Factor)x(Temporary/Total Square Feet)							
				Student	Student	Cost/	Cost/
	%Temp/	Facility	Facility	Factor	Factor	SFR	MFR
	Total Sq.Ft.	Cost	Size	SFR	MFR		
Elementary	7.30%		21	0.215	0.136	\$0	\$0
Junior	7.30%	\$ -	25	0.053	0.023	\$0	\$0
High	7.30%	\$ -	25	0.069	0.045	\$0	\$0
					TOTAL	\$0	\$0
State Funding Assistance Credit:							
CCA x OSPI Square Footage x Funding Assistance % x Student Factor							
				Student	Student		
	Current	OSPI Square	District	Factor	Factor	Cost/	Cost/
	CCA	Footage	Funding %	SFR	MFR	SFR	MFR
Elementary	\$ 238.22	90	63.98%	0.215	0.136	\$2,949	\$1,866
Junior	\$ 238.22	117	0.00%	0.053	0.023	\$0	\$0
High	\$ 238.22	130	0.00%	0.069	0.045	\$0	\$0
					TOTAL	\$2,949	\$1,866
Tax Payment Credit:							
						SFR	MFR
Average Assessed Value						\$353,208	\$160,067
Capital Bond Interest Rate						2.44%	2.44%
Net Present Value of Average Dwelling						\$3,100,905	\$1,405,270
Years Amortized						10	10
Property Tax Levy Rate						\$0.3374	\$0.3374
Present Value of Revenue Stream						\$1,046	\$474
Fee Summary:							
				Single	Multi-		
				Family	Family		
Site Acquisition Costs				\$0	\$0		
Permanent Facility Cost				\$16,742	\$10,590		
Temporary Facility Cost				\$0	\$0		
State Funding Credit				(\$2,949)	(\$1,866)		
Tax Payment Credit				(\$1,046)	(\$474)		
FEE (AS CALCULATED)				\$12,746	\$8,250		
FEE (Adjusted 65%)				\$4,461	\$2,888		

Exhibit C

To Ordinance No. 2014-22

Amendments to the Land Use Element of the Sedro-Woolley Comprehensive Plan

Chapter 15.60

IMPACT FEES FOR PLANNED FACILITIES*

Sections:

- 15.60.010 Authority and purpose.**
- 15.60.015 Definitions.**
- 15.60.020 Applicability.**
- 15.60.030 Geographic scope.**
- 15.60.040 Imposition of transportation impact fees.**
- 15.60.050 Transportation fee schedules and establishment of service area.**
- 15.60.060 Calculation of transportation impact fees.**
- 15.60.070 Park impact fee and establishment of service area.**
- 15.60.080 Calculation of park impact fees.**
- 15.60.090 Fire department impact fee and establishment of service area.**
- 15.60.100 Calculation of fire department impact fees.**
- 15.60.110 Payment of fees.**
- 15.60.120 Project list.**
- 15.60.130 Funding of projects.**
- 15.60.140 Refunds.**
- 15.60.150 Appeals.**
- 15.60.160 Relationship to SEPA.**
- 15.60.170 Relationship to concurrency.**
- 15.60.180 Necessity of compliance.**

* Prior ordinance history: Ords. 1314-98, 1331-99, 1424-02 and 1452-03.

15.60.010 Authority and purpose.

A. This title is enacted pursuant to the city's police powers, the Growth Management Act as codified in Chapter 36.70A RCW, the enabling authority in Chapter 82.02 RCW, Chapter 58.17 RCW relating to platting and subdivisions, and the State Environmental Policy Act (SEPA) Chapter 42.21C RCW.

B. The purpose of this title is to:

1. Develop a transportation impact fee program consistent with the Sedro-Woolley Comprehensive Plan (2005) the Six-Year Transportation Improvement Program (2005), and capital facilities plans for joint public and private financing of transportation, park and fire department improvements necessitated in whole or in part by development in the city;
2. Ensure adequate levels of transportation, traffic, park and fire department service within the city consistent with the comprehensive plan;
3. Create a mechanism to charge and collect fees to ensure that all new development bears its proportionate share of the capital costs of off-site facilities directly necessitated by new development, in order to provide an adequate level of service consistent with the comprehensive plan;

4. Ensure that the city pays its fair share of the capital costs of transportation, park and fire department facilities necessitated by public use of the transportation, park, and fire department systems; and

5. Ensure fair collection and administration of such impact fees.

C. The provisions of this chapter shall be liberally construed to effectively carry out its purpose in the interests of the public health, safety and welfare. (Ord. 1555-06 § 1 (part), 2006)

15.60.015 Definitions.

The following are definitions provided for administering the impact fee ordinance. The public works director shall have the authority to resolve questions of interpretation or conflicts between definitions.

A. "Adequate level of transportation service" means a system of transportation facilities which have the capacity to serve development without decreasing levels of service below the city's established minimum as determined by SWMC Chs. 15.40, 15.56, and adopted plans and ordinances.

B. "Adequate level of parks service" means a system of parks facilities which have the capacity to serve development without decreasing levels of service below the city's established minimums as determined by adopted plans and ordinances.

C. "Adequate level of fire department service" means a system of fire department facilities which have the capacity to serve development without decreasing levels of service below the city's established minimums as determined by adopted plans and ordinances.

D. "Capacity" means the maximum sustainable flow rate at which vehicles or persons can be expected to traverse a point or uniform segment of a lane or roadway during a specified time period, usually expressed as vehicles per hour, passengers per hour, or persons per hour.

E. "Development activity" means any construction or expansion of a building, or structure, or use, or any changes in the use of land, that creates additional demand and need for public facilities.

F. "Director" means the director of the department of public works of the city of Sedro-Woolley or his/her designee.

G. "Finance director" means the clerk-treasurer of the city of Sedro-Woolley or his/her designee.

H. "Impact fee" means a payment of money imposed upon development approval to pay for public streets and roads, parks and fire department facilities needed to serve new growth and development, and that is reasonably related to the new development that creates additional demand and need for public streets and roads, parks and fire department facilities that is a proportionate share of the cost of the public streets and roads, parks and fire department facilities and that is used for public streets and roads, parks and fire department facilities that reasonably benefit the new development. "Impact fee" does not include a reasonable permit or application fee otherwise established by city council resolution, nor mitigation required by SEPA or other ordinance.

I. "Jurisdiction" means a municipality or county.

J. "Off-site transportation road improvement" means improvement, except a frontage improvement, to an existing or proposed city road or street outside the boundaries of a development, which

improvement is required or recommended in accordance with this title. “Off-site parks improvement” means improvement to an existing or proposed park facility outside the boundaries of a development, which improvement is required or recommended in accordance with this title.

K. “Off-site fire department improvement” means improvement to an existing or proposed fire department facility outside the boundaries of a development, which improvement is required or recommended in accordance with this title.

L. “Parks” means public parks; public recreational, community, cultural or civic facilities (including, without limitation senior centers and youth centers); public trails; and any other similar public facilities identified in the parks plan.

M. “Parks plan” means those specific projects and/or classes of projects for the development and/or improvement of public parks identified within the parks element of the Sedro-Woolley capital facilities plan, as may from time to time be amended.

N. “Project improvements” means site improvements and facilities that are planned and designed to provide service for a particular development project that are necessary for the use and convenience of the occupants or users of the project, and are not system improvements. No improvement or facility included in the capital facilities plan approved by the city council shall be considered a project improvement.

O. “Service area” means a geographic area defined by ordinance or intergovernmental agreement in which a defined set of public streets and roads, parks and fire department facilities provide service to the development within the area.

P. “Six-year transportation improvement program (TIP)” means a subset of projects contained in the city’s capital improvement program. The TIP is a set of comprehensive street programs/projects which after a public hearing is annually adopted by the city council for the purpose of advancing plans for not less than six years as a guide for carrying out the coordinated transportation/street construction program. The six-year TIP shall contain a small group of capacity projects which will be considered reasonably funded for determining transportation concurrency and impact fees. The adoption of the six-year TIP will obligate the city to actively pursue funds as to implement the capacity component of the transportation improvement program as best possible with the available resources.

Q. “System improvements” means public facilities that are included in the capital facilities plan and are designed to provide service areas within the community at large, in contrast to project improvements. (Ord. 1555-06 § 1 (part), 2006)

15.60.020 Applicability.

A. The requirements of this chapter apply to all development activity in the city of Sedro-Woolley.

B. Mitigation of impacts on transportation, park, and fire department facilities located in jurisdictions outside the city will be required when:

1. The other effective jurisdiction has reviewed the development’s impact under its adopted impact fee/mitigation regulations and has recommended to the city that the city impose a requirement to mitigate the impacts; and

2. There is an interlocal agreement between the city and the effective jurisdiction specifically addressing transportation, park or fire department impact identification and mitigation. (Ord. 1555-06 § 1 (part), 2006)

15.60.030 Geographic scope.

The boundaries within which impact fees shall be charged and collected are co-extensive with the corporate city limits, and shall include all unincorporated areas annexed to the city on and after the effective date of the ordinance codified in this chapter. After the adoption of interlocal agreements with other local and regional governments, geographic boundaries may be expanded consistent therewith to include the unincorporated urban growth area as identified in the current comprehensive plan map as now adopted or hereafter amended. (Ord. 1555-06 § 1 (part), 2006)

15.60.040 Imposition of transportation impact fees.

A. The approving authority is hereby authorized to impose impact fees on new development according to the provisions of this chapter.

B. Impact Fees.

1. Shall only be imposed for system improvements that are reasonably related to the new development;
2. Shall not exceed a proportionate share of the costs of system improvements that are reasonably related to the new development;
3. Shall be used for system improvements that will reasonably benefit the new development; and
4. May be collected and spent only for system improvements which are addressed by the Sedro-Woolley capital facilities plan, or other capital facilities plan for parks and fire department improvements identifying:
 - a. Deficiencies in public facilities serving existing development and the means by which existing deficiencies will be eliminated within a reasonable period of time,
 - b. Additional demands placed on existing public facilities by new developments, and
 - c. Additional public facility improvements required to serve new development;
5. Should not be imposed to mitigate the same off-site facility impacts that are mitigated pursuant to any other law;
6. Should not be collected for improvements to state facilities outside the city boundaries unless the state requests such improvements and an agreement to collect such fees has been executed between the state/county and the city;
7. Shall not be collected for improvements to facilities in other jurisdictions unless the affected jurisdiction requests such improvement and an interlocal agreement has been executed between the city and the affected jurisdiction for the collection of such fees;

8. Shall be collected only once for each building permit, unless changes or modifications to the building permit are proposed which result in greater direct impacts on public facilities than were considered when the building permit was first approved;

9. Shall not be collected from any new or expanded city facilities, post offices or libraries. (Ord. 1555-06 § 1 (part), 2006)

15.60.050 Transportation fee schedules and establishment of service area.

A. Subject to the provisions of Section 15.60.060, the transportation impact fee shall be as set forth on Attachment A, attached to the ordinance codified in this section, and on file with the city clerk. Attachment A shall provide:

1. The schedule of projects established by the city council for which impact fees may be collected, which shall be a subset of the Sedro-Woolley transportation capital facilities plan of the Sedro-Woolley Comprehensive Plan and 2016 Transportation Plan, as updated on May 18, 2018;
2. The cost of the projects on the schedule;
3. A map dividing the city into zones based upon probable impact on planned transportation capital facility projects of development within the zones;
4. The amount of the transportation impact fees to be paid on a “per peak PM trip basis” to be paid by a development with a particular zone.

Attachment A shall not be codified, but shall be on file with the ordinance codified in this section.

B. The impact fee schedule of costs, as set out in Attachment A, shall be updated annually at a rate adjusted in accordance with the Federal Highway Administration’s National Highway Construction Cost Index (NHCCI), using an annual measure to establish revised fee schedules effective January 1st of each year.

C. For the purpose of this chapter, the entire city shall be considered one service area. (Ord. 1960-20 § 1, 2020; Ord. 1852-16 § 1, 2016; Ord. 1773-13 § 1, 2013; Ord. 1555-06 § 1 (part), 2006)

15.60.060 Calculation of transportation impact fees.

A. The director shall calculate the transportation impact fees as set forth in Section 15.60.050, subject to the provisions of this chapter.

B. In determining the proportionate share, the method of calculating impact fees shall incorporate, among other things, the following:

1. The cost of public streets and roads necessitated by new development;
2. An adjustment to the cost of the public streets and roadways for past or future payments made or reasonably anticipated to be made by new development to pay for particular system improvements in the form of user fees, debt service payments, taxes, or other payments earmarked for or proratable to the particular system improvement;
3. The availability of other means of funding public street and roadway improvements;

4. The cost of existing public street and roadway improvements;
 5. The methods by which public street and roadway improvements were financed; and
 6. The most recent ITE Trip Generation Manual and a report titled "Traffic Impact Fee Methodology," dated November 2005, as updated by a report titled "Sedro-Woolley Transportation Impact Fee Rate Update" prepared by Transportation Solutions, Inc., dated June 15, 2016, and as updated by a report titled "Transportation Impact Fee Rate Study 2020 Update Final Report" prepared by Transportation Solutions, Inc., dated April 2020, on file with the city clerk.
- C. A credit, not to exceed the impact fee otherwise payable, shall be provided for the value of any dedication of land for, improvement to, or new construction of any system improvements provided by the developer to facilities that are identified in the capital facilities plan and on the TIF project list (Attachment A, attached to the ordinance codified in this section, referenced herein and on file with the city clerk) and that are required by the city as a condition of approving the development activity. The determination of value shall be consistent with the assumptions and methodology used by the city in estimating the capital improvement costs.
- D. The director may adjust the standard impact fee at the time the fee is imposed to consider unusual circumstances in specific cases to ensure that impact fees are imposed fairly.
- E. The amount of fee to be imposed on a particular development may be adjusted by the director giving consideration to studies and other data available to the director or submitted by the developer demonstrating to the satisfaction of the director that an adjustment should be made in order to carry out the purposes of this chapter.
- F. The impact fee shall provide for system improvement costs previously incurred by the city to the extent that new growth and development will be served by the previously constructed improvements; provided, that such fees shall not be imposed to make up for any system improvement deficiencies. (Ord. 1960-20 § 2, 2020: Ord. 1852-16 § 2, 2016: Ord. 1555-06 § 1 (part), 2006)

15.60.070 Park impact fee and establishment of service area.

- A. Subject to the provisions of Section 15.60.080, the parks impact fee assessed pursuant to this chapter shall be set forth on Attachment B, for each equivalent single-family residential dwelling unit, whether a single-family structure, a unit in a multifamily structure, a mobile or manufactured home on an individual lot or in a mobile home park, a detached relative cottage, accessory dwelling unit or other dwelling unit, subject to the provisions in this chapter.
- B. The impact fee set out in subsection A of this section shall ~~be increased or decreased annually, effective January 1st of each year, by the annual rate of inflation as measured by the Bureau of Labor Statistics Consumer Price Index for All Urban Consumers (CPI-U), Seattle-Tacoma-Bellevue, June over June, be updated annually at a rate adjusted in accordance with the engineering news record (ENR) Construction Cost Index for the Seattle area, using a June-June annual measure to establish revised fee schedules effective July 1st of the current year.~~
- C. For the purpose of this chapter, the entire city shall be considered one service area. (Ord. 1959-20 § 2 (part), 2020; Ord. 1630-08 § 1 (Exh. A)(part), 2008: Ord. 1555-06 § 1 (part), 2006)

Attachment B—Schedule of Park Impact Fees

Parks Impact Fee Calculations are found in the Park Impact Fee Calculation in the Parks and Recreation Element of the Comprehensive Plan

Additional acres needed	Improvements needed	Existing units	Projected units (2005-2025)	Cost per unit
85 acres new	Ballfields	4,422 units	1,347 new units	\$1,954.00
-	Trails	-	-	-
\$393,100	Play equipment	X 2.6 persons per unit = 11,497 estimated population in City and UGA.	15,000 total population projected for City and UGA.	-
120,500	Climbing wall			-
127,500	Recreation			-
89,700	Water features			-
189,000	-			-
958,400	-	-	-	-
165,000	-	-	-	-
73,900	-	-	-	-
43,100	-	-	-	-
114,300	-	-	-	-
158,100	-	-	-	-
200,000	-	-	-	-
Total:	-	-	-	-
\$2,632,600	-	-	-	-

The city elects to fund less than the full amount through parks impact fees, but will actively seek grant funds to fund the shortfall. Additional costs to fund the shortfall from impact fees should be through grant funds, by private donations to city park funds, and through the general fund.

~~New units projected by 2025: one thousand three hundred forty seven new units (estimated in 2005).~~

Parks impact fee per unit: Single-family residence: ~~one thousand five hundred~~two thousand dollars.

Manufactured home: ~~one thousand five hundred~~two thousand dollars.

Units in a duplex or multifamily unit: ~~one thousand five hundred~~two thousand dollars.

Dependent relative cottage: ~~one thousand five hundred~~two thousand dollars.

Accessory dwelling unit between the minimum allowed size ADU and four hundred fifty square feet: ~~four hundred fifty dollars~~30% of a standard SFR park impact fee.

Accessory dwelling unit greater than four hundred fifty square feet and below the maximum size allowed ADU: ~~nine hundred and fifteen dollars~~61% of a standard single family residential park impact fee.

All units not specifically identified in the above: ~~one thousand five hundred~~two thousand dollars.

(Ord. 1959-20 § 2 (part), 2020; Ord. 1630-08 § 1 (Exh. A)(part), 2008)

15.60.080 Calculation of park impact fees.

A. The director shall calculate the parks impact fees as set forth in SWMC Section 15.60.070, subject to the provisions of this chapter.

B. In determining the proportionate share, the method of calculating impact fees shall incorporate, among other things, the following:

1. The cost of public parks necessitated by new development;
2. An adjustment to the cost of the public parks for past or future payments made or reasonably anticipated to be made by new development to pay for particular system improvements in the form of user fees, debt service payments, taxes, or other payments earmarked for or proratable to the particular system improvement;
3. The availability of other means of funding public parks improvements;
4. The cost of existing public parks improvements; and
5. The methods by which public parks improvements were financed.

C. A credit, not to exceed the impact fee otherwise payable, shall be provided for the value of any dedication of land for, improvement to, or new construction of any system improvements provided by the developer to facilities that are identified in the parks plan and that are required by the city as a condition of approving the development activity. The determination of value shall be consistent with the assumptions and methodology used by the city in estimating the capital improvement costs.

D. The director may adjust the standard impact fee at the time the fee is imposed to consider unusual circumstances in specific cases to ensure that impact fees are imposed fairly.

E. The amount of fee to be imposed on a particular development may be adjusted by the director giving consideration to studies and other data available to the director or submitted by the developer

demonstrating to the satisfaction of the director that an adjustment should be made in order to carry out the purposes of this chapter.

F. The impact fee shall provide for system improvement costs previously incurred by the city to the extent that new growth and development will be served by the previously constructed improvements; provided, that such fees shall not be imposed to make up for any system improvement deficiencies. (Ord. 1630-08 § 1 (Exh. A)(part), 2008; Ord. 1555-06 § 1 (part), 2006)

15.60.090 Fire department impact fee and establishment of service area.

A. Subject to the provisions of Section 15.60.100, the fire department facilities impact fee assessed pursuant to this chapter shall be calculated as set forth on Attachment C.

B. The impact fee set out in subsection A of this section shall be updated annually at a rate adjusted in accordance with the engineering news record (ENR) Construction Cost Index for the Seattle area, using a June-June annual measure to establish revised fee schedules effective July 1st of the current year.

C. For the purpose of this chapter, the entire city shall be considered one service area. (Ord. 1845-16 § 2 (Exh. A)(part), 2016; Ord. 1555-06 § 1 (part), 2006)

Attachment C—Schedule of Fire Department Impact Fees

Fire Impact Fee Calculations.

A. Residential structures, including single-family and multifamily structures: twenty-eight cents per square foot of structure, including garage, outbuildings and attached porches.

B. Nonresidential structures: twenty-eight cents per square foot of structure, including garage, outbuildings and attached porches; provided, that the fee for nonresidential structures shall receive an adjustment, in an amount determined by the responsible official, equal to forty percent reduction for buildings equipped with an approved sprinkler system, and ten percent reduction for buildings equipped with an alarm system.

C. Nonresidential construction and development activity which requires fire protection but is not a traditional structure, such as a bulk fuel storage facility or a fuel pipeline, shall be assessed an impact fee in an amount determined by the responsible official pursuant to Section 15.60.100. (Ord. 1845-16 § 2 (Exh. A)(part), 2016)

15.60.100 Calculation of fire department impact fees.

A. The director shall calculate the fire department impact fees as set forth in SWMC Section 15.60.090, subject to the provisions of this chapter.

B. In determining the proportionate share, the method of calculating impact fees shall incorporate, among other things, the following:

1. The cost of public fire department facilities necessitated by new development;

2. An adjustment to the cost of the fire department facilities for past or future payments made or reasonably anticipated to be made by new development to pay for particular system improvements in the form of user fees, debt service payments, taxes, or other payments earmarked for or proratable to the particular system improvement;
 3. The availability of other means of funding fire department facilities improvements;
 4. The cost of existing fire department facilities improvements; and
 5. The methods by which public parks improvements were financed.
- C. A credit, not to exceed the impact fee otherwise payable, shall be provided for the value of any dedication of land for, improvement to, or new construction of any system improvements provided by the developer, to facilities that are identified in the parks plan and that are required by the city as a condition of approving the development activity. The determination of "value" shall be consistent with the assumptions and methodology used by the city in estimating the capital improvement costs.
- D. The director may adjust the standard impact fee at the time the fee is imposed to consider unusual circumstances in specific cases to ensure that impact fees are imposed fairly.
- E. The amount of fee to be imposed on a particular development may be adjusted by the director giving consideration to studies and other data available to the director or submitted by the developer demonstrating to the satisfaction of the director that an adjustment should be made in order to carry out the purposes of this chapter.
- F. The impact fee shall provide for system improvement costs previously incurred by the city to the extent that new growth and development will be served by the previously constructed improvements; provided, that such fees shall not be imposed to make up for any system improvement deficiencies.
(Ord. 1555-06 § 1 (part), 2006)

15.60.110 Payment of fees.

- A. All developers shall pay an impact fee in accordance with the provisions of this chapter at the time that the applicable building permit is ready for issuance.

Exception: For complete building permit applications, at the time of issuance of any single-family residential building permit for a dwelling unit that is being constructed for resale, the applicant/owner may elect to record a covenant, in a form to be approved by the city attorney, against the property that requires payment of the impact fees due and owed in accordance with this chapter and any other applicable sections of the Sedro-Woolley Municipal Code, by providing for full payment through escrow of the fees due and owed to be paid at the time of closing of sale of the lot or unit; but in no case shall the structure be occupied prior to payment of impact fees. The awarding of credits shall not alter the applicability of this section.

It is the intention of this chapter that fees shall generally be due at time of issuance of building permits, rather than at time of subdivision or construction of unoccupied infrastructure not generating immediate impacts. However, if no building permit will be required of a project, then the impact fee may be assessed for any other development activity permit or development approval generating an

impact for which the fee is required. The fee paid shall be the amount in effect as of the date the permit application or approval is deemed completed and vested.

B. All developers shall pay an impact administrative fee at the time of application for a building permit or other permit or approval as set forth in the fee schedule adopted by resolution or ordinance of the city council.

C. The impact fee, as initially calculated after issuance for a building permit or other permit or approval, shall be recalculated at the time of payment if the development is modified or conditioned in such a way as to alter the trip generation rate for the development.

D. No building permit (or other applicable permit or approval) shall be issued until the impact fee is paid.

E. Impact fees may be paid under protest in order to obtain a permit or other approval of development activity. (Ord. 1761-12 § 1, 2012; Ord. 1555-06 § 1 (part), 2006)

15.60.120 Project list.

A. The director shall commonly review the city's comprehensive land use and transportation plan ("comprehensive plan"), capital facilities plan, and the projects in attachment A, attached to the ordinance codified in this section, and shall:

1. Identify each project in the comprehensive plan that is growth-related and the proportion of each such project that is growth-related;
2. Forecast the total moneys available from taxes and other public sources for road improvements over the next six years;
3. Calculate the amount of impact fees already paid; and
4. Identify those comprehensive plan projects that have been or are being built but whose performance capacity has not been fully utilized.

B. The director may use this information to prepare an annual draft amendment to attachment A, which shall comprise:

1. The projects on the comprehensive plan that are growth-related and that should be funded with forecast public moneys and the impact fees already paid;
2. The projects already built or funded pursuant to this chapter whose performance capacity has not been fully utilized; and
3. An update of the estimated costs of the projects listed.

C. The council, at the same time that it adopts the biennial budget and appropriates funds for capital improvement projects, shall by separate ordinance establish the annual attachment A by adopting, with or without modification, the director's draft list.

D. Once a project is placed on attachment A, a fee shall be imposed on every development that impacts the project until the project is removed from the list by one of the following means:

1. The council by ordinance removes the project from attachment A, in which case the fees already collected will be refunded if necessary to ensure that impact fees remain reasonably related to the traffic impacts of development that have paid an impact fee; provided, that a refund shall not be necessary if the council transfers the fees to the budget of another project that the council determines will mitigate essentially the same traffic impacts; or
2. The impact fee share of the project has been fully funded, in which case the director shall administratively remove the project from the project list. (Ord. 1950-20 § 2 (part), 2020: Ord. 1555-06 § 1 (part), 2006)

15.60.130 Funding of projects.

- A. A transportation impact fee restricted cash fund is hereby created. The finance director shall be the fund manager. Transportation impact fees shall be placed in appropriate deposit accounts within the transportation impact fee fund.
- B. The transportation impact fees paid to the city shall be held and disbursed as follows:
 1. The transportation, parks, and fire department impact fees collected shall be placed in separate deposit accounts within the impact fee fund;
 2. When the council appropriates capital improvement project (CIP) funds for a project on the project list, the fees held in the appropriate impact fee fund shall be transferred to the appropriate CIP fund. The non-impact fee moneys appropriated for the project may comprise both the public share of the project cost and an advancement of that portion of the private share that has not yet been collected in impact fees;
 3. The first money spent by the director on a project after a council appropriation shall be deemed to be the fees from the impact fee fund;
 4. Fees collected after a project has been fully funded by means of one or more council appropriations shall constitute reimbursement to the city of the public moneys advanced for the private share of the project;
 5. All interest earned on impact fees paid shall be retained in the account and expended for the purpose or purposes for which the transportation impact fees were imposed.
- C. Projects shall be funded by a balance between impact fees and public funds, and shall not be funded solely by transportation impact fees.
- D. Impact fees shall be expended or encumbered for a permissible use within ten years of receipt, unless there exists an agreement extending the time or extraordinary or compelling reason for fees to be held longer than ten years. The finance director may recommend to the council that the city hold fees beyond ten years in cases where extraordinary or compelling reasons exist. Such reasons shall be identified in written findings by the council.
- E. The finance director shall prepare an annual report on the transportation impact fee account showing the source and amount of all moneys collected, earned or received and projects that were financed in whole or in part by transportation impact fees. (Ord. 1930-19 § 1, 2019; Ord. 1555-06 § 1 (part), 2006)

15.60.140 Refunds.

- A. A developer may request and shall receive a refund when the developer does not proceed with the development activity for which impact fees were paid, and the developer shows that no impact has resulted; however, the impact fee administrative fee shall not be refunded.
- B. If an owner appears to be entitled to a refund of impact fees, the finance director shall notify the owner by first class mail deposited with the United States Postal Service at their last known address. The owner must submit a request for a refund to the finance director in writing within one year of the date the right to claim the refund arises or the date the notice is given, whichever is later. Any impact fees that are not expended or encumbered within the time limitations established by SWMC Ch. 15.60, and for which no application for a refund has been made within this one-year period, shall be retained and expended on any project.
- C. In the event that impact fees must be refunded for any reason, they shall be refunded with interest earned to the owners of the benefited property as they appear of record with the Skagit County assessor at the time of refund. In the event of a dispute or uncertainty as to who is entitled to receipt, the funds may be paid into the registry of the Skagit County Superior Court. The city may require a release and hold harmless agreement from any recipient of refunded fees as a condition of payment.
- D. When the city seeks to terminate any or all impact fee requirements, all unexpended or unencumbered funds shall be refunded pursuant to this section. Upon the finding that any or all fee requirements are to be terminated, the city shall place notice of such termination and the availability of refunds in a newspaper of general circulation at least two times and shall notify all potential claimants by first class mail to the last known address of claimants. Claimants shall request refunds as in subsection B of this section. All funds available for refund shall be retained for a period of one year. At the end of one year, any remaining funds shall be retained by the city, but must be expended on any city projects. This notice requirement shall not apply if there are no unexpended or unencumbered balances within an account or accounts being terminated. (Ord. 1555-06 § 1 (part), 2006)

15.60.150 Appeals.

- A. A developer may appeal the amount of an impact fee determined by the director to the hearing examiner as provided in SWMC Chapter 2.90.
- B. In order to appeal, the developer must pay the fee or post a bond or other acceptable security for the fee. Notice of appeal must be filed within fourteen days of issuance of a building permit or other land use approval or decision for which the fee was required.
- C. The developer shall bear the burden of proving:
 - 1. That the director committed error in calculating the developer's proportionate share, as determined by an individual fee calculation or, if relevant, as set forth in the fee schedule, or in granting credit for the benefit factors; or
 - 2. That the director based his determination upon incorrect data.

D. The hearing examiner shall affirm the decision of the director, modify the decision of the director and recalculate the fee or credit, or remand the matter back to the director for additional findings and recomputation of the fee or credit. (Ord. 1607-08 § 5(A), 2008; Ord. 1555-06 § 1 (part), 2006)

15.60.160 Relationship to SEPA.

A. All development shall be subject to environmental review as provided by SEPA and other applicable city ordinances and regulations.

B. Payment of the impact fee shall constitute satisfactory mitigation of those impacts related to the specific improvements identified on the project list (attachment A, attached to the ordinance codified in this section).

C. Further mitigation in addition to the impact fee shall be required for identified adverse impacts appropriate for mitigation pursuant to SEPA that are not mitigated by an impact fee.

D. Nothing in this chapter shall be construed to limit the city's authority to deny building permits when a proposal would result in significant adverse impacts identified in an environmental impact statement and reasonable mitigation measures are insufficient to mitigate the identified impact. (Ord. 1555-06 § 1 (part), 2006)

15.60.170 Relationship to concurrency.

Neither compliance with this chapter or the payment of any fee hereunder shall constitute a determination of concurrency under Chapter 15.56 of this code. (Ord. 1555-06 § 1 (part), 2006)

15.60.180 Necessity of compliance.

A building permit issued after the effective date of the ordinance codified in this section shall be null and void if issued without substantial compliance with this chapter by the department, the approving authority and the director. (Ord. 1555-06 § 1 (part), 2006)

Ordinance No. 2015-22

AN ORDINANCE OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON ADOPTING AMENDMENTS TO THE CHAPTERS 13.36, 13.40, 15.60 AND 15.64 SWMC, REVIEWED AS PART OF THE 2022 COMPREHENSIVE PLAN DOCKET.

WHEREAS, amendments to the Sedro-Woolley Comprehensive Plan and any associated amendments to the City development regulations were required to be submitted by the published deadline of January 21, 2022; and

WHEREAS, the City of Sedro-Woolley established an on-going public participation process in accordance with RCW 36.70A.130(2) including the regular Planning Commission meetings, joint City Council and Planning Commission workshop(s), and Public Hearings to discuss proposed changes to the Comprehensive Plan and development regulations; and

WHEREAS, public hearings were conducted before the Sedro-Woolley Planning Commission on various dates; and

WHEREAS, the Growth Management Act gives authority to Sedro-Woolley to update its Comprehensive Plan and associated and development regulations once per year in such a manner that all proposed amendments are considered by the governing body concurrently such that the governing body may evaluate their cumulative effect; and

WHEREAS, environmental review of the updated Comprehensive Plan and associated and development regulations has been completed and a Determination of Non-Significance was issued July 18, 2022, and that document is adopted by reference; and

WHEREAS, the proposed amendments to the development regulations have been submitted to the Washington State Department of Commerce (COMM) and the required 60-day review period has passed; and

WHEREAS, as part of the 2022 Docket, the Planning Commission reviewed the proposed updates to the Housing Element of the Comprehensive Plan and associated and development regulations as contained in this ordinance and made a recommendation to adopt updates;

WHEREAS, the Planning Commission held two public meetings and two public hearings on updates to the Comprehensive Plan and associated and development regulations; and

NOW THEREFORE THE CITY COUNCIL OF THE CITY OF SEDRO-WOOLLEY DOES ORDAIN AS FOLLOWS:

Section 1. Chapter 13.36 of the Sedro-Woolley Municipal Code is hereby amended as set forth in the attached Exhibit A.

Section 2. Chapter 13.40 of the Sedro-Woolley Municipal Code is hereby amended as set forth in the attached Exhibit B.

Section 3. Chapter 15.60 of the Sedro-Woolley Municipal Code is hereby amended as set forth in the attached Exhibit C.

Section 4. Chapter 15.64 of the Sedro-Woolley Municipal Code is hereby amended as set forth in the attached Exhibit D.

Section 5. The City Council hereby adopts by reference the Planning Commission's *Findings of Fact, Conclusions and Recommendations* - which were certified by the Planning Commission Chair on August 3, 2022 - as the City Council's *Findings of Fact*.

Section 6. This ordinance shall take effect five (5) days after the approval by the City Council and publication as provided by law.

Section 7. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

PASSED by majority vote of the members of the Sedro-Woolley City Council this _____ day of August, 2022, and signed in authentication of its passage this _____ day of August, 2022.

By: _____
JULIA JOHNSON, Mayor

Attest: _____
KELLY KOHNKEN, Finance Director

Approved as to form:

NIKKI THOMPSON, City Attorney

Published: _____

Exhibit A

To Ordinance No. 2015-22

Amendments to Chapter 13.36 of the Sedro-Woolley Municipal Code

13.36.010 Purpose.

It is the purpose of this chapter to:

- A. Minimize water quality degradation and sedimentation in streams, ponds, lakes, wetlands and other water bodies;
- B. Minimize the impact of increased runoff, erosion and sedimentation caused by land development and maintenance practices;
- C. Maintain and protect groundwater resources;
- D. Minimize adverse impacts of alterations on ground and surface water quantities, locations and flow patterns;
- E. Decrease potential landslide, flood and erosion damage to public and private property;
- F. Promote site planning and construction practices that are consistent with natural topographical, vegetational and hydrological conditions;
- G. Maintain and protect the city stormwater management infrastructure and those downstream;
- H. Provide a means of regulating clearing and grading of private and public land while minimizing water quality impacts in order to protect public health and safety; and
- I. Provide minimum development regulations and construction procedures which will preserve, replace or enhance, to the maximum extent practicable, existing vegetation to preserve and enhance the natural qualities of lands, wetlands and water bodies. (Ord. [1687-10](#) § 1 (Exh. A (part)), 2010)

13.36.020 Definitions.

For the purposes of this chapter, the following definitions shall apply. The definitions in:

- A. Wetlands Guidance Appendices, Definitions of the SWMMWW;
- B. The glossary and notations in the ~~current 2014~~ Department of Ecology SWMMWW; and
- C. Section 2, Definitions Related to Minimum Requirements, Appendix I of the NPDES Phase II Municipal Stormwater Permit;

are incorporated by reference, unless the context clearly indicates that another definition is applicable.

“Department” means Washington State Department of Ecology.

“Director” means the public works director or his designee.

“Person” means any individual, partnership, corporation, association, organization, cooperative, public or municipal corporation, agency of the state, or local government unit, however designated.

“Stormwater maintenance permit” is a permit or approval issued by the director pursuant to Chapter [13.40](#) for maintenance of facility constructed for a regulated activity.

“Stormwater management manual” or “manual” means Appendix I of the NPDES Phase II Municipal Stormwater Permit, including the mandatory incorporated provisions of the ~~2012-current~~ Department of Ecology Stormwater Management Manual for Western Washington, ~~as amended in 2014~~ (“~~2014~~ SWMMWW”) except as modified in Section [13.36.060](#)(A)(4).

“Stormwater management permit” is a permit or approval issued by the director pursuant to this chapter for a regulated activity.

~~“2014 SWMMWW”~~ means the ~~2012-current~~ Ecology Stormwater Management Manual for Western Washington, ~~as amended in 2014~~. (Ord. [1855-16](#) § 2, 2016: Ord. [1687-10](#) § 1 (Exh. A (part)), 2010)

13.36.030 Abrogation and interpretation of provisions.

A. Abrogation and Greater Restrictions. It is not intended that this chapter repeal, abrogate or impair any existing ordinances, regulations, issued permit requirements, easements, covenants or deed restrictions, except as expressly stated. However, where this chapter imposes greater restrictions, the provisions of this chapter shall prevail.

B. Interpretation. The provisions of this chapter shall be liberally construed to serve the purposes of this chapter. (Ord. [1687-10](#) § 1 (Exh. A (part)), 2010)

13.36.040 Applicability.

A. When any provision of any other ordinance of the city conflicts with this chapter, that which provides the higher standard of environmental protection shall apply unless specifically provided otherwise in this chapter.

B. Prior to the applicant fulfilling the requirements of this chapter and obtaining a stormwater management permit or approval, the city shall not grant any approval or permission to conduct a regulated activity, including but not limited to the following: building permit, commercial or residential; binding site plan; conditional use permit; franchise right-of-way construction permit; fill, grading and clearing permit; master plan development; planned unit development; right-of-way permit; shoreline substantial development permit; shoreline variance; shoreline conditional use permit; shoreline environmental redesignation; unclassified use permit; variance; zone reclassification; subdivision; short subdivision; special use permit; sewer discharge, utility and other use permit; zone reclassification; or any subsequently adopted permit or required approval not expressly exempted by this chapter.

C. Regulated activities as defined in Section [13.36.060](#) shall be conducted and a stormwater management permit or approval shall be issued only after the city approves a stormwater site plan (SSP) which meets the requirements of the manual.

D. In most situations, nonpermanent development activities shall be governed by the stormwater management permit. At the completion of the activities governed by the stormwater management

permit, the continuing maintenance and operation of any facilities that continue in operation will be governed by the stormwater maintenance permit issued pursuant to Chapter [13.40](#). Both permits will be issued by the director, and shall be administered together to meet the minimum requirements and BMPs of the manual. (Ord. [1687-10](#) § 1 (Exh. A (part)), 2010)

13.36.050 Stormwater management manual and Appendix I of permit adopted—Administrative provisions authorized.

A. The thresholds, definitions, minimum requirements and exceptions, adjustment and variance criteria found in Appendix I of the NPDES Phase II Municipal Stormwater Permit, including the minimum and mandatory incorporated provisions of the ~~2014-current~~ Department of Ecology Stormwater Management Manual for Western Washington are hereby adopted by reference, and are hereinafter collectively referred to as the “manual,” except as modified in Section [13.36.060](#)(A)(4).

B. The director may, in his discretion, modify, adopt and publish standards, designs and administrative regulations for permitting, to supplement the manual; provided, that the standards, designs and administrative regulations are consistent with the manual. The standards, designs and administrative regulations may include nonstructural preventative actions and source reduction approaches such as low impact development (LID) techniques consistent with the manual. Prior to adoption, the director shall solicit written and verbal comment at an advertised public hearing.

C. Any standards, designs, and administrative regulations adopted by the director shall be published in printed form maintained for inspection and copying at office of city engineer. Any such standards, designs, and administrative regulations shall have the same effect as a provision of this chapter, and its administration and application to a particular permit is subject to appeal and variance in the same manner as the provisions of this chapter. (Ord. [1855-16](#) § 3, 2016: Ord. [1687-10](#) § 1 (Exh. A (part)), 2010)

13.36.060 Regulated activities and exempt activities.

A. Regulated Activities.

1. All development and redevelopment shall be regulated activity subject to this chapter, and shall be subject to the applicable minimum requirements of the manual, unless exempted in subsection B of this section.

2. Not all of the minimum requirements apply to every development or redevelopment project. The applicability of the minimum requirements to a project or activity shall be determined by the thresholds in the manual.

3. If new development and redevelopment at sites below the regulatory threshold of this chapter were subject to regulation at the time of permitting, they shall continue to be subject to stormwater regulations, even if the site activities resulted in land disturbances of less than the one-acre threshold. The local stormwater requirements in effect at the time of permit issuance shall apply, unless the minimum requirements for new development and redevelopment contained in this chapter are applicable.

4. The requirements of this chapter apply to all development and redevelopment within the city of Sedro-Woolley, including sites which do not meet the one-acre-or-larger threshold of the manual.

B. Exemptions. The following activities are exempt pursuant to the manual from the requirements of this chapter:

1. Forest Practices. Forest practices regulated under WAC Title [222](#), except for Class IV general forest practices that are conversions from timberland to other uses, are exempt from the provisions of the minimum requirements.
2. Commercial Agriculture. Commercial agriculture practices involving working the land for production are generally exempt. However, the conversion from timberland to agriculture, and the construction of impervious surfaces, are not exempt.
3. Oil and Gas Field Activities or Operations. Construction of drilling sites, waste management pits, and access roads, as well as construction of transportation and treatment infrastructure such as pipelines, natural gas treatment plants, natural gas pipeline compressor stations, and crude oil pumping stations are exempt. Operators are encouraged to implement and maintain best management practices to minimize erosion and control sediment during and after construction activities to help ensure protection of surface water quality during storm events.
4. Road Maintenance.
 - a. The following road maintenance practices are exempt: pothole and square-cut patching, overlaying existing asphalt or concrete pavement with asphalt or concrete without expanding the area of coverage, shoulder grading, reshaping/regrading drainage systems, crack sealing, resurfacing with in-kind material without expanding the road prism, and vegetation maintenance.
 - b. The following road maintenance practices are considered redevelopment, and therefore are not categorically exempt:
 - i. Removing and replacing a paved surface to base course or lower, or repairing the roadway base;
 - ii. Extending the pavement edge without increasing the size of the road prism, or paving graveled shoulders;
 - iii. Resurfacing by upgrading from dirt to gravel, asphalt, or concrete; upgrading from gravel to asphalt, or concrete; or upgrading from a bituminous surface treatment ("chip seal") to asphalt or concrete.
5. Underground Utility Projects. Underground utility projects that replace the ground surface with in-kind material or materials with similar runoff characteristics are only subject to minimum requirement for construction stormwater pollution prevention.

C. All other development or redevelopment is subject to one or more of the minimum requirements of the manual. (Ord. [1687-10](#) § 1 (Exh. A (part)), 2010)

13.36.070 Adjustments and variances.

A. Adjustments. Adjustments to the minimum requirements may be granted by the director; provided, that a written finding of fact is prepared that addresses the following:

1. The adjustment provides substantially equivalent environmental protection.
2. Based on sound engineering practices, the objectives of safety, function, environmental protection and facility maintenance, are met.

Adjustments under this subsection do not require a public notice or hearing, and the decision of the director under this subsection is not subject to appeal.

B. Exceptions/Variations. Exceptions/variances (exceptions) to the minimum requirements may be granted by the director following legal public notice of an application for an exception or variance, legal public notice of the director's decision on the application, and written findings of fact that documents the director's determination to grant an exception. The director shall keep records, including the written findings of fact, of all local exceptions to the minimum requirements.

Project-specific design exceptions based on site-specific conditions do not require prior approval of the Department. The director must seek prior approval by the Department for any jurisdiction-wide exception.

The director may grant an exception to the minimum requirements if such application imposes a severe and unexpected economic hardship. To determine whether the application imposes a severe and unexpected economic hardship on the project applicant, the director must consider and document with written findings of fact the following:

1. The current (pre-project) use of the site; and
2. How the application of the minimum requirement(s) restricts the proposed use of the site compared to the restrictions that existed prior to the adoption of the minimum requirements; and
3. The possible remaining uses of the site if the exception were not granted; and
4. The uses of the site that would have been allowed prior to the adoption of the minimum requirements; and
5. A comparison of the estimated amount and percentage of value loss as a result of the minimum requirements versus the estimated amount and percentage of value loss as a result of requirements that existed prior to adoption of the minimum requirements; and
6. The feasibility for the owner to alter the project to apply the minimum requirements.

C. In addition any exception/variances must meet the following criteria:

1. The exception will not increase risk to the public health and welfare, nor be injurious to other properties in the vicinity and/or downstream, and to the quality of waters of the state; and
2. The exception is the least possible exception that could be granted to comply with the intent of the minimum requirements.

D. An exception/variance shall be subject to the same notice requirements and appeal process from the decision of the director as a Type II decision subject to Chapter [2.90](#), to the extent applicable and not inconsistent with this chapter. (Ord. [1687-10](#) § 1 (Exh. A (part)), 2010)

13.36.080 Stormwater minimum requirements and best management practices (BMPs).

A. The minimum requirements of the manual are adopted and incorporated herein by reference.

B. The site planning process of the manual and BMP selection and design criteria of the manual shall be used to implement the minimum requirements of the manual.

C. All development and redevelopment shall apply all known, available and reasonable methods of prevention, control and treatment (AKART), utilizing the BMPs and design criteria of the manual, including LID design criteria, to comply with the minimum requirements of the manual, prior to discharge into the city of Sedro-Woolley storm sewer system permitted by the Department of Ecology.

D. No person may conduct activity regulated by this chapter which discharges directly to, or indirectly through, the city of Sedro-Woolley storm sewer system permitted by the Department of Ecology, unless they meet the requirements of this chapter and obtain a stormwater management permit or stormwater maintenance permit, or both.

E. All stormwater site plans for regulated activity (development and redevelopment) are subject to review and approval by the director, and shall require a stormwater management permit or stormwater maintenance permit or approvals issued by the director pursuant to this chapter. A stormwater maintenance permit may be required by the director as a condition of the stormwater management permit.

F. The director shall adopt BMPs for low impact development (LID) techniques pursuant to Section [13.36.060](#)(B) as administrative regulations for the implementation of this chapter. The director may adopt specific BMPs and low impact development standards from the ~~2014~~ SWMMWW or other approved source. In addition, an applicant may seek an adjustment or variance incorporating BMPs for LID techniques into permit approval. (Ord. [1855-16](#) § 4, 2016: Ord. [1687-10](#) § 1 (Exh. A (part)), 2010)

13.36.090 Prohibitions.

A. Illicit discharge to stormwater drainage systems is prohibited. Illicit discharges are defined as those discharges prohibited by the manual, the Western Washington Phase II Municipal Stormwater Permit, the city of Sedro-Woolley stormwater management plan, and state law.

B. The following categories of nonstormwater discharges are prohibited unless the stated conditions are met:

1. Discharges from potable water sources, including water line flushing, hyperchlorinated water line flushing, fire hydrant system flushing, and pipeline hydrostatic test water. Planned discharges shall be dechlorinated to a concentration of 0.1 ppm or less, pH-adjusted, if necessary, and volumetrically and velocity controlled to prevent resuspension of sediments in the MS4.

2. Discharges from lawn watering and other irrigation runoff. These shall be minimized through, at a minimum, public education activities (see section S5.C.1 of the Western Washington Phase II Municipal Stormwater Permit) and water conservation efforts.
3. Dechlorinated swimming pool discharges. The discharges shall be dechlorinated to a concentration of 0.1 ppm or less, pH-adjusted and reoxygenized if necessary, volumetrically and velocity controlled to prevent resuspension of sediments in the MS4. Swimming pool cleaning wastewater and filter backwash shall not be discharged to the MS4.
4. Street and sidewalk wash water, water used to control dust, and routine external building wash down that does not use detergents. At active construction sites, street sweeping must be performed prior to washing the street.
5. Other nonstormwater discharges. The discharges shall be in compliance with the requirements of a stormwater pollution prevention plan reviewed by the director, which addresses control of such discharges.

C. Development and redevelopment which fails to comply with the requirements of this chapter is prohibited. (Ord. [1687-10](#) § 1 (Exh. A (part)), 2010)

13.36.100 Administration.

A. Director. The director or a designee shall administer this chapter and shall be referred to as the director. The director shall have the authority to develop and implement administrative procedures to administer and enforce this chapter.

B. Review and Approval. Any activity subject to regulation by this chapter shall not be approved until the director issues a written finding that the regulated activity complies with this chapter, or is exempt. The finding, approvals and conditions shall be incorporated into a stormwater management permit. The omission of a minimum requirement or BMP on the permit or approved plan shall not relieve the applicant of complying with the minimum requirement or BMP if it is made applicable by the manual.

1. If the regulated activity is subject to a permit or approval from any department of the city of Sedro-Woolley, including but not limited to the permits and approvals listed in Section [13.36.040](#), a permit or approval shall not be issued until a finding of compliance and a stormwater management permit is issued by the director.

2. If the regulated activity is not subject to any other permit or approval from any department of the city of Sedro-Woolley, but is subject to the provisions of this chapter, then the owner of the affected property and the person conducting the activity shall apply directly to the director for a permit, which shall not be issued until a finding of compliance and a stormwater management permit is issued by the director.

C. Any owner or applicant seeking approval or a permit for activity regulated by this chapter shall, in addition to any other permit necessary for the activity, apply for a stormwater management permit in the form provided by the director, and shall provide the information required to demonstrate compliance with minimum requirements and BMPs specified in the manual. The form of the application shall meet the requirements established by the director.

D. The director may approve, conditionally approve or deny an application for activities regulated by this chapter. Such approval or denial shall be based on the thresholds, definitions, minimum requirements and exceptions, adjustment and variance criteria found in Appendix I of the NPDES Phase II Municipal Stormwater Permit, including the mandatory or minimum provisions of the 2014 SWMMWW, and on any administrative provisions adopted by the director pursuant to Section [13.36.060](#).

E. If an adjustment, exception or variance is allowed, it shall be incorporated into the conditions and terms of the permit issued by the director.

F. Inspection. All activities regulated by this chapter shall be inspected by the director. The director shall inspect projects at various stages of the work requiring approval to determine that the regulated activity is complying with the terms of the permit and approval. Stages of work requiring inspection include, but are not limited to, preconstruction; installation of BMPs; land-disturbing activities; installation of utilities, landscaping, retaining walls and completion of project. When required by the director, a special inspection and/or testing shall be performed.

G. All project applications must address long-term maintenance responsibility and access for maintenance inspections, and all must continue to meet the minimum requirements of the manual as a condition of the stormwater management permit. When required by the director, a "stormwater maintenance permit" shall also be required as a condition of the stormwater management permit, pursuant to Chapter [13.40](#).

H. The stormwater management permit shall identify the party responsible for compliance, and may require the posting of a bond or surety to guarantee financial responsibility for compliance as a condition of the permit. The amount of the bond or other surety shall not exceed one hundred twenty-five percent of the cost of compliance with the conditions and requirement of the stormwater management permit, as determined by the director.

I. Any applicant may appeal the decision of the director to issue, condition or deny a permit in the same manner as a Type II decision subject to Chapter [2.90](#), to the extent applicable and not inconsistent with this chapter. (Ord. [1855-16](#) § 5, 2016: Ord. [1687-10](#) § 1 (Exh. A (part)), 2010)

13.36.110 Civil enforcement.

A. The director shall enforce this chapter. Violations of this chapter shall be subject to civil penalties and process as set forth in Title [18](#). It shall be a violation of this chapter to (1) engage in any regulated activity without a permit issued pursuant to this chapter, (2) to violate the terms and conditions of a permit issued pursuant to this chapter, or (3) to permit, allow, or commit an illicit discharge prohibited by this chapter.

B. The director is authorized to seek injunctions, restraining orders, and other civil relief in court as is necessary to enforce this chapter. (Ord. [1855-16](#) § 6, 2016: Ord. [1687-10](#) § 1 (Exh. A (part)), 2010)

13.36.120 Criminal violation.

In addition to any civil penalty or civil enforcement action, a willful violation of this chapter by any person shall constitute a gross misdemeanor punishable by a five-thousand-dollar fine, imprisonment in jail not to exceed one year, or both. (Ord. [1687-10](#) § 1 (Exh. A (part)), 2010)

13.36.130 Fees.

The applicant shall pay all fees and costs as established by ordinance or resolution prior to issuance of the stormwater management permit or other review and inspections pursuant to this chapter. If no separate fee is established, the applicant shall pay a fee based on the hourly rate for city engineering services established by separate ordinance or resolution for plan review and inspections. (Ord. [1687-10](#) § 1 (Exh. A (part)), 2010)

Exhibit B

To Ordinance No. 2015-22

Amendments to Chapter 13.40 of the Sedro-Woolley Municipal Code

13.40.010 Purpose.

The provisions of this chapter are intended to:

- A. Provide for inspection and maintenance of stormwater facilities in the city to provide for an effective, functional stormwater drainage system;
- B. Authorize the city to require that stormwater facilities be operated, maintained and repaired in conformance with this chapter;
- C. Establish the minimum level of compliance which must be met;
- D. Guide and advise all who conduct inspection and maintenance of stormwater facilities; (Ord. [1687-10](#) § 2 (Exh. B (part)), 2010)

E. Provide for inspections of existing sites by the City, or its authorized designee, to insure adequate source control BMPs are in place and maintained to prevent illicit discharges or violations of surface water, groundwater, or sediment management standards.

13.40.020 Definitions.

For the purposes of this chapter, the following definitions shall apply. The definitions in:

- A. Wetlands Guidance Appendices, Definitions of the SWMMWW;
- B. The glossary and notations in the ~~2014-current~~ Department of Ecology SWMMWW; and
- C. Section 2, Definitions Related to Minimum Requirements, Appendix I of the NPDES Phase II Municipal Stormwater Permit are incorporated by reference, unless the context clearly indicates that another definition is applicable.

~~“2014-SWMMWW” means the 2012-current Ecology Stormwater Management Manual for Western Washington, as amended in 2014.~~

“Department” means Washington State Department of Ecology.

“Director” means the public works director or his designee.

“Person” means any individual, partnership, corporation, association, organization, cooperative, public or municipal corporation, agency of the state, or local government unit, however designated.

“Source Control BMP” is a structure or operation intended to prevent pollutants from coming into contact with stormwater through physical separation of areas or careful management of activities that are sources of pollutants. Structural Source Control BMPs are physical, structural, or mechanical devices or facilities that are intended to prevent pollutants from entering stormwater. Operational Source Control BMPs are non-structural practices that prevent or reduce pollutants from entering stormwater.

“Stormwater maintenance permit” is a permit or approval issued by the director pursuant to Chapter [13.40](#) for maintenance of facility constructed for a regulated activity.

“Stormwater management manual” or “manual” means Appendix I of the NPDES Phase II Municipal Stormwater Permit, including the mandatory incorporated provisions of the ~~2012-current~~ Department of Ecology Stormwater Management Manual for Western Washington, ~~as amended in 2014~~ (“~~2014~~ SWMMWW”) except as modified in Section [13.36.060](#)(A)(4).

“Stormwater management permit” is a permit or approval issued by the director pursuant to this chapter for a regulated activity. (Ord. [1855-16](#) § 7, 2016; Ord. [1687-10](#) § 2 (Exh. B (part)), 2010)

13.40.030 Abrogation and interpretation of provisions.

A. Abrogation and Greater Restrictions. It is not intended that this chapter repeal, abrogate or impair any existing ordinances, regulations, issued permit requirements, easements, covenants or deed restrictions, except as expressly stated. However, where this chapter imposes greater restrictions, the provisions of this chapter shall prevail.

B. Interpretation. The provisions of this chapter shall be liberally construed to serve the purposes of this chapter. (Ord. [1687-10](#) § 2 (Exh. B (part)), 2010)

13.40.040 Applicability.

A. When any provision of any other ordinance of the city conflicts with this chapter, that which provides the higher standard of environmental protection shall apply unless specifically provided otherwise in this chapter.

B. This chapter applies to all activities which are subject to Chapter [13.36](#), and which have one or more conditions or requirements of a stormwater management permit which are permanent or shall require compliance after the completion of the permitted activity regulated by Chapter [13.36](#).

C. All activities regulated by this chapter shall require a stormwater maintenance permit issued pursuant to this chapter. The stormwater maintenance permit shall govern those conditions or requirements of a stormwater management permit which are permanent or shall require compliance after the completion of the permitted activity regulated by Chapter [13.36](#).

D. Prior to the applicant fulfilling the requirements of this chapter, the city shall not issue a stormwater maintenance permit.

E. In most situations, nonpermanent development activities shall be governed by the stormwater management permit. At the completion of the activities governed by the stormwater management permit, the continuing maintenance and operation of any facilities that continue in operation will be governed by the stormwater maintenance permit issued pursuant to Chapter [13.40](#). Both permits will be issued by the director, and shall be administered together to meet the minimum requirements and BMPs of the manual. (Ord. [1687-10](#) § 2 (Exh. B (part)), 2010)

13.40.050 Stormwater management manual and Appendix I of permit adopted—Administrative provisions authorized.

A. The thresholds, definitions, minimum requirements and exceptions, adjustment and variance criteria found in Appendix I of the NPDES Phase II Municipal Stormwater Permit, including the minimum and mandatory incorporated provisions of the 2014 Department of Ecology Stormwater Management Manual for Western Washington, are hereby adopted by reference, and are hereinafter collectively referred to as the “manual,” except as modified in Section [13.40.060\(A\)\(4\)](#).

B. The director may, in his discretion, modify, adopt and publish standards, designs and administrative regulations for permitting, to supplement the manual; provided, that the standards, designs and administrative regulations are consistent with the manual. The standards, designs and administrative regulations may include nonstructural preventative actions and source reduction approaches such as low impact development (LID) techniques consistent with the manual. Prior to adoption, the director shall solicit written and verbal comment at an advertised public hearing.

C. Any standards, designs, and administrative regulations adopted by the director shall be published in printed form maintained for inspection and copying at the office of the city engineer. Any such standards, designs, and administrative regulations shall have the same effect as a provision of this chapter, and its administration and application to a particular permit is subject to appeal and variance in the same manner as the provisions of this chapter. (Ord. [1855-16](#) § 8, 2016: Ord. [1687-10](#) § 2 (Exh. B (part)), 2010)

13.40.060 Regulated activities and exempt activities.

A. Regulated Activities.

1. All development and redevelopment shall be regulated activity subject to this chapter, and shall be subject to the applicable minimum requirements of the manual, unless exempted in subsection B of this section.

2. Not all of the minimum requirements apply to every development or redevelopment project. The applicability of the minimum requirements to a project or activity shall be determined by the thresholds in the manual.

3. If new development and redevelopment at sites below the regulatory threshold of this chapter were subject to regulation at the time of permitting, they shall continue to be subject to stormwater regulations, even if the site activities resulted in land disturbances of less than the one-acre threshold. The local stormwater requirements in effect at the time of permit issuance shall apply, unless the minimum requirements for new development and redevelopment contained in this chapter are applicable.

4. The requirements of this chapter apply to all development and redevelopment within the city of Sedro-Woolley, including sites which do not meet the one-acre-or-larger threshold of the manual.

5. Existing publicly and privately owned institutional, commercial and industrial sites where land uses and activities have the potential to generate pollutants to the MS4.

B. Exemptions. The following activities are exempt pursuant to the manual from the requirements of this chapter:

1. Forest Practices. Forest practices regulated under WAC Title [222](#), except for Class IV general forest practices that are conversions from timberland to other uses, are exempt from the provisions of the minimum requirements.
2. Commercial Agriculture. Commercial agriculture practices involving working the land for production are generally exempt. However, the conversion from timberland to agriculture, and the construction of impervious surfaces, are not exempt.
3. Oil and Gas Field Activities or Operations. Construction of drilling sites, waste management pits, and access roads, as well as construction of transportation and treatment infrastructure such as pipelines, natural gas treatment plants, natural gas pipeline compressor stations, and crude oil pumping stations are exempt. Operators are encouraged to implement and maintain best management practices to minimize erosion and control sediment during and after construction activities to help ensure protection of surface water quality during storm events.
4. Road Maintenance.
 - a. The following road maintenance practices are exempt: pothole and square-cut patching, overlaying existing asphalt or concrete pavement with asphalt or concrete without expanding the area of coverage, shoulder grading, reshaping/regrading drainage systems, crack sealing, resurfacing with in-kind material without expanding the road prism, and vegetation maintenance.
 - b. The following road maintenance practices are considered redevelopment, and therefore are not categorically exempt:
 - i. Removing and replacing a paved surface to base course or lower, or repairing the roadway base;
 - ii. Extending the pavement edge without increasing the size of the road prism, or paving graveled shoulders;
 - iii. Resurfacing by upgrading from dirt to gravel, asphalt, or concrete; upgrading from gravel to asphalt, or concrete; or upgrading from a bituminous surface treatment ("chip seal") to asphalt or concrete.
5. Underground Utility Projects. Underground utility projects that replace the ground surface with in-kind material or materials with similar runoff characteristics are only subject to minimum requirement for construction stormwater pollution prevention.

C. All other development or redevelopment is subject to one or more of the minimum requirements of the manual. (Ord. [1687-10](#) § 2 (Exh. B (part)), 2010)

13.40.070 Maintenance requirements.

A. Maintenance Required. All stormwater facilities and BMPs shall be operated and maintained in accordance with this chapter, the manual, including the minimum standards and BMPs in the manual, the Western Washington Phase II Municipal Stormwater Permit, the Sedro-Woolley

stormwater management plan, [approved facilities maintenance manuals](#), and the stormwater maintenance permit.

B. Compliance. Property owners are responsible for the maintenance, operation or repair of stormwater systems and BMPs. Property owners shall maintain, operate and repair these facilities in compliance with the requirements of the manual, including the minimum standards and BMPs in the manual, the Western Washington Phase II Municipal Stormwater Permit, the Sedro-Woolley stormwater management plan, [approved facilities maintenance manuals](#), and the stormwater maintenance permit.

C. Financial Responsibility. The property owners are responsible for the maintenance, operation and repair of the stormwater system [and BMPs](#) subject to the stormwater maintenance permit. The director may require a bond or other surety, or a block fund in a federally insured financial institution, as security for the permanent maintenance, operation and repair of the stormwater facilities, as a condition of the stormwater maintenance permit, on such conditions as the director deems reasonable, considering the size and cost of the facility. (Ord. [1687-10](#) § 2 (Exh. B (part)), 2010)

13.40.075 Stormwater minimum requirements and best management practices (BMPs).

A. The minimum requirements of the manual are adopted and incorporated herein by reference.

B. The site planning process of the manual and BMP selection and design criteria of the manual shall be used to implement the minimum requirements of the manual.

C. All development and redevelopment shall apply all known, available and reasonable methods of prevention, control and treatment (AKART), utilizing the BMPs and design criteria of the manual, including LID design criteria, to comply with the minimum requirements of the manual, prior to discharge into the city of Sedro-Woolley storm sewer system permitted by the Department of Ecology.

D. No person may conduct activity regulated by this chapter which discharges directly to, or indirectly through, the city of Sedro-Woolley storm sewer system permitted by the Department of Ecology, unless they meet the requirements of this chapter and obtain a stormwater management permit or stormwater maintenance permit, or both.

E. All stormwater site plans for regulated activity (development and redevelopment) are subject to review and approval by the director, and shall require a stormwater management permit or stormwater maintenance permit issued by the director pursuant to this chapter. A stormwater maintenance permit may be required by the director as a condition of the stormwater management permit.

F. The director shall adopt BMPs for low impact development (LID) techniques pursuant to Section [13.36.060](#)(B) as administrative regulations for the implementation of this chapter. The director may adopt specific BMPs and low impact development standards from the ~~2014~~ SWMMWW or other approved source. In addition, an applicant may seek an adjustment or variance incorporating BMPs for LID techniques into permit approval. (Ord. [1855-16](#) § 9, 2016: Ord. [1687-10](#) § 2 (Exh. B (part)), 2010)

G. The owner or operator of an institutional, commercial or industrial establishment that has the potential to generate pollutants into the storm sewer system shall provide appropriate protections from accidental discharge of prohibited materials or other wastes through the use of applicable structural and non-structural source control BMPs in the SWMMWW. Any person responsible for a property or premises, which is, or may be, the source of an illicit discharge, shall be required to implement additional structural and non-structural source control BMPs to prevent further discharge of pollutants to the storm sewer system.

13.40.080 Adjustments and variances.

A. Adjustments. Adjustments to the minimum requirements may be granted by the director; provided, that a written finding of fact is prepared that addresses the following:

1. The adjustment provides substantially equivalent environmental protection.
2. Based on sound engineering practices, the objectives of safety, function, environmental protection and facility maintenance, are met.

Adjustments under this subsection do not require a public notice or hearing, and the decision of the director under this subsection is not subject to appeal.

B. Exceptions/Variations. Exceptions/variances (exceptions) to the minimum requirements may be granted by the director following legal public notice of an application for an exception or variance, legal public notice of the director's decision on the application, and written findings of fact that document the director's determination to grant an exception. The director shall keep records, including the written findings of fact, of all local exceptions to the minimum requirements.

Project-specific design exceptions based on site-specific conditions do not require prior approval of the department. The director must seek prior approval by the department for any jurisdiction-wide exception.

The director may grant an exception to the minimum requirements if such application imposes a severe and unexpected economic hardship. To determine whether the application imposes a severe and unexpected economic hardship on the project applicant, the director must consider and document with written findings of fact the following:

1. The current (pre-project) use of the site; and
2. How the application of the minimum requirement(s) restricts the proposed use of the site compared to the restrictions that existed prior to the adoption of the minimum requirements; and
3. The possible remaining uses of the site if the exception were not granted; and
4. The uses of the site that would have been allowed prior to the adoption of the minimum requirements; and
5. A comparison of the estimated amount and percentage of value loss as a result of the minimum requirements versus the estimated amount and percentage of value loss as a result of requirements that existed prior to adoption of the minimum requirements; and

6. The feasibility for the owner to alter the project to apply the minimum requirements.
- C. In addition any exception/variances must meet the following criteria:
1. The exception will not increase risk to the public health and welfare, nor injurious to other properties in the vicinity and/or downstream, and to the quality of waters of the state; and
 2. The exception is the least possible exception that could be granted to comply with the intent of the minimum requirements.
- D. An exception/variance shall be subject to the same notice requirements and appeal process from the decision of the director as a Type II decision subject to Chapter [2.90](#), to the extent applicable and not inconsistent with this chapter. (Ord. [1687-10](#) § 2 (Exh. B (part)), 2010)

13.40.090 Prohibitions.

- A. Illicit discharge to stormwater drainage systems is prohibited. Illicit discharges are defined as those discharges prohibited by the manual, the Western Washington Phase II Municipal Stormwater Permit, the city of Sedro-Woolley stormwater management plan, and state law.
- B. The following categories of nonstormwater discharges are prohibited unless the stated conditions are met:
1. Discharges from potable water sources, including water line flushing, hyperchlorinated water line flushing, fire hydrant system flushing, and pipeline hydrostatic test water. Planned discharges shall be dechlorinated to a concentration of 0.1 ppm or less, pH-adjusted, if necessary, and volumetrically and velocity controlled to prevent resuspension of sediments in the MS4.
 2. Discharges from lawn watering and other irrigation runoff. These shall be minimized through, at a minimum, public education activities (see section S5.C.1 of the Western Washington Phase II Municipal Stormwater Permit) and water conservation efforts.
 3. Dechlorinated swimming pool discharges. The discharges shall be dechlorinated to a concentration of 0.1 ppm or less, pH-adjusted and reoxygenized if necessary, volumetrically and velocity controlled to prevent resuspension of sediments in the MS4. Swimming pool cleaning wastewater and filter backwash shall not be discharged to the MS4.
 4. Street and sidewalk wash water, water used to control dust, and routine external building washdown that does not use detergents. At active construction sites, street sweeping must be performed prior to washing the street.
 5. Other nonstormwater discharges. The discharges shall be in compliance with the requirements of a stormwater pollution prevention plan, reviewed by the director, which addresses control of such discharges.
- C. Development and redevelopment which fail to comply with the requirements of this chapter is prohibited. (Ord. [1687-10](#) § 2 (Exh. B (part)), 2010)

13.40.100 Authority.

A. Director. The director or a designee/inspector shall administer and enforce this chapter and shall be referred to as the director.

B. Inspection Authority. The director is directed and authorized to develop an inspection program for stormwater facilities and existing sites with the potential to generate pollutants in the city, including all facilities operating under a stormwater maintenance permit.

C. Plan, Manual, and Inspection Schedule. All activities and facilities which are subject to this chapter shall, as a condition of the stormwater maintenance permit, submit a permanent maintenance plan, maintenance and operations manual, and an inspection schedule, which shall be subject to the approval of the director. Compliance with the plan, maintenance manual and inspection schedule shall be a condition of the stormwater maintenance permit.

D. Previously Constructed Facilities. This chapter shall apply to stormwater facilities which were legally constructed without a stormwater maintenance permit issued pursuant to this chapter, to the extent permitted and required by the manual. The facilities shall be subject to inspection for compliance with the original conditions of approval and the applicable standards of this chapter. (Ord. [1687-10](#) § 2 (Exh. B (part)), 2010)

13.40.110 Inspection program.

A. Inspection. The inspector is authorized to inspect during regular working hours and at other reasonable times all stormwater drainage systems and existing sites with the potential to generate pollutants within the city to determine compliance with the provisions of this chapter. The following schedule shall apply:

1. Facilities operating under a stormwater maintenance permit shall be inspected pursuant to the inspection schedule incorporated in the permit.
2. Facilities operating without a stormwater maintenance permit shall be inspected at least annually, unless the director determines that annual inspections are not necessary.
3. Facilities which the director has reason to believe are not being maintained or operated consistent with the stormwater maintenance permit or as previously permitted or designed, may be inspected by the director at any time, as set forth below.

B. Procedures. Prior to making any inspections, the inspector shall present identification credentials, state the reason for the inspection and request entry.

1. If the property of any building or structure on the property is unoccupied, the inspector shall first make a reasonable effort to locate the owner or any other person(s) having charge or control of the property or portions of the property and request entry.
2. If after reasonable effort, the inspector is unable to locate the owner or other person(s) having charge or control of the property, and has reason to believe the condition of the stormwater drainage system creates an imminent hazard to persons or property, the inspector may enter.

3. Unless entry is consented to by the owner or person(s) in control of the property or portion of the property or unless conditions are reasonably believed to exist which create imminent threat to public safety, the inspector shall obtain a search warrant, prior to entry, as authorized by the laws of the state of Washington.

4. The inspector may inspect the stormwater drainage system without obtaining a search warrant provided for in subsection (B)(3) of this section, provided the inspection can be conducted while remaining on public property or other property on which permission to enter is obtained.

C. **Inspection Schedule.** The director shall establish a master inspection and maintenance schedule to inspect appropriate stormwater facilities that are not owned by the city. Inspections shall be annual. Critical stormwater facilities may require a more frequent inspection schedule.

D. **Inspection and Maintenance Records.** As existing stormwater facilities are encountered, they shall be added to the master inspection and maintenance schedule. Records of new stormwater facilities shall include the following:

1. As-built plans and locations;
2. Findings of fact from any exemptions granted by the local government;
3. Operation and maintenance requirements and records of inspections, maintenance actions and frequencies;
4. Engineering reports, as appropriate.

E. **Reporting Requirements.** The director shall report annually to the city council about the status of the inspections. The annual report may include, but need not be limited to, the proportion of the components found in and out of compliance, the need to upgrade components, enforcement actions taken, compliance with the inspection schedule, the resources needed to comply with the schedule, and comparisons with previous years.

F. **Easement.** The director may require, as a condition of the stormwater maintenance permit, that the city of Sedro-Woolley be conveyed a permanent easement to access the permitted stormwater facilities for purposes of inspection and emergency maintenance and repairs. (Ord. [1687-10](#) § 2 (Exh. B (part)), 2010)

13.40.120 Administration.

A. **Director.** The director or a designee shall administer this chapter and shall be referred to as the director. The director shall have the authority to develop and implement administrative procedures to administer and enforce this chapter.

B. **Review and Approval.**

1. Any activity subject to regulation by this chapter shall not be approved until the director issues a written finding that the regulated activity complies with this chapter, or is exempt. The finding, approvals and conditions shall be incorporated into a stormwater maintenance permit. The omission of a minimum requirement or BMP on the permit or approved plan shall not

relieve the applicant of complying with the minimum requirement or BMP if it is made applicable by the manual.

2. Any owner or applicant seeking approval or a permit for activity regulated by this chapter shall, in addition to any other permit necessary for the activity, apply for a stormwater maintenance permit in the form provided by the director, and shall provide the information required to demonstrate compliance with minimum requirements and BMPs specified in the manual. The form of the application shall meet the requirements established by the director.

3. The director may approve, conditionally approve or deny an application for activities regulated by this chapter. Such approval or denial shall be based on the thresholds, definitions, minimum requirements and exceptions, adjustment and variance criteria found in Appendix I of the NPDES Phase II Municipal Stormwater Permit, including the mandatory incorporated provisions of the 2014 Department of Ecology Stormwater Management Manual for Western Washington, and on any administrative provisions adopted by the director pursuant to Section [13.40.050](#).

4. If an adjustment, exception or variance is allowed, it shall be incorporated into the conditions and terms of the permit issued by the director.

5. Inspection. All activities regulated by this chapter shall be inspected by the director. The director shall inspect projects at various stages of the work requiring approval to determine that the regulated activity is complying with the terms of the permit and approval. Stages of work requiring inspection include, but are not limited to, preconstruction; installation of BMPs; land-disturbing activities; installation of utilities, landscaping, retaining walls and completion of project. When required by the director, a special inspection and/or testing shall be performed.

6. All project applications must address long-term maintenance responsibility and access for maintenance inspections, and all must continue to meet the minimum requirements of the manual as a condition of the stormwater maintenance permit.

7. The stormwater maintenance permit shall identify the party responsible for compliance, and may require the posting of a bond or surety to guarantee financial responsibility for compliance as a condition of the permit. The amount of the bond or other surety shall not exceed one hundred twenty-five percent of the cost of compliance with the conditions and requirements of the stormwater maintenance permit, as determined by the director.

8. Any applicant may appeal the decision of the director to issue, condition or deny a permit in the same manner as a Type II decision subject to Chapter [2.90](#), to the extent applicable and not inconsistent with this chapter. (Ord. [1855-16](#) § 10, 2016; Ord. [1687-10](#) § 2 (Exh. B (part)), 2010)

13.40.130 Civil enforcement.

A. The director shall enforce this chapter. Violations of this chapter shall be subject to civil penalties and process as set forth in Title [18](#). It shall be a violation of this chapter to (1) engage in any regulated activity without a permit issued pursuant to this chapter, (2) violate the terms and conditions of a permit issued pursuant to this chapter, or (3) permit, allow, or commit an illicit discharge prohibited by this chapter.

B. The director is authorized to seek injunctions, restraining orders, and other civil relief in court as is necessary to enforce this chapter. (Ord. [1855-16](#) § 11, 2016; Ord. [1687-10](#) § 2 (Exh. B (part)), 2010)

13.40.140 Criminal violation.

In addition to any civil penalty or civil enforcement action, a willful violation of this chapter by any person shall constitute a gross misdemeanor punishable by a five-thousand-dollar fine, imprisonment in jail not to exceed one year, or both. (Ord. [1687-10](#) § 2 (Exh. B (part)), 2010)

13.40.150 Fees.

The applicant shall pay all fees and costs as established by ordinance or resolution prior to issuance of the stormwater maintenance permit or other review or inspections pursuant to this chapter. If no separate fee is established, the applicant shall pay a fee based on the hourly rate for city engineering services established by separate ordinance or resolution for plan review. (Ord. [1687-10](#) § 2 (Exh. B (part)), 2010)

Exhibit C

To Ordinance No. 2015-22

Amendments to Chapter 15.60 of the Sedro-Woolley Municipal Code

Chapter 15.60

IMPACT FEES FOR PLANNED FACILITIES*

Sections:

- 15.60.010 Authority and purpose.**
- 15.60.015 Definitions.**
- 15.60.020 Applicability.**
- 15.60.030 Geographic scope.**
- 15.60.040 Imposition of transportation impact fees.**
- 15.60.050 Transportation fee schedules and establishment of service area.**
- 15.60.060 Calculation of transportation impact fees.**
- 15.60.070 Park impact fee and establishment of service area.**
- 15.60.080 Calculation of park impact fees.**
- 15.60.090 Fire department impact fee and establishment of service area.**
- 15.60.100 Calculation of fire department impact fees.**
- 15.60.110 Payment of fees.**
- 15.60.120 Project list.**
- 15.60.130 Funding of projects.**
- 15.60.140 Refunds.**
- 15.60.150 Appeals.**
- 15.60.160 Relationship to SEPA.**
- 15.60.170 Relationship to concurrency.**
- 15.60.180 Necessity of compliance.**

* Prior ordinance history: Ords. 1314-98, 1331-99, 1424-02 and 1452-03.

15.60.010 Authority and purpose.

A. This title is enacted pursuant to the city's police powers, the Growth Management Act as codified in Chapter 36.70A RCW, the enabling authority in Chapter 82.02 RCW, Chapter 58.17 RCW relating to platting and subdivisions, and the State Environmental Policy Act (SEPA) Chapter 42.21C RCW.

B. The purpose of this title is to:

1. Develop a transportation impact fee program consistent with the Sedro-Woolley Comprehensive Plan (2005) the Six-Year Transportation Improvement Program (2005), and capital facilities plans for joint public and private financing of transportation, park and fire department improvements necessitated in whole or in part by development in the city;
2. Ensure adequate levels of transportation, traffic, park and fire department service within the city consistent with the comprehensive plan;
3. Create a mechanism to charge and collect fees to ensure that all new development bears its proportionate share of the capital costs of off-site facilities directly necessitated by new development, in order to provide an adequate level of service consistent with the comprehensive plan;

4. Ensure that the city pays its fair share of the capital costs of transportation, park and fire department facilities necessitated by public use of the transportation, park, and fire department systems; and

5. Ensure fair collection and administration of such impact fees.

C. The provisions of this chapter shall be liberally construed to effectively carry out its purpose in the interests of the public health, safety and welfare. (Ord. 1555-06 § 1 (part), 2006)

15.60.015 Definitions.

The following are definitions provided for administering the impact fee ordinance. The public works director shall have the authority to resolve questions of interpretation or conflicts between definitions.

A. "Adequate level of transportation service" means a system of transportation facilities which have the capacity to serve development without decreasing levels of service below the city's established minimum as determined by SWMC Chs. 15.40, 15.56, and adopted plans and ordinances.

B. "Adequate level of parks service" means a system of parks facilities which have the capacity to serve development without decreasing levels of service below the city's established minimums as determined by adopted plans and ordinances.

C. "Adequate level of fire department service" means a system of fire department facilities which have the capacity to serve development without decreasing levels of service below the city's established minimums as determined by adopted plans and ordinances.

D. "Capacity" means the maximum sustainable flow rate at which vehicles or persons can be expected to traverse a point or uniform segment of a lane or roadway during a specified time period, usually expressed as vehicles per hour, passengers per hour, or persons per hour.

E. "Development activity" means any construction or expansion of a building, or structure, or use, or any changes in the use of land, that creates additional demand and need for public facilities.

F. "Director" means the director of the department of public works of the city of Sedro-Woolley or his/her designee.

G. "Finance director" means the clerk-treasurer of the city of Sedro-Woolley or his/her designee.

H. "Impact fee" means a payment of money imposed upon development approval to pay for public streets and roads, parks and fire department facilities needed to serve new growth and development, and that is reasonably related to the new development that creates additional demand and need for public streets and roads, parks and fire department facilities that is a proportionate share of the cost of the public streets and roads, parks and fire department facilities and that is used for public streets and roads, parks and fire department facilities that reasonably benefit the new development. "Impact fee" does not include a reasonable permit or application fee otherwise established by city council resolution, nor mitigation required by SEPA or other ordinance.

I. "Jurisdiction" means a municipality or county.

J. "Off-site transportation road improvement" means improvement, except a frontage improvement, to an existing or proposed city road or street outside the boundaries of a development, which

improvement is required or recommended in accordance with this title. “Off-site parks improvement” means improvement to an existing or proposed park facility outside the boundaries of a development, which improvement is required or recommended in accordance with this title.

K. “Off-site fire department improvement” means improvement to an existing or proposed fire department facility outside the boundaries of a development, which improvement is required or recommended in accordance with this title.

L. “Parks” means public parks; public recreational, community, cultural or civic facilities (including, without limitation senior centers and youth centers); public trails; and any other similar public facilities identified in the parks plan.

M. “Parks plan” means those specific projects and/or classes of projects for the development and/or improvement of public parks identified within the parks element of the Sedro-Woolley capital facilities plan, as may from time to time be amended.

N. “Project improvements” means site improvements and facilities that are planned and designed to provide service for a particular development project that are necessary for the use and convenience of the occupants or users of the project, and are not system improvements. No improvement or facility included in the capital facilities plan approved by the city council shall be considered a project improvement.

O. “Service area” means a geographic area defined by ordinance or intergovernmental agreement in which a defined set of public streets and roads, parks and fire department facilities provide service to the development within the area.

P. “Six-year transportation improvement program (TIP)” means a subset of projects contained in the city’s capital improvement program. The TIP is a set of comprehensive street programs/projects which after a public hearing is annually adopted by the city council for the purpose of advancing plans for not less than six years as a guide for carrying out the coordinated transportation/street construction program. The six-year TIP shall contain a small group of capacity projects which will be considered reasonably funded for determining transportation concurrency and impact fees. The adoption of the six-year TIP will obligate the city to actively pursue funds as to implement the capacity component of the transportation improvement program as best possible with the available resources.

Q. “System improvements” means public facilities that are included in the capital facilities plan and are designed to provide service areas within the community at large, in contrast to project improvements. (Ord. 1555-06 § 1 (part), 2006)

15.60.020 Applicability.

A. The requirements of this chapter apply to all development activity in the city of Sedro-Woolley.

B. Mitigation of impacts on transportation, park, and fire department facilities located in jurisdictions outside the city will be required when:

1. The other effective jurisdiction has reviewed the development’s impact under its adopted impact fee/mitigation regulations and has recommended to the city that the city impose a requirement to mitigate the impacts; and

2. There is an interlocal agreement between the city and the effective jurisdiction specifically addressing transportation, park or fire department impact identification and mitigation. (Ord. 1555-06 § 1 (part), 2006)

15.60.030 Geographic scope.

The boundaries within which impact fees shall be charged and collected are co-extensive with the corporate city limits, and shall include all unincorporated areas annexed to the city on and after the effective date of the ordinance codified in this chapter. After the adoption of interlocal agreements with other local and regional governments, geographic boundaries may be expanded consistent therewith to include the unincorporated urban growth area as identified in the current comprehensive plan map as now adopted or hereafter amended. (Ord. 1555-06 § 1 (part), 2006)

15.60.040 Imposition of transportation impact fees.

A. The approving authority is hereby authorized to impose impact fees on new development according to the provisions of this chapter.

B. Impact Fees.

1. Shall only be imposed for system improvements that are reasonably related to the new development;
2. Shall not exceed a proportionate share of the costs of system improvements that are reasonably related to the new development;
3. Shall be used for system improvements that will reasonably benefit the new development; and
4. May be collected and spent only for system improvements which are addressed by the Sedro-Woolley capital facilities plan, or other capital facilities plan for parks and fire department improvements identifying:
 - a. Deficiencies in public facilities serving existing development and the means by which existing deficiencies will be eliminated within a reasonable period of time,
 - b. Additional demands placed on existing public facilities by new developments, and
 - c. Additional public facility improvements required to serve new development;
5. Should not be imposed to mitigate the same off-site facility impacts that are mitigated pursuant to any other law;
6. Should not be collected for improvements to state facilities outside the city boundaries unless the state requests such improvements and an agreement to collect such fees has been executed between the state/county and the city;
7. Shall not be collected for improvements to facilities in other jurisdictions unless the affected jurisdiction requests such improvement and an interlocal agreement has been executed between the city and the affected jurisdiction for the collection of such fees;

8. Shall be collected only once for each building permit, unless changes or modifications to the building permit are proposed which result in greater direct impacts on public facilities than were considered when the building permit was first approved;

9. Shall not be collected from any new or expanded city facilities, post offices or libraries. (Ord. 1555-06 § 1 (part), 2006)

15.60.050 Transportation fee schedules and establishment of service area.

A. Subject to the provisions of Section 15.60.060, the transportation impact fee shall be as set forth on Attachment A, attached to the ordinance codified in this section, and on file with the city clerk. Attachment A shall provide:

1. The schedule of projects established by the city council for which impact fees may be collected, which shall be a subset of the Sedro-Woolley transportation capital facilities plan of the Sedro-Woolley Comprehensive Plan and 2016 Transportation Plan, as updated on May 18, 2018;
2. The cost of the projects on the schedule;
3. A map dividing the city into zones based upon probable impact on planned transportation capital facility projects of development within the zones;
4. The amount of the transportation impact fees to be paid on a “per peak PM trip basis” to be paid by a development with a particular zone.

Attachment A shall not be codified, but shall be on file with the ordinance codified in this section.

B. The impact fee schedule of costs, as set out in Attachment A, shall be updated annually at a rate adjusted in accordance with the Federal Highway Administration’s National Highway Construction Cost Index (NHCCI), using an annual measure to establish revised fee schedules effective January 1st of each year.

C. For the purpose of this chapter, the entire city shall be considered one service area. (Ord. 1960-20 § 1, 2020; Ord. 1852-16 § 1, 2016; Ord. 1773-13 § 1, 2013; Ord. 1555-06 § 1 (part), 2006)

15.60.060 Calculation of transportation impact fees.

A. The director shall calculate the transportation impact fees as set forth in Section 15.60.050, subject to the provisions of this chapter.

B. In determining the proportionate share, the method of calculating impact fees shall incorporate, among other things, the following:

1. The cost of public streets and roads necessitated by new development;
2. An adjustment to the cost of the public streets and roadways for past or future payments made or reasonably anticipated to be made by new development to pay for particular system improvements in the form of user fees, debt service payments, taxes, or other payments earmarked for or proratable to the particular system improvement;
3. The availability of other means of funding public street and roadway improvements;

4. The cost of existing public street and roadway improvements;
 5. The methods by which public street and roadway improvements were financed; and
 6. The most recent ITE Trip Generation Manual and a report titled "Traffic Impact Fee Methodology," dated November 2005, as updated by a report titled "Sedro-Woolley Transportation Impact Fee Rate Update" prepared by Transportation Solutions, Inc., dated June 15, 2016, and as updated by a report titled "Transportation Impact Fee Rate Study 2020 Update Final Report" prepared by Transportation Solutions, Inc., dated April 2020, on file with the city clerk.
- C. A credit, not to exceed the impact fee otherwise payable, shall be provided for the value of any dedication of land for, improvement to, or new construction of any system improvements provided by the developer to facilities that are identified in the capital facilities plan and on the TIF project list (Attachment A, attached to the ordinance codified in this section, referenced herein and on file with the city clerk) and that are required by the city as a condition of approving the development activity. The determination of value shall be consistent with the assumptions and methodology used by the city in estimating the capital improvement costs.
- D. The director may adjust the standard impact fee at the time the fee is imposed to consider unusual circumstances in specific cases to ensure that impact fees are imposed fairly.
- E. The amount of fee to be imposed on a particular development may be adjusted by the director giving consideration to studies and other data available to the director or submitted by the developer demonstrating to the satisfaction of the director that an adjustment should be made in order to carry out the purposes of this chapter.
- F. The impact fee shall provide for system improvement costs previously incurred by the city to the extent that new growth and development will be served by the previously constructed improvements; provided, that such fees shall not be imposed to make up for any system improvement deficiencies. (Ord. 1960-20 § 2, 2020: Ord. 1852-16 § 2, 2016: Ord. 1555-06 § 1 (part), 2006)

15.60.070 Park impact fee and establishment of service area.

- A. Subject to the provisions of Section 15.60.080, the parks impact fee assessed pursuant to this chapter shall be set forth on Attachment B, for each equivalent single-family residential dwelling unit, whether a single-family structure, a unit in a multifamily structure, a mobile or manufactured home on an individual lot or in a mobile home park, a detached relative cottage, accessory dwelling unit or other dwelling unit, subject to the provisions in this chapter.
- B. The impact fee set out in subsection A of this section shall ~~be increased or decreased annually, effective January 1st of each year, by the annual rate of inflation as measured by the Bureau of Labor Statistics Consumer Price Index for All Urban Consumers (CPI-U), Seattle-Tacoma-Bellevue, June over June, be updated annually at a rate adjusted in accordance with the engineering news record (ENR) Construction Cost Index for the Seattle area, using a June-June annual measure to establish revised fee schedules effective July 1st of the current year.~~
- C. For the purpose of this chapter, the entire city shall be considered one service area. (Ord. 1959-20 § 2 (part), 2020; Ord. 1630-08 § 1 (Exh. A)(part), 2008: Ord. 1555-06 § 1 (part), 2006)

Attachment B—Schedule of Park Impact Fees

Parks Impact Fee Calculations are found in the Park Impact Fee Calculation in the Parks and Recreation Element of the Comprehensive Plan

Additional acres needed	Improvements needed	Existing units	Projected units (2005-2025)	Cost per unit
85 acres new	Ballfields	4,422 units	1,347 new units	\$1,954.00
-	Trails	-	-	-
\$393,100	Play equipment	X 2.6 persons per unit = 11,497 estimated population in City and UGA.	15,000 total population projected for City and UGA.	-
120,500	Climbing wall			-
127,500	Recreation			-
89,700	Water features			-
189,000	-			-
958,400	-	-	-	-
165,000	-	-	-	-
73,900	-	-	-	-
43,100	-	-	-	-
114,300	-	-	-	-
158,100	-	-	-	-
200,000	-	-	-	-
Total:	-	-	-	-
\$2,632,600	-	-	-	-

The city elects to fund less than the full amount through parks impact fees, but will actively seek grant funds to fund the shortfall. Additional costs to fund the shortfall from impact fees should be through grant funds, by private donations to city park funds, and through the general fund.

~~New units projected by 2025: one thousand three hundred forty seven new units (estimated in 2005).~~

Parks impact fee per unit: Single-family residence: ~~one thousand five hundred~~two thousand dollars.

Manufactured home: ~~one thousand five hundred~~two thousand dollars.

Units in a duplex or multifamily unit: ~~one thousand five hundred~~two thousand dollars.

Dependent relative cottage: ~~one thousand five hundred~~two thousand dollars.

Accessory dwelling unit between the minimum allowed size ADU and four hundred fifty square feet: ~~four hundred fifty dollars~~30% of a standard SFR park impact fee.

Accessory dwelling unit greater than four hundred fifty square feet and below the maximum size allowed ADU: ~~nine hundred and fifteen dollars~~61% of a standard single family residential park impact fee.

All units not specifically identified in the above: ~~one thousand five hundred~~two thousand dollars.

(Ord. 1959-20 § 2 (part), 2020; Ord. 1630-08 § 1 (Exh. A)(part), 2008)

15.60.080 Calculation of park impact fees.

A. The director shall calculate the parks impact fees as set forth in SWMC Section 15.60.070, subject to the provisions of this chapter.

B. In determining the proportionate share, the method of calculating impact fees shall incorporate, among other things, the following:

1. The cost of public parks necessitated by new development;
2. An adjustment to the cost of the public parks for past or future payments made or reasonably anticipated to be made by new development to pay for particular system improvements in the form of user fees, debt service payments, taxes, or other payments earmarked for or proratable to the particular system improvement;
3. The availability of other means of funding public parks improvements;
4. The cost of existing public parks improvements; and
5. The methods by which public parks improvements were financed.

C. A credit, not to exceed the impact fee otherwise payable, shall be provided for the value of any dedication of land for, improvement to, or new construction of any system improvements provided by the developer to facilities that are identified in the parks plan and that are required by the city as a condition of approving the development activity. The determination of value shall be consistent with the assumptions and methodology used by the city in estimating the capital improvement costs.

D. The director may adjust the standard impact fee at the time the fee is imposed to consider unusual circumstances in specific cases to ensure that impact fees are imposed fairly.

E. The amount of fee to be imposed on a particular development may be adjusted by the director giving consideration to studies and other data available to the director or submitted by the developer

demonstrating to the satisfaction of the director that an adjustment should be made in order to carry out the purposes of this chapter.

F. The impact fee shall provide for system improvement costs previously incurred by the city to the extent that new growth and development will be served by the previously constructed improvements; provided, that such fees shall not be imposed to make up for any system improvement deficiencies. (Ord. 1630-08 § 1 (Exh. A)(part), 2008; Ord. 1555-06 § 1 (part), 2006)

15.60.090 Fire department impact fee and establishment of service area.

A. Subject to the provisions of Section 15.60.100, the fire department facilities impact fee assessed pursuant to this chapter shall be calculated as set forth on Attachment C.

B. The impact fee set out in subsection A of this section shall be updated annually at a rate adjusted in accordance with the engineering news record (ENR) Construction Cost Index for the Seattle area, using a June-June annual measure to establish revised fee schedules effective July 1st of the current year.

C. For the purpose of this chapter, the entire city shall be considered one service area. (Ord. 1845-16 § 2 (Exh. A)(part), 2016; Ord. 1555-06 § 1 (part), 2006)

Attachment C—Schedule of Fire Department Impact Fees

Fire Impact Fee Calculations.

A. Residential structures, including single-family and multifamily structures: twenty-eight cents per square foot of structure, including garage, outbuildings and attached porches.

B. Nonresidential structures: twenty-eight cents per square foot of structure, including garage, outbuildings and attached porches; provided, that the fee for nonresidential structures shall receive an adjustment, in an amount determined by the responsible official, equal to forty percent reduction for buildings equipped with an approved sprinkler system, and ten percent reduction for buildings equipped with an alarm system.

C. Nonresidential construction and development activity which requires fire protection but is not a traditional structure, such as a bulk fuel storage facility or a fuel pipeline, shall be assessed an impact fee in an amount determined by the responsible official pursuant to Section 15.60.100. (Ord. 1845-16 § 2 (Exh. A)(part), 2016)

15.60.100 Calculation of fire department impact fees.

A. The director shall calculate the fire department impact fees as set forth in SWMC Section 15.60.090, subject to the provisions of this chapter.

B. In determining the proportionate share, the method of calculating impact fees shall incorporate, among other things, the following:

1. The cost of public fire department facilities necessitated by new development;

2. An adjustment to the cost of the fire department facilities for past or future payments made or reasonably anticipated to be made by new development to pay for particular system improvements in the form of user fees, debt service payments, taxes, or other payments earmarked for or proratable to the particular system improvement;
 3. The availability of other means of funding fire department facilities improvements;
 4. The cost of existing fire department facilities improvements; and
 5. The methods by which public parks improvements were financed.
- C. A credit, not to exceed the impact fee otherwise payable, shall be provided for the value of any dedication of land for, improvement to, or new construction of any system improvements provided by the developer, to facilities that are identified in the parks plan and that are required by the city as a condition of approving the development activity. The determination of "value" shall be consistent with the assumptions and methodology used by the city in estimating the capital improvement costs.
- D. The director may adjust the standard impact fee at the time the fee is imposed to consider unusual circumstances in specific cases to ensure that impact fees are imposed fairly.
- E. The amount of fee to be imposed on a particular development may be adjusted by the director giving consideration to studies and other data available to the director or submitted by the developer demonstrating to the satisfaction of the director that an adjustment should be made in order to carry out the purposes of this chapter.
- F. The impact fee shall provide for system improvement costs previously incurred by the city to the extent that new growth and development will be served by the previously constructed improvements; provided, that such fees shall not be imposed to make up for any system improvement deficiencies.
(Ord. 1555-06 § 1 (part), 2006)

15.60.110 Payment of fees.

- A. All developers shall pay an impact fee in accordance with the provisions of this chapter at the time that the applicable building permit is ready for issuance.

Exception: For complete building permit applications, at the time of issuance of any single-family residential building permit for a dwelling unit that is being constructed for resale, the applicant/owner may elect to record a covenant, in a form to be approved by the city attorney, against the property that requires payment of the impact fees due and owed in accordance with this chapter and any other applicable sections of the Sedro-Woolley Municipal Code, by providing for full payment through escrow of the fees due and owed to be paid at the time of closing of sale of the lot or unit; but in no case shall the structure be occupied prior to payment of impact fees. The awarding of credits shall not alter the applicability of this section.

It is the intention of this chapter that fees shall generally be due at time of issuance of building permits, rather than at time of subdivision or construction of unoccupied infrastructure not generating immediate impacts. However, if no building permit will be required of a project, then the impact fee may be assessed for any other development activity permit or development approval generating an

impact for which the fee is required. The fee paid shall be the amount in effect as of the date the permit application or approval is deemed completed and vested.

B. All developers shall pay an impact administrative fee at the time of application for a building permit or other permit or approval as set forth in the fee schedule adopted by resolution or ordinance of the city council.

C. The impact fee, as initially calculated after issuance for a building permit or other permit or approval, shall be recalculated at the time of payment if the development is modified or conditioned in such a way as to alter the trip generation rate for the development.

D. No building permit (or other applicable permit or approval) shall be issued until the impact fee is paid.

E. Impact fees may be paid under protest in order to obtain a permit or other approval of development activity. (Ord. 1761-12 § 1, 2012; Ord. 1555-06 § 1 (part), 2006)

15.60.120 Project list.

A. The director shall commonly review the city's comprehensive land use and transportation plan ("comprehensive plan"), capital facilities plan, and the projects in attachment A, attached to the ordinance codified in this section, and shall:

1. Identify each project in the comprehensive plan that is growth-related and the proportion of each such project that is growth-related;
2. Forecast the total moneys available from taxes and other public sources for road improvements over the next six years;
3. Calculate the amount of impact fees already paid; and
4. Identify those comprehensive plan projects that have been or are being built but whose performance capacity has not been fully utilized.

B. The director may use this information to prepare an annual draft amendment to attachment A, which shall comprise:

1. The projects on the comprehensive plan that are growth-related and that should be funded with forecast public moneys and the impact fees already paid;
2. The projects already built or funded pursuant to this chapter whose performance capacity has not been fully utilized; and
3. An update of the estimated costs of the projects listed.

C. The council, at the same time that it adopts the biennial budget and appropriates funds for capital improvement projects, shall by separate ordinance establish the annual attachment A by adopting, with or without modification, the director's draft list.

D. Once a project is placed on attachment A, a fee shall be imposed on every development that impacts the project until the project is removed from the list by one of the following means:

1. The council by ordinance removes the project from attachment A, in which case the fees already collected will be refunded if necessary to ensure that impact fees remain reasonably related to the traffic impacts of development that have paid an impact fee; provided, that a refund shall not be necessary if the council transfers the fees to the budget of another project that the council determines will mitigate essentially the same traffic impacts; or
2. The impact fee share of the project has been fully funded, in which case the director shall administratively remove the project from the project list. (Ord. 1950-20 § 2 (part), 2020: Ord. 1555-06 § 1 (part), 2006)

15.60.130 Funding of projects.

- A. A transportation impact fee restricted cash fund is hereby created. The finance director shall be the fund manager. Transportation impact fees shall be placed in appropriate deposit accounts within the transportation impact fee fund.
- B. The transportation impact fees paid to the city shall be held and disbursed as follows:
 1. The transportation, parks, and fire department impact fees collected shall be placed in separate deposit accounts within the impact fee fund;
 2. When the council appropriates capital improvement project (CIP) funds for a project on the project list, the fees held in the appropriate impact fee fund shall be transferred to the appropriate CIP fund. The non-impact fee moneys appropriated for the project may comprise both the public share of the project cost and an advancement of that portion of the private share that has not yet been collected in impact fees;
 3. The first money spent by the director on a project after a council appropriation shall be deemed to be the fees from the impact fee fund;
 4. Fees collected after a project has been fully funded by means of one or more council appropriations shall constitute reimbursement to the city of the public moneys advanced for the private share of the project;
 5. All interest earned on impact fees paid shall be retained in the account and expended for the purpose or purposes for which the transportation impact fees were imposed.
- C. Projects shall be funded by a balance between impact fees and public funds, and shall not be funded solely by transportation impact fees.
- D. Impact fees shall be expended or encumbered for a permissible use within ten years of receipt, unless there exists an agreement extending the time or extraordinary or compelling reason for fees to be held longer than ten years. The finance director may recommend to the council that the city hold fees beyond ten years in cases where extraordinary or compelling reasons exist. Such reasons shall be identified in written findings by the council.
- E. The finance director shall prepare an annual report on the transportation impact fee account showing the source and amount of all moneys collected, earned or received and projects that were financed in whole or in part by transportation impact fees. (Ord. 1930-19 § 1, 2019; Ord. 1555-06 § 1 (part), 2006)

15.60.140 Refunds.

- A. A developer may request and shall receive a refund when the developer does not proceed with the development activity for which impact fees were paid, and the developer shows that no impact has resulted; however, the impact fee administrative fee shall not be refunded.
- B. If an owner appears to be entitled to a refund of impact fees, the finance director shall notify the owner by first class mail deposited with the United States Postal Service at their last known address. The owner must submit a request for a refund to the finance director in writing within one year of the date the right to claim the refund arises or the date the notice is given, whichever is later. Any impact fees that are not expended or encumbered within the time limitations established by SWMC Ch. 15.60, and for which no application for a refund has been made within this one-year period, shall be retained and expended on any project.
- C. In the event that impact fees must be refunded for any reason, they shall be refunded with interest earned to the owners of the benefited property as they appear of record with the Skagit County assessor at the time of refund. In the event of a dispute or uncertainty as to who is entitled to receipt, the funds may be paid into the registry of the Skagit County Superior Court. The city may require a release and hold harmless agreement from any recipient of refunded fees as a condition of payment.
- D. When the city seeks to terminate any or all impact fee requirements, all unexpended or unencumbered funds shall be refunded pursuant to this section. Upon the finding that any or all fee requirements are to be terminated, the city shall place notice of such termination and the availability of refunds in a newspaper of general circulation at least two times and shall notify all potential claimants by first class mail to the last known address of claimants. Claimants shall request refunds as in subsection B of this section. All funds available for refund shall be retained for a period of one year. At the end of one year, any remaining funds shall be retained by the city, but must be expended on any city projects. This notice requirement shall not apply if there are no unexpended or unencumbered balances within an account or accounts being terminated. (Ord. 1555-06 § 1 (part), 2006)

15.60.150 Appeals.

- A. A developer may appeal the amount of an impact fee determined by the director to the hearing examiner as provided in SWMC Chapter 2.90.
- B. In order to appeal, the developer must pay the fee or post a bond or other acceptable security for the fee. Notice of appeal must be filed within fourteen days of issuance of a building permit or other land use approval or decision for which the fee was required.
- C. The developer shall bear the burden of proving:
 - 1. That the director committed error in calculating the developer's proportionate share, as determined by an individual fee calculation or, if relevant, as set forth in the fee schedule, or in granting credit for the benefit factors; or
 - 2. That the director based his determination upon incorrect data.

D. The hearing examiner shall affirm the decision of the director, modify the decision of the director and recalculate the fee or credit, or remand the matter back to the director for additional findings and recomputation of the fee or credit. (Ord. 1607-08 § 5(A), 2008; Ord. 1555-06 § 1 (part), 2006)

15.60.160 Relationship to SEPA.

A. All development shall be subject to environmental review as provided by SEPA and other applicable city ordinances and regulations.

B. Payment of the impact fee shall constitute satisfactory mitigation of those impacts related to the specific improvements identified on the project list (attachment A, attached to the ordinance codified in this section).

C. Further mitigation in addition to the impact fee shall be required for identified adverse impacts appropriate for mitigation pursuant to SEPA that are not mitigated by an impact fee.

D. Nothing in this chapter shall be construed to limit the city's authority to deny building permits when a proposal would result in significant adverse impacts identified in an environmental impact statement and reasonable mitigation measures are insufficient to mitigate the identified impact. (Ord. 1555-06 § 1 (part), 2006)

15.60.170 Relationship to concurrency.

Neither compliance with this chapter or the payment of any fee hereunder shall constitute a determination of concurrency under Chapter 15.56 of this code. (Ord. 1555-06 § 1 (part), 2006)

15.60.180 Necessity of compliance.

A building permit issued after the effective date of the ordinance codified in this section shall be null and void if issued without substantial compliance with this chapter by the department, the approving authority and the director. (Ord. 1555-06 § 1 (part), 2006)

Exhibit D

To Ordinance No. 2015-22

Amendments to Chapter 15.64 of the Sedro-Woolley Municipal Code

Chapter 15.64 SWMC - IMPACT FEES FOR SCHOOL FACILITIES

...

Appendix A—Schedule of School Impact Fees

- A. Single-Family Units. ~~One thousand six hundred seventy-eight dollars~~Four thousand four hundred sixty-one dollars per single-family residential unit or mobile or manufactured home (whether on a single lot, condominium unit or mobile park).
- B. Multifamily Units. ~~Eight hundred forty-seven dollars~~two thousand eight hundred eighty-eight dollars per residential unit in a multifamily structure.

Note: Detached, single housing units shall be considered single-family residential units, without regard to the form of ownership, including condominium ownership. (Ord. 1845-16 § 3 (Exh. B), 2016: Ord. 1672-10 § 2, 2010: Ord. 1630-08 § 2 (Exh. B), 2008)

CITY OF SEDRO-WOOLLEY PLANNING COMMISSION STATE OF WASHINGTON

File #s – Requested by:

CPA-1-22 – Transportation Element Update
CPA-2-22 – School Capital Facilities Plan Update and School impact fees increase
CPA-3-22 – Land Use Element, Capital Facilities Elements and Title 13 SWMC Updates to address stormwater regulations
CPA-4-22 – Parks and Recreation Element and Chapter 15.60 SWMC Updates to address Parks Impact Fees

2022 COMPREHENSIVE PLAN AMENDMENT REQUESTS – 2022 DOCKET –

PLANNING COMMISSION FINDINGS OF FACT, CONCLUSIONS AND RECOMMENDATION

Description of proposed amendments to the Comprehensive Plan & associated development regulations

Per the Growth Management Act (Chapter 36.70A RCW), changes to the Sedro-Woolley Comprehensive Plan may be considered no more than once per year. Amendments may be suggested by citizens, staff or elected officials. All proposed amendments to the Comprehensive Plan must be considered at one time. The list of proposed amendments is termed the “Docket.” Four proposals for Comprehensive Plan changes were requested for inclusion on the 2022 Comprehensive Plan Docket; one proposal was at the request of the Sedro-Woolley School District, the remaining three proposals were requested by city staff. The proposals were docketed and reviewed by the Planning Commission in accordance with Growth Management Act (GMA) and Chapters 2.88 and 2.90 of the Sedro-Woolley Municipal Code (SWMC). The items on the 2022 Docket are described below.

CPA-1-22 – Updates to the Transportation Element

The Sedro-Woolley Planning Commission completed a review of proposed amendments to the Transportation Element of the Comprehensive Plan as requested by Mark Freiburger, Public Works Director.

Transportation Element of the Comprehensive Plan was extensively updated in 2016. Revisions were made in 2018 to update the Project List and the Transportation Impact Fee sections of the Transportation Element.

The proposed 2022 revisions to the Transportation Element include the following three proposed amendments:

1. Page 3-9 Policy T7.2 and T7.3 are revised to clarify Level of Service (LOS) for minor arterials. See attached memorandum “Transportation LOS Policy Update” dated 2/24/2022 from Transportation Solutions Inc. (TSI) for the background for this revision.

- a. Pages 3-12 and 3-13 – minor arterial descriptions are updated to reflect the LOS clarification noted in bullet 1.
- b. Appendix A 2015 Intersection LOS Summary is updated to reflect the LOS clarification noted in bullet 1.

Discussion: Policy’s T7.2 and T7.3 are currently in conflict in Chapter 3, with T7.2 noting that LOS D is the standard for minor arterials and T7.3 noting LOS C. The TSI memo notes that WSDOT has set LOS D for SR 9 (classified as a minor arterial) and SR 20 (classified as Other Principal Arterial west of Township and Minor Arterial east of Township) within the City. As a result the City has adopted LOS D for the state routes.

Staff recommends updating the Transportation Element to clarify LOS D for minor arterials. This includes Cook Road, F&S Grade Road, the State Street/Township Street Corridor, Ferry Street and Edward R Murrow Street. This will give Staff more flexibility in managing the transportation improvements for the City.

A comparison of sister agencies reveals that Mount Vernon, Oak Harbor, Skagit County, Whatcom County, Granite Falls, Sultan and Marysville all classify minor arterials as LOS D.

Revision of the LOS Standard will have no direct cost impact. Failure to update the standard may force slowdown of development due to concurrency and thus reduce Transportation Impact Fee revenues needed to support the Corridor projects.

2. Page 3-13 Major Collectors description, page 3-45 Project List, and associated Figures 1 thru 9 are revised to reflect deletion of the Hodgin Road Arterial Extension Project.

Discussion: Project C15 Hodgin Road Arterial Extension is shown in the 20 year in year 2036 at a cost of \$2.26 million. Hodgin prior to the 2016 Comp Plan update was envisioned as extending north of Cook Road to Jones Road. The city owns a 200’ strip of property on the west side of Brickyard Creek and bounding the SWSD property. See the attached map for the proposed alignment of this project.

Staff has had concerns about the viability of the proposed Hodgin extension project since the present Director’s arrival in 2007. As a result, this project has had a low priority and is presently scheduled in the 20 year TIP for year 2036. The major issues of concern are as follows:

1. The required crossing of Brickyard Creek at an angle and the connected environmental issues.
2. The presence of protected farmland west of Brickyard Creek.
3. The presence of protected recreation facilities (SWHS Baseball Fields) north of the planned route.
4. Aligning existing Hodgin with the City property will require a double curve in the route over a short distance.

5. The removal of extension of this route north of Cook Rd to Jones Rd from the Transportation Plan with the 2016 Comp Plan Update due to opposition from the owners of protected farm land north of Cook Road.

Of particular concern with the development in this area is possible relief of peak hour traffic from the Cook/Trail intersection. At the city's request, TSI has reviewed the impact of eliminating the Hodgin route from the transportation plan, and specifically on the function of the Cook/Trail intersection. Their findings are contained in the 1/10/2021 Transportation Concurrency Memorandum. TSI concluded:

1. Traffic projections for the Hodgin route would not significantly improve LOS of the Cook/Trail intersection.
2. Construction of the planned Cook/Trail intersection improvements should be prioritized.
3. Completion of the intersection improvements would result in an acceptable LOS beyond the twenty year planning period without Hodgin.

In addition to TSI's comments, as the project is scheduled at 2036 or beyond, it would not have any useful impact on system operation during the critical time between 2022 and 2026. Given the difficulties of acquiring right of way, environmental concerns, lack of options to extend the route north of Cook, and the expected cost, and the low priority of the Hodgin extension, Staff recommends deletion of the Hodgin Rd Arterial from the Project List, and concentrating on the already planned Jones/John Liner/Trail Road Corridor improvements, including upgrade of the Cook/Trail Intersection to a roundabout as planned for 2026.

Removal of project C15 Hodgin Road Arterial Extension from the Project List will also reduce Comp Plan Project List by \$2.225 million. The Transportation Impact Fee (TIF) will also need to be adjusted to reflect this change. Staff will review the TIF this fall as part of the annual TIF review required by SWMC, and adjust accordingly. We anticipate that the inflationary impacts of recent months on other projects on the list will more than offset the reduction of the project list. For instance, the Corridor Projects were recently updated in preparation for the RAISE grant submittal, with cost increases of 21.5% since the 12/31/2020 TIF update. This will raise the cost of the Corridor projects in the TIF alone by approximately \$6.8 million. Overall, staff expects the TIF rates to increase.

3. Minor revisions to update text are noted on pages 3-8, 3-9, 3-12.

Discussion: These revisions are minor and not substantive changes.

Consistency with Existing Comprehensive Plan

The Planning Commission reviewed the amendments associated with CPA-1-2022 and reviewed the request for consistency with the Sedro-Woolley Comprehensive Plan and development regulations.

Conclusions: The Planning Commission finds that the amendments to the Transportation Element are consistent with the municipal code, are well planned and meet the requirements. The amendments are consistent with the existing Transportation Element Goals and Policies and the amendments to the policies under Goal T7 are being made to assure the goals are consistent with the rest of the proposed Transportation Element amendments.

CPA-2-22 – Updates to the Capital Facilities Element of the Sedro-Woolley Comprehensive Plan and Chapter 15.64 SWMC to adopt an updated School Capital Facilities Plan and increase School impact fees

The Sedro-Woolley Planning Commission completed a review a review of proposed amendments to the Capital Facilities Element of the Comprehensive Plan as requested by the Sedro-Woolley School District. The Sedro-Woolley School District No. 101 Board of Directors passed its 2022 Capital Facilities Plan (CFP) on November 8, 2021. The 2022 CFP is the School District's (District) guiding document for how the District plans to accommodate future capital facilities needs as infrastructure ages, technology advances and student enrollment grows. The CFP also specifies the amount of school impact fees that the city collects on behalf of the District. In order for the city to start collecting the updated the school impact fees, the new CFP must be incorporated in the Sedro-Woolley Capital Facilities Element by reference and Chapter 15.64 SWMC must be updated. The incorporation of the CFP must happen as part of the annual Comprehensive Plan updates. The District has requested to have the city adopt the 2022 CFP into the City of Sedro-Woolley Capital Facilities Element and adopt the updated school impact fees.

The District's 2022 CFP explains how the proposed school impact fees are calculated and demonstrates the necessity for the fees. The purpose of this proposed update is to adopt the District's 2022 CFP into the city's Capital Facilities Element and make associated changes to Sedro-Woolley Municipal Code that will enact the updated school impact fees. No changes to the District's CFP or proposed school impact fee amounts may be recommended during this review process.

The District's previous CFP was adopted by the District in 2014. That 2014 CFP, and thus the school impact fees that the city currently collects on behalf of the Sedro-Woolley School District, were adopted by the city in April 2016 (Ordinances 1845-16 and 1846-16) and went into effect in May of 2016. The fees adopted under those ordinances – and still in effect today – are \$1,678 per single family home and \$847 per unit in a structure with more than one unit. Per the District's request, the city is proposing to update Appendix E of the Capital Facilities Element with the updated 2022 District CFP.

In addition to the CFP adopted by reference as Appendix E to the Capital Facilities Element, the Element also has a short section (7.12) that discusses schools. Section 7.12 does not need to be amended in order for the city to adopt the new CFP or amended school impact fees. Aside from replacing the existing CFP in Appendix E with the new CFP, no other amendments to the Capital Facilities Element are necessary.

In order to fully implement the school impact fee updates, Chapter 15.64 SWMC will need to be updated. SWMC 15.64.040 – Assessment of impact fees – specifies that school impact fees are to be paid on all new residential units. That section refers to Appendix A of 15.64 SWMC where the current school impact fees are codified. As shown in Appendix A, current school impact fees are \$1,678 per single family home and \$847 per unit in a structure with more than one unit.

When adopted by the city, the new school impact fee amounts at \$4,461 for single-family residences and \$2,888 for multi-family units

Consistency with Existing Comprehensive Plan

The amendments associated with CPA-2-2022 and reviewed the request for consistency with the Sedro-Woolley Comprehensive Plan and development regulations.

The District is required to have an up to date Capital Facilities Plan incorporated into the City Comprehensive Plan in order for the city to charge impact fees. This update will assure that the school impact fee calculations are current and justifiable.

Policy CF2.2: The burden for financing capital improvements should be borne by the primary beneficiaries of new facilities.

The updated School CFP will assure that the District is planning for future growth needs and school impact fees are appropriately charged to new development, which is the primary beneficiary of new facilities.

Conclusions: The Planning Commission finds that the amendments to the Capital Facilities Element are consistent with the municipal code and the amendments to Chapter 16.65 SWMC are consistent with the Comprehensive Plan. The amendments are well planned and meet the requirements for Comprehensive Plan amendments.

The Planning Commission finds that the amendments to the Capital Facilities Element to include the 2022 School CFP are necessary to make sure the City Capital Facilities Element is up to date. The School CFP has been adopted by the Sedro-Woolley School District and the plan implements the Districts needed future capital facilities improvements. The CFP provides the District's school impact fees that are collected by the city for the School District. The changes to Chapter 15.64 SWMC are necessary to enact the District's updated school impact fees.

CPA-3-22 – Updates to the Land Use and Capital Facilities Elements and Title 13 SWMC to address stormwater regulations

The Sedro-Woolley Planning Commission completed a review a review of proposed amendments to the Capital Facilities Element and Land Use Element of the Comprehensive Plan, Chapter 13.36 and Chapter 13.40 SWMC as requested by the Sedro-Woolley Public Works Department.

The city is required by its stormwater permit with the Department of Ecology to make updates to the Comprehensive Plan and Sedro-Woolley Municipal Code to address certain stormwater related issues. Collectively these changes address source control aspect of the stormwater management system. The attached exhibits include those required updates. There are proposed amendments to the Land Use Element and Capital Facilities Element of the Comprehensive Plan, as well as proposed amendments to Chapters 13.36 and 13.40 SWMC.

Below is a list of the proposed amendments to both the Comp Plan and Title 13 SWMC.

Comprehensive Plan Updates:

Chapter 2, Land Use Element, Section 2.08:

Page 24: Revisions made to update references to the Department of Ecology Stormwater Management Manual and the NPDES permit.

Chapter 7, Capital Facilities Element, Section 7.24:

Page 157: Revisions made to update components of the City stormwater system and other minor revisions.

Page 158: Revised permit date references and added paragraphs related to new Stormwater Management planning and existing site Source Control program.

Page 160: Replaced Figure CF-3 with current stormwater system map and other minor revisions.

Page 162-165: Minor revisions.

Chapter 7, Capital Facilities Element, Section 7.36:

Page 178: Policy updates. Revised Policy CF3.20. Added Policies CF3.24 and CF3.25. Renumbered subsequent policies.

Municipal Code Updates:

CH 13.36, Stormwater Management:

Revisions made in various locations to update date references to the Department of Ecology Manual, and other minor revisions for clarity.

CH 13.40, Stormwater Maintenance:

Revisions made in various locations to update date references to the Department of Ecology Manual, and other minor revisions for clarity.

Added Source Control inspections to Purpose.

Added Source Control BMP to Definitions.

Added language in 13.40.060, 13.40.075, 13.40.100 and 13.40.110 related to Source Control to comply with City's NPDES permit requirement to "...adopt and make effective an ordinance(s), or other enforceable documents, requiring the application of source control BMPs for pollutant generating sources associated with existing land uses and activities."

Consistency with Existing Comprehensive Plan

The amendments associated with CPA-3-2022 and reviewed the request for consistency with the Sedro-Woolley Comprehensive Plan and development regulations. These amendments

are not substantive and are in conformance with the Comprehensive Plan goals and policies. changes are being made to both the municipal code and the Comprehensive Plan; this allows for the municipal code to be consistent with the Comprehensive Plan as required by the Growth Management Act (GMA).

Conclusions: The Planning Commission finds that the amendments to address source control in the Capital Facilities Element, Land Use Element, Chapter 13.36 and Chapter 13.40 SWMC are consistent with the municipal code and the Comprehensive Plan. The amendments are well planned and meet the requirements for Comprehensive Plan amendments.

The Planning Commission finds that the amendments to address source control are necessary to make sure the City Comprehensive Plan and municipal code are up to date. The changes to Capital Facilities Element, Land Use Element, Chapter 13.36 and Chapter 13.40 SWMC are necessary to assure that the city is in compliance with its Department of Ecology stormwater permit.

CPA-4-22 – Updates to the Parks and Recreation Element and Chapter 15.60 SWMC to address Parks Impact Fees

The Sedro-Woolley Planning Commission completed a review a review of proposed amendments to the park impact fee in Chapter 16.50 SWMC as requested by the City Council.

The City Council requested that the impact fee for parks be evaluated and possibly updated. The parks impact fee calculation is in the Park Impact Fee Calculation document (housed in Appendix A of the Parks and Recreation Element of the Comprehensive Plan) and the actual fee is codified in Chapter 15.60 SWMC. To update the fee, the City Council will need to review the calculations and ultimately has the option to update the fee in Chapter 15.60 SWMC.

Park impact fees can only be used to pay for improvements reasonably related to new development, not existing deficiencies. Impact fees are assessed at the time that a permit is issued (when an applicant picks up and pays for a building permit). The existing park impact fee is \$1500 per residential unit (with reduced fees for Accessory Dwelling Units).

For reference, if the city issues permits for 100 units, the city will collect \$150,000 that year to use towards park development. (100 units is a reasonable estimate and an easy number to work with for illustrative purposes. The number of units issued in a year varies greatly. For example, the city issued permits for 207 units in 2021, but in 2020 that number was much lower and 2022 that number is tracking to be much lower).

The park impact fee has been \$1,500 since 2008. It was supposed to have been updated annually per the ENR Construction Cost Index for the Seattle area.

SWMC 15.60.070B says that the fee should be updated annually:

SWMC 15.60.070B. The impact fee set out in subsection A of this section shall be updated annually at a rate adjusted in accordance with the engineering news record (ENR) Construction Cost Index for the Seattle area, using a June-June annual measure to establish revised fee schedules effective July 1st of the current year.

The annual increase has not been applied since the fee was set in 2008. The city is in the process of creating a fee schedule that will update all fees annually at the beginning of the year. The July timeframe for updates is inconsistent with the annual fee schedule process. Using the ENR National data (the Seattle data is not available without an account), we see that the index values are as follows: June 2022 = 13111, June 2008 = 8185. Plugging that data into the formula $(\text{Cost A}/\text{Cost B}) = (\text{Index at Time A}/\text{Index at Time B})$, we calculated that the fee should increased to \$2,402 in June of 2022.

Another way to review the According to an online inflation calculator, inflation has caused an item that cost \$1,500 in 2008 to cost \$2,036 in 2022. That is a cumulative rate of inflation of 35.8%.

Another metric to determine the cost increase is the Consumer Price Index (CPI). Using the US Bureau of Labor Statistics CPI Inflation Calculator, \$1,5000 in 2008 dollars has the same buying power as \$2,077 in 2022. This calculator uses the CPI for All Urban Consumers in the US, not specifically the CPI for Seattle-Bellevue-Tacoma, which usually tracks much higher than the national average. The city uses the CPI to annually update the sewer connection charge for new units.

Because the \$1,500 fee does not “go as far as it used to,” it stands to reason that the park impact fee needs to be increased. As demonstrated by the two metrics shown above, the city needs to increase the park impact fee by somewhere around \$500 to keep up with the increasing cost of doing business.

The Planning Commission review a staff recommendation to increase the park impact fee by \$500 to bring the impact fee up to current needs. In addition, staff recommended that the ADU impact fee also be updated. The ADU park impact fees were specifically meant to be 61% of a standard single family residential park impact fee for ADUs over 450 SF; and 30% of a standard SFR park impact fee for ADUs up to 450 SF. This equates to a \$450 park impact fee for small ADUs and a \$915 for park impact fee large ADUs. The value was codified instead of the intended ratios 30% of a standard SFR park impact fee for ADUs up to 450 SF and 61% of a standard single family residential park impact fee for ADUs over 450 SF. The amendment replaced the value with the intended ratios of 30% and 61%.

Also, the ENR is not keeping up with inflation. Staff recommended to eliminate the ENR as the index by which the parks impact fee is annually increased. Instead, staff recommended using the Consumer Price Index (CPI); this is consistent with the sewer connection charge methodology. Staff further recommends updating the fee annually on January 1 instead of annually in July. This will be consistent with the update methodology of the soon-to-be-implemented consolidated fee schedule. When adopted, that new fee schedule will relocate the parks impact fees from Chapter 15.60 SWMC and place them in the new fee schedule.

The tables and some of the references in SWMC 15.60.070 still reference information relating to the 2005-2025 growth projections. That information was erroneously left in that section of code. The parks impact fee calculations were updated in 2011, and then again in 2018 to reflect the current growth projection period of 2016-2036. The calculations will be fully revised as part of the 2025-2045 growth projection estimates (a process that will start next year). The current parks impact fee calculations are shown in Appendix A to the Parks and Recreation Element. This update includes revisions to SWMC 15.60.070 to show the most up-to-date impact fee calculation information (2016-2036).

Below are the parks impact fees of local jurisdictions. The impact fees of other jurisdictions are all over the spectrum. It is hard to draw conclusions or make conclusive comparisons. However, the data are still useful.

City	SFR and Duplex	Multifamily
Mount Vernon	\$855/unit	\$789/unit
Burlington	\$655/unit	\$655/unit
Sedro-Woolley	\$1,500/unit	\$1,500/unit
Anacortes	\$1,471.70/unit	\$1,060.33/unit
Oak Harbor	\$1,673/unit	\$1,344/unit
Bellingham	\$4,014.57/unit	\$2,941.85/unit
Ferndale	\$2,214/unit	\$1,796/unit
Lynden	\$2,925/unit	\$1,755/unit
Arlington	\$1,662/unit	\$1,497/unit
	SFR	Duplexes and Townhomes
Stanwood	\$1,936/unit	\$1,148/unit

The Park Impact Fee Calculation Document explains what the parks needs are and how much it will cost per new unit to achieve the city's parks needs. That document is in Appendix A to the Parks and Recreation Element. Those calculations are summarized in Section 4 of the Park Impact Fee Calculation document:

The financial costs discussed in Section 3 are for parks improvements necessary because of future development. The total cost of acquiring 157.14 acres necessary to accommodate new development is \$10,780,589 and the estimated cost to improve those lands is \$12,313,200. Together, the total estimated cost of future development on the city's parks and recreation system is \$ 23,093,789.

Although it is not anticipated that the full cost of upgrading the parks system will be paid by new development through parks impact fees, the following analysis shows what the responsibility per new dwelling unit would be if no other funding measures are used to fund the improvements.

According to Skagit County's adopted population projections for 2036, the City of Sedro-Woolley is expected to increase to 17,069 residents. The current population is estimated at 10,950. The 2010 United States Census results indicate that there is an average of 2.449 residents per dwelling unit in Sedro-Woolley. Therefore an increase of 6,119 residents results in an additional 2,499 dwelling units between 2018 and 2036 ($6,119/2.449=2,499$).

By dividing the number of new units expected to be built between now and 2036 (2,499) into the cost of improving parks to meet the 2036 LOS (\$23,093,789), the cost per new unit is determined. The result of the calculation shows that it will cost the city \$9,241 for each new unit of residential development to meet the desired goals for park services in 2036.

It is not recommended that the city alter its park impact fees to try to capture the above cost per unit. This study was performed to provide up to date information about the cost of providing parks, as required by the state legislation regarding impact fee rates (RCW 82.02). The City is currently in compliance with these requirements; this study was performed to keep the city in compliance in the new planning horizon stretching into 2036. The findings herein show that the impacts of new development have a direct and substantial financial impact on the Sedro-Woolley park system. The findings further support the city's current park impact fee of \$1,500 per new residential unit.

Though the above calculations indicate that the cost of new parks facilities that are necessary as a result of new development is actually much higher per unit, it cannot be expected that all future park acquisition and development be financed exclusively by park impact fees. The total 2036 park needs cost of \$23,093,789 must be shared between the city and new development. This is referred to as an "adjustment factor" and reflects the contribution public funds must make to future park development. State legislation allows jurisdictions to include an adjustment factor, in other words, the city may charge less than the actual projected cost per unit. The adjustment factor is based on the city's ability to pay for parks needs through grants, general funds and donations.

The proposed amendments affect only Chapter 15.60 SWMC where the impact fee is specified in code. The proposed amendments will not affect the Park Impact Fee Calculation Document.

Consistency with Existing Comprehensive Plan

The Planning Commission has reviewed the proposed updates to the parks impact fees. The Parks and Recreation Element of the Sedro-Woolley Comprehensive Plan already enables the city to charge impact fees in accordance with RCW 82.02.050-110. The Park Impact Fee Calculations (Appendix A to the Parks and Rec Element) already show that it will cost the city \$9,241 for each new unit of residential development to meet the desired goals for park services. This update will assure that the park impact fee collected is adequate to meet the city's needs for parks. The current fee has not accounted for inflation and other cost increases that have occurred since 2008 when the fee was last increased.

Policy CF2.2: The burden for financing capital improvements should be borne by the primary beneficiaries of new facilities.

The updated park impact fees will assure that the city is collecting enough money to pay for the projected park needs of new residents.

Conclusions: The Planning Commission finds that the amendments to the parks impact fee amounts specified in Chapter 15.60 SWMC are necessary to make sure the collects adequate amount to provide the parks needed to accommodate new residential growth in the city. The changes to Chapter 15.60 SWMC are necessary to update the parks impact fees.

The Planning Commission recommends an increase of the parks impact fee from \$1500 to \$2000 and to update that fee annually based on the Consumer Price Index. The Planning Commission further recommends that the ADU park impact fee for ADUs is amended to be a percentage of the full park impact fee instead of a specific amount. This makes it easier for the city to annually update the park impact fees in the master fee schedule.

Planning Commission Finding of Fact

Conformance with Growth Management Act

1. Per the GMA, a jurisdiction may only update its Comprehensive Plan once per year.
2. The City of Sedro-Woolley advertised on its website on December 1, 2021 and in the Skagit Valley Herald on December 7, 2021 and January 4, 2022 that the deadline for accepting applications and proposals for Land Use Plan and Zoning Map Amendments or text amendments to the City's development regulations will be January 21, 2022.
3. One request for amendments to the Capital Facilities Element and Chapter 15.64 SWMC was received from the Sedro-Woolley School District.
4. City staff proposed three comprehensive plan amendments in addition to the School District request.
5. At its March 2, 2022 Worksession, the City Council reviewed items for inclusion on the 2022 Comprehensive Plan Docket.
6. The Council reviewed and approved the proposed items to be placed on the 2022 Docket at its March 9, 2022 regular council meeting. The 2022 Docket included all four proposed amendments.
7. Per RCW 36.70A.106, notice of the proposed Comprehensive Plan and zoning amendments were sent to the Washington State Department of Commerce for 60-day review on June 16, 2022. The review period expired August 15, 2022.
8. A SEPA Determination of Non-Significance (DNS) for the 2022 Comprehensive Plan updates and associated municipal code updates was issued on July 18, 2022 (Exhibit H). The DNS was published in the July 18, 2022 Skagit Valley Herald.

CPA-1-22

9. On March 15, 2022 the Planning Commission first reviewed the proposed amendments to the Transportation Element, CPA-1-22.
10. On April 8, 2022, in compliance with Chapter 2.90 SWMC, notice of the April 19, 2022 Public Hearings in front of the Planning Commission and opportunity to comment on the proposed amendments was published in the Skagit Valley Herald. No written comments on CPA-1-22 were received ahead of the April 19, 2022 hearing.
11. The Planning Commission held the public hearing in person and virtually via Zoom (hybrid meeting) for CPA-1-22 on April 19, 2022. Staff presented the proposed amendments. No public comments were made at the hearing. The Planning Commission then deliberated and discussed the proposed Transportation Element amendments. A motion was made by Commissioner Maddox made a motion to adopt the proposed changes to the Transportation Element as presented by staff. Commissioner Stacy Penno seconded. The motion passed 6-0.

CPA-2-22

12. On March 15, 2022 the Planning Commission first reviewed the proposed amendments to the Capital Facilities Element and municipal code to adopt an updated School CFP and adopt updated school impact fees, CPA-2-22.
13. On April 8, 2022, in compliance with Chapter 2.90 SWMC, notice of the April 19, 2022 Public Hearings in front of the Planning Commission and opportunity to comment on the proposed amendments was published in the Skagit Valley Herald. No written comments on CPA-2-22 were received ahead of the April 19, 2022 hearing.
14. The Planning Commission held the public hearing in person and virtually via Zoom (hybrid meeting) for CPA-2-22 on April 19, 2022. Commissioner Eric Johnson recused himself from this discussion due to a potential conflict of interest, as he is a member of the School Board. City staff presented the proposed amendments. No public comments were made at the hearing. The Planning Commission then deliberated and discussed the proposed amendments. A motion was made by Commissioner Danielle Freiburger made a motion to recommendation that the city council adopt the proposed amendments to incorporate the 2022 Sedro-Woolley School District Capital Facilities Plan into the Sedro-Woolley Capital Facilities Element and make amendments to Chapter 15.64 SWMC to incorporate the School District's updated school impact fees. Commissioner Stacy Penno seconded the motion. The motion carried 4-1 with Commissioner Franett in opposition.

CPA-3-22

15. On May 17, 2022 the Planning Commission first reviewed the proposed amendments to the associated with source control, CPA-3-22. Those amendments affect the Capital Facilities Element Land Use Element, Chapter 13.36 and Chapter 13.40 SWMC, CPA-3-22.
16. On June 10, 2022, in compliance with Chapter 2.90 SWMC, notice of the June 21, 2022 Public Hearings in front of the Planning Commission and opportunity to comment on the proposed amendments was published in the Skagit Valley Herald. No written comments on CPA-3-22 were received ahead of the June 21, 2022 hearing.
17. The Planning Commission held the public hearing in person and virtually via Zoom (hybrid meeting) for CPA-3-22 on June 21, 2022. City staff presented the proposed amendments. No public comments were made at the hearing. The Planning Commission then deliberated and discussed the proposed amendments. A motion was made by Commissioner Freiburger to recommend the amendments as suggested by the city staff to the City Council, Commissioner Johnson seconded. The vote was taken and the motion carried 5-0.

CPA-4-22

18. On May 17, 2022 the Planning Commission first reviewed the proposed amendments to the associated with parks impact fee updates, CPA-4-22. Those amendments affect Chapter 15.60 SWMC, CPA-4-22.
19. On June 10, 2022, in compliance with Chapter 2.90 SWMC, notice of the June 21, 2022 Public Hearings in front of the Planning Commission and opportunity to comment on the

- proposed amendments was published in the Skagit Valley Herald. No written comments on CPA-4-22 were received ahead of the June 21, 2022 hearing.
20. The Planning Commission held the public hearing in person and virtually via Zoom (hybrid meeting) for CPA-4-22 on June 21, 2022. City staff presented the proposed amendments. No public comments were made at the hearing. The Planning Commission then deliberated and discussed the proposed amendments. A motion was made by Commissioner Johnson to recommend the amendments as suggested by the city staff to the City Council, Commissioner Johnson seconded. The vote was taken and the motion carried 5-0.

Planning Commission Recommendations

CPA-1-22 – Updates to the Transportation Element

Based on the findings of fact and testimonies received by the Planning Commission, the Planning Commission recommends that the City Council **adopt** the proposed amendments to the Transportation Element as shown in Attachment A.

CPA-2-22 – Updates to the Capital Facilities Element of the Sedro-Woolley Comprehensive Plan and Chapter 15.64 SWMC to adopt an updated School Capital Facilities Plan and increase School impact fees

Based on the findings of fact and testimonies received by the Planning Commission, the Planning Commission recommends that the City Council **adopt** the proposed amendments to incorporate the School District's updated CFP into the Capital Facilities Element and update the school impact fees in Chapter 15.64 SWMC as shown in Attachment C.

CPA-3-212 – Updates to the Land Use and Capital Facilities Elements and Title 13 SWMC to address stormwater regulations

Based on the findings of fact and testimonies received by the Planning Commission, the Planning Commission recommends that the City Council **adopt** the proposed amendments to address source control in the Capital Facilities Element, Land Use Element, Chapter 13.36 and Chapter 13.40 SWMC. The recommended amendments are shown in Attachment D.

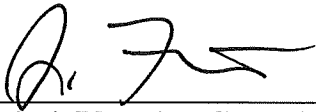
CPA-4-22 – Updates to the Chapter 15.60 SWMC to address Parks Impact Fees

Based on the findings of fact and testimonies received by the Planning Commission, the Planning Commission recommends that the City Council **adopt** the proposed amendments to Chapter 15.60 SWMC as shown in Attachment E to update the city's park impact fees.


ATTACHMENTS

- A. Planning Commission recommended amendments associated with CPA-1-22
- B. School District request for amendments associated with CPA-2-22
- C. Planning Commission recommended amendments associated with CPA-2-22
- D. Planning Commission recommended amendments associated with CPA-3-22
- E. Planning Commission recommended amendments associated with CPA-4-22
- F. Notice of Public Hearing Published in the Skagit Valley Herald April 8, 2022
- G. Notice of Public Hearing Published in the Skagit Valley Herald June 10, 2022
- H. SEPA DNS issued July 18, 2022

CERTIFICATION



Joe Fattizzi, Planning Commission Chairman



Date

Attachment A

To PC Findings and Recommendation

Chapter 3

TRANSPORTATION ELEMENT

- 3.04 Introduction
- 3.08 Goals and Policies
- 3.12 Transportation System Inventory
- 3.16 Existing Traffic Conditions
- 3.20 Travel Demand Forecasting
- 3.24 Future System Needs
- 3.28 Transportation Financing Plan
- 3.32 Intergovernmental Coordination

APPENDIX

- A 2015 Intersection LOS Summary
- B 2015 Street Segment LOS Summary
- C 2036 Intersection Level of Service
- D 2036 Street Segment Level of Service – without improvement
- E 2036 Street Segment Level of Service – with Improvement

See Comp Plan Ordinance for recommended changes. Amendments left out of this copy so as to avoid redundancy in Council packet

Sedro Woolley Comprehensive Plan | 3-1

~~Update effective: May 18, 2018~~Draft: March 2022



Sedro-Woolley School District No. 101

801 Trail Rd, Sedro-Woolley, WA 98284~360-855-3500~Fax 360-855-3574

Attachment B

to PC Findings and Recommendation

November 9, 2021

John Coleman, AICP
Planning Director/Building Official
325 Metcalf Street
Sedro-Woolley WA 98284

RE: Sedro-Woolley School District Adopted 2022 Capital Facilities Plan

Dear Mr. Coleman:

Enclosed please find the Sedro-Woolley School District's 2022 Capital Facilities Plan, adopted by our Board of Directors on November 8, 2021. The 2022 CFP includes current planning in our District as well as updated school impact fees. Please commence the process for updating your jurisdiction's Comprehensive Plan to adopt the 2022 CFP by reference and update accordingly the school impact fees assessed by you on behalf of the District. Please let me know any additional information that you require from the District for this purpose.

We appreciate your attention to this matter. I can be reached at 360-855-3575 with any questions.

Sincerely,

Brett Greenwood
Executive Director of Business, Operations and Technology

Enclosure

Dr. Miriam Mickelson, Superintendent • **Michael S. Olson**, Assistant Superintendent

Brett Greenwood, Executive Director of Business, Operations & Technology

Matt Mihelich, Executive Director of Human Resources & Health Services

An Equal Opportunity Employer
City Council Packet

Chapter 15.64 SWMC - IMPACT FEES FOR SCHOOL FACILITIES

...

Appendix A—Schedule of School Impact Fees

A. Single-Family Units. ~~One thousand six hundred seventy-eight dollars~~Four thousand four hundred sixty-one dollars per single-family residential unit or mobile or manufactured home (whether on a single lot, condominium unit or mobile park).

B. Multifamily Units. ~~Eight hundred forty-seven dollars~~two thousand eight hundred eighty-eight dollars per residential unit in a multifamily structure.

Note: Detached, single housing units shall be considered single-family residential units, without regard to the form of ownership, including condominium ownership. (Ord. 1845-16 § 3 (Exh. B), 2016: Ord. 1672-10 § 2, 2010: Ord. 1630-08 § 2 (Exh. B), 2008)

See Comp Plan Ordinance for updated School CFP. Amendments left out of this copy so as to avoid redundancy in Council packet

Chapter 2**LAND USE ELEMENT**

2.04	Definitions
2.08	Land Characteristics and Types of Land Use
2.12	Existing Land Uses and Land Availability
2.16	Land Use Goals and Policies
Appendix A	Buildable Lands and Land Capacity Analysis Report and addendum memo <u>{No Changes in this draft, Appendix not included}</u>
Appendix B	The Center for Innovation and Technology Subarea Plan (S.W.I.F.T. Center Subarea Plan) <u>{No Changes in this draft, Appendix not included}</u>

See Comp Plan Ordinance and Municipal Code update Ordinance for recommended changes. Amendments left out of this copy so as to avoid redundancy in Council packet

Chapter 15.60

IMPACT FEES FOR PLANNED FACILITIES*

Sections:

- 15.60.010 Authority and purpose.**
- 15.60.015 Definitions.**
- 15.60.020 Applicability.**
- 15.60.030 Geographic scope.**
- 15.60.040 Imposition of transportation impact fees.**
- 15.60.050 Transportation fee schedules and establishment of service area.**
- 15.60.060 Calculation of transportation impact fees.**
- 15.60.070 Park impact fee and establishment of service area.**
- 15.60.080 Calculation of park impact fees.**
- 15.60.090 Fire department impact fee and establishment of service area.**
- 15.60.100 Calculation of fire department impact fees.**
- 15.60.110 Payment of fees.**
- 15.60.120 Project list.**
- 15.60.130 Funding of projects.**
- 15.60.140 Refunds.**
- 15.60.150 Appeals.**
- 15.60.160 Relationship to SEPA.**
- 15.60.170 Relationship to concurrency.**
- 15.60.180 Necessity of compliance.**

* Prior ordinance history: Ords. 1314-98, 1331-99, 1424-02 and 1452-03.

15.60.010 Authority and purpose.

A. This title is enacted pursuant to the city's police powers, the Growth Management Act as codified in Chapter 36.70A RCW, the enabling authority in Chapter 82.02 RCW, Chapter 58.17 RCW relating to platting and subdivisions, and the State Environmental Policy Act (SEPA) Chapter 42.21C RCW.

B. The purpose of this title is to:

1. Develop a transportation impact fee program consistent with the Sedro-Woolley Comprehensive Plan (2005) the Six-Year Transportation Improvement Program (2005), and capital facilities plans for joint public and private financing of transportation, park and fire department improvements necessitated in whole or in part by development in the city;
2. Ensure adequate levels of transportation, traffic, park and fire department service within the city consistent with the comprehensive plan;
3. Create a mechanism to charge and collect fees to ensure that all new development bears its proportionate share of the capital costs of off-site facilities directly necessitated by new development, in order to provide an adequate level of service consistent with the comprehensive plan;

See Municipal Code update Ordinance for recommended changes. Amendments left out of this copy so as to avoid redundancy in Council packet

NOTICE OF PUBLIC HEARINGS

**CITY OF SEDRO-WOOLLEY
Amendments to Comprehensive Plan
City of Sedro-Woolley Council Chamber
And Virtually via Zoom Webinar**

Attachment F

To PC Findings and Recommendation

The City of Sedro-Woolley Planning Commission will hold public hearings on **April 19, 2022 at 6:30 PM**, in the Sedro-Woolley Council Chambers and via Zoom Webinar, to hear testimony regarding the following proposed amendments to the City Comprehensive Plan:

1. Updates to the Transportation Element of the Sedro-Woolley Comprehensive Plan – part of the 2022 Docket
2. Updates to the Capital Facilities Element of the Sedro-Woolley Comprehensive Plan to address School Capital Facilities Plan and School impact fees – part of the 2022 Docket

Interested parties can comment on the proposed changes in writing or at the hearing. **Written comments must be received by 4:30 PM April 19, 2022** to be considered at this public hearing. Send written comments to: City of Sedro-Woolley Planning Department, ATTN: Assistant Planner, 325 Metcalf Street, Sedro-Woolley, Washington, 98284, or by email to nmcgowan@sedro-woolley.gov.

Please use the link below to join the webinar:

<https://zoom.us/j/98042863482?pwd=dnpVeXp4YUJYQVBtdm10VTZ2VVlyZz09>

Meeting ID: 980 4286 3482 – Password: 070388

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 253 215 8782 or +1 346 248 7799 or +1 669 900 6833 or +1 312 626 6799 or +1 929 205 6099 or +1 301 715 8592

Published in the Skagit Valley Herald: April 8, 2022

NOTICE OF PUBLIC HEARINGS

CITY OF SEDRO-WOOLLEY

Amendments to Comprehensive Plan and Sedro-Woolley Municipal Code

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

Attachment G

To PC Findings and Recommendation

The City of Sedro-Woolley Planning Commission will hold public hearings on **June 21, 2022 at 6:30 PM**, in the Sedro-Woolley Council Chambers and via Zoom Webinar, to hear testimony regarding the following proposed amendments:

1. Updates to the Parks and Recreation Element of the Sedro-Woolley Comprehensive Plan and Chapter 15.60 SWMC to address Parks Impact Fees – part of the 2022 Docket
2. Updates to the Land Use and Capital Facilities Elements of the Sedro-Woolley Comprehensive Plan and Title 13 SWMC to address stormwater regulations – part of the 2022 Docket
3. Proposed updates to Chapter 3 – Additional Standards for the Central Business District and Chapter 11 – Definitions of the Sedro-Woolley Design Review Standards and Guidelines manual

Interested parties can comment on the proposed changes in writing or at the hearing. **Written comments must be received by 4:30 PM June 21, 2022** to be considered at this public hearing. Send written comments to: City of Sedro-Woolley Planning Department, ATTN: Assistant Planner, 325 Metcalf Street, Sedro-Woolley, Washington, 98284, or by email to nmcgowan@sedro-woolley.gov.

Please use the link below to join the webinar:

<https://zoom.us/j/98042863482?pwd=dnpVeXp4YUJYQVBtdm10VTZ2VVlyZz09>

Meeting ID: 980 4286 3482 – Password: 070388

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 253 215 8782 or +1 346 248 7799 or +1 669 900 6833 or +1 312 626 6799 or +1 929 205 6099 or +1 301 715 8592

Published in the Skagit Valley Herald: June 10, 2022

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

Attachment H
To PC Findings and Recommendation

Project Description: 2022 amendments to the Sedro-Woolley Comprehensive Plan and development regulations in compliance with the Growth Management Act. Amendments to the Transportation, Parks and Recreation, Capital Facilities and Land Use Elements, as well as associated amendments to the development regulations. File #CPA-1-22 through 4-22.

Proponent: City of Sedro-Woolley Planning Department

Location of Project, Including Street Address, if any: This is a non-project action.

Lead Agency, City of Sedro-Woolley: The lead agency for this proposal has determined that it does not have a probable significant adverse impact on the environment. An environmental impact statement (EIS) is not required under RCW 43.21C.030(2)(c). This decision was made after review of a completed environmental checklist and other information on file with the lead agency. In support of this environmental determination the City adopts the existing Final Environmental Impact Statement prepared June 1994 and Supplemental Environmental Impact Statement prepared February 1998, both prepared for the adoption of the City of Sedro-Woolley Comprehensive Plan and Development Regulations. This information is available to the public on request.

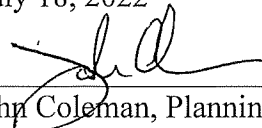
This DNS is issued under WAC 197-11-340(2); the lead agency will not act on this proposal for 14 days from the date of issue. Comments must be submitted by **August 1, 2022**. Per SWMC 2.88.170, you may appeal this threshold determination in writing to the City of Sedro-Woolley Planning Department no later than **August 15, 2022**. Written appeals must be submitted to the Sedro-Woolley Planning Department, 325 Metcalf Street, Sedro-Woolley, Washington, 98284. Contact the Planning Director at (306) 855-0771 or electronically at jcoleman@sedro-woolley.gov to read or ask about the procedures for SEPA appeals.

Responsible SEPA Official: Planning Director – City of Sedro-Woolley
Contact Person: John Coleman, Planning Director

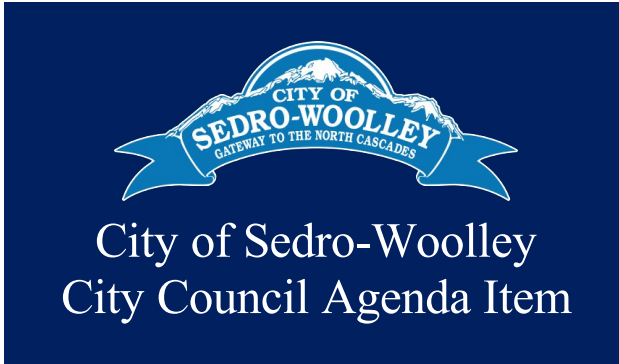
Address: 325 Metcalf Street, Sedro-Woolley, WA 98284

Date of Issue: July 18, 2022

Signature:



John Coleman, Planning Director



Agenda
Item No.

Date: September 14, 2022

Subject: City Council Strategic Goals

FROM:

Charlie Bush, City Administrator

RECOMMENDED ACTION:

This a second read. If and when the Council is ready to move ahead, staff recommends approval of the City Council's strategic goals.

ISSUE:

Should the City Council adopt its strategic goals, as presented?

BACKGROUND/SUMMARY INFORMATION:

Staff and the City Council have worked extensively since April on the development of goals (Attachment 1) and action items for the next two years. Staff are recommending extending the goals to a five year time horizon from the previously presented two year time horizon. The longer time horizon, if the goals remain unchanged during the five year period, will allow for more expansive thinking and more meaningful action over time. The goals would be reviewed each year and could be changed at any time by the Council.

The action items, which were broken out from the last version of the Council goals into a separate document titled Department Operational Plans (Attachment 2), have a two-year time horizon and will be connected directly to the 23-24 budget. Staff is not requesting action on Attachment 2 as it will continue to be refined over the coming months. Attachment 2 represents the items that staff will report to Council on quarterly once we enter 2023. The items listed support each City Council goal.

FISCAL IMPACT, IF APPROPRIATE:

None, as this is a planning document.

ATTACHMENTS:

1. 23-28 Sedro-Woolley Strategic Plan
2. 23-24 Department Operational Plans

CITY OF SEDRO-WOOLLEY

2023-28 STRATEGIC PLAN

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.

STRATEGIC GOALS:

- Increase parks and recreation usage by residents and tourists
- Improve the City's economy
- Continue city's growth model where lots on the edge of town are primarily zoned single family, with missing middle housing interspersed in the primarily single-family residential zones. Future growth will be accommodated through a combination of urban growth area expansion to the north as necessary per a land capacity analysis, infill in existing residential neighborhoods and accommodating higher densities in commercial zones (where commercial is the primary use on the main floor).

City of Sedro-Woolley 2023-24

DRAFT DEPARTMENT OPERATIONAL PLANS

Increase parks and recreation usage by residents and tourists

- Update City website and overall marketing of City parks by March 1, 2023 (Administration, Public Works, Information Technology)).
- Engage the Sedro-Woolley Chamber of Commerce by April 1, 2023 to assist in additional marketing of park properties and recreation events (Administration).
- Develop new partnerships, possibly including a consultant(s) after exploration with the City Council, using American Rescue Plan Act Funds, by April 1, 2023. The goal is to recruit, plan, create, market, and support sports tournaments and other special events in Sedro-Woolley and the surrounding area. The City would use these events to build up demand for additional hotel space, leading to increased hotel/motel revenues that can sustain this program, and tourism in Sedro-Woolley, into the future (Administration, Public Works).
- Work strategically to expand outdoor recreation options in the areas around Sedro-Woolley and to better connect Sedro-Woolley to those areas. Provide an initial report to the City Council by October 1, 2023 (Administration, Public Works).
- Further develop strategic partnerships with governments, non-profit organizations, and private businesses that can accelerate parks and recreation tourism and usage in Sedro-Woolley. Provide a report to the City Council by January 1, 2024 (Administration).
- Complete planned projects at Olmstead and Memorial Parks by January 1, 2024 (Public Works).
- Provide First Aid/CPR classes to the citizens on a quarterly basis to increase amount of trained individuals in the community. (Fire Dept.)

Improve the City's economy

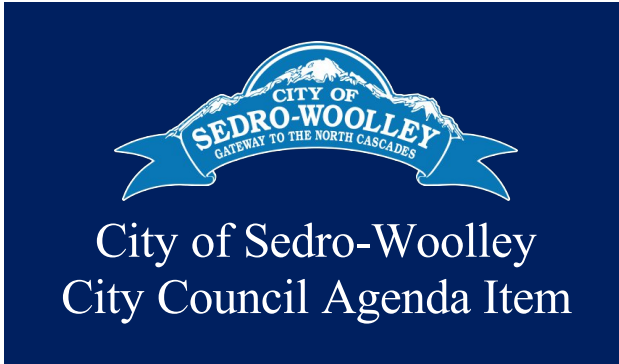
- Conduct an economic development focus group discussion with several City Council members, business leaders, key staff, and other stakeholders by February 1, 2023. Discussions should cover the City's fees and regulatory environment, and recruitment/retention of retail, office, and industrial businesses (Administration, Planning & Building).
- Develop a draft economic development action plan by March 1, 2023 (Administration)
- Conduct a business and stakeholder review of the economic development action plan by April 1, 2023 (Administration).

- Adopt an economic development action plan by May 1, 2023 and begin implementation (Administration, and other departments TBD).
- Continue to improve public infrastructure that supports economic development and quality of life and provide regular updates to the City Council (Public Works, Planning & Building).
- Protect commercially zoned land (Planning & Building).
- Take delivery of two new Ambulances ordered through scheduled ERR fund and outfit for service 1st Quarter 2023 (Fire Dept)
- Complete specifications and procurement process for brush truck replacement through ERR fund January 2023 with anticipated 2023 delivery. (Fire Dept)
- Complete specifications and procurement process for Fire Engine Replacement through ERR fund March 2023 with anticipated delivery by end of 2024. (Fire Dept.)

Continue city's growth model where lots on the edge of town are primarily zoned single family, with missing middle housing interspersed in the primarily single-family residential zones. Future growth will be accommodated through a combination of urban growth area expansion to the north as necessary per a land capacity analysis, infill in existing residential neighborhoods and accommodating higher densities in commercial zones (where commercial is the primary use on the main floor).

- Assure that the city's zoning and development standards provide for a variety of housing types in the city and maintain development standards that assure adequate on-site parking is provided for new housing (Planning & Building).
- The county will be determining the amount of projected population growth in the county and in each jurisdiction between 2025-2045 as a part of the State GMA Comprehensive Plan updates due June 30, 2025. With the above goal in mind, coordinate with the other Skagit County jurisdictions to determine the amount of growth in Sedro-Woolley between 2025-2045 (Planning & Building).
- Perform a Land Capacity Analysis to determine the amount of available land within City Limits to accommodate the projected population growth between 2025-2045 (Planning & Building).
- Based on the amount of land available, use the above council goal to determine how much future population can be accommodated in the existing city limits and how much land needs to be added to the urban growth area to accommodate the projected population growth between 2025-2045 (Planning & Building).
- Demonstrate how much land is necessary to accommodate 20 years of growth based on the councils above growth goal and recommend that the county adjust the city UGA to meet the city's 20-year growth projections (Planning & Building).

- Update the city's zoning regulations as well as the Housing and Land Use Elements of the Comprehensive Plan as part of the 2025 updates to reflect the council's housing and land use goals and reflect the adjusted UGA boundaries (Planning & Building).
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Agenda
Item No.

Date:

September 14, 2022

Subject:

Ordinance 2019-22 Union Cemetery
Municipal Code Update - 1st Read

FROM:

Nathan Salseina, Public Works Operations Division Supervisor

RECOMMENDED ACTION:

No Action at this time. First Read Only

ISSUE:

Should Council approve the attached ordinance that will update chapter 2.80 of the Sedro-Woolley Municipal Code regarding administration of the Union Cemetery?

BACKGROUND/SUMMARY INFORMATION:

Chapter 2.80 of the SWMC which governs and sets forth the rules and regulations at the Union Cemetery received its last significant update in December of 1967. Existing code is very vague, and leaves many aspects of the cemetery operation open to interpretation. Additionally, many regulations that have been adopted administratively, were never adopted in the code. This code update clarifies and codifies all of our current regulations, and rules of operation. I am happy to answer any questions council may have.

With the future second reading, staff will present updates to the Master Fee Schedule, which will update the fees associated with this Code.

FISCAL IMPACT, IF APPROPRIATE:

None

ATTACHMENTS:

1. Ordinance 2019-22

CITY OF SEDRO-WOOLLEY
Sedro-Woolley, Washington

ORDINANCE NO. 2019-22

**AN ORDINANCE OF THE CITY COUNCIL OF SEDRO-WOOLLEY REPEALING
AND REPLACING CHAPTER 2.80 OF THE SEDRO-WOOLLEY MUNICIPAL CODE
ENTITLED “SEDRO-WOOLLEY UNION CEMETERY”**

WHEREAS, the City of Sedro Woolley has previously adopted regulations related to nuisance the management of the Sedro-Woolley Union Cemetery as set forth in chapter 2.80 SWMC; and

WHEREAS, pursuant to the authority granted under Chapters 35.22 and 68.52 RCW, the City of Sedro Woolley may provide for burial, manage, and otherwise regulate a cemetery; and

WHEREAS, the City Council has considered the proposed amendments in this ordinance and finds such changes are intended to and will benefit the City’s Cemetery and public if adopted as set forth in Section 1 of this Ordinance; and

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SEDRO WOOLLEY,
WASHINGTON, DO ORDAIN AS FOLLOWS:**

Section 1. SWMC 2.80 is hereby repealed in its entirety and replaced as follows:

2.80.005	Designated.
2.80.010	Definitions.
2.80.020	Admission to cemetery..
2.80.030	Liability.
2.80.040	Vehicles.
2.80.050	Conduct.
2.80.060	Peddling or soliciting.
2.80.070	Signs.
2.80.080	Authority of cemetery lead.
2.80.090	Errors may be corrected.
2.80.100	Delays.
2.80.110	Nonlimitation.
2.80.120	Amendments.
2.80.130	Arrangements for funerals and interments.
2.80.140	Interment procedure.
2.80.150	Outer burial container.
2.80.160	Interment by employees.
2.80.170	Permit and identity.
2.80.180	Opening the casket.
2.80.190	Delay of interment.

2.80.200	Endowed care.
2.80.210	Endowed care of plot
2.80.220	Endowment care exclusions.
2.80.230	Endowment limited to income.
2.80.240	Removals and disinterments.
2.80.250	Ownership rights and duties.
2.80.260	Disposition of unused or abandoned lots.
2.80.270	Death certificate.
2.80.080	Individual Decorations.
2.80.090	Monuments, headstones, and markers.
2.80.300	Cemetery fees and charges.
2.80.310	Welfare burials.
2.80.320	Miscellaneous provisions.
2.80.330	Miscellaneous regulations.
2.80.340	Prohibited acts.
2.80.350	Hours.
2.80.360	Penalties.

2.80.005 Designated

Certain real property situated in the north half of Section 19, Township 35 North, Range 5 E.W.M., heretofore known as the Union Cemetery and owned and operated by private parties, being now purchased by the city of Sedro-Woolley, be and is designated as the Sedro-Woolley Union Cemetery, and be and is hereby declared as a public cemetery pursuant to the provisions of RCW Chapter [68.52](#).

2.80.010 Definitions

“Cemetery” means the burial ground commonly known as The Sedro-Woolley Union Cemetery, including, without limitations:

1. All land dedicated, reserved, or used for interment of the remains of human dead;
2. All vegetation therein;
3. All graves, mausoleums, crypts, columbaria, niches, or other interment spaces therein;
4. All works of art therein;
5. All roads, walkways, and other structures of every kind therein;
6. All equipment and facilities incidental to the operation of The Sedro-Woolley Union Cemetery.

“Cemetery Lead ” shall mean the person or persons duly appointed by the city council for the care of the Sedro-Woolley Union Cemetery.

“City” means the City of Sedro-Woolley.

“City Council” means the City Council of Sedro-Woolley.

“Columbarium” means a structure or other space containing niches for permanent interment of cremated remains.

“Committal” means the part of the funeral service which commits the remains of the deceased to their final resting place.

“Companion graves” means two single spaces side by side.

“Cremated remains” means a human body after cremation in a crematory.

“Crypt” means a space in a mausoleum of sufficient size, used or intended to be used, to entomb uncremated human remains.

“Endowment care” means cutting of lawns on the graves and other lawn areas within the cemetery at reasonable intervals, and the general maintenance of the cemetery including building roads, fences, etc., in so far as the net income derived from the endowment care fund will permit.

“Grave” means space of land in a cemetery used or intended to be used for burial of human remains.

“Grave owner” or “owner” means any person in whose name an interment plot stands of record as owner, in the records of the cemetery at Sedro-Woolley City Hall.

“Human remains” or “remains” means the body of a deceased person and includes the body in any stage of decomposition except cremated remains.

“Interment” means the permanent disposition of human remains by (a) burial, (b) entombment, (c) cremation, or (d) inurnment of human remains.

1. “Burial” means the disposition of human remains by earthen burial in a grave.
2. “Entombment” means the placement of human remains in a crypt either above or below ground.
3. “Inurnment” means placing of cremated remains in an urn in a grave, crypt, or niche.

“Mausoleum” means a structure or building for the entombment of human remains in crypts in a place used, or intended to be used, for cemetery purposes.

“Memorial” means (a) a monument, tombstone, grave marker, tablet, or headstone identifying a grave or graves, or (b) a name plate or inscription identifying a crypt or niche to preserve remembrance.

“Niche” means a space in a columbarium used or intended to be used for the inurnment of cremated human remains.

“Plot” means a grave, lot, burial space, niche, or crypt and shall apply with like effect to one or more than one adjoining graves.

2.80.020 Admission to cemetery.

Visitors and the public are invited to utilize this cemetery in a manner consistent with its purpose as a place of interment and as a memorial, subject to the following:

1. Children are not permitted on the premises unless in the company of a responsible adult and they shall be supervised at all times.
2. The headstones and monuments on the premises shall not be handled, climbed upon, or otherwise mistreated.
3. No one shall move, repair, or otherwise alter any monument or headstone without written consent of the City.
4. No one shall deface or otherwise damage any monument or headstone.

2.80.030 Liability

The following warning shall be posted near the cemetery entrance:

WARNING: THE MONUMENTS AND HEADSTONES ON THESE PREMISES MAY FALL RESULTING IN SERIOUS PERSONAL INJURY IF MOVED OR CLIMBED UPON. ALL ENTRANTS ON THESE PREMISES DO SO SUBJECT TO THE FOREGOING RULES AND AT THEIR OWN RISK. THE CITY OF SEDRO-WOOLLEY SHALL NOT BE LIABLE TO ANY PERSON FOR INJURIES SUSTAINED OR DAMAGE INCURRED WHILE WITHIN ANY PORTION OF THE CEMETERY.

The Cemetery Lead shall take reasonable precautions to protect plot owners, within the cemetery, from loss or damage; but it distinctly disclaims all responsibility for loss or damage from causes beyond its reasonable control, and, especially, from damage caused by the elements, an act of God, common enemy, thieves, vandals, strikers, malicious mischief makers, explosions, unavoidable accidents, invasions, insurrections, riots, or order of any military or civil authority, whether the damage be direct or collateral, other than as herein provided.

2.80.040 Vehicles

All vehicles must be kept under control at all times. No vehicle shall be driven in any part of the cemetery except on the driveways laid out for that purpose. Vehicles shall not be driven in the cemetery at a speed exceeding fifteen (15) miles per hour. No vehicle shall be driven or parked without permission from the City in any part of the cemetery between dusk and 8:00 a.m. of each day. Bicycles, motorcycles, all-terrain vehicles, snowmobiles, and other similar vehicles are prohibited from entry into the cemetery unless participating in an interment and have permission from the cemetery lead.

2.80.050 Conduct

It is of utmost importance that there be strict observance of all rules at all times and the City employees are authorized and directed to prevent improper assemblies or activities.

1. Loud talking and distracting activities will be avoided within hearing distance of a funeral service.
2. Littering, including wilted or dead flowers, and any other refuse on drives, paths, or any grounds, or in any building is prohibited.
3. It is forbidden to pluck or gather any flower, break any branch, or remove any tree or plant, nor shall anyone write upon, deface, or damage any memorial, fence, or other structures within the cemetery.
4. All persons within the cemetery grounds shall use only the walks and roads and any person injured while walking on the grass, except that be the only way to reach his plot, or while on any portion of the cemetery other than the walks or road, shall in no way hold the city liable for any injuries sustained.
5. All persons are prohibited from purposefully disturbing any animal life within the cemetery grounds.
6. Use of the cemetery as a thoroughfare is prohibited. Business and commercial vehicles are only permitted to enter the cemetery with permission from the cemetery lead.

2.80.060 Peddling or soliciting

No person will be permitted to peddle flowers, plants, or monuments or to solicit the sale of any commodity within the cemetery.

2.80.070 Signs

No signs, notices, or advertisements of any kind shall be allowed in the cemetery, unless placed by the City.

2.80.080 Authority of cemetery lead

The cemetery lead is empowered to enforce all rules and regulations and to exclude from the cemetery any person violating the same. He or she is responsible for the grounds and buildings. All persons in the cemetery, including the conduct of funerals, traffic, employees, plot owners, and visitors shall comply with this code. The cemetery lead shall have charge of all cemetery grounds and buildings, and, at all time, shall have supervision and control of all persons within the boundaries of the cemetery.

2.80.090 Errors may be corrected

The City reserves, and shall correct any errors that may be made by it either in making interments, disinterments or removals, or in the description, transfer, or conveyance of any interment property, either by cancelling such conveyance and substituting and conveying in lieu thereof other interment property of equal value and similar location as far as possible, or as may be selected by the cemetery lead, by refunding the amount of money paid on account of said purchase. In the event the error involves the interment of the remains of any person in such property, the lead reserves and shall have the right to remove and reinter the remains to such other property of equal value and similar location as may be substituted and conveyed in lieu

thereof. The City shall correct any errors made by placing an improper description, including an incorrect name or date on the memorial.

2.80.100 Delays

The City shall not be liable for any delay in the fulfillment of any of its contracts or legal obligations, including, but not limited to, maintenance, care, memorial work, or construction which may arise from causes beyond its reasonable control and, especially, from delays caused by the elements, thieves, vandals, strikes, malicious mischief matters, unavoidable accidents, or other circumstances beyond the control of the City.

2.80.110 Non-limitation

In all matters not specifically covered by these general rules and regulations, the City reserves the right to do anything which in its judgement is deemed reasonable in the cemetery, and such determination shall be binding upon lot holders and all parties concerned.

2.80.120 Amendments

The City may, and hereby expressly reserves the right, at any time or times, to adopt new rules and regulations, or to amend, alter, or repeal any rule, regulation, article, section, paragraph, or sentence in these rules and regulations. Any such change in the rules and regulations shall be binding upon all parties without notice.

2.80.130 Arrangements for funerals and interments

1. Office Appearance. Family of the deceased, or friends, in the absence of family, taking responsibility for funeral arrangements, shall come to Sedro-Woolley City Hall in order to authorize interment, make necessary arrangements, and make payment thereof.
2. No Telephone Calls. The City shall not be responsible for any order given by telephone or for any error arising from the want of precise and proper instructions as to the particular grave, crypt, or niche location where interment is desired.
3. Liability of Signer. Any person signing the authorization for interment of remains warrants any facts set forth in the authorization, the identity of the person whose remains are sought to be interred, and his or her authority to order the interment. He or she is personally liable for all damage occasioned by or resulting from breach of such warranty.
4. 48-hour Notice. The City has the right to insist upon 48 hours of notice prior to any interment. No person or persons are authorized to make interments of human remains within the cemetery without first securing clearance and necessary permits through the office of the City Clerk at Sedro-Woolley City Hall.

2.80.140 Interment procedures

1. Graves, crypts, and niches may be purchased at Sedro-Woolley City Hall. Interments will not be permitted in graves, crypts, or niches without being paid for in full.
2. Graves, crypts, or niches are sold for the purpose of human remains only.
3. No burial will be in the cemetery without a properly completed permit from a health officer, coroner, or physician, and a proper burial permit.

4. The full body burial of two or more adults in one grave, vault, or crypt is prohibited. One full body burial, and up to two cremated remains shall be allowed on one grave space, but only two headstones are allowed per grave space. Up to two cremated remains shall be allowed in urn garden spaces. Up to three cremated remains may be placed in one full burial plot where there is no body. Only single inurnments are permitted in double sided niche walls. Up to three inurnments are permitted in the estate unit niche.
5. All instructions as to interments must be provided in writing.
6. The direction of funerals while within the cemetery shall be subject to the control of the City.

In addition to these chapter, all internments are subject to the laws of the properly constituted authorities of the City of Sedro-Woolley, Skagit County, and State of Washington.

2.80.150 Outer burial container

1. Every earth interment shall be enclosed in a concrete two-piece grave box, concrete vault, or other unit of suitable material approved by the cemetery lead.
2. The installation of these outer containers shall be performed by cemetery lead or an approved supplier with suitable equipment and ability to perform. All supplier installations will be under the direction of the cemetery lead.

2.80.160 Interments by employees

Interments including opening and closing will be done by the cemetery lead using equipment owned by the City for this purpose.

2.80.170 Permit and identity

The City will not be liable for the interment permit nor the identity of the person sought to be interred.

2.80.180 Opening the casket

Once a casket containing remains is within the boundaries of the cemetery, the City reserves the right to refuse permission to all persons to open the casket or to touch the remains without the consent of the legal representative of the deceased or a court order.

2.80.190 Delay of interment

The City will in no way be liable for any delay in the interment of the remains when:

1. A written protest to the interment has been filed with the City Clerk in Sedro-Woolley City Hall. However, the City is under no obligation to recognize such protests.
2. Rules and regulations have not been complied with.
3. Instructions regarding the location of a lot or plot cannot be obtained or are indefinite, or when for any reason the interment space cannot be opened while specified.

In any of these instances, the City reserves the right to place the body in a receiving vault until full rights of all parties have been determined. The costs of such temporary placement shall be born by the party seeking interment.

2.80.200 Endowed care

No graves, crypts, or niches will be sold in the Sedro-Woolley Union Cemetery without endowed care.

2.80.210 Endowed care of plot

The City has created an endowment care fund in accordance with the statutes of the State of Washington to be operated by the City for the mutual benefit of the lot owners contributing to the fund. The term “endowment care” used in reference to a plot means the cutting of grass upon said plot at reasonable intervals, the pruning of shrubs and trees planted by the City for general embellishment, and the general preservation of the plot, to the end that said grounds shall be reasonably cared for as grounds forever.

2.80.220 Endowment care exclusions

The term “endowment care” shall not include any of the following:

1. Cleaning, maintenance, repair, or replacement of any memorial placed or erected upon plots;
2. Hand trimming around memorials;
3. Planting of flowers or ornamental plants;
4. Maintenance or doing of any special or unusual work in the cemetery; or
5. Reconstruction of any marble, granite, bronze, or concrete work in the cemetery or reconstruction of any buildings or structures.

The City may use income received from an endowment care fund for the above purposes if in its judgment it is advisable to do so.

2.80.230 Endowment care limited to income

Endowment care, whether applied to lots, crypts, niches, graves, or to any space within the confines of the cemetery shall be limited to net income received from the investment of the endowment care fund.

2.80.240 Removals and disinterments

1. Cemetery Policy. Remains once interred in Sedro-Woolley Union Cemetery are considered permanently disposed of and removal from Sedro-Woolley Union Cemetery to any other cemetery is strongly discouraged. Remains may be removed from their original plot to a larger or better plot within the cemetery where there has been an exchange or purchase for that purpose.
2. Procedure for disinterments:

- a. Signed affidavits of the nearest kin to the deceased approving the disinterment or removal.
 - b. Signed approval of the grave or lot owner or their heirs, assigns, or lawful representative.
 - c. Disinterment permit from the Skagit County Health Department.
 - d. The desired lot must be selected, all charges for disinterment and reinterment, together with all other charges due, must be paid.
 - e. All disinterments shall be under the direction and supervision of the City, except by the order of court when a proper receipt for the remains must be given.
3. Removal permit. Remains from other cemeteries removed and brought to Sedro-Woolley Union Cemetery for reinterment must be accompanied by the proper papers as prescribed by law.
4. Liability. The City will exercise the utmost care in making a disinterment, but assumes no liability for damage to any casket, vault, liner, grave box, or any other burial case in making the remove or disinterment.
5. Outer case replacement. When, in the opinion of the City, a new outside box is needed, at the time of reinterment following a disinterment, it must be provided by the person arranging for removal, through the cemetery.
Prior notice. At least one (1) week's prior notice is required for any disinterment or removal, after the rules and regulations have been complied with.
6. Removal for profit prohibited. Removal, by the heirs, of any remains so that the lot may be sold for profit, is absolutely forbidden.

2.80.250 Ownership rights

1. Right of interment. The purchaser of a lot or lots is granted or conveyed only the right of interment of human remains and the right of installation of a memorial on each lot. The owner of the right of interment does not possess a fee interest or any other interest in the land itself.
2. Titles and rights and cemetery plots. Titles and rights to cemetery plots shall be governed by chapter 68.32 RCW, now and hereafter amended.
3. Purchasing. Lots can be purchased for cash, check, or credit card at Sedro-Woolley City Hall. In the event that any lot is purchased immediately prior to the time of interment, arrangement must be made for full payment of such lot before interment will be made. A purchaser has no right, interest, estate, or title whatsoever to any lot until purchase price is paid in full.
4. Document of ownership. Upon receipt of payment for a lot, the City will issue certificates of ownership rather than deeds. This document shall be the sole agreement between the City and the owner. The statement of any employees or agents of the City, unless confirmed in writing by one of its officers, shall in no way bind the City.
5. It shall be the duty of the plot owner to notify the City Clerk of any change in his post office address. Notice sent to the plot owner at the last address on file in the office of the cemetery shall be considered sufficient and proper legal notification.

2.80.260 Disposition of unused or abandoned lots

1. Abandoned lots. To preserve the active nature of the cemetery, any interment space will be deemed abandoned if there is no recorded activity on the lot for a period of sixty (60) years. Any lot deemed abandoned may be reclaimed by the cemetery and disposed of as the cemetery sees fit.
2. Disposition of unused lots. Should a lot holder of unused interment space no longer need the lot in the cemetery they may sell the lot back to the cemetery at the original purchase price.
3. No transfer or assignment of any plot or interest therein shall be valid. If the owner wishes to sell the lot, it may only be sold back to the City at the cost for which it was originally purchased.

2.80.270 Death certificate

No interment will be permitted without the proper death certificate and/or burial permit as required by the health authorities. Cremated remains must be accompanied by a copy of the burial permit or other document acceptable to the cemetery to certify identity of the cremated remains.

2.80.280 Individual decorations

1. Floral Regulations. No planting is permitted on any plot. No flower receptacles or planter boxes may be placed on any plot or in any mausoleum or columbarium unless material, size, and design are approved under the established plan by the City. The City shall have authority to remove all floral designs, flowers, trees, shrubs, plants, or herbage of any kind from the cemetery when in the judgment of the cemetery lead they become unsightly, dangerous, detrimental, diseased, or when they do not conform to the standards maintained by the City. The City shall not be liable for lost, misplaced, or damaged flower vases. The City reserves the right to regulate the method of decorating plots so that a uniform beauty may be maintained. Artificial flowers are not permitted in the mausoleums or columbariums. Artificial flowers are not allowed on graves between April 15th and October 1st of each year.
2. Care of trees and shrubs. No person shall remove any part of any tree or shrub in the cemetery, whether on his lot or not. On request, the City staff will arrange for necessary pruning of trees and shrubs on property owned by the cemetery.
3. Prohibited ornaments. The placing upon plots of boxes, tubs, shells, toys, metal designs, marble chips, ornaments, chairs, settees, vases, glass jars, tin or iron earthenware jars or jugs, or other similar articles is not permitted and if so placed, the City may remove the same.
 - a. Window boxes, pots, glass jars, and other similar items may be placed seven (7) days before Memorial Day until seven (7) days after Memorial Day.
4. New burials. All flowers, plants, easels, and decorations will be allowed to remain 48 hours following a new burial. Persons wishing to retain any of the items must remove them within 48 hours after interment.

5. Christmas decorations. Christmas decorations shall be removed within two weeks after Christmas Day.
6. American Flag. As a special mark of respect for those that have served our country, the American Flag shall be displayed only on the grave of those deceased who have honorably served in the armed forces of the United States of America.

2.80.290 Monuments, headstones, and markers

1. All monuments, headstones, and markers shall be delivered to the cemetery and they will be installed by the City of Sedro-Woolley and all installations charges shall be made in accordance with the size of the monument, headstone, or marker installed.
2. Should any memorial, mausoleum or tomb become unsightly, dilapidated, or a menace to visitors, the cemetery lead shall have the right either to correct the condition or to remove it, at the expense of the lot owner.
3. No monument or marker shall be removed from the cemetery, except by the City unless the written order of the plot owner is presented at the office of the cemetery and permission granted by the cemetery lead.
4. All monuments, headstones, and markers must be of a uniform size to be determined by the cemetery lead and be set flush with the contour of the ground. The bottom beds of bases and markers must be cut level and true and set in a cement mortar to allow every part to be in contact with the foundation without the use of pawls or underpinnings.
5. All materials, markers, mausoleums or tombs shall be constructed of good natural stone from quarries approved by the cemetery lead. No artificial stone of any description is permitted.
6. No grave shall be raised above the contours of the surrounding ground. To ensure proper development of the grounds the grade of all graves will be determined by the City.
7. No grave shall be enlarged or reduced except as necessary by the City.
8. No coping or any kind of enclosure will be permitted. Small trees, shrubs, or other plants set out at the corner of a grave to define its limits will not be allowed. Boundaries of lots will be as designated by the City. Cornerstones must not project above the ground and must not be altered or removed.
9. Grave owners must keep in good repair all stones or monumental work upon the grave. The City does not bind itself to maintain, repair, or replace any grave marker or monumental structures erected upon the grave.
10. Markers in endowment care sections must be of uniform size and must be set flush with the contour of the ground.
11. A maximum of four (4) markers per grave or companion grave will be allowed, and a maximum of two markers per grave or companion grave will be allowed in the urn section.
12. The City reserves the right to exclude or remove from any grave any headstones, monuments, or other structure, tree, plant, or any other object that may conflict with these this chapter or which the cemetery lead may consider injurious to the general appearance of the grounds.
13. The City reserves the right to lay out, alter, or vacate such avenues and walks, to establish the grades of avenues, walks and roads, and to changes these rules and regulations as may

be deemed requisite and proper by the cemetery lead to secure and promote the general objects and best interests of the cemetery and no notice of such intended action shall be required.

14. The City reserves the right to enlarge, reduce, replant or change the boundaries or grading of the Cemetery or of a section or sections, from time to time, including the right to modify or change the location of or remove or regrade roads, drives or walks, or any part thereof, is hereby expressly reserved.
15. The City reserves the right to lay, maintain and operate or alter or change pipelines or gutters for sprinkling systems, drainage, lakes, etc., is also expressly reserved, as well as is the right to use cemetery property, not sold to individual plot owners, for cemetery purposes including the interring and preparing for interment of dead human bodies, or for anything necessary, incidental or convenient thereto.
16. The City reserves to itself, and to those lawfully entitled thereto, a perpetual right of ingress and egress over plots for the purpose of passage to and from other plots.

2.80.300 Cemetery fees and charges

The schedule of prices of all lots, blocks, crypts, niches, or parcels of land in the platted portion of said cemetery property and, also prices for opening and closing of graves, grave liners, perpetual care, setting of markers, and all other services shall be fixed and adopted by the City Council and contained in the Master Fee Schedule. Said schedule of prices may be changed or altered by the City Council from time to time as in its judgment may be necessary or proper. No lots, tracts, or grave spaces shall be disposed of for less than the price named in the following schedule or the schedule in force at the time of such sale or disposal.

2.80.310 Welfare burials

Welfare burials will be accepted if the deceased's residence was within the city limits at the time of death or if the state payment covers all cemetery fees and charges established by the City Council. If the deceased's residence was not within the city limits at the time of death and the state payment does not cover all the cemetery fees and charges, the grave must be preowned.

2.80.320 Miscellaneous provisions

The City and its assigns shall have full power and authority to adopt such additional rules and regulations as it may deem advisable for the management, preservation, care, and use of the City cemetery, including the interment and exhuming of the dead, and shall have full power and authority from time to time to enlarge, restrict, amend, abrogate, or change any rules and regulations, and all such rules and regulations shall be binding upon grave owners and upon all other persons, firms, and corporations concerned.

2.80.330 Miscellaneous regulations

Picking flowers, breaking or injuring trees or shrubs, or in any way injuring any monument or headstone is prohibited and subject to penalty according to state law. If anything is placed on a grave which is deemed improper, it will be removed. Bills due to the City for labor and materials and supplies are a lien on the grave until paid. The City Council shall have the right to make

exceptions from the foregoing rules when deemed advisable. Such exceptions shall not be considered as rescinding or waiving any of these rules. Any waiver that may be made by the City Council shall not be or considered to be continuing waiver and shall not bar the City or City Council from enforcing the usual rules at any later time if it may be desired so to do.

2.80.340 Other prohibited acts

1. Grave owners, purchasers, visitors, or any other persons are prohibited from giving gratuities to any employees for services rendered. Employees accepting the same will be immediately discharged.
2. No dogs are allowed in the cemetery except for qualified service animals. Handlers shall remove any defecation by the service animal
3. No one shall disturb gravestones, monuments, markers, or any other property or objects within the cemetery, nor disturb the quiet or good order of the cemetery by noises, disorderly, or improper conduct, nor shall violate any of the rules or regulations contained herein.

2,80.350 Hours

The cemetery is opened daily from 8:00 a.m. until dusk.

2.80.360 Penalties

Any person violating the rules and regulations shall be deemed guilty of a civil infraction and subject the penalties contained in SWMC chapter 18.25.

Section 2. Severability. If any section, sentence, clause or phrase of this Ordinance shall be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any section, sentence, clause or phrase of this Ordinance.

Section 3. Authority to make necessary corrections. The City Clerk and the codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance and attachments including, but not limited to, the correction of scrivener's clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 4. Effective date. This Ordinance shall take effect five days after its publication by summary.

Passed by the City Council and approved by the Mayor of the City of Sedro Woolley Washington at a regular meeting thereof this _____ day of _____, 2022.

Julia Johnson, Mayor

APPROVED AS TO FORM:

ATTEST:

Nikki Thompson, City Attorney

Kelly Kohnken City Clerk

First Reading:
Date Adopted:
Date of Publication:
Effective Date:



Agenda
Item No.

Date:

September 14, 2022

Subject:

Renewal of Interlocal Agreement with
Skagit County for Community Court -
1st Read

FROM:

Charlie Bush, City Administrator

RECOMMENDED ACTION:

This is the first read for this item, after a work session discussion on 9/7. If Council desires to take action, the motion would be, "I move to authorize the Mayor to execute an interlocal agreement with Skagit County for Community Court Services."

ISSUE:

Should Sedro-Woolley renew an interlocal agreement with Skagit County for Community Court?

BACKGROUND/SUMMARY INFORMATION:

The prior agreement for Community Court was approved by the City Council in June 2021 and expires at the end of this year. The cost was \$305.05 per month, or \$3,666 per year over 12 months, for up to one docket per month to not exceed 15 total clients. The City's Community Court budget for 2022 is \$4,650. The City's 2021 Community Court budget was \$4,600.

The proposed agreement would have the City compensate the County \$650 per month (\$325 per docket) for two dockets per month. The total expense for a year would be \$7,800. The County has been providing the City an extra docket per month during 2022 at no charge. The new agreement would run from 2023-2025.

FISCAL IMPACT, IF APPROPRIATE:

Staff estimates that Community Court expenses will increase by \$4,134 annually to \$8,784.

ATTACHMENTS:

1. Community Court Interlocal Agreement

INTERLOCAL COOPERATIVE AGREEMENT

BETWEEN

SKAGIT COUNTY

AND

CITY OF SEDRO WOOLLEY

THIS AGREEMENT is made and entered into by and between the City of Sedro Woolley ("City") and Skagit County, Washington ("County") pursuant to the authority granted by Chapter 39.34 RCW, INTERLOCAL COOPERATION ACT.

1. **PURPOSE:** The purpose of this interlocal agreement is to formalize the relationship of the City and the County regarding the provision of District Court Community Court services to the City. Skagit County has a Community Court Program capable of serving both the Skagit County District Court and, with some use restrictions, the cities within Skagit County. The Skagit County District Court Community Court Program has provided Community Court services to the City since January 1, 2021, in a pilot program role. It is in the best interest of Skagit County and the City to formalize this relationship in an agreement detailing the extent and costs of Community Court services.

2. **RESPONSIBILITIES:** The County shall provide the following Community Court services for the City in consideration of time and effort as follows:

Active/full Community Court services, monitoring of community court, court ordered programming, community-based support group compliance, and assistance with connecting clients with support and community-based alternatives.

The County shall provide such services upon referral from the City and according to the direction of the City's Municipal Court.

The County shall limit the number of monthly dockets to two.

3. TERM OF AGREEMENT: The term of this Agreement shall be from January 1, 2023 through December 31, 2025.

If the agreement is not renewed, the County will provide the City with the following transition services:

(a) For previously initiated community court services that can be completed by March 1, 2023, the County will complete the service.

(b) For previously initiated community court services that cannot be completed by March 1, 2023, the County will provide the City a complete copy of the community court file and a summary of actions taken to-date, upcoming hearings, and other information that would assist the new service provider in quickly completing the transition cycle.

4. MANNER OF FINANCING: The City shall compensate the County six hundred and fifty dollars (\$650) per month (\$325 per docket) for 2 dockets per month. Each Community Court Docket shall be limited to 15 total clients. The County will bill the City quarterly. Payment by the City will be made within thirty days from date of billing notice.

5. ADMINISTRATION: The following individuals are designated as representatives of the respective parties. The representatives shall be responsible for administration of this Agreement and for coordinating and monitoring performance under this Agreement. In the event such representatives are changed, the party making the change shall notify the other party.

5.1 The County's representative shall be District Court Community Court Development Coordinator, Leticia Nunez-Castro

5.2 The City's representative shall be City Attorney, Nikki Thompson.

6. TREATMENT OF ASSETS AND PROPERTY: No fixed assets or personal or real property will be jointly or cooperatively, acquired, held, used, or disposed of pursuant to this Agreement.

7. INDEMNIFICATION: It is understood and agreed that this Agreement is solely for the benefit of the parties hereto and gives no right to any other party. No joint venture or partnership is formed as a result of the Agreement. Each party hereto agrees to be responsible and assumes liability for its own negligent acts or omissions, or those of its officers, agents, elected officials, volunteers or employees to the fullest extent required by the law, and agrees to save, indemnify, defend, and hold the other party harmless from any such liability. In the case of negligence of both the City and Skagit County, damages allowed shall be levied in proportion to the percentage of negligence attributable to each party, and each party shall have the right to seek contribution from the other party in proportion to the percentage of negligence attributable to the other party. This indemnification clause shall also apply to any and all causes of action arising out of the performance of work activities under this Agreement.

8. TERMINATION: Any party hereto may terminate this Agreement upon thirty (30) days notice in writing either personally delivered or mailed postage-prepaid by certified mail, return receipt requested, to the party's last known address for the purposes of giving notice under this paragraph. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

9. CHANGES, MODIFICATIONS, AMENDMENTS AND WAIVERS: The Agreement may be changed, modified, amended or waived only by written agreement executed by the parties hereto. Waiver or breach of any term or condition of this Agreement shall not be considered a waiver of any prior or subsequent breach.

10. SEVERABILITY: In the event any term or condition of this Agreement or application thereof to any person or circumstances is held invalid, such invalidity shall not affect other terms, conditions or applications of this Agreement which can be given effect without the invalid term, condition, or application. To this end the terms and conditions of this Agreement are declared severable.

Interlocal Agreement
Page 3 of 5

11. ENTIRE AGREEMENT: This Agreement contains all the terms and conditions agreed upon by the parties. All items incorporated herein by reference are attached. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

FOR CITY OF SEDRO-WOOLLEY:

Julia Johnson, Mayor
(Date _____)

Debbie Burton, Finance Director

Mailing Address:
City of Sedro-Woolley
325 Metcalf Street
Sedro-Woolley WA 98284

Interlocal Agreement
Page 4 of 5

DATED this _____ day of _____, 2022.

**BOARD OF COUNTY COMMISSIONERS
SKAGIT COUNTY, WASHINGTON**

Lisa Janicki, Chair

Ron Wesen, Commissioner

Attest:

Peter Browning, Commissioner

Clerk of the Board

For contracts under \$5,000:
Authorization per Resolution R20030146

Recommended:

County Administrator

Jonathan Judge

Department Head *Presiding*

Approved as to form:

Civil Deputy Prosecuting Attorney

Approved as to indemnification:

Risk Manager

Approved as to budget:

Budget & Finance Director

Interlocal Agreement
Page 5 of 5



Agenda Item No.	
Date:	September 14, 2022
Subject:	Renewal of Interlocal Agreement with Skagit County for Probation - 1st Read

FROM:

Charlie Bush, City Administrator

RECOMMENDED ACTION:

This is a first read, after a work session discussion on 9/7. If the City Council wants to take action on this item, the motion would be, "I move to authorize the Mayor to execute an interlocal agreement with Skagit County for probation services."

ISSUE:

Should Sedro-Woolley renew an interlocal agreement with Skagit County for Probation?

BACKGROUND/SUMMARY INFORMATION:

The prior agreement for probation began in January 2020 and expires at the end of this year. In that agreement, the City shall compensate the County fifty dollars (\$50.00) for each month said defendant is on active supervision (meaning the supervision has not been terminated by order of the court) to a maximum of \$1200 per defendant/case. In cases involving pre-sentence supervision, supervision of mandatory community service or determination of restitution, the maximum per defendant/case shall be \$150.

The proposed agreement doubles the amount paid by the City to the County from \$50 to \$100, up to a maximum of \$2,400 per defendant/case. District Court Presiding Judge Howson mentioned at the September 7th work session that the reason for this significant increase is that rates have not increased in a very long time. The probation budget for 2022 is \$11,000. Expenditures to date are \$4,115. In 2021, the probation budget was \$10,500 and the City's expenses were \$9,560. The proposed agreement runs from 2023-2025.

FISCAL IMPACT, IF APPROPRIATE:

Staff estimates that 2023 expenditures for probation will double under this agreement, to approximately \$18,000 per year.

ATTACHMENTS:

1. Probation Interlocal Agreement

INTERLOCAL COOPERATIVE AGREEMENT

BETWEEN

SKAGIT COUNTY

AND

CITY OF SEDRO-WOOLLEY

THIS AGREEMENT is made and entered into by and between the City of Sedro-Woolley ("City") and Skagit County, Washington ("County") pursuant to the authority granted by Chapter 39.34 RCW, INTERLOCAL COOPERATION ACT.

1. PURPOSE: The purpose of this interlocal agreement is to formalize the relationship of the City and the County regarding the provision of probation services to the City. Skagit County has a Probation Department capable of serving both the Skagit County District Court and, with some use restrictions, the cities within Skagit County. The Skagit County District Court Probation Department has provided probation services to the City in past years based on their participation in the consolidated district/municipal court judicial services plan. It is in the best interest of Skagit County and the City to formalize this relationship in an agreement detailing the extent and costs of probation services.

2. RESPONSIBILITIES: The County shall provide the following probation services for the City in consideration of time and effort as follows:

Active/full probation services, pre-trial monitoring, monitoring of treatment and community-based support group attendance, deferred prosecution requirements, pre/post-sentence investigations, assistance with connecting clients with support and community-based programming and collection of restitution and/or monitoring of prohibitions.

The County shall provide such services upon referral from the City and according to the direction of the City's Municipal Court.

3. **TERM OF AGREEMENT:** The term of this Agreement shall be from January 1, 2023 through December 31, 2025.

If the agreement is not renewed, the County will provide the City with the following transition services:

(a) For previously initiated probation services that can be completed by April 1, 2023, the County will complete the service.

(b) For previously initiated probation services that cannot be completed by April 1, 2023, the County will provide the City a complete copy of the probation file and a summary of actions taken to-date, upcoming hearings, and other information that would assist the new service provider in quickly completing the transition cycle.

4. **MANNER OF FINANCING:** The City shall compensate the County one hundred dollars (\$100.00) for each month said defendant is on active supervision (meaning the supervision has not been terminated by order of the court) to a maximum of \$2400 per defendant/case. In cases involving pre-sentence supervision, supervision of mandatory community service or determination of restitution, the maximum per defendant/case shall be \$150. The County will bill the City quarterly. Payment by the City will be made within thirty days from date of billing notice. The County Probation Department will employ a probation fee reduction, or full waiver of fees, process for those clients that cannot meet their probation fee obligation. In no circumstance can community service be substituted for payment toward probation fees.

5. **ADMINISTRATION:** The following individuals are designated as representatives of the respective parties. The representatives shall be responsible for administration of this Agreement and for coordinating and monitoring performance under this Agreement. In the event such representatives are changed, the party making the change shall notify the other party.

5.1 The County's representative shall be District Court Probation Director, James M. Malcolm Jr.

5.2 The City's representative shall be City Attorney, Nikki Thompson.

Interlocal Agreement
Page 2 of 5

6. TREATMENT OF ASSETS AND PROPERTY: No fixed assets or personal or real property will be jointly or cooperatively, acquired, held, used, or disposed of pursuant to this Agreement.

7. INDEMNIFICATION: It is understood and agreed that this Agreement is solely for the benefit of the parties hereto and gives no right to any other party. No joint venture or partnership is formed as a result of the Agreement. Each party hereto agrees to be responsible and assumes liability for its own negligent acts or omissions, or those of its officers, agents, elected officials, volunteers or employees to the fullest extent required by the law, and agrees to save, indemnify, defend, and hold the other party harmless from any such liability. In the case of negligence of both the City and Skagit County, damages allowed shall be levied in proportion to the percentage of negligence attributable to each party, and each party shall have the right to seek contribution from the other party in proportion to the percentage of negligence attributable to the other party. This indemnification clause shall also apply to any and all causes of action arising out of the performance of work activities under this Agreement.

8. TERMINATION: Any party hereto may terminate this Agreement upon thirty (30) days notice in writing either personally delivered or mailed postage-prepaid by certified mail, return receipt requested, to the party's last known address for the purposes of giving notice under this paragraph. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

9. CHANGES, MODIFICATIONS, AMENDMENTS AND WAIVERS: The Agreement may be changed, modified, amended or waived only by written agreement executed by the parties hereto. Waiver or breach of any term or condition of this Agreement shall not be considered a waiver of any prior or subsequent breach.

10. SEVERABILITY: In the event any term or condition of this Agreement or application thereof to any person or circumstances is held invalid, such invalidity shall not affect other terms, conditions or applications of this Agreement which can be given effect without the invalid term, condition, or application. To this end the terms and conditions of this Agreement are declared severable.

11. ENTIRE AGREEMENT: This Agreement contains all the terms and conditions agreed upon by the parties. All items incorporated herein by reference are attached. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

Interlocal Agreement
Page 3 of 5

FOR CITY OF SEDRO-WOOLLEY:

Julia Johnson, Mayor
(Date _____)

Debbie Burton, Finance Director

Mailing Address:
City of Sedro-Woolley
325 Metcalf Street
Sedro-Woolley WA 98284

Interlocal Agreement
Page 4 of 5

DATED this _____ day of _____, 2022.

**BOARD OF COUNTY COMMISSIONERS
SKAGIT COUNTY, WASHINGTON**

Lisa Janicki, Chair

Ron Wesen, Commissioner

Attest:

Peter Browning, Commissioner

Clerk of the Board

For contracts under \$5,000:
Authorization per Resolution R20030146

Recommended:

County Administrator

Jonathan Reading

Department Head *Judge*

Approved as to form:

Civil Deputy Prosecuting Attorney

Approved as to indemnification:

Risk Manager

Approved as to budget:

Budget & Finance Director

Interlocal Agreement
Page 5 of 5



Agenda
Item No.

Date:	September 14, 2022
Subject:	Ordinance 2020-22 Amending SWMC 10.44.020 to remove certain parking restrictions on Nelson Street.

FROM:

Mark Freiberger, Public Works Director

RECOMMENDED ACTION:

This item is on for a 1st read. No action requested at this meeting.

ISSUE:

Should Council adopt Ordinance 2020-22, removing certain parking restrictions on Nelson Street?

BACKGROUND/SUMMARY INFORMATION:

The Sedro-Woolley Municipal Code prohibits parking in certain areas on Nelson Street. However, vehicles are currently being parked in an undeveloped gravel shoulder located on the south side of Nelson Street, between Metcalf Street and Walley Street, along the fence of the Sedro-Woolley School District parking lot. The south side of Nelson Street, between Metcalf Street and Walley Street across Third Street from Sedro-Woolley High School and is being used by students for supplemental parking. Because parking at the High School is limited, both the City of Sedro-Woolley and the Sedro-Woolley School District are in support of this area being used by students for supplemental parking.

FISCAL IMPACT, IF APPROPRIATE:

N/A

ATTACHMENTS:

1. Ordinance 2020-22

CITY OF SEDRO-WOOLLEY
Sedro-Woolley, Washington

ORDINANCE NO. 2020-22

**AN ORDINANCE OF THE CITY OF SEDRO-WOOLLEY AMENDING THE
SEDRO-WOOLLEY MUNICIPAL CODE SECTION 10.44.020 ENTITLED
PARKING PROHIBITED ON PORTIONS OF PUGET STREET, NORTHERN
STREET AND NELSON STREET.**

WHEREAS, the Sedro-Woolley Municipal Code (SWMC) regulates the stopping, standing, and parking of vehicles; and

WHEREAS, the City of Sedro-Woolley has authority under RCW 35A.01.050 and RCW 35.22.280(7) to adopt parking regulations; and

WHEREAS, vehicles are currently being parked in an undeveloped gravel shoulder located on the south side of Nelson Street, between Metcalf Street and Walley Street, along the fence of the Sedro-Woolley School District parking lot; and

WHEREAS, the south side of Nelson Street, between Metcalf Street and Walley Street is across Third Street from Sedro-Woolley High School and is being used by students for supplemental parking; and

WHEREAS, parking is limited at Sedro-Woolley High School; and

WHEREAS, both the City of Sedro-Woolley and the Sedro-Woolley School District are in support of this area being used by students for supplemental parking; and

WHEREAS, the City Council desires to update SWMC 10.44.020 entitled “Parking prohibited on Portions of Puget Street, Northern Street, and Nelson Street” to remove parking restrictions on the south side of Nelson Street; and

WHEREAS, this ordinance is necessary and in the public’s interest;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SEDRO-WOOLLEY
DO ORDAIN AS FOLLOWS:**

SECTION ONE. SWMC 10.44.020 “Parking prohibited on portions of Puget Street, Northern Street and Nelson Street” is hereby amended to read as follows:

10.44.020 Parking Prohibited on portions of Puget Street and Northern Street

No person shall park a vehicle at any time on:

Street	Extent of Restriction	Side of Street
Northern Street	Monday to Thursday 10:30 a.m. to 2:00 p.m.	Both sides between Metcalf and Puget as identified on Exhibit A* attached to the ordinance codified in this chapter
Puget Street	Monday to Thursday 10:30 a.m. to 2:00 p.m.	West side, 50 feet from NW corner of Puget and Northern Streets

* Approximate location of restricted parking shown on Exhibit A; placement of restricted parking signs or other markings will control the actual location of restricted parking areas for enforcement.

(Ord. [1581-07](#) § 1 (part), 2007)

SECTION TWO. Severability. If any section, sentence, clause, or phrase of this Ordinance shall be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any section, sentence, clause, or phrase of this Ordinance.

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

SECTION FOUR. Conflict. In the event that there is a conflict between the provision of this Ordinance and any other City ordinance, the provision of this Ordinance shall control.

SECTION FIVE. Effective date. This Ordinance shall take effect five days after its publication by summary.

PASSED by the City Council this _____ day of _____, 2022.

THE CITY OF SEDRO-WOOLLEY

By _____

Julia Johnson, Mayor

Dated: _____

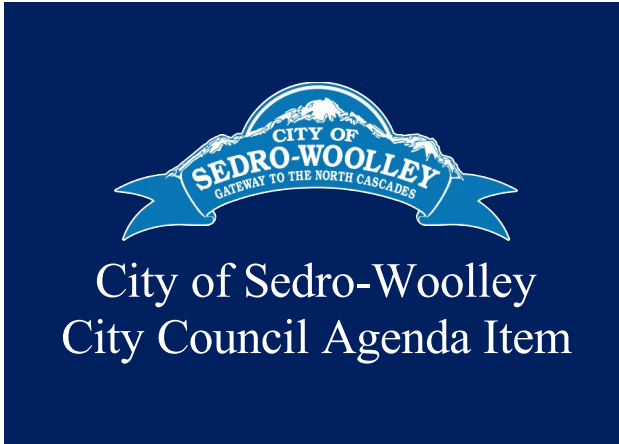
Attest:

Kelly Kohnken, Finance Director/City Clerk

Approved as to Form:

Nikki Thompson, City Attorney

Published: _____



Agenda
Item No.

Date:

Subject:

September 14, 2022

Executive session to discuss potential litigation pursuant to RCW 42.30.110(1)(i) and the acquisition of real estate pursuant to RCW 42.30.110(1)(b), where public knowledge could cause increase in price. Action may be taken following executive session.

FROM:

RECOMMENDED ACTION:

ISSUE:

BACKGROUND/SUMMARY INFORMATION:

FISCAL IMPACT, IF APPROPRIATE:

ATTACHMENTS: