

Next Ord: 2045-23
Next Res: 1120-23

CITY COUNCIL AGENDA

IN PERSON OR VIA ZOOM

March 8, 2023

6:00PM

**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.

- f. Introduction of Special Guests and Presentations:**

1. Roger Schuette, Outreach Manager of Skagit Valley YMCA will be Presenting and Providing Update on the Sedro-Woolley YMCA Recreation Center

2. Cindy Verge of the Skagit Valley Tulip Festival will be Presenting the 2023 Tulip Poster

- g. City Administrator Reports**

- h. Councilmember and Mayor's Report**

- i. Proclamation(s)**

- 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)**

- 1. Public Hearing for Proposed Amendments to the Accessory Dwelling Unit Regulations – Ordinance 2043-23 - 2nd Read

- l. Unfinished Business**

- 1. Amending Chapter 12.44 'Special Events, Parades and Festivals' of the Sedro-Woolley Municipal Code - Ordinance 2041-23 - 2nd Read
 - 2. Amendments to Title 17 SWMC to Address Alcohol Production Establishments - Ordinance 2044-23 - 2nd Read
 - 3. Funding the North Star Project - Resolution 1119-23 - 2nd Read

- m. New Business**

- 1. Memorandum of Understanding Between North Sound Region Participating Local Governments and North Sound Behavioral Health Administrative Services Organization
 - 2. Community Development Grant Program - Resolution 1117-23 - 1st Read

n. Information Only Items

1. Planning and Business Development Committee Meeting Minutes - February 8, 2023
2. Finance and Information Technology Committee Minutes - February 22, 2023
3. Strategic Planning Committee Meeting Minutes - March 1, 2023
4. Fire Department Data
5. Building Permit and Planning Permit Review Status

o. Good of the Order

p. Executive Session

q. Adjournment

Next Meeting(s) Planning Commission Meeting March 21st, 2023- City Council Meeting March 22nd, 2023

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.	
Date:	March 8, 2023
Subject:	Public Hearing for Proposed Amendments to the Accessory Dwelling Unit Regulations – Ordinance 2043-23 - 2 nd Read

FROM:

John Coleman, AICP, Planning Director

RECOMMENDED ACTION:

Make a motion to adopt Ordinance 2043-23 adopting amendments to Chapter 17.100 SWMC to amend the accessory dwelling unit requirements to allow spec homes to be constructed with an accessory dwelling unit.

ISSUE:

Should the City Council adopt the recommended amendments to the Accessory Dwelling Unit (ADU) regulations to allow speculative housing built by developers (Spec Homes) to be constructed with an ADU?

BACKGROUND/SUMMARY INFORMATION:

The city received a request from a local development company (BYK Construction) to amend the existing ADU regulations. The Planning Commission reviewed and held a public hearing on the requested amendments to Chapter 17.100 SWMC to allow for a speculative home (Spec Home) built by a developer to be constructed with an ADU. The Planning Commission made amendments to the requested amendments and then the PC made a recommendation that the City Council approve the code amendments as amended by the Planning Commission.

The City Council reviewed the Planning Commission's recommended amendments at their February 22, 2023 meeting. The Council expressed concern about the potential impacts of the amendments if there were not limits placed on the number of ADUs that may be constructed by the builders of spec homes in a new platted subdivision. The Council asked that the original homes in a platted subdivision that may have an ADU be limited to 30%. The attached Ordinance 2043-23 (Exhibit A) includes the 30% limit. The revisions to the draft also clarify that the 30% limit apply to spec homes only. The 30% limit is not meant to limit any platted subdivision from having ADUs on more than 30% of the lots after the original homes are completed and sold; it is only intended to limit the number of ADUs constructed as part of the original subdivision construction.

The *Planning Commission Findings of Fact, Conclusions and Recommendation* (Attachment B to this memo) include the procedural history of the review process, analysis of the proposal and Planning Commission findings, conclusions and the Planning Commission's recommended amendments (without the Council's requested amendments).

FISCAL IMPACT, IF APPROPRIATE:

ATTACHMENTS:

1. Attachment A Ordinance 2043-23 to adopt amendments to Chapter 17.100 SWMC to amend the accessory dwelling unit requirements to allow spec homes to be constructed with an accessory dwelling unit
2. Attachment B Planning Commission Findings of Fact and Recommendations

ORDINANCE NO. 2043-23

AN ORDINANCE OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON, ADOPTING AMENDMENTS TO CHAPTER 17.100 SWMC TO AMEND ACCESSORY DWELLING UNIT REQUIREMENTS TO ALLOW SPEC HOMES TO BE CONSTRUCTED WITH AN ACCESSORY DWELLING UNIT

WHEREAS, the city received a request from a local development company (BYK Construction) to amend the existing ADU regulations to address speculative housing (spec homes), and

WHEREAS, the Planning Commission reviewed amendments to the ADU regulations at its September 20 and November 15, 2022 meetings and recommended amendments to the draft requested by BYK Construction; and

WHEREAS, the Planning Commission held a public hearing on December 20, 2022 to review the draft amendments as amended by the Planning Commission and following the public hearing recommended that the City Council adopt amendments to SWMC 17.110.030 to address ADUs at spec homes; and

WHEREAS, the City Council discussed the draft amendments as recommended by the Planning Commission and expressed concern about the possible impacts of every home in a new plat being constructed with an ADU and requested that the amendments include a provision for a maximum 30% of the homes constructed in a new plat be allowed an ADU; and

WHEREAS, a public hearing on the amended ordinance was scheduled for March 8, 2023 in front of the City Council; and

WHEREAS, the City Council held a public hearing on March 8, 2023 to review the revised draft ordinance with the amendments requested by the City Council; and

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

WHEREAS, pursuant to RCW 36.70A.106, a notice of intent to adopt amendments to the city development regulations was sent to the Washington State Department of Commerce on January 10, 2023. A 25-day expedited review was requested and granted by Commerce. The expedited comment period ended February 4, 2023; and

WHEREAS, environmental review of the amendments has been completed and a Determination of Non-Significance was issued January 13, 2023; and

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

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

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

Section 1. SWMC 17.100.030 is hereby amended as set forth in Exhibit A.

Section 2. This ordinance shall be in force and take effect five (5) days after its publication according to law.

Section 3. If any section, sentence, clause, or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this ordinance.

PASSED by majority vote of the members of the Sedro-Woolley City Council this _____ day of March, 2023, and signed in authentication of its passage this _____ day of March, 2023.

By: _____
JULIA JOHNSON, Mayor

Attest: _____
KELLY KOHNKEN, Finance Director

Approved as to form:

NIKKI THOMPSON, City Attorney

Published:

Exhibit A

Amendments to SWMC 17.110.030

17.100.030 Standards and criteria

Accessory dwelling units shall meet the following criteria:

- A. Accessory dwelling units are subject to the codes, regulations, and statutes adopted by reference in Chapter 15.04. The design and size of the accessory dwelling unit shall conform to all applicable standards in the building, plumbing, electrical, mechanical, fire, health, and any other applicable codes. When there are practical difficulties involved in carrying out the provisions of this title, the director or a designee may recommend modifications that will meet the intent of these codes. Such modifications shall be processed as a variance under this title.
- B. ADUs are permitted on lots with one single-family home. The lot may not contain more than one primary dwelling unit.
- C. Only one ADU shall be permitted per lot.
- D. An accessory dwelling unit may be attached or detached from the principal unit.
- E. An accessory dwelling unit may be established in an existing single-family dwelling unit or in a detached structure on a legal building lot by any one or by a combination of the following methods:
 - 1. Alteration of interior space of the dwelling; or
 - 2. Conversion of an attic, basement, attached or detached private garage, or other previously uninhabited portion of a dwelling; or
 - 3. Addition of attached living area onto an existing dwelling; or
 - 4. Construction of a detached living area.
- F. The maximum size of an accessory dwelling shall not exceed eight hundred square feet, or no more than sixty-six percent of primary dwelling floor area, whichever is smaller. The maximum height of an ADU shall not exceed twenty feet; except the height of a structure containing an ADU over a garage (carriage house) may be increased to twenty-five feet to match the existing roof pitch of the primary residence.
- G. The minimum size of an accessory dwelling unit shall not be less than two hundred five square feet.
- H. The accessory dwelling unit must have a separate entrance from the primary unit.

I. The ADU shall be billed as a unit for monthly city utility billing purposes. Utilities between the primary dwelling unit and the ADU may be shared and may require upgrades to be in compliance with utility regulations. In all cases, the utility service shut-offs must be accessible to occupants of both units.

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

K. The property owner, which shall include title holders and contract purchasers, must occupy either the principal unit or the accessory dwelling unit as their permanent residence for more than six months out of each year. The owner shall record a covenant with the Skagit County auditor stating that the owner resides at the property; the covenant shall be approved by the director. The property owner shall submit proof that the covenant has been recorded with the Skagit County auditor's office prior to issuance of the building permit.

The planning director may waive this requirement for temporary absences of less than one year, where the accessory unit has been a permitted use for at least two years and the owner submits proof of absence from the region.

Spec homes may be constructed with an associated ADU under the following conditions:

1. No more than 30 percent of the original homes in a platted subdivision may be constructed with an ADU. For phased plats, no more than 30 percent of the original homes in each individual phase may be constructed with an ADU. This section is not meant to limit any platted subdivision from having ADUs on more than 30 percent of the lots after the original homes are completed and sold; it is only intended to limit the number of ADUs constructed as part of the original subdivision construction;
2. Prior to sale, the spec home builder shall notify prospective purchasers in writing of the limitations on ADUs and the requirements of Chapter 17.100 SWMC, including the owner occupancy requirement;
3. During the closing process of the sale, a covenant stating that the owner resides at the property shall be signed by the purchaser and recorded with the Skagit County Auditor; and
4. The buyer is required to submit a copy of the recorded covenant to the Planning Department after recording.

- L. The current owner will notify prospective purchasers of the limitations on ADUs.
- M. Upon sale of the property, a new owner shall be required to amend the ADU development authorization application, sign a new affidavit stating that the owner will live on site and pay the Sedro-Woolley ADU reauthorization fee.
- N. The ADU may not be segregated in ownership from the principal dwelling unit.
- O. All accessory dwelling units shall also be subject to the condition that such a permit shall automatically expire whenever:
1. The accessory dwelling unit is substantially altered and is thus no longer in conformance with the approved plans; or
 2. The subject lot ceases to maintain at least three off-street parking spaces; or
 3. The owner ceases to own or reside in either the principal or the accessory dwelling unit as specified in subsection K of this section.
- P. Recreational vehicles, “park models” or temporary housing shall not be utilized as an accessory dwelling unit.
- Q. The accessory and principal dwelling unit shall comply with all applicable requirements of the International Residential Code and zoning ordinance as adopted or amended by the city.
- R. A permit for an accessory dwelling unit shall not be transferable to any lot other than the lot described in the application.
- S. No more than four occupants may reside in an ADU, regardless of relationship.
- T. ADUs shall look like a residential building and resemble the primary dwelling. Metal sided buildings (such as buildings that were originally designed as a shop or garage) must be improved to resemble the primary dwelling. The planning director may approve alternate design of detached ADUs if the proposed building meets the design standards for residential buildings in a planned residential development. This clause is intended to allow for ADU designs that are aesthetically interesting but may not resemble the architecture of the primary dwelling. There are many off-the-shelf ADU designs that provide a high level of aesthetic interest, but may not be similar to the primary dwelling.
- U. The address of the ADU shall be the same as the main house with a “b” added to the end of the address number.
- V. Short-term rentals are not permitted on properties with an accessory dwelling unit.

W. The owner of any accessory dwelling unit established prior to the effective date of the ordinance codified in this chapter may submit application to the city to legally permit the existing unit pursuant to the provisions of this chapter. If application is made within eighteen months from the effective date of the ordinance codified in this chapter, no penalty shall be imposed for the maintenance of the nonpermitted accessory dwelling unit.

If the owner of an existing unauthorized ADU applies to make the unit legal, but cannot meet all of the standards, the owner will be allowed a "grace period" of six months from date of application to comply with applicable standards. However, where health and safety is an issue, the building official will determine when the necessary modifications must be made. If the owner cannot meet the standards, the unauthorized accessory unit must be removed or its use as a dwelling must be suspended.

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

In the Matter of:

**PROPOSED AMENDMENTS TO
CHAPTER 17.100 SWMC TO ALLOW
ADUS WITH SPEC HOMES IN NEW
DEVELOPMENTS**

**PROPOSED AMENDMENTS TO
CHAPTER 17.100 SWMC TO
ALLOW ADUS WITH SPEC
HOMES IN NEW DEVELOPMENTS
- FINDINGS OF FACT,
CONCLUSIONS AND
RECOMMENDATION**

This matter having come regularly before the City of Sedro-Woolley Planning Commission for a public hearing on **Tuesday, December 20, 2022** under a request by BYK Construction for a public hearing and recommendation from the Planning Commission pursuant to Chapter 2.90 Sedro-Woolley Municipal Code (SWMC). **File #2022-255.**

Recommendation:	The Planning Commission recommends APPROVAL of the proposed amendments to Chapter 17.100 SWMC as shown in Exhibit A of these Findings of Fact, Conclusions and Recommendation.
Hearing Date:	Tuesday, December 20, 2022
Proponent:	BYK Construction

Description of proposal

At the request of BYK Construction, a local developer, the Planning Commission reviewed a request to amend Chapter 17.100 SWMC to modify the existing ADU regulations to allow new spec homes to be built with an associated ADU. Current regulations would prevent developers from constructing an ADU with a new home because they were written with the existing homeowner in mind. Many builders, including BYK Construction, construct residential homes “on-spec”, meaning that they build a home on the speculation that someone will buy the house. When the permits for a spec home are issued, the owner of the property is the developer. The homes are not sold prior to the permitting process for the home. Current regulations require that the property owner live in the main house or the ADU for an ADU permit to be issued. Because the builder would not be living in the home, the Planning Department cannot issue an ADU permit to a spec builder. The amendments

proposed herein would allow spec builders to obtain an ADU permit to construct new spec homes with an associated ADU under specific conditions.

FINDINGS OF FACT

1. Per SWMC 2.90.070(G), this action, which requires changes to the City development regulations and underwent Planning Commission review, is processed as a Type VI action.
2. In March of 2020, the city passed regulations to allow ADUs in the Residential 1 (R-1), Residential 5 (R-5) and Residential 7 (R-7) zones. These regulations include specific criteria for how ADUs shall be constructed and under what scenarios they are allowed. These regulations are codified in Chapter 17.100 SWMC.
3. BYK Construction submitted a zoning code amendment request to the Planning Department on August 2, 2022 with a letter requesting amendments to Chapter 17.100 SWMC (**Exhibit B**) to allow new spec homes to be built with an associated ADU. BYK Construction expressed concern over the fact that the existing ADU regulations were created with the existing homeowner in mind. Spec builders are currently restricted from obtaining an ADU permit, as the existing ADU regulations require that the owner must live in the main house or the ADU for a permit to be issued.
4. The Planning Commission reviewed BYK Construction's proposed amendments at the September 20, 2022 meeting and tasked staff with incorporating the request into a first draft of amendments to SWMC 17.100.030. The first draft of amendments would allow spec homes to be constructed with an associated ADU under the following conditions:
 1. The spec home builder shall notify prospective purchasers prior to sale of the limitations on ADUs and the requirements of Chapter 17.100 SWMC, including the owner occupancy requirement;
 2. During the closing process of the sale, a covenant stating that the owner resides at the property shall be signed by the purchaser and recorded with the Skagit County Auditor by the Title Company; and
 3. The buyer is required to submit a copy of the recorded covenant to the Planning Department after recording.
5. The Planning Commission reviewed the first draft of proposed amendments at the December 20, 2022 meeting and requested one change – to remove “by the Title Company” from Condition 2 above, as that particular requirement was found to be an unnecessary restriction on the recording of the owner occupancy covenant.
6. The Planning Commission held a public hearing on December 20, 2022. The Notice of Public Hearing was published in the legal notices section of the December 8, 2022 Skagit Valley Herald as shown in **Exhibit C**. The notice was also posted on the City website. In said notice, a deadline for written comments was set for December 20, 2022 at 4:00 PM. The Planning Department did not receive any written comments and no comments were made at the public hearing.

7. At the December 20, 2022 public hearing, the Planning Commission made a motion to recommend that the City Council approve the proposed amendments with the minor change described in Finding of Fact #5 herein. The motion to recommend approval carried 5 – 0. Staff has incorporated the requested change to SWMC 17.100.030 in **Exhibit A**.

CONCLUSIONS

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

1. Adoption of the proposed amendments to Chapter 17.100 SWMC complies with the State GMA. The draft amendments were sent to the State Department of Commerce January 24, 2023 for 60-day review. Expedited review was requested and granted by Commerce. A SEPA DNS (**Exhibit D**) was issued on January 13, 2023; and
2. Adoption of the proposed amendments to Chapter 17.100 SWMC is in conformance with the goals and policies of the Sedro-Woolley Comprehensive Plan.

RECOMMENDATION

Based upon the foregoing, the Planning Commission recommends approval of amendments to Chapter 17.100 SWMC, found herein as **Exhibit A**.

EXHIBITS

Exhibit A: Recommended amendments to Chapter 17.100 SWMC

Exhibit B: BYK Construction Zoning Code Amendment Request

Exhibit C: Notice of December 20, 2022 Public Hearing

Exhibit D: SEPA DNS issued January 13, 2023

CERTIFICATION

The City of Sedro-Woolley Planning Commission hereby recommends to the City Council **APPROVAL** of amendments to Chapter 17.100 SWMC to modify the existing ADU regulations to allow new spec homes to be built with an associated ADU, at a **REGULAR** meeting of the City of Sedro-Woolley Planning Commission held on **Tuesday, December 20, 2022** at which time a quorum was present and the decision was for approval by a vote of 5 **FOR**, 0 **AGAINST** and 0 **ABSTENTIONS**.



Joe Fattizzi, Planning Commission Chair

2-16-2023

Date

17.100.030 Standards and criteria.

Exhibit A

to PC Findings & Recommendation

Accessory dwelling units shall meet the following criteria:

- A. Accessory dwelling units are subject to the codes, regulations, and statutes adopted by reference in Chapter 15.04. The design and size of the accessory dwelling unit shall conform to all applicable standards in the building, plumbing, electrical, mechanical, fire, health, and any other applicable codes. When there are practical difficulties involved in carrying out the provisions of this title, the director or a designee may recommend modifications that will meet the intent of these codes. Such modifications shall be processed as a variance under this title.
- B. ADUs are permitted on lots with one single-family home. The lot may not contain more than one primary dwelling unit.
- C. Only one ADU shall be permitted per lot.
- D. An accessory dwelling unit may be attached or detached from the principal unit.
- E. An accessory dwelling unit may be established in an existing single-family dwelling unit or in a detached structure on a legal building lot by any one or by a combination of the following methods:
 - 1. Alteration of interior space of the dwelling; or
 - 2. Conversion of an attic, basement, attached or detached private garage, or other previously uninhabited portion of a dwelling; or
 - 3. Addition of attached living area onto an existing dwelling; or
 - 4. Construction of a detached living area.
- F. The maximum size of an accessory dwelling shall not exceed eight hundred square feet, or no more than sixty-six percent of primary dwelling floor area, whichever is smaller. The maximum height of an ADU shall not exceed twenty feet; except the height of a structure containing an ADU over a garage (carriage house) may be increased to twenty-five feet to match the existing roof pitch of the primary residence.
- G. The minimum size of an accessory dwelling unit shall not be less than two hundred five square feet.
- H. The accessory dwelling unit must have a separate entrance from the primary unit.
- I. The ADU shall be billed as a unit for monthly city utility billing purposes. Utilities between the primary dwelling unit and the ADU may be shared and may require upgrades to be in

compliance with utility regulations. In all cases, the utility service shut-offs must be accessible to occupants of both units.

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

K. The property owner, which shall include title holders and contract purchasers, must occupy either the principal unit or the accessory dwelling unit as their permanent residence for more than six months out of each year. The owner shall record a covenant with the Skagit County auditor stating that the owner resides at the property; the covenant shall be approved by the director. The property owner shall submit proof that the covenant has been recorded with the Skagit County auditor's office prior to issuance of the building permit.

The planning director may waive this requirement for temporary absences of less than one year, where the accessory unit has been a permitted use for at least two years and the owner submits proof of absence from the region.

Spec homes may be constructed with an associated ADU under the following conditions:

1. Prior to sale, the spec home builder shall notify prospective purchasers in writing of the limitations on ADUs and the requirements of Chapter 17.100 SWMC, including the owner occupancy requirement;
2. During the closing process of the sale, a covenant stating that the owner resides at the property shall be signed by the purchaser and recorded with the Skagit County Auditor; and
3. The buyer is required to submit a copy of the recorded covenant to the Planning Department after recording.

L. The current owner will notify prospective purchasers of the limitations on ADUs.

M. Upon sale of the property, a new owner shall be required to amend the ADU development authorization application, sign a new affidavit stating that the owner will live on site and pay the Sedro-Woolley ADU reauthorization fee.

N. The ADU may not be segregated in ownership from the principal dwelling unit.

O. All accessory dwelling units shall also be subject to the condition that such a permit shall automatically expire whenever:

1. The accessory dwelling unit is substantially altered and is thus no longer in conformance with the approved plans; or

2. The subject lot ceases to maintain at least three off-street parking spaces; or
3. The owner ceases to own or reside in either the principal or the accessory dwelling unit as specified in subsection K of this section.

P. Recreational vehicles, “park models” or temporary housing shall not be utilized as an accessory dwelling unit.

Q. The accessory and principal dwelling unit shall comply with all applicable requirements of the International Residential Code and zoning ordinance as adopted or amended by the city.

R. A permit for an accessory dwelling unit shall not be transferable to any lot other than the lot described in the application.

S. No more than four occupants may reside in an ADU, regardless of relationship.

T. ADUs shall look like a residential building and resemble the primary dwelling. Metal sided buildings (such as buildings that were originally designed as a shop or garage) must be improved to resemble the primary dwelling. The planning director may approve alternate design of detached ADUs if the proposed building meets the design standards for residential buildings in a planned residential development. This clause is intended to allow for ADU designs that are aesthetically interesting but may not resemble the architecture of the primary dwelling. There are many off-the-shelf ADU designs that provide a high level of aesthetic interest, but may not be similar to the primary dwelling.

U. The address of the ADU shall be the same as the main house with a “b” added to the end of the address number.

V. Short-term rentals are not permitted on properties with an accessory dwelling unit.

W. The owner of any accessory dwelling unit established prior to the effective date of the ordinance codified in this chapter may submit application to the city to legally permit the existing unit pursuant to the provisions of this chapter. If application is made within eighteen months from the effective date of the ordinance codified in this chapter, no penalty shall be imposed for the maintenance of the nonpermitted accessory dwelling unit.

If the owner of an existing unauthorized ADU applies to make the unit legal, but cannot meet all of the standards, the owner will be allowed a “grace period” of six months from date of application to comply with applicable standards. However, where health and safety is an issue, the building official will determine when the necessary modifications must be made. If the owner cannot meet the standards, the unauthorized accessory unit must be removed or its use as a dwelling must be suspended.



BYK Construction, Inc.
702 Metcalf St, Ste A
Sedro-Woolley, WA 98284
Phone: 360.755.3101

Exhibit B
to PC Findings & Recommendation

August 1, 2022

City of Sedro-Woolley
John Coleman, Planning Director
325 Metcalf Street
Sedro-Woolley, WA 98284

RE: Accessory Dwelling Unit proposed Code Amendment

Dear Mr. Coleman,

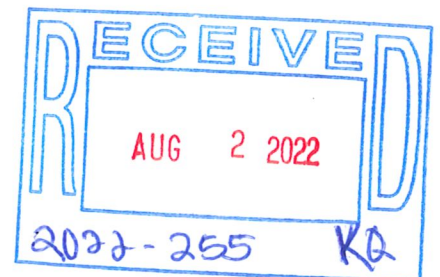
With this letter we are requesting to add language to the City of Sedro-Woolley Zoning Code, Section 17.100.030 Standards and Criteria. The proposed language is attached for your review along with a non-project related SEPA Checklist.

Please let me know if there is anything else you need. Thank you in advance for your time.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Paul Woodmansee', is written over a faint blue circular stamp.

Paul Woodmansee, President
BYK Construction, Inc.

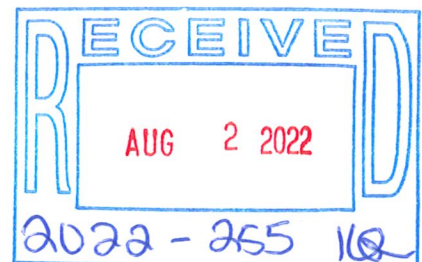


City of Sedro-Woolley Zoning Code proposed Amendment to 17.100.030 Standards and Criteria.

With this request we are asking to update the code language to add requirements for spec homes being built with ADU's

K. The property owner, which shall include title holders and contract purchasers, must occupy either the principal unit or the accessory dwelling unit as their permanent residence for more than six months out of each year. The owner shall record a covenant with the Skagit County auditor stating that the owner resides at the property; the covenant shall be approved by the director. The property owner shall submit proof that the covenant has been recorded with the Skagit County auditor's office prior to issuance of the building permit.

Added Language: *If the property is being permitted for construction by a Builder as part of a spec home for sale, the Builder must acknowledge the requirement of the covenant with the closing of the property. During the closing process the covenant will be signed by the buyer and recorded by the Title company. The buyer is required to submit the recorded covenant to the City of Sedro-Woolley with the new Property Owner's information.*





BYK Construction, Inc.

Main Office: 702A Metcalf Street, Sedro Woolley, WA 98284

To Sedro-Woolley Planning Commission,

There are many barriers to home ownership for members of our community. In the past it has been a lack of a down payment, buyer's credit score, or lack of past tax returns. Today it comes down to two things- Lack of inventory and the cost of housing.

I am not here again to speak about the lack of inventory so you can all take a big sigh of relief. Today I am bringing to your attention the cost of a single family home.

Everyone knows how interest rates have been moving recently. They are at a 15 year high of 7%. This increase has been extremely dramatic in the last six months with interest rates doubling in the last 6 months, adding 100's of dollars to buyers mortgages monthly. This increase in interest rates has been very difficult for builders and buyers. We have experienced buyers completely walk away from the option of buying a home. They are deciding to rent and waiting for housing prices to drop or mortgage interest rates to drop. The advantages of homeownership have been broadcasted for decades, but the most important advantage is wealth building for homeowners. American homeownership is one of the widespread method of creating wealth in our country.

Mortgage rate increases have shut down construction activity. BYK alone did not start a house for 6 months in Sedro-Woolley this year. We just could not afford to keep building when buyers were not even walking through our projects. Mortgage rates and the cost of housing is the largest barrier to buying a home right now. This is not just a buyer problem, as builders we get to deal with this. We do not just stop building forever, we have jobs to finish, peoples jobs to maintain and houses to build, so we have to adjust what we build to meet what people can afford and what they need.

At BYK we felt like a great way for us to break the cost barrier for our buyers was to build something like an ADU that provides additional income for our buyers. The purpose and intent chapter of your ADU code says, one intent is to "Provide homeowners with a means of obtaining, through tenants in either the accessory dwelling unit or the principal residence, rental income, companionship and or security". If we were able to build ADU for our clients as new construction spec homes we sell, the ADU we build provides all those intents that SW put in the code.

With an ADU, the buyer can get a rental income that assists them in breaking the barrier of the cost of housing. When a buyer submits for a mortgage their income is reviewed, and they are told what they can afford for a sales price based off their income. When a Lender can factor in an extra \$600 to \$1200 of additional income for their borrowers, it increases their purchasing power tremendously. The buyers income from their hard work, as well as the future rents they would receive are both calculated as income for the buyer.

With an ADU, the buyer can have companionship and security. A buyer could have parents live with them in the ADU, they could have adult children, they could have a 3rd party tenant. All these possible tenants provide the buyers with the companionship and security to their lives that was intended by the SW ADU code.

Lastly, the last point I would like to bring up is when professional home builders construct new communities, we design for the home and ADU to complement each other and fit in the neighborhood. If ADU's were only allowed to be built by current home owners on historic lots, the external and fundamental factors of layout and design can often be very difficult to design appropriately often creating frustration from neighbors nearby. When we design and build ADU's in a NEW neighborhood that we are selling on spec, our buyers know that an ADU is a potential aspect of our community well before they ever make an offer on a home. And when the ADU is constructed it is built to meet the design criteria without having to make variations to the code due to the existing homes nuances. It's the opposite of putting a square peg through a round hole, it's putting a square peg through an appropriately sized square hole.

The current ADU code is completely restrictive for builders to build ADU buildings for spec home construction. With simple addition of language that the Builder of a spec home and ADU must acknowledge the requirement of the covenant that the owner must live on the property and have this covenant completed and executed at the closing process by a title company, we can break down a current barrier of housing costs for our neighbors and community members.

Thank you for your time.

Be Blessed,

Paul Woodmansee 11.15.2022

360-755-3101

paul@bykconstruction.com

NOTICE OF PUBLIC HEARINGS

CITY OF SEDRO-WOOLLEY Amendments to Development Regulations Hybrid Meeting

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

Exhibit C to PC Findings & Recommendation

The City of Sedro-Woolley Planning Commission will hold public hearings on **December 20, 2022 at 6:30 PM** in the Sedro-Woolley Council Chamber and virtually via Zoom Webinar, to hear testimony regarding following proposed amendments to the City Development Regulations:

1. Possible amendments to create a new chapter in Title 17 SWMC to address state requirements for homeless encampments operated by religious organizations
2. Possible amendments to Title 17 SWMC to address retail uses associated with breweries, distilleries and wineries in the industrial and commercial zones.
3. Requested amendments to the Accessory Dwelling Unit (ADU) regulations in Ch 17.100 SWMC to address ADUs for spec-built homes

Interested parties can comment on the proposed changes in writing or at the hearing. Written comments will be read into the public record and **must be received by 4:00PM December 20, 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 go to the Planning Commission Meetings page on the Sedro-Woolley website (<https://www.ci.sedro-woolley.wa.us/>) to find the meeting materials and a link to join the webinar.

Published in the Skagit Valley Herald: December 8, 2022

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

Exhibit D
to PC Findings &
Recommendation

Project Description: Non-project action to amend Chapter 17.100 of the Sedro-Woolley Municipal Code to provide regulations that would allow builders to construct an Accessory Dwelling Unit (ADU) and a spec-built single-family home on a lot simultaneously for the purposes of sale.

Proponent: City of Sedro-Woolley Planning Department

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

Lead Agency, City of Sedro-Woolley: The lead agency for this proposal has determined that 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. 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 received by **January 27, 2023**. Per SWMC 2.88.170, you may appeal this threshold determination in writing to the City of Sedro-Woolley Planning Department no later than 4:30 PM on **February 10, 2023**. Written appeals must be submitted to the Sedro-Woolley Planning Department, 325 Metcalf Street, Sedro-Woolley, Washington, 98284. Contact the Assistant Planner at (306) 855-0771 or electronically at nmcgowan@sedro-woolley.gov to read or ask about the procedures for SEPA appeals.

Responsible SEPA Official: Planning Director – City of Sedro-Woolley

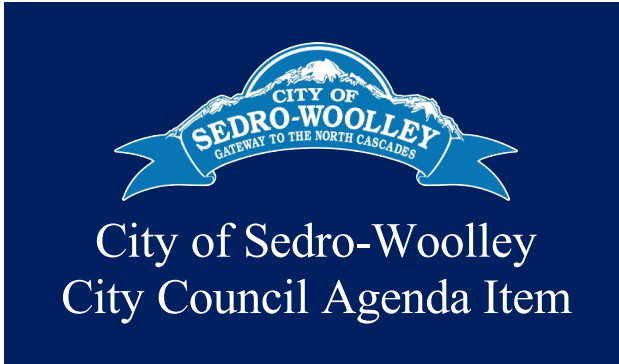
Contact Person: Nicole McGowan, Assistant Planner

Address: 325 Metcalf Street, Sedro-Woolley, WA 98284

Date of Issue: Friday, January 13, 2023

Signature:


John Coleman, Planning Director



Agenda
Item No.

Date:

March 8, 2023

Subject:

Amending Chapter 12.44 'Special
Events, Parades and Festivals' of the
Sedro-Woolley Municipal Code -
Ordinance 2041-23 - 2nd Read

FROM:

Mayor Johnson/Nikki Thompson

RECOMMENDED ACTION:

Adopting Ordinance 2041-23 Amending Chapter 12.44 of the Sedro-Woolley Municipal Code.

ISSUE:

Should the City Council adopt Ordinance 2014-23?

BACKGROUND/SUMMARY INFORMATION:

Mayor Johnson was recently contacted by the Loggerrodeo and asked to propose an ordinance that would prohibit the throwing of candy during parades, as such activity has been known to lead to injury. This ordinance continues to permit the direct handing out of candy, but prohibits tossing or throwing.

As a housekeeping matter, this ordinance also removes reference to a section in former Title 9 that has been repealed and replaced by Title 9A.

Following the February 22, 2023 Council Meeting, staff edited the ordinance to make a violation of the new section of Chapter 12.44 relating to candy throwing a Class 4 infraction (\$25), instead of falling under the misdemeanor provisions of the Chapter.

FISCAL IMPACT, IF APPROPRIATE:

ATTACHMENTS:

1. Ordinance 2041-23

ORDINANCE NO. 2041-23
AN ORDINANCE OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON, AMENDING
CHAPTER 12.44 “SPECIAL EVENTS, PARADES AND FESTIVALS” OF THE SEDRO-
WOOLLEY MUNICIPAL CODE (SWMC) TO INCLUDE ADDITIONAL SAFETY
PRECAUTIONS AND DELETE REFERENCE TO A REPEALED CODE.

WHEREAS, Loggerodeo recently reached out to the City expressing concerns about candy thrown at events covered by Chapter 12.44; and,

WHEREAS, objects propelled by force can injure those they come into contact with; and,

WHEREAS, children are more likely to run out into the road, if candy is thrown, thus creating a risk of a collision between the child and an event participant; and

WHEREAS, Council finds that directly handing out candy to participants is the proper and safe way of distributing the candy; and,

WHEREAS, Title 9, “Peace, Morals and Welfare” was repealed and replaced by Ordinance 1996-21, but reference to that Title still exists in SWMC 12.44.

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

Section One. Section 12.44.100 “Interference with events” of the Sedro-Woolley Municipal Code, last modified by Ord. 1639-09 § 1 in 2009, is hereby amended to read as follows:

12.44.100 Interference with events.

Interfering with or obstructing a parade or run is prohibited. All persons, except those participating in parades or runs, shall keep off streets, alleys, or other public rights-of-way temporarily closed for parades or runs and it is unlawful for any person to leave any vehicle upon any street, knowing that the same has been cleared for parade or run purposes. It shall be unlawful for any pedestrian, equestrian, or the operator of any vehicle to pass through or drive between the vehicles, units or floats comprising a parade or motorcade where such parade or motorcade has been granted a permit pursuant to this chapter; provided, that this shall not prohibit the operation of emergency vehicles, nor prevent the passage of such vehicles or persons at intersections where traffic is controlled by police officers of the city. Any person violating this section shall be guilty of a misdemeanor.

Section Two. A new Section 12.44.105 “Distribution of Candy” is hereby added to the Sedro-Woolley Municipal Code to read as follows:

12.44.105 Distribution of Candy.

No person who is participating in or a member of any group who is participating in any parade taking place on the public streets of the City, shall throw or toss in any manner any candy or other food material from a motor vehicle or any float, wagon, or other similar parade vehicle being pushed or pulled by a motor vehicle in any parade while such parade is taking place within

the City. Candy must be directly handed to event participants. A violation of this section is a Class 4 civil infraction as defined in Chapter 1.20 of the SWMC.

Section Three. Section 12.44.120 “Violation - Crime” of the Sedro-Woolley Municipal Code, last modified by Ord. 1639-09 § 1 in 2009, is hereby amended to read as follows:

12.44.120 Violation – Crime

A. Violation. Violations of the specifics and requirements of this chapter shall be grounds for refusal of the issuance of future permits.

B. Violation—Crime. Any person, firm or corporation violating any of the provisions of this chapter shall be guilty of a misdemeanor.

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

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

PASSED AND ADOPTED by the City Council of the City of Sedro-Woolley, Washington, on this ____ day of ____, 2023.

Julia Johnson, Mayor

ATTEST:

Kelly Kohnken, City Clerk

APPROVED AS TO FORM:

Nikki Thompson, City Attorney



Agenda
Item No.

Date:

March 8, 2023

Subject:

Amendments to Title 17 SWMC to
Address Alcohol Production
Establishments - Ordinance 2044-23 -
2nd Read

FROM:

John Coleman, AICP, Planning Director

RECOMMENDED ACTION:

Make a motion to approve Ordinance 2044-23 to adopt amendments to Title 17 SWMC to define alcohol production facilities and establish regulations for their use in the Central Business District, Mixed Commercial zone and Industrial zone.

ISSUE:

Should the City Council adopt the recommended amendments Title 17 SWMC to create a definition for Alcohol Production Establishments and specify regulations for the establishments in the Industrial zone, Mixed Commercial zone and Central Business District?

BACKGROUND/SUMMARY INFORMATION:

Breweries, distilleries and wineries are permitted uses in the Industrial Zone. The making of alcohol is typically considered a large-scale manufacturing process that has some minor impacts, thus it is categorized as an industrial use. However, per 17.28.010A(6), retail and service uses associated with those processes – including gift shops, retail sales of the product, restaurants and tasting rooms – are limited to 5% of the total site. Staff presented this issue to the Business Development Committee of the City Council, and the committee approved the Planning Commission to study the topic in depth and propose making changes to the zoning code that would allow restaurants, tasting rooms and the other retail aspects of breweries, distilleries and wineries in the Industrial Zone. While reviewing the issue, the Planning Commission found that breweries, distilleries and wineries – and associated restaurants and tasting rooms – can be beneficial in the Mixed Commercial zone and CBD if they are regulated well. The attached amendments are intended to define breweries, distilleries and wineries under the term “Alcohol Production Establishments” and amend the zoning code to allow and regulate them in the Industrial zone, Mixed Commercial zone and CBD.

The Planning Commission reviewed and held a public hearing on the proposed amendments and then made a recommendation that the City Council approve the code amendments. The amendments as recommended by the Planning Commission are in the attached proposed Ordinance 2044-23 (Attachment A). The Sedro-Woolley Planning Commission recommends that the City Council approve amendments to Chapter 17.20 SWMC to define the term “alcohol production establishment.” The Planning Commission also recommends that City Council approve amendments to: Chapter 17.20 SWMC to set criteria by which alcohol serving establishments may be permitted in the Mixed Commercial zone; Chapter 17.24 SWMC to set criteria by which alcohol serving establishments may be permitted in the Central Business District; and Chapter 17.28 SWMC to set criteria by which alcohol serving establishments may be permitted in the Industrial zone.

The *Planning Commission Findings of Fact, Conclusions and Recommendation* (Attachment B to this memo) include the procedural history of the review process, analysis of the proposal and Planning Commission findings, conclusions and recommendations.

FISCAL IMPACT, IF APPROPRIATE:

ATTACHMENTS:

1. Attachment A Ordinance 2044-23 to adopt amendments to Title 17 SWMC to define alcohol production facilities and establish regulations for their use in the Central Business District, Mixed Commercial zone and Industrial zone
2. Attachment B Planning Commission Findings of Fact and Recommendations

ORDINANCE NO. 2044-23

AN ORDINANCE OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON, ADOPTING AMENDMENTS TO TITLE 17 SWMC TO DEFINE ALCOHOL PRODUCTION ESTABLISHMENTS AND ESTABLISH REGULATIONS FOR THEIR USE IN THE CENTRAL BUSINESS DISTRICT, MIXED COMMERCIAL ZONE AND INDUSTRIAL ZONE

WHEREAS, breweries, distilleries and wineries are currently only a permitted use in the Industrial zone as a form of processing, and

WHEREAS, the Business Development Committee of the City Council requested that the Planning Commission study the topic in depth and propose making changes to the zoning code that would allow breweries, distilleries and wineries to have some amount of restaurant, tasting room and other retail aspects, and

WHEREAS, the Planning Commission discussed possible amendments to allow breweries, distilleries and wineries to have some amount of associated commercial/retail uses and discussed what zones should be allowed to have breweries, distilleries and wineries at its August 16 and September 20, 2022 meetings; and

WHEREAS, the Planning Commission held a public hearing on December 20, 2022 to review draft amendments to Chapters 17.04, 17.20, 17.24 and 17.28 SWMC and following the public hearing recommended that the City Council adopt amendments to define and address alcohol production establishments; and

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

WHEREAS, pursuant to RCW 36.70A.106, a notice of intent to adopt amendments to the city development regulations was sent to the Washington State Department of Commerce on January 10, 2023. A 25-day expedited review was requested and granted by Commerce. The expedited comment period ended February 4, 2023; and

WHEREAS, environmental review of the amendments has been completed and a Determination of Non-Significance was issued January 13, 2023; and

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

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

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

Section 1. SWMC 17.04.030 Definitions is hereby amended as follows:

...

“Alcohol serving establishment” means a business licensed to allow on-premises consumption of liquor, wine or beer where the sale and on-premises consumption of said product is the prime source (more than fifty percent) of revenue for the premises. It is not meant to include restaurants where food is prepared and served on the premises and where the sale of liquor, wine or beer is incidental to and not the prime source of revenue for the premises.

“Alcohol production establishment” means a business involved with the manufacturing, bottling, warehousing, and distribution of alcoholic beverages, excluding alcohol serving establishments and specifically including breweries, distilleries and wineries. Food and/or alcoholic beverage service may be allowed accessory to such establishments.

“Area” means total horizontal area. “Lot area” for purposes of calculating buildable area shall not include:

1. The area encompassed in flag driveways to a property set back from a private or public drive, street or road;
 2. Easements for ingress and/or egress; or
 3. Easements for gas or power transmission lines.
- ...

Section 2. SWMC 17.20.010 Use Restrictions is hereby amended as follows:

Use restrictions in the mixed commercial (MC) zone shall be as follows:

A. Permitted Uses.

1. Retail, general services, recreational and cultural uses, light manufacturing, low-intensity agriculture;
2. Residential units contained above the first story of a commercial building (live/work units are specifically included), limited to eight such units per building;
3. *Repealed by Ord. 1709-11*;
4. Public utilities, other than wireless communications facilities;
5. Health facilities and services;
6. Alcohol production establishments, subject to the following conditions:
 - a. A minimum of 50% of the building floor area shall be designated for retail/commercial use. Outdoor seating areas are specifically excluded from floor area calculations. Any associated kitchen floor area is specifically included in the calculation for retail/commercial floor area; and
 - b. The required number of parking spaces shall be calculated by using a combination of SWMC 17.36.030 (G), “high intensity sales and service”, and (M), “industry, wholesaling, warehousing, nonpassenger transportation facilities except ministorage.”

B. Conditional Uses.

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

C. Prohibited Uses. All uses not allowed as permitted or conditional uses are prohibited. Adult entertainment is a prohibited use in this zone.

Section 3. SWMC 17.24.010 Use Restrictions is hereby amended as follows:

Use restrictions in the central business district shall be as follows:

A. Permitted Uses.

1. All forms of commerce; geared to the centralized provision of goods and services within easy walking distance. Commercial retail and office use on the first floor, and retail compatible uses on the second floor;
2. Multifamily housing located above the first floor or at the rear of a commercial and/or retail occupancy. An exception from the buffering and fencing requirement exists for upper story residences in existing buildings in an area bordered by the tracks to the west, Puget Street to the east, the tracks to the north, and Warner Street to the south;
3. Multifamily housing, between two and four units per building, may be allowed independent of commercial uses outside of the area bordered by the tracks to the west, Puget Street to the east, the tracks to the north, and Warner Street to the south. Also excluded is property fronting on Metcalf Street, West Ferry Street, West State Street and property abutting the tracks between Rita Street and Walley Street (south of State Street). Multifamily housing per this subsection must also meet the following:
 - a. The front entries must be oriented towards the public right-of-way,
 - b. The development must meet the requirements of the Sedro-Woolley design standards for the CBD and multifamily development;
4. Parking lots serving any use; provided they are at the rear of a retail or commercial building, or facing a street other than Metcalf, Ferry, Woodworth, or State;
5. *Repealed by Ord. 1709-11*;
6. Public uses;
7. Public facilities.

B. Conditional Uses.

1. Alcohol serving establishments.

2. Alcohol production establishments, subject to the following conditions:

- a. A minimum of 60% of the building floor area shall be designated for retail/commercial use. Outdoor seating areas are specifically excluded from floor area calculations. Any associated kitchen floor area is specifically included in the calculation for retail/commercial floor area;
- b. The required number of parking spaces shall be calculated by using a combination of SWMC 17.36.030 (G), “high intensity sales and service”, and (M), “industry, wholesaling, warehousing, nonpassenger transportation facilities except ministorage”; and
- c. A maximum of 25% of the building’s street frontage may be designed to display the production portion of the facility or other non-retail/non-commercial uses, provided that all other applicable design standards are met. At minimum, 75% of the building’s street frontage must display a retail/commercial storefront.

32. All uses not permitted above.

43. Quasi-public uses.

C. Prohibited Uses. Adult entertainment establishments; heavy industrial uses as defined in Chapter 17.28; wireless communication towers.

Section 4. SWMC 17.28.010 Use Restrictions is hereby amended as follows:

Use restrictions in the industrial (I) zone shall be as follows:

A. Permitted Uses.

1. Office parks, medical services, wholesaling, and light manufacturing and processing;
2. Industrial equipment, supplies, services, including storage;
3. Agricultural processing;
4. Parking lots serving any use;
5. Trade schools, warehouses, storage, utilities other than wireless communications facilities, government services;

6. Limited retail and service uses up to five percent of the total site;
7. Live-work units as a transition between industrial and residential;
8. On-site day care serving a specified permitted use;
9. On-site recreational facilities serving a specified permitted use;
10. Adult entertainment establishments, as herein defined; provided, that no adult entertainment establishment shall be located nearer than seven hundred fifty feet from any other adult entertainment establishment; and provided further, that no adult entertainment establishment shall be located nearer than seven hundred fifty feet from any residential zone, seven hundred fifty feet from any school, public or private, seven hundred fifty feet from any church, and seven hundred fifty feet from any park. Distances as provided in this subsection shall be measured by following a straight line, without regard to intervening buildings, from the nearest point of the property parcel upon which the proposed use is to be located to the nearest point of the parcel property of the land use from which the proposed use is to be separated.;

11. Alcohol production establishments, subject to the following conditions:

- a. A minimum of 50% of the building floor area shall be designated for production. Outdoor seating areas are specifically excluded from floor area calculations. Any associated kitchen floor area is specifically included in the calculation for retail/commercial floor area;
- b. The required number of parking spaces shall be calculated by using a combination of SWMC 17.36.030 (G), “high intensity sales and service”, and (M), “industry, wholesaling, warehousing, nonpassenger transportation facilities except ministorage”; and
- c. SWMC 17.28.010(A)(6), which limits retail and service uses to 5% of the total site, does not apply.

B. Conditional Industrial Uses.

1. Vehicle wrecking yards, vehicle impound lots;
2. Power generation facilities;
3. Airports, heliports;
4. Prisons;
5. Incinerators;
6. Animal slaughtering and meat packing, food processing;
7. Wireless communication facilities;
8. On-site hazardous waste treatment and storage facilities as accessory to a permitted or conditional use are allowed as a conditional use; provided, such facilities comply with the state hazardous waste citing standards and Sedro-Woolley and State Environmental Policy Act requirements;
9. Garbage and/or recycling transfer stations or sorting facilities;
10. Composting facilities;
11. All uses not permitted above or otherwise prohibited.

C. Prohibited Uses. Residential uses other than those that are ancillary to an industrial use listed above.

Section 5. This ordinance shall be in force and take effect five (5) days after its publication according to 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 _____, 2023, and signed in authentication of its passage this _____ day of _____, 2023.

By: _____
JULIA JOHNSON, Mayor

Attest: _____
KELLY KOHNKEN, Finance Director

Approved as to form:

NIKKI THOMPSON, City Attorney

Published:

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

In the Matter of:

**PROPOSED AMENDMENTS TO
TITLE 17 SWMC TO ADDRESS
ALCOHOL PRODUCTION
ESTABLISHMENTS**

**PROPOSED AMENDMENTS TO
TITLE 17 SWMC TO ADDRESS
ALCOHOL PRODUCTION
ESTABLISHMENTS - FINDINGS
OF FACT, CONCLUSIONS AND
RECOMMENDATION**

This matter having come regularly before the City of Sedro-Woolley Planning Commission for a public hearing on **Tuesday, December 20, 2022** under a request by the City Council for a public hearing and recommendation from the Planning Commission pursuant to Chapter 2.90 Sedro-Woolley Municipal Code (SWMC).

Recommendation:	The Planning Commission recommends APPROVAL of the proposed amendments to Title 17 SWMC as shown in Exhibit A of these Findings of Fact, Conclusions and Recommendation.
Hearing Date:	Tuesday, December 20, 2022
Proponent:	City of Sedro-Woolley

Description of proposal

Proposed are amendments to SWMC 17.04.030 to define “Alcohol Production Establishment,” amendments to SWMC 17.20.010 and 17.28.010 to add Alcohol Production Establishments as a permitted use in the Mixed Commercial and Industrial zones and amendments to SWMC 17.24.010 to add Alcohol Production Establishments as a conditional use in the Central Business District zone.

FINDINGS OF FACT

1. Per SWMC 2.90.070(G), this action, which requires changes to the City development regulations and underwent Planning Commission review, is processed as a Type VI action.
2. Breweries, distilleries and wineries are currently permitted uses in the Industrial zone only. The making of alcohol is typically considered a large-scale manufacturing process that has some minor impacts, thus it is categorized as an industrial use. However, per

17.28.010 (A)(6), retail and service uses associated with those processes – including gift shops, retail sales of the product, restaurants and tasting rooms – are limited to 5% of the total site. Staff presented this issue to the Business Development Committee of the City Council and the committee approved the Planning Commission to study the topic in depth and propose changes to the zoning code that would allow restaurants, tasting rooms and other retail aspects of breweries, distilleries and wineries in the Industrial zone.

3. Staff found that breweries, distilleries and wineries fit well with the intents of the Mixed Commercial and Central Business District zones in addition to the Industrial zone. A first draft of amendments was created which included a definition for “Alcohol Production Establishments” under SWMC 17.04.030 and worked to include Alcohol Production Establishments as permitted uses in the Mixed Commercial and Industrial zones with specific requirements under SWMC 17.20.010 and 17.28.010, respectively. Alcohol Production Establishments were also added as a conditional use in the Central Business District zone with specific requirements under SWMC 17.24.010.
4. The Planning Commission reviewed the first draft of amendments at the August 16, 2022 meeting and requested minor changes. The requested changes were incorporated into a second draft of amendments. Staff was also tasked with analyzing whether the definition for “Alcohol Serving Establishment” would need to be addressed as part of this development code update with the concern that it may overlap with the new definition for “Alcohol Production Establishments.”
5. Staff found that by specifically excluding “Alcohol Serving Establishment” from the new definition for “Alcohol Production Establishment”, it was clear that they are different uses in the zoning code and, as such, are regulated differently. The draft definition was also written to ensure the two terms were not in conflict with one another. Therefore, staff determined that it would not be necessary to amend the existing definition for “Alcohol Serving Establishment” as part of this development code update.
6. The second draft of amendments was presented at the September 20, 2022 meeting. Following review, the Planning Commission requested one edit. The Planning Commission also requested that staff research into a number of items to include in the third draft, including exploring which zones other local jurisdictions allow Alcohol Production Establishments, how those jurisdictions each handle size limitations on such facilities to consider possible alternatives, possible requirements for parking and possible design standards for Alcohol Production Establishments in the Central Business District.
7. Staff conducted the requested research and found that, after considering examples of regulations from Bellingham, Woodinville and Seattle, the Industrial, Mixed Commercial and Central Business District zones, as proposed, would be the best locations for Alcohol Production Establishments and that using floor area percentages would be the best way to place size limitations on the retail and/or production portions of such a facility as opposed to using square footage maximums as previously proposed. By doing so, it would ensure the use of the facility fits well with the intended uses of the underlying zone in which the facility is located. The third draft amendments were updated with that change. It was also clarified that outdoor seating areas are excluded

from floor area calculations and any kitchen floor area is to be counted in the calculation for production floor area. Staff also updated the draft to specify that the number of parking stalls required for an Alcohol Production Establishment would be based on a combination of the requirements under SWMC 17.36.030 (G), “high intensity sales and service,” and (M), “industry, wholesaling, warehousing, non-passenger transportation facilities except ministorage.” Lastly, a requirement was added that, in the Central Business District, a maximum of 25% of the Alcohol Production Establishment’s street frontage may be designed to display the production portion of the facility or other non-retail/non-commercial uses, provided that all other applicable design standards are met. At minimum, 75% of the building’s street frontage must display a retail/commercial storefront. This requirement is meant to prevent alcohol production facilities located in the Central Business District from presenting an overly industrial look where the atmosphere is intended to be primarily commercial/retail.

8. At the December 20, 2022 meeting, the Planning Commission reviewed the third draft of proposed amendments and held a public hearing. The Notice of Public Hearing was published in the legal notices section of the December 8, 2022 Skagit Valley Herald as shown in **Exhibit B**. The notice was also posted on the City website. In said notice, a deadline for written comments was set for December 20, 2022 at 4:00 PM. The Planning Department did not receive any written comments, however two comments were made at the public hearing. The first comment was made by Terry Sapp (804 Ferry St.). He generally spoke in favor of allowing carefully regulated Alcohol Production Establishments within city limits in appropriate zoning districts, as it would prevent such facilities from being scattered in ill-suited locations throughout the County. The second comment was made by Phillip Murray (101 W Woodworth). He spoke on his concern that Alcohol Production Establishments involve industrial use and may cause conflicts of interest if located in zones other than the Industrial zone.
9. At the December 20, 2022 public hearing, the Planning Commission made a motion to recommend that the City Council approve the proposed amendments. The motion to recommend approval carried 5 – 0.
10. The Planning Commission’s recommended amendments are found in **Exhibit A**.

CONCLUSIONS

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

1. Adoption of the proposed amendments to Title 17 SWMC complies with the State GMA. The draft amendments were sent to the State Department of Commerce on January 10, 2023 for 60-day review. A 25-day expedited review was requested and granted by Commerce. The expedited comment period ended February 4, 2023. A SEPA DNS (**Exhibit C**) was issued on January 13, 2023; and
2. Adoption of the proposed amendments to Title 17 SWMC is in conformance with the goals and policies of the Sedro-Woolley Comprehensive Plan.

RECOMMENDATION

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

EXHIBITS

Exhibit A: Recommended amendments to Title 17 SWMC

Exhibit B: Notice of December 20, 2022 Public Hearing

Exhibit C: SEPA DNS issued January 13, 2023

CERTIFICATION

The City of Sedro-Woolley Planning Commission hereby recommends to the City Council **APPROVAL** of amendments to Title 17 SWMC to address Alcohol Production Establishments at a **REGULAR** meeting of the City of Sedro-Woolley Planning Commission held on **Tuesday, December 20, 2022** at which time a quorum was present and the decision was for approval by a vote of 5 **FOR**, 0 **AGAINST** and 0 **ABSTENTIONS**.



Joe Fattizzi, Planning Commission Chair

2-16-2023
Date

Exhibit A

To PC Findings and Recommendation

Proposed Amendments to Chapter 17.04, 17.20, 17.24 and 17.28 SWMC

17.04.030 Definitions.

...

“Alcohol serving establishment” means a business licensed to allow on-premises consumption of liquor, wine or beer where the sale and on-premises consumption of said product is the prime source (more than fifty percent) of revenue for the premises. It is not meant to include restaurants where food is prepared and served on the premises and where the sale of liquor, wine or beer is incidental to and not the prime source of revenue for the premises.

“Alcohol production establishment” means a business involved with the manufacturing, bottling, warehousing, and distribution of alcoholic beverages, excluding alcohol serving establishments and specifically including breweries, distilleries and wineries. Food and/or alcoholic beverage service may be allowed accessory to such establishments.

“Area” means total horizontal area. “Lot area” for purposes of calculating buildable area shall not include:

1. The area encompassed in flag driveways to a property set back from a private or public drive, street or road;
2. Easements for ingress and/or egress; or
3. Easements for gas or power transmission lines.

...

17.20.010 Use restrictions.

Use restrictions in the mixed commercial (MC) zone shall be as follows:

A. Permitted Uses.

1. Retail, general services, recreational and cultural uses, light manufacturing, low-intensity agriculture;

2. Residential units contained above the first story of a commercial building (live/work units are specifically included), limited to eight such units per building;

3. *Repealed by Ord. 1709-11;*

4. Public utilities, other than wireless communications facilities;

5. Health facilities and services;

6. Alcohol production establishments, subject to the following conditions:

a. A minimum of 50% of the building floor area shall be designated for retail/commercial use. Outdoor seating areas are specifically excluded from floor area calculations. Any associated kitchen floor area is specifically included in the calculation for retail/commercial floor area; and

b. The required number of parking spaces shall be calculated by using a combination of SWMC 17.36.030 (G), "high intensity sales and service", and (M), "industry, wholesaling, warehousing, nonpassenger transportation facilities except ministorage."

B. Conditional Uses.

1. Quasi-public uses.

2. Wireless communications facilities.

3. Public uses.

4. All other uses not otherwise prohibited.

C. Prohibited Uses. All uses not allowed as permitted or conditional uses are prohibited. Adult entertainment is a prohibited use in this zone. (Ord. 1840-16 § 1, 2016; Ord. 1709-11 § 1, 2011; Ord. 1522-05 § 1, 2005; Ord. 1484-04 § 7 (part), 2004; Ord. 1312-98 § 1 (part), 1998; Ord. 1309-98 § 6, 1998; Ord. 1013 § 2.04.01, 1985)

17.24.010 Use restrictions.

Use restrictions in the central business district shall be as follows:

A. Permitted Uses.

1. All forms of commerce; geared to the centralized provision of goods and services within easy walking distance. Commercial retail and office use on the first floor, and retail compatible uses on the second floor;

2. Multifamily housing located above the first floor or at the rear of a commercial and/or retail occupancy. An exception from the buffering and fencing requirement exists for upper story residences in existing buildings in an area bordered by the tracks to the west, Puget Street to the east, the tracks to the north, and Warner Street to the south;

3. Multifamily housing, between two and four units per building, may be allowed independent of commercial uses outside of the area bordered by the tracks to the west, Puget Street to the east, the tracks to the north, and Warner Street to the south. Also excluded is property fronting on Metcalf Street, West Ferry Street, West State Street and property abutting the tracks between Rita Street and Walley Street (south of State Street). Multifamily housing per this subsection must also meet the following:

- a. The front entries must be oriented towards the public right-of-way,
- b. The development must meet the requirements of the Sedro-Woolley design standards for the CBD and multifamily development;

4. Parking lots serving any use; provided they are at the rear of a retail or commercial building, or facing a street other than Metcalf, Ferry, Woodworth, or State;

5. *Repealed by Ord. 1709-11;*

6. Public uses;

7. Public facilities.

B. Conditional Uses.

1. Alcohol serving establishments.

2. Alcohol production establishments, subject to the following conditions:

- a. A minimum of 60% of the building floor area shall be designated for retail/commercial use. Outdoor seating areas are specifically excluded from floor area calculations. Any associated kitchen floor area is specifically included in the calculation for retail/commercial floor area;
- b. The required number of parking spaces shall be calculated by using a combination of SWMC 17.36.030 (G), "high intensity sales and service", and (M), "industry, wholesaling, warehousing, nonpassenger transportation facilities except ministorage"; and
- c. A maximum of 25% of the building's street frontage may be designed to display the production portion of the facility or other non-retail/non-commercial uses, provided that all other applicable design standards are met. At minimum, 75% of the building's street frontage must display a retail/commercial storefront.

32. All uses not permitted above.

43. Quasi-public uses.

C. Prohibited Uses. Adult entertainment establishments; heavy industrial uses as defined in Chapter 17.28; wireless communication towers. (Ord. 1709-11 § 2, 2011; Ord. 1696-11 § 2, 2011; Ord. 1693-10 § 1, 2010; Ord. 1664-10 § 2 (Exh. B) (part), 2010; Ord. 1451-03 § 3, 2003; Ord. 1312-98 § 1 (part); 1998; Ord. 1309-98 § 7, 1998; Ord. 1013 § 2.05.01, 1985)

17.28.010 Use restrictions.

Use restrictions in the industrial (I) zone shall be as follows:

A. Permitted Uses.

1. Office parks, medical services, wholesaling, and light manufacturing and processing;
2. Industrial equipment, supplies, services, including storage;
3. Agricultural processing;
4. Parking lots serving any use;
5. Trade schools, warehouses, storage, utilities other than wireless communications facilities, government services;
6. Limited retail and service uses up to five percent of the total site;
7. Live-work units as a transition between industrial and residential;
8. On-site day care serving a specified permitted use;
9. On-site recreational facilities serving a specified permitted use;
10. Adult entertainment establishments, as herein defined; provided, that no adult entertainment establishment shall be located nearer than seven hundred fifty feet from any other adult entertainment establishment; and provided further, that no adult entertainment establishment shall be located nearer than seven hundred fifty feet from any residential zone, seven hundred fifty feet from any school, public or private, seven hundred fifty feet from any church, and seven hundred fifty feet from any park. Distances as provided in this subsection shall be measured by following a straight line, without regard to intervening buildings, from the nearest point of the property parcel upon which the proposed use is to be located to the nearest point of the parcel property of the land use from which the proposed use is to be separated.

11. Alcohol production establishments, subject to the following conditions:

- a. A minimum of 50% of the building floor area shall be designated for production. Outdoor seating areas are specifically excluded from floor area calculations. Any associated kitchen floor area is specifically included in the calculation for retail/commercial floor area;
- b. The required number of parking spaces shall be calculated by using a combination of SWMC 17.36.030 (G), "high intensity sales and service", and (M), "industry, wholesaling, warehousing, nonpassenger transportation facilities except ministorage"; and
- c. SWMC 17.28.010(A)(6), which limits retail and service uses to 5% of the total site, does not apply.

B. Conditional Industrial Uses.

- 1. Vehicle wrecking yards, vehicle impound lots;
- 2. Power generation facilities;
- 3. Airports, heliports;
- 4. Prisons;
- 5. Incinerators;
- 6. Animal slaughtering and meat packing, food processing;
- 7. Wireless communication facilities;
- 8. On-site hazardous waste treatment and storage facilities as accessory to a permitted or conditional use are allowed as a conditional use; provided, such facilities comply with the state hazardous waste citing standards and Sedro-Woolley and State Environmental Policy Act requirements;
- 9. Garbage and/or recycling transfer stations or sorting facilities;
- 10. Composting facilities;
- 11. All uses not permitted above or otherwise prohibited.

C. Prohibited Uses. Residential uses other than those that are ancillary to an industrial use listed above. (Ord. 1664-10 § 2 (Exh. E) (part), 2010; Ord. 1484-04 § 8 (part), 2004; Ord. 1312-98 § 1 (part), 1998; Ord. 1309-98 § 5, 1998; Ord. 1063 § 5 (Exh. D § 2.06.01.05), 1988; Ord. 1013 § 2.06.01, 1985)

NOTICE OF PUBLIC HEARINGS

CITY OF SEDRO-WOOLLEY

Amendments to Development Regulations

Hybrid Meeting

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

Exhibit B to PC Findings and Recommendation

The City of Sedro-Woolley Planning Commission will hold public hearings on **December 20, 2022 at 6:30 PM** in the Sedro-Woolley Council Chamber and virtually via Zoom Webinar, to hear testimony regarding following proposed amendments to the City Development Regulations:

1. Possible amendments to create a new chapter in Title 17 SWMC to address state requirements for homeless encampments operated by religious organizations
2. Possible amendments to Title 17 SWMC to address retail uses associated with breweries, distilleries and wineries in the industrial and commercial zones.
3. Requested amendments to the Accessory Dwelling Unit (ADU) regulations in Ch 17.100 SWMC to address ADUs for spec-built homes

Interested parties can comment on the proposed changes in writing or at the hearing. Written comments will be read into the public record and **must be received by 4:00PM December 20, 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 go to the Planning Commission Meetings page on the Sedro-Woolley website (<https://www.ci.sedro-woolley.wa.us/>) to find the meeting materials and a link to join the webinar.

Published in the Skagit Valley Herald: December 8, 2022

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

Exhibit C to PC Findings and Recommendation

Project Descriptions: Non-project action to amend Chapter 17.04 of the Sedro-Woolley Municipal Code (SWMC) to define “Live/Work Unit” and to amend Chapters 17.20 and 17.28 of the SWMC to specify parking requirements for live/work units.

Also a non-project action to amend SWMC 17.04.030 to define “Alcohol Production Establishment”, to amend SWMC 17.20.010 and 17.28.010 to add alcohol production establishments as a permitted use in the Mixed Commercial and Industrial zones, and to amend SWMC 17.24.010 to add alcohol production establishments as a conditional use in the Central Business District zone.

Proponent: City of Sedro-Woolley Planning Department

Location of Project, Including Street Address: No specific addresses, non-project actions.

Lead Agency, City of Sedro-Woolley: The lead agency for these proposals has determined that neither project has a probable significant adverse impact on the environment. An environmental impact statement (EIS) is not required for either project under RCW 43.21C.030(2)(c). This decision was made after review of a completed environmental checklist and other information on file with the lead agency. This information is available to the public upon request.

This DNS is issued under WAC 197-11-340(2); the lead agency will not act on these proposals for 14 days from the date of issue. Comments must be received by **January 27, 2023**. Per SWMC 2.88.170, you may appeal this threshold determination in writing to the City of Sedro-Woolley Planning Department no later than 4:30 PM on **February 10, 2023**. 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: Friday, January 13, 2023

Signature:



John Coleman, Planning Director



Agenda
Item No.

Date:

March 8, 2023

Subject:

Funding the North Star Project -
Resolution 1119-23 - 2nd Read

FROM:

Charlie Bush, City Administrator

RECOMMENDED ACTION:

Staff recommends approval of the attached Resolution 1119-23, funding the North Star Project by stating our intention to allocate 1590 funds to the partnership.

ISSUE:

Should the City provide financial support to the North Star Project?

BACKGROUND/SUMMARY INFORMATION:

Mayor Johnson presented to the City Council about her involvement, representing the City, in the North Star Project on February 1. Commissioner Janicki and Skagit County staff presented further information on February 8, using the attached presentation. On February 22nd, the City Council deliberated on the topic of the attached resolution and requested additional information. This evening, staff are seeking direction from Council regarding how to proceed. Some options for Council to consider include:

- 1) Pool and allocate 1590 funding through the County Notice of Funding Availability (NOFA). This is the staff recommendation and a resolution that would provide this direction to staff is attached. This would represent 40% of City 1590 funds, approximately \$100,000 per year, for housing services.
- 2) Collaborate funding where city directs funding and contracts with agencies - This option requires significant additional administration for which the City does not have capacity amongst the current staff.
- 3) Provide, alternative direction
- 4) Do nothing at this time

The staff recommendation is based upon the complexity of homelessness as a regional challenge, the North Star collaboration that is already underway, the greater potential impact of pooling funds combined with holistic thinking, and limited staff capacity to administer an enhanced affordable housing program locally.

At the February 22nd meeting, the City Council asked about categories for use of 1590 funds. A table is attached. The Council also asked about how much overhead would be charged by the County for participation in the North Star Project. The County responded that there will be no overhead charges through the partnership.

Should the Council approve the attached resolution to provide 1590 funds to the North Star Project, the next step would to consider an interlocal agreement that would support the funding partnership.

FISCAL IMPACT, IF APPROPRIATE:

Approximately \$100,000 of 1590 sales tax funding that is limited for spending on housing services.

ATTACHMENTS:

1. Resolution 1119-23
2. February 8 Skagit County Presentation
3. House Bill 1590
4. House Bill 1590 Funding Options

CITY OF SEDRO-WOOLLEY
Sedro-Woolley, Washington

RESOLUTION 1119-23 – FUNDING THE NORTH STAR PROJECT

**A RESOLUTION OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON
ALLOCATING HOUSE BILL 1590 SALES TAX REVENUES TOWARDS THE
NORTH STAR PROJECT.**

WHEREAS, homelessness and behavioral health are a complex regional issue impacting all communities in Skagit County; and

WHEREAS, services provided in these areas are most effective in an integrated system; and

WHEREAS, these services and housing infrastructure require significant financial investment;
and

WHEREAS, the North Star Project formed in early 2022 as a partnership between Skagit County and the four largest cities in the County to align resources and services to address the complex behavioral health and homelessness challenges in our community; and

WHEREAS, collaboration through the North Star Project with Mayor Johnson representing Sedro-Woolley has been successful to date, allowing the partnership to move to a second phase; and

WHEREAS, the State of Washington, through House Bill 1590 sales tax funding, converted the existing taxing authority of 1/10th sales tax for affordable housing into a tax that could be enacted by a county or city council; and

WHEREAS, this tax was enacted.

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

Section 1: Support for the North Star Priorities for Homeless Housing

States its support for the North Star Project's priorities and approach.

Section 2: House Bill 1590 Sales Tax Funding

States the Council's intent to provide 40% of its 1590 funds to the County for expenditure through the North Star Project. This will be accomplished through an interlocal agreement to be developed.

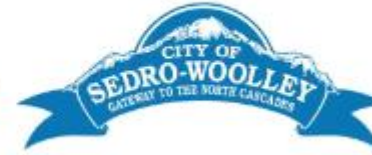
ADOPTED by the City Council and **APPROVED** by the Mayor this ____ Day of February 2023.

CITY OF SEDRO-WOOLLEY

By _____
Julia Johnson, Mayor

ATTEST:

By _____
Kelly Kohnken, City Clerk



North Star Project Update

Sedro-Woolley City Council Meeting

February 8, 2023

Sarah Hinman & George Kosovich

Skagit County Public Health

sarahh@co.skagit.wa.us

georgek@co.skagit.wa.us



Introduction to North Star Project

- Joint effort between Skagit County and the cities of Burlington, Mount Vernon, Anacortes, and Sedro-Woolley to better align resources and services to address the complex behavioral health and homelessness challenges in our community.
 - Phase 1: Develop a shared North Star vision
 - Phase 2 (*currently underway*): Implementation of North Star framework, including governance, roles, and resources
- Guided by Guiding Principles and Vital Conditions using three interdependent tracks



Vital Conditions

Emphasis on
**Building
Belonging and
Civic Muscle**
to promote a
thriving, healthy
life for all.



Priority Populations

- Guiding Principle 8
 - *We will dedicate resources and funding to populations with the greatest need.*
- Chronically homeless *and* suffer from a disabling condition (substance use disorder, serious mental illness, complex medical problems, severe trauma)



2023 Project Work Plan Goals

- Implement a **care coordination platform** to improve efficiency of providers.
- Develop a shared, multi-year, **county-wide housing agenda** to increase the supply, quality, and diversity of housing.
 - Create a county-wide housing development pipeline.
 - Strengthen and leverage existing housing efforts.
 - Develop a shared housing plan.
 - Host a Housing Summit.
- Create an **action plan** to address gaps within behavioral health and recovery-oriented services.



2023 Project Work Plan

Processes

- Develop and mobilize a **Care Management Taskforce** to serve the priority population.
- Establish and implement a **policy and funding framework** across jurisdictions that align with North Star framework, priorities, and target population.
- Develop and launch a **county-wide well-being survey** to establish a baseline and plan for investing in areas and populations of greatest need.



Homeless Housing Funding NOFA

Annual process to select programs for funding

Sources:

- Document Recording Fee Revenue
- State Housing & Essential Needs (HEN)
- State Consolidated Homeless Grant (CHG)
- 1/10th Behavioral Health Sales Tax



Programs Funded through NOFA

Services Eligible for Funding

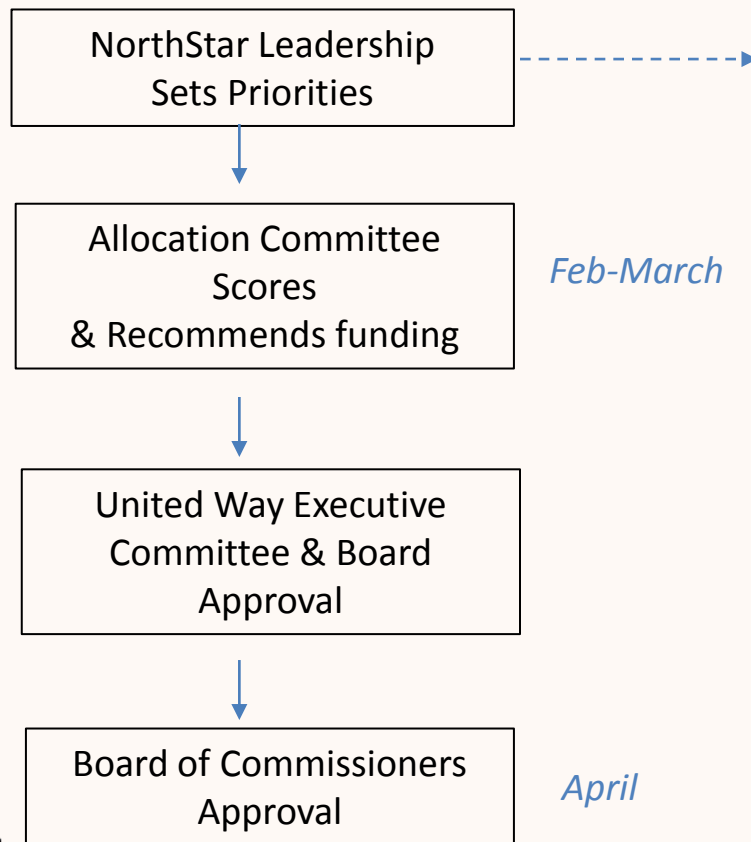
- Diversion
- Shelter
- Permanent Supportive Housing
- Rental Assistance
- Case Management
- Coordinated Entry & Assessment*

Agencies/Programs Currently Funded

- Community Action of Skagit County (5 categories)
- Family Promise
- Northwest Youth Services (2 categories)
- Anacortes Family Center
- Skagit DVSAS
- Housing Authority of Skagit County
- YMCA – Oasis
- Compass Health
- Samish Indian Nation



Funding Process & Prioritization



Priority Populations:

- Services for Skagitonians who are chronically homeless and suffer from a disabling condition (substance use disorder, serious mental illness, complex medical problems, severe trauma), will be prioritized.
- Other populations – and programs – will also be considered for funding, including, youth, victims of DV, veterans, families with children, and people with disabilities.

Reworked NOFA scoring to incorporate NS Leadership feedback

- Greater emphasis on priority population, integration of services
- Also scores outcomes, outreach, program access and budget



NOFA Funding Picture

Funding Source	Original 2022-23 budget	Revised 2022-23 budget	2023-2024 NOFA Budget
Local Document Recording Fees	\$1,439,800	\$839,800	\$648,000
Behavioral Health Sales Tax	\$93,000	\$93,000	\$93,000
CHG & HEN	\$1,044,465	\$1,044,465	\$792,708*
County ARPA	-	\$600,000	-
Total	\$2,577,265	\$2,577,265	\$1,533,708

Document recording fees down ~50% year-to-year; County BoCC approved ARPA to fill 2022-23 budget

*At urging of Leadership Group, Coordinated Entry will be bid separately; \$ pulled out of NOFA



Request to Collaborate on Funding

- Partner on collaborative NOFA funding: 40% of City 1590 funds (~\$100k/year) can be used provide housing services
- Other discussions with jurisdictions for 1590:
 - Skagit County: operating funds for Martha's Place PSH
 - Mount Vernon: Co-Response program & requested funding for Martha's Place
 - Burlington: not yet allocated
 - Anacortes: allocated to new projects via levy
- Other connections/collaboration with North Star:
 - Opioid Settlement
 - Development Pipeline Opportunities



Mechanics of Co-Funding

- **Option 1:** pool and allocate 1590 funding through County NOFA
- **Option 2:** collaborative funding where city directs funding and contracts with agencies



Thank you!

To stay up to date on the project, visit our dedicated North Star webpage here:

www.skagitcounty.net/Departments/Health/NorthStarProject.htm.

Sarah Hinman

sarahh@co.skagit.wa.us

360-416-1507

George Kosovich

georgek@co.skagit.wa.us

360-416-1547



CERTIFICATION OF ENROLLMENT

HOUSE BILL 1590

66th Legislature
2020 Regular Session

Passed by the House March 9, 2020
Yeas 52 Nays 44

**Speaker of the House of
Representatives**

Passed by the Senate March 6, 2020
Yeas 27 Nays 21

President of the Senate

Approved

Governor of the State of Washington

CERTIFICATE

I, Bernard Dean, Chief Clerk of the House of Representatives of the State of Washington, do hereby certify that the attached is **HOUSE BILL 1590** as passed by the House of Representatives and the Senate on the dates hereon set forth.

Chief Clerk

FILED

**Secretary of State
State of Washington**

HOUSE BILL 1590

AS AMENDED BY THE SENATE

Passed Legislature - 2020 Regular Session

State of Washington

66th Legislature

2019 Regular Session

By Representatives Doglio, Dolan, Macri, Cody, Gregerson, Wylie, Appleton, Robinson, Ormsby, Frame, and Davis

Read first time 01/24/19. Referred to Committee on Housing, Community Development & Veterans.

1 AN ACT Relating to allowing the local sales and use tax for
2 affordable housing to be imposed by a councilmanic authority; and
3 amending RCW 82.14.530.

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

5 **Sec. 1.** RCW 82.14.530 and 2015 3rd sp.s. c 24 s 701 are each
6 amended to read as follows:

7 (1)(a)(i) A county legislative authority may submit an
8 authorizing proposition to the county voters at a special or general
9 election and, if the proposition is approved by a majority of persons
10 voting, impose a sales and use tax in accordance with the terms of
11 this chapter. The title of each ballot measure must clearly state the
12 purposes for which the proposed sales and use tax will be used. The
13 rate of tax under this section may not exceed one-tenth of one
14 percent of the selling price in the case of a sales tax, or value of
15 the article used, in the case of a use tax.

16 (ii) As an alternative to the authority provided in (a)(i) of
17 this subsection, a county legislative authority may impose, without a
18 proposition approved by a majority of persons voting, a sales and use
19 tax in accordance with the terms of this chapter. The rate of tax
20 under this section may not exceed one-tenth of one percent of the

1 selling price in the case of a sales tax, or value of the article
2 used, in the case of a use tax.

3 (b) (i) ~~If a county ((with a population of one million five~~
4 ~~hundred thousand or less has not imposed))~~ does not impose the full
5 tax rate authorized under (a) of this subsection ~~((within two years~~
6 ~~of October 9, 2015))~~ by September 30, 2020, any city legislative
7 authority located in that county may ~~((submit))~~ :

8 (A) Submit an authorizing proposition to the city voters at a
9 special or general election and, if the proposition is approved by a
10 majority of persons voting, impose the whole or remainder of the
11 sales and use tax rate in accordance with the terms of this chapter.
12 The title of each ballot measure must clearly state the purposes for
13 which the proposed sales and use tax will be used;

14 (B) Impose, without a proposition approved by a majority of
15 persons voting, the whole or remainder of the sales and use tax rate
16 in accordance with the terms of this chapter.

17 (ii) The rate of tax under this section may not exceed one-tenth
18 of one percent of the selling price in the case of a sales tax, or
19 value of the article used, in the case of a use tax.

20 ~~((~~(ii)~~ If a))~~ (iii) A county with a population of greater than
21 one million five hundred thousand ~~((has not imposed the full))~~ may
22 impose the tax authorized under (a) ~~(ii)~~ of this subsection ~~((within~~
23 ~~three years of October 9, 2015, any city legislative authority))~~ only
24 if the county plans to spend at least thirty percent of the moneys
25 collected under this section that are attributable to taxable
26 activities or events within any city with a population greater than
27 sixty thousand located in that county ~~((may submit an authorizing~~
28 ~~proposition to the city voters at a special or general election and,~~
29 ~~if the proposition is approved by a majority of persons voting,~~
30 ~~impose the whole or remainder of the sales and use tax rate in~~
31 ~~accordance with the terms of this chapter. The title of each ballot~~
32 ~~measure must clearly state the purposes for which the proposed sales~~
33 ~~and use tax will be used. The rate of tax under this section may not~~
34 ~~exceed one-tenth of one percent of the selling price in the case of a~~
35 ~~sales tax, or value of the article used, in the case of a use tax))~~
36 within that city's boundaries.

37 (c) If a county imposes a tax authorized under (a) of this
38 subsection after a city located in that county has imposed the tax
39 authorized under (b) of this subsection, the county must provide a
40 credit against its tax for the full amount of tax imposed by a city.

(d) The taxes authorized in this subsection are in addition to any other taxes authorized by law and must be collected from persons who are taxable by the state under chapters 82.08 and 82.12 RCW upon the occurrence of any taxable event within the county for a county's tax and within a city for a city's tax.

(2)(a) Notwithstanding subsection (4) of this section, a minimum of sixty percent of the moneys collected under this section must be used for the following purposes:

(i) Constructing affordable housing, which may include new units of affordable housing within an existing structure, and facilities providing housing-related services; or

(ii) Constructing mental and behavioral health-related facilities; or

(iii) Funding the operations and maintenance costs of new units of affordable housing and facilities where housing-related programs are provided, or newly constructed evaluation and treatment centers.

(b) The affordable housing and facilities providing housing-related programs in (a)(i) of this subsection may only be provided to persons within any of the following population groups whose income is at or below sixty percent of the median income of the county imposing the tax:

(i) Persons with (~~mental illness~~) behavioral health disabilities;

(ii) Veterans;

(iii) Senior citizens;

(iv) Homeless, or at-risk of being homeless, families with children;

(v) Unaccompanied homeless youth or young adults;

(vi) Persons with disabilities; or

(vii) Domestic violence survivors.

(c) The remainder of the moneys collected under this section must be used for the operation, delivery, or evaluation of mental and behavioral health treatment programs and services or housing-related services.

(3) A county that imposes the tax under this section must consult with a city before the county may construct any of the facilities authorized under subsection (2)(a) of this section within the city limits.

(4) A county that has not imposed the tax authorized under RCW 82.14.460 prior to October 9, 2015, but imposes the tax authorized

1 under this section after a city in that county has imposed the tax
2 authorized under RCW 82.14.460 prior to October 9, 2015, must enter
3 into an interlocal agreement with that city to determine how the
4 services and provisions described in subsection (2) of this section
5 will be allocated and funded in the city.

6 (5) To carry out the purposes of subsection (2)(a) and (b) of
7 this section, the legislative authority of the county or city
8 imposing the tax has the authority to issue general obligation or
9 revenue bonds within the limitations now or hereafter prescribed by
10 the laws of this state, and may use, and is authorized to pledge, up
11 to fifty percent of the moneys collected under this section for
12 repayment of such bonds, in order to finance the provision or
13 construction of affordable housing, facilities where housing-related
14 programs are provided, or evaluation and treatment centers described
15 in subsection (2)(a)(iii) of this section.

16 (6)(a) Moneys collected under this section may be used to offset
17 reductions in state or federal funds for the purposes described in
18 subsection (2) of this section.

19 (b) No more than ten percent of the moneys collected under this
20 section may be used to supplant existing local funds.

--- END ---

House Bill 1590 Funding Options

Minimum of 60% of Funds Collected	Remainder of funds collected (up to 40%) – these are the funds requested for the North Star Project
<p>Constructing affordable housing, which may include new units of affordable housing within an existing structure, and facilities providing housing-related services. Persons for which housing is constructed must be at or below 60% of the median income of the county. Persons must also be one of the following:</p> <ul style="list-style-type: none"> • Persons with behavioral health disabilities • Veterans • Senior citizens • Homeless, or at risk of being homeless, families with children • Unaccompanied homeless youth or young adults • Persons with disabilities • Domestic violence survivors 	<p>Operation, delivery, or evaluation of mental and behavioral health treatment programs and services or housing-related services.</p>
<p>Constructing mental and behavioral health-related facilities</p>	
<p>Funding the operations and maintenance costs of new units of affordable housing and facilities where housing-related programs are provided, or newly constructed evaluation and treatment centers</p>	



Agenda
Item No.

Date:

March 8, 2023

Subject:

Memorandum of Understanding
Between North Sound Region
Participating Local Governments and
North Sound Behavioral Health
Administrative Services Organization

FROM:

Charlie Bush, City Administrator

RECOMMENDED ACTION:

Staff recommends authorizing the Mayor to sign the attached MOU.

ISSUE:

Should the City of Sedro-Woolley enter into an MOU required by its previous commitments made in accepting opioid settlement funding?

BACKGROUND/SUMMARY INFORMATION:

The One Washington Memorandum of Understanding (One WA MOU) was entered into by cities litigating against opioid providers, like Sedro-Woolley, to facilitate the settlement of cases. The city has now been a party to multiple settlements. Each settlement falls under the One WA MOU, which requires the formation of an Opioid Abatement Council (OAC) for various geographic regions of the State. Sedro-Woolley falls under the North Sound region, which includes Skagit, Whatcom, Island, San Juan, and Snohomish Counties. This MOU would form the OAC, known as the North Sound Opioid Abatement Council, for this region. Mayor Johnson has recommended that City Administrator Charlie Bush serve on the OAC representing cities in Skagit County. The OAC will be a subcommittee of the North Sound Behavioral Health Administrative Services Organization (NSBH-ASO). The OAC's role will be to oversee the use of opioid funds allocated consistent with previous settlement agreements, within the approved purposes set forth in Section 8 of the overall Allocation Agreement.

The City Council will need to have a future policy discussion regarding how to spend its opioid settlement funds.

FISCAL IMPACT, IF APPROPRIATE:

There will be a negative fiscal impact of lost current and future opioid settlement funding should the City not join the OAC.

ATTACHMENTS:

1. OAC MOU

MEMORANDUM OF UNDERSTANDING BETWEEN
NORTH SOUND REGION PARTICIPATING LOCAL GOVERNMENTS
AND
NORTH SOUND BEHAVIORAL HEALTH ADMINISTRATIVE SERVICES
ORGANIZATION

This Agreement is made between the North Sound Region “Participating Local Governments” as defined by the “One Washington Memorandum of Understanding Between Washington Municipalities” (One WA MOU), attached hereto as Exhibit A and fully incorporated herein, and the North Sound Behavioral Health Administrative Services Organization (NSBH-ASO), (collectively “Parties”), for the purpose of establishing the Opioid Abatement Council (OAC) required by the One WA MOU. The Parties to this Agreement mutually agree to the terms contained herein.

RECITALS

- A. Whatcom, Skagit, Island, San Juan, and Snohomish Counties are Participating Local Governments pursuant to the One WA MOU, as are the following cities within those counties:

Bellingham, Ferndale, and Lynden (Whatcom County)

Anacortes, Burlington, Mount Vernon, and Sedro Woolley (Skagit County)

Oak Harbor (Island County)

Arlington, Bothell, Edmonds, Everett, Lake Stevens, Lynnwood, Marysville, Mill Creek, Monroe, Mountlake Terrace, Mukilteo, and Snohomish (Snohomish County)

All of the above-listed municipalities shall be collectively referred to as “Participating Local Governments.”

- B. All of the Participating Local Governments are also participants in the “Allocation Agreement Governing the Allocation of Funds Paid by the Settling Opioid Distributors in Washington State” (Allocation Agreement), attached hereto as Exhibit B and fully incorporated herein. It is anticipated that the initial funds from this settlement will be distributed directly to the Participating Local Governments prior to the end of 2022.
- C. The Participating Local Governments further anticipate receipt of additional funds resulting from settlements with opioid pharmaceutical supply chain participants. Funds allocated to all of the Participating Local Governments pursuant to the One WA MOU shall be collectively referred to herein as “Opioid Funds.” This agreement will apply to all Opioid Funds received pursuant to the Allocation Agreement and as a result of future settlements as defined in the One WA MOU.

- D. The NSBH-ASO administers behavioral health services and programs under chapters 71.24 and 71.05 RCW within the North Sound regional service area established under RCW 74.09.870.
- E. The parties seek to designate a special subcommittee of the NSBH-ASO as the North Sound Opioid Abatement Council pursuant to Section C.4.h of the One WA MOU and pursuant to Section 15 of the Allocation Agreement for the purposes of overseeing the use of Opioid Funds allocated to the aforementioned Participating Local Governments consistent with the Approved Purposes set forth in the One WA MOU and consistent with the purposes set forth in Section 8 of the Allocation Agreement.
- F. This Agreement is made to carry out the One WA MOU and related settlement documents.
- G. This Agreement does not contemplate a joint budget.
- H. This Agreement does not contemplate the joint acquisition of property by the parties. At termination, each party will remain the sole owner of its own property.

AGREEMENT

1. The foregoing Recitals A through H are true and correct and are incorporated herein by reference as if fully set forth herein.
2. The Participating Local Governments hereby designate a special subcommittee of the NSBH-ASO as the North Sound Opioid Abatement Council pursuant to Section C.4.h of the One WA MOU and pursuant to Section 15 of the Allocation Agreement to oversee allocation, distribution, expenditures, and dispute resolution of Opioid Funds allocated to the Participating Local Governments consistent with the Approved Purposes set forth in the One WA MOU and Allocation Agreement and consistent with the purposes set forth in Section 8 of the Allocation Agreement (collectively “Approved Purposes”).
3. The OAC shall be composed of one representative of each participating county and one city representative per county. The participating cities within each county shall choose one individual to represent all of the cities within that county.
4. It is anticipated that the Participating Local Governments will directly receive the Opioid Funds and will maintain full discretion over the use and distribution of their allocation of Opioid Funds, provided the funds are used solely for Approved Purposes. Reasonable administrative costs for a Participating Local Government to administer its allocation of Opioid Funds shall not exceed actual costs or 10% of the Participating Local Government’s allocation of Opioid Funds, whichever is less. If the OAC receives any of the Opioid Funds, it will immediately transfer those funds to the Participating Local Governments consistent with the Allocation Agreement.

5. If a participating city elects not to retain its settlement allocation, its allocation will be re-allocated to the county within which it is located. Upon receipt of the Opioid Funds, a city that elects to transfer those funds to its county may do so and the county will have full discretion over the use and distribution of those Opioid Funds, provided the funds are used solely for Approved Purposes.

6. Pursuant to section C.4.b of the One WA MOU, ten percent (10%) of Opioid Funds received by all of the Participating Local Governments will be reserved, on an annual basis, for administrative costs related to the OAC's responsibilities established by this agreement. NSBH-ASO will provide an annual budget and accounting for actual costs and will be reimbursed for those costs in proportion to the amount of funds received by each local government.

7. Opioid Funds will be subject to mechanisms for auditing and reporting to provide public accountability and transparency. All records related to the receipt and expenditure of Opioid Funds shall be maintained for no less than five (5) years and such records shall be available for review by the Parties to this Agreement, government oversight authorities, and the public. Each party shall be responsible for its own compliance with the Washington Public Records Act, chapter 42.56 RCW (as may be amended). This Agreement, once executed, will be a "public record" subject to production to a third party if it is requested under Chapter 42.56 RCW.

8. The OAC subcommittee of NSBH-ASO will be responsible for the following actions with respect to Opioid Funds:

a. Monitor distribution of Opioid Funds to programs and services within the North Sound regional service area for Approved Purposes.

b. Developing and maintaining a centralized public dashboard or other repository for the publication of expenditure data for expenditures of Opioid Funds by the Participating Local Governments, which it shall update at least annually.

c. If necessary, require and collect additional outcome-related data to evaluate the use of Opioid Funds, and all Participating Local Governments shall comply with such requirements. Prior to establishing these requirements, evaluation and reporting tools will be developed in partnership with Participating Local Governments, unless already stipulated by the One WA MOU.

d. Hearing complaints by Participating Local Governments regarding alleged failure to (1) use Opioid Funds for Approved Purposes or (2) comply with reporting requirements.

9. If any Party to this Agreement believes another Party violated the terms of this Agreement, the WA One MOU, and/or the Allocation Agreement, the aggrieved Party may seek judicial enforcement of the terms of this Agreement, the WA One MOU, and/or the Allocation Agreement. The Parties hereby stipulate that venue of any action shall be in accordance with

RCW 4.12.080. Prior to filing any such action, the alleging Party shall first provide the alleged offending Party notice of the alleged violation(s) and a reasonable opportunity to cure the alleged violation(s). In such an enforcement action, any alleging Party or alleged offending Party may be represented by their respective public entity in accordance with Washington law.

10. Nothing in this MOU shall be interpreted to waive the right of any Party to seek judicial relief for conduct occurring outside the scope of this Agreement that violates any Washington law. In such an action, the alleged offending Party may be represented by their respective public entities in accordance with Washington law. In the event of a conflict, any Party may seek outside representation to defend itself against such an action.

11. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. The Parties agree not to deny the legal effect or enforceability of this Agreement solely because it is in electronic form or because an electronic record was used in its formation. The Parties agree not to object to the admissibility of this Agreement in the form of an electronic record, or a paper copy of an electronic document, or a paper copy of a document bearing an electronic signature, on the grounds that it is an electronic record or electronic signature or that it is not in its original form or is not an original.

12. No changes or additions to this Agreement shall be valid or binding on any Party unless such changes or additions are in writing and executed by all Parties.

13. Each Party represents that all procedures necessary to authorize such Party's execution of this Agreement have been performed and that the person signing for such Party has been authorized to execute this Agreement.

Approved this ____ day of _____, 2023



Agenda
Item No.

Date:

March 8, 2023

Subject:

Community Development Grant
Program - Resolution 1117-23 - 1st
Read

FROM:

Charlie Bush, City Administrator

RECOMMENDED ACTION:

Staff recommends establishing the Community Development Grant Program.

ISSUE:

Should the City of Sedro-Woolley's use \$140,000 of ARPA funds to establish a Community Development Grant Program?

BACKGROUND/SUMMARY INFORMATION:

The City Council's Business Development Committee, and then the City Council, discussed allocating \$140,000 in American Rescue Plan Act (ARPA) funds to a community development grant program during 2022. The City Council's Planning and Business Development Committee reviewed the documents, needed to establish the program, at their February 8 meeting. Organizing documents and a resolution are attached for review, feedback, and possible action. The goal, if supported by the City Council, is to launch this program on April 20, 2023.

FISCAL IMPACT, IF APPROPRIATE:

\$140,000 in ARPA funding

ATTACHMENTS:

1. Resolution 1117-23 Establishing the Sedro-Woolley Community Development Grant Program
2. SW-CDGP Scope of Work
3. SW-CDGP Application

CITY OF SEDRO-WOOLLEY
Sedro-Woolley, Washington

**RESOLUTION 1117-23 - ESTABLISHING THE SEDRO-WOOLLEY COMMUNITY
DEVELOPMENT GRANT PROGRAM**

**A RESOLUTION OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON
CREATING THE SEDRO-WOOLLEY COMMUNITY DEVELOPMENT
GRANT PROGRAM (SW-CDGP).**

WHEREAS, the City of Sedro-Woolley seeks to get more community members involved in taking care of and enhancing the community; and

WHEREAS, when people work together to help beautify Sedro-Woolley they will develop a stronger sense of community, bond with neighbors and local businesses, become more likely to help with future projects, and invite friends and family to participate.; and

WHEREAS, the City considers community beautification and caretaking a part of economic development; and

WHEREAS, the City Council has allocated \$300,000 in federal American Rescue Plan Act (ARPA) for economic development purposes; and

WHEREAS, the Council desires to allocate \$140,000 of this \$300,000 for economic development towards the Sedro-Woolley Community Development Grant Program (SW-CDGP), which will serve these purposes; and

WHEREAS, the grant program will launch in April 2023.

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

Section 1: Establishes the Sedro-Woolley Community Development Grant Program (SW-CDGP)

The program will operate according to the contract and guidance established in Exhibit A and the application included in Exhibit B.

ADOPTED by the City Council and **APPROVED** by the Mayor this ____ Day of ____ 2023.

CITY OF SEDRO-WOOLLEY

By _____
Julia Johnson, Mayor

ATTEST:

By _____
Kelly Kohnken, City Clerk

SCOPE OF WORK FOR SEDRO-WOOLLEY COMMUNITY DEVELOPMENT GRANT PROGRAM

General Intent

The purpose of this grant program would be to get more citizens involved in taking care of our community. When people work together to help beautify Sedro-Woolley they will develop a stronger sense of community, bond with neighbors and local businesses, become more likely to help with future projects, and invite friends and family to participate.

Program Description

The Sedro-Woolley City Council has made \$140,000 in funding available for reimbursement grants of up to \$5,000. Grant funds must be expended within the corporate City limits of Sedro-Woolley, Washington.

Grant funds are provided for project materials, except in circumstances where specialty labor not locally available is needed to complete the project. The project must involve a public-facing area.

Grant Eligibility Requirements

Eligible applicants:

- Individuals
- Non-National Franchise Businesses
- Non-profit organizations
- Government agencies

Example projects include:

- New Murals and Mural Refurbishment (see Sedro-Woolley Municipal Code section 17.51)
- Clean-up costs (ex. stains on sidewalks)
- More bike and pedestrian friendly elements (ex. bike racks, benches)
- Landscaping
- Exterior paint
- Awning replacement/maintenance
- Upgrades to signs or new neighborhood signs
- Broken sidewalks that could be repaired
- Loggerrodeo and other art installations
- Street trees (from restricted list to limit later issues)
- Lighting

- Pop-up parks (with owner permission + additional requirements)
- Neighborhood or business cleanup of publicly visible areas
- Historical markers
- Advertising for city tourism (No more than twice per year)
- Street carnival, live music, movies in the park, and other family-friendly events.

Grant Evaluation and Selection Considerations

Five people, including three members of the City Council's Planning and Business Development Committee and two other community members, to be appointed by the Mayor and confirmed by the Council will serve on the SW-CDGP Selection Committee. City staff from the Executive Department, Finance Department, and other departments, as needed, will provide staff support. Staff will review applications for completeness and submit materials to the committee for the evaluation. The committee will meet to review the project. Arts specific proposals will go before the City's Arts Commission, when formed. Projects involving public art and other elements will be reviewed both by the SW-CDGP Selection Committee and the Arts Commission. Staff will keep summary notes of the review of each application and keep applicants informed of their status.

Grant Process

The application period will open on April 20, 2023 and remain open until funding is exhausted. Once a grant is awarded by the Selection Committee, the City's Finance Department staff will work with the recipient(s) to execute a contract. Requested for grant reimbursement will also be processed through the Finance Department. Funds must be expended within one year of grant award or by October 31, 2026, whichever comes first.

Sedro-Woolley Community Development Grant Program

Draft Application

Date of Application: _____

Full Name (Organization or Individual): _____

Applicant Mailing Address: _____

Project Physical Address: _____

Phone Number: _____

Primary Contact: _____

Website (if applicable): _____

Grant Amount Requested (maximum of \$5,000): _____

Matching Funds (not required, but will increase grant scoring): _____

Grant Eligibility Requirements:

- Individuals, businesses, non-profit organizations, and government agencies are eligible to apply for funds
- Applications must be approved prior to the project start date
- Maximum funding limit is \$5,000 per applicant
- National franchises are not eligible
- Improvements must be made to a public-facing area
- Applicants will be accepted and reviewed on a rolling basis until the funds are gone

Proposal - provide an explanation of the project including who/what/where/when/why, attach at least three photos of the area/areas needing improvement

Budget – provide a line-item budget, including information and amounts of any outside funding sources

Background – provide any additional background information you feel is relevant

Authorization

I, (print name) _____ the (print title, if applicable) _____ of (print organization name, if applicable) _____ have approved the submission of this proposal.

If I/we receive a grant, I/we agree to enter into a contract with the City of Sedro-Woolley promising to:

- 1) Execute the project, as planned;

- 2) If a religious organization, not proselytize as any part of the project to be completed;
- 3) Provide all documentation necessary (included in the contract) to verify receive reimbursement for the project.

Name and Title of Authorizing Member _____

Signature _____

Date _____

Proposals can be mailed to: Charlie Bush, City Administrator
City of Sedro-Woolley
325 Metcalf Street
Sedro-Woolley, WA 98284

OR submitted via email to: cbush@sedro-woolley.gov

Please include a completed and signed application and proposal with "Sedro-Woolley Community Development Grant Program" on the subject line.



Agenda
Item No.

Date:

Subject:

March 8, 2023

Planning and Business Development
Committee Meeting Minutes - February
8, 2023

FROM:

Charlie Bush, City Administrator

RECOMMENDED ACTION:

N/A

ISSUE:

N/A

BACKGROUND/SUMMARY INFORMATION:

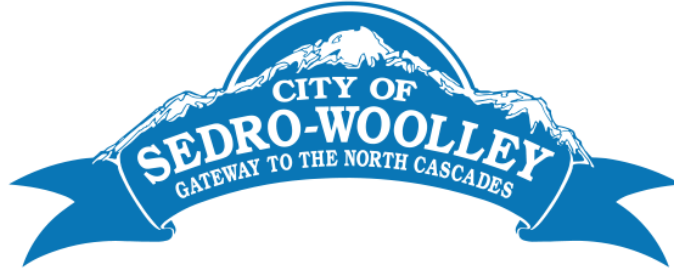
Attached are the minutes from the meeting.

FISCAL IMPACT, IF APPROPRIATE:

N/A

ATTACHMENTS:

1. February 8 Planning and Business Development Committee Meeting Minutes



Councilmember
Committee

**PLANNING AND BUSINESS DEVELOPMENT COMMITTEE MEETING
AGENDA**

February 8, 2023

5:00PM

Sedro-Woolley Municipal Building

City Council Chambers

325 Metcalf St

Committee members in attendance: Council member Owen (Chair), Council member Lavacca, Council member Burns

Other participants: Mayor Johnson, City Administrator Bush, Planning and Building Director John Coleman

Chair Owen called the meeting to order at 5:02 PM

a. Roll Call

b. Agenda Items

a. Economic Development Focus Group

City Administrator Bush provided an update regarding the economic development focus group, which fits under the City's Council's economic development goal and was work carried forward from the 2022 Business Development Committee and from City Council strategic planning discussions. An invitation to participate had gone out through the Chamber of Commerce but no businesses responded with interest in participating. The goal is to get 5-10 businesses to provide The Committee with feedback about the City's economy and to help provide some insight into where the City should focus and support its economy. The Committee agreed to make some direct invitations and chose the date of March 7 for the focus group. The Committee also removed a question from the list of questions to be asked at the focus group meeting.

b. Community Development Grant Program

City Administrator Bush provided an update on the grant program, point out the documents in the packet that would be going to Council and asking the Committee for any feedback. There was a request to possibly provide funding in stages throughout the project as a part of a grant.

c. Peter Kageyama's Visit

City Administrator Bush provided an overview of the plans to have author, keynote speaker, and community engagement expert Peter Kageyama do a couple of workshops in Sedro-Woolley to kick-off the community development grant program and raise the community's energy level related to projects that can benefit the community.

d. Parks & Recreation Promotion

City Administrator Bush provided a brief update on this topic, which is the City Council's strategic plan, noting the update to the City's website that is underway that will further promote parks as well as plans to explore partnerships that can enhance tourism related to parks and recreation.

Council member Lavacca commented and there was some discussion about developing a pump track locally for cyclists, potential opportunities on Reed Street, and walking and biking events that could occur involving Lyman and Hamilton.

c. Next Agenda items

There was no discussion related to next agenda items.

d. Adjournment

The meeting was adjourned at approximately 5:45 PM.

Next Meeting: Planning Commission Meeting- February 21st, 2023- City Council Meeting February 22nd, 2023



Agenda
Item No.

Date:

Subject:

March 8, 2023

Finance and Information Technology
Committee Minutes - February 22, 2023

FROM:

Kelly Kohnken, Finance Director

RECOMMENDED ACTION:

N/A

ISSUE:

N/A

BACKGROUND/SUMMARY INFORMATION:

Attached are the minutes from the February 22, 2023 Finance and Information Technology Committee meeting.

FISCAL IMPACT, IF APPROPRIATE:

N/A

ATTACHMENTS:

1. February 22 Finance and Information Technology Meeting Minutes

CITY OF SEDRO-WOOLLEY

Finance and Information Technology Committee Minutes
February 22, 2023 – 5:00 P.M.

Roll Call:

Present: Mayor Julia Johnson, Committee Chair Nick Lavacca, Councilmember JoEllen Kesti, Councilmember Glen Allen (arrived late), City Administrator Charlie Bush, Finance Director Kelly Kohnken, Fire Chief Frank Wagner

Introduction of Special Guests

Fire Chief Frank Wagner

New Business

1. Minutes – October 12, 2022
Motion by Committee Chair Lavacca, seconded by Councilmember Kesti. Approved (2-0), Councilmember Allen not in attendance.
2. Check Register – October to December, 2022
Motion by Committee Chair Lavacca, seconded by Councilmember Kesti. Approved (2-0), Councilmember Allen not in attendance.
3. Budget to Actuals – 3rd Quarter 2022
Committee Chair Lavacca requested the City explore an online platform to view the big picture of financial data, with the capacity of drilling down on specific lines for additional data.

Motion by Chair Lavacca, seconded by Councilmember Kesti. Approved (2-0), Councilmember Allen not in attendance.
4. Fire Department Staffing – Levy Lid Lift
Presentation materials are included as late material.

Chief Wagner noted staff had discussed this topic with the Public Safety Committee in October of 2022. The committee also discussed the types of calls the Fire Department receives and public outreach to better inform citizens of Sedro-Woolley. Chief Wagner explained the need for multiple vehicles and staff at each call. Committee Chair Lavacca requested a breakdown of calls based on severity, as well as the Fire Department explore the idea of bringing back the firefighter competition.

Adjournment

Committee adjourned at 5:52pm.

ATTEST:

APPROVED:

Kelly Kohnken, Finance Director

Councilmember



Agenda
Item No.

Date:

Subject:

March 8, 2023

Strategic Planning Committee Meeting
Minutes - March 1, 2023

FROM:

Charlie Bush, City Administrator

RECOMMENDED ACTION:

N/A

ISSUE:

N/A

BACKGROUND/SUMMARY INFORMATION:

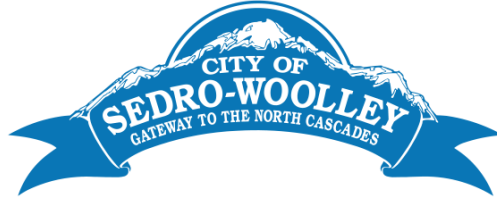
Attached are the minutes from the March 1, 2023 Strategic Planning Committee meeting.

FISCAL IMPACT, IF APPROPRIATE:

NA

ATTACHMENTS:

1. March 1 Strategic Planning Committee Meeting Minutes



Next Ord: 2045-23
Next Res: 1120-23

**STRATEGIC PLANNING COMMITTEE
AGENDA
March 1, 2023
5:00pm
Sedro-Woolley Municipal Building
City Council Chambers
325 Metcalf St**

Committee members in attendance: Council member Diamond (Chair), Council member Owen, Council member Burns

Other Participants in attendance: Mayor Johnson, City Administrator Bush

Chair Diamond called the meeting to order at 5:03 PM and turned the agenda over to City Administrator Bush.

1. Changes to the Agenda

There were no changes to the agenda.

2. Discussion of the Purpose of the Committee

City Administrator Bush described the purpose of the committee was to work together on the effective implementation of the strategic planning, particularly as it relates to City Council reporting and future goal setting.

3. 2023 Strategic Planning Calendar

City Administrator Bush went over the calendar included in the packet. Chair Diamond asked about how this relates to the Council's twice per year goal setting discussions. City Administrator Bush recommended that the second discussion move to January 2024 but that the first discussion, consistent with what happened in 2022, could be at the April Work Session along with the first quarterly report. He recommended that the discussion of goals be more about reviewing them and progress on them than setting new goals, given that the City just began implementing the goals, in conjunction with the 2023-24 budget, in January. There was also discussion of Council committee assignments lasting two years, rather than the current on

year, to improve continuity. City Administrator Bush offered to place this item on the April Work Session agenda and the committee and Mayor agreed that it would be helpful to have that discussion that evening.

4. Briefing on Departmental Operating Plans

City Administrator Bush reviewed the Departmental Operating Plans document included in the packet, which the Council had seen multiple times in 2022 as it become more detailed. Included are essentially operational action items supporting the Council's goals. Many of them have one or multiple Council actions attached to them. For example, building Olmsted Park will require multiple City Council actions.

5. Discussion of Quarterly Reporting on Strategic Plan Results

City Administrator Bush offered a couple of reporting options to the Committee. The Committee did not have a strong opinion either way and City Administrator Bush stated that he would prefer to go with a simple reporting method for now, using a different colored font on the Departmental Operating Plans document to show progress on each item listed. The first report will be delivered to the Council in April.

6. Discuss Agenda Items for Next Meeting (5/24)

Items discussed for the next meeting included a debrief regarding the April Work Session, which will include a goal review and update on strategic plan implementation. It will also include a look forward towards the second quarter report. Committee members, staff (with the Chair's support), or the Council may add additional items to the agenda prior to the next meeting. There was also a brief discussion regarding starting the next meeting at 5:15.

Chair Diamond adjourned the meeting at 5:28 PM.

Next Meeting: City Council Meeting March 8th, 2023



Agenda
Item No.

Date:

Subject:

March 8, 2023

Fire Department Data

FROM:

RECOMMENDED ACTION:

ISSUE:

BACKGROUND/SUMMARY INFORMATION:

FISCAL IMPACT, IF APPROPRIATE:

ATTACHMENTS:

1. Transports by SWFD February 2023
2. Incident Count by Zone FEB 2023
3. Incident Types February 2023
4. Incidents by Year and Month

Previous Month
 Feb 1, 2023 - Feb 28, 2023

103

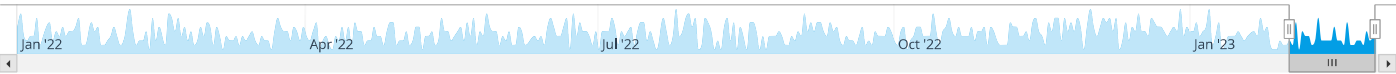
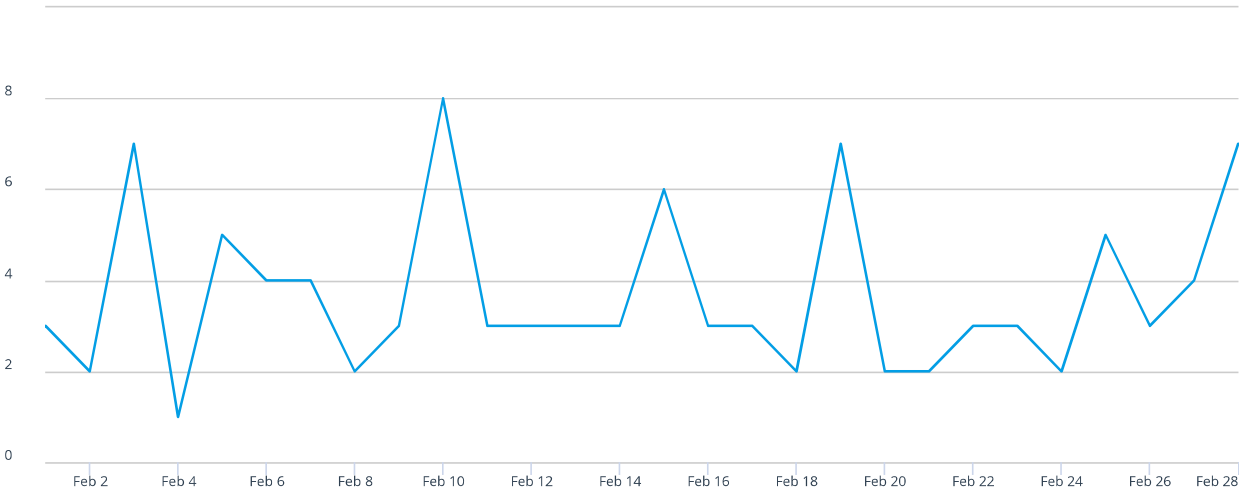
RECORDS

In Selected Time Slice

28

DAYS

In Selected Time Slice



Counts

% Rows

% Columns

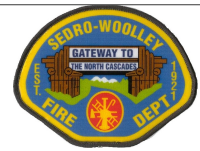
% All

Week Ending	2/5/23	2/12/23	2/19/23	2/26/23	3/5/23	3/12/23	3/19/23	3/26/23	4/2/23	4/9/23	4/16/23	4/23/23	4/30/23	Total
PeaceHealth St. Joseph Medical Center	1													1
PeaceHealth United General Medical Center	12	23	24	17	11									87
Skagit Valley Hospital	5	4	3	3										15
Total	18	27	27	20	11									103

Sedro-Woolley Fire Department

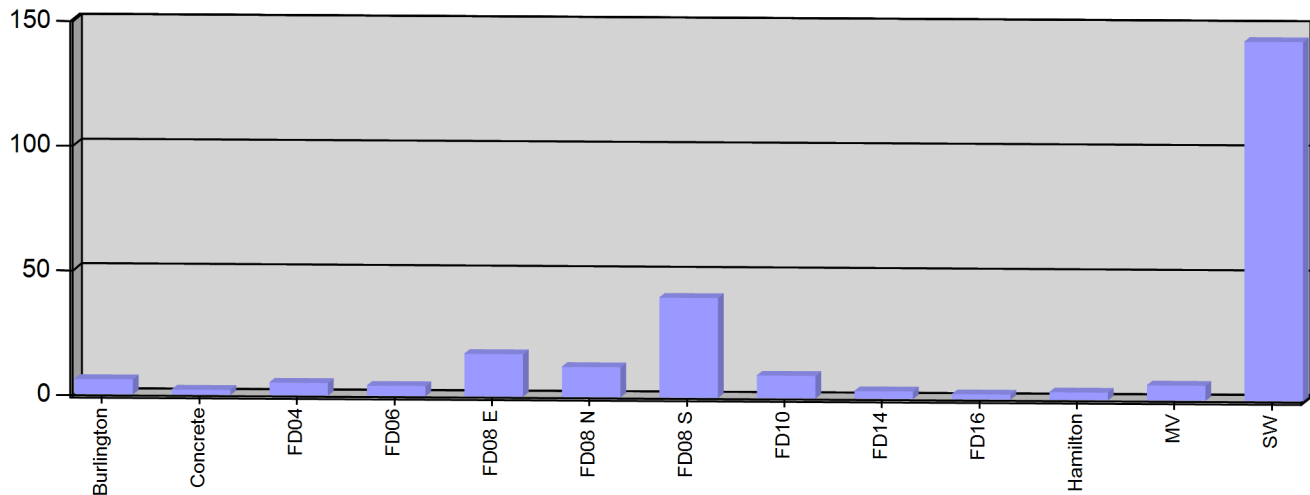
Sedro-Woolley, WA

This report was generated on 3/1/2023 2:09:18 PM



Incident Count per Zone for Date Range

Start Date: 02/01/2023 | End Date: 02/28/2023



ZONE	# INCIDENTS
Burlington - City of Burlington	6
Concrete - Town of Concrete	2
FD04 - Fire District 4	5
FD06 - Fire District 6	4
FD08 E - Outside city limits East D8	17
FD08 N - Outside the City Limits North D8	12
FD08 S - Outside City limits South D8	40
FD10 - Fire District 10	9
FD14 - Fire District 14	3
FD16 - Fire District 16	2
Hamilton - Town of Hamilton	3
MV - City of Mount Vernon	6
SW - Inside the City Limits of SW	144

TOTAL: 253

Zone information is defined on the Basic Info 3 screen of an incident. Only REVIEWED incidents included. Archived Zones cannot be unarchived.



emergencyreporting.com

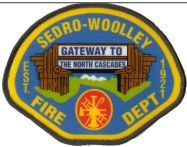
Doc Id: 270

Page # 1 of 1

Sedro-Woolley Fire Department

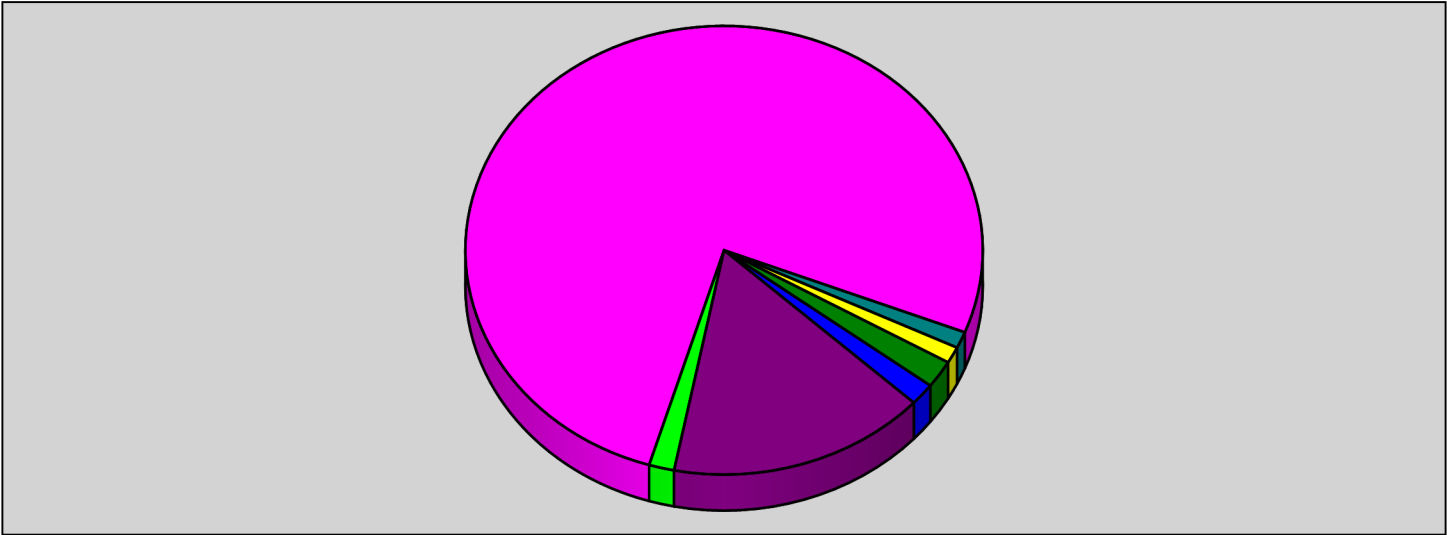
Sedro-Woolley, WA

This report was generated on 3/1/2023 2:14:53 PM



Major Incident Types by Month for Date Range

Start Date: 02/01/2023 | End Date: 02/28/2023



False Alarm & False Call	Hazardous Condition (No Fire)	Service Call
Fire	Rescue & Emergency Medical	Special Incident Type
Good Intent Call	Service Incident	

INCIDENT TYPE	FEB	TOTAL
False Alarm & False Call	5	5
Fire	4	4
Good Intent Call	41	41
Hazardous Condition (No Fire)	4	4
Rescue & Emergency Medical Service Incident	193	193
Service Call	3	3
Special Incident Type	3	3
Total	253	253

Only REVIEWED incidents included



**EMERGENCY
REPORTING**

Incidents by Month and Year										
	2014	2015	2016	2017	2018	*2019	2020	2021	2022	2023
January	155	175	231	202	225	247	320	259	312	258
February	143	151	177	171	187	247	246	250	260	253
March	139	155	173	234	203	251	272	256	262	
April	162	152	186	200	167	244	267	307	257	
May	149	157	178	190	234	279	268	275	305	
June	148	164	172	203	229	274	271	330	293	
July	189	236	193	205	257	245	319	338	353	
August	178	211	221	222	216	323	317	355	279	
September	183	185	175	222	212	249	317	300	304	
October	163	186	172	228	201	308	302	283	325	
November	146	162	191	199	180	283	285	291	310	
December	176	188	209	196	217	253	245	343	375	
Yearly Total	1931	2122	2278	2472	2528	3203	3429	3587	3635	511
% Increase	3%	10%	7%	9%	2%	27%	7%	5%	1%	
*First year of Paramedic Services for Sedro-Woolley Fire										
Previous Busiest Month in History										
Busiest Month in History										



Agenda
Item No.

Date:

March 8, 2023

Subject:

Building Permit and Planning Permit
Review Status

FROM:

John Coleman, AICP, Planning Director

RECOMMENDED ACTION:

Informational only

ISSUE:

This status sheet shows the active Building and Planning permits. This information is being provided for your review and no action is required. Please let me know if you have any questions.

BACKGROUND/SUMMARY INFORMATION:

FISCAL IMPACT, IF APPROPRIATE:

ATTACHMENTS:

1. Building Permit Tracking Data
2. Land Use Permit Tracking Data

APPLIED BUILDING PERMITS							
X = COMPLETE R = REVISIONS RECEIVED W = WAITING FOR RESPONSE NO ENTRY = INITIAL REVIEW NOT COMPLETE							
APPL. DATE	PERMIT #	NAME	ADDRESS		REVIEW		COMMENTS
			PARCEL #	BLDG	PLNG	ENGR	
1/28/2021	2021-062	BYK Construction	820 Trail Road	X	X		New Mixed Use Bldng. Waiting for Army Corps approval to fill wetland. Working Up fees per applicant request 11/3/2022- KQ
3/19/2021	2021-124	BYK Construction	100 State Street	W	W		Mixed use above existing grocery store - waiting for applicant to submit add'l info
3/31/2022	2022-101	Jason Williard	1855 Turning Point Court (SWIFT Center Building 13)		N/A		Reroof permit. Travis will email in ~4 weeks with contractor info. Do not issue until contractor is known.
7/20/22	2022-227	Jodi Boyden/Reliance Food Mart	755 Cook	X	W		New Wall and gas pump pole sign. Planning comments sent 7-22-22.
7/20/22	2022-235	MINA Investments/Adam Clark	616 Sunset Park Dr				New Manufacturing/Galvanizing Building for Seattle Galvanizing- Shell Only. Requiring CUP approval prior to BP.
	2022-343	Aaron Parrish	806/808 Metcalf St.	W	W		Mixed use building, 2 commercial and 1 Residential space. Barrie waiting on materials. Planning ready to sign off when Barries's comment(s) are satisfied.
11/16/22	2022-357	Mark Nysether/Sea-Land	500 Metcalf	W	N/A	N/A	Installation of commercial heater.
12/27/22	2022-395	Jeff Kraus	1912 SR 20	R	X	N/A	Update existing pole sign. Planning comments sent 12-30-22. Revisions received 1-3-23. Planning approved 1-3-23 with permit condition. Received construction drawings 1-26-23 per building dept. request.
12/30/22	2022-399	Belanger	931 Fidalgo	R	R	N/A	Remodel/Laundry porch addition.
1/17/23	2023-016	Comack	622 Virginia Ave	W	X		Bathroom addition (contractor info needed before permit can be issued).
1/25/23	2023-025	T-Mobile	500 Metcalf	X	N/A		Cell tower modifications.
2/1/23	2023-029	SWPW	703 Pacific Street	X	X		New Restrooms at Memorial Park. Building and planning approved with conditions (see redlined plans)
2/21/23	2023-033	SWPW	1451 North Fruitdale				New Resrooms at Olmstead Park- Electronic only.
3/1/23	2023-048	Josh Top	703 Jameson				Remodel/roof, siding and sindows. Add overhangs. Mechanical
3/1/23	2023-049	Josh and Jacyn Honor	1008 Curtis Street	x			Addition/Remodel
	2023-050	BYK Construction	505 F&S Road				Monument Sign for Bucko Estates

APPLIED PLANNING/ ENGINEERING PERMITS

X = COMPLETE **R = REVISIONS RECEIVED** **W = WAITING FOR RESPONSE** **NO ENTRY = INTIAL REVIEW NOT COMPLETE** **W/R = Wating for Comment period to end**

APPL. RECEIVED	APPL. COMPLETE	PERMIT #	NAME	ADDRESS/ PARCEL #	REVIEW		COMMENTS
					PLNG	ENGR	
6/8/2017	6/12/2017	2017-181	Josh Anderson	564 Cook and 530 Cook BLA	W	X	Sent planning comments 6-16-17.
2/14/2019		2019-042	Double Barrel BBQ-Jim Lee	108 West Moore St	W	NA	Sent review letter 3-15-19. Needs a site plan
7/1/2019	7/11/2019	2019-183	AA Spruce Investments LLC	201 Garden of Eden Rd	X	X	Short plat application for 4 Lots, 6 units. Preliminary short plat approval issued 1/22/21. Approval expires 1/21/24. Applicant may submit civil plans. Waiting for applicant to submit civil plans for site work.
10/10/2019	10/15/2019	2019-370	BYK Construction	100 State Street	W	NA	BLA, Sent Review Letter 1/2/20. Planning comment letter sent 7/29/20
10/11/2019	3/12/2020	2019-375	RJ Group	Dukes Hill - N. Township to Portobello	W	W	153- lot PRD located between Portobello Ave and N Township St. SEPA MDNS with comment period issued 5/18/20, comment period over 6/1/20. Third Party wetland review report received 9/10/20, Planning comments (including report) sent 9/15/20. Revisions received 9-12-22. Planning comments sent 12-8-22. Revisions received 1-16-23. Transmit to local depts sent 2-2-23 for response on 2-9-23. Planning comments sent 2-10-23.
4/9/2020	4/21/2020	2020-096	Lindlboom Construction	709 W Jones Rd	X	X	Caden Ridge. Short Plat application for a 4 lot, 6 unit subdivision. Two lots are duplex lots. Preliminary plat approval issued 11-30-21. Approval expires 11-29-24. Civil plans for site work submitted for review (file #2022-015)
12/11/2020		2020-352	Ginger Pennington	1402 Third St.	X	X	Conditional Use Permit for a multi-family development in the industrial zone. Notice of Decision 12-28-21. Applicant may submit civil plans & bldg permits. Approval expires 12-27-26.
3/10/2022	4/26/2021	2021-113	BYK Construction	820 Trail Rd.	W/R	X	Exc & Gd for mixed-use building with commercial below and 67 res units above. MDNS 2-11-22. Email confirmation of NPDES construction stormwater app 2-17-22. Planning can sign Civil Plans once fill permit approved by Army Corps

3/4/2021	4/30/2021	2021-109	Bob Ruby	1288 N. Fruitdale Road	R	W	Long plat and PRD application for a 95 lot PRD at golf course. Letter of complete app sent 4/30/21. Third-party wetland review required significant wetland study to be done, comments sent 6-29-21. Received applicant's comments regarding wetlands 8-11-22. Routed to Lyndon Lee for response. Third-party review response sent to applicant 2-9-23.
4/11/2022	4/21/2022	2022-131	Buckwood LLC	P37250	X	X	Excavating and fill permit for Bucko Estates Phase Lots 1 - 30. Planning and engineering approved 6-3-22. Pre-con 8/1/2022. Construction has begun.
6/10/2022	6/9/2022	2022-188	Monte Petersen	528 F & S Grade Rd.	X	X	Excavating and Fill & Gd permit (no SEPA) for Baker Estates, 4 lot short plat. Revisions rec'd electronically 8-15-22. Need cost estimate for demo of barn. Final civil plans received 8-26-22 and routed to City Engineer. Planning signed.
8/4/2022	8/4/2022	2022-255	BYK Construction	Zoning Code Amendment	R	NA	Request to modify Accessory Dwelling Unit regulations in SWMC 17.100.030. SEPA Checklist included. PC recommended approval 12-20-22. Comm approval received 1-11-23. SEPA DNS issued 1-13-23. Preparing to go to council.
8/16/2022		2022-274	MINA Properties LLC	616 Sunset Park Drive	W/R		CUP for Galvanizing Facility (Seattle Galvanizing). Letter of complete app and NOA and SEPA comment period sent 10-19-22. Planning comments sent 12-8-22. Response received 12-28-22 and routed to local depts 1-5-23. Staff responses received. SEPA MDNS published 2-2-23. Mailed out 1-31-23. Appeal period ends 2-16-23. Work on staff report for public hearing 3-21-23
9/7/2022		2022-297	Dan & Elizabeth Peterson/Taylor Designs	1122 East State Street			Demo carport and add ADU-Can not be approved until owner covenant and Affidavit are signed by owner.
10/11/2022	10/11/2022	2022-330	Virginia Salt/Bob Ruby/Kristen Tuttle	24604 and 24656 Hoehn Road	R		Annexation. Assessor certification rc'd 10-24-22. Council approved annexation to be forwarded to BRB 12-14-22. Staff working on BRB docs.
11/4/2022		2022-353	City of Sedro-Woolley	1451 North Fruitdale	W		Fill & Grade Civil work for Olmsted Park. Sent letter of complete app 12-28-22. NOA and SEPA Comment period to go out 1-10-23. Comment period ends 1-24-23. Received affidavit of posting 1-10-23. SEPA MDNS published 2-2-23. Mailed out 1-31-23. Appeal period ends 2-16-23. Planning comments sent 2-13-23. Dumpster enclosure detail received 2-14-23.
12/9/2022	12/21/2022	2022-389	Fontaine and Crothers	806/808 Metcalf St.	W/R		Temporary Permit to allow owners to live on site in RV during construction. Sent letter of complete app 12-29-22. NOA to go out 1-10-23. Comment period ends 1-24-23. Received affidavit of posting 1-3-23.
1/4/2023	1/4/2023	2023-001	Paul & Elizabeth Peterson	1122 East State	R		Change zoning from R5 to R7. NOA to go out 2-23-23. Land use sign ready for pick up.
1/6/2023	1/6/2023	2023-004	Home of the Brave/John Bendtsen	406 Ball Street	R		Change zoning from R7 to R15 to accommodate Veteran housing. NOA to go out 2-23-23. Land use sign ready for pick up.