

*Our mission is to maintain and improve the quality of life reflecting community expectations through a focus on public participation and employees-mayor-council teamwork.*



**Anacortes City Council  
NOTICE OF SPECIAL MEETING**

**Monday, April 4, 2016  
5:00 p.m.**

**Corner of 12<sup>th</sup> Street and D Avenue**

**NOTICE IS HEREBY GIVEN** that the Anacortes City Council will hold a special meeting on Monday, April 4, 2016 at 5:00 p.m. for the purpose of conducting a site visit regarding 5 Lot Replat & PUD (PUD-2015-0002). The meeting will convene at the northwest corner of 12<sup>th</sup> Street and D Avenue in Anacortes. No testimony will be received and no action will be taken. The Council will deliberate on this matter at its regularly scheduled evening meeting of Monday, April 4, 2016 at 6:00 p.m.

Council will take no final action at this special meeting.

**Published: March 30, 2016**

**Distribution: City Council  
Media**

If reasonable accommodation of a disability is needed please contact Cherri Kahns at 299-1950 at least 48 hours prior to this meeting.

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**Anacortes City Council**  
**Municipal Building Council Chambers**  
**904 Sixth Street**

**April 4, 2016**  
**6:00 p.m.**

**PRELIMINARY AGENDA**

1. **Roll Call**
2. **Pledge of Allegiance**
3. **Citizen Hearings**
4. **Mayor/Council Communication and Committee Reports**
5. **Consent Agenda (Action)**
  - a. Minutes of March 21, 2016 and March 28, 2016
  - b. Approval of Claims in the amount of: \$357,466.71
  - c. Resolution 1949: Adopting Revised City Council Procedures
  - d. Resolution 1952: Lodging Tax Awards
  - e. Accept as Complete: Q Avenue Emergency Sewer Repair (16-011-SEW-001, Welch Brothers)
  - f. Grant Agreement: 2015-2017 Biennial Stormwater Capacity Grant (Dept. of Ecology)
  - g. Change Order: Overlay Infrastructure Improvements (15-005-TRN-005, Scimitar Construction)
  - h. Change Order: Re-Lining 10-Inch Concrete Sewer Pipe (15-042-SEW-003, Columbia Pumping & Construction)
  - i. Street Fair/Street Closure Applications: Anacortes Farmers Market, Shipwreck Days, Kiwanis Block Party, Anacortes Police Department Training Exercise
6. **Unfinished Business**
7. **New Business**
  - a. Closed Record Appeal Hearing and Closed Record Hearing: 5-Lot Replat, PUD, Code Modifications, ROW Vacation & Dedication, PUD-2015-0002 (Discussion/Possible Action)
  - b. \* Ordinance 2972: Amending 2016 Budget (Discussion/Possible Action)
  - c. \* Interlocal Agreement: Self-Contained Breathing Apparatus Grant (Discussion/Possible Action)
  - d. 2016 Comprehensive Plan Update Discussion - Transportation (Discussion)
8. **Adjournment**

*Per Resolution 1867, citizens wishing to comment on items not on the agenda may do so under the Citizen Hearings portion of the agenda. Citizens wishing to comment on agenda items indicated with an asterisk (\*) may do so as those items are considered by Council during the course of the meeting. Citizens wishing to speak will please sign in at the back of the Council Chambers prior to the start of the meeting. The Mayor may limit the time allotted to each speaker to facilitate the orderly progress of the meeting.*

The City of Anacortes encourages people with disabilities to participate in public meetings.  
For assistance with special needs, please contact Cherri Kahns at 360-299-1950 at least 48 hours prior to this meeting.





<https://www.gotomeet.me/cityofanacortes>

City of Anacortes

**Personal Screen Mirroring  
Reference Card**

**\*\*If this is your first time, you will  
need to install the "GoToMeeting"  
application when prompted\*\***

- 1. Scan QR Code or Go To Website**
- 2. Click "Join My Meeting"**

## SUMMARY

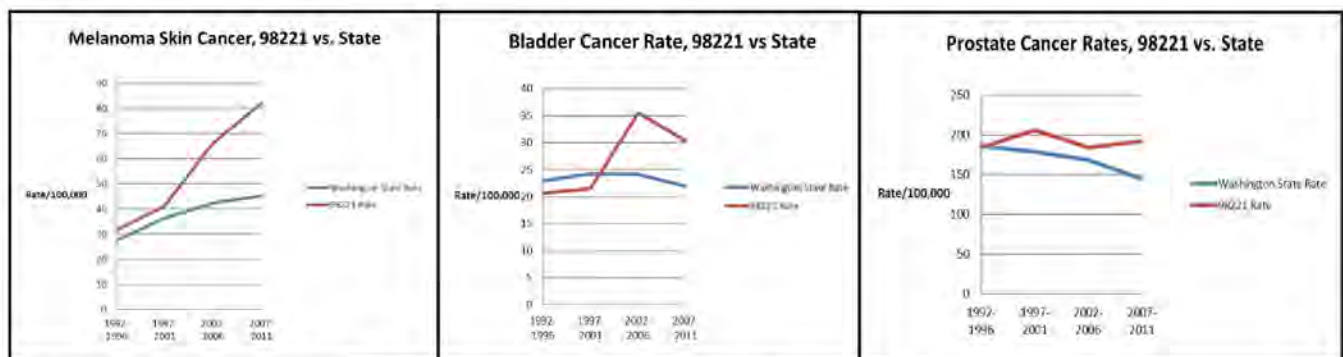
### COMMUNITY ENVIRONMENTAL HEALTH ASSESSMENT: WASHINGTON STATE CANCER REGISTRY ANALYSIS OF 98221 RESIDENTS

November 2015

Community Environmental Health Assessment (CEHA) Task Force, Anacortes, WA

The 2013 Washington State Cancer Registry (WSCR, DOH) *Annual Report* revealed that Skagit County had the highest *age-adjusted* bladder cancer rate, and third highest rate of cancer overall, among Washington's 39 counties.<sup>1</sup> Those findings caught the attention of a handful of Anacortes retirees who formed the Community Environmental Health Assessment Task Force (CEHA) and embarked on a two-year investigation of cancer in their community (the 98221 zip code).

Cancer Registry analyses revealed that, compared to Washingtonians, 98221 residents had significantly higher age-adjusted rates of three cancer types during 2007-2011: melanoma skin cancer (82% higher than the State's rate); bladder cancer (38% higher than the State's rate); and prostate cancer (32% higher than the State's rate).



Graphs represent 20 years of cancer incidence data from the Washington State Cancer Registry. *Rate*: new cases per 100,000 residents, adjusted for age differences between the disparate populations. Here, *Washington State cancer rates* exclude 98221 residents

It is possible that the high-incidence cancers amassed here randomly, or are a statistical anomaly. Perhaps our high cancer rates are explained by as-yet-unknown confounding variables (better case reporting, a higher proportion of people of European ancestry, or more Veterans residing in 98221). However, in community with three high-incidence cancers, it is also possible that toxic chemicals in the 98221 biosphere caused or promoted the cancers.

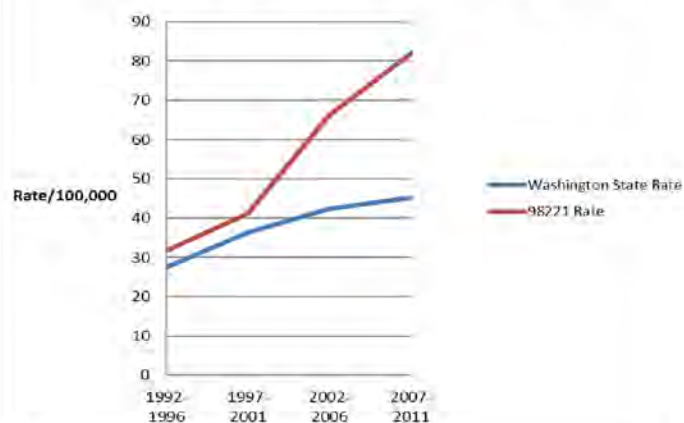
There is great need for continued study to better understand the three high-incidence cancers in our community. In this project's second phase, CEHA will enlist public agencies' help to investigate the following issues:

<sup>1</sup> Skagit County's bladder cancer rate was 41% higher than the State's bladder cancer rate. *Age adjustment* (standardization) is a statistical technique that enables comparisons of disease rates among two groups with dissimilar age distributions. The age-adjusted cancer rates in WSCR data represent the rates that *would have existed* if the (slightly older) 98221 zip code had the same age distribution as Washington State. WSCR's cancer rates are age-adjusted to the 2000 U.S. Standard Population (19 age group) standard. Washington State Cancer Registry, *2008-2010 Washington State residents' annual average incidence & death by county*, Washington State Department of Health (2013). Retrieved from <https://fastress.wa.gov/doh/wscr/WSCR/PDF/10Report/CancerBySiteTables10.pdf>

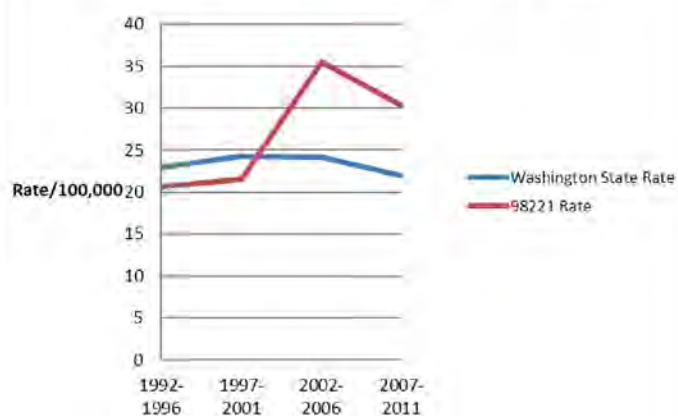
- What agency will conduct a comprehensive Community Environmental Health Assessment for the 98221 zip code, so that we better understand the (1) health status of our children, adults, and refinery workers (incidences of respiratory, cardiovascular, neurological and reproductive diseases, as well as cancers), (2) the distribution pattern of our cancers, (3) our community's historic and current sources of industrial pollution, as well as (4) the cause(s) of 98221 residents' high cancer rates?
- The CEHA Task Force calls for Ecology to investigate the potential public health hazards and cleanup options for the following: Fidalgo Bay waters and seafood, Fidalgo Bay beaches, Shell's former Tank Farm (downtown), and Shell & Tesoro Tank Farms on March Point.
- Good public health requires good data, but Agencies rely on incomplete self-reported refinery data (and computer simulations) to determine air quality and refinery compliance. Last year, residents experienced a four-hour toxic refinery plume on a 2015 weekend, with no way to get information about health hazards. Given the "High Priority Violator" status of Anacortes refineries, the CEHA Task Force calls for the installation of an accurate, real-time air monitoring system, which residents can access 24/7 to make sound judgements about health precautions their families and outdoor pets/livestock.
- Given Anacortes refineries (1) generate 90% of the Hazardous Air Pollutants in 98221, (2) habitually violate public and environmental health laws, and (3) provide the incomplete, inaccurate emissions data upon which agencies determine "air quality," the CEHA Task Force calls for an accurate air quality analysis in our refinery fence-line community.
- Do agencies monitor toxic emissions from oil tanker cars at the current (Tesoro) unloading facility? FLIR (infrared) cameras have recorded large volumes of (invisible) gaseous chemicals billowing from oil tank cars. Has NWCAA investigated VOC leaks from oil-trains and/or refinery infrastructure?
- Similarly, do agencies monitor carcinogenic diesel emissions from Ocean Going Vessels idling at our Port?
- Given that refineries regularly violate health and safety laws, why don't agencies aggressively enforce federal, state and local laws, as well as make polluters pay to clean up hazardous waste sites?
- As a policy, NWCAA does not levy maximum fines for refinery safety violations. The CEHA Task Force calls on the State to investigate why agencies do not protect the health, safety and welfare of people and the environment;
- If agencies cannot fulfill the duty of protecting public and environmental health, what steps should Anacortes take to swiftly end illegal industrial discharges of petrochemicals, poisonous gaseous chemicals, particulate matter, toxins and carcinogens into our biosphere, risking our kids' health, lives, and futures?
- Agencies must remove barriers to citizen reporting of chemical odors and plumes. Any person willing to sign an affidavit should be able to (1) easily file a report and (2) receive agency feedback about their concerns.
- To ensure agencies fulfill their key duty and responsibilities—protecting the health, safety and welfare of the public and environment by enforcing laws—agency board members must understand the intent and terms of federal, state and local public safety and environmental laws, as well as agency *Operating Permits*.
- Given that Anacortes refineries regularly, unlawfully discharge toxins and carcinogens into the biosphere—making them *prohibited uses* in the Anacortes Heavy Manufacturing District—the CEHA Task Force calls for a moratorium on refinery expansions;
- The CEHA Task Force calls for a full-time "sustainability coordinator," under the Mayor, to help realize Anacortes residents' 20-year vision: *A Sustainable Environment & Economy*;
- Given the high incidence of melanoma, bladder cancer and prostate cancer in our community, do public health professionals recommend a community cancer-prevention program?
- Should the City and County post public health warnings about contaminated seafood and beaches around Fidalgo Bay?



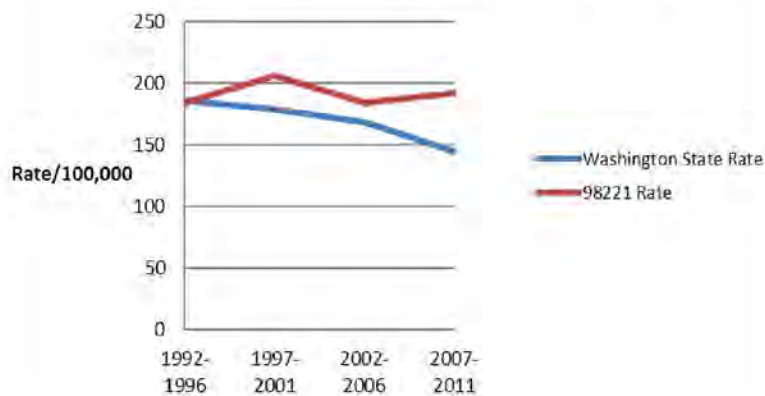
### Melanoma Skin Cancer, 98221 vs. State



### Bladder Cancer Rate, 98221 vs State



### Prostate Cancer Rates, 98221 vs. State



# Skagit County, WA: Proof *State Environmental Policy Act* (SEPA) is Broken

## GOVERNMENT ENFORCEMENT

SEPA affirms people have the fundamental “right to a healthful environment.”<sup>1</sup> Local governments enforce SEPA & safety laws.<sup>2</sup>

Laws prohibit noxious, hazardous uses on March Point.<sup>3,4</sup> Yet, malodorous refinery chemical plumes are infamous. A recent, potentially lethal chemical plume exposed workers and residents to carcinogens and *asphyxiants* (two Swinomish residents were hospitalized).<sup>5,6,7</sup> NWCAA received 28 odor complaints.<sup>8</sup> The investigator reported her nose and lungs burned with every breath, and she left due to concern for her health.<sup>9</sup> Shell was cited and fined for knowingly, intentionally disregarding safe work practices.<sup>10</sup> PSR was “fined five times in three years for safety violations.”<sup>11</sup>

Agencies do not ensure industry compliance, nor deter unsafe practices, nor stop unlawful emissions (refineries are cited regularly for such violations).<sup>12,13,14,15</sup>

Code forbids any expansion of a *nonconforming use* in the Heavy Manufacturing District.<sup>16</sup> Yet, Skagit County routinely allows unlawful expansions of noxious, hazardous “High Priority Violator” refineries (Tesoro rail facility).<sup>17</sup>

SEPA requires full analyses of impacts.<sup>18</sup> Yet, Skagit ignores risks such as greater CO2 emissions, and a possible oil-train explosion on fuel-laden March Point.<sup>19,20</sup>

Skagitonians worry about global warming, and want “strong action.”<sup>21</sup>

## HUMAN IMPACTS

SEPA protects the “health & welfare of man.”<sup>22</sup> Yet, 98221 residents have three high-incidence cancers.<sup>23</sup> Citizens asked public health agencies to lend expertise to the investigation, but they had no resources. Sadly, refinery workers died in “preventable” explosions.<sup>25</sup>

## ENVIRONMENTAL IMPACTS

SEPA compels governments to respect “environmental amenities & values.”<sup>25</sup> Local residents prize a healthy environment.<sup>26</sup> Yet, Fidalgo Bay is heavily contaminated with industrial pollutants (the seafood is toxic, and Fidalgo beaches—Shorelines of Statewide Significance—have high levels of carcinogens).<sup>27</sup>

## ECONOMIC IMPACTS

SEPA protects ecosystems sustaining our lives and ways of life. Yet, industrial pollution & global warming harm our natural-resource economy.<sup>28</sup> Anacortes residents want good jobs in sustainable industries.<sup>29</sup> But, polluted towns are disadvantaged in the brisk competition for Clean Economy jobs.

## HAZARDOUS INDUSTRY

Two refineries emit virtually all toxic air pollution in 98221,<sup>30</sup> and are among the State’s worst climate polluters.<sup>31</sup> PSR’s CO2 emissions grew 13% in 2014.<sup>32</sup>

Refinery expansion proposals emphasize “safety systems,” but there’s “no convincing evidence that safety efforts are effective.”<sup>33</sup> Too often, “worker errors” override safety systems, exposing workers, residents, and the biosphere to dangerous levels of hazardous pollutants.<sup>34</sup>

*Operating Permits* require “Continuous Emissions Monitoring” and reporting “at least 90%” of data, yet both refineries have violated these basic safety terms.<sup>35</sup>

NWCAA’s authority covers *stationary* pollution. No agency regulates carcinogenic diesel pollution (oil trains & ships).

SEPA intends for polluters to pay. Yet, industry “cost shifting” means taxpayers help fund costly cleanups (\$2.3M remediation at Shell’s former tank farm).<sup>36</sup>

Misinformation peppers refinery permit proposals: refinery expansions are not “a permitted use,” and oil trains (even the improved model) are not “safe & environmentally sound.”<sup>37</sup> They derail, catch fire, explode, and kill people.<sup>38</sup>

Crude-by-rail shippers lack sufficient insurance to restore communities after catastrophic oil-train disasters; taxpayers and municipalities foot the bill for decontamination and rebuilding.<sup>39,40</sup>



## ENDNOTES

1. Department of Ecology; "SEPA Online Handbook." Retrieved 3/16/16 from: <http://www.ecy.wa.gov/programs/sea/sepa/handbk/hbch01.html>.
2. *ibid*.
3. Anacortes Code prohibits any use that inflicts on people nuisances or hazards detrimental to health, safety & welfare. City of Anacortes; "Anacortes Code of Ordinances: Chapter 17.15." Retrieved 3/16/16 from: [https://www.municode.com/library/wa/anacortes/codes/code\\_of\\_ordinances?nodeId=TT17ZO\\_CH17.15HEMAUSDIHM](https://www.municode.com/library/wa/anacortes/codes/code_of_ordinances?nodeId=TT17ZO_CH17.15HEMAUSDIHM).
4. Washington's Shoreline Management Act is intended to prevent the "inherent harm in an uncoordinated & piecemeal development of the state's shorelines." The interests of people "shall be paramount in the management of shorelines of statewide significance." Department of Ecology; "Shoreline Management Act." Retrieved 3/31/16 from: [http://www.ecy.wa.gov/programs/sea/sma/st\\_guide/intro.html](http://www.ecy.wa.gov/programs/sea/sma/st_guide/intro.html).
5. Shell's chemical plume (2/20/14) contained: hydrogen sulfide (a flammable, explosive gas); benzene & "VOC" (carcinogens); methane & ethane gas (asphyxiants), pyrophoric iron (a neurotoxin; can combust spontaneously in air, causing severe chemical burns), as well as other hazardous chemicals. Yap, Shirley; "Odor Event Emissions Estimates Letter"; Shell Oil Products US; 4/10/15. Retrieved 3/20/15 from "The Stranger": <http://www.thestranger.com/images/blogimages/2015/06/11/1434070435-april10emissumletter.pdf>
6. A willful violation (risking worker death or harm). Complaints prompted L&I to inspect Shell 11 times in three years. Department of Labor & Industries; "Anacortes Refinery Fined \$77,000 for Workplace Violations Following Toxic Release"; 11/20/15. Retrieved 3/19/16 from: <http://lni.wa.gov/News/2015/pr151120a.asp>.
7. Marczyński, Evan; "Maintenance Work at Shell Refinery Causes Bad Odors"; Skagit Valley Herald; 2/21/15. Retrieved 3/19/16 from: [http://www.goskagit.com/all\\_access/maintenance-work-at-shell-refinery-causes-bad-odors/article\\_33706a6a-ba3c-11e4-ad9f-77e299a04022.html](http://www.goskagit.com/all_access/maintenance-work-at-shell-refinery-causes-bad-odors/article_33706a6a-ba3c-11e4-ad9f-77e299a04022.html).
8. NWCAA; "Board Meeting Minutes"; 3/12/15; page 4. Retrieved 4/2/16 from: [nwcleanair.org/pdf/about/board/15-05\\_minutes.pdf](http://nwcleanair.org/pdf/about/board/15-05_minutes.pdf).
9. Brown, Rebecca; "Draft NWCAA Investigation Report"; 3/14/15. Not online; see e-document: *Appendix A—Government Enforcement*.
10. Department of Labor & Industries, *op cit*, "Anacortes Refinery Fined \$77,000."
11. Ryan, John; "Safety Problems Old & New at Anacortes Oil Refineries"; KUOW; 4-5-13. Retrieved 3/19/16 from: <http://kuow.org/post/safety-problems-old-and-new-anacortes-oil-refineries>.
12. Both refineries are longtime "High Priority Violators," and regularly violate health, safety & environmental laws and *Operating Permit* terms & conditions. Robert McClure, et al; "EPA's 'High Priority Violators' Scattered Across the Northwest," Oregon Public Broadcasting; 11-7-11. Retrieved 3/19/16 from: <http://www.opb.org/news/article/epas-high-priority-violators-scattered-across-the-/>.
13. "A single [oil tanker] idling at port can produce as much [carcinogenic] diesel pollution as 2,300 semi-trucks driving down the highway." Cornwall, Warren & Justin Mayo; "Where the Worst Air Is"; Seattle Times; February 23, 2006. Retrieved 3/19/16 from: <http://community.seattletimes.nwsources.com/archive/?date=20060223&slug=toxic23m>.
14. Woodruff, Jan; "Case Summaries—NWCAA Refinery 'Notice of Violations' Reports"; 10-22-15. Not online; see e-document, *Appendix A—Government Enforcement*.
15. Northwest Clean Air Agency; "Notice of Violation Reports: 1/1/10 to 5/22/15." Not online, see e-document, *Appendix A—Government Enforcement*.
16. A *nonconforming use* cannot expand, or add new uses/structures. City of Anacortes, *op cit*, "Code."
17. Skagit County failed to follow SEPA in permitting Tesoro—a nonconforming use—to add a hazardous rail transportation facility (an *invalid permit*—issued in violation of law—is revocable).
18. Department of Ecology, *op cit*, "SEPA Online Handbook."
19. Skagit failed to evaluate *reasonably foreseeable* direct, indirect & cumulative adverse impacts in rail proposals, such as carcinogenic diesel emissions—and oil spills—along the rail route, or locomotive diesel exhaust from oil trains unloading 24/7 on March Point.
20. Skagit County Emergency Management "doesn't have the resources" to model potential blast and evacuation zones on March Point, a Heavy Industrial District loaded with fuel-and-chemical-filled plants, equipment, pipelines & storage tanks. Anderson, Mark; Telephone conversation (2/16).
21. Yale University Program for Climate Change Communications & Skagit Climate Science Consortium; "Global Warming: Knowledge & Attitudes in Skagit County, Washington: Key Findings"; 2015. Retrieved 3/19/16, from: [http://www.skagitclimatescience.org/wp-content/uploads/2015/12/Final\\_SkagitPollingWebPDF.11\\_22\\_2015.pdf](http://www.skagitclimatescience.org/wp-content/uploads/2015/12/Final_SkagitPollingWebPDF.11_22_2015.pdf).
22. Department of Ecology, *op cit*, "SEPA Online Handbook."
23. Residents of the 98221 industrial fence-line community have three high-incidence cancers: melanoma of the skin (82% higher—age adjusted—that WA); bladder cancer (38% higher), and prostate cancer (32% higher). Neither DOH nor Skagit County Public Health have the resources to investigate 98221 cancers (or children's health status). CEHA Taskforce; "Community Environmental Health Assessment: Washington State Cancer Registry Analysis of 98221 Residents"; June 2015. Not online, see e-document, *Appendix B—Human Impacts*.
24. Federal officials concluded the preventable disaster was caused by Tesoro's "deficient refinery safety culture," and failure to "apply inherently safer technology." "CSB Investigation Finds 2010 Tesoro Refinery Fatal Explosion Resulted from High Temperature Hydrogen Attack Damage to Heat Exchanger"; 1-29-14. Retrieved 3/19/16 from: <http://www.csb.gov/csb-investigation-finds-2010-tesoro-refinery-fatal-explosion-resulted-from-high-temperature-hydrogen-attack-damage-to-heat-exchanger/>.
25. Department of Ecology, *op cit*, "SEPA Online Handbook."
26. City of Anacortes; "Draft 2016 Comprehensive Plan"; 3-2-16. Retrieved 3/19/16 from: [http://www.cityofanacortes.org/docs/Planning/2016CompPlan/Exhibit\\_List/115-PC-Recommended-2016-CompPlan.pdf](http://www.cityofanacortes.org/docs/Planning/2016CompPlan/Exhibit_List/115-PC-Recommended-2016-CompPlan.pdf).
27. DOH issued "seafood consumption" and "beach play" warnings, because Fidalgo Bay seafood is toxic, and beaches are contaminated with carcinogenic polycyclic aromatic hydrocarbons (cPAHs). "Health Consultation: Fidalgo Bay"; Washington DOH & Agency for Toxic Substances & Disease Registry; 2-15-10. Retrieved 3/19/16 from: <http://www.atsdr.cdc.gov/HAC/pha/FidalgoBay/FidalgoBayHC02252010.pdf>.
28. As global CO<sub>2</sub> rises, so does the ocean's temperature & acidity, "altering food webs, and negatively affecting economies dependent on [ecosystem] services ranging from coral reef tourism to shellfish harvests to salmon fisheries." Kelly, RP et al; "Mitigating Local Causes of Ocean Acidification with Existing Laws"; Science; 5/27/11. Retrieved 4/2/16 from: <http://westcoastoh.org/wp-content/uploads/2013/12/OA-Science-2011-Kelly-1036-7-1.pdf>.
29. City of Anacortes, *op cit*, "Draft 2016 Comprehensive Plan."
30. "At a combined 377,400 pounds of toxic waste annually," Anacortes' "High Priority Violators" produce virtually all hazardous pollution in 98221. CEHA Task Force, *op cit*, page 6.
31. Ryan, John; "These are Washington's Top 10 Climate Polluters"; KUOW; (1/29/16). Retrieved 3/19/16 from: <http://kuow.org/post/these-are-washingtons-top-10-climate-polluters>.
32. Dufford, Wick; "Hearing Examiner's Decision"; 2-23-15. Retrieved 3/19/16 from: <http://skagitcounty.net/PlanningAndPermit/Documents/ShellPermit/02-23-15%20Hearing%20Examiner%20Decision.pdf>.
33. NWCAA; "2014 Emissions Inventory"; Retrieved 4/2/16, from: [http://www.nwcleanair.org/airQuality/documents/EmissionsInventory2014\\_000.pdf](http://www.nwcleanair.org/airQuality/documents/EmissionsInventory2014_000.pdf)
34. Jan Woodruff; *op cit*, "NOV Case Summaries."
35. *ibid*.
36. The recent site remediation was required to reduce human health hazards still present today from 30-year-old storage tank leaks. Today's March Point tank leaks are tomorrow's taxpayer liability. "Port awards contract for cleanup at former Shell tank farm site"; Anacortes American; 9/10/14. Retrieved 3/21/16 from: [http://www.goanacortes.com/news/article\\_3f9f32d8-3875-11e4-8d8d-001a4bc887a.html](http://www.goanacortes.com/news/article_3f9f32d8-3875-11e4-8d8d-001a4bc887a.html)
37. McAllister, Edward; "Derailed CSX train in West Virginia hauled newer-model tank cars"; Reuters; 2-17-15. Retrieved 3/19/16 from: <http://www.reuters.com/article/us-usa-train-derailment-csx-idUSKBNOLK15T20150217>.
38. An oil train derailment, explosion & fire in a small Quebec town [population 5900] killed 47 people & flattened 30 buildings within the one kilometer (0.6 mi) blast zone. City of Anacortes; "Resolution No. 1889"; 7-21-14. In Retrieved 3-2-16 from: [http://www.cityofanacortes.org/document\\_center/Resolutions/2010-2019/Res1889.pdf](http://www.cityofanacortes.org/document_center/Resolutions/2010-2019/Res1889.pdf).
39. "The total cost for rebuilding Lac-Mégantic may be around \$2.7 billion over the next decade, and cleaning up contamination "will add another \$200 million to the price tag of the disaster." Foster, Joanna M.; "Spring Brings New Environmental Worries For Weary Lac-Mégantic"; Climate Progress; 4/17/14. Retrieved 4/2/16 from: <http://thinkprogress.org/climate/2014/04/17/3427767/crude-oil-resurfaces-lac-megantic/>.
40. Ramel, Alex; "Oil Train Insurance: Washington State and the Billion Dollar Disaster"; Stand.earth. Retrieved 4/2/16, from: <http://www.stand.earth/blog/oil-train-insurance-washington-state-and-billion-dollar-disaster>.



**Jan Woodruff; “SEPA’s Broken” Presentation**  
**April 4, 2010**  
**Anacortes City Council**

Anacortes City Council Handouts:

- Summary: *CEHA—Washington State Cancer Registry Analysis of 98221 Resident (11/15)*
- Graphs: *High-Incidence Cancers—Residents of 98221 Zip Code*
- Infographic: *Skagit County—Proof SEPA is Broken*

Electronic “SEPA is Broken” Document:

- Infographic: *Skagit County—Proof SEPA is Broken*
- Appendix A—Government Enforcement
  - [Endnote #9] Brown, Rebecca; *Draft NWCAA Investigation Report*; 3/14/15.
  - [Endnote 14] Woodruff, Jan; *Case Summaries---NWCA “Notice of Violation Report\_Shell Puget Sound Refinery.”*
  - [Endnote 15] NWCAA; *Notice of Violation Report\_Shell Puget Sound Refinery (1/1/2010 to 5/22/15)*
  - [Endnote 15] NWCAA; *Notice of Violation Report\_Tesoro Refining & Marketing Company (1/1/2010 to 5/22/15)*
- Appendix B—Human Impacts
  - [Endnote #23] Summary: *CEHA—Washington State Cancer Registry Analysis of 98221 Residents*
  - [Endnote #23] Full Report: *CEHA—Washington State Cancer Registry Analysis of 98221 Residents*

**Special Meeting**

At 5:02 p.m. Mayor Laurie Gere called to order the advertised special meeting of the Anacortes City Council for the purpose of conducting a site visit regarding 48 North Preliminary Plat & PUD (PUD-2015-0003). Council convened on the south side of Oakes Avenue between Allen Court and Eagle View Court in Anacortes. Councilmembers Eric Johnson, Erica Pickett, Brad Adams, John Archibald and Matt Miller were present. No testimony was received and no action was taken. At approximately 5:20 p.m. the special meeting adjourned.

**Regular Meeting**

Mayor Laurie Gere called to order the regular Anacortes City Council meeting of March 21, 2016 at 6:00 p.m. Councilmembers Eric Johnson, Ryan Walters, Erica Pickett, Brad Adams, Liz Lovelett, John Archibald and Matt Miller were present. The assembly joined in the Pledge of Allegiance.

**Citizen Hearings**

No one present wished to address the Council.

**Mayor/Council Communication and Committee Reports**

Proclamation of National Service Recognition Day: Mayor Gere read a statement proclaiming April 5, 2016 National Service Recognition Day in Anacortes. She encouraged residents to recognize the positive impact of national service in the community and to thank those who serve.

Mr. Walters reported from the Lodging Tax Advisory Committee which had recently agreed on three funding recommendations to bring back to Council for consideration and action. He also reported that the Strategic Planning Committee had developed a draft Tourism Strategic Plan which would be presented at the Tourism Strategic Plan Open House on Thursday, March 24 at 4:30 p.m. in the Council Chambers.

Mr. Walters reported from the Public Works Committee meeting earlier in the evening to discuss comprehensive plan language.

Mr. Walters announced a Ward 1 community meeting Tuesday, March 22, at 6:00 p.m. at the library.

Ms. Lovelett reported that she met with Senior Center staff earlier in the week. She also reported that she, Mayor Gere and Ms. Pickett attended the Population Health Trust presentation which would be made available on the website.

**Consent Agenda**

Mr. Walters removed Item G from the Consent Agenda. Ms. Pickett removed Item C from the Consent Agenda. Mr. Johnson moved, seconded by Mr. Adams, to approve the following Consent Agenda items.

Vote: Ayes – Walters, Pickett, Adams, Lovelett, Archibald, Miller and Johnson. Motion carried.

- a. Minutes of March 7, 2016 and March 14, 2016
- b. Approval of Claims in the amount of: \$628,968.39
- d. **Ordinance 2969**: Martin Vacation
- e. **Resolution 1950**: Updating Unified Fee Schedule - Contractual Customer Water Rates
- f. **Resolution 1951**: Emergency Declaration - 36" Water Main Break at 10859 Drawbridge Ln

The following vouchers/checks were approved for payment:

Voucher (check) numbers: 79738 through 79889, total \$528,151.74

EFT numbers: 201901 through 202020, total \$438.45

Payroll for March 18, 2016 in the total amount of \$835,216.84

Check Numbers 41204 through 41225 in the total amount of \$17,399.36

Direct Deposit Numbers from 62957 through 63174 in the total amount of \$547,361.23

EFT Numbers from 1935 through 1940 in the total amount of \$270,456.25



c. Interlocal Agreement with Skagit County for Community Services at Senior Center

Ms. Pickett asked how these funds would be spent. Ms. Lovelett reported that the County funds were used for services provided at the Senior Center and expanded on the topic of space use at the facility. Mr. Walters disclosed that as a fixed salary employee of Skagit County, the contracting party, under RCW 42.23.040 he had a remote interest in the agreement and for the city to enter into the agreement his vote could not be counted. Ms. Lovelett moved, seconded by Mr. Miller, to approve the interlocal agreement with Skagit County for community services at the Senior Center. Vote: Ayes – Pickett, Adams, Lovelett, Archibald, Miller and Johnson. Abstain – Walters. Motion carried.

g. Ordinance 2973: Establishing a Biennial Budget Process

Mr. Walters asked City Attorney Darcy Swetnam if the ordinance would be codified. Ms. Swetnam replied that the ordinance would be codified and that her office would oversee that process. Mr. Walters and Mr. Archibald requested a plan for the biennial budgeting process. Mr. Hoglund advised that his office would be preparing that plan within the next month. Mr. Walters moved, seconded by Mr. Archibald, to adopt **Ordinance 2973** establishing a biennial budget process. Vote: Ayes – Adams, Lovelett, Archibald, Miller, Johnson, Walters and Pickett. Motion carried.

### **UNFINISHED BUSINESS**

#### **Ordinance 2971: Adoption of Utility Lien Process**

City Attorney Darcy Swetnam recapped the presentation on this topic from the February 8, 2016 City Council meeting. She explained the tools available to the City to collect on delinquent utility accounts including collections and liens and outlined the situations in which each tool could be used and its ramifications. Ms. Swetnam described recorded liens and priority of payment provisions which would be added to the Anacortes Municipal Code by Ordinance 2971.

Ms. Lovelett asked if the income level to qualify for the city's 20% utility discount should be examined and possibly adjusted. Mr. Walters asked if the City intended to foreclose on liens for unoccupied properties. Ms. Swetnam said there were currently approximately thirty properties that were sufficiently delinquent to warrant recording a lien and consider pursuing foreclosure. Mayor Gere advised that staff do refer needy customers to social service resource agencies. Mr. Miller suggested notifying customers of the changes prior to the effective date. Ms. Lovelett stressed that the lien and collection processes needed to be applied equitably to all customers.

Mayor Gere invited members of the audience to comment on this agenda item.

Cynthia Richardson, 315 V Avenue, asked how billing staff handles rental properties for which the owner fails to pay the bill causing the tenant to be deprived of service. Mr. Hoglund indicated that the property owner was ultimately responsible for payment of the utility bill and that the city could not interfere in agreements between landlords and tenants. He added that the reverse of the situation described by Ms. Richardson was far more common.

Mr. Archibald moved, seconded by Ms. Pickett, to adopt **Ordinance 2971** amending Anacortes Municipal Code Sections 13.08.070, 13.08.110, and 8.04.400 regarding utility billing and liens. Vote: Ayes – Archibald, Miller, Johnson, Walters, Pickett and Adams. Nays – Lovelett. Motion carried.

Ms. Lovelett asked to discuss future adjustments to the low income discount qualification level with Ms. Swetnam and Mr. Hoglund.

### **NEW BUSINESS**

#### **Closed Record Hearing: 48 North Preliminary Plat & PUD, PUD-2015-0003**

Planning Director Don Measamer presented application PUD-2015-0003 for a Preliminary Plat, Planned Unit Development, code modifications, right-of-way dedication and SEPA environmental review to create

30 lots and one community park on 7.48 gross acres zoned R2. Mr. Measamer reviewed a slide presentation summarizing the requested code modifications, the project location, existing land use, surrounding zoning and land uses, the tree assessment and preservation plan, the traffic study, wetlands, review, priority habitat and species review, cultural resources, geological hazard assessment, application processing chronology, noticing, SEPA environmental review, public comments, department and agency comments, staff's recommendation for approval subject to staff suggested conditions, and the Planning Commission open record public hearing and recommendation for approval which was not appealed. Mr. Measamer pointed out highlights of the site plan.

Engineering Technician Steve Lange reviewed a slide presentation summarizing the Public Works Department review of water, sewer and storm utilities for the proposed project, roadway and pedestrian circulation and connectivity, water quality management, and the department's findings and recommendations. Mr. Lange discussed with councilmembers the idea of approaching WSDOT to change the speed limit on approximately 1.3 miles of Oakes Avenue from 40 mph to 30 mph.

Mr. Measamer called Council's attention to the language change in Staff Report page 13, Item H, Condition #21. Regarding the speed limit on Oakes Avenue, Mr. Measamer suggested a future study session on this topic and potentially a Council resolution recommending a speed limit change to WSDOT but clarified that the subject project should not be conditioned on a speed limit change. Mr. Measamer also noted the proposed right of way dedication for the entranceway and the internal street.

Mr. Walters asked if Condition X required construction of the turn lane. Mr. Measamer said yes. Councilmembers questioned Mr. Measamer about changes to the width of Oakes Avenue at the project location. Mr. Measamer deferred to the applicant on that subject.

Nels Strandberg, 408 2<sup>nd</sup> Street, representing applicant 48 North on Fidalgo Island, LLC, explained the project's intention to widen Oakes Avenue on the south side due to the right of way width there. Mr. Strandberg expressed support for lowering the Oakes Avenue speed limit to 30 mph and explained that the speed limit did directly affect the project design because turn lane dimensions differ depending on the speed limit. He reported that local WSDOT staff were supportive of the speed change and would move a request forward for approval if City Council presented it. Mr. Strandberg and Mr. Measamer confirmed that WSDOT agreed to the current roadway alignment and to construction of the turn lane even though it was not strictly required given the traffic study. Mr. Strandberg responded to councilmember questions about sidewalks, parking, LID features of the project, Fire Department acceptance of the grades and street width, and the community park.

Mr. Miller moved, seconded by Mr. Adams, to approve PUD-2015-0003 with code modifications and right of way dedication, subject to staff's suggested conditions of approval. Vote: Ayes – Archibald, Miller, Johnson, Pickett and Adams. Nays – Walters and Lovelett. Motion carried.

#### **Storvik Park Cooperative Purchasing Agreement and Project Update**

Parks and Recreation Director Gary Robinson introduced Recreation Manager Nicole Johnston who shared a slide presentation reporting the progress on the spray pad and restroom project at Storvik Park. Ms. Johnston presented the most recent design for the spray pad and photographs of the pre-fabricated restroom building to be purchased on the state contract from CXT. She reported on the success to date on the fundraising efforts for the project.

Mayor Gere invited members of the audience to comment on this agenda item. No one present wished to address the Council.

Mr. Johnson moved, seconded by Ms. Pickett, to authorize the mayor to sign the proposed intergovernmental cooperative purchasing agreement with National Purchasing Partners. Mr. Adams asked if paving the Storvik Park parking lot was part of the project. Mr. Robinson advised that the parking lot paving was a separate project that would be completed in 2016. Vote: Ayes – Miller, Johnson, Walters, Pickett, Adams Lovelett and Archibald. Motion carried.

### **Contract Award: 2016 Overlay Infrastructure Improvement Project**

Mr. Lange requested Council approval to award a contract to Scimitar Construction in the amount of \$296,085.20 for the Overlay Infrastructure Improvement Project in preparation for the overlay project later in the year. He said the project included infrastructure within the Right-of-Way of D Avenue, A Avenue, 37th Street and 32nd Street, including but not limited to sanitary sewer replacement, storm drainage conveyance, roadway excavation and hauling, cement traffic curb and gutter, cement concrete sidewalk, cement concrete curb ramps, and detectable warnings with miscellaneous asphalt patching. He elaborated on the utility work incorporated in the project. He responded to councilmember questions about sidewalks along D Avenue. Mr. Lange reported on the three bids received and recommended awarding the contract to low bidder Scimitar Construction.

Mr. Walters moved, seconded by Mr. Johnson, to approve award of a contract to Scimitar Construction in the amount of \$296,085.20 for the Overlay Infrastructure Improvement Project. Vote: Ayes – Johnson, Walters, Pickett, Adams, Lovelett, Archibald and Miller. Motion carried.

At approximately 8:13 p.m. Mayor Gere called a seven minute recess. At 8:20 p.m. the mayor called the meeting back to order. She suggested allowing discussion of the next agenda item run as late as 9:30 and then pursuing additional discussion at the next City Council meeting if appropriate.

### **2016 Comprehensive Plan Update - Intro, Land Use, Housing**

Planning Manager Libby Grage initiated Council's review of the draft 2016 Comprehensive Plan forwarded from the Planning Commission. Ms. Grage reviewed a slide presentation summarizing the Planning Commission process to date. Planning Commission Chair Marty Laumbattus thanked the many people who had worked hundreds of hours over the prior two years to draft the plan. He offered the Commission's input and assistance as Council considered the plan. Ms. Grage explained that the Proposed Land Use Designations Map would be included in the background information of the Land Use element of the plan whereas the Future Land Use Map would be included in the Land Use Goals and Policies section of the plan. She summarized the steps to implement the land use map following adoption of the Comprehensive Plan.

Ms. Grage reviewed a slide illustrating forecast population growth and estimated population capacity, under current zoning as compared to zoning with recommended changes to the future land use map. Councilmembers discussed the relationship between housing density and housing cost.

Ms. Grage then opened a review of the Planning Commission recommended changes to the land use designation map. Councilmembers discussed the recommendation regarding the Old Town Overlay, the potential for other neighborhoods to absorb growth while providing more different types of housing, the potential for ADUs to increase density in Old Town, and the role of design standards to preserve neighborhood character. Councilmembers then discussed the Planning Commission's recommendation to rezone the Ship Harbor CM zone to R2 and the interaction of public uses with residential uses. Ms. Pickett proposed a new R2 Shoreline zone for this and several other locations. Councilmembers discussed the appropriate level of specificity in the Comprehensive Plan compared to the Development Regulations. Staff provided several suggestions for language changes to Table LU-1 to respond to councilmember concerns. Councilmembers discussed the Planning Commission recommendation to rezone the 1.5 blocks adjacent to Trident but reached no consensus. Mayor Gere suggested revisiting the topic at the next meeting. Councilmembers discussed the Planning Commission recommendation for the LM1 zone west of Sharpe's Corner Business Park but reached no consensus.

At approximately 9:30 p.m. the Anacortes City Council meeting of March 21, 2016 was adjourned.



## **City Council Study Session Minutes – March 28, 2016**

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Mayor Laurie Gere called to order the regular Anacortes City Council study session of March 28, 2016 at 6:00 p.m. Councilmembers Eric Johnson, Ryan Walters, Erica Pickett, Brad Adams, Liz Lovelett, John Archibald and Matt Miller were present.

### **Northwest Clean Air Agency Presentation**

Planning Director Don Measamer introduced Mark Buford, Deputy Director of the Northwest Clean Air Agency, to provide an update on Anacortes air quality. Mr. Buford shared a slide presentation which was added to the packet materials for the meeting. He summarized the role of NWCAA and other clean air agencies under the Washington State Clean Air Act (RCW 70.94) to regulate stationary sources of air pollution in their jurisdictions, excluding tribal lands. Mr. Buford then addressed the emissions of nitrogen oxides in Skagit County (most recent figures 2011), 61% of which was emitted by mobile sources and 35% by commercial/industrial sources. He displayed maps indicating the location of known point sources of air pollution in Anacortes and also the NWCAA's five local outdoor air quality monitoring locations (four on March Point and one in downtown Anacortes) and 31 permanent continuous emission monitors on March Point at the refineries. Mr. Buford addressed questions from Ms. Lovelett about how the monitors account for wind direction and from Mr. Johnson about the extent to which the monitors pick up pollution from stationary and mobile sources. He then summarized the results of the EPA health risk evaluation which determined that emissions standards had reduced the cancer risk of refinery operations nationwide to an acceptable level. He explained that EPA would nevertheless be adding requirements in 2018 to achieve an "ample margin of safety". Mr. Buford illustrated the dramatic reductions in sulfur dioxide emissions at the March Point refineries over the past ten years. He concluded that air quality in Anacortes is excellent and advised that live readings from the emissions monitors were available on the NWCAA website. Mr. Buford said he was confident that Anacortes would make the list of the American Lung Association 25 Cleanest Cities. Councilmembers asked Mr. Buford to forward a link to the full EPA health risk evaluation results. Mr. Buford concluded by responding to councilmember questions about NWCAA funding, repercussions of violations, and regulation and education regarding residential wood burning.

### **2016 Comprehensive Plan Update Discussion - Land Use, Housing**

Planning Manager Libby Grage invited Councilmembers to continue the review begun at the March 21, 2016 meeting of the land use designations table LU-1 and the land use designations map.

Regarding table LU-1, Ms. Grage showed that staff had revised the wording to address "principal" uses rather than "allowed" uses and made listed uses less specific in the table in favor of increasing specificity in the subsequent development regulations. Staff inquired if that captured the essence of councilmember preferences expressed at the March 21 session. Ms. Pickett suggested establishing a maximum lot size. Ms. Grage suggested that could be addressed in the development regulations. Mr. Miller asked about reconciling inconsistencies between Title 17 and the land use element of the updated comprehensive plan. Mr. Measamer advised that staff would complete that.

Councilmembers then turned to consideration of the Land Use Element map and revisions to it recommended by the Planning Commission.

Regarding Item A, reducing lot size to 6000 SF in the R2 zone east of Anacopper Mine Road, councilmembers concurred with the proposed change.

Regarding Item B-1, retaining the 6000 SF lot size in Old Town, Councilmembers Johnson, Walters, Pickett, Adams, and Lovelett concurred. Mr. Archibald and Mr. Adams preferred 3000 SF lots with design standards to preserve the neighborhood character. Ms. Grage advised that reducing lot size to 3000 SF was estimated to add 90 dwelling units to Old Town. Councilmembers generally agreed with Mr. Measamer that more and better options for ADUs in Old Town and increasing density in other neighborhoods would be better options.

Regarding Item O, rezoning San Juan Passage/Portalis area from CM to R2 with 6000 SF minimum lot size, Mr. Johnson, Mr. Adams, Ms. Lovelett, Mr. Archibald and Mr. Miller concurred. Ms. Pickett urged creating a shoreline residential zone or public access residential zone to help alleviate conflicts between trail users and residents, in this location and several others with shoreline trails. Mr. Measamer advised that the Shoreline Master Program could provide additional regulatory measures and that the development regulations could address setbacks.

Regarding Item Y, the 1.5 blocks SE of 4<sup>th</sup> Street and M Avenue, Mr. Measamer summarized the various options and public input that had been considered for this area. Councilmembers discussed the options and goals for this area at length, with most agreeing on the goal of preserving a buffer between Old Town residential and current industrial uses. Based on that discussion, Mr. Measamer suggested changing the map designation with the language, "explore a transition zone with possible live/work."

Regarding Item W, rezoning the city-owned land at Sharpes Corner to R3, Councilmembers generally supported R4 zoning instead. They discussed means of encouraging mixed use development and affordable housing in the area, including through subarea planning and developer agreements. Mr. Measamer suggested adding map designation for Items J and W described as "high density residential with mixed uses via development agreement." Councilmembers concurred.

Regarding Item S, the CM zone including and north of Weaverling Spit, Mr. Measamer advised that staff recommended leaving that zoning unchanged given that very few development scenarios were currently feasible there, then in future seeking a non-residential zoning designation more consistent with the area's shoreline designation. Councilmembers were generally supportive of that approach.

Regarding Item V, the LM1 zone directly south of Item S, Mr. Measamer recommended the same approach and councilmembers were supportive. Mr. Walters urged city acquisition of the few parcels in this area.

Regarding Item F, the proposal to zone the MJB property with a new Marine Mixed Use designation including developer agreements, councilmembers supported that change.

Regarding Item P, the proposed Hospital Overlay, councilmembers engaged in extended discussion of the hospital's proposal and the Planning Commission and public comments surrounding the idea. Most but not all councilmembers felt that any overlay should be bounded by an alleyway and not run all the way to Commercial Avenue. Several councilmembers suggested that the overlay should extend further north and/or south than proposed. Ms. Pickett suggested the overlay should coincide with the current R4A zone. No consensus was reached. Mr. Measamer suggested having Island Hospital provide updated information including a master site plan to address councilmember questions and concerns.

At approximately 8:10 p.m., Mayor Gere called a five minute break. At 8:18 p.m. the mayor called the meeting back to order.

Mr. Measamer initiated Council's review of the Land Use Element goals and policies. He invited councilmember questions or comments on the draft which had been distributed for the March 21, 2016 meeting. Councilmembers suggested removing the word "marine" from Policy LU-2.F. Ms. Lovelett asked about requiring solar panels on homes over some threshold value. Mr. Measamer suggested that could be addressed in Environment Element Goal EC-8 and related development regulations. Mr. Johnson requested replacing abbreviations such as ROW (right of way) with full text for more clarity. Ms. Lovelett and Mr. Walters objected to the top photograph illustrating Goal LU-3. Councilmembers discussed Policy LU-4.6 at some length, generally favoring incentive zoning but expressing concern about the geographic extent of the program. Mr. Walters urged striking "(similar to Transfer of Development Rights)" and making the immediately following paragraph an example, not prescriptive. Mr. Miller asked about the coding designations in Table LU-2. Mr. Walters urged eliminating that table altogether. Councilmembers discussed defining duplexes, triplexes and ADUs, whether they have to be attached, how they combine with lot sizes, and how they are financed. Mr. Measamer suggested that the development regulations would address these questions more specifically. Ms. Pickett suggested allowing multifamily units to

substitute a car share program for parking. Mr. Johnson asked about sidewalks; Mr. Measamer said that was addressed in the Transportation Element. Ms. Lovelett asked about electric vehicle charging stations; Ms. Grage said that was also addressed in the Transportation Element. Ms. Pickett questioned the term "façade massing" in Policy LU-7.1C; Ms. Grage indicated that term could be struck or replaced with something more commonly understood. Ms. Lovelett suggested specifically encouraging the use of portions of unopened right of way adjacent to private residences for private food gardening; Mr. Walters suggested that be added to LID policy. Ms. Lovelett and Mr. Miller asked to add Sharpes Corner to the list of Subarea Plans.

Mr. Measamer invited Council to begin review of the Housing Element goals and policies. Councilmembers discussed at length affordable housing Goal H-3 and related implementation strategies and development regulations. Councilmembers requested a definition of "affordable". Mr. Archibald suggested "below market rate". Mr. Adams reminded that providing for living wage jobs is also part of making housing affordable. Mr. Measamer suggested expanding Policy H-3.6 or adding a new policy to reference inclusionary zoning and other language from the sidebar. Mr. Walters suggested waiving impact fees for affordable housing. Mr. Archibald suggested allowing multiple ADUs as long as off street parking was available; Mr. Measamer said ADUs could also be allowed with only on street parking, and without requiring owner occupation, all of which could be handled by the development regulations. Ms. Grage suggested that Policy LU-6.6 could be recycled for the Housing Element. Mr. Walters called for language to require, rather than encourage, affordable housing. Ms. Lovelett suggested prioritizing these topics since available land in Anacortes continues to diminish. Mr. Walters said CBD side street residential needs to be subject to affordable housing as well. Ms. Grage observed that anywhere property was being upzoned some affordable housing could be required as part of the public benefit. Mr. Johnson observed that Policy H-3.9 calls for a "task force" but that the new City Council Affordable Housing and Community Services Committee serves that role and could be specified by name. Mr. Measamer and other committee members agreed that the committee would allow successful strategies to be developed quickly.

Ms. Lovelett inquired if councilmembers could continue to email comments on the Land Use and Housing elements to Mr. Measamer and Ms. Grage. Mr. Measamer agreed.

There being no further business, at approximately 9:18 p.m. the Anacortes City Council study session of March 28, 2016 was adjourned.



The following claims against the City of Anacortes have been preaudited and certified by the Clerk-Treasurer as ready for City Council approval at the April 4, 2016 City Council meeting:

[Download this file in OpenDocument spreadsheet format.](#)

| Invoice Doc # | Transaction Date | Invoice #           | Vendor # | Vendor Full Name               | Description                                                      | Total Amount |
|---------------|------------------|---------------------|----------|--------------------------------|------------------------------------------------------------------|--------------|
| 202697        | 11/3/2015        | 400001033457        | 02192    | PUGET SOUND ENERGY             | PRODUCTION METER INSTALLATION                                    | \$268.00     |
| 202384        | 12/31/2015       | 501215              | 09344    | LUNSFORD, BRET                 | BOOK EXHIBIT CONSERVATION GUIDELINES                             | \$52.48      |
| 202383        | 1/5/2016         | 104-4764771-2294637 | 09344    | LUNSFORD, BRET                 | BOOKS FOR COLLECTIONS CARE                                       | \$140.07     |
| 202371        | 1/19/2016        | 0197719-IN          | 03844    | SIRENNET.COM                   | OPTICOM EMITTER WITH HOOD FOR NEW FIRE                           | \$1,295.00   |
| 202616        | 1/25/2016        | 6105785707          | 03041    | THOMSON REUTERS - WEST         | PUB DEF LIB                                                      | \$284.80     |
| 202716        | 1/27/2016        | membership          | 02976    | WA ST ASSN OF MUNICIPAL ATTYS  | WSAMA MEMBERSHIP ID # 40530 REG ID 90180784                      | \$15.00      |
| 202414        | 1/28/2016        | 189093              | 02389    | SEAWESTERN FIRE APPARATUS & FO | BUNKER BOOTS - TRUCKEY                                           | \$378.50     |
| 202598        | 2/1/2016         | 1 409 - A           | 05518    | ETLICHER, VERNON               | FEB. LEOFF1 PARTIAL ASSIST LIVING REIMBURSE. (\$35.63 X 29 DAYS) | \$1,033.27   |
| 200740        | 2/2/2016         | Order               | 04831    | T-SHIRTS BY DESIGN             | ANNUAL UNIFORMS: T-SHIRT, HATS AND                               | \$1,418.10   |
| 202604        | 2/5/2016         | 822564280001        | 01962    | OFFICE DEPOT                   | OFFICE SUPPLIES FOR OPERATIONS                                   | \$106.12     |
| 202602        | 2/5/2016         | 822564791001        | 01962    | OFFICE DEPOT                   | OFFICE SUPPLIES FOR OPERATIONS                                   | \$14.09      |
| 202682        | 2/6/2016         | 2216                | 10020    | RS & S CALIBRATION LLC         | MOVE NUCLEAR UNIT FROM PROCESS LINE TO                           | \$2,326.00   |
| 202484        | 2/9/2016         | 0188424-IN          | 02260    | REISNER DISTRIBUTOR INC        | RANDO HDZ ISO 32 FOR EQUIP #2-922                                | \$74.59      |
| 202363        | 2/9/2016         | 91345               | 02620    | S & W ROCK PRODUCTS LLC        | BALLFIELD SOIL - OBTAINED FROM MT.                               | \$466.55     |
| 201252        | 2/11/2016        | 120287              | 02280    | SCOTT RICHARDS INSURANCE       | ADD INSURANCE FOR MUSEUM DISPLAY                                 | \$53.26      |
| 201248        | 2/11/2016        | 120288              | 02280    | SCOTT RICHARDS INSURANCE       | ADD INSURANCE FOR LIBRARY ART EXHIBIT                            | \$158.00     |
| 201253        | 2/11/2016        | 120344              | 02280    | SCOTT RICHARDS INSURANCE       | ADD INSURANCE FOR RUNNING SCULPTURE                              | \$84.58      |
| 201325        | 2/12/2016        | 96339341            | 01351    | RICOH USA, INC                 | APD C32016179 COPIER LEASE                                       | \$134.20     |
| 201329        | 2/12/2016        | 96339344            | 01351    | RICOH USA, INC                 | APD C32016995 COPIER LEASE                                       | \$167.38     |
| 201290        | 2/12/2016        | 96339345            | 01351    | RICOH USA, INC                 | LEGAL C32016951 COPIER LEASE (LOCATED AT APD)                    | \$33.67      |
| 202306        | 2/15/2016        | 34B                 | 03123    | XEROX CORPORATION              | XEROX Color Cube Printer Usage                                   | \$596.82     |
| 202313        | 2/15/2016        | 35154               | 06873    | PETER'S TOWING                 | TOWING; APD CASE #16-A01052                                      | \$271.25     |
| 202460        | 2/16/2016        | #4APD               | 01369    | ISLAND FARM AND PET            | K9 T-BONE DOG FOOD                                               | \$75.18      |
| 201168        | 2/16/2016        | Order               | 02389    | SEAWESTERN FIRE APPARATUS & FO | BUNKER SETS (PANTS AND COAT)                                     | \$14,941.54  |
| 201176        | 2/16/2016        | Order               | 10003    | FRINGE SPORT                   | PHYSICAL TESTING EQUIPMENT                                       | \$1,019.90   |
| 202464        | 2/19/2016        | ES-2015-ANA         | 02465    | SKAGIT COUNTY AUDITOR'S OFFICE | ELECTION SVCS FOR 11/3/15 GENERAL                                | \$5,212.45   |

| Invoice Doc # | Transaction Date | Invoice #            | Vendor # | Vendor Full Name              | Description                                | Total Amount |
|---------------|------------------|----------------------|----------|-------------------------------|--------------------------------------------|--------------|
| 202430        | 2/20/2016        | Permit Fees          | 02807    | UNITED STATES POSTMASTER      | PERMIT FEES FOR STANDARD MAIL              | \$225.00     |
| 202675        | 2/22/2016        | 16-01                | 03889    | CASCADE MEDICAL CENTER        | REGISTRATION RD & DL: PARAMEDIC LECTURE    | \$750.00     |
| 202693        | 2/23/2016        | 3214272              | 01362    | ISLAND FAMILY PHYSICIANS      | CDL PHYSICAL FOR BILL LARSON               | \$200.00     |
| 202295        | 2/23/2016        | P1559-1              | 06985    | QUALITY CONTROLS CORP.        | EFFLUENT PUMP VFDS-LINE ITEM 1             | \$43,779.75  |
| 201533        | 2/24/2016        | 6055150811           | 10050    | HOBBY LOBBY                   | SUPPLIES FOR DADDY DAUGHTER                | \$10.29      |
| 201795        | 2/26/2016        | 138866               | 06196    | AUTOMOTIVE TRAINING GROUP INC | TRAINING FOR DAN MARTIN-SHOP               | \$209.00     |
| 202599        | 2/26/2016        | 38206034             | 08912    | EBAY OR PAYPAL                | SMOKE MACHINE FOR FIRE TRAINING            | \$97.03      |
| 202661        | 2/26/2016        | 47037                | 07231    | HOME DEPOT                    | REPLACEMENT FAUCET - 29-1                  | \$160.58     |
| 202582        | 2/26/2016        | B564                 | 02896    | VISA                          | MILBACH: EMT CLASSES                       | \$1,200.00   |
| 202705        | 2/26/2016        | legal conference     | 02534    | SKAMANIA LODGE                | HOTEL DEPOSIT FOR CONFERENCE CITY ATTORNEY | \$167.04     |
| 202296        | 2/26/2016        | P1529-4              | 06985    | QUALITY CONTROLS CORP.        | ON CALL SERVICES @ WWTP                    | \$2,480.00   |
| 201898        | 2/28/2016        | 206-188-1822-0627005 | 07909    | FRONTIER                      | APD BUSINESS LINE/SUMMARY BILL             | \$363.35     |
| 202644        | 2/29/2016        | 01141                | 00780    | DEPARTMENT OF ECOLOGY         | REG COASTAL TRAINING PROG - LIBBY GRAGE    | \$125.00     |
| 201613        | 2/29/2016        | 100008962            | 10056    | TOOL AUTHORITY                | BATTERY ADAPTERS                           | \$81.16      |
| 201612        | 2/29/2016        | 102-2888102-7601827  | 08811    | AMAZON.COM                    | BRAKE PADS ATD931P                         | \$205.15     |
| 201616        | 2/29/2016        | 109-6298309-1474635  | 08811    | AMAZON.COM                    | SAMSUNG CELL PHONE BATTERY FOR BRUCE       | \$10.99      |
| 202056        | 2/29/2016        | 114-3796376          | 04834    | UNITED SITE SERVICES          | Portable toilet rental - Thompson Trail    | \$175.00     |
| 202058        | 2/29/2016        | 114-3796377          | 04834    | UNITED SITE SERVICES          | Portable toilet rental - Cemetery          | \$93.73      |
| 202059        | 2/29/2016        | 114-3796389          | 04834    | UNITED SITE SERVICES          | Portable toilet rental - WA Pk Loop #1     | \$62.57      |
| 202060        | 2/29/2016        | 114-3796394          | 04834    | UNITED SITE SERVICES          | Portable toilet rental - Community         | \$93.43      |
| 202061        | 2/29/2016        | 114-3796395          | 04834    | UNITED SITE SERVICES          | Portable toilet rental - Ace of Hearts     | \$83.43      |
| 202062        | 2/29/2016        | 114-3796569          | 04834    | UNITED SITE SERVICES          | Portable toilet rental - WA Pk - Loop 2    | \$81.00      |
| 202063        | 2/29/2016        | 114-3796636          | 04834    | UNITED SITE SERVICES          | Portable toilet rental - Storvik           | \$182.90     |
| 202399        | 2/29/2016        | 114-3798674          | 04834    | UNITED SITE SERVICES          | PORTABLE RESTROOM - EDWARDS WAY - FEB.     | \$98.79      |
| 202397        | 2/29/2016        | 114-3798885          | 04834    | UNITED SITE SERVICES          | WASHINGTON PARK RESTROOM - FEB. 2016       | \$93.71      |
| 202398        | 2/29/2016        | 114-3803998          | 04834    | UNITED SITE SERVICES          | PORTABLE RESTROOM-DEPOT-FEBRUARY           | \$95.40      |
| 202343        | 2/29/2016        | 3090462692           | 04296    | LEXISNEXIS                    | LEGAL RESEARCH PROGRAM FEB. 2016           | \$262.58     |
| 201723        | 2/29/2016        | 7004                 | 08912    | EBAY OR PAYPAL                | SAMSUNG 8GB DDR3 PC3L LAPTOP MEMORY        | \$29.99      |
| 201611        | 2/29/2016        | order                | 08811    | AMAZON.COM                    | DISC BRAKE ROTORS 580676P TO STOCK SHOP    | \$512.19     |
| 201864        | 2/29/2016        | SR160322             | 10065    | ACORN SALES COMPANY INC.      | SELF INKING "EXHIBIT" STAMP                | \$17.90      |
| 201998        | 2/29/2016        | wsp2016              | 02928    | WASHINGTON STATE PATROL       | BACKGROUND CHECKS - BOYS BASKETBALL        | \$24.00      |
| 202590        | 3/1/2016         | 10408747             | 02896    | VISA                          | BTC: EMT TEXT BOOK - MILBACH               | \$187.00     |

| Invoice Doc # | Transaction Date | Invoice #           | Vendor # | Vendor Full Name             | Description                                              | Total Amount |
|---------------|------------------|---------------------|----------|------------------------------|----------------------------------------------------------|--------------|
| 202503        | 3/1/2016         | 190-1840-00         | 00147    | ANACORTES, CITY OF           | WWTP UTILITY BILL                                        | \$3,216.07   |
| 201849        | 3/1/2016         | 305439              | 01564    | LEFEBER TURF FARM            | BLOCKS - CEMETERY WALL                                   | \$83.00      |
| 201796        | 3/1/2016         | 55345128            | 07655    | DEPT OF LICENSING            | VEHICLE LICENSING FOR VEH #030,031,032                   | \$146.25     |
| 202609        | 3/1/2016         | 6390643             | 08811    | AMAZON.COM                   | BROTHER LAMINATED TAPE, LAMINATING                       | \$51.85      |
| 201801        | 3/1/2016         | CS-N-177380         | 09158    | VARIDESK                     | PRO PLUS 36 - STAND UP DESK - CHERRI K                   | \$395.00     |
| 201798        | 3/2/2016         | 10204959411918642   | 08811    | AMAZON.COM                   | PART FOR SHOP                                            | \$10.99      |
| 202342        | 3/2/2016         | 104-0789305-0907451 | 08811    | AMAZON.COM                   | BALANCE BALL WITH WHEELS - KERI -                        | \$86.79      |
| 201794        | 3/2/2016         | 128378              | 08519    | PORTLAND COMPRESSOR          | PART FOR #11-944                                         | \$143.28     |
| 201797        | 3/2/2016         | 16649355            | 02934    | WASHINGTON STATE UNIVERSITY  | TRAINING FOR WIL/SCOTT-SHOP                              | \$1,025.00   |
| 202330        | 3/2/2016         | 182858              | 06378    | TRC ENVIRONMENTAL CORP       | CO AND O2 RATA TEST @ WWTP                               | \$2,363.50   |
| 202381        | 3/2/2016         | I16005593           | 02930    | WASHINGTON STATE PATROL      | BACKGROUND CHECK-NEWSHAM                                 | \$24.00      |
| 202424        | 3/2/2016         | I16005593           | 02930    | WASHINGTON STATE PATROL      | BACKGROUNDS ON HOGAN, CHRISTENSON                        | \$24.00      |
| 202560        | 3/3/2016         | 2016 recert classes | 02081    | WSU URBAN IPM & PEST SFTY ED | 2016 RECERT CLASSES                                      | \$480.00     |
| 202349        | 3/3/2016         | 41600177453         | 02909    | LES SCHWAB TIRE CENTERS      | SERVICE ON VEH #164                                      | \$251.48     |
| 202243        | 3/3/2016         | 6659HR              | 02896    | VISA                         | COFFEE CARDS, WELLNESS, RETIREMENT & DEFERRED COMP MEET. | \$30.00      |
| 201813        | 3/3/2016         | 7004                | 06107    | ACCIS                        | ACCIS 2016 SPRING CONFERENCE - CERVANTES                 | \$350.00     |
| 202592        | 3/3/2016         | 8316209             | 08811    | AMAZON.COM                   | CERT: LED TRAILER PORCH LIGHTS                           | \$49.90      |
| 201802        | 3/3/2016         | CS-N-177408         | 09158    | VARIDESK                     | CUBE PLUS 40 - STAND UP DESK - CHERRI K                  | \$450.00     |
| 202674        | 3/4/2016         | 001-328544          | 02109    | PISTON SERVICE OF ANACORTES  | SPARK PLUGS FOR ANTIGUE ENGINE                           | \$53.90      |
| 201850        | 3/4/2016         | 110-7964664-8966639 | 08811    | AMAZON.COM                   | SURFACE 3 KEYBOARD CASE - EMS                            | \$43.48      |
| 202494        | 3/4/2016         | 1822897-90435427    | 01816    | MUNICIPAL RESEARCH &         | LIBBY MRSC TRAINING EFFECTIVE AND                        | \$35.00      |
| 202662        | 3/4/2016         | 5429049             | 08811    | AMAZON.COM                   | PUMP AERIAL/APP TEXTBOOKS - NEW                          | \$404.37     |
| 202610        | 3/4/2016         | Ebay                | 08912    | EBAY OR PAYPAL               | RUBBERMAID ORGANIZERS FOR NEW MED UNIT                   | \$16.28      |
| 202032        | 3/7/2016         | 002-913512-3909807  | 08811    | AMAZON.COM                   | AAA BATTERIES - 18 PACK                                  | \$6.44       |
| 202029        | 3/7/2016         | 1038757200-7127434  | 08811    | AMAZON.COM                   | TEA                                                      | \$2.52       |
| 201893        | 3/7/2016         | 104-0238108-8161076 | 08811    | AMAZON.COM                   | ERGOTRON WORKFIT-S DUAL SIT/STAND WORK                   | \$1,621.18   |
| 202024        | 3/7/2016         | 104-1918139-6461001 | 08811    | AMAZON.COM                   | KLEENEX - 6 PACK                                         | \$11.37      |



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|---------------|------------------|---------------------|----------|--------------------------------|-----------------------------------------------------|--------------|
| 202023        | 3/7/2016         | 110-0548642-3645064 | 08811    | AMAZON.COM                     | DAWN SOAP - 5 PACK                                  | \$16.50      |
| 202025        | 3/7/2016         | 1106275454-2329047  | 08811    | AMAZON.COM                     | D BATTERIES - 10 COUNT                              | \$16.13      |
| 202664        | 3/7/2016         | 48473               | 10003    | FRINGE SPORT                   | PHYSICAL AGILITY EQUIPMENT                          | \$940.00     |
| 202442        | 3/7/2016         | 57706405            | 01036    | GALE/CENGAGE LEARNING          | BOOKS - ADULT                                       | \$30.24      |
| 202390        | 3/7/2016         | A1081483            | 02405    | SEBO'S DO-IT CENTER            | WT PRESTON MAINTENANCE SUPPLIES                     | \$11.48      |
| 201981        | 3/7/2016         | e.228.11502,71589   | 00148    | ANACORTES CHAMBER OF COMMERCE  | CHAMBER LUNCHEON - STEVE H                          | \$15.00      |
| 202394        | 3/7/2016         | K84505/1            | 00021    | ACE HARDWARE                   | GLASS CLEANER, COMET, CLEANER FOR DEPOT             | \$11.20      |
| 202051        | 3/7/2016         | WAANA81213          | 00939    | FASTENAL CO                    | FASTENER - CEMETERY WALL                            | \$17.40      |
| 202452        | 3/8/2016         | 005015978           | 00368    | GALLS LLC - DBA BLUMENTHAL UNI | UNIFORM SHIRT; CORPORAL LEETZ                       | \$68.65      |
| 202407        | 3/8/2016         | 1098721             | 02681    | SURETY PEST CONTROL            | 29-2: MARCH 8 SERVICE                               | \$43.40      |
| 202071        | 3/8/2016         | 112-0636167-0085021 | 08811    | AMAZON.COM                     | VOLLEYBALL LEAGUE SUPPLIES                          | \$53.24      |
| 201324        | 3/8/2016         | 1680878             | 06347    | WITMER PUBLIC SAFETY GROUP INC | HELMETS FOR NEW RECRUITS, REPLACEMENT               | \$1,644.00   |
| 202387        | 3/8/2016         | 2414962             | 01050    | GAYLORD BROTHERS INC           | CARNEGIE CURATORIAL SUPPLIES                        | \$25.53      |
| 202418        | 3/8/2016         | 46426/2             | 06246    | H B JAEGER CO LLC              | PIPES FOR WASHINGTON PARK USE                       | \$337.46     |
| 202368        | 3/8/2016         | 901837362           | 01903    | NORTHERN SAFETY CO INC         | ICON JACKET LARGE RAINGEAR - ANDERSEN               | \$101.14     |
| 201974        | 3/8/2016         | 973640081           | 02394    | SEARS COMMERCIAL ONE           | TRUCK AIR JACK TOOL FOR SHOP                        | \$546.45     |
| 202050        | 3/8/2016         | A1081925            | 02405    | SEBO'S DO-IT CENTER            | PIPE INSULATION - CEMETERY WALL                     | \$1.59       |
| 201962        | 3/8/2016         | order               | 08811    | AMAZON.COM                     | VARIDesk FOR TERRY NEMETH                           | \$395.00     |
| 202638        | 3/8/2016         | SQ-7309909          | 09068    | XBYTE TECHNOLOGIES             | DELL 600 GB 10K 2.5" SAS 6BGS HDD                   | \$2,760.00   |
| 202198        | 3/9/2016         | 1354                | 06528    | ECCOS DESIGN LLC               | DESIGN DEVELOPMENT - STORVIK SPRAY PARK             | \$222.50     |
| 202439        | 3/9/2016         | 160309082304        | 05254    | STRYKER SALES CORPORATION      | 1 YEAR MAINTENANCE CONTRACT ON 4 POWER COTS, CHAIRS | \$3,477.00   |
| 202200        | 3/9/2016         | 5038298MB           | 01530    | LAKESIDE INDUSTRIES            | CRUSHED ROCK - WA PARK                              | \$363.90     |
| 202443        | 3/9/2016         | 57720734            | 01036    | GALE/CENGAGE LEARNING          | BOOKS - ADULT                                       | \$31.13      |
| 202196        | 3/9/2016         | febartwalk16        | 02385    | SCOTT MILO GALLERY/FRAMEMAKER  | FIRST FRIDAY FEB ADVERTISING                        | \$69.50      |
| 202073        | 3/9/2016         | OEBXFJOMY           | 10071    | VANDAL STOP PRODUCTS           | TOILET PAPER HOLDER - WA PARK                       | \$217.32     |
| 202351        | 3/10/2016        | 0097001             | 06543    | PACIFIC TIRE                   | SERVICE ON VEH #511                                 | \$66.19      |
| 202203        | 3/10/2016        | 1129904102271       | 10025    | EXPEDIA.COM                    | LODGING - ICBO WKSHOP - SEATAC - GROC               | \$102.16     |
| 202334        | 3/10/2016        | 1783486-90638355    | 04058    | PLANNING ASSOC OF WASHINGTON   | REG FOR PAW SPRING CONF - LIBBY GRAGE               | \$295.00     |
| 202480        | 3/10/2016        | 255851336           | 08964    | HOTEL MURANO                   | OVERNITE CAROL YATES WAPRO TRAINING 5/18            | \$171.44     |
| 202645        | 3/10/2016        | 266662477           | 02896    | VISA                           | LAMINATED LABELING TAPE                             | \$18.97      |

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|---------------|------------------|---------------------|----------|------------------------------|-----------------------------------------|--------------|
| 199511        | 3/10/2016        | 438027              | 02983    | WASHINGTON TRUCKING INC      | INCINERATOR SAND REMOVAL, STORAGE AND   | \$1,880.00   |
| 202374        | 3/10/2016        | 5259416             | 00890    | ENVIRO CLEAN EQUIPMENT INC   | PART FOR VEH #303                       | \$161.72     |
| 202444        | 3/10/2016        | 57727132            | 01036    | GALE/CENGAGE LEARNING        | BOOKS - ADULT                           | \$27.57      |
| 202450        | 3/10/2016        | 6045787810218400    | 04194    | AMAZON.CREDIT PLAN           | DVDS                                    | \$482.74     |
| 202523        | 3/10/2016        | 6071                | 06498    | COASTAL WEAR PRODUCTS        | SWEEPER #303 REPLACEMENT BROOMS         | \$444.85     |
| 202409        | 3/10/2016        | 8493 30 017 0490698 | 04412    | COMCAST                      | CITY HALL INTERNET CONNECTION           | \$166.12     |
| 202594        | 3/10/2016        | 9561002             | 08811    | AMAZON.COM                   | TRAFFIC CONES, BROTHER LAMINATED TAPE   | \$64.41      |
| 202201        | 3/10/2016        | A1082433            | 02405    | SEBO'S DO-IT CENTER          | BRICK - WA PARK PATIO                   | \$11.17      |
| 202526        | 3/10/2016        | S6-886207           | 05774    | SEATTLE AUTOMOTIVE           | SWITCH ASY-ALARM #215                   | \$40.42      |
| 202339        | 3/11/2016        | 000603              | 10078    | HOLIDAY SPORTS               | FIREPROOF SAFE FOR IT                   | \$1,049.99   |
| 202345        | 3/11/2016        | 001-329303          | 02109    | PISTON SERVICE OF ANACORTES  | PART FOR VEH #219                       | \$4.74       |
| 202197        | 3/11/2016        | 0188-468883         | 03816    | CONSOLIDATED ELECTRICAL DIST | LAMPS - ROTARY PARK                     | \$804.69     |
| 199891        | 3/11/2016        | 0198404-IN          | 03844    | SIRENNET.COM                 | NEW POLICE CAR - DRIVER SIDE KEVLAR     | \$5,676.24   |
| 202157        | 3/11/2016        | 102-2839438-7653030 | 08811    | AMAZON.COM                   | PART FOR #7920                          | \$73.60      |
| 202713        | 3/11/2016        | 1098671             | 02681    | SURETY PEST CONTROL          | MONTHLY PEST CONTROL                    | \$47.09      |
| 202204        | 3/11/2016        | 2016-0230           | 02454    | ISLAND SASH & DOOR           | PLEXIGLASS - ROTARY PARK                | \$21.70      |
| 202650        | 3/11/2016        | 3/11/2016           | 10086    | ATGSTORES                    | REPLACEMENT CABINET PULLS FOR BROKEN    | \$32.81      |
| 202628        | 3/11/2016        | 3/11/2016           | 04068    | REI CORPORATE & GROUP SALES  | ANNUAL AWARDS: ENGRAVABLE COFFEE FLASKS | \$121.30     |
| 202441        | 3/11/2016        | 300000000343        | 02192    | PUGET SOUND ENERGY           | ELECTRICTY - PARKS, CEM., FC, SC,       | \$4,831.32   |
| 202406        | 3/11/2016        | 3000000004923       | 02192    | PUGET SOUND ENERGY           | ALL STATION 3/4 - 3/7                   | \$867.18     |
| 202569        | 3/11/2016        | 41501               | 02454    | ISLAND SASH & DOOR           | PLEXIGLASS - ROTARY PARK                | \$21.70      |
| 202440        | 3/11/2016        | 8498 30 017 0464628 | 04412    | COMCAST                      | 6300 SUNSET AVE-3/21-4-20/16            | \$105.62     |
| 202402        | 3/11/2016        | AN 42122            | 00524    | CENTRAL WELDING SUPPLY INC   | WELDING GLOVES                          | \$42.35      |
| 202202        | 3/11/2016        | B324194             | 02405    | SEBO'S DO-IT CENTER          | DUCT TAPE - VOL. PARK                   | \$17.44      |
| 202465        | 3/12/2016        | 104-1322549-3666669 | 08811    | AMAZON.COM                   | RITE IN THE RAIN PAPER                  | \$39.92      |
| 202408        | 3/12/2016        | 64757               | 00154    | ANACORTES DIVING & SUPPLY    | AIR FILL 2/27                           | \$421.52     |
| 202312        | 3/14/2016        | 10379901            | 00168    | ANACORTES HARBOR ELECTRONICS | 3.5MM PLUG TO 1/4 JACK - CHANNEL 10     | \$5.41       |
| 202506        | 3/14/2016        | 10538200            | 07004    | ALTEC INDUSTRIES             | PARTS FOR VEH #602A                     | \$22.84      |

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|---------------|------------------|------------------|----------|--------------------------------|---------------------------------------------------------------|--------------|
| 202593        | 3/14/2016        | 137562           | 10028    | MSDSOONLINE, INC.              | ADD SITE ADMINISTRATOR - TOM NELSON (FIRE) SAFETY DATA SHEETS | \$100.00     |
| 202531        | 3/14/2016        | 16-5501          | 06682    | PACIFIC COAST MEMORIALS INC    | GRAVE MARKER REPLACEMENT                                      | \$537.08     |
| 202223        | 3/14/2016        | 320884           | 02050    | PARAMOUNT SUPPLY COMPANY       | FLEXITALIC (10)                                               | \$106.11     |
| 202413        | 3/14/2016        | 82087530         | 09185    | BOUND TREE MEDICAL, LLC        | PHARMACEUTICALS                                               | \$37.98      |
| 202447        | 3/14/2016        | 92284969         | 01318    | INGRAM LIBRARY SERVICES        | BOOKS - JUVENILE                                              | \$52.62      |
| 202445        | 3/14/2016        | 92284970         | 01318    | INGRAM LIBRARY SERVICES        | BOOKS - ADULT                                                 | \$1,158.06   |
| 202446        | 3/14/2016        | 92284971         | 01318    | INGRAM LIBRARY SERVICES        | BOOKS - ADULT                                                 | \$18.13      |
| 202448        | 3/14/2016        | 92284972         | 01318    | INGRAM LIBRARY SERVICES        | BOOKS - JUVENILE                                              | \$13.00      |
| 202449        | 3/14/2016        | 92284973         | 01318    | INGRAM LIBRARY SERVICES        | BOOKS - JUVENILE                                              | \$74.79      |
| 202417        | 3/14/2016        | Mar 14, 2016     | 10082    | CARE MEDICAL GROUP             | PHYSICAL FOR TIDRINGTON                                       | \$390.00     |
| 202352        | 3/14/2016        | MV132047         | 01801    | MOTOR TRUCKS INC               | PARTS FOR VEH #219                                            | \$157.55     |
| 202354        | 3/14/2016        | RE41 JA2711 L136 | 02941    | WASH ST DEPT OF TRANSPORTATION | SIGNAL LIGHT MAINTENANCE FEB. 2016,                           | \$470.04     |
| 202636        | 3/14/2016        | S45144           | 09122    | FEENEY WIRELESS                | REPAIR INTERNAL GX440 MODEM - EMS                             | \$125.00     |
| 202396        | 3/14/2016        | WAANA81345       | 00939    | FASTENAL CO                    | ANTI SLIP GRIP SET                                            | \$37.96      |
| 202453        | 3/15/2016        | 00060173         | 02930    | WASHINGTON STATE PATROL        | ACCESS USER FEE; CURENT MONTH + PREVIOUS TWO MONTHS           | \$534.00     |
| 202546        | 3/15/2016        | 00068-AYDELOTTE  | 09580    | CAMPBELL LAW FIRM              | PUB DEF CONFLICT AYDELOTTE                                    | \$49.50      |
| 202543        | 3/15/2016        | 00099-DICKERSON  | 09580    | CAMPBELL LAW FIRM              | PUB DEF CONFLICT DICKERSON                                    | \$66.00      |
| 202346        | 3/15/2016        | 001-329518       | 02109    | PISTON SERVICE OF ANACORTES    | PART FOR VEH #219                                             | \$60.63      |
| 202347        | 3/15/2016        | 001-329596       | 02109    | PISTON SERVICE OF ANACORTES    | PART FOR VEH #404                                             | \$28.68      |
| 202541        | 3/15/2016        | 00150-GUTTORMSON | 09580    | CAMPBELL LAW FIRM              | PUB DEF CONFLICT GUTTORMSON                                   | \$27.50      |
| 202542        | 3/15/2016        | 00182-GARCIA     | 09580    | CAMPBELL LAW FIRM              | PUB DEF CONFLICT GARCIA                                       | \$22.00      |
| 202539        | 3/15/2016        | 00191-NELSON     | 09580    | CAMPBELL LAW FIRM              | PUB DEF CONFLICT NELSON                                       | \$143.00     |
| 202545        | 3/15/2016        | 00220-CAYWOOD    | 09580    | CAMPBELL LAW FIRM              | PUB DEF CONFLICT CAYWOOD                                      | \$66.00      |
| 202540        | 3/15/2016        | 00221-HUDSON     | 09580    | CAMPBELL LAW FIRM              | PUB DEF HUDSON                                                | \$44.00      |
| 202544        | 3/15/2016        | 00222-DAVIS      | 09580    | CAMPBELL LAW FIRM              | PUB DEF CONFLICT DAVIS                                        | \$82.50      |
| 202350        | 3/15/2016        | 0097077          | 06543    | PACIFIC TIRE                   | TIRES FOR STOCK                                               | \$458.81     |
| 202432        | 3/15/2016        | 025771           | 00763    | DEPARTMENT OF HEALTH           | RADIOACTIVE MATERIALS LICENSE FEE                             | \$344.00     |
| 202356        | 3/15/2016        | 0496775          | 00932    | FERGUSON ENTERPRISES, INC      | MXU'S M520M, 13 YR. PRORATION (PART OF                        | \$3,294.22   |



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|---------------|------------------|---------------------|----------|--------------------------------|--------------------------------------------------|--------------|
| 202500        | 3/15/2016        | 0673334-001         | 00306    | BAYSHORE OFFICE PRODUCTS       | PC MOFFITT NAMEPLATE                             | \$12.26      |
| 202348        | 3/15/2016        | 089343              | 08654    | FIDALGO AUTO PARTS - NAPA      | PARTS FOR VEH #511                               | \$9.04       |
| 202326        | 3/15/2016        | 114-0569785-6341816 | 08811    | AMAZON.COM                     | PATROL SUPPLIES; SUREFIRE BOXED BATTERIES        | \$59.67      |
| 202451        | 3/15/2016        | 16A01727            | 00180    | ANACORTES TOWING LLC           | TOWING; APD CASE #16-A01727                      | \$162.75     |
| 202436        | 3/15/2016        | 46520/2             | 06246    | H B JAEGER CO LLC              | 12" X 16" FERNCO 1002-1512                       | \$89.51      |
| 202256        | 3/15/2016        | 700                 | 03873    | T BAILEY INC                   | WELD FLANGE-36" WATER MAIN REPAIR                | \$742.68     |
| 202263        | 3/15/2016        | 8073692532          | 09253    | GROWING WASHINGTON             | CSA BOXES, WELLNESS INCENTIVES                   | \$310.00     |
| 202665        | 3/15/2016        | 8409869             | 08811    | AMAZON.COM                     | STYLUS FOR IPAD, FRIDGE FOR MED UNIT             | \$59.98      |
| 202428        | 3/15/2016        | 96509785            | 01351    | RICOH USA, INC                 | MUSEUM C32029268 COPIER LEASE                    | \$154.39     |
| 202322        | 3/15/2016        | 982219998           | 02807    | UNITED STATES POSTMASTER       | RETURN IT ITEMS                                  | \$16.45      |
| 202318        | 3/15/2016        | ACT END 6675        | 10076    | NORTHERN QUEST RESORT & CASINO | TRAINING; HOTEL STAY - RECORDS SUP INGRAM        | \$199.64     |
| 202315        | 3/15/2016        | ACT END 6683        | 09927    | WSPCA                          | TRAINING; K9 WA POLICE CANINE ASSOC              | \$300.00     |
| 202321        | 3/15/2016        | ACT END 6691        | 08960    | WASHINGTON HOMICIDE            | TRAINING; DET SGT FULLER WHIA ANNUAL CONFERENCE  | \$300.00     |
| 202395        | 3/15/2016        | B324454             | 02405    | SEBO'S DO-IT CENTER            | TORCH BLADE FOR WASHINGTON PARK USE              | \$18.94      |
| 202353        | 3/15/2016        | MV132159            | 01801    | MOTOR TRUCKS INC               | PART FOR VEH #219                                | \$157.55     |
| 202308        | 3/15/2016        | Travel Becky Fox    | 01007    | FOX, REBECCA                   | MILEAGE REIMBURSEMENT TO INTRODUCTION            | \$25.50      |
| 202325        | 3/15/2016        | WAANA81374          | 00939    | FASTENAL CO                    | PARTS FOR WATER DEPT                             | \$32.86      |
| 202372        | 3/16/2016        | 001-329651          | 02109    | PISTON SERVICE OF ANACORTES    | PART FOR VEH #404                                | \$71.10      |
| 202499        | 3/16/2016        | 0216                | 08026    | STOUGHTON, MARY                | LTAC CLEANING OF PUBLIC RESTROOMS HOFA           | \$204.80     |
| 202355        | 3/16/2016        | 109-4291706-7806624 | 08811    | AMAZON.COM                     | VEHICLE SAFETY SUPPLIES: NITRILE GLOVES          | \$35.17      |
| 202671        | 3/16/2016        | 1201735119          | 08590    | NEWEGG BUSINESS INC            | 1 TB DESKTOP HARD DRIVE AND 4-PORT USB SWITCH    | \$351.94     |
| 202341        | 3/16/2016        | 13-036-SEW-002      | 02422    | SEVEN SISTERS INC              | RELEASE 50% RETAINAGE                            | \$4,665.76   |
| 202563        | 3/16/2016        | 1431239             | 02519    | SKAGIT PUBLISHING              | AA-1431239 DNS ANACORTES COMP PLAN               | \$147.26     |
| 202564        | 3/16/2016        | 1431251             | 02519    | SKAGIT PUBLISHING              | AA-1431251 NOTICE OF APPLICATION SPL-2015-0006   | \$175.12     |
| 202565        | 3/16/2016        | 1431258             | 02519    | SKAGIT PUBLISHING              | AA-1431258 TOURISM PROMOTION OPEN HOUSE 03/24/16 | \$64.96      |
| 200593        | 3/16/2016        | 16037               | 08885    | INDUSTRIAL CERAMICS INC        | CERAMIC FERRULES FOR HEAT EXCHANGER              | \$4,526.04   |
| 202335        | 3/16/2016        | 1783486-90823668    | 04058    | PLANNING ASSOC OF WASHINGTON   | REG PAW SPRING CONF - KEVIN CRICCHIO             | \$295.00     |

| Invoice Doc # | Transaction Date | Invoice #      | Vendor # | Vendor Full Name             | Description                                   | Total Amount |
|---------------|------------------|----------------|----------|------------------------------|-----------------------------------------------|--------------|
| 202410        | 3/16/2016        | 1988505158     | 06718    | ARAMARK                      | STA 3 MAT SERVICE: 3/16                       | \$16.28      |
| 202391        | 3/16/2016        | 221775         | 01023    | FRONTIER BUILDING SUPPLY     | 3 PRESSURED TREATED 8X8 - BOLLARDS @          | \$312.64     |
| 202324        | 3/16/2016        | 300013864      | 01443    | KCDA PURCHASING COOPERATIVE  | 3 PAPER, INDEX 8 1/2 X 11 - PLANNING          | \$54.98      |
| 202522        | 3/16/2016        | 41600179005    | 02909    | LES SCHWAB TIRE CENTERS      | FLAT TIRE REPAIR #005                         | \$15.19      |
| 202189        | 3/16/2016        | 4460444        | 09059    | TWO RIVERS TERMINAL, LLC     | CALCIUM NITRATE - SKYLINE CONVEYANCE          | \$8,921.47   |
| 202438        | 3/16/2016        | 5038356MB      | 01530    | LAKESIDE INDUSTRIES          | PIT RUN                                       | \$385.54     |
| 202392        | 3/16/2016        | 5259           | 02837    | URBAN FOREST NURSERY         | TREE FOR ARBOR DAY PLACEMENT                  | \$168.18     |
| 202462        | 3/16/2016        | 5APD           | 01369    | ISLAND FARM AND PET          | K9 T-BONE DOG FOOD                            | \$75.18      |
| 202336        | 3/16/2016        | 7004           | 08811    | AMAZON.COM                   | SANDISK EXTREME PRO SDSDXPA FLASH MEMORY CARD | \$48.07      |
| 202329        | 3/16/2016        | 830880959001   | 01962    | OFFICE DEPOT                 | OFFICE SUPPLIES PLANNING                      | \$56.42      |
| 202423        | 3/16/2016        | 978 800 0000 1 | 00494    | CASCADE NATURAL GAS CORP.    | STA 3: 2/11-3/15/16                           | \$46.05      |
| 202344        | 3/16/2016        | A1034329       | 02405    | SEBO'S DO-IT CENTER          | PARTS FOR WATER DEPT                          | \$23.27      |
| 202393        | 3/16/2016        | A1084497       | 02405    | SEBO'S DO-IT CENTER          | ADHESIVE                                      | \$2.96       |
| 202337        | 3/16/2016        | Training       | 00137    | NW WA SUBSECTION PNWS-AWWA   | REGISTRATION BASIC WATERWORKS WORKSHOP:       | \$272.00     |
| 202511        | 3/16/2016        | XJWWD4NP7      | 03318    | DELL MARKETING LP            | DELL POWEREDGE R630 SERVERS                   | \$11,881.24  |
| 202513        | 3/16/2016        | XJWWJM544      | 03318    | DELL MARKETING LP            | DELL POWEREDGE R630 SERVERS                   | \$19,115.49  |
| 202373        | 3/17/2016        | 00134          | 07346    | PUBLIC FLEET MANAGERS ASSOC  | MEMBERSHIP RENEWAL FOR WIL LUDEMANN           | \$120.00     |
| 202361        | 3/17/2016        | 0032343-IN     | 02199    | PUGET SAFETY EQUIPMENT       | RE-STOCK VEHICLE FIRST AID KITS - EYE         | \$229.81     |
| 202370        | 3/17/2016        | 0173799        | 00950    | FIDALGO BAY COFFEE COMPANY   | COFFEE - APD                                  | \$112.70     |
| 202421        | 3/17/2016        | 0173800        | 00950    | FIDALGO BAY COFFEE COMPANY   | 10 LBS. COFFEE 3/17                           | \$93.00      |
| 202359        | 3/17/2016        | 0173801        | 00950    | FIDALGO BAY COFFEE COMPANY   | COFFEE- OPS/PARKS - 10LBS                     | \$93.00      |
| 202483        | 3/17/2016        | 0189766-IN     | 02260    | REISNER DISTRIBUTOR INC      | DELO ELC 50/50 PREMIX ANTIFREEZE              | \$662.90     |
| 202382        | 3/17/2016        | 0673454-001    | 00306    | BAYSHORE OFFICE PRODUCTS     | OFFICE SUPPLIES CARNEGIE                      | \$24.77      |
| 202367        | 3/17/2016        | 0673471-001    | 00306    | BAYSHORE OFFICE PRODUCTS     | OFFICE SUPPLIES FOR OPS/SHOP                  | \$21.63      |
| 202386        | 3/17/2016        | 10380006       | 00168    | ANACORTES HARBOR ELECTRONICS | MUSEUM OFFICE SUPPLIES                        | \$26.02      |
| 202666        | 3/17/2016        | 160226         | 04831    | T-SHIRTS BY DESIGN           | ANNUAL UNIFORM HAT ORDER                      | \$334.18     |
| 202411        | 3/17/2016        | 1988507350     | 06718    | ARAMARK                      | STA 2 MAT SERVICE: 3/17                       | \$16.28      |
| 202412        | 3/17/2016        | 1988507351     | 06718    | ARAMARK                      | STA 1 MAT SERVICE: 3/17                       | \$16.28      |
| 202369        | 3/17/2016        | 1988507355     | 06718    | ARAMARK                      | NYLON MATS CLEANED                            | \$12.90      |

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|---------------|------------------|--------------------|----------|--------------------------------|----------------------------------------|--------------|
| 202419        | 3/17/2016        | 1988507361         | 06718    | ARAMARK                        | LAUNDRY SVC FOR OPS & PARKS            | \$46.45      |
| 202366        | 3/17/2016        | 1988507362         | 06718    | ARAMARK                        | NYLON MAT CLEANING FOR OPS/SHOP        | \$18.60      |
| 202360        | 3/17/2016        | 221848             | 01023    | FRONTIER BUILDING SUPPLY       | MATERIAL FOR STREET DEPT               | \$138.75     |
| 202529        | 3/17/2016        | 2416503            | 01050    | GAYLORD BROTHERS INC           | CURATORIAL SUPPLIES - CARNEGIE         | \$333.57     |
| 202521        | 3/17/2016        | 288529             | 02549    | SMILEY'S INC                   | ALUMINUM PLATE, DIAMOND PLATE, 72"     | \$394.32     |
| 202597        | 3/17/2016        | 3340211            | 08811    | AMAZON.COM                     | VEHICLE MOUNT LED STREAMLIGHT FOR NEW  | \$173.59     |
| 202596        | 3/17/2016        | 387029             | 02896    | VISA                           | ICC CERTIFICATION RENEWAL - RC         | \$90.00      |
| 202427        | 3/17/2016        | 744934             | 01588    | LIFE ASSIST INC                | 4 CASES EXAM GLOVES                    | \$360.22     |
| 202378        | 3/17/2016        | MV132366           | 01801    | MOTOR TRUCKS INC               | PART FOR VEH #303                      | \$137.31     |
| 202364        | 3/17/2016        | refund-vagabond    | 10079    | LORI HAYES                     | REFUND OF DEPOT RENT FOR FOOD TRUCK -  | \$253.89     |
| 202525        | 3/17/2016        | S#-894816          | 05774    | SEATTLE AUTOMOTIVE             | CARB & BRAKE CLEANER                   | \$229.15     |
| 202489        | 3/18/2016        | 001-329905         | 02109    | PISTON SERVICE OF ANACORTES    | PART FOR VEH #014A                     | \$16.18      |
| 202530        | 3/18/2016        | 03/18/2016         | 02896    | VISA                           | EDUCATION EXPENSE BRET LUNSFORD        | \$1,095.00   |
| 201921        | 3/18/2016        | 0499663            | 00932    | FERGUSON ENTERPRISES, INC      | NO. 1 BOX TOP ROUND W/TOUCH READER     | \$2,316.27   |
| 202385        | 3/18/2016        | 0673455-001        | 00306    | BAYSHORE OFFICE PRODUCTS       | CARNEGIE OFFICE SUPPLIES               | \$27.20      |
| 202400        | 3/18/2016        | 114-3798885        | 04834    | UNITED SITE SERVICES           | PORTABLE RESTROOM RENTAL - WA PARK     | \$93.71      |
| 202433        | 3/18/2016        | 187306             | 06800    | FOOTHILLS AUTO CENTER          | RADIATOR ASSEMBLY #014A                | \$399.10     |
| 202520        | 3/18/2016        | 288554             | 02549    | SMILEY'S INC                   | 1/2" STEEL FOR #511 REPAIRS            | \$12.04      |
| 202434        | 3/18/2016        | 4567/2             | 06246    | H B JAEGER CO LLC              | C.B. 1" X 3/4" UNIVERSAL COUPLER       | \$96.78      |
| 200967        | 3/18/2016        | 46388              | 10031    | RITE-WEIGHT, INC               | WEIGHT SET RE-CERTIFICATION WITH       | \$425.00     |
| 202712        | 3/18/2016        | 51247              | 00681    | CRAWFORD GARAGE DOORS          | SERVICE ON #90009                      | \$211.58     |
| 202703        | 3/18/2016        | 5184               | 02338    | TULIP VALLEY SUPPLY            | FACILITY SUPPLIES                      | \$310.09     |
| 202358        | 3/18/2016        | 83537              | 01939    | NORTHSTAR CHEMICAL             | SODIUM BISULFITE 38% SOLUTION          | \$792.92     |
| 202559        | 3/18/2016        | 91760000009        | 00494    | CASCADE NATURAL GAS CORP.      | NATURAL GAS SERVICE - VOL. PK MARCH 16 | \$53.00      |
| 202379        | 3/18/2016        | A1085070           | 02405    | SEBO'S DO-IT CENTER            | HEAVY DUTY CUTTER - 35TH ST. FLAG POLE | \$14.13      |
| 202380        | 3/18/2016        | Acct 210-3100-01   | 10080    | BIG SKY WEST LLC               | UB Refund Cst #044629                  | \$1,647.52   |
| 202707        | 3/18/2016        | Exec March travel  | 02342    | SAFEWAY INC                    | FUEL FOR MEETING IN SEATTLE            | \$26.22      |
| 202466        | 3/18/2016        | US-GP-100-20639787 | 09260    | GOTPRINT.COM                   | POSTCARDS FOR ART DASH                 | \$124.53     |
| 202486        | 3/18/2016        | VR-2015-Ana        | 02465    | SKAGIT COUNTY AUDITOR'S OFFICE | VOTER REGISTRATION SERVICES FOR 2015   | \$38,642.42  |
| 202415        | 3/19/2016        | A1085358           | 02405    | SEBO'S DO-IT CENTER            | SPRAY PAINT - BASEBALL                 | \$11.15      |
| 202660        | 3/19/2016        | Training/Travel    | 02896    | VISA                           | SUBSISTENCE & ACCOMMODATION: RD & DL   | \$445.63     |

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|---------------|------------------|---------------------|----------|--------------------------------|------------------------------------------|--------------|
| 202548        | 3/21/2016        | 001-330151          | 02109    | PISTON SERVICE OF ANACORTES    | PART FOR #6966                           | \$202.35     |
| 202701        | 3/21/2016        | 089715              | 08654    | FIDALGO AUTO PARTS - NAPA      | OIL FILTER                               | \$7.03       |
| 202551        | 3/21/2016        | 102-0243871-0265005 | 08811    | AMAZON.COM                     | GREEN GREASE - HIGH TEMP GREASE & CLAMPS | \$108.73     |
| 202553        | 3/21/2016        | 102-0245580-2913854 | 08811    | AMAZON.COM                     | SKOLNIK CARBON STEEL DRUM 30 GALLONS     | \$225.67     |
| 202528        | 3/21/2016        | 102-1900020-6381025 | 08811    | AMAZON.COM                     | RED 22-18 GAUGE HEAT SHRINK BUTT         | \$21.99      |
| 202507        | 3/21/2016        | 10541593            | 07004    | ALTEC INDUSTRIES               | PARTS FOR VEH #602A                      | \$125.90     |
| 202431        | 3/21/2016        | 1070607528-3893014  | 08811    | AMAZON.COM                     | HANNA INSTRUMENTS PH ELECTRODE           | \$124.02     |
| 202461        | 3/21/2016        | 12541               | 09617    | FRONTLINE CLEANING SERVICES    | CUSTODIAL SERVICE                        | \$1,314.78   |
| 202435        | 3/21/2016        | 12552               | 09617    | FRONTLINE CLEANING SERVICES    | JANITORIAL SERVICE / MARCH / OPERATIONS  | \$336.00     |
| 202457        | 3/21/2016        | 16230               | 02896    | VISA                           | PARKING FOR DIGITAL NW BROADBAND SUMMIT  | \$14.00      |
| 202575        | 3/21/2016        | 16940000009         | 00494    | CASCADE NATURAL GAS CORP.      | STA 2: 2/18 - 3/18                       | \$114.30     |
| 202496        | 3/21/2016        | 17784               | 02525    | SKAGIT BUSINESS & STAFFING LLC | TRANSCRIPTS PC MEETING 3/9/16            | \$270.00     |
| 202426        | 3/21/2016        | 1988511583          | 06718    | ARAMARK                        | LAUNDRY SERVICE FOR WWTP                 | \$56.83      |
| 202698        | 3/21/2016        | 222268              | 01023    | FRONTIER BUILDING SUPPLY       | PLYWOOD FOR PUMP INSPECTION TABLE        | \$16.24      |
| 202495        | 3/21/2016        | 3972                | 10083    | SEATTLE AIRPORT MARRIOTT       | PARKING PAUL INGALLS WABO CONFERENCE     | \$16.01      |
| 202676        | 3/21/2016        | 4216                | 07947    | FIRE SERVICE REPAIR LLC        | NFPA 1911 PUMP TEST ALL APPARATUS        | \$2,121.28   |
| 202570        | 3/21/2016        | 885451/1            | 00021    | ACE HARDWARE                   | GARBAGE BAGS                             | \$4.68       |
| 202692        | 3/21/2016        | 885471/1            | 00021    | ACE HARDWARE                   | ROPE, SCREWS, HINGE AND NUTS             | \$23.77      |
| 202416        | 3/21/2016        | A1086064            | 02405    | SEBO'S DO-IT CENTER            | WEEDER - CWP PROGRAM                     | \$21.29      |
| 202454        | 3/21/2016        | A1086287            | 02405    | SEBO'S DO-IT CENTER            | KEY - WA PARK                            | \$8.25       |
| 202537        | 3/22/2016        | 001-330190          | 02109    | PISTON SERVICE OF ANACORTES    | BATTERY TERMINAL LUG #6-966              | \$13.49      |
| 202536        | 3/22/2016        | 001-330280          | 02109    | PISTON SERVICE OF ANACORTES    | BREATHING, VENT FOR #135                 | \$17.74      |
| 202626        | 3/22/2016        | 03/2016 6642        | 02896    | VISA                           | MINUTES PRACTICES TRAINING KN            | \$149.00     |
| 202463        | 3/22/2016        | 0673642-001         | 00306    | BAYSHORE OFFICE PRODUCTS       | CITY LABELS - 3 1/4 X 4                  | \$17.35      |
| 202637        | 3/22/2016        | 19980000004         | 00494    | CASCADE NATURAL GAS CORP.      | NATURAL GAS - 703 R AVENUE               | \$204.27     |
| 202686        | 3/22/2016        | 5038401MB           | 01530    | LAKESIDE INDUSTRIES            | 1 1/4 & 1 1/2 ROCK FOR EAST SLOUGH       | \$164.11     |



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|---------------|------------------|---------------------|----------|------------------------------|-----------------------------------------------------|--------------|
| 202667        | 3/22/2016        | 57787471            | 01036    | GALE/CENGAGE LEARNING        | BOOKS - ADULT                                       | \$14.24      |
| 202572        | 3/22/2016        | 63800000000         | 00494    | CASCADE NATURAL GAS CORP.    | NATURAL GAS SERVICE - CEMETERY                      | \$45.04      |
| 202458        | 3/22/2016        | 76751886-76751886   | 02813    | UNITED STATES POSTAL SERVICE | VISA CHARGES - PREPAID ENVELOPES                    | \$163.10     |
| 202467        | 3/22/2016        | 885536/1            | 00021    | ACE HARDWARE                 | FLAGGING TAPE - EGG DASH EVENT                      | \$21.99      |
| 202642        | 3/22/2016        | 91280000000         | 00494    | CASCADE NATURAL GAS CORP.    | NATURAL GAS 1305 8TH STREET                         | \$295.02     |
| 202547        | 3/22/2016        | A1086330            | 02405    | SEBO'S DO-IT CENTER          | PART FOR VEH #511                                   | \$20.43      |
| 202455        | 3/22/2016        | A1086334            | 02405    | SEBO'S DO-IT CENTER          | WD40 - SHOP SUPPLIES                                | \$5.31       |
| 202517        | 3/22/2016        | E29594              | 02405    | SEBO'S DO-IT CENTER          | WEED TRIMMER LINE                                   | \$59.75      |
| 202524        | 3/22/2016        | IB03279             | 00936    | FARMERS EQUIPMENT COMPANY    | FITTINGS, COUPLERS, PLUGS FOR #7-902                | \$77.90      |
| 202657        | 3/22/2016        | mar GotoCitrix      | 10088    | GOTOCITRIX.COM               | MONTHLY GOTOCITRIX PAYMENT                          | \$53.17      |
| 202456        | 3/22/2016        | Order               | 00120    | AMERICAN LIBRARY ASSOCIATION | VISA CHARGES - ALA REGISTRATION                     | \$59.00      |
| 202488        | 3/23/2016        | 001-330329          | 02109    | PISTON SERVICE OF ANACORTES  | PART FOR VEH #611                                   | \$77.11      |
| 202619        | 3/23/2016        | 027105              | 02450    | SIGNATURE FORMS INC          | Utility Forms and envelopes                         | \$112.95     |
| 202584        | 3/23/2016        | 038 200 0000 2      | 00494    | CASCADE NATURAL GAS CORP.    | NATURAL GAS                                         | \$441.53     |
| 202533        | 3/23/2016        | 109-7591008-5521051 | 08811    | AMAZON.COM                   | PENS, PENCILS AND SHARPIES                          | \$30.72      |
| 202567        | 3/23/2016        | 114-38967236        | 04834    | UNITED SITE SERVICES         | PORTABLE TOILET RENTAL DEPOT FINAL BILL             | \$66.78      |
| 202514        | 3/23/2016        | 122047              | 02280    | SCOTT RICHARDS INSURANCE     | COMMERCIAL PROPERTY INS - WATER PIPELINES           | \$735.00     |
| 202516        | 3/23/2016        | 122048              | 02280    | SCOTT RICHARDS INSURANCE     | ADD ER 204A, 844 TO AUTO INSURANCE                  | \$383.89     |
| 202477        | 3/23/2016        | 127732              | 02169    | LITHTEX NW                   | PROBATION VIOLATION FORMS                           | \$141.54     |
| 202478        | 3/23/2016        | 127734              | 02169    | LITHTEX NW                   | ACTION MEMO FORMS FOR COURT                         | \$141.54     |
| 202479        | 3/23/2016        | 127735              | 02169    | LITHTEX NW                   | MOTION FOR CONTINUANCE FORMS FOR COURT              | \$141.54     |
| 202566        | 3/23/2016        | 1430945             | 02519    | SKAGIT PUBLISHING            | PUB WORKS STREET JOB OPENING                        | \$508.09     |
| 202653        | 3/23/2016        | 154 700 0000 9      | 00494    | CASCADE NATURAL GAS CORP.    | NATURAL GAS 1220 10TH STREET                        | \$644.56     |
| 202588        | 3/23/2016        | 26003738221         | 00494    | CASCADE NATURAL GAS CORP.    | NATURAL GAS - DEPOT MARCH                           | \$286.57     |
| 202688        | 3/23/2016        | 28598               | 02549    | SMILEY'S INC                 | TUBE AND EXPANDED GRATE FOR PUMP                    | \$260.29     |
| 202470        | 3/23/2016        | 4108866             | 06785    | QUILL CORPORATION            | 4 X 6 BLANK POSTCARDS FOR COLLECTION OF COURT FINES | \$198.80     |
| 202717        | 3/23/2016        | 440400000003/23/16  | 00494    | CASCADE NATURAL GAS CORP.    | NATURAL GAS USAGE FOR THE MONTH MAR                 | \$307.63     |

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|---------------|------------------|----------------|----------|-------------------------------|----------------------------------------------|--------------|
| 202576        | 3/23/2016        | 53800000001    | 00494    | CASCADE NATURAL GAS CORP.     | GAS SERVICE - CEMETERY                       | \$37.87      |
| 202573        | 3/23/2016        | 710 300 0000 5 | 00494    | CASCADE NATURAL GAS CORP.     | NATURAL GAS FOR OPS/SHOP                     | \$955.08     |
| 202469        | 3/23/2016        | 829697791001   | 01962    | OFFICE DEPOT                  | OFFICE SUPPLIES                              | \$31.27      |
| 202714        | 3/23/2016        | 885617/1       | 00021    | ACE HARDWARE                  | MULTI PURPOSE ITEM                           | \$1.62       |
| 202485        | 3/23/2016        | B325109        | 02405    | SEBO'S DO-IT CENTER           | PART FOR STREET DEPT                         | \$4.24       |
| 202473        | 3/23/2016        | bball ref      | 08548    | SOUTH, BAYLEE                 | REFEREE PAY FOR YOUTH BASKETBALL             | \$145.05     |
| 202487        | 3/23/2016        | C270587        | 02405    | SEBO'S DO-IT CENTER           | PART FOR #11938                              | \$8.50       |
| 202527        | 3/23/2016        | I-SG-7429      | 09036    | IMAGE 360                     | INSTALLATION - NEW AMBULANCE GRAPHIC         | \$580.48     |
| 202475        | 3/23/2016        | jazzdrum       | 09203    | KRUEGER, BRAYDN               | PAYMENT FOR WINTER JAZZ DRUM INSTRUCTOR      | \$594.00     |
| 202474        | 3/23/2016        | refbball       | 09135    | SOUTH, JACOB                  | REFEREE PAYMENT FOR YOUTH BASKETBALL         | \$58.02      |
| 202476        | 3/23/2016        | sunsetloop     | 07768    | SEAHAWK TRACK & FIELD BOOSTER | HELPERS FOR SUNSET LOOP RELAY                | \$250.00     |
| 202509        | 3/23/2016        | US-PSI-466907  | 09898    | SOFTWAREONE INC               | WINDOWS SERVER STANDARD LICENSE              | \$618.36     |
| 202508        | 3/23/2016        | US-PSI-468980  | 09898    | SOFTWAREONE INC               | WINDOWS SERVER STANDARD LICENSE              | \$618.36     |
| 202519        | 3/23/2016        | WAANA81537     | 00939    | FASTENAL CO                   | BOLTS - SHIP TRAIL                           | \$7.01       |
| 202504        | 3/24/2016        | 001-330470     | 02109    | PISTON SERVICE OF ANACORTES   | PARTS FOR VEH #218                           | \$124.50     |
| 202578        | 3/24/2016        | 0173981        | 00950    | FIDALGO BAY COFFEE COMPANY    | 10 LBS. COFFEE 3/24                          | \$94.10      |
| 202687        | 3/24/2016        | 0673775-001    | 00306    | BAYSHORE OFFICE PRODUCTS      | BANNERS FOR ENERGY FAIR                      | \$81.16      |
| 202689        | 3/24/2016        | 0673786-001    | 00306    | BAYSHORE OFFICE PRODUCTS      | LAMINATE POUCHES                             | \$21.91      |
| 202510        | 3/24/2016        | 10380196       | 00168    | ANACORTES HARBOR ELECTRONICS  | HDMI RA ADAPTER                              | \$5.41       |
| 202501        | 3/24/2016        | 1988518360     | 06718    | ARAMARK                       | NYLON MATS CLEANED                           | \$12.90      |
| 202702        | 3/24/2016        | 1988518369     | 06718    | ARAMARK                       | LAUNDRY SVC FOR OPS & PARKS                  | \$46.45      |
| 202502        | 3/24/2016        | 2128           | 04323    | WELCH BROTHERS CONSTRUCTION   | 36" WATER TRANSMISSION LINE EMERGENCY REPAIR | \$13,311.96  |
| 202497        | 3/24/2016        | 222692         | 01023    | FRONTIER BUILDING SUPPLY      | FENCING, BRACKETS, CEMENT, 4X4               | \$40.13      |
| 202581        | 3/24/2016        | 2455018        | 02342    | SAFEWAY INC                   | REHAB SUPPLIES                               | \$144.76     |
| 202625        | 3/24/2016        | 3/30052        | 02896    | VISA                          | MEAL GROC ICBO WORKSHOP 3/24-25              | \$32.44      |
| 202681        | 3/24/2016        | 30150509       | 09122    | FEENEY WIRELESS               | REPAIR WIRELESS MODEM MED UNIT               | \$125.00     |
| 202515        | 3/24/2016        | 30612          | 02227    | RAINBOW RACING SYSTEM         | RACING SUPPLIES                              | \$451.13     |
| 202621        | 3/24/2016        | 3570           | 10083    | SEATTLE AIRPORT MARRIOTT      | PARKING GROC TRAVEL ICBO WORKSHOP            | \$16.00      |
| 202654        | 3/24/2016        | 386428         | 10085    | BACKCOUNTRY GEAR              | ANNUAL AWARDS: WIDE MOUTH FLASKS             | \$88.43      |
| 202640        | 3/24/2016        | 6129273        | 10032    | WOOLOVERS HOUSE               | NAVY UNIFORM CARDIGAN                        | \$49.36      |

| Invoice Doc # | Transaction Date | Invoice #          | Vendor # | Vendor Full Name              | Description                                          | Total Amount |
|---------------|------------------|--------------------|----------|-------------------------------|------------------------------------------------------|--------------|
| 202708        | 3/24/2016        | 77826              | 00369    | BLYTHE PLUMBING & HEATING INC | BOILER PARTS                                         | \$1,244.39   |
| 202498        | 3/24/2016        | 8493               | 02896    | VISA                          | MEAL - PAUL INGALLS WABO CONFERENCE                  | \$29.16      |
| 202505        | 3/24/2016        | 885713/1           | 00021    | ACE HARDWARE                  | PARTS FOR #11955                                     | \$2.69       |
| 202557        | 3/24/2016        | 91075675           | 02959    | WASH PUBLIC TREASURER'S ASSN  | WPTA CONFERENCE 2016 4/13-15                         | \$250.00     |
| 202586        | 3/24/2016        | 92921              | 00155    | ANACORTES ANIMAL HOSPITAL     | VET EXAMINATIONS FOR THREE CATS; APD CASE #16-A01711 | \$111.60     |
| 202663        | 3/24/2016        | 93808402           | 10089    | MIDWEST TAPE                  | DVDS                                                 | \$32.53      |
| 202512        | 3/24/2016        | 950676611179297311 | 09497    | WEEBLY                        | WEB HOSTING FOR ANACORTES ARTS                       | \$79.00      |
| 202562        | 3/24/2016        | A1087021           | 02405    | SEBO'S DO-IT CENTER           | ITEMS FOR USE @ CITY HALL                            | \$4.44       |
| 202518        | 3/24/2016        | A1087199           | 02405    | SEBO'S DO-IT CENTER           | PAINT SUPPLIES - UPPER RESTROOM REMODEL              | \$12.74      |
| 202492        | 3/24/2016        | cpls               | 00765    | DEPARTMENT OF LICENSING       | CPLS TO D.O.L.; FEBRUARY 2016                        | \$651.00     |
| 202646        | 3/25/2016        | 001-330564         | 02109    | PISTON SERVICE OF ANACORTES   | PARTS FOR VEH #151                                   | \$96.44      |
| 202647        | 3/25/2016        | 001-330576         | 02109    | PISTON SERVICE OF ANACORTES   | PART FOR VEH #019                                    | \$130.06     |
| 202635        | 3/25/2016        | 001-330664         | 02109    | PISTON SERVICE OF ANACORTES   | PARTS FOR VEH #403                                   | \$48.16      |
| 202684        | 3/25/2016        | 0673850-001        | 00306    | BAYSHORE OFFICE PRODUCTS      | TICKET ROLL FOR ENERGY FAIR                          | \$11.13      |
| 202613        | 3/25/2016        | 09310843           | 07342    | VERIZON BUSINESS              | MONTHLY ACCESS CHARGES & LONG DIST                   | \$157.81     |
| 202532        | 3/25/2016        | 15-042-SEW-002     | 03726    | STRANDBERG EXCAVATION         | RETAINAGE RELEASE                                    | \$3,904.65   |
| 202624        | 3/25/2016        | 80048              | 02896    | VISA                          | MEAL - GROC ICBO WORKSHOP 3/24-25                    | \$8.69       |
| 202691        | 3/25/2016        | 885787/1           | 00021    | ACE HARDWARE                  | PRIMER, PAINT AND ANTISLIP TAPE FOR                  | \$58.47      |
| 202549        | 3/25/2016        | B325263            | 02405    | SEBO'S DO-IT CENTER           | PARTS FOR STREET DEPT                                | \$34.06      |
| 202694        | 3/25/2016        | WAANA81577         | 00939    | FASTENAL CO                   | CAP SCREWS AND FLAT WASHERS                          | \$38.91      |
| 202583        | 3/26/2016        | ON ACT 1391        | 00408    | MARKET LLC, THE               | CITIZEN ACADEMY SUPPLIES                             | \$49.67      |
| 202634        | 3/28/2016        | 001-330833         | 02109    | PISTON SERVICE OF ANACORTES   | PARTS FOR VEH #606                                   | \$11.91      |
| 202633        | 3/28/2016        | 001-330839         | 02109    | PISTON SERVICE OF ANACORTES   | PART FOR VEH #606                                    | \$4.89       |
| 202631        | 3/28/2016        | 001-330850         | 02109    | PISTON SERVICE OF ANACORTES   | PART FOR VEH #606                                    | \$12.94      |
| 202568        | 3/28/2016        | 03-2016            | 09816    | FIRE SERVICE ENTERPRISE LLC   | MARCH SERVICES FOR VOLUNTEER                         | \$2,220.83   |
| 202591        | 3/28/2016        | 101412             | 00244    | ASSN OF WASHINGTON CITIES     | APRIL SUPPLEMENTAL LIFE INSURANCE                    | \$353.11     |
| 202580        | 3/28/2016        | 10165              | 10084    | ULLMAN SAILS                  | SAILING GEAR                                         | \$209.41     |

| Invoice Doc # | Transaction Date | Invoice #         | Vendor # | Vendor Full Name              | Description                                    | Total Amount |
|---------------|------------------|-------------------|----------|-------------------------------|------------------------------------------------|--------------|
| 202585        | 3/28/2016        | 10282             | 10084    | ULLMAN SAILS                  | SAIL REPAIR                                    | \$24.14      |
| 202595        | 3/28/2016        | 1988522497        | 06718    | ARAMARK                       | LAUNDRY SERVICE FOR WWTP                       | \$56.83      |
| 202555        | 3/28/2016        | 223034            | 01023    | FRONTIER BUILDING SUPPLY      | LUMBER - SIGNS                                 | \$36.57      |
| 202648        | 3/28/2016        | 223067            | 01023    | FRONTIER BUILDING SUPPLY      | MAINTENANCE SUPPLIES - WT PRESTON              | \$24.66      |
| 202606        | 3/28/2016        | 223078            | 01023    | FRONTIER BUILDING SUPPLY      | MATERIAL FOR WATER DEPT                        | \$34.69      |
| 202655        | 3/28/2016        | 4207              | 01269    | HOW IT WORKS INC              | EXHIBIT - MARITIME CENTER                      | \$47.31      |
| 202577        | 3/28/2016        | 67440000007       | 00494    | CASCADE NATURAL GAS CORP.     | STA 1: 2/18 - 3/18                             | \$90.42      |
| 202603        | 3/28/2016        | 98980000008       | 00494    | CASCADE NATURAL GAS CORP.     | NATURAL GAS FOR WWTP                           | \$70.51      |
| 202605        | 3/28/2016        | A1088389          | 02405    | SEBO'S DO-IT CENTER           | SCRAPERS                                       | \$17.66      |
| 202587        | 3/28/2016        | A1088413          | 02405    | SEBO'S DO-IT CENTER           | OUTDOOR CLEANER, FASTENERS                     | \$31.91      |
| 202601        | 3/28/2016        | A1088425          | 02405    | SEBO'S DO-IT CENTER           | SPRAY NOZZLE                                   | \$10.64      |
| 202696        | 3/28/2016        | A1088491          | 02405    | SEBO'S DO-IT CENTER           | TIMER                                          | \$12.77      |
| 202558        | 3/28/2016        | fredreimb         | 06902    | BUCKENMEYER, FRED             | REIMBURSE TRAVEL EXPENSES 3/21/16              | \$83.00      |
| 202632        | 3/28/2016        | LTAC Chamber 2%   | 00148    | ANACORTES CHAMBER OF COMMERCE | LTAC 2% FERRY REIMBURSEMENT                    | \$16,522.92  |
| 202571        | 3/28/2016        | ST2160640009IS    | 01364    | ISLAND HOSPITAL               | DAVID MEAD, LEOFF1 RETIREE, COPAY, DOS: 3/2/16 | \$12.78      |
| 202607        | 3/28/2016        | Travel Expense    | 01281    | HUNT, MARCIA                  | TRAVEL EXPENSES FOR CACO TRAINING 3/20-21/16   | \$83.50      |
| 202552        | 3/28/2016        | WWTP - Membership | 08811    | AMAZON.COM                    | PRIME TIME MEMBERSHIP                          | \$99.00      |
| 202623        | 3/29/2016        | 00-2015-372-2     | 09994    | ALTA PLANNING AND DESIGN      | COMMERCIAL AVE 12TH TO 32ND 10% DESIGN         | \$35,799.67  |
| 202615        | 3/29/2016        | 00265355-B        | 05880    | HDR ENGINEERING INC           | WTP CONSTRUCTION PHASE                         | \$2,082.25   |
| 202649        | 3/29/2016        | 0173980           | 00950    | FIDALGO BAY COFFEE COMPANY    | COFFEE ENGINEERING                             | \$93.00      |
| 202620        | 3/29/2016        | 1328-26           | 06080    | MAKERS                        | 2016 COMP PLAN                                 | \$1,037.50   |
| 202630        | 3/29/2016        | 1602090           | 02259    | REID MIDDLETON INC            | ANACORTES SCHOOL DISTRICT TIA PEER REVIEW      | \$683.75     |
| 202670        | 3/29/2016        | 1989              | 09348    | ARCHIVESOCIAL                 | SCANNING, ARCHIVING                            | \$1,788.00   |
| 202643        | 3/29/2016        | 222233            | 01023    | FRONTIER BUILDING SUPPLY      | PIER BLOCKS                                    | \$52.51      |
| 202668        | 3/29/2016        | 223165            | 01023    | FRONTIER BUILDING SUPPLY      | CEMENT                                         | \$52.07      |
| 202699        | 3/29/2016        | 223176            | 01023    | FRONTIER BUILDING SUPPLY      | PAINT, THINNER, TAPE, PRIMER AND BRUSHES       | \$235.13     |
| 202669        | 3/29/2016        | 223199            | 01023    | FRONTIER BUILDING SUPPLY      | PLYWOOD - DISK GOLF KIOSK                      | \$36.18      |
| 202673        | 3/29/2016        | 223203            | 01023    | FRONTIER BUILDING SUPPLY      | HINGE - DISK GOLF KIOSK                        | \$9.00       |
| 202627        | 3/29/2016        | 3311219           | 00717    | DAILY JOURNAL OF COMMERCE     | AD OVERLAY PROJECT                             | \$292.60     |



| Invoice Doc # | Transaction Date | Invoice #            | Vendor # | Vendor Full Name              | Description                                         | Total Amount |
|---------------|------------------|----------------------|----------|-------------------------------|-----------------------------------------------------|--------------|
| 202629        | 3/29/2016        | 692885               | 10075    | SECO CONSTRUCTION SUPPLY      | SEPTIC INJECTION SYSTEM -                           | \$897.20     |
| 202617        | 3/29/2016        | 7318                 | 07474    | MACLEOD RECKORD PLLC          | GUEMES TRAIL - PHASE 2                              | \$3,618.19   |
| 202618        | 3/29/2016        | 7319                 | 07474    | MACLEOD RECKORD PLLC          | GUEMES TRAIL - PHASE 6                              | \$474.16     |
| 202614        | 3/29/2016        | 77919                | 00369    | BLYTHE PLUMBING & HEATING INC | INSTALL TOILETS @ CITY HALL                         | \$2,300.20   |
| 202718        | 3/29/2016        | 795700000043/23/16   | 00494    | CASCADE NATURAL GAS CORP.     | NATURAL GAS USAGE FOR THE MONTH OF MAR              | \$438.83     |
| 202658        | 3/29/2016        | 93784064             | 10089    | MIDWEST TAPE                  | DVDS                                                | \$129.02     |
| 202651        | 3/29/2016        | A1086053             | 02405    | SEBO'S DO-IT CENTER           | HARDWARE                                            | \$44.25      |
| 202695        | 3/29/2016        | A1088758             | 02405    | SEBO'S DO-IT CENTER           | DOOR STOP TIP AND BRUSH                             | \$14.23      |
| 202652        | 3/29/2016        | B324973              | 02405    | SEBO'S DO-IT CENTER           | HARDWARE                                            | \$64.02      |
| 202706        | 3/29/2016        | Exec March Visa      | 05765    | ADRIFT                        | MARCH LUNCH MEETING AND FUEL FOR MEETING IN SEATTLE | \$12.21      |
| 202711        | 3/29/2016        | KM-8371              | 10091    | KOLMART                       | FLOOD LIGHTING BRACKET                              | \$314.00     |
| 202715        | 3/29/2016        | PW Direct Lunch Meet | 00148    | ANACORTES CHAMBER OF COMMERCE | STATE OF THE CITY LUNCH MEETING/PRESENTATION        | \$18.00      |
| 202704        | 3/29/2016        | Skagit River Festiva | 08851    | SKAGIT RIVER SALMON FESTIVAL  | SPONSORSHIP - STEELHEAD                             | \$1,000.00   |
| 202719        | 3/30/2016        | Permit #22 Refill    | 02816    | UNITED STATES POSTMASTER      | PERMIT #22 - BULK MAILING UTILITY BILLS             | \$10,000.00  |
| 202437        | 4/1/2016         | 20160401             | 08563    | CHOWANEC, BILL                | STA 3 RENT FOR APRIL                                | \$1,912.00   |
| 412           |                  |                      |          |                               |                                                     |              |

**Total**

**\$357,466.71**



# City Council Agenda Bill

**Meeting Date:** 4/4/2016

**Agenda Item:** 5c

**Subject:** Revise council procedures to allow for a consent agenda to be included in, and action to be taken at, each council meeting of the Anacortes City Council.

**Staff Contact:** Darcy Swetnam, Steve Hoglund

| Approved for Submittal to Council by |                                 |
|--------------------------------------|---------------------------------|
| x                                    | Laurie Gere, Mayor              |
| x                                    | Steve Hoglund, Finance Director |
| x                                    | Darcy Swetnam, City Attorney    |
|                                      |                                 |
|                                      |                                 |

| Action Type |                     |
|-------------|---------------------|
|             | Ordinance No.       |
|             | Code Revision?      |
| x           | Resolution No. 1949 |
|             | Contract            |
|             | Public Hearing      |
|             | Staff Report        |

**Summary Statement:** Council procedures have been revised to allow action to be taken at all City Council meetings.

## **Background:**

| Budget Impact              |     |
|----------------------------|-----|
| Amount Budgeted            | N/A |
| Budget Account (BARS)      |     |
| Proposed Expenditure       |     |
| Budget Amendment Required? |     |
| Revenue Source             |     |

| Proposed Contract |  |
|-------------------|--|
| Contractor        |  |
| Amount            |  |
| Start Date        |  |
| End Date          |  |

**Previous Council/Committee Action:** On February 10<sup>th</sup> the Finance Committee discussed the idea of allowing action to be taken at every council meeting, at least with a consent agenda, to allow for the timely processing of routine items such as expenditures. At the February 22<sup>nd</sup> Council meeting the idea was discussed for the first time with full council. At the March 7 council meeting, a revised Council Procedures was reviewed, and that review continued on March 14.

**Competing Viewpoints Considered:** Leave meeting schedules as is, business flows well enough in the City, 2 check runs a month should be enough for anybody.

**Recommended Motion:** I move to adopt Resolution 1949 adopting revised council procedures.

**Alternative Actions:** Do not adopt revised Council procedures.

**Attachments** (listed in order presented): Resolution 1949, revised Council Procedures.

## **Resolution No. 1949**

### **A Resolution Repealing Resolutions No. 1867 and 1923 Adopting New City Council Procedures**

**Whereas** RCW 35A.11.020 provides that “the legislative body of each code city shall have power to organize and regulate its internal affairs...and to define the functions, powers, and duties of its officers and employees”;

**Whereas** RCW 35A.12.120 provides that “the council shall determine its own rules and order of business, and may establish rules for the conduct of council meetings and the maintenance of order”;

**Whereas** the City Council wishes to adopt new procedures to govern itself and increase the efficiency and effectiveness of its meetings;

**Whereas** the procedures adopted with Resolution No. 1867 on July 1, 2013, are insufficient for that purpose;

**Now, therefore, be it resolved by the City Council of the City of Anacortes:**

Section 1. Resolutions No. 1867 and 1923 are repealed.

Section 2. The procedures attached as Attachment A are adopted.

Section 3. This Resolution shall take effect on April 15, 2016 after publication as required by law.

**PASSED by the City Council this \_\_\_\_ day of \_\_\_\_\_, 2016.**

**CITY OF ANACORTES:**

\_\_\_\_\_  
Laurie Gere, Mayor

**Attest:**

\_\_\_\_\_  
Steve Hoglund, City Clerk/Treasurer

## Attachment A—City Council Procedures

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# **1 General Provisions**

## **1.1 Authority**

- (a) RCW 35A.11.020 provides that “the legislative body of each code city shall have power to organize and regulate its internal affairs...and to define the functions, powers, and duties of its officers and employees.”
- (b) RCW 35A.12.120 provides that “the council shall determine its own rules and order of business, and may establish rules for the conduct of council meetings and the maintenance of order.”

## **1.2 Definitions**

- (a) “Chair” means the presiding officer of a meeting; for council meetings, usually the Mayor.
- (b) “Clerk/Treasurer” means the City Clerk/Treasurer or designee.
- (c) “Final action” has the same meaning as in RCW 42.30.020: a collective positive or negative decision, or an actual vote by a majority of the members of a governing body when sitting as a body or entity, upon a motion, proposal, resolution, order, or ordinance.

- 1.3 Savings.** These rules are meant to provide assistance to the Council and Mayor for orderly, cordial, and constructive proceedings. The failure to adhere to any of these rules shall not be cause to nullify, invalidate, void or render unenforceable any action taken or any non-action by the Council or any action by the City in reliance thereon. Without affecting rights otherwise provided by law, no person has any cause of action to challenge any ordinance, resolution, motion, decision, or any act whatsoever taken by the Council or the City based on any action or nonaction by the Council in violation of, or in alleged violation of, these rules.

# **2 Officers**

## **2.1 Mayor**

- (a) Per RCW 35A.12.100, the Mayor “shall preside over all meetings of the city council when present.”
- (b) The Mayor is an independently elected official of the City of Anacortes with duties and powers established by statute and city code. These procedures do not affect the Mayor’s duties and powers as established by statute or city code; instead, they govern the role of the Mayor in City Council meetings as presiding officer.
- (c) The Mayor does not have a vote on matters before the City Council except in the case of a tie vote as permitted by RCW 35A.12.100 with respect to matters other than the passage of any ordinance, grant or revocation of franchise or license, or any resolution for the payment of money.
- (d) The Mayor may participate in discussion of all issues that come before the Council.

## **2.2 Mayor Pro Tem.**

- (a) Election. The City Council must elect a Mayor Pro Tem from among the Councilmembers at the first Council meeting in January after each general municipal election, and whenever a vacancy occurs.
- (b) Duties and Powers.
  - (1) In case of the absence or temporary disability of the Mayor, the Mayor Pro Tem may perform the duties of the Mayor.
  - (2) In the event of a vacancy in the office of Mayor pursuant to RCW 35A.12.050 or RCW 42.12.010, the Mayor Pro Tem shall perform the duties of mayor and preside over the Council during the interim period starting when the vacancy commences and ending upon the appointment to fill the vacancy pursuant to RCW Chapter 42.12.
  - (3) When acting for the Mayor, the Mayor Pro Tem has the power to:
    - (i) call special meetings;
    - (ii) administer oaths and affirmations;
    - (iii) take affidavits and certify them;
    - (iv) sign all conveyances made by the City and all instruments that require the seal of the City. See RCW 35A.12.100, Duties and Authority of the Mayor.
- (c) Right to vote. The appointment of a councilmember as Mayor Pro Tem does not in any way abridge that councilmember's right to vote upon all questions coming before the Council.

## **2.3 Clerk/Treasurer.**

- (a) Duties. The City Clerk/Treasurer must:
  - (1) Prepare the council meeting agenda.
  - (2) Maintain and publish the list of council committees and their meeting schedules.

# **3 Council Meetings—Types**

## **3.1 Regular Meetings.**

- (a) Regular meetings of the City Council are held on the first, second, third, and fourth Monday of each month at 6:00 p.m., except that when any of these days falls on a holiday, the City Council meets on the next business day.
- (b) The City Council may cancel, postpone, or advance the date of any regular Council meeting, except per RCW 35A.12.110 the City Council may not hold fewer than one regular business meeting in each month.
- (c) Regular meetings are held in in the Council Chambers at City Hall.
- (d) In the event there are no agenda items to be considered at a scheduled meeting, such meeting may be canceled by notification by the Mayor to members of the City Council, the public, and other affected parties.

### **3.2 Special Meetings.**

- (a) A special meeting is any meeting of the City Council other than a regular meeting.
- (b) Per RCW 35A.12.110, a special meeting may be called at any time by the Mayor or by any three council members.
- (c) Notice of special meetings must be provided in accordance with RCW 42.30.080.
- (d) Per RCW 42.30.080(3), final action at special meetings may only be taken on the items on the agenda.

### **3.4 Adjournment.** Any regular, adjourned regular, special, or adjourned special meeting may be adjourned in the manner set forth in RCW 42.30.090.

### **3.5 Continuances.** Any meeting or hearing being held, noticed, or ordered to be held by the City Council may be continued to a specified time and place in the manner set forth in RCW 42.30.100.

### **3.6 Executive Sessions.**

- (a) The City Council may hold an executive session without the public as allowed by RCW 42.30.110.
- (b) When the Council adjourns to an executive session, the Mayor must:
  - (1) announce the general topic and the specific RCW authorizing the executive session;
  - (2) specify whether or not the City Council will reconvene afterward and the expected time the City Council will reconvene;
  - (3) announce that the Council will not take any final action in executive session.
- (c) Consistent with RCW 42.30.910, the authorized purposes for executive sessions are to be strictly construed.
- (d) Attendance at executive sessions is limited to councilmembers, the Mayor, and those staff necessary to discuss the subject of the executive session.
- (e) No Councilmember, employee of the City, or any other person present during an executive session may disclose the content or substance of any discussion or action that took place during the executive session, unless authorized to make such disclosure.
- (f) Any discussions in an executive session with its City Attorney or other legal counsel are subject to the attorney-client privilege.
- (g) The Council may not take any votes or any "final action" as defined by RCW 42.30.020(3) at any executive session.

### **3.7 Retreats**

- (a) The Council may meet in an informal conversation setting for a variety of purposes related to City business. Such meetings constitute special meetings under RCW 42.30.



## **4 Council Meetings—Attendance**

### **4.1 Quorum.**

- (a) **Defined.** Per RCW 35A.12.120, a majority of all the members of the City Council constitutes a quorum.
- (b) No business may be conducted without a quorum of councilmembers present or participating in absentia.
- (c) If a quorum is not present at the beginning of a meeting, or if the absence of a quorum arises during a meeting, the presiding officer must adjourn the meeting.

### **4.2 Attendance Required.**

- (a) All Councilmembers must attend all regular meetings of the City Council. Any Councilmember who cannot attend a meeting should notify the Mayor of the reason he or she cannot attend. The Mayor must advise the Council of the reason and entertain a motion to excuse the absence, if any.
- (b) At any regular meeting where a Councilmember is absent, any other Councilmember may move to excuse the absent member. A motion to excuse requires a second and majority vote for passage.
- (c) Per RCW 35A.12.060, a Councilmember is automatically removed from office after failure to attend three consecutive regular meetings without being excused.
- (d) A Councilmember participating in absentia is not considered absent for the purpose of RCW 35A.12.120 or RCW Chapter 42.30.

### **4.3 Participation in Absentia.**

- (a) **Defined.** Participation in absentia means participation in a council meeting without being physically present.
- (b) A Councilmember wishing to participate in absentia must request accommodation to attend via telephone or other electronic communications by contacting the Mayor no later than 24 hours prior to the meeting, unless the meeting is a special meeting where the Councilmember must request participation in absentia as soon as reasonably possible.
- (c) The Councilmember participating in absentia must be able to hear the entire proceedings including all participants, and all participants at the meeting must be able to hear the Councilmember(s) appearing by telephone or other electronic means.
- (d) No Councilmember may participate in absentia more than twice in any calendar year.
- (e) The recording secretary must note in the meeting minutes the participation of an absent Councilmember.

## **5 Council Meetings—Agenda**

### **5.1 Preparation.**

- (a) The City Clerk/Treasurer is responsible for preparation of the City Council's meeting agenda.

- (b) The City Clerk/Treasurer must distribute the agenda to Councilmembers and publish it to the City website for regular meetings at least five days prior the meeting.

**5.2 Form and Standard Order of Business.** Unless modified by the Chair for a single meeting, the agenda must list business in the following order:

- (a) Call to Order / Pledge of Allegiance;
- (b) Announcements and Committee Reports (including a list of Council Committees that met since the prior meeting);
- (c) Public Comment;
- (d) Consent Agenda;
- (e) any public hearings;
- (f) any high-priority business that must be conducted at that meeting;
- (g) any other business.

**5.3 Addition of items to the agenda**

- (a) A City Department Head may request addition of an item to a Council meeting agenda. An agenda item coversheet is required for all such agenda items.
- (b) Any two Councilmembers, by submitting a written request to the Clerk/Treasurer, may add an item to a Council meeting agenda for a specific date at least 6 days after the request. The Mayor may decline to put a requested item on an agenda if it is inappropriate, untimely, or unrelated to the business of the City. However, if three Councilmembers support the agenda request, the item must be included on the agenda. An agenda item coversheet is required for all such agenda items.
- (c) A member of the public may suggest or request, in writing, an item for a future Council meeting agenda. The Mayor has discretion to decide whether to add such an item to a Council meeting agenda, and may recommend the item be presented instead to a Council Committee.
- (d) On the second and fourth regular meeting of each month, items requiring final action, other than those qualifying for the consent agenda, should not be scheduled.

## **6 Council Meetings—Standard Business**

**6.1 Call to Order.**

- (a) The Clerk/Treasurer must note the absence of any councilmember.
- (b) Attendees stand and recite the pledge of allegiance.

**6.2 Announcements and Committee Reports.**

Councilmembers and the Mayor should make any announcements related to city business that are relevant to the Council or the public.

**6.3 Public Comment.** See Rule 8 ~~Council Meetings—Public Comment~~ Meetings—Public Comment.

**6.4 Consent Agenda.**

- (a) The Consent Agenda is a list of routine items not requiring discussion or independent action.
- (b) The Council must approve the items on the Consent Agenda as a group, but any Councilmember may remove any item from the Consent Agenda to be considered separately.
- (c) All items on the Consent Agenda (except for minutes and routine payment of claims) require:
  - (1) a completed agenda item coversheet;
  - (2) the complete document for which approval is requested;
  - (3) approval as to content by the relevant department head;
  - (4) approval as to budget by the Clerk/Treasurer;
  - (5) approval as to form by the City Attorney.
- (d) Items eligible for consent agenda include the following.
  - (1) meeting minutes.
  - (2) payment of claims per AMC Chapter 3.02;
  - (3) street fair applications;
  - (4) resolutions to set the date of a public hearing;
  - (5) final decisions on land use applications that received unanimous preliminary approval at a previous meeting;
  - (6) grant agreements  $\leq$  \$250,000;
  - (7) Public Works contracts that have been publicly bid  $\leq$  \$200,000;
  - (8) purchased or personal services contracts on standard city forms  $\leq$  \$100,000;
  - (9) any item the council has indicated may be placed on the Consent Agenda at a previous meeting.

**7 Council Meetings—Motions, Voting, and Types of Action**

**7.1 Debate.** Debate must follow the rules in Attachment B.

**7.2 Voting.**

- (a) All votes may be taken by voice vote except for final votes on the adoption of an ordinance or resolution, which must be by roll call.
- (b) Per RCW 35A.12.120, any vote must be by roll call vote if a council member requests it.
- (c) Per RCW 35A.12.120, the passage of any ordinance, grant or revocation of franchise or license, and any resolution for the payment of money requires the affirmative vote of at least a majority of the whole membership of the council.

### 7.3 Resolutions.

- (a) **Defined.** A resolution is a written form of a motion.
- (b) The City Council may use a resolution to formalize rules, recommendations, administrative policies, or expressions of opinion; to authorize contracts; and to take other actions that do not require an ordinance.
- (c) A resolution does not require approval of the Mayor. The Mayor's signature on a resolution indicates the Mayor's certification, as presiding officer, that the Council approved the resolution as written.

### 7.4 Ordinances

- (a) **Defined.** An ordinance is a law of the City. An ordinance is generally required for the following actions:
  - (1) imposing a tax;
  - (2) establishing fees or charges for city services;
  - (3) regulating the conduct of business;
  - (4) revising the Anacortes Municipal Code and other city regulations;
  - (5) adopting or revising the Comprehensive Plan;
  - (6) other items that State law or City policy requires to be enacted by means of an ordinance.
- (b) **Two-read rule.** An ordinance must be heard at two separate council meetings before it can be adopted.

## 8 Council Meetings—Public Comment

- (a) **Generally.**
  - (1) The chair should preserve order and decorum at all regular and special meetings of the City Council, in accordance with RCW 43.30.050.
  - (2) Meetings are intended to be of a neutral and businesslike atmosphere.
  - (3) These rules are intended to promote an orderly system of holding a public hearing or meeting, to give every person who wishes to speak an opportunity to be heard, and to ensure that no individual is embarrassed by exercising the right to free speech.
- (b) **Opportunities.**
  - (1) The agenda may indicate when opportunities for public comment are allowed or invited.
  - (2) The mayor or councilmembers may invite additional information, questions, or comments from the public, pertinent to the matters under discussion.
  - (3) Public input for quasi-judicial proceedings and other actions covered by specific rules of procedure are governed by the applicable rules.
  - (4) Comments on certain matters may be restricted to the date and time they are considered under an agenda, such as those requiring a public hearing or subject to a public participation plan.

**(c) Time limits.**

- (1) The chair may set uniform time limits or time allocations for testimony as necessary to manage the orderly progress of the meeting.
- (2) As time allows, additional time may be allowed by the chair to an individual or group, after everyone else has spoken.
- (3) Spokesperson for a group. In order to expedite matters and to avoid repetitious presentation, delay or interruption of the orderly business of the Council, whenever any group of persons wishes to address the Council on the same subject matter, the chair may request that a spokesperson be chosen by the group to address the Council. However, being a member of a group shall not preclude an individual from stating that they agree or disagree with the spokesperson, or from presenting additional comments not addressed by the spokesperson.

**(d) Method of addressing Council.**

- (1) A person desiring to address the Council must first obtain the permission of the chair.
- (2) A person addressing the Council must:
  - (i) speak into a microphone;
  - (ii) provide their name for the record;
  - (iii) for public hearings, provide his or her address for the record;
  - (iv) confine their remarks to those relevant the issues being considered.

**(e) Disruptions.**

- (1) The chair should maintain control over interruptions and disruptive behavior.
- (2) No person may:
  - (i) engage in any indecorous, abusive or inappropriate language;
  - (ii) make personal attacks on any other person;
  - (iii) impugn the integrity, honesty, or motives of any person;
  - (iv) in any way make slanderous remarks;
  - (v) wave signs, cheer or applaud, or take disruptive actions.
- (3) Any person whose comments have been ruled out of order by the chair must immediately cease and refrain from further improper comments. Anyone who persists in making "out of order" comments, interrupting others, or otherwise disrupting the meeting is subject to removal from the meeting.
- (4) In the event that any meeting is interrupted by a person or group of persons so as to render the orderly conduct of such meeting unfeasible, and order cannot be restored by the removal of individuals who are interrupting the meeting, the members of the Council may vote to order the meeting room cleared and continue in session or may adjourn the meeting and reconvene at another location selected by majority vote of the members.



## **9 Council Meetings—Records**

**9.1 Recording.** City staff must make audio and video recordings of all City Council meetings, and maintain an archive of all such recordings on the City website for access by the public.

### **9.2 Minutes**

- (a) City staff must prepare minutes of all Council meetings and provide to each Councilmember for approval at a subsequent meeting.
- (b) Approved meeting minutes must be published on the City website.

## **10 Council Committees**

### **10.1 Purpose.**

- (a) Council Committees are for the purpose of studying and considering policy issues, and bringing recommendations on issues forward to the full Council for consideration. Issues may be referred to a Committee by the Council for the Committee to review and make a recommendation back to the Council. Issues may also be brought to a Committee's attention by any Councilmember, by City staff, or by the public through a Councilmember or staff. Committees will also assist staff by reviewing issues in advance of their presentation to the full Council.

### **10.2 Council Committees do not represent, and may not speak for, the City Council.**

### **10.3 Standing Committees.**

- (a) The Mayor Pro-Tem must appoint three Councilmembers to each standing committees at the second regular meeting of each year that follows a general municipal election. The appointments must be confirmed by the City Council.
- (b) The following standing committees are established for the purposes described:
  - (1) **Finance:** to make recommendations on the municipal budget, capital facilities financing, and to approve transactions as authorized by municipal code.
  - (2) **Housing Affordability and Community Services:** to develop a draft strategic plan to improve housing affordability and make recommendations on budget and CDBG grant allocations for social services.
  - (3) **Personnel:** to make recommendations regarding positions and personnel policies.
  - (4) **Planning:** to make recommendations regarding land use, comprehensive planning, development regulations, and community and economic development.
  - (5) **Parks and Recreation:** to make recommendations regarding park, recreation, and trail facilities, activities, and policies.
  - (6) **Public Works:** to make recommendations regarding public works and city utilities.
  - (7) **Public Safety:** to make recommendations regarding public safety, including the police and fire departments and emergency medical services.

**10.4 Ad Hoc Committees.** The Mayor Pro-Tem may appoint Ad Hoc Committees to consider and make reports or policy recommendations on specific topics. The appointments must be confirmed by the City Council.

**10.5 Committee Meetings.**

- (a) Council Committees may set their own meeting times, agendas, and work programs.
- (b) The regular Council Committee meeting schedule must be posted on the City website and upcoming meeting times should included on Council agendas.
- (c) A Committee may call a special meeting or re-schedule a regular meeting at any time with 24-hour notice consistent with RCW 42.30.080.
- (d) The Committees may prioritize the various issues that are put before them, and determine which ones to work on.
- (e) If an issue is referred to a Committee by Council vote, with a request for the Committee to make a recommendation back to Council, that issue shall have a high priority.
- (f) Duty to avoid a quorum. No more than three Councilmembers may attend any Committee meeting. A Councilmember may attend a committee meeting in the absence of a regular member if asked to do so by the remaining regular Committee members to facilitate the work of the Committee.

**10.6 Committee Reports.**

- (a) At regular council meetings, each committee that has met since a prior council meeting should provide a report of the committee's business.
- (b) Committees may request time at a full Council meeting for:
  - (1) discussion of an issue that the Committee is working on; or
  - (2) presentation of the Committee's formal recommendations to the Council with a request for Council action.
- (c) When the Committee members are not unanimous in their recommendation, a minority viewpoint may be presented.

**10.7 Council Representatives**

- (a) The Mayor Pro-Tem may appoint a Councilmember to be a Council representative or liaison to a community organization, a neighborhood group, a committee or group of another governmental entity, or in some way to coordinate between the Council or City and another group. The appointment must be confirmed by the City Council.
- (b) Council representatives must regularly report to the City Council.

## **11 Suspension and Amendment of these Procedures**

- 11.1 Suspension of the Rules.** Any provision of these rules not governed by other laws may be suspended until the next meeting by 2/3 vote of those Councilmembers present.
- 11.2 Amendment of the Rules.** These rules may be amended or new rules adopted by a vote of at least four Councilmembers, provided that the proposed amendments or new rules must have been introduced at a prior Council meeting.

## **Attachment B—Rules of Debate**

### **1.1 Generally**

- (a) Unless otherwise stated in this document, or unless in conflict with state law, the Mayor shall maintain order, control the manner of discussion among the Councilmembers, and implement the City Council's rules. If a question arises regarding the application of the rules, any two members can appeal to the Council for a decision.
- (b) The presiding officer shall determine all points of order subject to the right of any Councilmember to appeal to the Council. If any appeal is taken, the point of order shall be decided by vote of the Council.

### **1.2 Introduction of Business**

- (a) The presiding officer shall state all questions coming before the Council, provide opportunity for discussion from the floor where required by ordinance or statutes, or these rules of procedure, and at other times at his or her discretion, and announce all decisions of the Council.
- (b) The Mayor shall introduce each item of business and refer it to the appropriate spokesperson for explanation to the entire Council.

### **1.3 Right to Speak.**

- (a) Each Councilmember desiring to speak shall address the presiding officer, and the Mayor shall recognize members of the Council in the order that they request the floor.
- (b) Upon recognition, each Councilmember shall confine his or her comments to the issues being considered. At the discretion of the Council, an informal conversational format may be utilized for discussion of some issues.
- (c) Interruptions. A member of the Council, once recognized, shall not be interrupted when speaking unless it is to call him or her to order. The Mayor shall maintain control over interruptions.

### **1.4 Motion Procedures.**

- (a) Any Councilmember may make a motion with respect to the item of business on the floor.
- (b) Motions shall be clear and concise and not include statements for the motion within the motion.
- (c) If a motion does not receive a second, it dies. After a motion and a second, the Mayor shall restate the motion.
- (d) Motions that do not need a second include: nominations, agenda order, point of order, and adjournment. After consideration of the Mayor's ability to break a tie vote, according to State law, a motion that receives a tie vote is deemed to have failed.
- (e)
- (f) A motion to amend a motion, upon a second, may be discussed and must be decided before the principal motion is further considered.

- (g) A motion to postpone to a certain time, including later in the same meeting, is debatable, is amendable, and may be reconsidered at the same meeting. The question being postponed must be considered at a later time at the same meeting or at a future regular or special Council meeting.
- (h) Where there is insufficient information available to the Council to decide an issue, a motion to postpone to a time when the issue is deemed ready for further consideration may be made. A motion for consideration at such an indefinite time shall state with specificity the conditions to be met or deemed not meetable before the Council is to again consider the issue. If such a motion is seconded, it is debatable, amendable, and may be reconsidered at the same meeting. The question so postponed will be considered when the conditions have been met or are deemed impossible to meet.

### **1.5 Discussion.**

- (a) Discussion of an issue may occur before a motion on the issue has been made. After a motion has been made and seconded, the Councilmembers may discuss their opinions on the issue prior to the vote; the post-motion discussion shall focus on the issue within the context of the merits of the motion.
- (b) All Councilmembers must be afforded an opportunity to speak on the issue. Public comment shall not be allowed when a motion is pending except at the request of a Councilmember to the Mayor to clarify the details of the issue at hand, for limited inquiry made to staff or legal counsel, or to a person who previously provided formal or informal testimony concerning the issue at hand. The Mayor shall insure that any response is limited to the inquiry made.

### **1.6 Closing Discussion.**

- (a) A motion calling for the question shall close discussion on the main motion and is not debatable. Such a motion must receive a second and fails without a two-thirds (2/3) vote of those Councilmembers present.
- (b) Discussion is re-opened if the motion fails.

### **1.7 Voting.**

- (a) The Mayor or recording secretary shall restate the motion prior to voting.
- (b) The recording secretary shall conduct any roll call votes.
- (c) No Councilmember shall be allowed to pass when called upon and then vote later in the order.
- (d) Councilmembers may abstain from the entire vote only where disqualified by reason of conflict of interest or where approved by the Mayor due to the Councilmember's non-participation in earlier proceedings concerning the subject of the motion. Should any Councilmember nonetheless fail to vote when his/her name is called or otherwise abstain, his/her vote will be counted as an "aye" on the question.
- (e) To meet a "two thirds of Councilmembers present" requirement, the vote must be as follows:
  - (1) if seven (7) members are present, then five (5) must vote in the affirmative;
  - (2) if six or five (6 or 5) members are present, then four (4) must vote in the affirmative;



- (3) if four (4) members are present, then three (3) must vote in the affirmative.
- (f) At the conclusion of any vote, the Mayor shall inform the Council of the result of the vote. The recording secretary may confirm the result.

**1.8 Informal Concurrence.** When the Council concurs or agrees with an item that does not require a formal motion, the Mayor will summarize the agreement at the conclusion of the discussion. Unless objection is made by a Councilmember after such a summary, the summary stands. If objection is made, the matter should be decided by formal motion.

**1.9 Reconsideration.** When a question other than: (a) a bond resolution; (b) a quasijudicial decision; (c) an ordinance enacting or amending a comprehensive plan, a development regulation, or the Shoreline Master Program; or (d) in reliance on which City staff has already acted and has been decided by vote of the Council, any Councilmember who voted in the majority may move for reconsideration. A motion for reconsideration may occur no later than the next following regular business meeting of the Council. Any such motion must receive a second to be considered.

This document is mostly rewriting and reorganization of existing rules for clarity and concision. In this draft, highlighted sections are substantive changes from the existing rules of procedure. Strikethrough indicates existing rules that are proposed to be deleted.

**Resolution No. \_\_\_\_\_**

**A Resolution Repealing Resolutions No. 1867 and 1923  
Adopting New City Council Procedures**

**Whereas** RCW 35A.11.020 provides that "the legislative body of each code city shall have power to organize and regulate its internal affairs...and to define the functions, powers, and duties of its officers and employees";

**Whereas** RCW 35A.12.120 provides that "the council shall determine its own rules and order of business, and may establish rules for the conduct of council meetings and the maintenance of order";

**Whereas** the City Council wishes to adopt new procedures to govern itself and increase the efficiency and effectiveness of its meetings;

**Whereas** the procedures adopted with Resolution No. 1867 on July 1, 2013, are insufficient for that purpose;

**Now, therefore, be it resolved by the City Council of the City of Anacortes:**

Section 1. Resolutions No. 1867 and 1923 are repealed.

Section 2. The procedures attached as Attachment A are adopted.

Section 3. ~~This Resolution shall take effect on April 15, 2016 after publication as required by law.~~

**PASSED by the City Council this \_\_\_\_ day of \_\_\_\_\_, 2016.**

**CITY OF ANACORTES:**

\_\_\_\_\_  
Laurie Gere, Mayor

**Attest:**

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Steve Heglund, City Clerk/Treasurer

## Attachment A—City Council Procedures

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## **1 General Provisions**

### **1.1 Authority**

- (a) RCW 35A.11.020 provides that "the legislative body of each code city shall have power to organize and regulate its internal affairs...and to define the functions, powers, and duties of its officers and employees."
- (b) RCW 35A.12.120 provides that "the council shall determine its own rules and order of business, and may establish rules for the conduct of council meetings and the maintenance of order."

### **1.2 Definitions**

- (a) "Chair" means the presiding officer of a meeting; for council meetings, usually the Mayor.
- (b) "Clerk/Treasurer" means the City Clerk/Treasurer or designee.
- (c) "Final action" has the same meaning as in RCW 42.30.020: a collective positive or negative decision, or an actual vote by a majority of the members of a governing body when sitting as a body or entity, upon a motion, proposal, resolution, order, or ordinance.

### **1.3 Savings.** These rules are meant to provide assistance to the Council and Mayor for orderly, cordial, and constructive proceedings. The failure to adhere to any of these rules shall not be cause to nullify, invalidate, void or render unenforceable any action taken or any non-action by the Council or any action by the City in reliance thereon. Without affecting rights otherwise provided by law, no person has any cause of action to challenge any ordinance, resolution, motion, decision, or any act whatsoever taken by the Council or the City based on any action or nonaction by the Council in violation of, or in alleged violation of, these rules.

## **2 Officers**

### **2.1 Mayor**

- (a) Per RCW 35A.12.100, the Mayor "shall preside over all meetings of the city council when present."
- (b) The Mayor is an independently elected official of the City of Anacortes with duties and powers established by statute and city code. These procedures do not affect the Mayor's duties and powers as established by statute or city code; instead, they govern the role of the Mayor in City Council meetings as presiding officer.
- (c) The Mayor does not have a vote on matters before the City Council except in the case of a tie vote as permitted by RCW 35A.12.100 with respect to matters other than the passage of any ordinance, grant or revocation of franchise or license, or any resolution for the payment of money.
- (d) The Mayor may participate in discussion of all issues that come before the Council.

## **2.2 Mayor Pro Tem.**

- (a) Election. The City Council must elect a Mayor Pro Tem from among the Councilmembers at the first Council meeting in January after each general municipal election, and whenever a vacancy occurs.
- (b) Duties and Powers.
  - (1) In case of the absence or temporary disability of the Mayor, the Mayor Pro Tem may perform the duties of the Mayor.
  - (2) In the event of a vacancy in the office of Mayor pursuant to RCW 35A.12.050 or RCW 42.12.010, the Mayor Pro Tem shall perform the duties of mayor and preside over the Council during the interim period starting when the vacancy commences and ending upon the appointment to fill the vacancy pursuant to RCW Chapter 42.12.
  - (3) When acting for the Mayor, the Mayor Pro Tem has the power to:
    - (i) call special meetings;
    - (ii) administer oaths and affirmations;
    - (iii) take affidavits and certify them;
    - (iv) sign all conveyances made by the City and all instruments that require the seal of the City. See RCW 35A.12.100, Duties and Authority of the Mayor.
- (c) Right to vote. The appointment of a councilmember as Mayor Pro Tem does not in any way abridge that councilmember's right to vote upon all questions coming before the Council.

## **2.3 Clerk/Treasurer.**

- (a) Duties. The City Clerk/Treasurer must:
  - (1) Prepare the council meeting agenda.
  - (2) Maintain and publish the list of council committees and their meeting schedules.

# **3 Council Meetings—Types**

## **3.1 Regular Meetings.**

- (a) Regular meetings of the City Council are held on the first, second, third, and fourth Monday of each month at 6:00 p.m., except that when any of these days falls on a holiday, the City Council meets on the next business day.
- (b) The City Council may **cancel**, postpone, or advance the date of any regular Council meeting, except per RCW 35A.12.110 the City Council may not hold fewer than one regular business meeting in each month.
- (c) Regular meetings are held in in the Council Chambers at City Hall.
- (d) In the event there are no agenda items to be considered at a scheduled meeting, such meeting may be canceled by notification by the Mayor to members of the City Council, the public, and other affected parties.

### 3.2 Special Meetings.

- (a) A special meeting is any meeting of the City Council other than a regular meeting.
- (b) Per RCW 35A.12.110, a special meeting may be called at any time by the Mayor or by any three council members.
- (c) Notice of special meetings must be provided in accordance with RCW 42.30.080.
- (d) Per RCW 42.30.080(3), final action at special meetings may only be taken on the items on the agenda.

### 3.4 Adjournment.

Any regular, adjourned regular, special, or adjourned special meeting may be adjourned in the manner set forth in RCW 42.30.090.

### 3.5 Continuances.

Any meeting or hearing being held, noticed, or ordered to be held by the City Council may be continued to a specified time and place in the manner set forth in RCW 42.30.100.

### 3.6 Executive Sessions.

- (a) The City Council may hold an executive session without the public as allowed by RCW 42.30.110.
- (b) When the Council adjourns to an executive session, the Mayor must:
  - (1) announce the general topic and the specific RCW authorizing the executive session;
  - (2) specify whether or not the City Council will reconvene afterward and the expected time the City Council will reconvene;
  - (3) announce that the Council will not take any final action in executive session.
- (c) Consistent with RCW 42.30.910, the authorized purposes for executive sessions are to be strictly construed.
- (d) Attendance at executive sessions is limited to councilmembers, the Mayor, and those staff necessary to discuss the subject of the executive session.
- (e) No Councilmember, employee of the City, or any other person present during an executive session may disclose the content or substance of any discussion or action that took place during the executive session, unless authorized by the City Council to make such disclosure.
- (f) Any discussions in an executive session with its City Attorney or other legal counsel are subject to the attorney-client privilege.
- (g) The Council may not take any votes or any "final action" as defined by RCW 42.30.020(3) at any executive session.

### 3.7 Retreats

- (a) The Council may meet in an informal conversation setting for a variety of purposes related to City business. Such meetings constitute special meetings under RCW 42.30.

## **4 Council Meetings—Attendance**

### **4.1 Quorum.**

- (a) **Defined.** Per RCW 35A.12.120, a majority of all the members of the City Council constitutes a quorum.
- (b) No business may be conducted without a quorum of councilmembers present or participating in absentia.
- (c) If a quorum is not present at the beginning of a meeting, or if the absence of a quorum arises during a meeting, the presiding officer must adjourn the meeting.

### **4.2 Attendance Required.**

- (a) All Councilmembers must attend all regular meetings of the City Council. Any Councilmember who cannot attend a meeting should notify the Mayor of the reason he or she cannot attend. The Mayor must advise the Council of the reason and entertain a motion to excuse the absence, if any.
- (b) At any regular meeting where a Councilmember is absent, any other Councilmember may move to excuse the absent member. A motion to excuse requires a second and majority vote for passage.
- (c) Per RCW 35A.12.060, a Councilmember is automatically removed from office after failure to attend three consecutive regular meetings without being excused.
- (d) A Councilmember participating in absentia is not considered absent for the purpose of RCW 35A.12.120 or RCW Chapter 42.30.

### **4.3 Participation in Absentia.**

- (a) **Defined.** Participation in absentia means participation in a council meeting without being physically present.
- (b) A Councilmember wishing to participate in absentia must request accommodation to attend via telephone or other electronic communications by contacting the Mayor no later than 24 hours prior to the meeting, unless the meeting is a special meeting where the Councilmember must request participation in absentia as soon as reasonably possible.
- (c) The Councilmember participating in absentia must be able to hear the entire proceedings including all participants, and all participants at the meeting must be able hear the Councilmember(s) appearing by telephone or other electronic means.
- (d) No Councilmember may participate in absentia more than twice in any calendar year.
- (e) The recording secretary must note in the meeting minutes the participation of an absent Councilmember.

## **5 Council Meetings—Agenda**

### **5.1 Preparation.**

- (a) The City Clerk/Treasurer is responsible for preparation of the City Council's meeting agenda.



~~(a)~~

- (b) The City Clerk/Treasurer must distribute the agenda to Councilmembers and publish it to the City website for regular meetings at least five days prior the meeting.

**5.2 Form and Standard Order of Business.** Unless modified by the Chair for a single meeting, the agenda must list business in the following order:

- (a) Call to Order / Pledge of Allegiance;
- (b) Announcements and Committee Reports (including a list of Council Committees that met since the prior meeting);
- (c) Public Comment;
- (d) Consent Agenda;
- (e) any public hearings;
- (f) any high-priority business that must be conducted at that meeting;
- (g) any other business.

**5.3 Addition of items to the agenda**

- (a) A City Department Head may request addition of an item to a Council meeting agenda. An agenda item coversheet is required for all such agenda items.
- (b) Any two Councilmembers, by submitting a written request to the Clerk/Treasurer, may add an item to a Council meeting agenda for a specific date at least 6 days after the request. The Mayor may decline to put a requested item on an agenda if it is inappropriate, untimely, or unrelated to the business of the City. However, if three Councilmembers support the agenda request, the item must be included on the agenda. An agenda item coversheet is required for all such agenda items.
- (c) A member of the public may suggest or request, in writing, an item for a future Council meeting agenda. The Mayor or City Council has complete discretion to decide whether to add such an item to a Council meeting agenda, and may recommend the item be presented instead to a Council Committee.

**5.4 Study Sessions**

- ~~(a) On the second and fourth regular meeting of each month, items requiring final action, other than those qualifying for the consent agenda, should not be scheduled. are designated as "study sessions," which describes the types of items that may be scheduled for the meeting, not the type of meeting.~~
- ~~(b)(d) Items requiring final action, other than those qualifying for the consent agenda, should not be scheduled for these meetings.~~

**6 Council Meetings—Standard Business**

**6.1 Call to Order.**

- (a) The Clerk/Treasurer must note the absence of any councilmember.



(b) Attendees stand and recite the pledge of allegiance.

**6.2 Announcements and Committee Reports.**

Councilmembers and the Mayor should make any announcements related to city business that are relevant to the Council or the public.

~~(a) Each committee that has met since a prior council meeting should provide a report of the committee's business.~~

**6.3 Public Comment.** See Rule 8 ~~Council Meetings—Public Comment~~ Meetings—Public Comment.

**6.4 Consent Agenda.**

(a) The Consent Agenda is a list of routine ~~and non-controversial~~ items not requiring discussion or independent action.

(b) The Council must approve the items on the Consent Agenda as a group, but any Councilmember may remove any item from the Consent Agenda to be considered separately.

(c) All items on the Consent Agenda (except for minutes and routine payment of claims) require:

- (1) a completed agenda item coversheet;
- (2) the complete document for which approval is requested;
- (3) approval as to content by the relevant department head;
- (4) approval as to budget by the Clerk/Treasurer;
- (5) approval as to form by the City Attorney.

(d) Items eligible for consent agenda ~~include the following~~.

- (1) meeting minutes;
- (2) payment of claims per AMC Chapter 3.02;
- (3) street fair applications;
- (4) resolutions to set the date of a public hearing;
- (5) final decisions on land use applications that received unanimous preliminary approval at a previous meeting;
- (6) grant agreements ≤ \$250,000;
- (7) Public Works contracts that have been publicly bid ≤ \$200,000;
- (8) purchased or personal services contracts on standard city forms ≤ \$100,000;
- (9) any item the council has indicated may be placed on the Consent Agenda at a previous meeting.

## 7 Council Meetings—Motions, Voting, and Types of Action

7.1 **Debate.** Debate must follow the rules in Attachment B.

7.2 **Voting.**

- (a) All votes may be taken by voice vote except for final votes on the adoption of an ordinance or resolution, which must be by roll call.
- (b) Per RCW 35A.12.120, any vote must be by roll call vote if a council member requests it.
- (c) Per RCW 35A.12.120, the passage of any ordinance, grant or revocation of franchise or license, and any resolution for the payment of money requires the affirmative vote of at least a majority of the whole membership of the council.

**Commented [SD1]:** If there are ordinances or resolutions on the consent agenda, it should be voted on by roll call.

**Commented [RW2]:** What about votes on the consent agenda?

7.3 **Resolutions.**

- (a) **Defined.** A resolution is a written form of a motion.
- (b) The City Council may use a resolution to formalize rules, recommendations, administrative policies, or expressions of opinion; to authorize contracts; and to take other actions that do not require an ordinance.
- (c) A resolution does not require approval of the Mayor. The Mayor's signature on a resolution indicates the Mayor's certification, as presiding officer, that the Council approved the resolution as written.

7.4 **Ordinances**

- (a) **Defined.** An ordinance is a law of the City. An ordinance is generally required for the following actions:
  - (1) imposing a tax;
  - (2) establishing fees or charges for city services;
  - (3) regulating the conduct of business;
  - (4) revising the Anacortes Municipal Code and other city regulations;
  - (5) adopting or revising the Comprehensive Plan;
  - (6) other items that State law or City policy requires to be enacted by means of an ordinance.
- (b) **Two-read rule.** An ordinance must be heard at two separate council meetings before it can be adopted.

## 8 Council Meetings—Public Comment

(a) **Generally.**

- (1) The chair should preserve order and decorum at all regular and special meetings of the City Council, in accordance with RCW 43.30.050.
- (2) Meetings are intended to be of a neutral and businesslike atmosphere.

- (3) These rules are intended to promote an orderly system of holding a public hearing or meeting, to give every person who wishes to speak an opportunity to be heard, and to ensure that no individual is embarrassed by exercising the right to free speech.

**(b) Opportunities.**

- (1) The agenda may indicate when opportunities for public comment are allowed or invited.
- (2) The mayor or councilmembers may invite additional information, questions, or comments from the public, pertinent to the matters under discussion.
- (3) Public input for quasi-judicial proceedings and other actions covered by specific rules of procedure are governed by the applicable rules.
- (4) Comments on certain matters may be restricted to the date and time they are considered under an agenda, such as those requiring a public hearing or subject to a public participation plan.

**(c) Time limits.**

- (1) The chair may set uniform time limits or time allocations for testimony as necessary to manage the orderly progress of the meeting.
- (2) As time allows, additional time may be allowed by the chair to an individual or group, after everyone else has spoken.
- (3) Spokesperson for a group. In order to expedite matters and to avoid repetitious presentation, delay or interruption of the orderly business of the Council, whenever any group of persons wishes to address the Council on the same subject matter, the chair may request that a spokesperson be chosen by the group to address the Council. However, being a member of a group shall not preclude an individual from stating that they agree or disagree with the spokesperson, or from presenting additional comments not addressed by the spokesperson.

**(d) Method of addressing Council.**

- (1) A person desiring to address the Council must first obtain the permission of the chair.
- (2) A person addressing the Council must:
  - (i) speak into a microphone;
  - (ii) provide their name for the record;
  - (iii) for public hearings, provide his or her address for the record;
  - (iv) confine their remarks to those relevant the issues being considered.

**(e) Disruptions.**

- (1) The chair should maintain control over interruptions and disruptive behavior.
- (2) No person may:
  - (i) engage in any indecorous, abusive or inappropriate language;
  - (ii) make personal attacks on any other person;
  - (iii) impugn the integrity, honesty, or motives of any person;

- (iv) in any way make slanderous remarks;
  - (v) wave signs, cheer or applaud, or take disruptive actions.
- (3) Any person whose comments have been ruled out of order by the chair must immediately cease and refrain from further improper comments. Anyone who persists in making “out of order” comments, interrupting others, or otherwise disrupting the meeting is subject to removal from the meeting.
- (4) In the event that any meeting is interrupted by a person or group of persons so as to render the orderly conduct of such meeting unfeasible, and order cannot be restored by the removal of individuals who are interrupting the meeting, the members of the Council may vote to order the meeting room cleared and continue in session or may adjourn the meeting and reconvene at another location selected by majority vote of the members.

## 9 Council Meetings—Records

**9.1 Recording.** City staff must make audio and video recordings of all City Council meetings, and maintain an archive of all such recordings on the City website for access by the public.

### 9.2 Minutes

- (a) City staff must prepare minutes of all Council meetings and provide to each Councilmember for approval at a subsequent meeting.
- (b) Approved meeting minutes must be published on the City website.

## 10 Council Committees

### 10.1 Purpose.

- (a) Council Committees are for the purpose of studying and considering policy issues, and bringing recommendations on issues forward to the full Council for consideration. Issues may be referred to a Committee by the Council for the Committee to review and make a recommendation back to the Council. Issues may also be brought to a Committee’s attention by any Councilmember, by City staff, or by the public through a Councilmember or staff. Committees will also assist staff by reviewing issues in advance of their presentation to the full Council.

**10.2 Council Committees do not represent, and may not speak for, the City Council.**

### 10.3 Standing Committees.

- (a) The Mayor Pro-Tem must appoint three Councilmembers to each standing committees at the second regular meeting of each year that follows a general municipal election. The appointments must be confirmed by the City Council.
- (b) The following standing committees are established for the purposes described:
  - (1) **Finance;** to make recommendations on the municipal budget, capital facilities financing, and to approve transactions as authorized by municipal code.



- (2) **Housing Affordability and Community Services:** to develop a draft strategic plan to improve housing affordability and make recommendations on budget and CDBG grant allocations for social services.
- (3) **Personnel:** to make recommendations regarding positions and personnel policies.
- (4) **Planning:** to make recommendations regarding land use, comprehensive planning, development regulations, and community and economic development.
- (5) **Parks and Recreation:** to make recommendations regarding park, recreation, and trail facilities, activities, and policies.
- (6) **Public Works:** to make recommendations regarding public works and city utilities.
- (7) **Public Safety:** to make recommendations regarding public safety, including the police and fire departments and emergency medical services.

**10.4 Ad Hoc Committees.** The Mayor Pro-Tem may appoint Ad Hoc Committees to consider and make reports or policy recommendations on specific topics. The appointments must be confirmed by the City Council.

#### 10.5 Committee Meetings.

~~Each committee that has met since a prior council meeting should provide a report of the committee's business.~~

- (a) Council Committees may set their own meeting times, agendas, and work programs.
- (b) ~~The~~ regular Council Committee meeting schedule must be posted on the City website and upcoming meeting times should included on Council agendas.
- (c) A Committee may call a special meeting or re-schedule a regular meeting at any time with 24-hour notice consistent with RCW 42.30.080.
- (d) The Committees may prioritize the various issues that are put before them, and determine which ones to work on.
- (e) If an issue is referred to a Committee by Council vote, with a request for the Committee to make a recommendation back to Council, that issue shall have a high priority.
- (f) Duty to avoid a quorum. No more than three Councilmembers may attend any Committee meeting. A Councilmember may attend a committee meeting in the absence of a regular member if asked to do so by the remaining regular Committee members to facilitate the work of the Committee.

**Commented [RW3]:** Upcoming committee meetings?

#### 10.6 Committee Reports.

~~(a) At regular council meetings, each committee that has met since a prior council meeting should provide a report of the committee's business.~~

- ~~(a) Committees must make brief reports to Council from time to time regarding issues the Committee is working on and future items coming up.~~
- (b) Committees may request time at a full Council meeting for:
  - (1) discussion of an issue that the Committee is working on; or



- (2) presentation of the Committee's formal recommendations to the Council with a request for Council action.
- (c) When the Committee members are not unanimous in their recommendation, a minority viewpoint may be presented.

#### **10.7 Council Representatives**

- (a) The Mayor Pro-Tem may appoint a Councilmember to be a Council representative or liaison to a community organization, a neighborhood group, a committee or group of another governmental entity, or in some way to coordinate between the Council or City and another group. The appointment must be confirmed by the City Council.
- (b) Council representatives must regularly report to the City Council.

### **11 Suspension and Amendment of these Procedures**

- 11.1 Suspension of the Rules.** Any provision of these rules not governed by other laws may be suspended until the next meeting by 2/3 vote of those Councilmembers present.
- 11.2 Amendment of the Rules.** These rules may be amended or new rules adopted by a vote of at least four Councilmembers, provided that the proposed amendments or new rules must have been introduced at a prior Council meeting.

## Attachment B—Rules of Debate

### 1.1 Generally

- (a) Unless otherwise stated in this document, or unless in conflict with state law, the Mayor shall maintain order, control the manner of discussion among the Councilmembers, and implement the City Council's rules. If a question arises regarding the application of the rules, any two members can appeal to the Council for a decision.
- (b) The presiding officer shall determine all points of order subject to the right of any Councilmember to appeal to the Council. If any appeal is taken, the point of order shall be decided by vote of the Council.

### 1.2 Introduction of Business

- (a) The presiding officer shall state all questions coming before the Council, provide opportunity for discussion from the floor where required by ordinance or statutes, or these rules of procedure, and at other times at his or her discretion, and announce all decisions of the Council.
- (b) The Mayor shall introduce each item of business and refer it to the appropriate spokesperson for explanation to the entire Council.

### 1.3 Right to Speak.

- (a) Each Councilmember desiring to speak shall address the presiding officer, and the Mayor shall recognize members of the Council in the order that they request the floor.
- (b) Upon recognition, each Councilmember shall confine his or her comments to the issues being considered. At the discretion of the Council, an informal conversational format may be utilized for discussion of some issues.
- (c) Interruptions. A member of the Council, once recognized, shall not be interrupted when speaking unless it is to call him or her to order. The Mayor shall maintain control over interruptions.

### 1.4 Motion Procedures.

- (a) Any Councilmember may make a motion with respect to the item of business on the floor.
- (b) Motions shall be clear and concise and not include statements for the motion within the motion.
- (c) If a motion does not receive a second, it dies. After a motion and a second, the Mayor shall ~~state the names of the Councilmembers making the motion and second~~ *rescind the motion*.
- (d) Motions that do not need a second include: nominations, agenda order, point of order, and adjournment. After consideration of the Mayor's ability to break a tie vote, according to State law, a motion that receives a tie vote is deemed to have failed.
- (e) ~~A motion may be withdrawn by request of the maker of the motion upon the second of such request.~~
- (f) A motion to amend a motion, upon a second, may be discussed and must be decided before the principal motion is further considered.

- (g) A motion to postpone to a certain time, including later in the same meeting, is debatable, is amendable, and may be reconsidered at the same meeting. The question being postponed must be considered at a later time at the same meeting or at a future regular or special Council meeting.
- (h) Where there is insufficient information available to the Council to decide an issue, a motion to postpone to a time when the issue is deemed ready for further consideration may be made. A motion for consideration at such an indefinite time shall state with specificity the conditions to be met or deemed not meetable before the Council is to again consider the issue. If such a motion is seconded, it is debatable, amendable, and may be reconsidered at the same meeting. The question so postponed will be considered when the conditions have been met or are deemed impossible to meet.

#### **1.5 Discussion.**

- (a) Discussion of an issue may occur before a motion on the issue has been made. After a motion has been made and seconded, the Councilmembers may discuss their opinions on the issue prior to the vote; the post-motion discussion shall focus on the issue within the context of the merits of the motion.
- (b) All Councilmembers must be afforded an opportunity to speak on the issue. Public comment shall not be allowed when a motion is pending except at the request of a Councilmember to the Mayor to clarify the details of the issue at hand, for limited inquiry made to staff or legal counsel, or to a person who previously provided formal or informal testimony concerning the issue at hand. The Mayor shall insure that any response is limited to the inquiry made.

#### **1.6 Closing Discussion.**

- (a) A motion calling for the question shall close discussion on the main motion and is not debatable. Such a motion must receive a second and fails without a two-thirds (2/3) vote of those Councilmembers present.
- (b) Discussion is re-opened if the motion fails.

#### **1.7 Voting.**

- (a) The Mayor or recording secretary shall restate the motion prior to voting.
- (b) The recording secretary shall conduct any roll call votes.
- (c) No Councilmember shall be allowed to pass when called upon and then vote later in the order.
- (d) Councilmembers may abstain from the entire vote only where disqualified by reason of conflict of interest or where approved by the Mayor due to the Councilmember's non-participation in earlier proceedings concerning the subject of the motion. Should any Councilmember nonetheless fail to vote when his/her name is called or otherwise abstain, his/her vote will be counted as an "aye" on the question.
- (e) To meet a "two thirds of Councilmembers present" requirement, the vote must be as follows:
  - (1) if seven (7) members are present, then five (5) must vote in the affirmative;
  - (2) if six or five (6 or 5) members are present, then four (4) must vote in the affirmative;

(3) if four (4) members are present, then three (3) must vote in the affirmative.

(f) At the conclusion of any vote, the Mayor shall inform the Council of the result of the vote. The recording secretary may confirm the result.

**1.8 Informal Concurrence.** When the Council concurs or agrees with an item that does not require a formal motion, the Mayor will summarize the agreement at the conclusion of the discussion. Unless objection is made by a Councilmember after such a summary, the summary stands. If objection is made, the matter should be decided by formal motion.

**1.9 Reconsideration.** When a question other than: (a) a bond resolution; (b) a quasijudicial decision; (c) an ordinance enacting or amending a comprehensive plan, a development regulation, or the Shoreline Master Program; or (d) in reliance on which City staff has already acted and has been decided by vote of the Council, any Councilmember who voted in the majority may move for reconsideration. A motion for reconsideration may occur no later than the next following regular business meeting of the Council. Any such motion must receive a second to be considered.





## City Council Agenda Bill

**Meeting Date:** 4/4/2016    **Agenda Item:** 5d

**Subject:** Resolution No. 1952 Authorizing Execution of the Tourism Promotion Fund Contracts by and Between the City of Anacortes and Recipient Agencies

**Staff Contact:** Don Measamer

| Approved for Submittal to Council by |                                 |
|--------------------------------------|---------------------------------|
| x                                    | Laurie Gere, Mayor              |
| x                                    | Steve Hoglund, Finance Director |
| x                                    | Darcy Swetnam, City Attorney    |
| x                                    | Don Measamer, PCED Director     |
|                                      |                                 |

| Action Type |                     |
|-------------|---------------------|
|             | Ordinance No.       |
|             | Code Revision?      |
| X           | Resolution No. 1952 |
|             | Contract            |
|             | Public Hearing      |
|             | Staff Report        |

**Summary Statement:** Three new projects were submitted for the Lodging Tax 2016 funding. These projects have been selected by the City Lodging Tax Advisory Committee to advertise, publicize, or distribute information or undertake other activities specifically authorized by RCW 67.28.180 for the purpose of attracting visitors to Anacortes.

**Background:** The Revised Code of Washington (RCW) 67.28.080 provides authority for cities to adopt a lodging tax of up to 4% of lodging charges made by hotels and motels in order to attract visitors for both overnight stays and daytrips. The Lodging Tax Advisory Committee reviewed and recommended the requests for funding at their March 10, 2016 meeting. The recommendation includes 2 city sponsored requests and one contract which is attached for City Council review and approval. The 2 city sponsored requests are the parklet purchase by the Planning Department and additional funding to cover overtime by the City Police Department during the Oyster Run event. Contracts are not required with City departments.

| Budget Impact              |                   |
|----------------------------|-------------------|
| Amount Budgeted            | \$29,000          |
| Budget Account (BARS)      | 135.240.557.30.41 |
| Proposed Expenditure       | \$29,000          |
| Budget Amendment Required? | No                |
| Revenue Source             | Lodging Tax       |

| Proposed Contract |  |
|-------------------|--|
| Contractor        |  |
| Amount            |  |
| Start Date        |  |
| End Date          |  |

**Previous Council/Committee Action:** LTAC Recommends approval of each contract for 2016 tourism funding

**Competing Viewpoints Considered:** All proposals were reviewed by the LTAC and forwarded to City Council as recommended.

**Recommended Motion:** I move to approve Resolution No. 1952 Authorizing Execution of the Tourism Promotion Fund Contracts by and Between the City of Anacortes and Recipient Agencies



**Alternative Actions:** Deny Resolution 1952 and extend the timeframe for approval of the contracts.

**Attachments** (listed in order presented): Resolution No. 1952, City Planning Dept. application for parklet purchase, Contract for Anacortes Vintage Market



**RESOLUTION NO. 1952**

**A RESOLUTION AUTHORIZING EXECUTION OF TOURISM PROMOTION FUND  
CONTRACT/COMMITMENT BY AND BETWEEN THE CITY OF ANACORTES  
AND RECIPIENT AGENCIES**

**WHEREAS**, the below listed agencies have been selected by the City through a competitive selection process to undertake projects designed to advertise, publicize, or distribute information or undertake other activities specifically authorized by RCW 67.28.180 for the purpose of attracting visitors to the City of Anacortes; and

**WHEREAS**, the City of Anacortes wishes to contract with these agencies for the provision of these services and is willing to provide certain monies to these agencies, which monies have been collected or will be collected as part of the Motel/Hotel Tax;

**NOW, THEREFORE IT IS HEREBY RESOLVED BY THE ANACORTES CITY COUNCIL** to authorize the distribution of tourism promotion funds to the following listed agencies, as the official act and deed of the City of Anacortes:

|    |                                                              |                          |                 |
|----|--------------------------------------------------------------|--------------------------|-----------------|
| 1. | Stacy Doyle                                                  | Anacortes Vintage Market | \$7,000         |
| 2. | City of Anacortes Police Dept.                               | Oyster Run               | \$10,000        |
| 3. | City of Anacortes Planning, Community & Economic Development | Parklet                  | \$12,000        |
|    | <b>TOTAL</b>                                                 |                          | <b>\$29,000</b> |

**PASSED and APPROVED** on this 4<sup>th</sup> day of April, 2016.

**CITY OF ANACORTES:**

By \_\_\_\_\_  
Laurie Gere, Mayor

**ATTEST:**

\_\_\_\_\_  
Steven D. Hoglund, City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Darcy Swetnam, WSBA #40530  
City Attorney

Resolution No. 1952  
April 4, 2016



**CITY OF ANACORTES  
TOURISM PROMOTION FUND**

***Project Assistance Program***

**PROJECT APPLICATION:**

Project Title: Portable Parklet

Contact Person: Don Measamer, Planning Dept

Address: P.O. Box 547

City: Anacortes                      State: WA                      Zip 98221

Phone: 360.299.1942

Project Sponsor: City of Anacortes

Address: P.O. Box 547

City: Anacortes                      State: WA                      Zip: 98221

Sponsor is: Non-Profit \_\_\_\_\_ Public Agency: City of Anacortes

Amount requested: \$12,000                      Applicant's match: In kind services for setup and maintainance

Estimated # of Visitors to Anacortes: 250, associated with various events

Estimated # of Lodging Rooms per Night:

Total project budget: \$12,000.00

**PROJECT SUMMARY:**

In the space below, provide a one paragraph, concise summary of your request and what it will accomplish. If your request is part of a larger project you may briefly describe the over-all project. However, please focus the majority of your answer on the specific element for which you are requesting funding.

The proposal is for the one time purchase of a premanufactured parklet that can be placed on the street, using one parking stall, in the downtown corridor, and relocated in front of various businesses as requested.



### **SCOPE OF WORK:**

Fully describe the project. Expand your summary paragraph from page one to address such issues as: what it is you wish to do; who will benefit, why and how; beginning and ending dates of your project and what measures you will apply to evaluate its success. If you are requesting funds for a specific portion of a larger project, please so state but focus your response on the element for which you are requesting funding assistance. Keep scope outline to this one page or less. Use attachments to describe details.

The one time purchase of the parklet, which would be placed in front of various places of business, would create additional gathering places for visitors at various times of the year, especially during events.

### **ELIGIBILITY:**

Specifically, how does your project meet the City and State eligibility requirements as set out in the accompanying application guidelines? Be brief and clear. One or two paragraphs or specific outline will describe.

The parklet clearly provides additional gathering spaces during events and other times of the year for visitors to Anacortes.

### **PROJECT BUDGET:**

Please detail the budget for your project. Remember that though the City can pay no personnel costs (wages, benefits, etc.), such costs are eligible as a portion of your matching portion. The City can pay a share of such costs as postage, design and layout of printed materials, printing, and communications. Please specify whether your various match items will be cash (C) or in-kind (I/K).

|                         |             |
|-------------------------|-------------|
| Dero Parklet            | \$11,454.35 |
| Chairs, Planters, Table | \$ 545.65   |
| Total                   | \$12,000.00 |





**DERO**  
A PLAYCORE Company

504 Malcolm Ave SE Suite 100,  
MINNEAPOLIS, MN, 55414  
Tax Registration No 26-303-0026  
www.dero.com  
(612) 359-0689 \* (888) 337-6729  
Sales Representative - Ted Duepner

Contact Name Don Measamer  
Contact Phone 360-299-1942

Est. Ship Date 4/12/2016  
Delivery terms FOB origin  
Payment terms Net 30 days

Delivery Contact  
Delivery Phone

## Quotation

Page 1 of 2  
Number QTE-00003109-2  
Date 3/1/2016  
Customer PO  
Reference Parklet + Add On  
Quote valid until 3/31/2016

### Sold to:

Anacortes, City of  
Accounts Payable  
PO Box 410  
ANACORTES, WA 98221  
USA

### Ship to:

City of Anacortes  
Municipal Building  
904 Sixth St.  
ANACORTES, WA 98221  
USA

| Catalog No             | Description                                       | Ship date | Quantity | Unit | Net Unit  | Amount   |
|------------------------|---------------------------------------------------|-----------|----------|------|-----------|----------|
| PARKLET E              | PARKLET E<br>96" X 105"<br>6" DROP                | 4/12/2016 | 1.00     | EA   | 4,268.000 | 4,268.00 |
| PARKLET E              | PARKLET E<br>96" X 105"<br>6" DROP                | 4/12/2016 | 1.00     | EA   | 3,316.000 | 3,316.00 |
| PARKLET<br>RAILING     | PARKLET RAILING                                   | 4/12/2016 | 1.00     | EA   | 2,398.000 | 2,398.00 |
| PARKLET E<br>ACCESSORY | BEIGE POWDER COAT<br>PARKLET E ACCESSORY          | 4/12/2016 | 2.00     | EA   | 0.000     | 0.00     |
| PARKLET LEVEL 3<br>-5" | PARKLET LEVEL 3-5",<br>3/4" X 5.91, #11T150SA8/OS | 4/12/2016 | 3.00     | EA   | 0.000     | 0.00     |





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ANACORTES, WA 98221  
USA

### Ship to:

City of Anacortes  
Municipal Building  
904 Sixth St.  
ANACORTES, WA 98221  
USA

To place the order, verify that all the bill-to, ship-to, and order information is correct, sign and date where indicated, and email back to your sales representative, or to sales@dero.com. Once we receive a signed order form, we will e-mail you an order confirmation, so that you know that your order has been processed, and provide an estimated ship date.

This Ship Date is an estimate only. We will do everything possible to ship by or before that date but do not guarantee shipment by that date.

A 20% restocking fee will be assessed to all canceled orders.  
Quote is good for 30 days.

Customer agrees that installation area is suitable for drilling.  
Sales tax is estimated based on current tax rates. Final sales tax is subject to tax rates at the time of shipment.  
Payments can be made by credit card, pre-payment, or net 30 credit terms may be issued with credit approval.

THIS SIGNED ORDER FORM IS ACCEPTED AS A BINDING PURCHASE

Customer please specify desired ship date: \_\_\_\_\_

Signature & Date \_\_\_\_\_

| Sales Subtotals | Freight | Other Charges | Sales Tax |
|-----------------|---------|---------------|-----------|
| 9,982.00        | 575.00  | 0.00          | 897.35    |

**TOTAL**

**USD**

**\$11,454.35**





**DERO**  
A PLAYCORE company

## Credit Card Payment Authorization

Card Type: \_\_\_\_\_ VISA \_\_\_\_\_ AMEX \_\_\_\_\_ MASTERCARD

Company Name: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

\_\_\_\_\_

Card Number: \_\_\_\_\_

Exp. Date: \_\_\_\_\_

Amount to Charge : \$ \_\_\_\_\_ (USD)

By signing this form, you authorize Everlast Climbing Industries, Inc. dba Dero to charge your card for the amount listed above.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



**Measamer, Don**

---

**From:** Duepner, Ted <TDuepner@dero.com>  
**Sent:** Tuesday, March 01, 2016 12:56 PM  
**To:** Measamer, Don  
**Subject:** RE: Quote 3109-2 From the Dero Bike Rack Company

Hi Don, that does include the gap covers.

Weight of starter without railings is 600 lbs.

Add-on without railings is 550 lbs.

Railings at 225 lbs.

You can take it apart and move with individual pieces if desired but as one piece they're obviously quite big and heavy.

Thanks,  
Ted

**Ted Duepner**  
*Inside Sales Rep*



504 Malcolm Ave SE, Suite 100  
Minneapolis, MN 55414  
Direct: 651.789-4236  
Office: 888.337.6729  
Fax: 612.331.2731

[www.dero.com](http://www.dero.com)

---

**From:** Measamer, Don [mailto:don@cityofanacortes.org]  
**Sent:** Tuesday, March 01, 2016 2:48 PM  
**To:** Duepner, Ted  
**Subject:** RE: Quote 3109-2 From the Dero Bike Rack Company

Hi Ted, Could you also confirm the weight of each section? We are looking at moving it from site to site and hopefully not having to have a fork lift. Thanks

Don Measamer  
City of Anacortes  
Department of Planning, Community & Economic Development  
P.O. Box 547  
Anacortes, WA 98221

Ph. 360.299.1942  
Fax. 360.293.1938



[don@cityofanacortes.org](mailto:don@cityofanacortes.org)

## 2016 Comprehensive Plan Update Info



Get involved.... It's your city!

### CONFIDENTIALITY STATEMENT

This message may contain information that is protected by the attorney-client and/or work product privilege. If this message was sent to you in error, any use, disclosure or distribution of its contents is prohibited. If you receive this message in error, please contact me at the telephone number or e-mail address listed above and delete this message without printing, copying, or forwarding it. Thank you.



Please consider the environment before deciding to print this e-mail.

**From:** Duepner, Ted [<mailto:TDuepner@dero.com>]  
**Sent:** Tuesday, March 01, 2016 10:55 AM  
**To:** Measamer, Don <[don@cityofanacortes.org](mailto:don@cityofanacortes.org)>  
**Subject:** Quote 3109-2 From the Dero Bike Rack Company

Greetings Don, thanks for calling earlier, please let me know if you have any questions.

Attached is the quote you requested for a Parklet Starter plus Add-on (96" X 105" per unit) with beige powder coat railings. Gap covers and leveling feet for 6" drop included.  
Lead time of 6-8 weeks for Parklets.

To place the order, please verify the following (you may use your own purchase order if you prefer):

- 1) Bill to address
- 2) Ship to address
- 3) Delivery contact name and phone number
- 4) Desired ship date (if other than ASAP)
- 5) Signature at the bottom

Once we receive the complete order form, we'll send you a confirmation with a shipment date.

Thanks for your interest in Dero!

-Ted

**Ted Duepner**  
*Inside Sales Rep*



504 Malcolm Ave SE, Suite 100  
Minneapolis, MN 55414  
Direct: 651.789.4236  
Office: 888.337.6729  
Fax: 612.331.2731



# DERO PARKLET



## Modular Urban Oasis



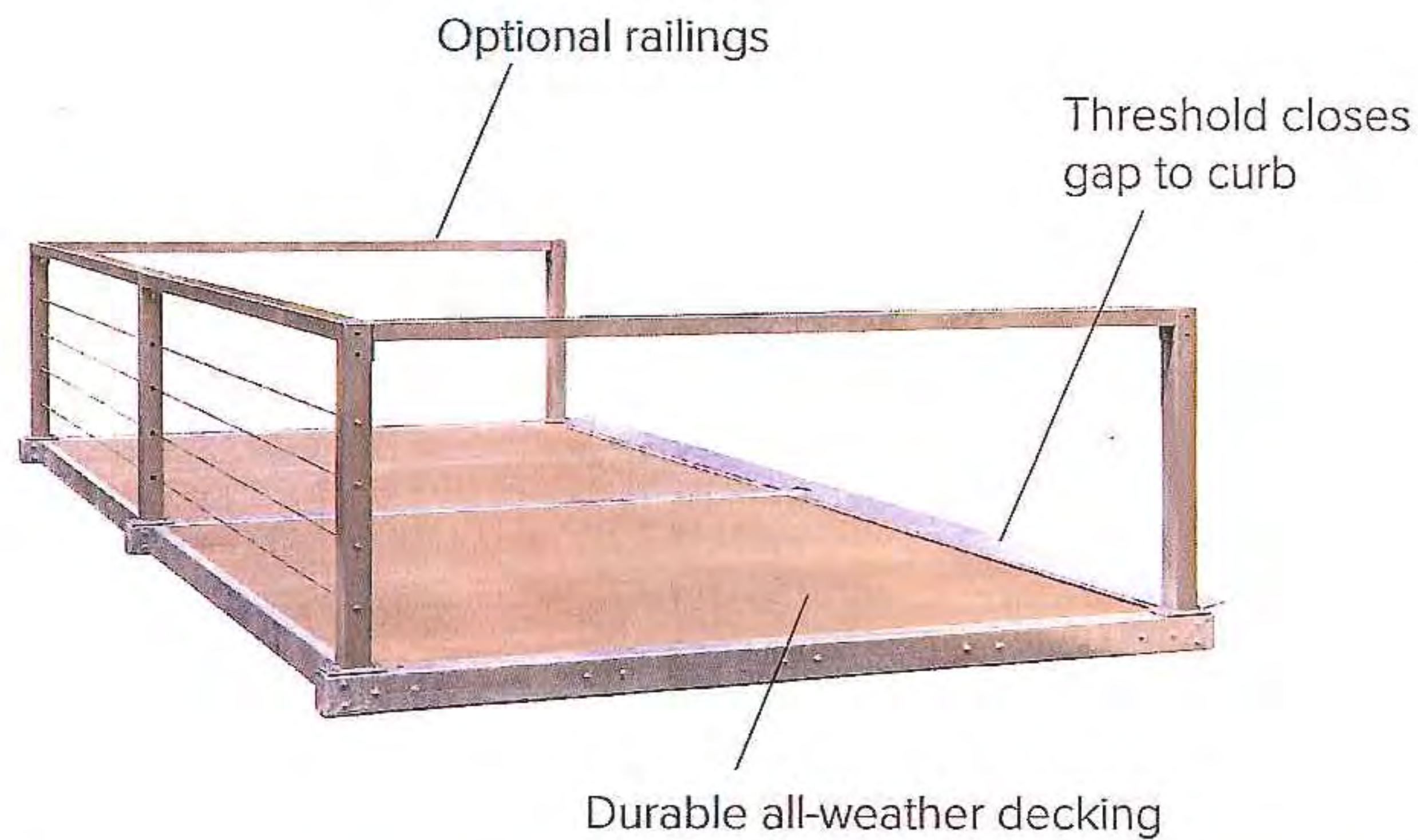
The Dero Parklet is an innovative way to build public gathering spaces right in the heart of the urban streetscape. Local businesses with limited sidewalk space now have the unique ability to extend their atmosphere and aesthetic to the outdoors. The Dero Parklet's modular design allows each space to be built to suit any vision. With a galvanized steel frame and recycled paper-based fiber composite decking, this little urban oasis has the durability to last through all seasons.



**DERO**  
A PLAYCORE Company



# DERO PARKLET



## FINISH OPTIONS

Galvanized (Main Frame)



Powder Coat (Railing)

|                         |                    |                         |                        |                          |
|-------------------------|--------------------|-------------------------|------------------------|--------------------------|
| White                   | Black              | Light Gray<br>RAL 7042  | Deep Red<br>RAL 3003   | Yellow<br>RAL 1023       |
| CNH-Bright yellow       | Orange<br>RAL 2004 | Blue<br>RAL 5005        | Sky Blue<br>RAL 5015   | Hunter Green<br>RAL 6005 |
| Light Green<br>RAL 6018 | Green<br>RAL 6016  | Sepia Brown<br>RAL 8014 | Bronze                 | Silver<br>9007           |
| Dark Purple             | Flat Black         | Wine Red<br>RAL 3005    | Light Gray<br>RAL 7042 | Iron Gray<br>7011        |

www.dero.com | 1-888-337-6729

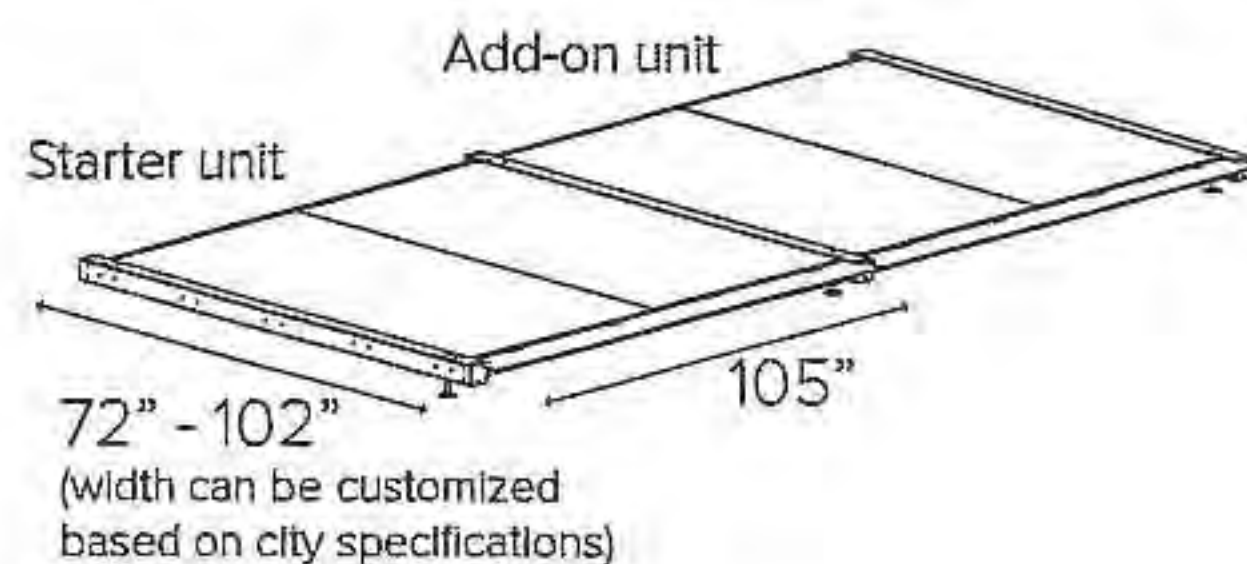


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# PARKLET

## Submittal Sheet

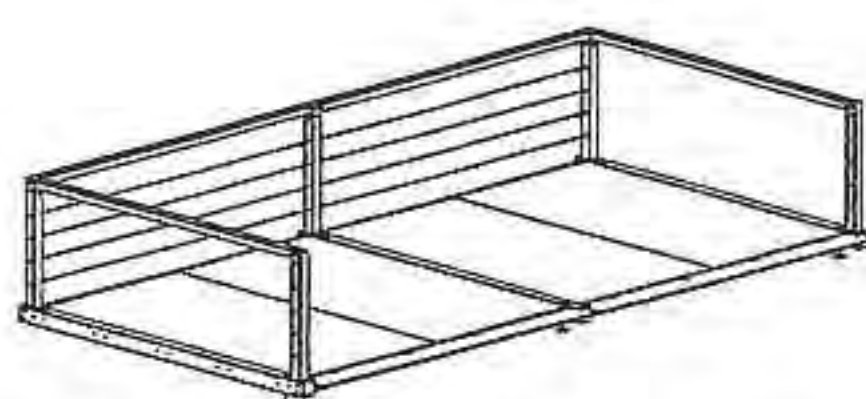


### MATERIALS

Main Frame: 4" x 11g square tube  
 Joist: 2" x 3/16" square tube  
 Deck Panel: 4' x 8' x 1/2" recycled paper-based fiber composite  
 Railing Upright: 3" x 11g square tube  
 Railing: 11g plate  
 Cable: 3/16" stainless, 316 grade

### FINISHES

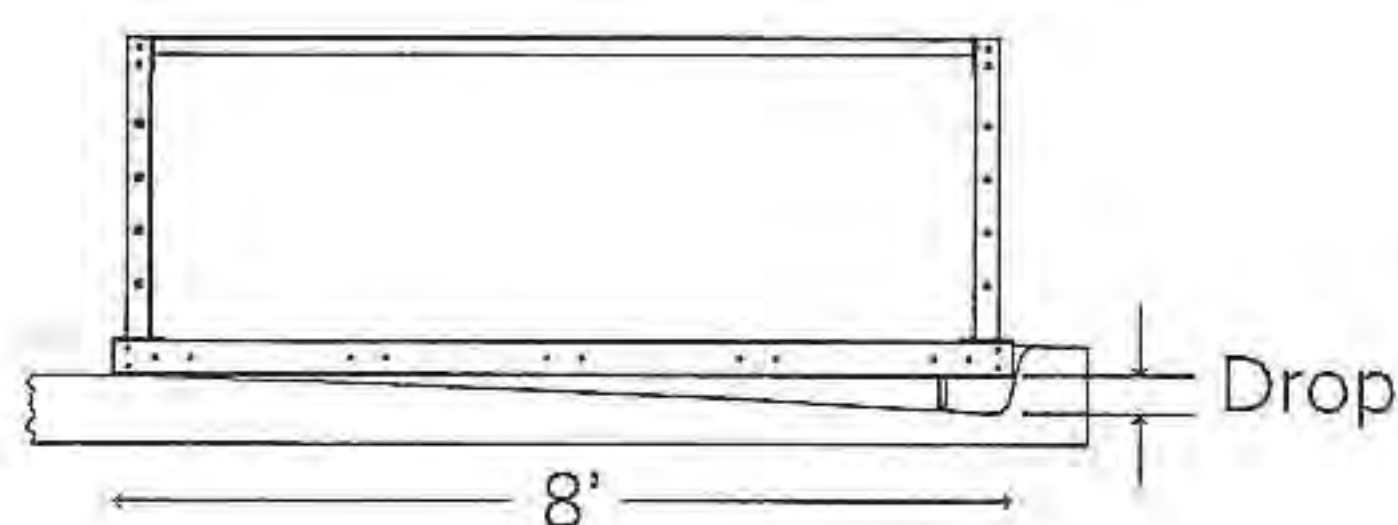
- ☐ **Galvanized (Main Frame)**  
 An after fabrication hot dipped galvanized finish is our standard option.
- ☐ **Powder Coat (Railings)**  
 Our powder coat finish assures a high level of adhesion and durability by following these steps:
  1. Sandblast
  2. Epoxy primer electrostatically applied
  3. Final thick TGIC polyester powder coat



Starter unit, add-on unit,  
 railings, and cables

### MOUNT OPTIONS

- ☐ **Surface**  
 The Dero Parklet rests on the installation surface. No drilling is required. It is the responsibility of the installer to ensure that all base materials onto which the Dero Parklet will be installed can support the unit and will not be damaged by any required installation procedures.



### Street Drop

To ensure proper leveling feet are shipped with the Dero Parklet, please determine the amount of drop that occurs over the 8' where the parklet will be located.



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 A PLAYCORE Company

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## PARKLET

# Installation Instructions - Deck (1 of 2)

---

### TOOLS NEEDED

Tape measure  
Level  
9/16" Socket wrench and box wrench  
7/16" Socket wrench  
7/16" Allen wrench

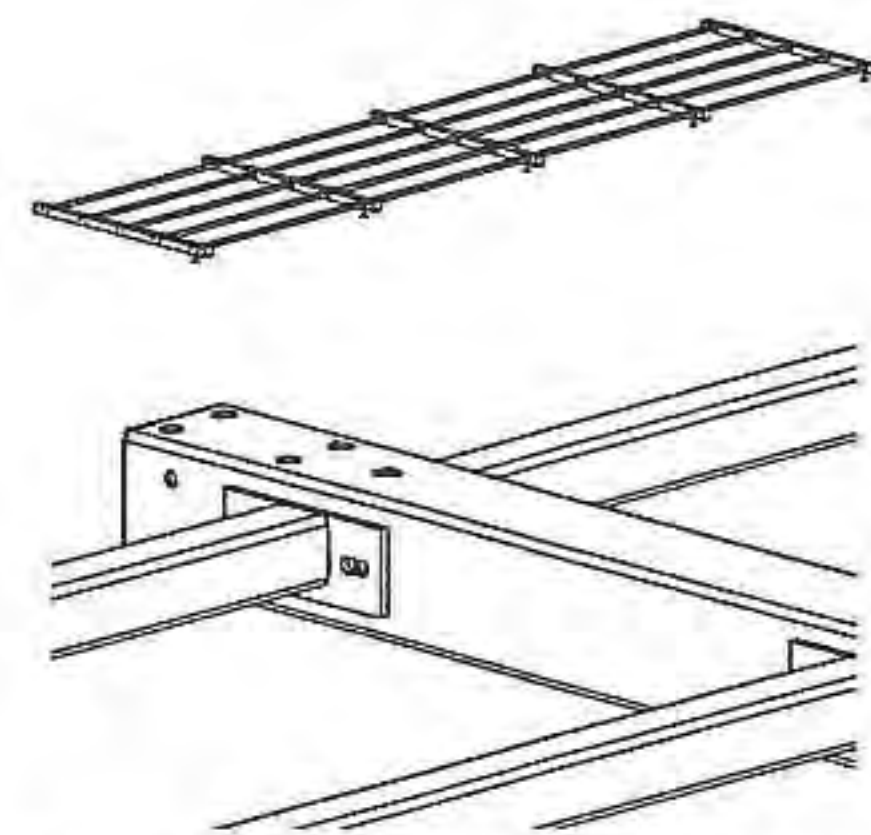
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1



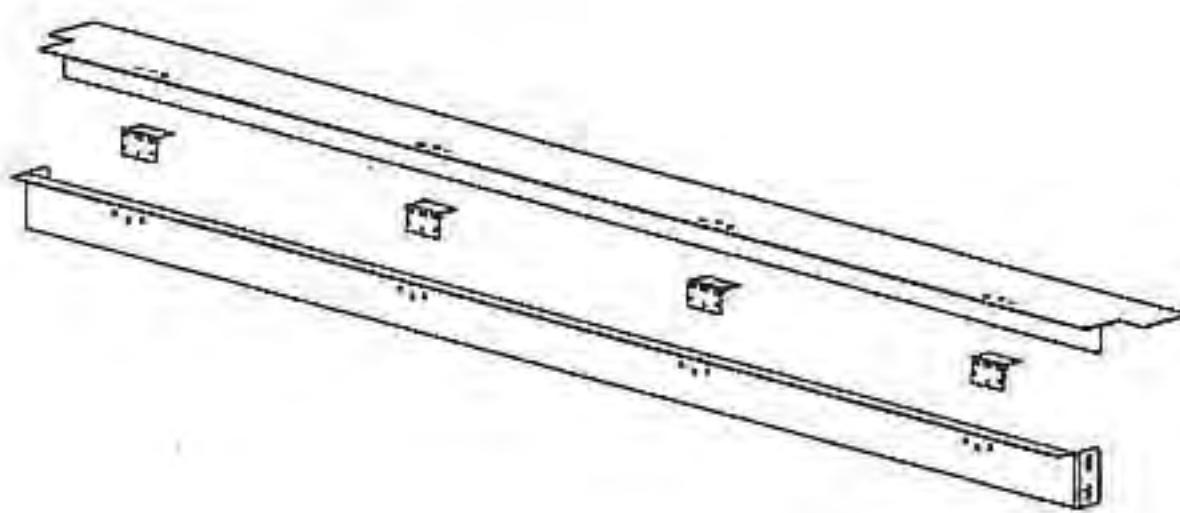
Place the 4" square pieces about 100.5" on-center. Use as many pieces as necessary for the length of deck being built. Placement should be close to the final desired location. The whole deck may be nudged using wood 2x4's as levers. For example, it may be easier to leave the deck 6" from a curb to aid assembly. For installation on a sloped surface, use (1) leveling foot on each piece.

2



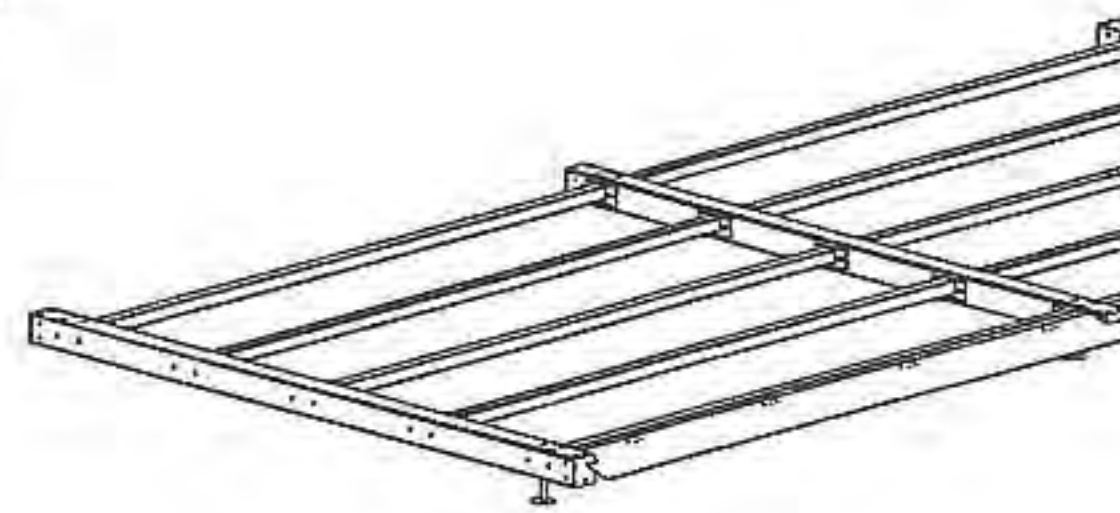
Install (5) Joists per section with 3/8" x 5.5" bolts, washers, and nuts. The flush side of the Joist should be upwards.

3



Assemble the Gap Cover, Deck End, and hinges with 1/4" x 3/4" carriage bolts, lock washers, and nuts.

4



Place the Gap Cover assemblies on the side of the deck that will be adjacent to the curb and attach with 3.8" x 5" bolts, washers, and nuts. Keep hardware finger-tight.



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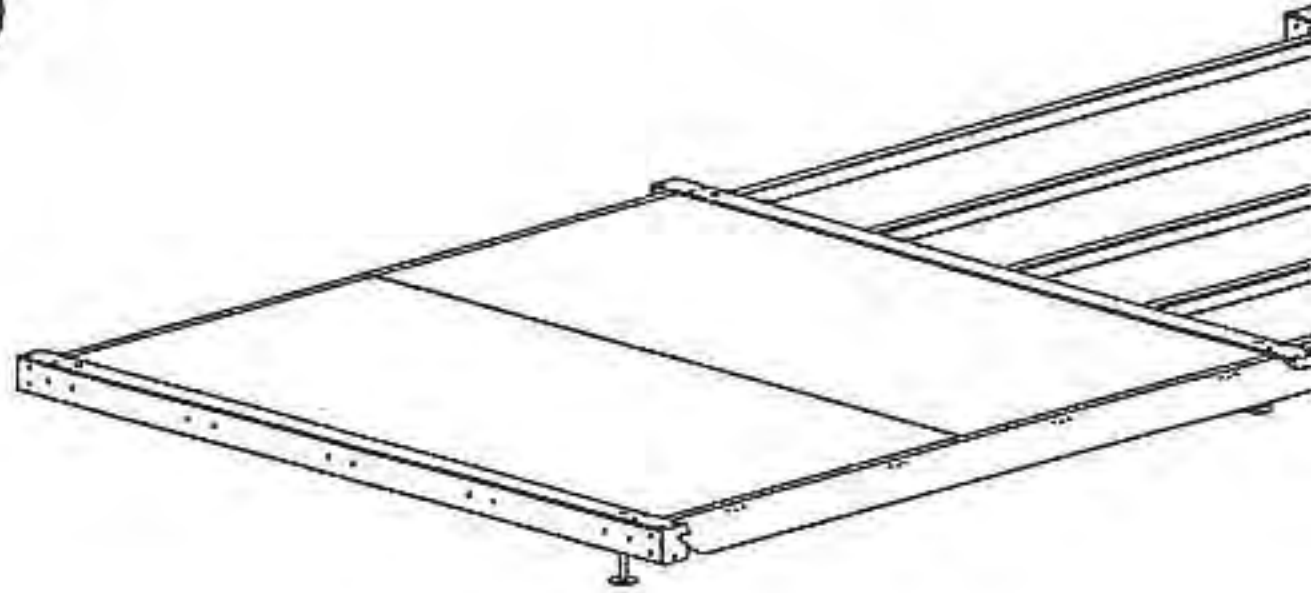


## PARKLET

# Installation Instructions – Deck (2 of 2)

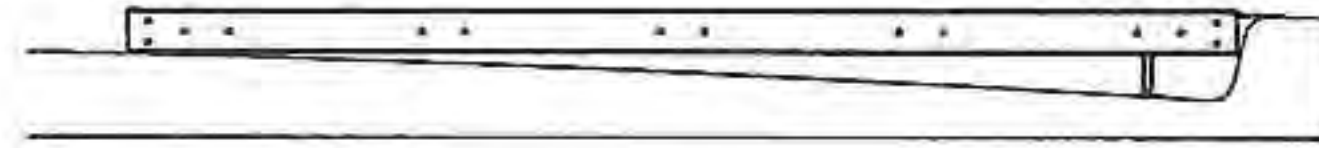
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5



Place (2) Deck Panels per section. Deck Panels should go underneath the lip of the Deck Ends. When all Deck Panels are placed, the Deck Ends should be pressed down and their hardware fully tightened.

6



Nudge deck assembly as close to the curb as possible using wood 2x4's as levers. Lower the Gap Cover to sit on top of the curb.



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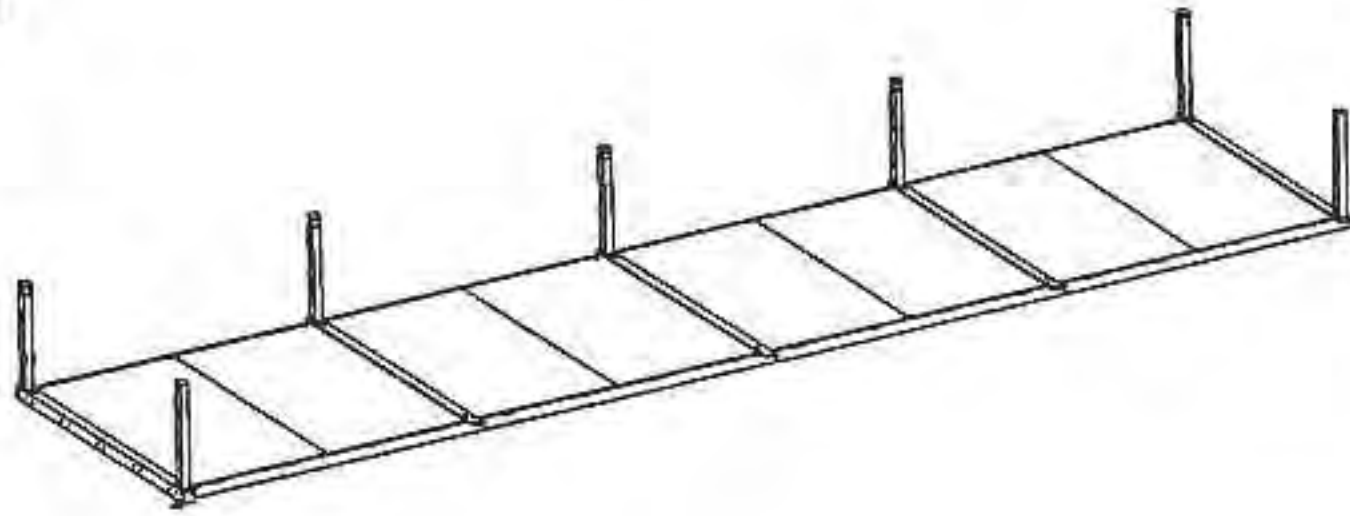


## PARKLET

# Installation Instructions - Railing

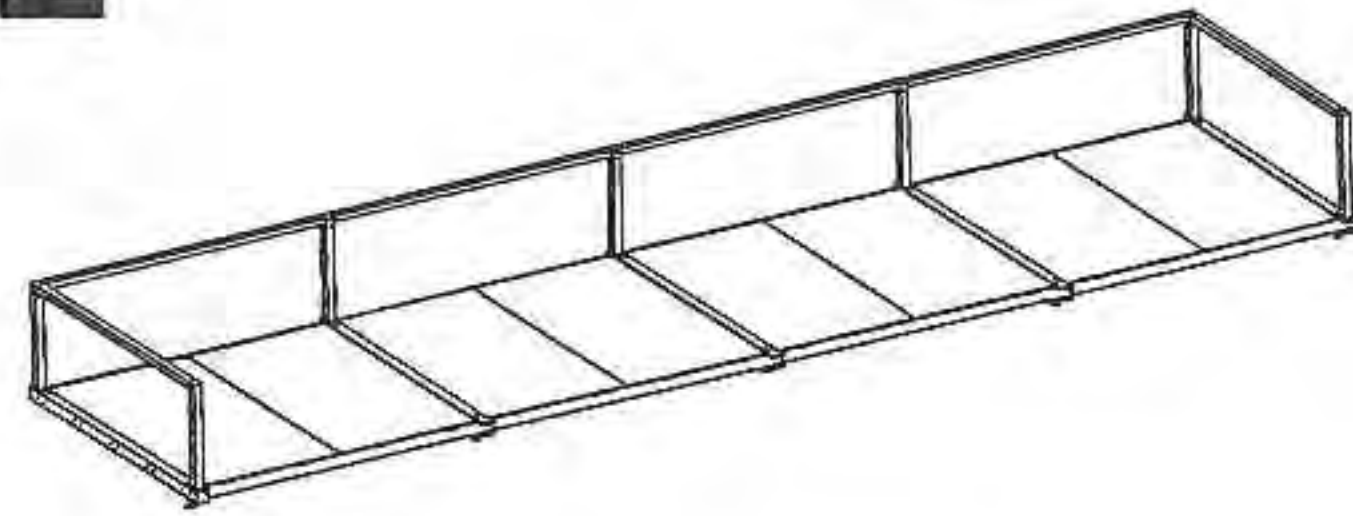
---

1



Place Railing Uprights on (4) outermost deck corners and along deck side adjacent to street. Attach with  $\frac{3}{8}$ " x 1" bolts and lock washers. Keep hardware finger-tight.

2



Attach Railing between Uprights with  $\frac{3}{8}$ " x 1" bolts and lock washers. Shorter Railings are placed on the ends and longer Railings are placed adjacent to the street.

Fully tighten all hardware.



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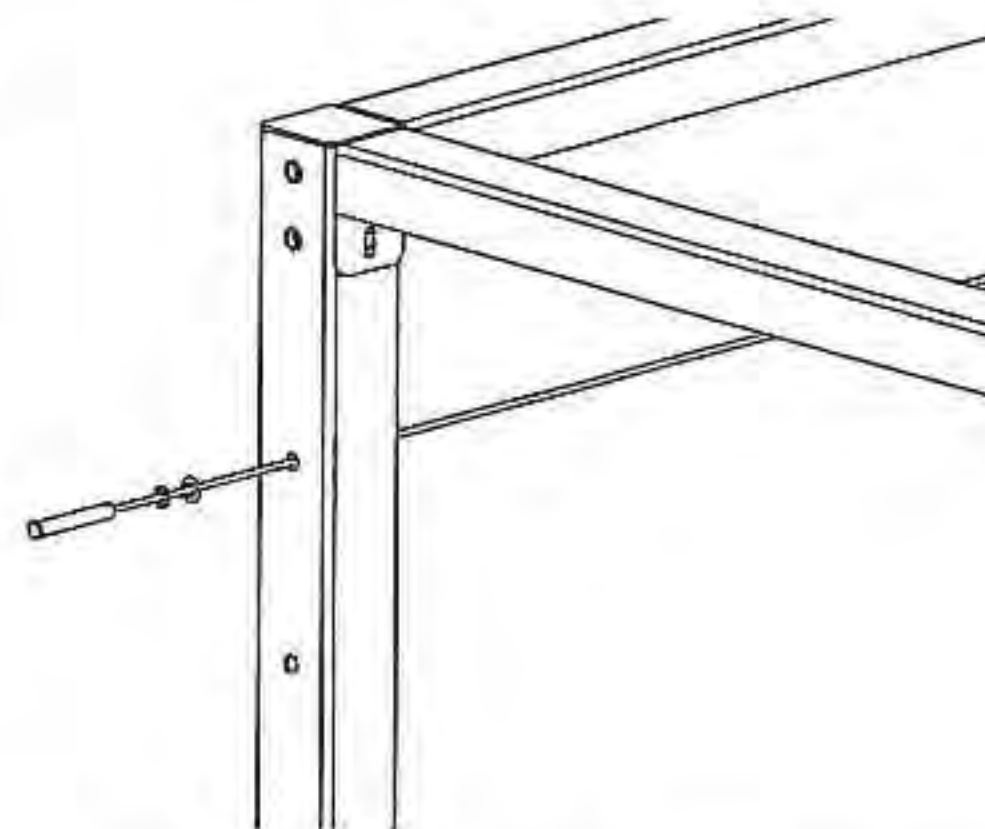
## PARKLET

# Installation Instructions - Cables

1

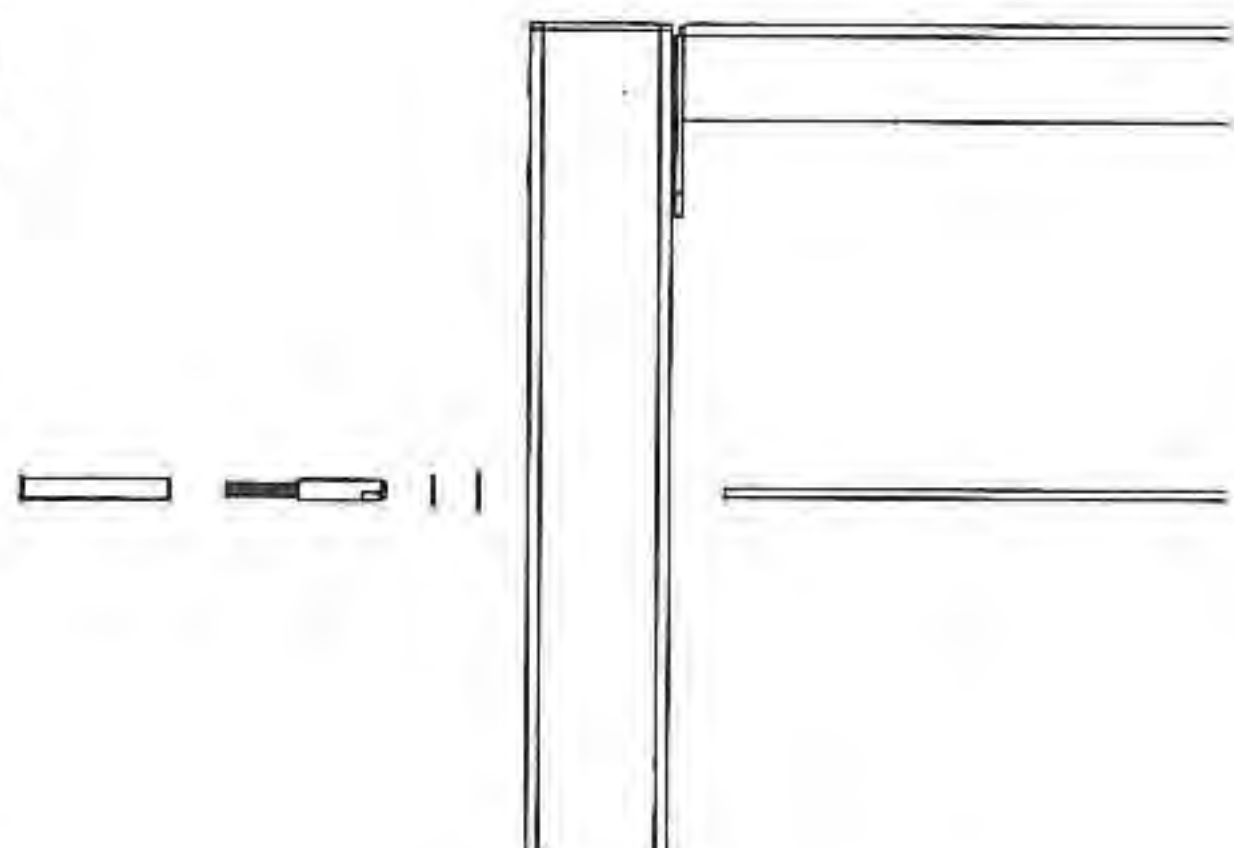
Refer to cable instructions for details on attaching the cable to the end fittings.

2



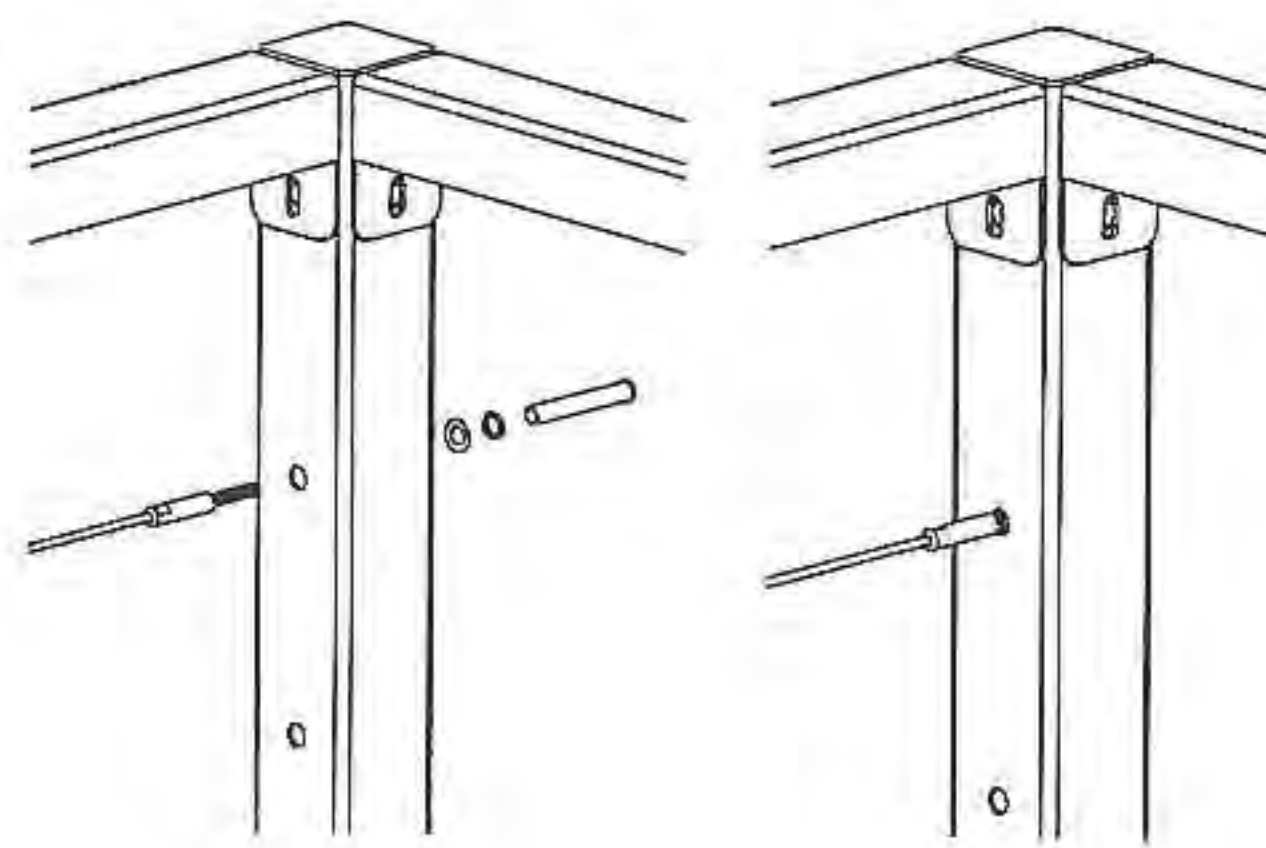
Run the first cable with end fitting, plastic washer, and metal washer through one set of holes in the Railing Uprights.

3

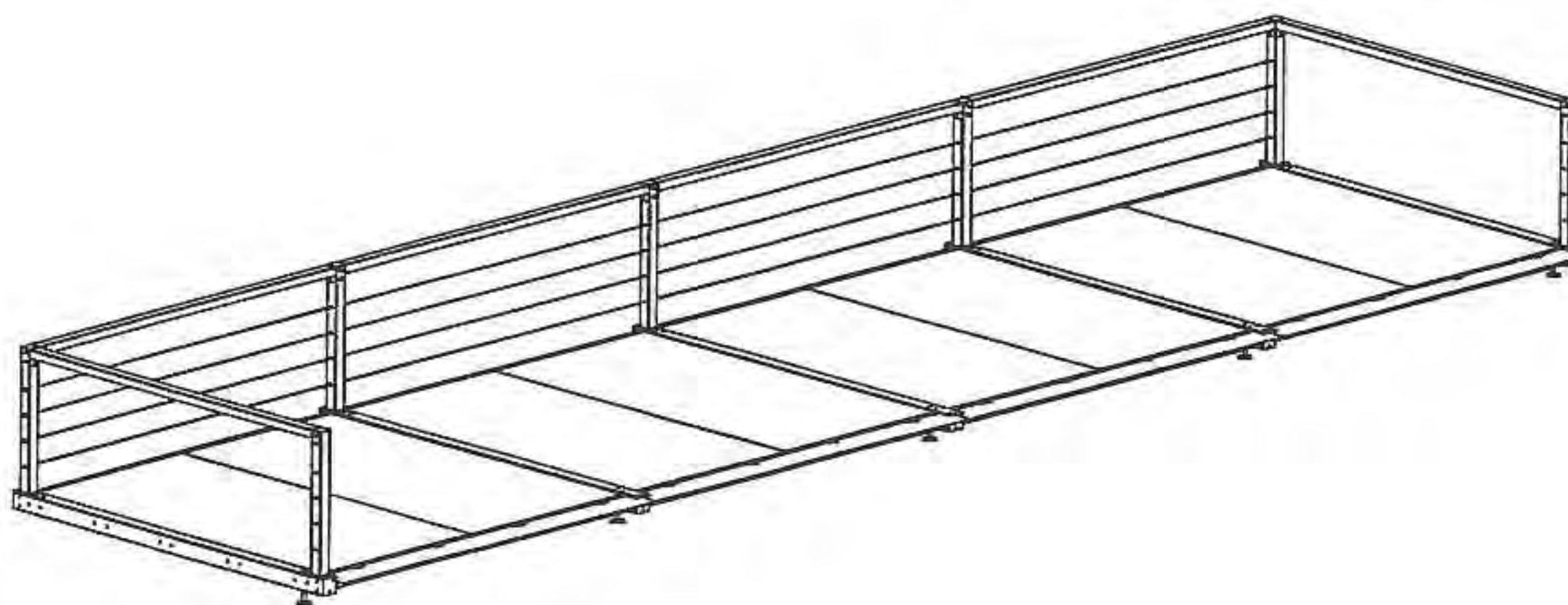


Pull the cable taught and confirm the first end fitting is completely seated in the Railing Upright. Mark the cable 1.5" from the inside surface of the last Railing Upright and trim with an angle grinder fitted with a cut-off wheel. Use the side of the cutoff wheel to de-burr the cable end.

4



Attach male end fitting to cable and attach to female fitting with plastic washer and metal washer. Tighten with Allen wrench and repeat with other cables. After tightening last cable, return to previous cable and check tightness.



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## CONTRACT

Contract by and between the **CITY OF ANACORTES**, a municipal corporation, and **STACY DOYLE** (hereinafter Grant Recipient) for the **ANACORTES VINTAGE MARKET**.

### **WITNESSETH:**

**WHEREAS**, the City of Anacortes has levied and continues to levy a special excise tax on charges made for the furnishing of lodging in motels, hotels, etc.; and

**WHEREAS**, RCW 67.28.180 authorizes the expenditure of such funds, or a portion thereof, to pay for advertising, publicizing or otherwise distributing information and to pay for other specified activities for the purpose of attracting visitors and encouraging tourism; and

**WHEREAS**, the Grant Recipient engages in activities designed to advertise, publicize, or distribute information or other activities specifically authorized by RCW 67.28.180 for the purpose of attracting visitors to our community:

**WHEREAS**, the Grant Recipient must expend the funds for such advertisement, publication and distribution of tourist promotion information or other activities specifically authorized by RCW 67.28.180 prior to December 31, 2016;

**NOW, THEREFORE, IT IS HEREBY AGREED** by the parties hereto as follows:

1. The City of Anacortes shall pay directly to the Grant Recipient, the sum of \$7,000 for the April 29 and 30, 2016 Anacortes Vintage Market event upon documented performance of the "advertising, mailing and program editing and printing" work set-out in Attachment A to this contract, provided that the Grant Recipient must document a contribution to the project equal to one half (½) match of the amount requested at the time of each invoice.

2. The Grant Recipient agrees to request payment from the City of Anacortes only for activities designed to advertise, publicize, or distribute information to attract visitors to the City of Anacortes and other such purposes as are permitted by RCW 67.28.180 and as set out in Attachment A to this contract.

3. The Grant Recipient shall make available to the City or the Washington State Auditor or their duly authorized representatives at any time during normal operating hours, all records, books, or pertinent information which the Grant Recipient shall have in conjunction with this agreement and which the City may be required by law to include or make part of auditing procedures or audit trail and which may be required for the purposes of funding the service contracted for herein. In addition, the Grant Recipient shall provide the Council a report with each reimbursement request describing how project funds were spent since the last reimbursement was submitted with a summary report being submitted with the final reimbursement request.



4. The Legal Department is authorized to approve the Grant Recipient's requests to reprogram a maximum of 20% of approved funds within expenditure categories enumerated in the original contract; provided that authorization shall not be construed as permitting: (1) assignment of new funds to a project in excess of the amount originally approved by Council, or (2) funding of expenditure categories not cited in the original governing contract.

5. The term of this contract shall be for the calendar year 2016.

6. All services which are to be rendered or performed under this agreement will be rendered or performed entirely at the Grant Recipient's own risk and the Grant Recipient expressly agrees to indemnify and hold harmless the City and all its officers, agents, employees or otherwise, from any and all liability, loss or damage that they may suffer as a result of claims, demands, actions, damages or injuries of every kind or nature whatsoever by or to any and all persons or property and of judgment against them which result from, arise out of, or in any way connected with the services to be rendered or performed by the Grant Recipient under the terms of this agreement. The Grant Recipient agrees to defend against any and all claims brought or action filed against the City with respect to the subject of this agreement, whether such claims are rightfully or wrongfully brought or filed.

In witness whereof the parties hereto have caused this Agreement to be executed this \_\_\_\_ day of \_\_\_\_\_, 2016.

**CITY OF ANACORTES:**

**Recipient:**

By \_\_\_\_\_  
Laurie Gere, Mayor

By \_\_\_\_\_  
Stacy Doyle

**ATTEST:**

\_\_\_\_\_  
Steve D. Hoglund, City Clerk-Treasurer

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Darcy Swetnam, WSBA #40530  
City Attorney



## ATTACHMENT A

### Anacortes Vintage Market Expenses

#### Website:

##### Godaddy-

|          |            |
|----------|------------|
| Hosting  | \$ 59.88   |
| domain   | \$ 11.22   |
| template | \$ 6.99    |
| website  | \$ 2500.00 |

Construction and development of website, social media integration, rss stream, mailchimp compatible, seo coded for mainstream compatibility, ad tracking, and analytic tracker installed. 53 hours

#### Publication- Print

Posters- Bayshore \$200

##### Distribution:

-Bellingham, Lynden, South Whidbey, Monroe, Tacoma, Seattle, Puyallup, Skagit County, Port Townsend, Port Angeles

Postcards printed vistaprint 8,000 \$900+

##### Distribution:

##### Skagit county+

- Lynden Craft and vintage fair
- Rebel Junk vintage show, Monroe
- Junk Bonanza, Portland
- Sciba home, garden and vintage
- Swans trail vintage show, Snohomish
- Funky junk sisters, Puyallup
- Tacoma home and garden show, Tacoma
- Tulip town
- Orcas, San Juan island

Banners 3x6 \$300 so far

Clamdigger \$347

postage -packets to vendors \$180

Rack cards 10,000+ \$1100

Sound Publishing Whidbey news 4 ads \$348

Journal of the San Juans 4 ads \$318

Skagit Valley Herald \$740

Entertainment news \$221

#### Online marketing-

FleaQuest.com \$ 87.00

Facebook ads \$300.00

Social media marketing independent \$3200

marketing 8 weeks 20= hours a week at \$20 Per hour

Advertising total- \$10,819.09 – Does not include billboard cost of set up and signage (still unknown)



## ATTACHMENT A

### Expenses cont.

Venue- Port Transit Shed \$1500

Tent 30x70 \$1964

sidewalls \$297.50

lighting \$186.80

electrical contract for lighting the tent \$125

Total tent fee for 1 tent

\$2959.17

Heating -\$200

generator fuel \$300

vendor care:

Lunch \$500.00

Badges \$32.00

Signage \$100

Signage - \$500

Ticket Tailor Ticketing service \$112

Security 2 nights \$250

Bar-\$1000

Decorations \$400

Holding tents \$550

Ticket tent - \$265

Line management system \$200

Signage \$85

Staffing \$2000

Parking- \$800

Total: 21072.25+



## City Council Agenda Bill

**Meeting Date:** 4/4/2016    **Agenda Item:** 5d

**Subject:** Resolution No. 1952 Authorizing Execution of the Tourism Promotion Fund Contracts by and Between the City of Anacortes and Recipient Agencies

**Staff Contact:** Don Measamer

| Approved for Submittal to Council by |                                 |
|--------------------------------------|---------------------------------|
| x                                    | Laurie Gere, Mayor              |
| x                                    | Steve Hoglund, Finance Director |
| x                                    | Darcy Swetham, City Attorney    |
| x                                    | Don Measamer, PCED Director     |
|                                      |                                 |

| Action Type |                     |
|-------------|---------------------|
|             | Ordinance No.       |
|             | Code Revision?      |
| X           | Resolution No. 1952 |
|             | Contract            |
|             | Public Hearing      |
|             | Staff Report        |

**Summary Statement:** Three new projects were submitted for the Lodging Tax 2016 funding. These projects have been selected by the City Lodging Tax Advisory Committee to advertise, publicize, or distribute information or undertake other activities specifically authorized by RCW 67.28.180 for the purpose of attracting visitors to Anacortes.

**Background:** The Revised Code of Washington (RCW) 67.28.080 provides authority for cities to adopt a lodging tax of up to 4% of lodging charges made by hotels and motels in order to attract visitors for both overnight stays and daytrips. The Lodging Tax Advisory Committee reviewed and recommended the requests for funding at their March 10, 2016 meeting. The recommendation includes 2 city sponsored requests and one contract which is attached for City Council review and approval. The 2 city sponsored requests are the parklet purchase by the Planning Department and additional funding to cover overtime by the City Police Department during the Oyster Run event. Contracts are not required with City departments.

| Budget Impact              |                   |
|----------------------------|-------------------|
| Amount Budgeted            | \$29,000          |
| Budget Account (BARS)      | 135.240.557.30.41 |
| Proposed Expenditure       | \$29,000          |
| Budget Amendment Required? | No                |
| Revenue Source             | Lodging Tax       |

| Proposed Contract |  |
|-------------------|--|
| Contractor        |  |
| Amount            |  |
| Start Date        |  |
| End Date          |  |

**Previous Council/Committee Action:** LTAC Recommends approval of each contract for 2016 tourism funding

**Competing Viewpoints Considered:** All proposals were reviewed by the LTAC and forwarded to City Council as recommended.

**Recommended Motion:** I move to approve Resolution No. 1952 Authorizing Execution of the Tourism Promotion Fund Contracts by and Between the City of Anacortes and Recipient Agencies



**Alternative Actions:** Deny Resolution 1952 and extend the timeframe for approval of the contracts.

**Attachments** (listed in order presented): Resolution No. 1952, City Planning Dept. application for parklet purchase, Contract for Anacortes Vintage Market

**RESOLUTION NO. 1952**

**A RESOLUTION AUTHORIZING EXECUTION OF TOURISM PROMOTION FUND  
CONTRACT/COMMITMENT BY AND BETWEEN THE CITY OF ANACORTES  
AND RECIPIENT AGENCIES**

**WHEREAS**, the below listed agencies have been selected by the City through a competitive selection process to undertake projects designed to advertise, publicize, or distribute information or undertake other activities specifically authorized by RCW 67.28.180 for the purpose of attracting visitors to the City of Anacortes; and

**WHEREAS**, the City of Anacortes wishes to contract with these agencies for the provision of these services and is willing to provide certain monies to these agencies, which monies have been collected or will be collected as part of the Motel/Hotel Tax;

**NOW, THEREFORE IT IS HEREBY RESOLVED BY THE ANACORTES CITY COUNCIL** to authorize the distribution of tourism promotion funds to the following listed agencies, as the official act and deed of the City of Anacortes:

|    |                                                                 |                          |                 |
|----|-----------------------------------------------------------------|--------------------------|-----------------|
| 1. | Stacy Doyle                                                     | Anacortes Vintage Market | \$7,000         |
| 2. | City of Anacortes Police Dept.                                  | Oyster Run               | \$10,000        |
| 3. | City of Anacortes Planning,<br>Community & Economic Development | Parklet                  | \$12,000        |
|    | <b>TOTAL</b>                                                    |                          | <b>\$29,000</b> |

**PASSED** and **APPROVED** on this 4<sup>th</sup> day of April, 2016.

**CITY OF ANACORTES:**

By \_\_\_\_\_  
Laurie Gere, Mayor

**ATTEST:**

\_\_\_\_\_  
Steven D. Hoglund, City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Darcy Swetnam, WSBA #40530  
City Attorney

Resolution No. 1952  
April 4, 2016



**CITY OF ANACORTES**  
**TOURISM PROMOTION FUND**

***Project Assistance Program***

**PROJECT APPLICATION:**

Project Title: Portable Parklet

Contact Person: Don Measamer, Planning Dept

Address: P.O. Box 547

City: Anacortes                      State: WA                      Zip 98221

Phone: 360.299.1942

Project Sponsor: City of Anacortes

Address: P.O. Box 547

City: Anacortes                      State: WA                      Zip: 98221

Sponsor is: Non-Profit \_\_\_\_\_ Public Agency: City of Anacortes

Amount requested: \$12,000                      Applicant's match: In kind services for setup and maintenance

Estimated # of Visitors to Anacortes: 250, associated with various events

Estimated # of Lodging Rooms per Night:

Total project budget: \$12,000.00

**PROJECT SUMMARY:**

In the space below, provide a one paragraph, concise summary of your request and what it will accomplish. If your request is part of a larger project you may briefly describe the over-all project. However, please focus the majority of your answer on the specific element for which you are requesting funding.

The proposal is for the one time purchase of a premanufactured parklet that can be placed on the street, using one parking stall, in the downtown corridor, and relocated in front of various businesses as requested.

### **SCOPE OF WORK:**

Fully describe the project. Expand your summary paragraph from page one to address such issues as: what it is you wish to do; who will benefit, why and how; beginning and ending dates of your project and what measures you will apply to evaluate its success. If you are requesting funds for a specific portion of a larger project, please so state but focus your response on the element for which you are requesting funding assistance. Keep scope outline to this one page or less. Use attachments to describe details.

The one time purchase of the parklet, which would be placed in front of various places of business, would create additional gathering places for visitors at various times of the year, especially during events.

### **ELIGIBILITY:**

Specifically, how does your project meet the City and State eligibility requirements as set out in the accompanying application guidelines? Be brief and clear. One or two paragraphs or specific outline will describe.

The parklet clearly provides additional gathering spaces during events and other times of the year for visitors to Anacortes.

### **PROJECT BUDGET:**

Please detail the budget for your project. Remember that though the City can pay no personnel costs (wages, benefits, etc.), such costs are eligible as a portion of your matching portion. The City can pay a share of such costs as postage, design and layout of printed materials, printing, and communications. Please specify whether your various match items will be cash (C) or in-kind (I/K).

|                         |             |
|-------------------------|-------------|
| Dero Parklet            | \$11,454.35 |
| Chairs, Planters, Table | \$ 545.65   |
| Total                   | \$12,000.00 |





**DERO**  
A PLAYCORE Company

504 Malcolm Ave SE Suite 100,  
MINNEAPOLIS, MN, 55414  
Tax Registration No 26-303-0026  
www.dero.com  
(612) 359-0689 \* (888) 337-6729  
Sales Representative - Ted Duepner

Contact Name Don Measamer  
Contact Phone 360-299-1942

Est. Ship Date 4/12/2016  
Delivery terms FOB origin  
Payment terms Net 30 days

Delivery Contact  
Delivery Phone

## Quotation

Page 1 of 2  
Number QTE-00003109-2  
Date 3/1/2016  
Customer PO  
Reference Parklet + Add On  
Quote valid until 3/31/2016

### Sold to:

Anacortes, City of  
Accounts Payable  
PO Box 410  
ANACORTES, WA 98221  
USA

### Ship to:

City of Anacortes  
Municipal Building  
904 Sixth St.  
ANACORTES, WA 98221  
USA

| Catalog No             | Description                                       | Ship date | Quantity | Unit | Net Unit  | Amount   |
|------------------------|---------------------------------------------------|-----------|----------|------|-----------|----------|
| PARKLET E              | PARKLET E<br>96" X 105"<br>6" DROP                | 4/12/2016 | 1.00     | EA   | 4,268.000 | 4,268.00 |
| PARKLET E              | PARKLET E<br>96" X 105"<br>6" DROP                | 4/12/2016 | 1.00     | EA   | 3,316.000 | 3,316.00 |
| PARKLET<br>RAILING     | PARKLET RAILING                                   | 4/12/2016 | 1.00     | EA   | 2,398.000 | 2,398.00 |
| PARKLET E<br>ACCESSORY | BEIGE POWDER COAT<br>PARKLET E ACCESSORY          | 4/12/2016 | 2.00     | EA   | 0.000     | 0.00     |
| PARKLET LEVEL 3<br>-5" | PARKLET LEVEL 3-5",<br>3/4" X 5.91, #11T150SA8/OS | 4/12/2016 | 3.00     | EA   | 0.000     | 0.00     |



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Page 2 of 2  
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PO Box 410  
ANACORTES, WA 98221  
USA

### Ship to:

City of Anacortes  
Municipal Building  
904 Sixth St.  
ANACORTES, WA 98221  
USA

To place the order, verify that all the bill-to, ship-to, and order information is correct, sign and date where indicated, and email back to your sales representative, or to sales@dero.com. Once we receive a signed order form, we will e-mail you an order confirmation, so that you know that your order has been processed, and provide an estimated ship date.

This Ship Date is an estimate only. We will do everything possible to ship by or before that date but do not guarantee shipment by that date.

A 20% restocking fee will be assessed to all canceled orders.  
Quote is good for 30 days.

Customer agrees that installation area is suitable for drilling.  
Sales tax is estimated based on current tax rates. Final sales tax is subject to tax rates at the time of shipment.  
Payments can be made by credit card, pre-payment, or net 30 credit terms may be issued with credit approval.

THIS SIGNED ORDER FORM IS ACCEPTED AS A BINDING PURCHASE

Customer please specify desired ship date: \_\_\_\_\_

Signature & Date \_\_\_\_\_

| Sales Subtotals | Freight | Other Charges | Sales Tax |
|-----------------|---------|---------------|-----------|
| 9,982.00        | 575.00  | 0.00          | 897.35    |

**TOTAL**

**USD**

**\$11,454.35**





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## Credit Card Payment Authorization

Card Type: \_\_\_\_\_ VISA \_\_\_\_\_ AMEX \_\_\_\_\_ MASTERCARD

Company Name: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

\_\_\_\_\_

Card Number: \_\_\_\_\_

Exp. Date: \_\_\_\_\_

Amount to Charge : \$ \_\_\_\_\_ (USD)

By signing this form, you authorize Everlast Climbing Industries, Inc. dba Dero to charge your card for the amount listed above.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Measamer, Don

---

**From:** Duepner, Ted <TDuepner@dero.com>  
**Sent:** Tuesday, March 01, 2016 12:56 PM  
**To:** Measamer, Don  
**Subject:** RE: Quote 3109-2 From the Dero Bike Rack Company

Hi Don, that does include the gap covers.

Weight of starter without railings is 600 lbs.

Add-on without railings is 550 lbs.

Railings at 225 lbs.

You can take it apart and move with individual pieces if desired but as one piece they're obviously quite big and heavy.

Thanks,  
Ted

**Ted Duepner**  
*Inside Sales Rep*



504 Malcolm Ave SE, Suite 100  
Minneapolis, MN 55414  
Direct: 651.789-4236  
Office: 888.337.6729  
Fax: 612.331.2731

[www.dero.com](http://www.dero.com)

---

**From:** Measamer, Don [mailto:don@cityofanacortes.org]  
**Sent:** Tuesday, March 01, 2016 2:48 PM  
**To:** Duepner, Ted  
**Subject:** RE: Quote 3109-2 From the Dero Bike Rack Company

Hi Ted, Could you also confirm the weight of each section? We are looking at moving it from site to site and hopefully not having to have a fork lift. Thanks

Don Measamer  
City of Anacortes  
Department of Planning, Community & Economic Development  
P.O. Box 547  
Anacortes, WA 98221

Ph. 360.299.1942  
Fax. 360.293.1938



[don@cityofanacortes.org](mailto:don@cityofanacortes.org)

## 2016 Comprehensive Plan Update Info



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### CONFIDENTIALITY STATEMENT

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Please consider the environment before deciding to print this e-mail.

---

**From:** Duepner, Ted [<mailto:TDuepner@dero.com>]  
**Sent:** Tuesday, March 01, 2016 10:55 AM  
**To:** Measamer, Don <[don@cityofanacortes.org](mailto:don@cityofanacortes.org)>  
**Subject:** Quote 3109-2 From the Dero Bike Rack Company

Greetings Don, thanks for calling earlier, please let me know if you have any questions.

Attached is the quote you requested for a Parklet Starter plus Add-on (96" X 105" per unit) with beige powder coat railings. Gap covers and leveling feet for 6" drop included.  
Lead time of 6-8 weeks for Parklets.

To place the order, please verify the following (you may use your own purchase order if you prefer):

- 1) Bill to address
- 2) Ship to address
- 3) Delivery contact name and phone number
- 4) Desired ship date (if other than ASAP)
- 5) Signature at the bottom

Once we receive the complete order form, we'll send you a confirmation with a shipment date.

Thanks for your interest in Dero!

-Ted

**Ted Duepner**  
*Inside Sales Rep*



**DERO**  
A PLAYGERS® Brand

504 Malcolm Ave SE, Suite 100  
Minneapolis, MN 55414  
Direct: 651.789.4236  
Office: 888.337.6729  
Fax: 612.331.2731



# DERO PARKLET



## Modular Urban Oasis



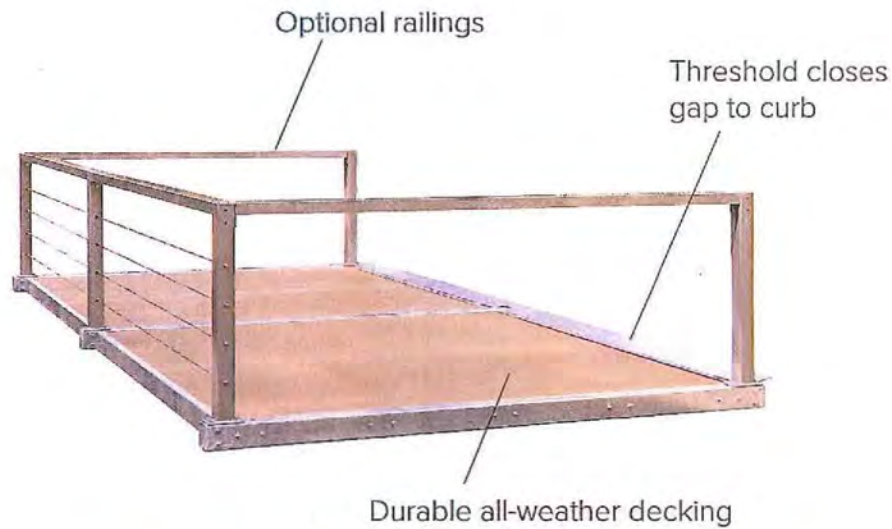
The Dero Parklet is an innovative way to build public gathering spaces right in the heart of the urban streetscape. Local businesses with limited sidewalk space now have the unique ability to extend their atmosphere and aesthetic to the outdoors. The Dero Parklet's modular design allows each space to be built to suit any vision. With a galvanized steel frame and recycled paper-based fiber composite decking, this little urban oasis has the durability to last through all seasons.



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A PLAYCORE Company



# DERO PARKLET



## FINISH OPTIONS

Galvanized (Main Frame)



Powder Coat (Railing)

|                         |                    |                         |                      |                          |
|-------------------------|--------------------|-------------------------|----------------------|--------------------------|
| White                   | Black              | Light Gray<br>RAL 7042  | Deep Red<br>RAL 3003 | Yellow<br>RAL 1023       |
| Light Blue<br>RAL 5014  | Orange<br>RAL 2004 | Blue<br>RAL 5005        | Sky Blue<br>RAL 5015 | Hunter Green<br>RAL 6005 |
| Light Green<br>RAL 6018 | Green<br>RAL 6016  | Super Brown<br>RAL 8014 | Bronze               | Silver<br>9007           |
| Dark Purple             | Flat Black         | Wine Red<br>RAL 3005    | Red<br>RAL 3001      | Iron Gray<br>7011        |

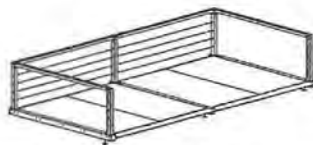
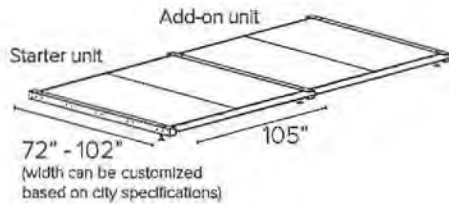
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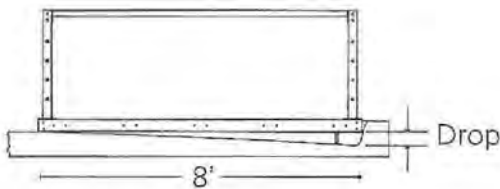
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## PARKLET

# Submittal Sheet



Starter unit, add-on unit,  
railings, and cables



### MATERIALS

Main Frame: 4" x 11g square tube  
Joist: 2" x 3/16" square tube  
Deck Panel: 4' x 8' x 1/2" recycled paper-based fiber composite  
Railing Upright: 3" x 11g square tube  
Railing: 11g plate  
Cable: 3/16" stainless, 316 grade

### FINISHES

- ☐ **Galvanized (Main Frame)**  
An after fabrication hot dipped galvanized finish is our standard option.
- ☐ **Powder Coat (Railings)**  
Our powder coat finish assures a high level of adhesion and durability by following these steps:  
1. Sandblast  
2. Epoxy primer electrostatically applied  
3. Final thick TGIC polyester powder coat

### MOUNT OPTIONS

- ☐ **Surface**  
The Dero Parklet rests on the installation surface. No drilling is required. It is the responsibility of the Installer to ensure that all base materials onto which the Dero Parklet will be installed can support the unit and will not be damaged by any required installation procedures.

### Street Drop

To ensure proper leveling feet are shipped with the Dero Parklet, please determine the amount of drop that occurs over the 8' where the parklet will be located.



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## PARKLET

# Installation Instructions - Deck (1 of 2)

### TOOLS NEEDED

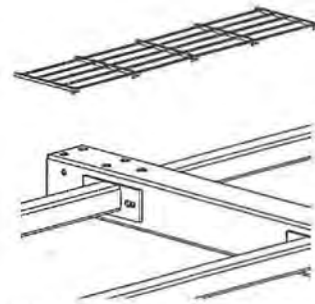
Tape measure  
Level  
9/16" Socket wrench and box wrench  
7/16" Socket wrench  
7/16" Allen wrench

1



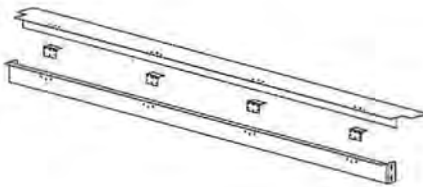
Place the 4" square pieces about 100.5" on-center. Use as many pieces as necessary for the length of deck being built. Placement should be close to the final desired location. The whole deck may be nudged using wood 2x4's as levers. For example, it may be easier to leave the deck 6" from a curb to aid assembly. For installation on a sloped surface, use (1) leveling foot on each piece.

2



Install (5) Joists per section with 3/8" x 5.5" bolts, washers, and nuts. The flush side of the Joist should be upwards.

3



Assemble the Gap Cover, Deck End, and hinges with 1/4" x 3/4" carriage bolts, lock washers, and nuts.

4



Place the Gap Cover assemblies on the side of the deck that will be adjacent to the curb and attach with 3.8" x 5" bolts, washers, and nuts. Keep hardware finger-tight.



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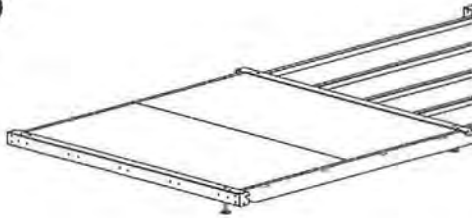
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## PARKLET

### Installation Instructions – Deck (2 of 2)

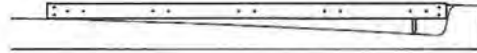
---

**5**



Place (2) Deck Panels per section. Deck Panels should go underneath the lip of the Deck Ends. When all Deck Panels are placed, the Deck Ends should be pressed down and their hardware fully tightened.

**6**



Nudge deck assembly as close to the curb as possible using wood 2x4's as levers. Lower the Gap Cover to sit on top of the curb.



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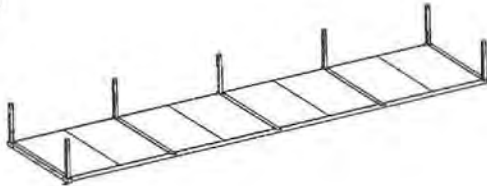


## PARKLET

# Installation Instructions - Railing

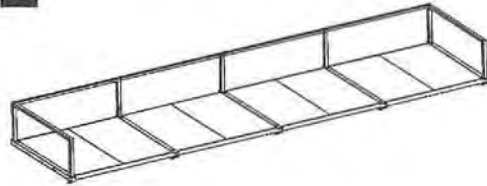
---

1



Place Railing Uprights on (4) outermost deck corners and along deck side adjacent to street. Attach with 3/8" x 1" bolts and lock washers. Keep hardware finger-tight.

2



Attach Railing between Uprights with 3/8" x 1" bolts and lock washers. Shorter Railings are placed on the ends and longer Railings are placed adjacent to the street.

Fully tighten all hardware.



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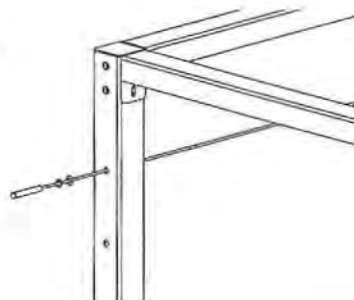
## PARKLET

# Installation Instructions - Cables

1

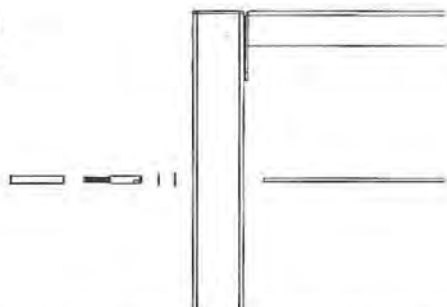
Refer to cable instructions for details on attaching the cable to the end fittings.

2



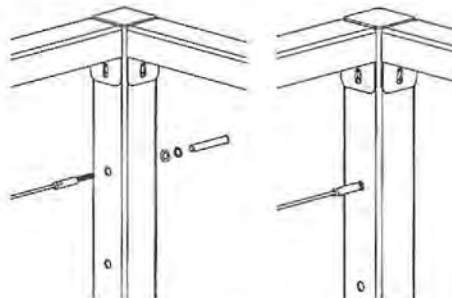
Run the first cable with end fitting, plastic washer, and metal washer through one set of holes in the Railing Uprights.

3

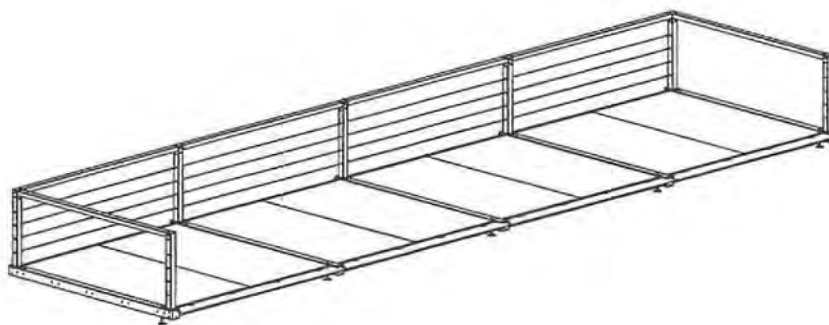


Pull the cable taut and confirm the first end fitting is completely seated in the Railing Upright. Mark the cable 1.5" from the inside surface of the last Railing Upright and trim with an angle grinder fitted with a cut-off wheel. Use the side of the cutoff wheel to de-burr the cable end.

4



Attach male end fitting to cable and attach to female fitting with plastic washer and metal washer. Tighten with Allen wrench and repeat with other cables. After tightening last cable, return to previous cable and check tightness.



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## CONTRACT

Contract by and between the **CITY OF ANACORTES**, a municipal corporation, and **STACY DOYLE** (hereinafter Grant Recipient) for the **ANACORTES VINTAGE MARKET**.

### **WITNESSETH:**

**WHEREAS**, the City of Anacortes has levied and continues to levy a special excise tax on charges made for the furnishing of lodging in motels, hotels, etc.; and

**WHEREAS**, RCW 67.28.180 authorizes the expenditure of such funds, or a portion thereof, to pay for advertising, publicizing or otherwise distributing information and to pay for other specified activities for the purpose of attracting visitors and encouraging tourism; and

**WHEREAS**, the Grant Recipient engages in activities designed to advertise, publicize, or distribute information or other activities specifically authorized by RCW 67.28.180 for the purpose of attracting visitors to our community;

**WHEREAS**, the Grant Recipient must expend the funds for such advertisement, publication and distribution of tourist promotion information or other activities specifically authorized by RCW 67.28.180 prior to December 31, 2016;

### **NOW, THEREFORE, IT IS HEREBY AGREED** by the parties hereto as follows:

1. The City of Anacortes shall pay directly to the Grant Recipient, the sum of \$7,000 for the April 29 and 30, 2016 Anacortes Vintage Market event upon documented performance of the "advertising, mailing and program editing and printing" work set-out in Attachment A to this contract, provided that the Grant Recipient must document a contribution to the project equal to one half (½) match of the amount requested at the time of each invoice.
2. The Grant Recipient agrees to request payment from the City of Anacortes only for activities designed to advertise, publicize, or distribute information to attract visitors to the City of Anacortes and other such purposes as are permitted by RCW 67.28.180 and as set out in Attachment A to this contract.
3. The Grant Recipient shall make available to the City or the Washington State Auditor or their duly authorized representatives at any time during normal operating hours, all records, books, or pertinent information which the Grant Recipient shall have in conjunction with this agreement and which the City may be required by law to include or make part of auditing procedures or audit trail and which may be required for the purposes of funding the service contracted for herein. In addition, the Grant Recipient shall provide the Council a report with each reimbursement request describing how project funds were spent since the last reimbursement was submitted with a summary report being submitted with the final reimbursement request.

4. The Legal Department is authorized to approve the Grant Recipient's requests to reprogram a maximum of 20% of approved funds within expenditure categories enumerated in the original contract; provided that authorization shall not be construed as permitting: (1) assignment of new funds to a project in excess of the amount originally approved by Council, or (2) funding of expenditure categories not cited in the original governing contract.

5. The term of this contract shall be for the calendar year 2016.

6. All services which are to be rendered or performed under this agreement will be rendered or performed entirely at the Grant Recipient's own risk and the Grant Recipient expressly agrees to indemnify and hold harmless the City and all its officers, agents, employees or otherwise, from any and all liability, loss or damage that they may suffer as a result of claims, demands, actions, damages or injuries of every kind or nature whatsoever by or to any and all persons or property and of judgment against them which result from, arise out of, or in any way connected with the services to be rendered or performed by the Grant Recipient under the terms of this agreement. The Grant Recipient agrees to defend against any and all claims brought or action filed against the City with respect to the subject of this agreement, whether such claims are rightfully or wrongfully brought or filed.

In witness whereof the parties hereto have caused this Agreement to be executed this \_\_\_\_ day of \_\_\_\_\_, 2016.

**CITY OF ANACORTES:**

**Recipient:**

By \_\_\_\_\_  
Laurie Gere, Mayor

By \_\_\_\_\_  
Stacy Doyle

**ATTEST:**

\_\_\_\_\_  
Steve D. Hoglund, City Clerk-Treasurer

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Darcy Swetnam, WSBA #40530  
City Attorney



## ATTACHMENT A

### Anacortes Vintage Market Expenses

#### Website:

##### Godaddy-

|          |            |
|----------|------------|
| Hosting  | \$ 59.88   |
| domain   | \$ 11.22   |
| template | \$ 6.99    |
| website  | \$ 2500.00 |

Construction and development of website, social media integration, rss stream, mailchimp compatible, seo coded for mainstream compatibility, ad tracking, and analytic tracker installed. 53 hours

#### Publication- Print

Posters- Bayshore \$200

##### Distribution:

-Bellingham, Lynden, South Whidbey, Monroe, Tacoma, Seattle, Puyallup, Skagit County, Port Townsend, Port Angeles

Postcards printed vistaprint 8,000 \$900+

##### Distribution:

##### Skagit county+

- Lynden Craft and vintage fair
- Rebel Junk vintage show, Monroe
- Junk Bonanza, Portland
- Sciba home, garden and vintage
- Swans trail vintage show, Snohomish
- Funky junk sisters, Puyallup
- Tacoma home and garden show, Tacoma
- Tulip town
- Orcas, San Juan island

Banners 3x6 \$300 so far

Clamdigger \$347

postage -packets to vendors \$180

Rack cards 10,000+ \$1100

Sound Publishing Whidbey news 4 ads \$348

Journal of the San Juans 4 ads \$318

Skagit Valley Herald \$740

Entertainment news \$221

#### Online marketing-

FleaQuest.com \$ 87.00

Facebook ads \$300.00

Social media marketing independent \$3200

marketing 8 weeks 20= hours a week at \$20 Per hour

Advertising total- \$10,819.09 – Does not include billboard cost of set up and signage (still unknown)

## ATTACHMENT A

Expenses cont.

Venue- Port Transit Shed \$1500

Tent 30x70 \$1964

sidewalls \$297.50

lighting \$186.80

electrical contract for lighting the tent \$125

Total tent fee for 1 tent

\$2959.17

Heating -\$200

generator fuel \$300

vendor care:

Lunch \$500.00

Badges \$32.00

Signage\$100

Signage - \$500

Ticket Tailor Ticketing service \$112

Security 2 nights \$250

Bar-\$1000

Decorations \$400

Holding tents \$550

Ticket tent - \$265

Line management system \$200

Signage \$85

Staffing \$2000

Parking- \$800

Total: 21072.25+





**P**ublic **W**orks  
**Engineering and Development  
Services**

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## **NOTICE OF PHYSICAL COMPLETION**

DATE: March 29, 2016  
TO: Welch Brothers Construction  
Mike Welch  
PO Box 818  
Anacortes, WA 98221  
PROJECT: Q Avenue Emergency Sewer Repair  
Contract 16-011-SEW-001

Upon final inspection, the City Engineer determined this work as physically complete on

**January 28, 2016.**

This does not imply acceptance of the work or that all contractor obligations under the contract have been fulfilled.

City of Anacortes  
Owner  
By   
Steve Lange, Project Manager



# City Council Agenda Bill

**Meeting Date:** 4/4/2016

**Agenda Item:** 5f

**Subject:** 2015-2017 Biennial Stormwater Capacity Grant

**Staff Contact:** Fred Buckenmeyer

| Approved for Submittal to Council by |                                 |
|--------------------------------------|---------------------------------|
|                                      | Laurie Gere, Mayor              |
|                                      | Steve Hoglund, Finance Director |
|                                      | Darcy Swetnam, City Attorney    |
|                                      |                                 |
|                                      |                                 |

| Action Type |                 |
|-------------|-----------------|
|             | Ordinance No.   |
|             | Code Revision?  |
|             | Resolution No.  |
| X           | Grant Agreement |
|             | Public Hearing  |
|             | Staff Report    |

**Summary Statement:** To remain in compliance with its NPDES permit the City is required to implement Phase I and II of the permit requirements as defined by the Department of Ecology. The attached Agreement provides some funding to assist the City in meeting its overall goal to improve water quality by reducing stormwater pollutants that may discharge to the state's water bodies.

**Background:** The City and the Department of Ecology entered into a grant in December 2013 to assist the City in meeting Phase I and Phase II requirements during the period 2014-2015. Grant funding in the amount of \$50,000 was applied to public outreach and education including stewardship activities. The attached Agreement will provide funding assistance to the City in its continued efforts to meet NPDES requirements.

| Budget Impact              |                   |
|----------------------------|-------------------|
| Amount Budgeted            | N/A               |
| Budget Account (BARS)      | 445.711.531.00.51 |
| Proposed Expenditure       | \$50,000          |
| Budget Amendment Required? | No                |
| Revenue Source             | Grant Funds       |

| Proposed Contract |                 |
|-------------------|-----------------|
| Contractor        | Dept of Ecology |
| Amount            | \$50,000        |
| Start Date        | 7/01/2015       |
| End Date          | 3/31/2017       |

**Previous Council/Committee Action:** N/A

**Competing Viewpoints Considered:** N/A

**Recommended Motion:** I move that City Council provide consent to enter into the attached Agreement issued by the Department of Ecology entitled 2015-2017 Biennial Stormwater Capacity Grant in the amount of \$50,000.

**Alternative Actions:** NPDES permit requirements conducted without grant funds.

**Attachments** (listed in order presented): Grant agreement





## Agreement No. WQSWCAP-1517-Anacor-00083

### WATER QUALITY STORMWATER CAPACITY AGREEMENT

#### BETWEEN

#### THE STATE OF WASHINGTON DEPARTMENT OF ECOLOGY

#### AND

#### CITY OF ANACORTES

This is a binding Agreement entered into by and between the state of Washington, Department of Ecology, hereinafter referred to as "ECOLOGY," and City of Anacortes, hereinafter referred to as the "RECIPIENT," to carry out with the provided funds activities described herein.

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#### GENERAL INFORMATION

|                                                         |                                               |
|---------------------------------------------------------|-----------------------------------------------|
| Project Title:                                          | 2015-2017 Biennial Stormwater Capacity Grants |
| Total Cost:                                             | \$50,000.00                                   |
| Total Eligible Cost:                                    | \$50,000.00                                   |
| Ecology Share:                                          | \$50,000.00                                   |
| Recipient Share:                                        | \$0.00                                        |
| The Effective Date of this Agreement is:                | 07/01/2015                                    |
| The Expiration Date of this Agreement is no later than: | 03/31/2017                                    |
| Project Type:                                           | Capacity Grant                                |

#### Project Short Description:

This project will assist Phase I and II Permittees in implementation or management of municipal stormwater programs.

#### Project Long Description:

N/A

#### Overall Goal:

This project will improve water quality in the State of Washington by reducing stormwater pollutants discharged to state water bodies.

Agreement No: WQSWCAP-1517-Anacor-00083  
Project Title: 2015-2017 Biennial Stormwater Capacity Grants  
Recipient Name: City of Anacortes

**RECIPIENT INFORMATION**

Organization Name: City of Anacortes

Federal Tax ID: 91-6001227

DUNS Number: 930901967

Mailing Address: PO Box 547  
Anacortes, WA 98221

Physical Address: 904 Sixth Street  
Anacortes, Washington 98221

**Contacts**

|                             |                                                                                                                                                              |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Manager</b>      | John Franz<br>Stormwater Coordinator<br><br>PO Box 547<br>City of Anacortes, Washington 98221<br>Email: johnf@cityofanacortes.org<br>Phone: (360) 299-1966   |
| <b>Billing Contact</b>      | John Franz<br>Stormwater Coordinator<br><br>PO Box 547<br>City of Anacortes, Washington 98221<br>Email: johnf@cityofanacortes.org<br>Phone: (360) 299-1966   |
| <b>Authorized Signatory</b> | John B Franz<br>Stormwater Coordinator<br><br>PO Box 547<br>City of Anacortes, Washington 98221<br>Email: johnf@cityofanacortes.org<br>Phone: (360) 299-1966 |



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Project Title: 2015-2017 Biennial Stormwater Capacity Grants  
Recipient Name: City of Anacortes

**ECOLOGY INFORMATION**

Mailing Address: Department of Ecology  
Water Quality  
PO BOX 47600  
Olympia, WA 98504-7600

Physical Address: Water Quality  
300 Desmond Drive SE  
Lacey, WA 98503

**Contacts**

|                          |                                                                                                                            |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------|
| <b>Project Manager</b>   | Kyle Graunke<br><br>P.O. Box 47600<br>Olympia, Washington 98504-7600<br>Email: kygr461@ecy.wa.gov<br>Phone: (360) 407-6452 |
| <b>Financial Manager</b> | Kyle Graunke<br><br>P.O. Box 47600<br>Olympia, Washington 98504-7600<br>Email: kygr461@ecy.wa.gov<br>Phone: (360) 407-6452 |

## AUTHORIZING SIGNATURES

RECIPIENT agrees to furnish the necessary personnel, equipment, materials, services, and otherwise do all things necessary for or incidental to the performance of work as set forth in this Agreement.

RECIPIENT acknowledges that they had the opportunity to review the entire Agreement, including all the terms and conditions of this Agreement, Scope of Work, attachments, and incorporated or referenced documents, as well as all applicable laws, statutes, rules, regulations, and guidelines mentioned in this Agreement. Furthermore, the RECIPIENT has read, understood, and accepts all requirements contained within this Agreement.

This Agreement contains the entire understanding between the parties, and there are no other understandings or representations other than as set forth, or incorporated by reference, herein.

No subsequent modifications or amendments to this agreement will be of any force or effect unless in writing, signed by authorized representatives of the RECIPIENT and ECOLOGY and made a part of this agreement. ECOLOGY and RECIPIENT may change their respective staff contacts without the concurrence of either party.

This Agreement shall be subject to the written approval of Ecology's authorized representative and shall not be binding until so approved.

The signatories to this Agreement represent that they have the authority to execute this Agreement and bind their respective organizations to this Agreement.

IN WITNESS WHEREOF: the parties hereto, having read this Agreement in its entirety, including all attachments, do agree in each and every particular and have thus set their hands hereunto.

Washington State  
Department of Ecology

City of Anacortes

By: \_\_\_\_\_

Heather Bartlett Date

Water Quality

Program Manager

Template Approved to Form by  
Attorney General's Office

By:  3/10/16 \_\_\_\_\_

John B Franz Date

Stormwater Coordinator



Agreement No: WQSWCAP-1517-Anacor-00083  
Project Title: 2015-2017 Biennial Stormwater Capacity Grants  
Recipient Name: City of Anacortes

Matt Reynolds

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City Engineer

Date

Agreement No: WQSWCAP-1517-Anacor-00083  
Project Title: 2015-2017 Biennial Stormwater Capacity Grants  
Recipient Name: City of Anacortes

## SCOPE OF WORK

Task Number: 1 Task Cost: \$3,447.00

Task Title: Project Administration/Management

### Task Description:

A. The RECIPIENT shall carry out all work necessary to meet ECOLOGY grant or loan administration requirements. Responsibilities include, but are not limited to: maintenance of project records; submittal of requests for reimbursement and corresponding backup documentation; progress reports; and a recipient closeout report (including photos).

B. The RECIPIENT shall maintain documentation demonstrating compliance with applicable procurement, contracting, and interlocal agreement requirements; application for, receipt of, and compliance with all required permits, licenses, easements, or property rights necessary for the project; and submittal of required performance items.

C. The RECIPIENT shall manage the project. Efforts include, but are not limited to: conducting, coordinating, and scheduling project activities and assuring quality control. Every effort will be made to maintain effective communication with the RECIPIENT's designees; ECOLOGY; all affected local, state, or federal jurisdictions; and any interested individuals or groups. The RECIPIENT shall carry out this project in accordance with any completion dates outlined in this agreement.

### Task Goal Statement:

Properly managed and fully documented project that meets ECOLOGY's grant or loan administrative requirements.

### Task Expected Outcome:

- \* Timely and complete submittal of requests for reimbursement, quarterly progress reports, and RECIPIENT closeout report.
- \* Properly maintained project documentation

Recipient Task Coordinator: John Franz

### **Project Administration/Management**

#### **Deliverables**

| Number | Description                    | Due Date |
|--------|--------------------------------|----------|
| 1.1    | Quarterly Progress Reports     |          |
| 1.2    | Recipient Closeout Report      |          |
| 1.3    | Project Outcome Summary Report |          |



## SCOPE OF WORK

Task Number: 2

Task Cost: \$46,553.00

Task Title: Permit Implementation

### Task Description:

Conduct work related to implementation of municipal stormwater National Pollutant Discharge Elimination System (NPDES) permit requirements. If the RECIPIENT is out of compliance with the municipal stormwater National Pollutant Discharge Elimination System (NPDES) permit, the RECIPIENT will ensure funds are used to attain compliance where applicable.

RECIPIENT may conduct work related to implementation of additional activities required by the municipal stormwater NPDES permits. The following is a list of elements RECIPIENT's project may include.

- 1) Public education and outreach activities, including stewardship activities.
- 2) Public involvement and participation activities.
- 3) Illicit discharge detection and elimination (IDDE) program activities, including:
  - a) Mapping or geographic information systems of municipal separate storm sewer systems (MS4s).
  - b) Staff training.
  - c) Activities to identify and remove illicit stormwater discharges.
  - d) Field screening procedures.
  - e) Complaint hotline database or tracking system improvements.
- 4) Activities to support programs to control runoff from new development, redevelopment, and construction sites, including:
  - a) Development of an ordinance and associated technical manual or update of applicable codes.
  - b) Inspections before, during, and upon completion of construction, or for post-construction long-term maintenance.
  - c) Training for plan review and/or inspection staff.
  - d) Participation in applicable watershed planning effort.
- 5) Pollution prevention, good housekeeping, and operation and maintenance program activities, such as:
  - a) Inspecting and/or maintaining the MS4 infrastructure.
  - b) Developing and/or implementing policies, procedures, or stormwater pollution prevention plans at municipal properties or facilities.
- 6) Annual reporting activities.
- 7) Establishing and refining stormwater utilities, including stable rate structures.
- 8) Water quality monitoring to implement permit requirements for a Water Cleanup Plan (TMDL). Note that any monitoring funded by this program requires submittal of a Quality Assurance Project Plan (QAPP) that the DEPARTMENT approves prior to awarding funding for monitoring.

Monitoring, including:

  - a) Development of applicable QAPPs.
  - b) Monitoring activities, in accordance with a DEPARTMENT- approved QAPP, to meet Phase I/II permit requirements.
- 9) Structural stormwater controls program activities (Phase I permit requirement)
- 10) Source control for existing development (Phase I permit requirement), including:
  - a) Inventory and inspection program.
  - b) Technical assistance and enforcement.
  - c) Staff training.

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11) Equipment purchases that result directly in improved compliance with permit requirements. Allowed costs for equipment purchases must be specific to implementing a permit requirement (such as a vactor truck) rather than general use (such as a general use pick-up truck). Qualified equipment purchases include but are not limited to:

- a) Illicit discharge testing equipment and materials.
- b) Vactor truck or sweeper truck or MS4 maintenance activities.
- c) Electronic devices dedicated to mapping of MS4 facilities and attributes.
- d) Software dedicated to tracking permit implementation activities.

As a deliverable, documentation of all tasks completed is required. Documentation includes but is not limited to: maps, field reports, dates and number of inspections conducted, dates of trainings held and participant lists, number of illicit discharges investigated and removed, summaries of planning, stormwater utility or procedural updates, annual reports, copies of approved QAPPs, summaries of structural or source control activities, summaries of how equipment purchases have increased or improved permit compliance.

Task Goal Statement:

This task will improve water quality in the State of Washington by reducing the pollutants delivered by stormwater to lakes, streams, and the Puget Sound by implementing measures required by Phase I and II NPDES permits.

Task Expected Outcome:

RECIPIENTS will implement measures required by Phase I and II NPDES permits.

**Permit Implementation**

**Deliverables**

| Number | Description                      | Due Date |
|--------|----------------------------------|----------|
| 2.1    | Documentation of tasks completed |          |



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## BUDGET

### Funding Distribution EG160298

**NOTE:** The above funding distribution number is used to identify this specific agreement and budget on payment remittances and may be referenced on other communications from ECOLOGY. Your agreement may have multiple funding distribution numbers to identify each budget.

|                         |                     |                          |            |
|-------------------------|---------------------|--------------------------|------------|
| Funding Title:          | Capacity Grant FY16 | Funding Type:            | Grant      |
| Funding Effective Date: | 07/01/2015          | Funding Expiration Date: | 03/31/2017 |
| Funding Source:         |                     |                          |            |

Title: ELSA: Environmental Legacy Stewardship Account

|                   |       |
|-------------------|-------|
| Type:             | State |
| Funding Source %: | 100%  |
| Description:      | MTCA  |

|                                                             |                                   |
|-------------------------------------------------------------|-----------------------------------|
| Approved Indirect Costs Rate:                               | Approved State Indirect Rate: 25% |
| Recipient Match %:                                          | 0%                                |
| InKind Interlocal Allowed:                                  | No                                |
| InKind Other Allowed:                                       | No                                |
| Is this Funding Distribution used to match a federal grant? | No                                |

|                                   |                   |
|-----------------------------------|-------------------|
| <b>Capacity Grant FY16</b>        | <b>Task Total</b> |
| Project Administration/Management | \$ 1,723.50       |
| Permit Implementation             | \$ 23,276.50      |

**Total: \$ 25,000.00**

## BUDGET

**NOTE:** The above funding distribution number is used to identify this specific agreement and budget on payment remittances and may be referenced on other communications from ECOLOGY. Your agreement may have multiple funding distribution numbers to identify each budget.

|                   |       |
|-------------------|-------|
| Type:             | State |
| Funding Source %: | 100%  |
| Description:      | MTCA  |

|                                                             |                                   |
|-------------------------------------------------------------|-----------------------------------|
| Approved Indirect Costs Rate:                               | Approved State Indirect Rate: 25% |
| Recipient Match %:                                          | 0%                                |
| InKind Interlocal Allowed:                                  | No                                |
| InKind Other Allowed:                                       | No                                |
| Is this Funding Distribution used to match a federal grant? | No                                |

| Capacity Grant FY17               | Task Total   |
|-----------------------------------|--------------|
| Project Administration/Management | \$ 1,723.50  |
| Permit Implementation             | \$ 23,276.50 |

**Total:   \$     25,000.00**



## **Funding Distribution Summary**

### **Recipient / Ecology Share**

| <b>Funding Distribution Name</b> | <b>Recipient Match %</b> | <b>Recipient Share</b> | <b>Ecology Share</b> | <b>Total</b>        |
|----------------------------------|--------------------------|------------------------|----------------------|---------------------|
| Capacity Grant FY16              | 0.00 %                   | \$ 0.00                | \$ 25,000.00         | \$ 25,000.00        |
| Capacity Grant FY17              | 0.00 %                   | \$ 0.00                | \$ 25,000.00         | \$ 25,000.00        |
| <b>Total</b>                     |                          | <b>\$ 0.00</b>         | <b>\$ 50,000.00</b>  | <b>\$ 50,000.00</b> |

## **AGREEMENT SPECIFIC TERMS AND CONDITIONS**

N/A

## **SPECIAL TERMS AND CONDITIONS**

### **SECTION 1: DEFINITIONS**

Unless otherwise provided, the following terms will have the respective meanings for all purposes of this agreement:

“Administration Charge” means a charge established in accordance with Chapter 90.50A RCW and Chapter 173-98 WAC, to be used to pay Ecology’s cost to administer the State Revolving Fund by placing a percentage of the interest earned in an Administrative Charge Account.

“Administrative Requirements” means the effective edition of ECOLOGY’s ADMINISTRATIVE REQUIREMENTS FOR RECIPIENTS OF ECOLOGY GRANTS AND LOANS at the signing of this agreement.

“Annual Debt Service” for any calendar year means for any applicable bonds or loans including the loan, all interest plus all principal due on such bonds or loans in such year.

“Average Annual Debt Service” means, at the time of calculation, the sum of the Annual Debt Service for the remaining years of the loan to the last scheduled maturity of the loan divided by the number of those years.

“Centennial Clean Water Program” means the state program funded from various state sources.

“Contract Documents” means the contract between the RECIPIENT and the construction contractor for construction of the project.

“Cost Effective Analysis” means a comparison of the relative cost-efficiencies of two or more potential ways of solving a water quality problem as described in Chapter 173-98-730 WAC.

“Defease” or “Defeasance” means the setting aside in escrow or other special fund or account of sufficient investments and money dedicated to pay all principal of and interest on all or a portion of an obligation as it comes due.

“Effective Date” means the earliest date on which eligible costs may be incurred.

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“Effective Interest Rate” means the total interest rate established by Ecology that includes the Administrative Charge.

“Estimated Loan Amount” means the initial amount of funds loaned to the RECIPIENT.

“Estimated Loan Repayment Schedule” means the schedule of loan repayments over the term of the loan based on the Estimated Loan Amount.

“Equivalency” means projects designated by ECOLOGY to meet additional federal requirements.

“Final Accrued Interest” means the interest accrued beginning with the first disbursement of funds to the RECIPIENT through such time as the loan is officially closed out and a final loan repayment schedule is issued.

“Final Loan Amount” means all principal of and interest on the loan from the Project Start Date through the Project Completion Date.

“Final Loan Repayment Schedule” means the schedule of loan repayments over the term of the loan based on the Final Loan Amount.

“Forgivable Principal” means the portion of a loan that is not required to be paid back by the borrower.

“General Obligation Debt” means an obligation of the RECIPIENT secured by annual ad valorem taxes levied by the RECIPIENT and by the full faith, credit, and resources of the RECIPIENT.

“General Obligation Payable from Special Assessments Debt” means an obligation of the RECIPIENT secured by a valid general obligation of the Recipient payable from special assessments to be imposed within the constitutional and statutory tax limitations provided by law without a vote of the electors of the RECIPIENT on all of the taxable property within the boundaries of the RECIPIENT.

“Gross Revenue” means all of the earnings and revenues received by the RECIPIENT from the maintenance and operation of the Utility and all earnings from the investment of money on deposit in the Loan Fund, except (i) Utility Local Improvement Districts (ULID) Assessments, (ii) government grants, (iii) RECIPIENT taxes, (iv) principal proceeds of bonds and other obligations, or (v) earnings or proceeds (A) from any investments in a trust, Defeasance, or escrow fund created to Defease or refund Utility obligations or (B) in an obligation redemption fund or account other than the Loan Fund until commingled with other earnings and revenues of the Utility or (C) held in a special account for the purpose of paying a rebate to the United States Government under the Internal Revenue Code.

“Guidelines” means the ECOLOGY’s Funding Guidelines that that correlate to the State Fiscal Year in which the project is funded.

“Initiation of Operation Date” means the actual date the Water Pollution Control Facility financed with proceeds of the loan begins to operate for its intended purpose.

“Loan” means the Washington State Water Pollution Control Revolving Fund Loan or Centennial Clean Water Fund (Centennial) Loan made pursuant to this loan agreement.

“Loan Amount” means either an Estimated Loan Amount or a Final Loan Amount, as applicable.



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“Loan Fund” means the special fund of that name created by ordinance or resolution of the RECIPIENT for the repayment of the principal of and interest on the loan.

“Loan Security” means the mechanism by which the RECIPIENT pledges to repay the loan.

“Loan Term” means the repayment period of the loan.

“Maintenance and Operation Expense” means all reasonable expenses incurred by the RECIPIENT in causing the Utility to be operated and maintained in good repair, working order, and condition including payments to other parties, but will not include any depreciation or RECIPIENT levied taxes or payments to the RECIPIENT in lieu of taxes.

“Net Revenue” means the Gross Revenue less the Maintenance and Operation Expense.

“Original Engineer’s Estimate” means the engineer’s estimate of construction costs included with bid documents.

“Principal and Interest Account” means, for a loan that constitutes Revenue-Secured Debt, the account of that name created in the loan fund to be first used to repay the principal of and interest on the loan.

“Project” means the project described in this agreement.

“Project Completion Date” means the date specified in the agreement on which the Scope of Work will be fully completed.

“Project Schedule” means that schedule for the project specified in the agreement.

“Reserve Account” means, for a loan that constitutes Revenue-Secured Debt, the account of that name created in the loan fund to secure the payment of the principal of and interest on the loan.

“Revenue-Secured Debt” means an obligation of the RECIPIENT secured by a pledge of the revenue of a utility and one not a general obligation of the RECIPIENT.

“Risk-Based Determination” means an approach to sub-recipient monitoring and oversight based on risk factors associated to a RECIPIENT or project.

“Scope of Work” means the tasks and activities constituting the project.

“Section 319” means the section of the Clean Water Act that provides funding to address nonpoint sources of water pollution.

“Senior Lien Obligations” means all revenue bonds and other obligations of the RECIPIENT outstanding on the date of execution of this loan agreement (or subsequently issued on a parity therewith, including refunding obligations) or issued after the date of execution of this loan agreement having a claim or lien on the Gross Revenue of the Utility prior and superior to the claim or lien of the loan, subject only to Maintenance and Operation Expense.

“State Water Pollution Control Revolving Fund (Revolving Fund)” means the water pollution control revolving fund established by Chapter 90.50A.020 RCW.

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“Termination Date” means the effective date of ECOLOGY’s termination of the agreement.

“Termination Payment Date” means the date on which the RECIPIENT is required to repay to ECOLOGY any outstanding balance of the loan and all accrued interest.

“Total Eligible Project Cost” means the sum of all costs associated with a water quality project that have been determined to be eligible for ECOLOGY grant or loan funding.

“Total Project Cost” means the sum of all costs associated with a water quality project, including costs that are not eligible for ECOLOGY grant or loan funding.

“ULID” means any utility local improvement district of the RECIPIENT created for the acquisition or construction of additions to and extensions and betterments of the Utility.

“ULID Assessments” means all assessments levied and collected in any ULID. Such assessments are pledged to be paid into the Loan Fund (less any prepaid assessments permitted by law to be paid into a construction fund or account). ULID Assessments will include principal installments and any interest or penalties which may be due.

“Utility” means the sewer system, stormwater system, or the combined water and sewer system of the RECIPIENT, the Net Revenue of which is pledged to pay and secure the loan.

## SECTION 2: THE FOLLOWING CONDITIONS APPLY TO ALL RECIPIENTS OF WATER QUALITY FINANCIAL ASSISTANCE FUNDING.

The Water Quality Financial Assistance Funding Guidelines are included in this agreement by reference.

A. Architectural and Engineering Services: The RECIPIENT certifies by signing this agreement that the requirements of Chapter 39.80 RCW, “Contracts for Architectural and Engineering Services,” have been, or shall be, met in procuring qualified architectural/engineering services. The RECIPIENT shall identify and separate eligible and ineligible costs in the final negotiated agreement and submit a copy of the agreement to ECOLOGY.

B. Best Management Practices (BMP) Implementation: If the RECIPIENT installs BMPs that are not approved by ECOLOGY prior to installation, the RECIPIENT assumes the risk that part or all of the reimbursement for that activity may be delayed or ineligible. For more details regarding BMP Implementation, please reference the Water Quality Financial Assistance Funding Guidelines available on ECOLOGY’s Water Quality Program funding website.

C. Cultural and Historic Resources Protection Compliance with Environmental Laws and Regulations. The RECIPIENT shall:

1) The RECIPIENT shall comply with all applicable federal, state and local environmental laws, statutes, regulations, executive orders, and permits.

2) The RECIPIENT shall comply with Ecology’s Archaeological Resource and Historic Property review process. The RECIPIENT agrees that in no case shall construction activities, ground disturbance, or excavation of any kind, begin until provisions of this process are complied with. The RECIPIENT is responsible for developing a complete Inadvertent Discovery Plan (IDP). The IDP must be immediately available by request by any party. An IDP must be



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immediately available and be implemented to address any discovery. The RECIPIENT will implement the procedures in the IDP, and immediately notify ECOLOGY, the Department of Archeology and Historic Preservation (DAHP), and tribal representatives if human remains, cultural, or archeological resources are discovered in the course of construction. For more details regarding requirements under this provision, please reference the Water Quality Financial Assistance Funding Guidelines available on ECOLOGY's Water Quality Program funding website.

D. Electronic Fund Transfers: The RECIPIENT must register as a statewide vendor in order to receive payment reimbursement. Washington State's Department of Enterprise Services (DES) issues all payments. DES maintains a central vendor file for Washington State agency use to process vendor payments. The RECIPIENT can complete the registration process online at <http://des.wa.gov/services/ContractingPurchasing/Business/VendorPay/Pages/default.aspx>. This registration process also allows The RECIPIENT to sign up for direct deposit payments, also known as electronic fund transfers (EFT). If The RECIPIENT have questions about the vendor registration process or setting up direct deposit payments contact DES at the Payee Help Desk at (360) 664-7779 or [payeehelpdesk@des.wa.gov](mailto:payeehelpdesk@des.wa.gov).

E. Equipment Purchase: Equipment not included in the scope of work or a construction plan and specification approval must be pre-approved by ECOLOGY's project manager before purchase.

F. Funding Recognition: The RECIPIENT must inform the public about ECOLOGY or any EPA (see Section 3 for Section 319 funded projects or 7 for SRF funded projects) funding participation in this project through the use of project signs, acknowledgement in published materials, reports, the news media, websites, or other public announcements. Projects addressing site-specific locations must utilize appropriately sized and weather-resistant signs. Sign logos are available from ECOLOGY's Financial Manager upon request.

G. Growth Management Planning: The RECIPIENT certifies by signing this agreement that it is in compliance with the requirements of Chapter 36.70A RCW, "Growth Management Planning by Selected Counties and Cities." If the status of compliance changes, either through RECIPIENT or legislative action, the RECIPIENT shall notify ECOLOGY in writing of this change within 30 days.

H. Interlocal: The RECIPIENT certifies by signing this agreement that all negotiated interlocal agreements necessary for the project are, or shall be, consistent with the terms of this agreement and Chapter 39.34 RCW, "Interlocal Cooperation Act." The RECIPIENT shall submit a copy of each interlocal agreement necessary for the project to ECOLOGY.

I. Lobbying and Litigation: Costs incurred for the purposes of lobbying or litigation are not eligible for funding under this agreement.

J. Post Project Assessment Survey: The RECIPIENT agrees to participate in a brief survey regarding the key project results or water quality project outcomes and the status of long-term environmental results or goals from the project approximately three years after project completion. A representative from ECOLOGY's Water Quality Program may contact the RECIPIENT to request this data. ECOLOGY may also conduct site interviews and inspections, and may otherwise evaluate the project, as part of this assessment.

K. Project Status Evaluation: ECOLOGY may evaluate the status of this project 18 months from the effective date of this agreement. ECOLOGY's Project Manager and Financial Manager will meet with the RECIPIENT to review spending trends, completion of outcome measures, and overall project administration and performance. If the RECIPIENT fails to make satisfactory progress toward achieving project outcomes, ECOLOGY may change the scope of work, reduce grant funds, or increase oversight measures.

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L. Technical Assistance: Technical assistance for agriculture activities provided under the terms of this agreement will be consistent with the current U.S. Natural Resource Conservation Service ("NRCS") Field Office Technical Guide for Washington State. However, ECOLOGY may accept as eligible technical assistance, proposed practices, or project designs that do not meet these standards if approved in writing by the NRCS and ECOLOGY.

### SECTION 3: THE FOLLOWING CONDITIONS APPLY TO ALL RECIPIENTS OF SFY15-17 CAPACITY GRANTS

ECOLOGY shall reimburse eligible project expenses following the schedule below.

Prior to July 1, 2016: Total reimbursements to the RECIPIENT for eligible project expenses are limited to a maximum \$25,000.

After July 1, 2016: If funding is available, ECOLOGY will provide written notification via email to the RECIPIENT project manager stating that ECOLOGY may reimburse additional eligible expenses up to the total project eligible cost of \$50,000. Eligible project expenses may be incurred at any time between July 1, 2015 and March 31, 2017. If additional funds are not available, total reimbursements for eligible project expenses will be limited to a maximum of \$25,000.

If the RECIPIENT fails to submit two or more consecutive quarterly reports via the EAGL grant management system, ECOLOGY may consider this failure to provide progress reports as non-performance and initiate actions to amend or terminate this agreement.

### GENERAL FEDERAL CONDITIONS

**If a portion or all of the funds for this agreement are provided through federal funding sources or this agreement is used to match a federal grant award, the following terms and conditions apply to you.**

#### A. CERTIFICATION REGARDING SUSPENSION, DEBARMENT, INELIGIBILITY OR VOLUNTARY EXCLUSION:

1. The RECIPIENT/CONTRACTOR, by signing this agreement, certifies that it is not suspended, debarred, proposed for debarment, declared ineligible or otherwise excluded from contracting with the federal government, or from receiving contracts paid for with federal funds. If the RECIPIENT/CONTRACTOR is unable to certify to the statements contained in the certification, they must provide an explanation as to why they cannot.
2. The RECIPIENT/CONTRACTOR shall provide immediate written notice to ECOLOGY if at any time the RECIPIENT/CONTRACTOR learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
3. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact ECOLOGY for assistance in obtaining a copy of those regulations.
4. The RECIPIENT/CONTRACTOR agrees it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under the applicable Code of Federal Regulations, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
5. The RECIPIENT/CONTRACTOR further agrees by signing this agreement, that it will include this clause titled



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“CERTIFICATION REGARDING SUSPENSION, DEBARMENT, INELIGIBILITY OR VOLUNTARY EXCLUSION” without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

6. Pursuant to 2CFR180.330, the RECIPIENT/CONTRACTOR is responsible for ensuring that any lower tier covered transaction complies with certification of suspension and debarment requirements.
7. RECIPIENT/CONTRACTOR acknowledges that failing to disclose the information required in the Code of Federal Regulations may result in the delay or negation of this funding agreement, or pursuance of legal remedies, including suspension and debarment.
8. RECIPIENT/CONTRACTOR agrees to keep proof in its agreement file, that it, and all lower tier recipients or contractors, are not suspended or debarred, and will make this proof available to ECOLOGY before requests for reimbursements will be approved for payment. RECIPIENT/CONTRACTOR must run a search in <http://www.sam.gov> and print a copy of completed searches to document proof of compliance.

#### B. FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA) REPORTING

##### REQUIREMENTS:

CONTRACTOR/RECIPIENT must complete the FFATA Data Collection Form (ECY 070-395) and return it with the signed agreement to ECOLOGY.

Any CONTRACTOR/RECIPIENT that meets each of the criteria below must report compensation for its five top executives using the FFATA Data Collection Form.

- Receives more than \$25,000 in federal funds under this award.
- Receives more than 80 percent of its annual gross revenues from federal funds.
- Receives more than \$25,000,000 in annual federal funds.

Ecology will not pay any invoices until it has received a completed and signed FFATA Data Collection Form.

Ecology is required to report the FFATA information for federally funded agreements, including the required DUNS number, at [www.fsrs.gov](http://www.fsrs.gov) <http://www.fsrs.gov> within 30 days of agreement signature. The FFATA information will be available to the public at [www.usaspending.gov](http://www.usaspending.gov) <http://www.usaspending.gov>.

For more details on FFATA requirements, see [www.fsrs.gov](http://www.fsrs.gov) <http://www.fsrs.gov>.

## GENERAL TERMS AND CONDITIONS

### Pertaining to Grant and Loan Agreements With the state of Washington, Department of Ecology

#### 1. ADMINISTRATIVE REQUIREMENTS

- a) RECIPIENT shall follow the "Administrative Requirements for Recipients of Ecology Grants and Loans – EAGL Edition". <https://fortress.wa.gov/ecy/publications/SummaryPages/1401002.html>
- b) RECIPIENT shall complete all activities funded by this Agreement and be fully responsible for the proper management of all funds and resources made available under this Agreement.
- c) RECIPIENT agrees to take complete responsibility for all actions taken under this Agreement, including ensuring all subgrantees and contractors comply with the terms and conditions of this Agreement. ECOLOGY reserves the right to request proof of compliance by subgrantees and contractors.
- d) RECIPIENT's activities under this Agreement shall be subject to the review and approval by ECOLOGY for the extent and character of all work and services.

#### 2. AMENDMENTS AND MODIFICATIONS

This Agreement may be altered, amended, or waived only by a written amendment executed by both parties. No subsequent modification(s) or amendment(s) of this Agreement will be of any force or effect unless in writing and signed by authorized representatives of both parties. ECOLOGY and the RECIPIENT may change their respective staff contacts and administrative information without the concurrence of either party.

#### 3. ARCHAEOLOGICAL AND CULTURAL RESOURCES

RECIPIENT shall take reasonable action to avoid, minimize, or mitigate adverse effects to archeological or cultural resources. Activities associated with archaeological and cultural resources are an eligible reimbursable cost subject to approval by ECOLOGY.

RECIPIENT shall:

- a) Immediately cease work and notify ECOLOGY if any archeological or cultural resources are found while conducting work under this Agreement.
- b) Immediately notify the Department of Archaeology and Historic Preservation at (360) 586-3064, in the event historical or cultural artifacts are discovered at a work site.
- c) Comply with Governor Executive Order 05-05, Archaeology and Cultural Resources, for any capital construction projects prior to the start of any work.
- d) Comply with RCW 27.53, Archaeological Sites and Resources, for any work performed under this Agreement, as applicable. National Historic Preservation Act (NHPA) may require the RECIPIENT to obtain a permit pursuant to Chapter 27.53 RCW prior to conducting on-site activity with the potential to impact cultural or historic properties.

#### 4. ASSIGNMENT

No right or claim of the RECIPIENT arising under this Agreement shall be transferred or assigned by the RECIPIENT.

#### 5. COMMUNICATION

RECIPIENT shall make every effort to maintain effective communications with the RECIPIENT's designees, ECOLOGY, all affected local, state, or federal jurisdictions, and any interested individuals or groups.

#### 6. COMPENSATION

- a) Any work performed prior to effective date of this Agreement will be at the sole expense and risk of the



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RECIPIENT. ECOLOGY must sign the Agreement before any payment requests can be submitted.

- b) Payments will be made on a reimbursable basis for approved and completed work as specified in this Agreement.
- c) RECIPIENT is responsible to determine if costs are eligible. Any questions regarding eligibility should be clarified with ECOLOGY prior to incurring costs. Costs that are conditionally eligible may require approval by ECOLOGY prior to purchase.
- d) RECIPIENT shall not invoice more than once per month unless agreed on by ECOLOGY.
- e) ECOLOGY will not process payment requests without the proper reimbursement forms, Progress Report and supporting documentation. ECOLOGY will provide instructions for submitting payment requests.
- f) ECOLOGY will pay the RECIPIENT thirty (30) days after receipt of a properly completed request for payment.
- g) RECIPIENT will receive payment through Washington State Department of Enterprise Services' Statewide Payee Desk. RECIPIENT must register as a payee by submitting a Statewide Payee Registration form and an IRS W-9 form at the website, <http://www.des.wa.gov/services/ContractingPurchasing/Business/VendorPay/Pages/default.aspx>. For any questions about the vendor registration process contact the Statewide Payee Help Desk at (360) 407-8180 or email [payeehelpdesk@des.wa.gov](mailto:payeehelpdesk@des.wa.gov).
- h) ECOLOGY may, at its sole discretion, withhold payments claimed by the RECIPIENT if the RECIPIENT fails to satisfactorily comply with any term or condition of this Agreement.
- i) Monies withheld by ECOLOGY may be paid to the RECIPIENT when the work described herein, or a portion thereof, has been completed if, at ECOLOGY's sole discretion, such payment is reasonable and approved according to this Agreement, as appropriate, or upon completion of an audit as specified herein.
- j) RECIPIENT should submit final requests for compensation within thirty (30) days after the expiration date of this Agreement. Failure to comply may result in delayed reimbursement.

## 7. COMPLIANCE WITH ALL LAWS

RECIPIENT agrees to comply fully with all applicable Federal, State and local laws, orders, regulations, and permits related to this Agreement, including but not limited to:

- a) RECIPIENT agrees to comply with all applicable laws, regulations, and policies of the United States and the State of Washington which affect wages and job safety.
- b) RECIPIENT agrees to be bound by all federal and state laws, regulations, and policies against discrimination.
- c) RECIPIENT certifies full compliance with all applicable state industrial insurance requirements.
- d) RECIPIENT agrees to secure and provide assurance to ECOLOGY that all the necessary approvals and permits required by authorities having jurisdiction over the project are obtained. RECIPIENT must include time in their project timeline for the permit and approval processes.

ECOLOGY shall have the right to immediately terminate for cause this Agreement as provided herein if the RECIPIENT fails to comply with above requirements.

If any provision of this Agreement violates any statute or rule of law of the state of Washington, it is considered modified to conform to that statute or rule of law.

## 8. CONFLICT OF INTEREST

RECIPIENT and ECOLOGY agree that any officer, member, agent, or employee, who exercises any function or responsibility in the review, approval, or carrying out of this Agreement, shall not have any personal or financial interest, direct or indirect, nor affect the interest of any corporation, partnership, or association in which he/she is a part, in this Agreement or the proceeds thereof.

## 9. CONTRACTING FOR GOODS AND SERVICES

RECIPIENT may contract to buy goods or services related to its performance under this Agreement. RECIPIENT shall

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award all contracts for construction, purchase of goods, equipment, services, and professional architectural and engineering services through a competitive process, if required by State law. RECIPIENT is required to follow procurement procedures that ensure legal, fair, and open competition.

RECIPIENT must have a standard procurement process or follow current state procurement procedures. RECIPIENT may be required to provide written certification that they have followed their standard procurement procedures and applicable state law in awarding contracts under this Agreement.

ECOLOGY reserves the right to inspect and request copies of all procurement documentation, and review procurement practices related to this Agreement. Any costs incurred as a result of procurement practices not in compliance with state procurement law or the RECIPIENT's normal procedures may be disallowed at ECOLOGY's sole discretion.

## 10. DISPUTES

When there is a dispute with regard to the extent and character of the work, or any other matter related to this Agreement the determination of ECOLOGY will govern, although the RECIPIENT shall have the right to appeal decisions as provided for below:

- a) RECIPIENT notifies the funding program of an appeal request.
- b) Appeal request must be in writing and state the disputed issue(s).
- c) RECIPIENT has the opportunity to be heard and offer evidence in support of its appeal.
- d) ECOLOGY reviews the RECIPIENT's appeal.
- e) ECOLOGY sends a written answer within ten (10) business days, unless more time is needed, after concluding the review.

The decision of ECOLOGY from an appeal will be final and conclusive, unless within thirty (30) days from the date of such decision, the RECIPIENT furnishes to the Director of ECOLOGY a written appeal. The decision of the Director or duly authorized representative will be final and conclusive.

The parties agree that this dispute process will precede any action in a judicial or quasi-judicial tribunal.

Appeals of the Director's decision will be brought in the Superior Court of Thurston County. Review of the Director's decision will not be taken to Environmental and Land Use Hearings Office.

Pending final decision of a dispute, the RECIPIENT agrees to proceed diligently with the performance of this Agreement and in accordance with the decision rendered.

Nothing in this contract will be construed to limit the parties' choice of another mutually acceptable method, in addition to the dispute resolution procedure outlined above.

## 11. ENVIRONMENTAL STANDARDS

- a) RECIPIENTS who collect environmental-monitoring data must provide these data to ECOLOGY using the Environmental Information Management System (EIM). To satisfy this requirement these data must be successfully loaded into EIM, see instructions on the EIM website at: <http://www.ecy.wa.gov/eim>.
- b) RECIPIENTS are required to follow ECOLOGY's data standards when Geographic Information System (GIS) data are collected and processed. More information and requirements are available at: <http://www.ecy.wa.gov/services/gis/data/standards/standards.htm>. RECIPIENTS shall provide copies to ECOLOGY of all final GIS data layers, imagery, related tables, raw data collection files, map products, and all metadata and project documentation.



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c) RECIPIENTS must prepare a Quality Assurance Project Plan (QAPP) when a project involves the collection of environmental measurement data. QAPP is to ensure the consistent application of quality assurance principles to the planning and execution of all activities involved in generating data. RECIPIENTS must follow ECOLOGY's Guidelines for Preparing Quality Assurance Project Plans for Environmental Studies, July 2004 (Ecology Publication No. 04-03-030). ECOLOGY shall review and approve the QAPP prior to start of work. The size, cost, and complexity of the QAPP should be in proportion to the magnitude of the sampling effort.

## 12. GOVERNING LAW

This Agreement will be governed by the laws of the State of Washington, and the venue of any action brought hereunder will be in the Superior Court of Thurston County.

## 13. INDEMNIFICATION

ECOLOGY will in no way be held responsible for payment of salaries, consultant's fees, and other costs related to the project described herein, except as provided in the Scope of Work.

To the extent that the Constitution and laws of the State of Washington permit, each party will indemnify and hold the other harmless from and against any liability for any or all injuries to persons or property arising from the negligent act or omission of that party or that party's agents or employees arising out of this Agreement.

## 14. INDEPENDENT STATUS

The employees, volunteers, or agents of each party who are engaged in the performance of this Agreement will continue to be employees, volunteers, or agents of that party and will not for any purpose be employees, volunteers, or agents of the other party.

## 15. KICKBACKS

RECIPIENT is prohibited from inducing by any means any person employed or otherwise involved in this Agreement to give up any part of the compensation to which he/she is otherwise entitled to or receive any fee, commission, or gift in return for award of a subcontract hereunder.

## 16. MINORITY AND WOMEN'S BUSINESS ENTERPRISES (MWBE)

RECIPIENT is encouraged to solicit and recruit, to the extent possible, certified minority-owned (MBE) and women-owned (WBE) businesses in purchases and contracts initiated under this Agreement.

Contract awards or rejections cannot be made based on MWBE participation; however, the RECIPIENT is encouraged to take the following actions, when possible, in any procurement under this Agreement:

- a) Include qualified minority and women's businesses on solicitation lists whenever they are potential sources of goods or services.
- b) Divide the total requirements, when economically feasible, into smaller tasks or quantities, to permit maximum participation by qualified minority and women's businesses.
- c) Establish delivery schedules, where work requirements permit, which will encourage participation of qualified minority and women's businesses.
- d) Use the services and assistance of the Washington State Office of Minority and Women's Business Enterprises (OMWBE) (866-208-1064) and the Office of Minority Business Enterprises of the U.S. Department of Commerce, as appropriate.

## 17. ORDER OF PRECEDENCE

In the event of inconsistency in this Agreement, unless otherwise provided herein, the inconsistency shall be resolved by

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giving precedence in the following order: (a) applicable federal and state statutes and regulations; (b) The Agreement; (c) Scope of Work; (d) Special Terms and Conditions; (e) Any provisions or terms incorporated herein by reference, including the "Administrative Requirements for Recipients of Ecology Grants and Loans"; and (f) the General Terms and Conditions.

#### 18. PRESENTATION AND PROMOTIONAL MATERIALS

ECOLOGY reserves the right to approve RECIPIENT's communication documents and materials related to the fulfillment of this Agreement:

- a) If requested, RECIPIENT shall provide a draft copy to ECOLOGY for review and approval ten (10) business days prior to production and distribution.
- b) RECIPIENT shall include time for ECOLOGY's review and approval process in their project timeline.
- c) If requested, RECIPIENT shall provide ECOLOGY two (2) final copies and an electronic copy of any tangible products developed.

Copies include any printed materials, and all tangible products developed such as brochures, manuals, pamphlets, videos, audio tapes, CDs, curriculum, posters, media announcements, or gadgets with a message, such as a refrigerator magnet, and any online communications, such as web pages, blogs, and twitter campaigns. If it is not practical to provide a copy, then the RECIPIENT shall provide a description (photographs, drawings, printouts, etc.) that best represents the item.

Any communications intended for public distribution that uses ECOLOGY's logo shall comply with ECOLOGY's graphic requirements and any additional requirements specified in this Agreement. Before the use of ECOLOGY's logo contact ECOLOGY for guidelines.

RECIPIENT shall acknowledge in the communications that funding was provided by ECOLOGY.

#### 19. PROGRESS REPORTING

- a) RECIPIENT must satisfactorily demonstrate the timely use of funds by submitting payment requests and progress reports to ECOLOGY. ECOLOGY reserves the right to amend or terminate this Agreement if the RECIPIENT does not document timely use of funds.
- b) RECIPIENT must submit a progress report with each payment request. Payment requests will not be processed without a progress report. ECOLOGY will define the elements and frequency of progress reports.
- c) RECIPIENT shall use ECOLOGY's provided progress report format.
- d) Quarterly progress reports will cover the periods from January 1 through March 31, April 1 through June 30, July 1 through September 30, and October 1 through December 31. Reports shall be submitted within thirty (30) days after the end of the quarter being reported.
- e) RECIPIENT shall submit the Closeout Report within thirty (30) days of the expiration date of the project, unless an extension has been approved by ECOLOGY. RECIPIENT shall use the ECOLOGY provided closeout report format.

#### 20. PROPERTY RIGHTS

- a) Copyrights and Patents. When the RECIPIENT creates any copyrightable materials or invents any patentable property under this agreement, the RECIPIENT may copyright or patent the same but ECOLOGY retains a royalty free, nonexclusive, and irrevocable license to reproduce, publish, recover, or otherwise use the material(s) or property, and to authorize others to use the same for federal, state, or local government purposes.
- b) Publications. When the RECIPIENT or persons employed by the RECIPIENT use or publish ECOLOGY information; present papers, lectures, or seminars involving information supplied by ECOLOGY; or use logos, reports, maps, or other data in printed reports, signs, brochures, pamphlets, etc., appropriate credit shall be given to ECOLOGY.
- c) Presentation and Promotional Materials. ECOLOGY shall have the right to use or reproduce any printed or graphic



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materials produced in fulfillment of this Agreement, in any manner ECOLOGY deems appropriate. ECOLOGY shall acknowledge the RECIPIENT as the sole copyright owner in every use or reproduction of the materials.

d) Tangible Property Rights. ECOLOGY's current edition of "Administrative Requirements for Recipients of Ecology Grants and Loans," shall control the use and disposition of all real and personal property purchased wholly or in part with funds furnished by ECOLOGY in the absence of state and federal statutes, regulations, or policies to the contrary, or upon specific instructions with respect thereto in this Agreement.

e) Personal Property Furnished by ECOLOGY. When ECOLOGY provides personal property directly to the RECIPIENT for use in performance of the project, it shall be returned to ECOLOGY prior to final payment by ECOLOGY. If said property is lost, stolen, or damaged while in the RECIPIENT's possession, then ECOLOGY shall be reimbursed in cash or by setoff by the RECIPIENT for the fair market value of such property.

f) Acquisition Projects. The following provisions shall apply if the project covered by this Agreement includes funds for the acquisition of land or facilities:

a. RECIPIENT shall establish that the cost is fair value and reasonable prior to disbursement of funds provided for in this Agreement.

b. RECIPIENT shall provide satisfactory evidence of title or ability to acquire title for each parcel prior to disbursement of funds provided by this Agreement. Such evidence may include title insurance policies, Torrens certificates, or abstracts, and attorney's opinions establishing that the land is free from any impediment, lien, or claim which would impair the uses intended by this Agreement.

g) Conversions. Regardless of the agreement expiration date, the RECIPIENT shall not at any time convert any equipment, property, or facility acquired or developed under this Agreement to uses other than those for which assistance was originally approved without prior written approval of ECOLOGY. Such approval may be conditioned upon payment to ECOLOGY of that portion of the proceeds of the sale, lease, or other conversion or encumbrance which monies granted pursuant to this Agreement bear to the total acquisition, purchase, or construction costs of such property.

## 21. RECORDS, AUDITS, AND INSPECTIONS

RECIPIENT shall maintain complete program and financial records relating to this Agreement, including any engineering documentation and field inspection reports of all construction work accomplished.

All records shall:

- a) Be kept in a manner which provides an audit trail for all expenditures.
- b) Be kept in a common file to facilitate audits and inspections.
- c) Clearly indicate total receipts and expenditures related to this Agreement.
- d) Be open for audit or inspection by ECOLOGY, or by any duly authorized audit representative of the State of Washington, for a period of at least three (3) years after the final grant payment or loan repayment, or any dispute resolution hereunder.

RECIPIENT shall provide clarification and make necessary adjustments if any audits or inspections identify discrepancies in the records.

ECOLOGY reserves the right to audit, or have a designated third party audit, applicable records to ensure that the state has been properly invoiced. Any remedies and penalties allowed by law to recover monies determined owed will be enforced. Repetitive instances of incorrect invoicing or inadequate records may be considered cause for termination.

All work performed under this Agreement and any property and equipment purchased shall be made available to ECOLOGY and to any authorized state, federal or local representative for inspection at any time during the course of this Agreement and for at least three (3) years following grant or loan termination or dispute resolution hereunder.

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RECIPIENT shall provide right of access to ECOLOGY, or any other authorized representative, at all reasonable times, in order to monitor and evaluate performance, compliance, and any other conditions under this Agreement.

## 22. RECOVERY OF FUNDS

The right of the RECIPIENT to retain monies received as reimbursement payments is contingent upon satisfactory performance of this Agreement and completion of the work described in the Scope of Work.

All payments to the RECIPIENT are subject to approval and audit by ECOLOGY, and any unauthorized expenditure(s) or unallowable cost charged to this agreement shall be refunded to ECOLOGY by the RECIPIENT.

RECIPIENT shall refund to ECOLOGY the full amount of any erroneous payment or overpayment under this Agreement.

RECIPIENT shall refund by check payable to ECOLOGY the amount of any such reduction of payments or repayments within thirty (30) days of a written notice. Interest will accrue at the rate of twelve percent (12%) per year from the time ECOLOGY demands repayment of funds.

Any property acquired under this Agreement, at the option of ECOLOGY, may become ECOLOGY's property and the RECIPIENT's liability to repay monies will be reduced by an amount reflecting the fair value of such property.

## 23. SEVERABILITY

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, and to this end the provisions of this Agreement are declared to be severable.

## 24. STATE ENVIRONMENTAL POLICY ACT (SEPA)

RECIPIENT must demonstrate to ECOLOGY's satisfaction that compliance with the requirements of the State Environmental Policy Act (Chapter 43.21C RCW and Chapter 197-11 WAC) have been or will be met. Any reimbursements are subject to this provision.

## 25. SUSPENSION

When in the best interest of ECOLOGY, ECOLOGY may at any time, and without cause, suspend this Agreement or any portion thereof for a temporary period by written notice from ECOLOGY to the RECIPIENT. RECIPIENT shall resume performance on the next business day following the suspension period unless another day is specified by ECOLOGY.

## 26. SUSTAINABLE PRACTICES

In order to sustain Washington's natural resources and ecosystems, the RECIPIENT is fully encouraged to implement sustainable practices and to purchase environmentally preferable products under this Agreement.

- a) Sustainable practices may include such activities as: use of clean energy, use of double-sided printing, hosting low impact meetings, and setting up recycling and composting programs.
- b) Purchasing may include such items as: sustainably produced products and services, EPEAT registered computers and imaging equipment, independently certified green cleaning products, remanufactured toner cartridges, products with reduced packaging, office products that are refillable, rechargeable, and recyclable, and 100% post-consumer recycled paper.

For more suggestions visit ECOLOGY's web page: Green Purchasing, <http://www.ecy.wa.gov/programs/swfa/epp>.



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## 27. TERMINATION

### a) For Cause

ECOLOGY may terminate for cause this Agreement with a seven (7) calendar days prior written notification to the RECIPIENT, at the sole discretion of ECOLOGY, for failing to perform an Agreement requirement or for a material breach of any term or condition. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

**Failure to Commence Work.** ECOLOGY reserves the right to terminate this Agreement if RECIPIENT fails to commence work on the project funded within four (4) months after the effective date of this Agreement, or by any date mutually agreed upon in writing for commencement of work, or the time period defined within the Scope of Work.

**Non-Performance.** The obligation of ECOLOGY to the RECIPIENT is contingent upon satisfactory performance by the RECIPIENT of all of its obligations under this Agreement. In the event the RECIPIENT unjustifiably fails, in the opinion of ECOLOGY, to perform any obligation required of it by this Agreement, ECOLOGY may refuse to pay any further funds, terminate in whole or in part this Agreement, and exercise any other rights under this Agreement.

Despite the above, the RECIPIENT shall not be relieved of any liability to ECOLOGY for damages sustained by ECOLOGY and the State of Washington because of any breach of this Agreement by the RECIPIENT. ECOLOGY may withhold payments for the purpose of setoff until such time as the exact amount of damages due ECOLOGY from the RECIPIENT is determined.

### b) For Convenience

ECOLOGY may terminate for convenience this Agreement, in whole or in part, for any reason when it is the best interest of ECOLOGY, with a thirty (30) calendar days prior written notification to the RECIPIENT. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

**Non-Allocation of Funds.** ECOLOGY's ability to make payments is contingent on availability of funding. In the event funding from state, federal or other sources is withdrawn, reduced, or limited in any way after the effective date and prior to the completion or expiration date of this agreement, ECOLOGY, at its sole discretion, may elect to terminate the agreement, in whole or part, or renegotiate the agreement, subject to new funding limitations or conditions. ECOLOGY may also elect to suspend performance of the agreement until ECOLOGY determines the funding insufficiency is resolved. ECOLOGY may exercise any of these options with no notification or restrictions.

If payments have been discontinued by ECOLOGY due to unavailable funds, the RECIPIENT shall not be obligated to repay monies which had been paid to the RECIPIENT prior to such termination.

RECIPIENT's obligation to continue or complete the work described in this Agreement shall be contingent upon availability of funds by the RECIPIENT's governing body.

### c) By Mutual Agreement

ECOLOGY and the RECIPIENT may terminate this Agreement, in whole or in part, at any time, by mutual written agreement.

### d) In Event of Termination

All finished or unfinished documents, data studies, surveys, drawings, maps, models, photographs, reports or other

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materials prepared by the RECIPIENT under this Agreement, at the option of ECOLOGY, will become property of ECOLOGY and the RECIPIENT shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials.

Nothing contained herein shall preclude ECOLOGY from demanding repayment of all funds paid to the RECIPIENT in accordance with Recovery of Funds, identified herein.

#### 28. THIRD PARTY BENEFICIARY

RECIPIENT shall ensure that in all subcontracts entered into by the RECIPIENT pursuant to this Agreement, the state of Washington is named as an express third party beneficiary of such subcontracts with full rights as such.

#### 29. WAIVER

Waiver of a default or breach of any provision of this Agreement is not a waiver of any subsequent default or breach, and will not be construed as a modification of the terms of this Agreement unless stated as such in writing by the authorized representative of ECOLOGY.

GENERAL TERMS AND CONDITIONS LAST UPDATED 12/25/2015





# City Council Agenda Bill

**Meeting Date:** 4/4/2016

**Agenda Item:** 5g

**Subject:** Change Order – Overlay Infrastructure Improvement Project

**Staff Contact:** Fred Buckenmeyer

| Approved for Submittal to Council by |                                 |
|--------------------------------------|---------------------------------|
|                                      | Laurie Gere, Mayor              |
|                                      | Steve Hoglund, Finance Director |
|                                      | Darcy Swetnam, City Attorney    |
|                                      |                                 |
|                                      |                                 |

| Action Type |                |
|-------------|----------------|
|             | Ordinance No.  |
|             | Code Revision? |
|             | Resolution No. |
| X           | Contract       |
|             | Public Hearing |
|             | Staff Report   |

**Summary Statement:** In accordance with the Changes provision under Contract 15-005-TRN-005, staff seeks City Council consent to issue a change order to Scimitar Construction in the amount of \$58,144.43 to perform additional excavation work. This additional work is within the boundaries of the originally contracted work. The improvements performed under this Contract will prepare the roadway for newly installed asphalt overlay that will be subject to a separate procurement subject to City Council approval. Re-constructing the cross-sections as proposed under this change order will improve road stability.

**Background:** On March 21, 2016 City Council approved a contract award to Scimitar Construction for the Overlay Infrastructure Improvement Project in the amount of \$269,085.20. This additional excavation work will increase the contract by \$58,144.43 to \$354,229.63.

| Budget Impact              |                   |
|----------------------------|-------------------|
| Amount Budgeted            | \$58,144.43       |
| Budget Account (BARS)      | 104.720.542.30.41 |
| Proposed Expenditure       | \$58,144.43       |
| Budget Amendment Required? | No                |
| Revenue Source             | City Funds        |

| Proposed Contract |                       |
|-------------------|-----------------------|
| Contractor        | Scimitar Construction |
| Amount            | \$58,144.43           |
| Start Date        | Upon NTP              |
| End Date          | 40 Working Days       |

**Previous Council/Committee Action:** Original Contract Award March 21, 2016

**Competing Viewpoints Considered:** N/A

**Recommended Motion:** I move City Council provide consent to issue a change order to Scimitar Construction under Contract 15-005-TRN-005 in the amount of \$58,144.43.

**Alternative Actions:** N/A

**Attachments** (listed in order presented): Change Order



**Contract Number 15-005-TRN-005**  
**Modification 01**

Date March 30, 2016

Modification No. 01

Page 1 of 1 Pages

Contract Number 15-005-TRN-005

Contract Title Overlay Infrastructure Improvement Project

Prime Contractor Scimitar Construction

**PREAMBLE**

In accordance with Provisions **1-04.4 Changes Work** as cited in Standard Specifications for Road, Bridge, and Municipal Construction 2016, this modification provides an equitable price adjustment for additional Work. The total contract price is revised from \$ \$296,085.20 by \$58,144.43 to \$354,229.63. An additional ten (10) working days are included to achieve Physical Completion.

The Contract is amended as follows:

**I. WORK**

Under **Article I WORK**, the following second paragraph is inserted:

"The above cited document entitled "Plans, Specifications, and Contract Documents – Overlay Infrastructure Improvement Project" is revised per Modification 01. Plan Sheets C9/C32, C10/C32, C15/C32, C16/C32, C17/C32, C30/C32, and D11/D18 are superseded by Plan Sheets C9/C32, C10/C32, C15/C32, C16/C32, C17/C32, C30/C32, and D11/D18 as included under Modification 01 and thereby incorporated by reference and made a part hereof."

**IV. CONTRACT PRICE**

The OWNER is adding additional excavation work that requires the CONTRACTOR to construct a cross section along D Avenue from 17<sup>th</sup> Street to 36<sup>th</sup> Street and a cross section in the area of 32<sup>nd</sup> Street and H Avenue intersection; work which is detailed on the revised Plan Sheets referenced under Article I. The additional Work and increased working days are implemented per the revised provision provided below.

The first paragraph under **Article IV CONTRACT PRICE** is revised as follows:

"..., and hereby the OWNER contracts to pay the CONTRACTOR for completion of the Work and in accordance to the same and the attached bid schedule. Exhibit A, Bid Proposal, Pages P-1 through P-6, as originally contracted, are hereby superseded by enclosed Pages P-1 through P-6. Enclosed Pages P-1 through P-6 as provided under Modification 01 are hereby incorporated by reference and made a part hereof. The total contract price is **Three Hundred Fifty-Four Thousand Two Hundred Twenty-Nine Dollars and Sixty-Three Cents (\$354,229.63)**".

All other terms remain unchanged.

**CITY OF ANACORTES**

By \_\_\_\_\_  
Laurie Gere, Mayor

Date \_\_\_\_\_

**SCIMITAR CONSTRUCTION**

By \_\_\_\_\_

Date \_\_\_\_\_

**FOR GOVERNMENT USE ONLY**

|                              |                     |
|------------------------------|---------------------|
| Original Agreement Amount    | <u>\$296,085.20</u> |
| Current Agreement Amount     | <u>\$296,085.20</u> |
| Change Per this Modification | <u>\$ 58,144.43</u> |
| Total After Modification     | <u>\$354,229.63</u> |

|                                           |                        |
|-------------------------------------------|------------------------|
| Original Contract Completion Date         | <u>30 working days</u> |
| Current Contract Completion Date          | <u>30 working days</u> |
| Net Change                                | <u>10 working days</u> |
| Contract Completion Per This Modification | <u>40 working days</u> |

**APPROVALS:**

Project Manager \_\_\_\_\_ Date \_\_\_\_\_

Public Works Director \_\_\_\_\_ Date \_\_\_\_\_

Finance Director \_\_\_\_\_ Date \_\_\_\_\_



## BID PROPOSAL

---

TO: City of Anacortes  
City Hall  
904 Sixth Street  
Anacortes, WA 98221

Attention: Eric Shjarback, P.E. – Assistant City Engineer

The undersigned, hereinafter called the bidder, declares that the only persons or parties interested in this proposal are those named herein; that this proposal is in all respects fair and without fraud; that it is made without collusion with any official of the City of Anacortes; and that the proposal is made without any connection or collusion with any person making another proposal of this contract.

The bidder declares that he/she has carefully examined the contract documents for the construction of the project; that he/she has personally inspected the site; that he/she has satisfied him or herself as to the quantities involved, including materials and equipment and conditions of work involved, including the fact that the description of the quantities of work and materials, as included herein, is brief and is intended only to indicate the general nature of the work and to identify the said quantities with the detailed requirements of the contract documents and that this proposal is made according to the provisions and under the terms of the contract documents, which documents are hereby made a part of this proposal.

The bidder declares that he/she has exercised his/her own judgment regarding the interpretation of subsurface information and has utilized all data, which he/she believes pertinent from the Engineer, Owner and other sources in arriving at his/her conclusions.

The bidder agrees that if this proposal is accepted, he/she will, within **Ten (10) Calendar** days after Notification of Award, execute the contract with the City of Anacortes in the form of contract included in the contract documents, and will, prior to the time of execution of the contract, deliver to the City of Anacortes the Performance and Payment Bond, all Certificates of Insurance and proof of a City of Anacortes Business License required therein and will, to the extent of his/her proposals, furnish all necessary labor, tools, materials, equipment, and services required to do the work in the manner, in the time, and according to the methods as specified in the contract documents and required by the Engineer or other designated project representative there under.

The bidder further agrees, if awarded the contract, to begin work within **Ten (10) Calendar** days after the date of the Notice to Proceed and to achieve Physical Completion within **Forty (40) Working** days from the date work begins, in accordance with the Notice to Proceed.

In the event the bidder is awarded the contract and shall fail to complete the work within the time limit agreed upon as more particularly set forth in the contract documents, liquidated damages shall be paid to the owner per the Standard Specifications contained in the contract documents.

The bidder proposes to accept as full payment for the work proposed herein the amount computed under the provisions of the contract documents and based upon the unit price, it being expressly understood that the unit price is independent of the exact quantities involved. Bidder agrees that the unit prices shown represent a true measure of the labor and materials required to perform the work, including all allowances for overhead and profit for each type of work called for in these contract documents.

The undersigned bids for complete construction of the following described project:

The project provides for the infrastructure within the Right-of-Way of D Avenue, A Avenue, 37<sup>th</sup> Street and 32<sup>nd</sup> Street, including but not limited to full depth excavation to create a cross section along D Avenue between 17<sup>th</sup> and 36<sup>th</sup> Streets plus the intersection at 32<sup>nd</sup> Street & H Avenue, Sanitary Sewer Replacement, Storm Drainage Conveyance, Roadway Excavation and Hauling, Cement Traffic Curb and Gutter, Cement Concrete Sidewalk, Cement Concrete Curb Ramps, Detectable Warning, Asphalt Patching and other work, all in accordance with the attached Contract Plans, these Contract Provisions, and the Standard Specifications.

The project is located:

- D Avenue, 17<sup>th</sup> Street to 37<sup>th</sup> Street
- 37<sup>th</sup> Street, D Avenue to A Avenue
- A Avenue, 37<sup>th</sup> Street to City Limits
- 32<sup>nd</sup> Street, D Avenue to M Avenue

| CITY OF ANACORTES OVERLAY INFRASTRUCTURE IMPROVEMENT PROJECT |               |                                                       |                                           |                        |
|--------------------------------------------------------------|---------------|-------------------------------------------------------|-------------------------------------------|------------------------|
| NO.                                                          | PLAN QUANTITY | ITEM DESCRIPTION                                      | UNIT PRICE (Figures)                      | TOTAL AMOUNT (Figures) |
| 1                                                            | 1<br>LS       | <b>MOBILIZATION</b><br>1-09.14                        | At<br>\$ <u>22,100.00</u><br>Per Lump Sum | \$ <u>22,100.00</u>    |
| 2                                                            | 1<br>LS       | <b>PROJECT TEMPORARY TRAFFIC CONTROL</b><br>1-10.5(1) | At<br>\$ <u>13,333.33</u><br>Per Lump Sum | \$ <u>13,333.33</u>    |
| 3                                                            | 1<br>LS       | <b>S.P.C.C PLAN</b><br>1-07.15(1)                     | At<br>\$ <u>100.00</u><br>Per Lump Sum    | \$ <u>100.00</u>       |
| 4                                                            | 6<br><br>EA   | <b>INLET PROTECTION</b><br>8-01.5                     | At<br>\$ <u>75.00</u><br><br>Per Each     | \$ <u>450.00</u>       |
| 5                                                            | 2,738         | <b>SAWCUTTING ASPHALT</b><br>2-02.5                   | At<br>\$ <u>3.00</u>                      | \$ <u>8,214.00</u>     |



**CITY OF ANACORTES OVERLAY INFRASTRUCTURE IMPROVEMENT PROJECT**

| NO. | PLAN<br>QUANTITY | ITEM DESCRIPTION                                                           | UNIT PRICE<br>(Figures)                     | TOTAL AMOUNT<br>(Figures) |
|-----|------------------|----------------------------------------------------------------------------|---------------------------------------------|---------------------------|
|     | LF               |                                                                            | Per Linear Foot                             |                           |
| 6   | 300<br>LF        | <b>SAWCUTTING CONCRETE</b><br>2-02.5                                       | At<br>\$ <u>10.00</u><br>Per Linear Foot    | \$ <u>3,000.00</u>        |
| 7   | 1105<br>CY       | <b>ROADWAY EXCAVATION INCL. HAUL</b><br>2-03.5                             | At<br>\$ <u>40.00</u><br>Per Cubic Yard     | \$ <u>44,200.00</u>       |
| 8   | 1<br>LS          | <b>REMOVAL OF STRUCTURE AND<br/>OBSTRUCTION</b><br>2-02.5                  | At<br>\$ <u>1,000.00</u><br>Per Square Yard | \$ <u>1,000.00</u>        |
| 9   | 1,070<br>TONS    | <b>CRUSHED SURFACING TOP COURSE</b><br>4-04.5                              | At<br>\$ <u>35.00</u><br>Per Tons           | \$ <u>37,450.00</u>       |
| 10  | 45<br>CY         | <b>CONTROL DENSITY FILL</b><br>2-09.5                                      | At<br>\$ <u>120.00</u><br>Per Cubic Yard    | \$ <u>5,400.00</u>        |
| 11  | 202<br>TONS      | <b>HMA CL. 3/8-inch PG64-22</b><br>5-04.5                                  | At<br>\$ <u>250.00</u><br>Per Tons          | \$ <u>50,500.00</u>       |
| 12  | 335<br>SY        | <b>CONSTRUCTION GEOTEXTILE FOR<br/>SEPARATION</b><br>2-12.5                | At<br>\$ <u>10.00</u><br>Per Square Yard    | \$ <u>3,350.00</u>        |
| 13  | 15<br>LF         | <b>PVC STORM SEWER PIPE, 12-IN. DIAM.</b><br>7-04.5                        | At<br>\$ <u>100.00</u><br>Per Linear Foot   | \$ <u>1,500.00</u>        |
| 14  | 8<br>LF          | <b>CORRUGATED POLYETHYLENE STORM<br/>SEWER PIPE, 20-IN DIAM.</b><br>7-04.5 | At<br>\$ <u>120.00</u><br>Per Linear Foot   | \$ <u>960.00</u>          |
|     |                  | <b>UNDERDRAIN PIPE 4-IN. DIAM.</b>                                         | At                                          |                           |

**CITY OF ANACORTES OVERLAY INFRASTRUCTURE IMPROVEMENT PROJECT**

| <b>NO.</b> | <b>PLAN<br/>QUANTITY</b> | <b>ITEM DESCRIPTION</b>                                  | <b>UNIT PRICE<br/>(Figures)</b>                 | <b>TOTAL AMOUNT<br/>(Figures)</b> |
|------------|--------------------------|----------------------------------------------------------|-------------------------------------------------|-----------------------------------|
| <b>15</b>  | 139<br>LF                | 7-01.5                                                   | \$ <u>38.00</u><br>Per Linear Foot              | \$ <u>5,282.00</u>                |
| <b>16</b>  | 2<br>EA                  | <b>CATCH BASIN TYPE 1L</b><br>7-05.5                     | <b>At</b><br>\$ <u>1,700.00</u><br>Per Each     | \$ <u>3,400.00</u>                |
| <b>17</b>  | 4<br>EA                  | <b>CONNECTION TO DRAINAGE STRUCTURE</b><br>7-05.5        | <b>At</b><br>\$ <u>500.00</u><br>Per Each       | \$ <u>2,000.00</u>                |
| <b>18</b>  | 1<br>LS                  | <b>CEMENT CONCRETE BULK HEAD\HEAD<br/>WALL</b><br>6-02.5 | <b>At</b><br>\$ <u>1,000.00</u><br>Per Lump Sum | \$ <u>1,000.00</u>                |
| <b>19</b>  | 2<br>EA                  | <b>RECTANGULAR SOLID METAL COVER</b><br>7-05.5           | <b>At</b><br>\$ <u>500.00</u><br>Per Each       | \$ <u>1,000.00</u>                |
| <b>20</b>  |                          | <b>INTENTIONALLY LEFT BLANK</b>                          |                                                 |                                   |
| <b>21</b>  | 3<br>CY                  | <b>HAND PLACED RIP-RAP</b><br>8-15.5                     | <b>At</b><br>\$ <u>200.00</u>                   | \$ <u>600.00</u>                  |
| <b>22</b>  | 3<br>EA                  | <b>ADJUST CATCH BASIN</b><br>7-05.5                      | <b>At</b><br>\$ <u>200.00</u><br>Per Each       | \$ <u>600.00</u>                  |
| <b>23</b>  | 14<br>LF                 | <b>PVC SANITARY SEWER PIPE, 6-IN. DIAM.</b><br>7-17.5    | <b>At</b><br>\$ <u>80.00</u><br>Per Linear Foot | \$ <u>1,120.00</u>                |
| <b>24</b>  | 340<br>LF                | <b>PVC SANITARY SEWER PIPE, 8-IN. DIAM.</b><br>7-17.5    | <b>At</b><br>\$ <u>59.00</u><br>Per Linear Foot | \$ <u>20,060.00</u>               |
| <b>25</b>  | 1                        | <b>SHORING OR EXTRA EXCAVATION CL. B</b><br>2-09.5       | <b>At</b><br>\$ <u>1,000.00</u>                 | \$ <u>1,000.00</u>                |



**CITY OF ANACORTES OVERLAY INFRASTRUCTURE IMPROVEMENT PROJECT**

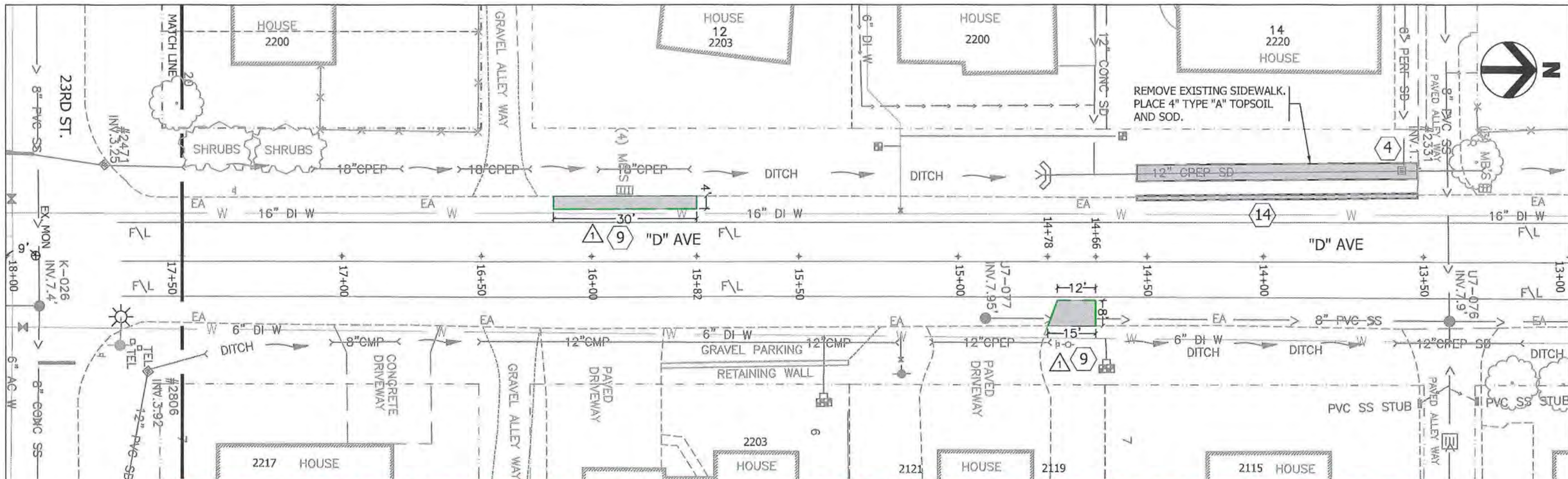
| NO. | PLAN<br>QUANTITY | ITEM DESCRIPTION                                                 | UNIT PRICE<br>(Figures)                         | TOTAL AMOUNT<br>(Figures) |
|-----|------------------|------------------------------------------------------------------|-------------------------------------------------|---------------------------|
|     | LS               |                                                                  | Per Lump Sum                                    |                           |
| 26  | 980<br>LF        | <b>CEMENT CONCRETE TRAFFIC CURB AND<br/>GUTTER</b><br>8-04.5     | <b>At</b><br>\$ <u>30.00</u><br>Per Linear Foot | \$ <u>29,400.00</u>       |
| 27  | 775<br>LF        | <b>CEMENT CONC. PEDESTRIAN CURB</b><br>8-04.5                    | <b>At</b><br>\$ <u>20.00</u><br>Per Linear Foot | \$ <u>15,500.00</u>       |
| 28  | 25<br>SY         | <b>CEMENT CONC. DRIVEWAY ENTRANCE<br/>TYPE 1</b><br>8-06.5       | <b>At</b><br>\$ <u>45.00</u><br>Per Square Yard | \$ <u>1,125.00</u>        |
| 29  | 200<br>SY        | <b>CEMENT CONCRETE SIDEWALK</b><br>8-14.5                        | <b>At</b><br>\$ <u>35.00</u><br>Per Square Yard | \$ <u>7,000.00</u>        |
| 30  | 16<br>EA         | <b>CEMENT CONCRETE CURB RAMP, TYPE<br/>PARALLEL A</b><br>8-14.5  | <b>At</b><br>\$ <u>1,500.00</u><br>Per Each     | \$ <u>24,000.00</u>       |
| 31  | 4<br>EA          | <b>CEMENT CONCRETE CURB RAMP, TYPE<br/>PARALLEL B</b><br>8-14.5  | <b>At</b><br>\$ <u>1,000.00</u><br>Per Each     | \$ <u>4,000.00</u>        |
| 32  | 6<br>EA          | <b>CEMENT CONCRETE CURB RAMP, TYPE<br/>COMBINATION</b><br>8-14.5 | <b>At</b><br>\$ <u>1,500.00</u><br>Per Each     | \$ <u>9,000.00</u>        |
| 33  | 244<br>SF        | <b>DETECTABLE WARNING SURFACE</b><br>8-14.5                      | <b>At</b><br>\$ <u>80.00</u><br>Per Square Foot | \$ <u>19,520.00</u>       |
| 34  | 336<br>SF        | <b>REMOVING PLASTIC CROSSWALK LINE</b><br>8-22.5                 | <b>At</b><br>\$ <u>5.00</u>                     | \$ <u>1,680.00</u>        |

| CITY OF ANACORTES OVERLAY INFRASTRUCTURE IMPROVEMENT PROJECT |                  |                                         |                                                |                           |
|--------------------------------------------------------------|------------------|-----------------------------------------|------------------------------------------------|---------------------------|
| NO.                                                          | PLAN<br>QUANTITY | ITEM DESCRIPTION                        | UNIT PRICE<br>(Figures)                        | TOTAL AMOUNT<br>(Figures) |
|                                                              |                  |                                         | Per Square Foot                                |                           |
| 35                                                           | 1<br>LS          | RECORD OF SURVEY<br>1-05.4(3)           | At<br>\$ <u>1,500.00</u><br>Per Lump Sum       | \$ <u>1,500.00</u>        |
| 36                                                           | 10<br>EA         | RELOCATE STOP SIGNS<br>8-21.5           | At<br>\$ <u>200.00</u><br>Per Each             | \$ <u>2,000.00</u>        |
| 37                                                           | 1<br>EA          | MAILBOX SUPPORT, TYPE 2<br>8-18.5       | At<br>\$ <u>300.00</u><br>Per Each             | \$ <u>300.00</u>          |
| 38                                                           | 70<br>CY         | TYPE "A" TOPSOIL <u>10.00</u><br>8-02.5 | At<br>\$ <u>60.00</u><br>Per Cubic Yard        | \$ <u>4,200.00</u>        |
| 39                                                           | 550<br>SY        | SOD INSTALLATION<br>8-02.5              | At<br>\$ <u>10.00</u><br>Per Square Yard       | \$ <u>5,500.00</u>        |
|                                                              |                  |                                         | Sub-Total base<br>bid:                         | \$ <u>352,344.33</u>      |
| Bid Items subject to taxes are as<br>follows: 23, 24 & 25    |                  |                                         | Tax @ 8.5%                                     | \$ <u>1,885.30</u>        |
|                                                              |                  |                                         | Base Bid Value<br>Adjustment, plus<br>Or Minus | 0.00                      |
|                                                              |                  |                                         | Total Base Bid                                 | \$ <u>354,229.63</u>      |

**Note:**

If the bid value adjustment is used to increase or decrease the SUB-TOTAL BASE BID, the Contractor who is awarded the project is required to submit a new complete proposal form with the adjustment to unit prices made together with the price extension. Said submittal will be made with two working days of the bid opening.





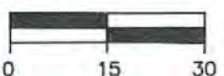
NOTICE TO BIDDERS: IN ACCORDANCE WITH THE ADVERTISED INVITATION TO BID, BIDDERS ARE DIRECTED TO [WWW.BXWA.COM](http://WWW.BXWA.COM) TO ENSURE RECEIPT OF ENTIRE SOLICITATION.

#### PROJECT NOTES:

- 4 ADJUST UTILITY, PER COA STANDARD DETAIL ST-02 "STRUCTURE ADJUSTMENT AND PERIMETER SEAL". SEE SHEET D-1.
- INSTALL RECTANGULAR SOLID LID AND FRAME AND GRATE, PER WSDOT STANDARD DETAIL B-30.20-02.. SET ASIDE EXISTING LID\FRAME\GRATE FOR PICK UP BY THE CITY OF ANACORTES.
- 1 9 ROADWAY EXCAVATION: 18-INCHES (DEEP) X DIMENSIONS SHOWN.
- SAWCUT ASPHALT.
  - GEOTEXTILE FABRIC FOR SEPARATION.
  - 15-INCHES OF CRUSHED SURFACING TOP COURSE, CONFORMING TO SECTION 9-03.9(3), COMPACTED TO 95% MAXIMUM DENSITY.
  - 3-INCHES OF HMA CL.  $\frac{1}{2}$  INCH PG64-22, COMPACTED TO 91% MAXIMUM DENSITY.
- 14 REMOVE EXISTING CONCRETE CURB AND GUTTER. REPLACE WITH,
- 3" CRUSHED SURFACING TOP COURSE, CONFORMING TO SECTION 9-03.9(3), COMPACTED TO 95% MAXIMUM DENSITY.
  - 3" HMA CL.  $\frac{3}{8}$  INCH PG64-22.

#### PROJECT LEGEND: (TYPICAL ALL SHEETS)

-  = INLET PROTECTION (WSDOT STANDARD PLAN I-40.20-00)
-  = PROJECT NOTES
-  = SAWCUT ASPHALT
-  = SAWCUT CONCRETE

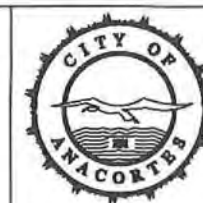


(APPROVED FOR CONSTRUCTION)



|     |         |     |                 |                 |                    |
|-----|---------|-----|-----------------|-----------------|--------------------|
| 1   | 3/15/16 | SRL | CHANGE ORDER #1 | PROJECT NUMBER: | PW-15-005-TRN      |
| 2   |         |     |                 | DATE:           | 11-09-2015         |
| 3   |         |     |                 | DRAWN BY:       | STEVEN LANGE       |
| 4   |         |     |                 | CHECKED BY:     | ERIC SHJARBACK, PE |
| NO: | DATE:   | BY: | DESCRIPTION:    | DRAWING NAME:   | C9-15-005-TRN.DWG  |

CITY OF ANACORTES  
ENGINEERING DEPARTMENT  
904 6TH ST.  
ANACORTES, WA. 98221  
(360) 293-1920



CITY OF ANACORTES  
OVERLAY INFRASTRUCTURE  
IMPROVEMENTS  
CONTRACT # PW-15-005-TRN

DEMOLITION - IMPROVEMENT  
STATIONING:  
13+00 TO 17+50



SHEET:  
C9  
C32  
SCALE:  
1" = 30'



[illegible]

4 ADJUST UTILITY, PER COA STANDARD DETAIL ST-02 "STRUCTURE ADJUSTMENT AND PERIMETER SEAL". SEE SHEET D-1.

9 ROADWAY EXCAVATION: 18-INCHES (DEEP) X DIMENSIONS SHOWN.

- SAWCUT ASPHALT.
- GEOTEXTILE FABRIC FOR SEPARATION.
- 15-INCHES OF CRUSHED SURFACING TOP COURSE, CONFORMING TO SECTION 9-03.9(3), COMPACTED TO 95% MAXIMUM DENSITY.
- 3-INCHES OF HMA CL.  $\frac{1}{2}$  INCH PG64-22, COMPACTED TO 91% MAXIMUM DENSITY.

12 ROADWAY EXCAVATION: 8-INCHES (DEEP) X DIMENSIONS SHOWN. REPLACE WITH,

- NON-WOVEN GEOTEXTILE FABRIC
- HAND PLACED 4" TO 6" QUARRY SPALLS TO EXISTING ROADWAY ELEVATION.

- 15 ROADWAY EXCAVATION: 10-INCHES (DEEP) X DIMENSIONS SHOWN, REPLACE WITH,

  - 7" *SRL 03.10.16*  
10" CRUSHED SURFACING TOP COURSE, CONFORMING TO SECTION 9-03.9(3), COMPACTED TO 95% MAXIMUM DENSITY.
  - 3-INCHES OF HMA CL.  $\frac{1}{2}$  INCH PG64-22, COMPACTED TO 91% MAXIMUM DENSITY.
  - CONSTRUCT AN 18-INCH WIDE ASPHALT THICKENED EDGE. INCLUDES AROUND THE EXISTING CATCH BASIN IN ALLEY WAY.
  - RESTORE AREA WITH 6' WIDE X 6" DEEP OF TYPE "A" SOIL AND SOD.

16 ROADWAY EXCAVATION: REMOVE CONCRETE CURB AND GUTTER, 10-INCHES OF EXISTING MATERIAL TO MAKE ROOM FOR A NEW TYPE COMBINATION RAMP (MODIFIED). REMOVE EXISTING THICKNESS OF ASPHALT (ASSUME 2-INCHES).

  - INSTALL NEW CEMENT CONCRETE TRAFFIC CURB AND GUTTER (WSDOT F-10.12-03).
  - INSTALL A NEW RECTANGULAR SOLID LID FRAME AND GRATE, PER WSDOT STANDARD DETAIL B-30.20-02. SET-ASIDE EXISTING LID\FRAME\GRATE FOR PICK UP BY THE CITY OF ANACORTES.
  - INSTALL NEW COMBINATION CURB RAMP (WSDOT STANDARD PLAN F-40.12-02) WITH STAMPED PAN AND WINGS AND WET SET DETECTABLE WARNING DEVICE. SEE DETAIL 1 AND 2 ON SHEET D6.
  - 2" HMA CL.  $\frac{3}{8}$  INCH PG64-22.

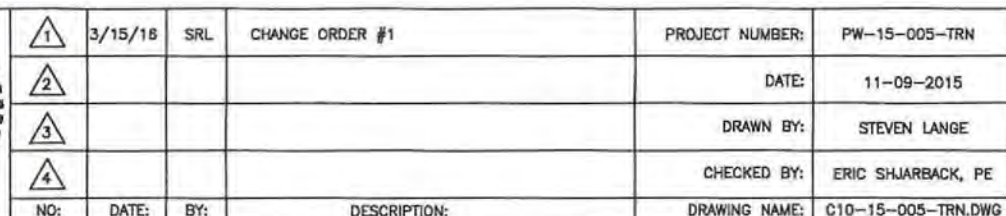
- 35 EXCAVATE AND DISPOSE OF EXISTING MATERIAL TO DIMENSIONS SHOWN TO MAKE ROOM FOR NEW CATCH BASIN.
- INSTALL A TYPE 1L CATCH BASIN, PER WSDOT STANDARD PLAN B-5.40-01 WITH A RECTANGULAR SOLID LID FRAME AND GRATE, PER WSDOT STANDARD DETAIL B-30.20-02.
- INSTALL A SHORT SECTION OF 12-INCH CPEP SD PIPE FROM EXISTING CMP TO THE NEW CATCH BASIN. APPROXIMATE LENGTH IS 5 LF.
- STRUCTURE BACKFILL SHALL BE CRUSHED SURFACING TOP COURSE, CONFORMING TO SECTION 9-03.9(3) OF THE CURRENT WSDOT SPECIFICATION FOR ROADS, BRIDGES AND MUNICIPAL CONSTRUCTION.

 = INLET PROTECTION  
 (WSDOT STANDARD PLAN 1-40.20-00)

 = PROJECT NOTES

 = SAWCUT ASPHALT

 = SAWCUT CONCRETE

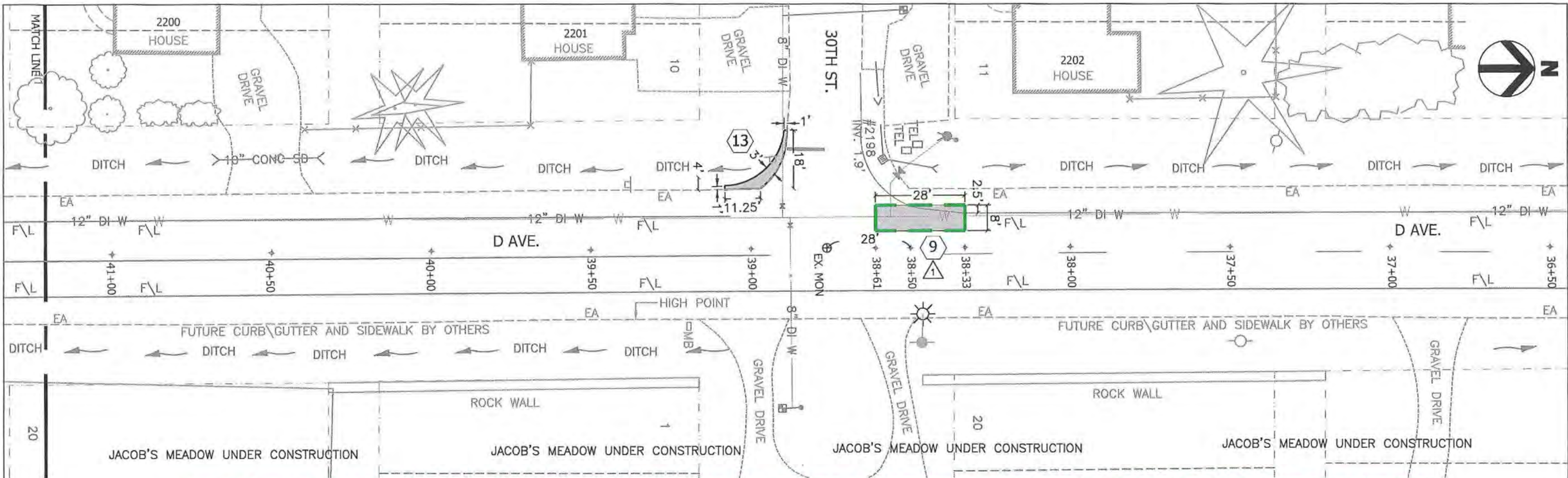


DEMOLITION - IMPROVEMENT  
STATIONING:  
17+50 TO 22+13



SHEET:  
C10  
C32  
SCALE:  
1" = 30'





NOTICE TO BIDDERS: IN ACCORDANCE WITH THE ADVERTISED INVITATION TO BID, BIDDERS ARE DIRECTED TO [WWW.BXWA.COM](http://WWW.BXWA.COM) TO ENSURE RECEIPT OF ENTIRE SOLICITATION.

**PROJECT NOTES:**

- 1 9** ROADWAY EXCAVATION: 18-INCHES (DEEP) X DIMENSIONS SHOWN.
- SAWCUT ASPHALT.
  - GEOTEXTILE FABRIC FOR SEPARATION.
  - 15-INCHES OF CRUSHED SURFACING TOP COURSE, CONFORMING TO SECTION 9-03.9(3), COMPACTED TO 95% MAXIMUM DENSITY.
  - 3-INCHES OF HMA CL.  $\frac{1}{2}$  INCH PG64-22, COMPACTED TO 91% MAXIMUM DENSITY.
- 13** ROADWAY EXCAVATION: 10-INCHES (DEEP) X DIMENSIONS SHOWN. REPLACE WITH,
- 8" CRUSHED SURFACING TOP COURSE, CONFORMING TO SECTION 9-03.9(3), COMPACTED TO 95% MAXIMUM DENSITY.
  - 2" HMA CL.  $\frac{3}{8}$  INCH PG64-22.

**PROJECT LEGEND: (TYPICAL ALL SHEETS)**

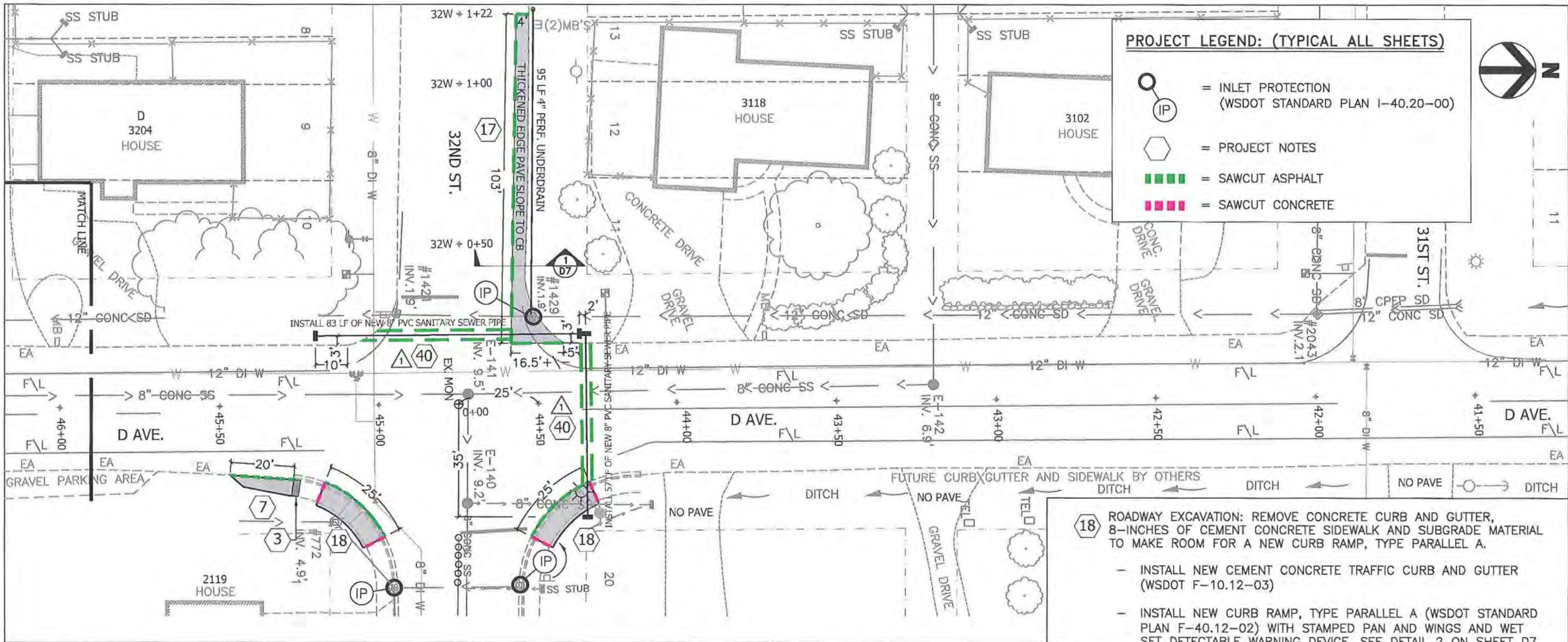
- = INLET PROTECTION (WSDOT STANDARD PLAN I-40.20-00)
- = PROJECT NOTES
- = SAWCUT ASPHALT
- = SAWCUT CONCRETE



(APPROVED FOR CONSTRUCTION)

|  |     |         |     |                 |                 |                    |  |                                                                                                      |                                                                                      |                                                                                      |  |                                                          |
|--|-----|---------|-----|-----------------|-----------------|--------------------|--|------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|--|----------------------------------------------------------|
|  | 1   | 3/15/16 | SRL | CHANGE ORDER #1 | PROJECT NUMBER: | PW-15-005-TRN      |  | CITY OF ANACORTES<br>ENGINEERING DEPARTMENT<br>904 6TH ST.<br>ANACORTES, WA. 98221<br>(360) 293-1920 | CITY OF ANACORTES<br>OVERLAY INFRASTRUCTURE IMPROVEMENTS<br>CONTRACT # PW-15-005-TRN | <b>DEMOLITION - IMPROVEMENT</b><br><br><b>STATIONING:</b><br><b>36+44.5 TO 41+21</b> |  | SHEET:<br><b>C15</b><br><b>C32</b><br>SCALE:<br>1" = 30' |
|  | 2   |         |     |                 | DATE:           | 05-28-2015         |  |                                                                                                      |                                                                                      |                                                                                      |  |                                                          |
|  | 3   |         |     |                 | DRAWN BY:       | STEVEN LANGE       |  |                                                                                                      |                                                                                      |                                                                                      |  |                                                          |
|  | 4   |         |     |                 | CHECKED BY:     | ERIC SHJARBACK, PE |  |                                                                                                      |                                                                                      |                                                                                      |  |                                                          |
|  | NO: | DATE:   | BY: | DESCRIPTION:    | DRAWING NAME:   | C15-15-005-TRN.DWG |  |                                                                                                      |                                                                                      |                                                                                      |  |                                                          |





**PROJECT LEGEND: (TYPICAL ALL SHEETS)**

- = INLET PROTECTION (WSDOT STANDARD PLAN I-40.20-00)
- = PROJECT NOTES
- = SAWCUT ASPHALT
- = SAWCUT CONCRETE

- PROJECT NOTES:**
- 3** RETRO-FIT CURB RAMP WITH 5'-0" DETECTABLE WARNING SURFACE. SEE WSDOT STANDARD PLAN F-45.10-01.  
GRIND AND CLEAN EXISTING SURFACE AREA PRIOR TO INSTALLATION.

**7** REMOVE AND REPLACE ASPHALT TRANSITION. CONSTRUCT A NEW TRANSITION WITH A 2% SLOPE TOWARDS THE ROADWAY WITHIN THE EXISTING FOOTPRINT. MAY NEED A 4"x4" ASPHALT CURB ALONG THE BACKSIDE OF THE TRANSITION. CAN BE DETERMINED IN THE FIELD.

**17** ROADWAY EXCAVATION: REMOVE EXISTING THICKNESS OF ASPHALT (ASSUME 2-INCHES).

  - CONSTRUCT 4-INCH UNDER-DRAIN PIPE AND INFILTRATION TRENCH. SEE DETAIL 1 ON SHEET D7. CONNECT UNDER-DRAIN TO EXISTING CB#1429.
  - INSTALL CLEAN-OUT (SCREW CAP) WITH FRAME AND LID (EJIW #3698, STAMPED C.O OR DRAIN). INSTALL CONCRETE PERIMETER SEAL, PER DETAIL ST-02 "STRUCTURE ADJUSTMENT AND PERIMETER SEAL". SEE SHEET D-1.
  - 2" HMA CL. 3/8 INCH PG64-22 WITH 18-INCH ASPHALT THICKENED EDGE. INCLUDES ASPHALT AROUND THE EXISTING CB#1429.

**18** ROADWAY EXCAVATION: REMOVE CONCRETE CURB AND GUTTER, 8-INCHES OF CEMENT CONCRETE SIDEWALK AND SUBGRADE MATERIAL TO MAKE ROOM FOR A NEW CURB RAMP, TYPE PARALLEL A.

  - INSTALL NEW CEMENT CONCRETE TRAFFIC CURB AND GUTTER (WSDOT F-10.12-03)
  - INSTALL NEW CURB RAMP, TYPE PARALLEL A (WSDOT STANDARD PLAN F-40.12-02) WITH STAMPED PAN AND WINGS AND WET SET DETECTABLE WARNING DEVICE. SEE DETAIL 2 ON SHEET D7.

**40** INSTALL NEW 8-INCH PVC CONDUIT PIPE. SEE CROSS-SECTION DETAIL 2 ON SHEET D11.

  - TRENCH WIDTH = 1'-FEET
  - TRENCH DEPTH = 2'-FEET
  - PIPE ZONE BEDDING AND BACKFILL SHALL BE CRUSHED SURFACING TOP COURSE, CONFORMING TO SECTION 9-03.9(3).
  - CAP EACH END OF THE PIPE AS SHOWN.

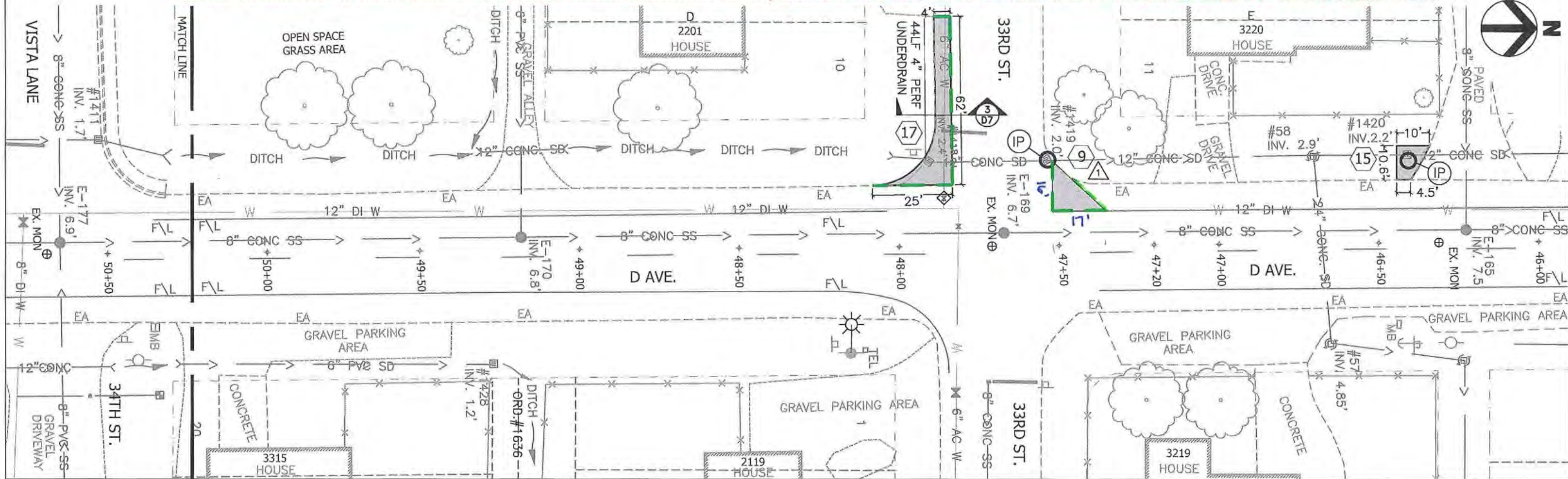
(APPROVED FOR CONSTRUCTION)

NOTICE TO BIDDERS: IN ACCORDANCE WITH THE ADVERTISED INVITATION TO BID, BIDDERS ARE DIRECTED TO [WWW.BXWA.COM](http://WWW.BXWA.COM) TO ENSURE RECEIPT OF ENTIRE SOLICITATION.

|  |     |         |     |                 |                 |                    |  |                                                                                                      |                                                                                      |                                                                      |  |                                                          |
|--|-----|---------|-----|-----------------|-----------------|--------------------|--|------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|----------------------------------------------------------------------|--|----------------------------------------------------------|
|  | 1   | 3/17/16 | SRL | CHANGE ORDER #1 | PROJECT NUMBER: | PW-15-005-TRN      |  | CITY OF ANACORTES<br>ENGINEERING DEPARTMENT<br>904 6TH ST.<br>ANACORTES, WA. 98221<br>(360) 293-1920 | CITY OF ANACORTES<br>OVERLAY INFRASTRUCTURE IMPROVEMENTS<br>CONTRACT # PW-15-005-TRN | <b>DEMOLITION - IMPROVEMENT</b><br><br>STATIONING:<br>41+21 TO 45+90 |  | SHEET:<br><b>C16</b><br><b>C32</b><br>SCALE:<br>1" = 30' |
|  | 2   |         |     |                 | DATE:           | 11-09-2015         |  |                                                                                                      |                                                                                      |                                                                      |  |                                                          |
|  | 3   |         |     |                 | DRAWN BY:       | STEVEN LANGE       |  |                                                                                                      |                                                                                      |                                                                      |  |                                                          |
|  | 4   |         |     |                 | CHECKED BY:     | ERIC SHJARBACK, PE |  |                                                                                                      |                                                                                      |                                                                      |  |                                                          |
|  | NO: | DATE:   | BY: | DESCRIPTION:    | DRAWING NAME:   | C16-15-005-TRN.DWG |  |                                                                                                      |                                                                                      |                                                                      |  |                                                          |



NOTICE TO BIDDERS: IN ACCORDANCE WITH THE ADVERTISED INVITATION TO BID, BIDDERS ARE DIRECTED TO WWW.BXWA.COM TO ENSURE RECEIPT OF ENTIRE SOLICITATION.



### PROJECT NOTES:

- 9** ROADWAY EXCAVATION: 18-INCHES (DEEP) X DIMENSIONS SHOWN.
- SAWCUT ASPHALT.
  - GEOTEXTILE FABRIC FOR SEPARATION.
  - 15-INCHES OF CRUSHED SURFACING TOP COURSE, CONFORMING TO SECTION 9-03.9(3), COMPACTED TO 95% MAXIMUM DENSITY.
  - 3-INCHES OF HMA CL.  $\frac{1}{2}$  INCH PG64-22, COMPACTED TO 91% MAXIMUM DENSITY.

- 15** ROADWAY EXCAVATION: 10-INCHES (DEEP) X DIMENSIONS SHOWN, REPLACE WITH,
- 10" CRUSHED SURFACING TOP COURSE, CONFORMING TO SECTION 9-03.9(3), COMPACTED TO 95% MAXIMUM DENSITY.
  - CONSTRUCT AN 18-INCH WIDE ASPHALT THICKENED EDGE. INCLUDES AROUND THE EXISTING CATCH BASIN IN ALLEY WAY.
  - RESTORE AREA WITH 6' WIDE X 6" DEEP OF TYPE "A" SOIL AND SOD.

- 17** ROADWAY EXCAVATION: REMOVE EXISTING THICKNESS OF ASPHALT (ASSUME 2-INCHES).

- CONSTRUCT 4-INCH UNDER-DRAIN PIPE AND INFILTRATION TRENCH. SEE DETAIL 1 ON SHEET D7. CONNECT UNDER-DRAIN TO EXISTING CB#1429.
- INSTALL CLEAN-OUT (SCREW CAP) WITH FRAME AND LID (EJIW #3698, STAMPED C.O OR DRAIN). INSTALL CONCRETE PERIMETER SEAL, PER DETAIL ST-02 "STRUCTURE ADJUSTMENT AND PERIMETER SEAL". SEE SHEET D-1.
- 3" HMA CL.  $\frac{3}{8}$  INCH PG64-22 WITH 18-INCH ASPHALT THICKENED EDGE. INCLUDES ASPHALT AROUND THE EXISTING CB#1429.

### PROJECT LEGEND: (TYPICAL ALL SHEETS)

- = INLET PROTECTION (WSDOT STANDARD PLAN I-40.20-00)
- = PROJECT NOTES
- = SAWCUT ASPHALT
- = SAWCUT CONCRETE



(APPROVED FOR CONSTRUCTION)



|     |         |     |                 |                 |                    |
|-----|---------|-----|-----------------|-----------------|--------------------|
| 1   | 3/15/16 | SRL | CHANGE ORDER #1 | PROJECT NUMBER: | PW-15-005-TRN      |
| 2   |         |     |                 | DATE:           | 11-09-2015         |
| 3   |         |     |                 | DRAWN BY:       | STEVEN LANGE       |
| 4   |         |     |                 | CHECKED BY:     | ERIC SHJARBACK, PE |
| NO: | DATE:   | BY: | DESCRIPTION:    | DRAWING NAME:   | C17-15-005-TRN.DWG |

CITY OF ANACORTES  
ENGINEERING DEPARTMENT  
904 6TH ST.  
ANACORTES, WA. 98221  
(360) 293-1920



CITY OF ANACORTES  
OVERLAY INFRASTRUCTURE  
IMPROVEMENTS  
CONTRACT # PW-15-005-TRN

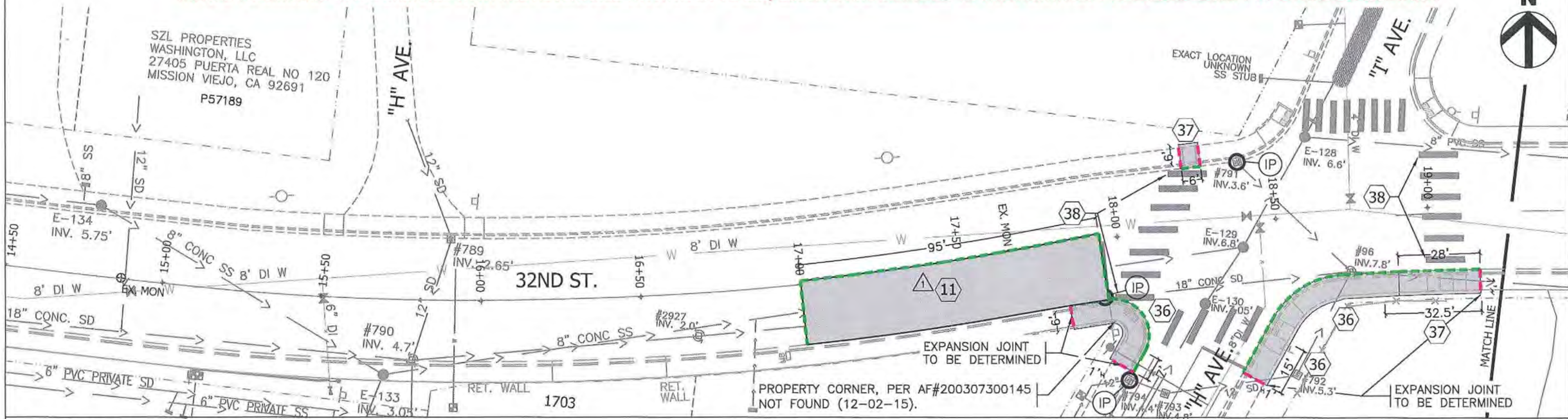
DEMOLITION - IMPROVEMENT  
STATIONING:  
45+90 TO 50+23.5



SHEET:  
**C17**  
**C32**  
SCALE:  
1" = 30'



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#### PROJECT NOTES:

- 11** ROADWAY EXCAVATION: 18-INCHES (DEEP) X DIMENSIONS SHOWN. REPLACE WITH,
- CONSTRUCTION SHALL BE DONE SO AS TO NOT DISTURB THE EXISTING MONUMENT. LOCATION OF EXCAVATION WILL BE DETERMINED IN THE FIELD.
  - SAWCUT ASPHALT.
  - GEOTEXTILE FABRIC FOR SEPARATION.
  - 12-INCHES OF BALLAST, CONFORMING TO SECTION 9-03.9(1), COMPACTED TO 95% MAXIMUM DENSITY.
  - 3-INCHES OF CRUSHED SURFACING TOP COURSE, CONFORMING TO SECTION 9-03.9(3), COMPACTED TO 95% MAXIMUM DENSITY.
  - 3-INCHES OF HMA CL. 1/2 INCH PG64-22, COMPACTED TO 91% MAXIMUM DENSITY.

- 36** ROADWAY EXCAVATION: REMOVE CONCRETE CURB AND GUTTER AND SIDEWALK, 10-INCHES OF EXISTING MATERIAL TO MAKE ROOM FOR A NEW CURB RAMP, TYPE PARALLEL A.
- INSTALL NEW CEMENT CONCRETE TRAFFIC CURB AND GUTTER (WSDOT F-10.12-03)
  - INSTALL NEW CURB RAMP, TYPE PARALLEL A (WSDOT STANDARD PLAN F-40.12-02) WITH STAMPED PAN AND WINGS AND WET SET DETECTABLE WARNING DEVICE. SEE DETAIL 1 ON SHEET D14 AND DETAIL 1 ON SHEET D3.
  - DUE TO EXISTING GRADES, THE 15-FOOT RULE WILL BE USED.

- 37** ROADWAY EXCAVATION: REMOVE EXISTING CEMENT CONCRETE SIDEWALK RAMP, 8-INCHES OF CEMENT CONCRETE TRAFFIC CURB AND GUTTER AND 4-INCHES OF SUBGRADE MATERIAL TO MAKE ROOM FOR:
- 4" CRUSHED SURFACING TOP COURSE, CONFORMING TO SECTION 9-03.9(3). COMPACTED TO 95% MAXIMUM DENSITY.
  - INSTALL NEW CEMENT CONCRETE TRAFFIC CURB AND GUTTER (WSDOT F-10.12-03)
  - INSTALL NEW CEMENT CONCRETE SIDEWALK (WSDOT F-30.10-03).

- 38** GRIND AND REMOVE THERMOPLASTIC CROSSWALK MARKERS ALONG THE WEST SIDE OF THE INTERSECTION ONLY.

#### PROJECT LEGEND: (TYPICAL ALL SHEETS)

- = INLET PROTECTION (WSDOT STANDARD PLAN I-40.20-00)
- = PROJECT NOTES
- = SAWCUT ASPHALT
- = SAWCUT CONCRETE



(APPROVED FOR CONSTRUCTION)



|     |         |     |                 |                 |                    |
|-----|---------|-----|-----------------|-----------------|--------------------|
| 1   | 3/15/16 | SRL | CHANGE ORDER #1 | PROJECT NUMBER: | PW-15-005-TRN      |
| 2   |         |     |                 | DATE:           | 12-03-2015         |
| 3   |         |     |                 | DRAWN BY:       | STEVEN LANGE       |
| 4   |         |     |                 | CHECKED BY:     | ERIC SHJARBACK, PE |
| NO: | DATE:   | BY: | DESCRIPTION:    | DRAWING NAME:   | C30-15-005-TRN.DWG |

CITY OF ANACORTES  
ENGINEERING DEPARTMENT  
904 6TH ST.  
ANACORTES, WA. 98221  
(360) 293-1920



CITY OF ANACORTES  
OVERLAY INFRASTRUCTURE  
IMPROVEMENTS  
CONTRACT # PW-15-005-TRN

DEMOLITION - IMPROVEMENT  
32ND STREET  
STATIONING:  
98+53 TO 102+00

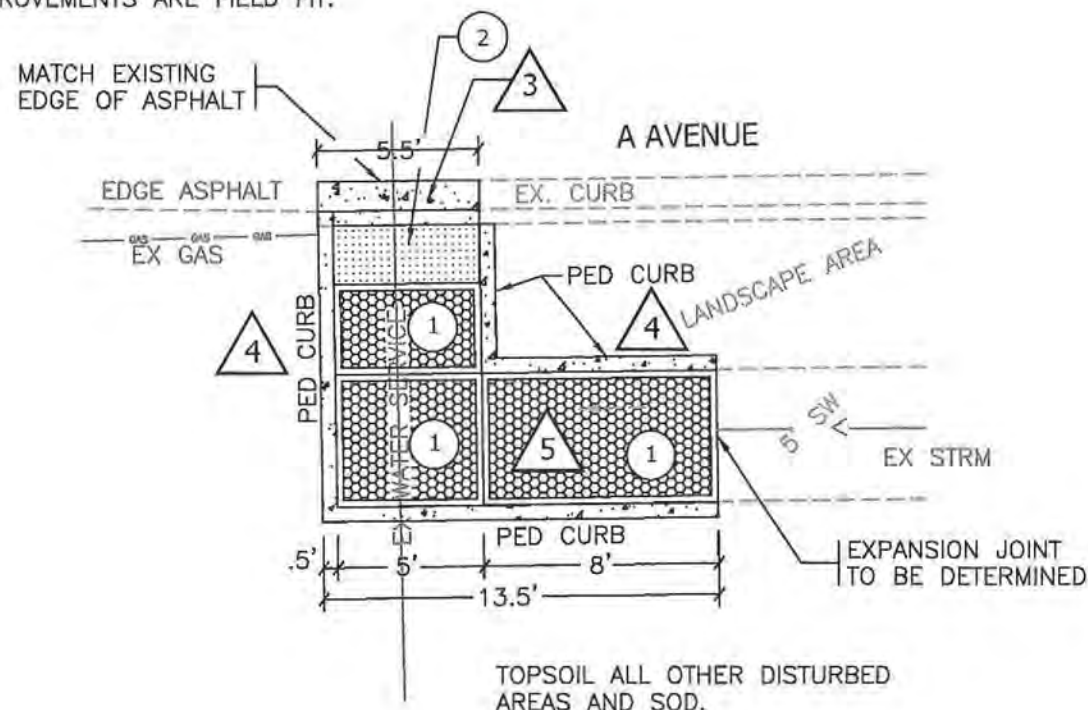


SHEET:  
C30  
C32  
SCALE:  
1" = 30'



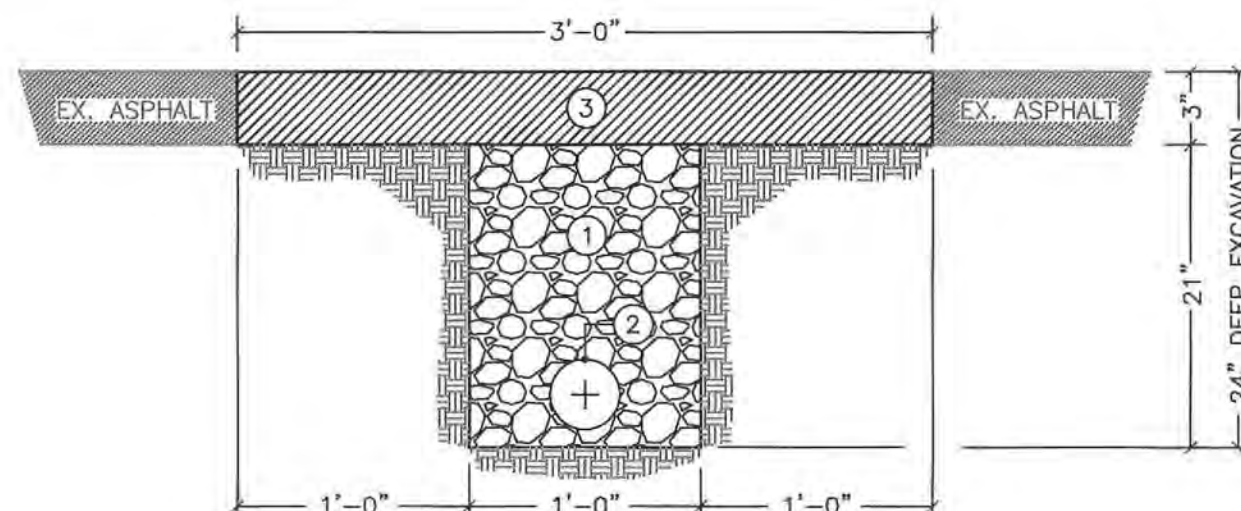
**NOTE:**

AREA NOT SURVEYED. ALL IMPROVEMENTS ARE FIELD FIT.



- ① STAMPED PAN AND WINGS, PER EDS STANDARDS, CHAPTER 3 "STREETS", SECTION STR-06.2. 3/4-INCH POULTRY FENCING.
- ② DETECTABLE WARNING DEVICE. SEE APPENDIX C OF THESE CONTRACT PLANS AND SPECIFICATIONS.  
— WET CAST TYPE ONLY.
- ③ INSTALL CEMENT CONCRETE TRAFFIC CURB AND GUTTER, PER WSDOT STANDARD DETAIL F-10.12-03, TO ACCOMMODATE A NEW SIDEWALK TRANSITION ON COMPACTED 4-INCH MINIMUM CRUSHED SURFACING TOP COURSE, CONFORMING TO SECTION 9-03.(9)3 OF THE CURRENT WSDOT SPECIFICATIONS.
- ④ INSTALL CEMENT CONCRETE PEDESTRIAN CURB, PER WSDOT STANDARD DETAIL F-10.12-03, ON COMPACTED 4-INCH MINIMUM CRUSHED SURFACING TOP COURSE, CONFORMING TO SECTION 9-03.(9)3 OF THE CURRENT WSDOT SPECIFICATIONS.
- ⑤ INSTALL NEW CURB RAMP — TYPE COMBINATION, CONFORMING TO WSDOT STANDARD PLAN F-40.14-02 AND THE EDS STANDARDS, CHAPTER 3 "STREETS", SECTIONS STR-06.2 AND STR-06.3 ON COMPACTED 4-INCH MINIMUM CRUSHED SURFACING TOP COURSE, CONFORMING TO SECTION 9-03(9)3 OF THE CURRENT WSDOT SPECIFICATIONS.

1  
D11  
**CURB RAMP LAYOUT — STATION 75+12**  
SCALE: N.T.S.



**NOTES:**

- 1. CRUSHED SURFACING TOP COURSE, CONFORMING TO SECTION 9-03.9(3) OF THE CURRENT WSDOT SPECIFICATIONS FOR ROADS, BRIDGES AND MUNICIPAL CONSTRUCTION.
- 2. 8" PVC SANITARY SEWER PIPE FOR CONDUIT.
- 3. HMA CL.  $\frac{3}{8}$  IN. PG64-22.

1  
2  
D11  
**8-INCH PVC CONDUIT AND TRENCH DETAIL**  
SCALE: N.T.S.

(APPROVED FOR CONSTRUCTION)

|  |     |         |     |                 |                 |                    |  |                                                                                                      |                                                                                         |                             |  |                                                        |
|--|-----|---------|-----|-----------------|-----------------|--------------------|--|------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|-----------------------------|--|--------------------------------------------------------|
|  | 1   | 3/17/16 | SRL | CHANGE ORDER #1 | PROJECT NUMBER: | PW-15-005-TRN      |  | CITY OF ANACORTES<br>ENGINEERING DEPARTMENT<br>904 6TH ST.<br>ANACORTES, WA. 98221<br>(360) 293-1920 | CITY OF ANACORTES<br>OVERLAY INFRASTRUCTURE<br>IMPROVEMENTS<br>CONTRACT # PW-15-005-TRN | <b>CONSTRUCTION DETAILS</b> |  | SHEET:<br><b>D11</b><br><b>D18</b><br>SCALE:<br>N.T.S. |
|  | 2   |         |     |                 | DATE:           | 11-29-2015         |  |                                                                                                      |                                                                                         |                             |  |                                                        |
|  | 3   |         |     |                 | DRAWN BY:       | STEVEN LANGE       |  |                                                                                                      |                                                                                         |                             |  |                                                        |
|  | 4   |         |     |                 | CHECKED BY:     | ERIC SHJARBACK, PE |  |                                                                                                      |                                                                                         |                             |  |                                                        |
|  | NO: | DATE:   | BY: | DESCRIPTION:    | DRAWING NAME:   | D11-15-005-TRN.DWG |  |                                                                                                      |                                                                                         |                             |  |                                                        |



## City Council Agenda Bill

**Meeting Date:** 4/4/2016    **Agenda Item:** Street Fair/Closure Applications

**Subject:** Street Fair/Street Closure Applications

**Staff Contact:** Fred Buckenmeyer, Don Measamer

| Approved for Submittal to Council by |                                         |
|--------------------------------------|-----------------------------------------|
|                                      | Laurie Gere, Mayor                      |
|                                      | Steve Hoglund, Finance Director         |
|                                      | Darcy Swetnam, City Attorney            |
| x                                    | Fred Buckenmeyer, Public Works Director |
| x                                    | Don Measamer, Planning Director         |

| Action Type |                |
|-------------|----------------|
| NA          | Ordinance No.  |
|             | Code Revision? |
|             | Resolution No. |
|             | Contract       |
|             | Public Hearing |
|             | Staff Report   |

**Summary Statement:** Attached are street fair/street closure applications for Anacortes Farmers Market, Shipwreck Days, Kiwanis Block Party and Anacortes Police Department Training Exercise

**Background:** Anacortes Farmers Market and Shipwreck Days are yearly events, Anacortes Police Department training and Kiwanis Block Party are new this year.

| Budget Impact              |    |
|----------------------------|----|
| Amount Budgeted            | NA |
| Budget Account (BARS)      |    |
| Proposed Expenditure       |    |
| Budget Amendment Required? |    |
| Revenue Source             |    |

| Proposed Contract |    |
|-------------------|----|
| Contractor        | NA |
| Amount            |    |
| Start Date        |    |
| End Date          |    |

**Previous Council/Committee Action:** NA

**Competing Viewpoints Considered:** Non Known

**Recommended Motion:** I move to approve the requests as presented

**Alternative Actions:** Deny the requests

**Attachments** (listed in order presented): Anacortes Farmers Market Application, Shipwreck Days Application, Kiwanis Block Party application, Anacortes Training Exercise Application





**To:** City Council Members, Mayor Gere  
**From:** Fred Buckenmeyer, Director of Public Works *Don For FB*  
**CC:** Marcia Hunt  
**Date:** April 23, 2016  
**Subject:** Anacortes Police Department Street Closure Request

---

**Anacortes Police Department Street Closure**

When: April 23, 2016

Time: 0800 – 1600

Location: M Avenue between 22<sup>nd</sup> and 24<sup>th</sup> streets, including sidewalks.

**Background:**

- Anacortes Police Department training exercise

**Discussion:**

- Anacortes Police Department training exercise

**Street Closure:**

- 0800 – 1600 pm
- M Ave. between 22<sup>nd</sup> and 24<sup>th</sup> streets

**Parking Restrictions:**

- Location: M Avenue between 22<sup>nd</sup> and 24<sup>th</sup> streets
- Date/Time: April 23<sup>rd</sup>, 2016 – 0800 to 1600
- Conditions: No Parking signs are posted 72 hours prior to the event.

**Public Works Services:**

- Street Services:
  1. Signs for “No Parking” may be checked out at the COA Building Department at no charge.
  2. Barricades, Pylons, and cones will be provided by applicant.

**Discussion**

The applicant and City staff has agreed to conditions and services.

**Recommendations**

Staff recommends approval subject to applicant’s submitted plan.

**Contact Information**

Lou D’Amelio APD – 293-4684



# Temporary Street Closure

Application must be submitted a minimum of 10 days prior to closure

DATES of closure APRIL 23RD, 2016  
TIME of Day 0800 - 1600  
PURPOSE of closure SAFETY REASONS DUE TO POLICE / FIRE TRAINING  
LOCATION of closure (include locations street/right-of-way to be used) M AVE INCLUDING SIDEWALKS FROM 22ND TO 24TH ST  
DESCRIPTION of activities to take place ACTIVE SHOOTER / ACTIVE THREAT  
FIRST RESPONDER TRAINING  
FACILITIES requested (street, sidewalk, etc.) STREET / SIDEWALKS

APPLICANT (Name) LOU DANILIO  
Name of person responsible \_\_\_\_\_ Phone # 360 - 293 - 4684  
Address POLICE DIST

The undersigned agrees to assume responsibility for the above described street closure, and to abide by all conditions stipulated upon acceptance of permit.

AGREEMENT - You may be required to defend, indemnify and hold harmless The City, its agents, employees and officials, while acting within the scope of their duties, from all causes of action, demands and claims, including the cost of their defense, arising in favor of the organization, the organization's employees or third parties on account of personal injuries, bodily injuries, death, or damage to property arising out of the acts or omissions of the organization, its employees or representatives, concessionaires of the event or any other person or entity, except for liability caused due to the sole negligence of the city. After reviewing this application, the City will determine whether you must indemnify the City and its agents.

Signature [Signature] #0035 Date 3/15/16  
\*\*\*\*\*

\* FOR OFFICE USE ONLY \*

Initials Comments (Stipulate Conditions of Approval on Reverse)

Fire \_\_\_\_\_  
Police \_\_\_\_\_  
Public Works \_\_\_\_\_



**To:** City Council Members, Mayor Gere  
**From:** Fred Buckenmeyer, Director of Public Works *DM FOR FB*  
**CC:** Marcia Hunt  
**Date:** March 30, 2016  
**Subject:** Kiwanis Block Party

---

**Kiwanis Block Party**

When: May 21, 2016

Time: 8:00 am – 6:00 pm

Location: Downtown Anacortes, O Avenue between 4<sup>th</sup> and 5<sup>th</sup> streets.

**Background:**

- Celebration of Kiwanis Shop contribution to community

**Discussion:**

- Entertainment and booths will be set up in the street for the communities enjoyment

**Street Closure:**

- 8:00 am – 6:00 pm
- O Ave. between 4<sup>th</sup> and 5<sup>th</sup> streets

**Parking Restrictions:**

- Location: O Avenue between 4<sup>th</sup> and 5<sup>th</sup> streets
- Date/Time: May 21, 2016 – 8:00 am to 6:00 Pm
- Conditions: No Parking signs are posted 72 hours prior to the event.



**Public Works Services:**

- Solid Waste Services: Dumpsters will be provided on the applicant's request. A temporary dumpster contract must be filled out at City Hall prior to the event and a map of dumpster locations must be provided.
- Street Services:
  1. Signs for "No Parking" may be checked out at the COA Building Department at no charge.
  2. Street Sweeper Services will be provided as necessary and billed to the applicants
  3. Barricades, Pylons, and cones will be provided by applicant.

**Discussion**

The applicant and City staff has agreed to conditions and services.

**Recommendations**

Staff recommends approval subject to applicant's submitted plan.

**Contact Information**

Dave McMillan – 360-770-4227



## STREET FAIR APPLICATION

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_ City Council Approved: \_\_\_\_\_

NAME OF EVENT Kiwanis Block Party \$3,000,000.00 Celebration

DATES of Event May 21, 2016

TIME of Day EVENT STREET 8:00 - 6:00

NATURE/PURPOSE of Event Celebrate Kiwanis Shop Contribution to City

PARTICIPANTS/Attendees (estimated number) Anyone

LOCATION of Event (include locations and dimensions of any structure to be erected, dimensions of street/right-of-way to be used and dimensions of same to remain unobstructed) "O" AVE,

BETWEEN 4TH and 5TH STREET, 18x Tent  
and several 10x10 canopies. Use the entire  
STREET

DESCRIPTION of Event A celebration with entertainment  
pool and booths by organizations we donated  
money to

FACILITIES requested (street, sidewalk, park, etc.) The street & west  
sidewalk between 4th & 5th streets on  
"O" Ave

Dates/hours requested May 21 2016

EQUIPMENT requested \_\_\_\_\_

Dates/hours requested \_\_\_\_\_

SERVICES requested (eg. Custodial, traffic control) \_\_\_\_\_

Dates/hours requested \_\_\_\_\_

PARKING (include locations and dimensions of parking space to be available/provided) \_\_\_\_\_



INSURANCE (Certificate of Insurance must be submitted with Application)

Required \_\_\_\_\_ Not Required \_\_\_\_\_

FEES (itemize any Admission fees/space rental fees/sale of items/solicitation of funds) \_\_\_\_\_

APPLICANT/ORGANIZATION (Name) ANACORTES NOON KIWANIS CLUB

Name of responsible person Dave McMillan Phone # 860 770 4227

Address 1115 7TH ST ANACORTES 98221

Date of Birth 03/25/1945

Event and contact information to be included on the City website:

Contact Name \_\_\_\_\_ Phone # \_\_\_\_\_

Contact Address \_\_\_\_\_

Email Address \_\_\_\_\_ Website address \_\_\_\_\_

Event Address \_\_\_\_\_ Hours of Event \_\_\_\_\_

Does your event require vendor(s) or participant(s) to sign up to participate? \_\_\_\_\_

The undersigned agrees to assume responsibility for the above-described event, and to abide by all conditions stipulated upon acceptance of permit.

Signature [Signature] Date 03/02/2016

\*\*\*\*\*

\* FOR OFFICE USE ONLY \*

|              | Initials | Comments (Stipulate Conditions of Approval on Reverse) |
|--------------|----------|--------------------------------------------------------|
| Mayor        | _____    | _____                                                  |
| Building     | _____    | _____                                                  |
| Fire         | _____    | _____                                                  |
| Parks        | _____    | _____                                                  |
| Police       | _____    | _____                                                  |
| Public Works | _____    | _____                                                  |
| City Council | _____    | _____                                                  |

\*\*\*\*\*

\* PERMIT \*

Permit will be issued after review by above Department Heads and City Council subject to the following conditions: Compliance with all City Ordinances, Compliance with Department with Public Works regulations, and Submittal of Certificate of Insurance saving the City harmless from all liability.



# Anacortes Noon Kiwanis Club



## Join Our *Free* Celebration

-  \$3 million donated from our shop
-  90 years of service in Anacortes
-  30 years of our thrift shop

Serving the  
Children  
of the World



Saturday May 21st

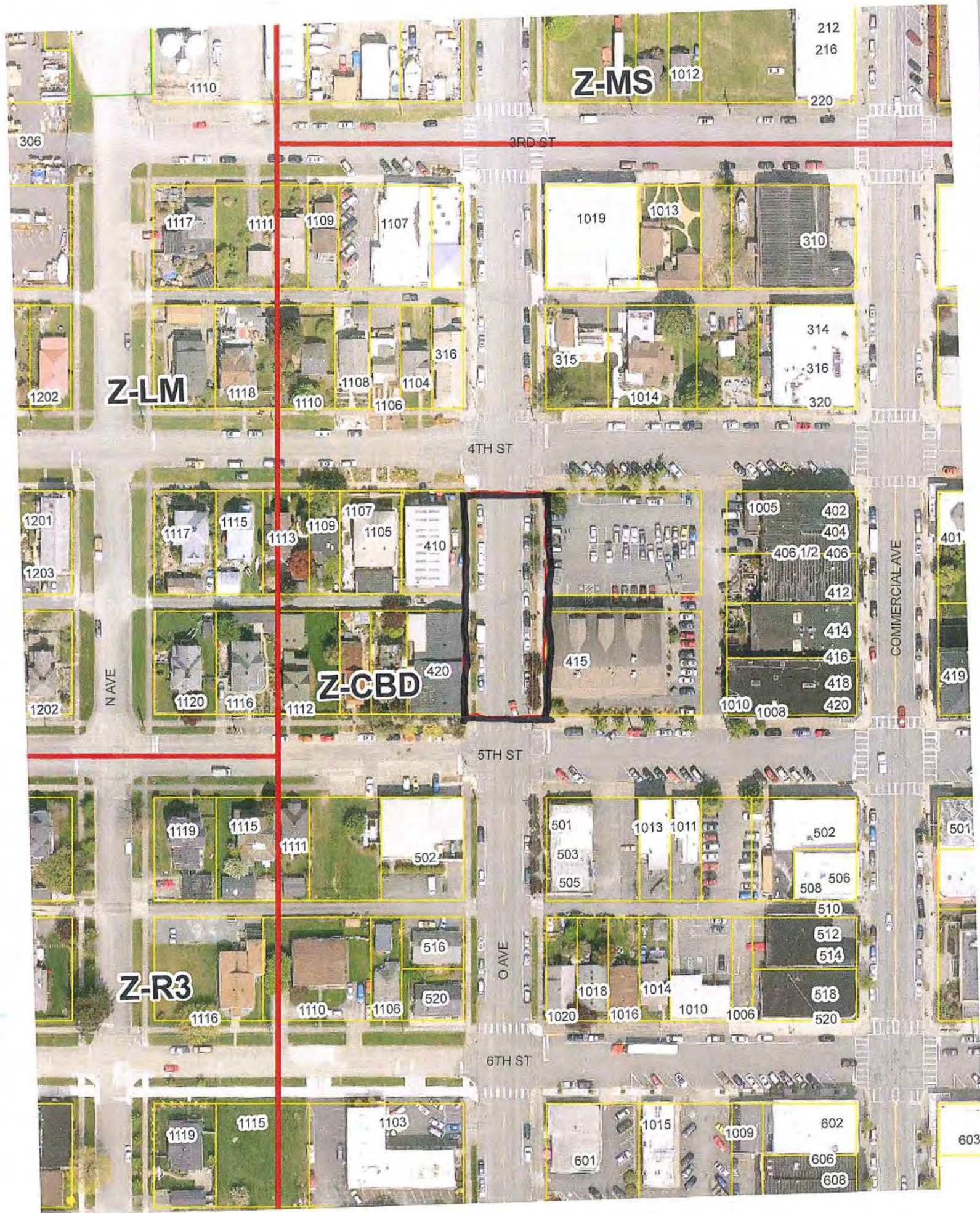
 1:00 to 4:00

Kiwanis Thrift Shop

 "O" Ave. between 4th & 5th

Exhibits-Entertainment-Refreshments-Fun for all ages  
(short program at 2:00)









**To:** City Council Members, Mayor Gere  
**From:** Fred Buckenmeyer, Director of Public Works *PM For FB*  
**CC:** Marcia Hunt, Cherri Kahns  
**Date:** March 30, 2016  
**Subject:** Anacortes Farmers Market

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**Subject:**  
Anacortes Farmers Market

**Location:**  
Downtown Anacortes adjacent to "The Depot"

**Dates:**  
Every Saturday from May 7<sup>th</sup> through October 29<sup>th</sup>

**Time:**  
6:00 AM - 4:00 PM

**Background:**  
The Farmers Market used the requested area in past seasons with very positive input from members of our community. They would like to continue to use the area of city right of way listed below for each scheduled event for the upcoming season. The applicants have accepted responsibility for the cleanup of the area requested after each event.

**Discussion:**

**Street Closure:**

- R Ave between 6<sup>th</sup> St. and 7<sup>th</sup> St.
- The alley between 6<sup>th</sup> St. and 7<sup>th</sup> St. will be blocked at Q Ave.



***Parking Restrictions:***

Parking will be restricted on all closed streets and limited access streets. No parking signs will be posted by the applicants 72 hours prior to the event.

***Public Works Services:***

- The City Building Department will supply “No Parking” signs.
- Applicants will supply all pylons, cones and barricades.

***Police Services:***

- None

***Recommendations:***

City staff recommends approval of the request

***Proposed Motion:***

Motion to approve the request as submitted

***Contacts:***

Charity Payne 293-7922



## STREET FAIR APPLICATION

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_ City Council Approved: \_\_\_\_\_

NAME OF EVENT Anacortes Farmers Market

DATES of Event May 7 - Oct 29, Saturdays only

TIME of Day 6am - 4pm (hours of operation 9-2)

NATURE/PURPOSE of Event Weekly farmers market

PARTICIPANTS/Attendees (estimated number) avg 3000 weekly

LOCATION of Event (include locations and dimensions of any structure to be erected, dimensions of street/right-of-way to be used and dimensions of same to remain unobstructed) Depot plaza, front of building and on the street (R Ave) between 6<sup>th</sup> + 7<sup>th</sup> streets.

DESCRIPTION of Event public farmers market

FACILITIES requested (street, sidewalk, park, etc.) street - R Ave between 6<sup>th</sup> + 7<sup>th</sup>

Dates/hours requested Saturdays 6am - 4pm

EQUIPMENT requested N/A

Dates/hours requested \_\_\_\_\_

SERVICES requested (eg. Custodial, traffic control) N/A

Dates/hours requested \_\_\_\_\_

PARKING (include locations and dimensions of parking space to be available/provided)

Market "reserves" 3 Handicap/Senior spaces and 2 Mad Hatter spaces (when open). Vendors prohibited from parking west of Depot. All other parking is customer only. (See Map)



INSURANCE (Certificate of Insurance must be submitted with Application)

Required ☒ Not Required ☐ renews in April. 2015 contract attached

FEES (itemize any Admission fees/space rental fees/sale of items/solicitation of funds) \_\_\_\_\_

free to public - vendors pay \$50 yr + \$30 week

APPLICANT/ORGANIZATION (Name) Anacortes Farmers Market

Name of responsible person Charity Payne Phone # 360-293-7922

Address 1513 13th st

Anacortes WA 98221 Date of Birth 04 / 16 / 70

Event and contact information to be included on the City website:

Contact Name Charity Payne Phone # 360-293-7922

Contact Address PO Box 292, Anacortes 98221

Email Address info@anacortesfarmersmarket.org Website address anacortesfarmersmarket.org

Event Address 611 R Ave Hours of Event 9-2

Does your event require vendor(s) or participant(s) to sign up to participate? yes

The undersigned agrees to assume responsibility for the above-described event, and to abide by all conditions stipulated upon acceptance of permit.

Signature Chy Payne Date 3/3/16

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\* FOR OFFICE USE ONLY \*

|              | Initials | Comments (Stipulate Conditions of Approval on Reverse) |
|--------------|----------|--------------------------------------------------------|
| Mayor        | _____    | _____                                                  |
| Building     | _____    | _____                                                  |
| Fire         | _____    | _____                                                  |
| Parks        | _____    | _____                                                  |
| Police       | _____    | _____                                                  |
| Public Works | _____    | _____                                                  |
| City Council | _____    | _____                                                  |

\*\*\*\*\*

\* PERMIT \*

Permit will be issued after review by above Department Heads and City Council subject to the following conditions: Compliance with all City Ordinances, Compliance with Department with Public Works regulations, and Submittal of Certificate of Insurance saving the City harmless from all liability.



### Parking

Yellow= customers only,  
vendors prohibited

Red= NO PARKING

Blue=vendor parking

Orange=reserved Handicap (3)  
& Mad Hatter (2)







# CERTIFICATE OF LIABILITY INSURANCE

ANACO-1

OP ID: LS

DATE (MM/DD/YYYY)

04/06/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER  
Pro Insur, Inc. dba  
Campbell Risk Management  
9595 Whitley Drive, Suite 204  
Indianapolis, IN 46240  
Larry Spilker ext 203

CONTACT NAME: Larry Spilker ext 203

PHONE (A/C, No, Ext): 317-848-9075

FAX (A/C, No): 317-848-9093

E-MAIL: lspilker@campbellrisk.com

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Capitol Indemnity Corporation

10472

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED  
Anacortes Farmers Market  
PO BOX 292  
Anacortes, WA 98221

**COVERAGES**

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE                                                                                         | ADDL INSR | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                               |
|----------|-----------------------------------------------------------------------------------------------------------|-----------|----------|---------------|-------------------------|-------------------------|------------------------------------------------------|
| A        | GENERAL LIABILITY                                                                                         | X         |          | CP02226834    | 04/01/2015              | 04/01/2016              | EACH OCCURRENCE \$ 1,000,000                         |
|          | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY                                          |           |          |               |                         |                         | DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 |
|          | <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR                            |           |          |               |                         |                         | MED EXP (Any one person) \$ 5,000                    |
|          |                                                                                                           |           |          |               |                         |                         | PERSONAL & ADV INJURY \$ 1,000,000                   |
|          |                                                                                                           |           |          |               |                         |                         | GENERAL AGGREGATE \$ 2,000,000                       |
|          | GEN'L AGGREGATE LIMIT APPLIES PER:                                                                        |           |          |               |                         |                         | PRODUCTS - COMP/OP AGG \$ 2,000,000                  |
|          | <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC |           |          |               |                         |                         | \$                                                   |
|          | AUTOMOBILE LIABILITY                                                                                      |           |          |               |                         |                         | COMBINED SINGLE LIMIT (Ea accident) \$               |
|          | <input type="checkbox"/> ANY AUTO                                                                         |           |          |               |                         |                         | BODILY INJURY (Per person) \$                        |
|          | <input type="checkbox"/> ALL OWNED AUTOS                                                                  |           |          |               |                         |                         | BODILY INJURY (Per accident) \$                      |
|          | <input type="checkbox"/> HIRED AUTOS                                                                      |           |          |               |                         |                         | PROPERTY DAMAGE (PER ACCIDENT) \$                    |
|          | <input type="checkbox"/> SCHEDULED AUTOS                                                                  |           |          |               |                         |                         | \$                                                   |
|          | <input type="checkbox"/> NON-OWNED AUTOS                                                                  |           |          |               |                         |                         |                                                      |
|          | UMBRELLA LIAB                                                                                             |           |          |               |                         |                         | EACH OCCURRENCE \$                                   |
|          | EXCESS LIAB                                                                                               |           |          |               |                         |                         | AGGREGATE \$                                         |
|          | DED                                                                                                       |           |          |               |                         |                         | \$                                                   |
|          | RETENTION \$                                                                                              |           |          |               |                         |                         |                                                      |
|          | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY                                                             |           |          |               |                         |                         | WC STATU-TORY LIMITS                                 |
|          | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)                               |           |          |               |                         |                         | OTH-ER                                               |
|          | If yes, describe under DESCRIPTION OF OPERATIONS below                                                    | Y/N       |          |               |                         |                         | E.L. EACH ACCIDENT \$                                |
|          |                                                                                                           | N/A       |          |               |                         |                         | E.L. DISEASE - EA EMPLOYEE \$                        |
|          |                                                                                                           |           |          |               |                         |                         | E.L. DISEASE - POLICY LIMIT \$                       |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

THOSE USUAL TO THE INSURED'S OPERATIONS. BLANKET ADDITIONAL INSURED APPLIES PER COVERAGE FORM CGL 421.

**CERTIFICATE HOLDER****CANCELLATION****EVIDENC**

Evidence of Insurance

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



**To:** City Council Members, Mayor Gere  
**From:** Fred Buckenmeyer, Director of Public Works *Dm Fm FB*  
**CC:** Marcia Hunt  
**Date:** March 30, 2016  
**Subject:** Shipwreck Days - Street Fair Application

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### **Shipwreck Days**

When: July 16, 2016  
Time: 8:00 am – 4:00 pm  
Location: Downtown Anacortes

### **Background:**

- Extensive Garage Sale

### **Discussion:**

See attached map

### **Street Closure:**

- 3:00 am – 6:00 pm
- O Ave. to Commercial Ave. on 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> Streets.
- Commercial Ave. from 3rd St. to 10<sup>th</sup> St. ( Vendor Booths )
- 6<sup>th</sup> street Commercial to Q

### **Parking Restrictions:**

- Location: Commercial and 1<sup>st</sup> St. to 4<sup>th</sup> St. including Q Ave. To O Ave. on 3<sup>rd</sup> St.
- Date/Time: July 18, 2015 – 3:00 am to 6:00 pm
- Conditions: No Parking signs are posted 72 hours prior to the event.

### **Public Works Services:**

- Solid Waste Services: Dumpsters will be provided



- Street Services:
  1. No Parking signs will be provided by the Building Department.
  2. Street Sweeper Services will be provided.
  3. Barricades, Pylons, and cones will be provided by applicant.

### **Discussion**

The applicant and City staff has agreed to conditions and services.

### **Recommendations**

Staff recommends approval subject to applicant's submitted plan.

### **Shipwreck Day – Staff Contact Numbers**

Valerie Tibbetts 360-299-9390



## STREET FAIR APPLICATION

Date Received: 1/19/16 Received by: \_\_\_\_\_ City Council Approved: \_\_\_\_\_

NAME OF EVENT SHIPWRECK  
DATES of Event SATURDAY JULY 16 2016  
TIME of Day EVENT HOURS 8A-4P  
NATURE/PURPOSE of Event Fidalgo Island Rotary Fundraiser - "Garage Sale"  
PARTICIPANTS/Attendees (estimated number) Thousands  
LOCATION of Event (include locations and dimensions of any structure to be erected, dimensions of street/right-of-way to be used and dimensions of same to remain unobstructed) Commercial Ave from 10th to 3rd plus side streets 5th Comm. to 0 6th St 0 to Q 7th St. Comm to 0 for Booths

DESCRIPTION of Event Vendor Booths with Garage Sale merchandise to Artist booths

FACILITIES requested (street, sidewalk, park, etc.) Streets: Commercial 10th - 3rd 5th St. Comm. to 0 - 6th St 0-Q - 7th St Comm to 0

Dates/hours requested 3A 16 July 2016 to 6P 16 Jul 2016  
EQUIPMENT requested NO PARKING SIGNS 3 Yr Dumpsters @ 3rd 5th 7th SE quarter of the block  
Dates/hours requested SIGNS - JUL 12-18 Dumpsters 15 JUL - 17 Jul  
SERVICES requested (eg. Custodial, traffic control) PARKED CAR CLEARANCE 230A  
Dates/hours requested \_\_\_\_\_

PARKING (include locations and dimensions of parking space to be available/provided) Normal residential streets plus Handicap lot behind city hall



INSURANCE (Certificate of Insurance must be submitted with Application)

Required \_\_\_\_\_ Not Required \_\_\_\_\_ Attached

FEES (itemize any Admission fees/space rental fees/sale of items/solicitation of funds) Vendor  
space rental is \$70 for 10x10 booth

APPLICANT/ORGANIZATION (Name) ROTARY CLUB OF FIDALGO ISLAND

Name of responsible person VALERIE TIBBETTS Phone # 360-299-9390

Address 4104 Bryce Dr. Anacortes

Date of Birth 08/21/92

Event and contact information to be included on the City website:

Contact Name VALERIE TIBBETTS Phone # 360-299-9390

Contact Address PO BOX 125 ANACORTES WA 98221

Email Address VALTRAVEL@HOTMAIL.COM Website address SHIPWRECKFEST.COM

Event Address ANACORTES DOWNTOWN Hours of Event 8A-4P

Does your event require vendor(s) or participant(s) to sign up to participate? YES

The undersigned agrees to assume responsibility for the above-described event, and to abide by all conditions stipulated upon acceptance of permit.

Signature Valerie Tibbets Date 1-19-16

\*\*\*\*\*

\* FOR OFFICE USE ONLY \*

|              | Initials | Comments (Stipulate Conditions of Approval on Reverse) |
|--------------|----------|--------------------------------------------------------|
| Mayor        | _____    | _____                                                  |
| Building     | _____    | _____                                                  |
| Fire         | _____    | _____                                                  |
| Parks        | _____    | _____                                                  |
| Police       | _____    | _____                                                  |
| Public Works | _____    | _____                                                  |
| City Council | _____    | _____                                                  |

\*\*\*\*\*

\* PERMIT \*

Permit will be issued after review by above Department Heads and City Council subject to the following conditions: Compliance with all City Ordinances, Compliance with Department with Public Works regulations, and Submittal of Certificate of Insurance saving the City harmless from all liability.

April 4, 2016

Good Evening Mayor and Council Members:

My name is Marilyn Derig. I reside at 1302 K Avenue in Anacortes.

I believe you have read my appeal in the packet. It lists all the legal reasons for modifying this PUD. I have copies for you of tonight's response and a synopsis of the appeal.

I will now summarize my long-time connection to the neighborhood and my objectives since there have been some misinterpretations made by the City in their response to my Appeal.

I do not oppose the PUD in concept—I have only asked for a modification. I do object to the substandard street the developers propose because it does not meet minimum City standards. This has serious safety implications for the residents of the PUD and surrounding neighborhood.

Point number 1

I grew up in this neighborhood. I lived on the SE corner of 10th & D. (Point). And it is still in the family after 57 years. My parents built the house, spent many good years there, and each of them died there. The home and the neighborhood are a part of me. In recent years I've worked with neighbors on projects. I feel a great fondness for each and every one and for their concerns. I care about what happens to the neighborhood, and that is why I am here.

Over time, I have seen the neighborhood evolve. A major change has been the increase of traffic that comes through the area.

What you have to realize as you consider this issue is that the traffic in this PUD will not be solely from the residents of this project. Rather, as all the neighbors know, people traveling into the city from the West or going back to the West end from the City increasingly use short-cuts through this neighborhood to bypass the traffic light at 12<sup>th</sup> and D Ave., and the proposed alley/road through the PUD will become a prime short-cut for traffic that is not generated by the residents of the PUD, but from outside the PUD. The traffic moves very fast when people are trying to catch a ferry or get to their destination.



## Point number 2

The staff report from the Planning Director and the City Attorney, posted Wednesday, March 30, 2016, contains an erroneous statement attributed to me, that I want to correct.

- In Article 6, paragraph (b) states that I "object to widening the alley between C and D Avenue without requiring the applicant to improve 11<sup>th</sup> Street." Nothing could be further from the truth – I support widening the alley so it could have sidewalks and **I have never said** the applicant should improve 11<sup>th</sup> Street. I request that the staff retract that erroneous statement.
- Again, I am not recommending or asking for the proponent to develop 11<sup>th</sup> Street. There are other options within a PUDs "flexibility" that do not involve unsafe streets with mixed pedestrian and motor vehicle traffic.

Three: I want to address another example of where the staff report in your packet is misleading.

- In article 6c of the report, staff claims that different examples of city streets which fall short of road width requirements were issues that I raised. I never raised those issues.
- This issue of comparables arose because Planning Commissioner Oppel prior to the Commission's vote, asked City staff to provide examples from the last 5 years that had public street access, comparable to this proposed PUD.
- Staff gave three examples of sub-standard access, but not from the last five years. Those sites included substandard, private streets and easements, to bolster their argument that the proposed PUD alley is similar to previously-approved standard streets.
- In reality, some of those examples staff offered, you will note, range from 50' ROW's to private roads.
- Important final point: the streets I took pictures of and analyzed are not examples I dreamed up. Rather, they are the very examples the staff claimed are similar to the 12<sup>th</sup> and D proposed PUD.

In Anacortes, street designs that do not meet design standards for public street access are typically private streets. However, the 12<sup>th</sup> and 'D' PUD proposes a public ROW access with a 20' wide paved surface as the sole vehicle access to PUD lots and residences and the

sole pedestrian access to at least 3 of the 5 residences. This public alley will run about 232' from the curb of 'D' Ave. thru the PUD where it will revert to the 16' width for the remaining length of the block to C Avenue, and it will remain a public ROW open to all the public from both ends, not just the 5 lots.

The current PUD alley design was based solely on fire access requirements even though the 16' alley west of the PUD does not meet current 20' minimum width for an alley/fire lane. However, the very idea behind a general-purpose public street is that it is meant to serve all appropriate functions and purposes for public ROWs, not just fire access.

There are no characteristics peculiar to this site that prevent the PUD from meeting street and access designs and standards as would be expected for re-development in the surrounding neighborhood, and thus no justification for failing the consistency and equivalency test for a PUD.

And yet still,

- The 20' paved fire lane is 4 feet narrower than the narrowest general-purpose street standard allowed in Anacortes.
- The internal ROW is 3 feet narrower than the narrowest 25' ROW standard.

And the biggest deficit to me:

- There are no sidewalks or other pedestrian traffic separation as required by this most minimal public ROW standard to protect the "health, safety, and welfare of all citizens" and PUD residents on a public street. All pedestrian traffic including the inevitable children traversing or playing in this street segment or people with disabilities are forced to mix with all vehicle traffic on the same substandard too narrow paved street area. Vehicles turning into this street have no clear sight warnings before encountering whatever is in the street.
- The proposed pathway thru 11<sup>th</sup> Street separated from the PUD by a bioswale, provides no "alternative for pedestrian circulation" within the PUD and no useful or safe pedestrian access to and from the 5 lots and thus cannot possibly be a consistent and



equivalent substitute for the code required sidewalks on the internal PUD access street.

The applicant and City staff indicate the current PUD design is primarily the result of listening to the neighborhood's wish to keep 11<sup>th</sup> Street as community "open space" while expanding the PUD private lot area by 1500 square feet. From what I can understand, PUDs are about providing "flexibility" to accommodate special situations in a manner that is consistent and equivalent to the standards "for the health, safety and welfare of all citizens." Expanding the private lot area available to the applicant by 1500 square feet at the expense of adequate and safe street design is the wrong "flexibility" for this PUD and this area. I'm sure the appropriate "flexibility" can be found in other PUD parameters.

Listening to the community is laudable. However, conferring with the community is not a substitute for following codes and regulations "for the health, safety and welfare of all citizens." Also I can't find anywhere in the Anacortes code that says the amenity of community "open space" is a substitute for consistency and equivalency with the City's standards for safe multi-modal use of public streets and ROWs.

What I do want is for the access street, which is a Public ROW, to be a safe street, with most importantly, sidewalks in place for safety reasons. Proposed sidewalks along 12<sup>th</sup> Street and D Avenue are not a substitute for sidewalks within the PUD, specifically for the northern 3 lots, as people step out their doors right into the sub-standard public "fire lane" and mix with cars and trucks coming and going. I believe the neighbors would also be concerned about pedestrian safety as well. My core concerns are public safety within the PUD, and as I have stated in my appeal, adherence to the PUD code.

Thank you for your attention and consideration of this important matter.

Marilyn Wells Derig  
1302 K Avenue  
Anacortes, WA 98221  
[mdेरig@me.com](mailto:mdेरig@me.com) 360-293-3928

April 4, 2016

**Synopsis of Submitted Appeal and Resultant Rebuttal Regarding the Proposed 12<sup>th</sup> St. and D Ave. PUD**

My name is Marilyn Wells Derig. I believe you have read my comments on the appeal as well as the proponents' response and the City's recommendation for denial of my appeal. I grew up in the 12<sup>th</sup> and D neighborhood and my family members still own the family home on 10<sup>th</sup> and D after 57 years.

My purpose is to request a **modification** of the Planning Commission's March 9 recommendation of the 12<sup>th</sup> and D PUD, because a substandard unsafe road is proposed to provide the only vehicle and pedestrian access to 5 and potentially 6 lots and homes. I am requesting that this PUD meet in a factually objective way, Anacortes zoning and subdivision standards, or provide the consistent and equivalent alternatives required by AMC 16.40.010. The current PUD proposal provides neither the standards nor the required alternatives and creates an unsatisfactory precedent for future development of our neighborhoods.

Having read my comments and being familiar with our codes, I am sure you are familiar with the consistency and equivalency standards of a PUD. From the introduction of the PUD code, I quote: "The purpose of the planning unit development (PUD) regulations is to maintain **consistent standards for the health, safety and welfare of all citizens** throughout the city..." and "where a PUD proponent requests exceptions to zoning and subdivision standards, the plan submittal shall show clearly what standards are proposed to be changed and **what alternate means are proposed to achieve equivalency.**"

This consistency and equivalency concept is the first statement found in the Chapter 16 specifications for PUDs and its being mentioned first in this code paragraph, and in the logic of the code, leaves no doubt that it is intended to be the most fundamental test for evaluating the adequacy of the PUD proposals.

Anacortes street standards published in AMC 16.32 and Engineering Standards 2011, Chapter 3, are the standards adopted "**for the health, safety, and welfare of all citizens throughout the city**" as they apply to the function, design, construction and use of public roads and rights-of-way."

PUD equivalency is again stated in AMC 16.040.103 with respect to street design.

**"Street design.**

*Right-of-way width and street roadway widths should only be reduced where it is found that the plan for the PUD provides an **equivalent level of pedestrian and vehicular safety and service by alternate means....**"*

I cannot find in the City codes, policies or regulations where the restricted dimensions, purposes, functions and designs of "alleys" or "fire lanes" are to be



considered equivalent to or consistent with larger general purpose public streets. The minimum public street intended to provide and accommodate all relevant forms of vehicle and pedestrian transportation and access to a residential area in a safe manner is the street design of the "short cul-de-sac" standard which, in any case, appears not to apply to the 12<sup>th</sup> and D PUD which considerably exceeds the maximum 150' length for a short cul-de-sac. Alleys are clearly intended to be supplemental to the regular street grid.

I am not recommending or asking for the proponent to develop 11<sup>th</sup> Street. There are other options within a PUDs "flexibility" that do not involve unsafe streets with mixed pedestrian and motor vehicle traffic.

In Anacortes, street designs that do not meet design standards for public street access are typically private streets. However, the 12<sup>th</sup> and D PUD proposes a public ROW access with a 20' wide paved surface as the sole formal vehicle and pedestrian access to PUD lots and residences. This somewhat expanded and re-purposed alley will run about 232' from the curb of 'D' Ave. thru the PUD where it will revert to the 16' width for the remaining length of the block to C Avenue, and it will remain a public ROW open to all from both ends, not just the 5 lots.

The current PUD alley design was based solely on fire access requirements even though the 16' alley west of the PUD does not meet current 20' minimum width for an alley/fire lane. However, the very idea behind a general-purpose public street is that it is meant to serve all appropriate functions and purposes for public ROWs, not just fire access.

There are no characteristics peculiar to this site that prevent the PUD from meeting street and access designs and standards as would be expected for re-development in the surrounding neighborhood, and thus no justification for failing the consistency and equivalency test for a PUD.

And yet still,

- The 20' paved fire lane is 4 feet narrower than the narrowest general-purpose street standard allowed in Anacortes.
- The internal ROW is 3 feet narrower than the narrowest 25' ROW standard. And the biggest safety deficit is:
- There are no sidewalks or other pedestrian traffic separation as required by this most minimal public ROW standard to protect the "health, safety, and welfare of all citizens" and PUD residents on a public street. All pedestrian traffic including the inevitable children traversing or playing in this street segment or people with disabilities are forced to mix with all vehicle traffic on the same substandard too narrow paved street area. Vehicles turning into this street have no clear sight warnings before encountering whatever is in the street.
- The proposed pathway thru 11<sup>th</sup> Street, separated from the PUD by a bioswale, provides no *"alternative for pedestrian circulation"* within the PUD

and no useful or safe pedestrian access to and from the 5 lots and thus cannot possibly be a consistent and equivalent substitute for the code required sidewalks on the internal PUD access street.

So the 12<sup>th</sup> and D PUD, in its proposed configuration, fails to meet most of the specifications for a minimal public street design.

**Consistent and equivalent comparable examples not provided**

During the Planning Commission meeting, Commissioner Oppel asked for examples in the last five years of development that has been approved on less than standard streets. Staff gave three examples of sub-standard access, but not from the last five years. Those cited included an area near West 3<sup>rd</sup> Street fronting on Oakes Ave., San Juan Passage PUD and Portalis PUD. These areas include older plats, sub-standard private streets and easements, and properties with difficult topographic situations. It was from this list that I came up with the pictures, when I drove through these properties in the intervening days since March 9<sup>th</sup>, and looked for myself.

Contrary to what staff said, none of these developed properties are consistent or equivalent models for the 12<sup>th</sup> and D PUD site.

The first example was either West 3<sup>rd</sup> Place (a former alley expanded into a public 50' ROW, compliant to code), or Oakes View Lane (an alley made into a principle lot access due to the steepness of the terrain).

Then there is San Juan Passage (all homes front on 50' or wider public ROW with additional lot access to a few homes from a private driveway easement) and Portalis (Channel Marker Lane is a private fire lane).

Again, I've cited these properties specifically because staff gave them as examples of why this substandard street with no pedestrian facilities should be allowed.

**I will now respond to the comments made by the proponent and City staff in response to my appeal.**

The applicant and City staff indicate the current PUD design is primarily the result of listening to the neighborhood's wish to keep 11<sup>th</sup> Street as community "open space" while expanding the PUD private lot area by 1500 square feet. Conferring with the community is laudable. I grew up in the neighborhood and am still fond of its unique character and I care about what the neighbors want. However, conferring with the community is not a substitute for following codes and regulations "for the health, safety and welfare of all citizens." And I don't believe the neighbors intended to deprive the residents and others of a safe vehicle and pedestrian street access within the PUD. I can't find anywhere in the Anacortes code that says the amenity of community "open space" is a substitute for consistency and equivalency with the City's standards for safe multi-modal use of public streets and ROWs.



I don't know why the staff said I wanted an improved road on 11<sup>th</sup> Street. What I am asking for a modification of the substandard public ROW road access to all five properties so as to have safe pedestrian facilities, such as sidewalks. Proposed sidewalks along 12<sup>th</sup> Street and D Avenue are not a substitute for sidewalks within the PUD, as people come out their doors right into the sub-standard public "fire lane" and mix with cars and trucks coming and going and moving through.

PUDs are about providing "flexibility" to accommodate special situations in a manner that is consistent and equivalent to the standards "for the health, safety and welfare of all citizens." Expanding the private lot area available to the applicant by 1500 square feet at the expense of adequate and safe street design is the wrong "flexibility" for this PUD and this area. I'm sure the appropriate "flexibility" can be found in other PUD parameters.

If my comments urging the City to obey its own codes and laws in the interest of safety could even possibly be construed by the City as contravening the neighborhood's wishes, I find that quite disturbing. Is the City assuming that safe streets are not a concern for the 12<sup>th</sup> and D neighborhood or all of our neighborhoods? Because if that is so, it indicates a willingness to undermine the very reason we have laws and codes in the first place.

Thank you for your consideration of my appeal to modify this PUD.



Marilyn Wells Derig  
1302 K Avenue  
Anacortes, WA 98221  
360-293-3928  
mderig@me.com



## City Council Agenda Bill

**Meeting Date:** 4/4/2016    **Agenda Item:** 7a

**Subject:** 12<sup>th</sup> Street and "D" Avenue PUD

**Staff Contact:** Don Measamer

| Approved for Submittal to Council by |                                 |
|--------------------------------------|---------------------------------|
|                                      | Laurie Gere, Mayor              |
|                                      | Steve Hoglund, Finance Director |
|                                      | Darcy Swetnam, City Attorney    |
| X                                    | Don Measamer, Planning Director |
|                                      |                                 |

| Action Type |                                         |
|-------------|-----------------------------------------|
|             | Ordinance No.                           |
|             | Code Revision?                          |
|             | Resolution No.                          |
|             | Contract                                |
|             | Public Hearing                          |
|             | Staff Report                            |
| X           | Closed Record Appeal Hearing & Decision |

### **Background:**

On March 9, 2016 the Planning Commission conducted an open-record public hearing and voted to recommend approval of the request for approval of a preliminary replat, preliminary Planned Unit Development (PUD), code modification(s), and a right of way dedication and vacation to create five (5) lots within the Residential (R2) Zoning District to the City Council. One timely appeal of the Planning Commission's recommendation was received on March 25, 2016.

Staff recommends that City Council conduct a closed-record appeal hearing, make a decision on the appeal, and then conduct a closed-record hearing prior to making decision on the project application.

Please note, that there is a **5:00 PM site visit** scheduled prior to the hearing.

### **Recommended Motion:**

The Department of Planning, Community, and Economic Development recommends that the City Council deny the appeal, confirm the Planning Commission's Recommendation and approve the application for preliminary replat, preliminary Planned Unit Development (PUD), code modification(s), and a right of way dedication and vacation to create five (5) lots within the Residential (R2) Zoning District, subject to the Planning Commission's recommended conditions of approval.

**Attachments:** Planning Commission recommendation and project record



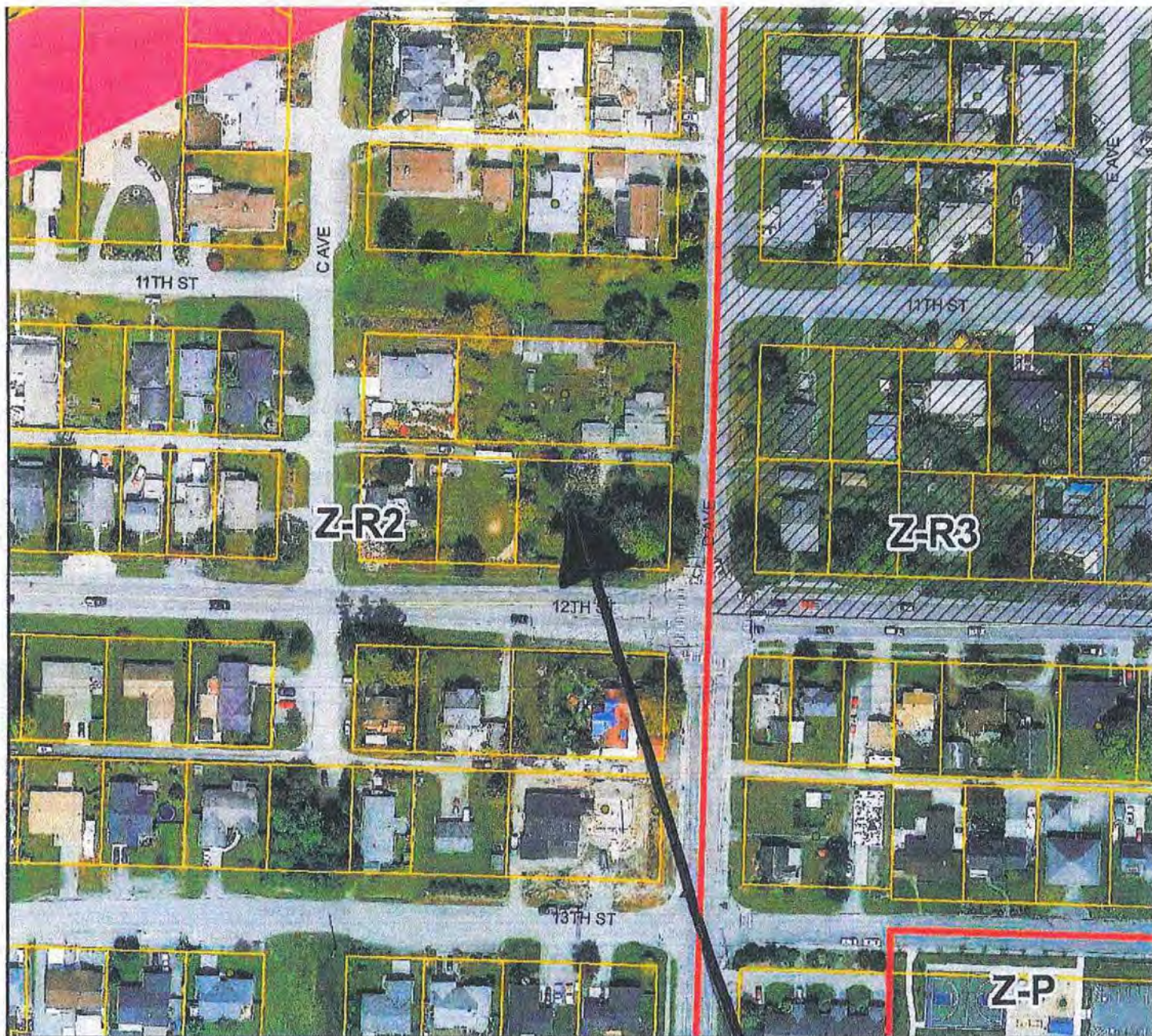
## EXHIBITS:

| EXHIBIT<br>NUMBER: | NAME OF EXHIBIT:                                                     |
|--------------------|----------------------------------------------------------------------|
| Exhibit #01        | Assessor's Info & GIS Map                                            |
| Exhibit #02        | Master Permit Application, Environmental Checklist, & Narrative      |
| Exhibit #03        | Public Comments Received                                             |
| Exhibit #04        | Department /Agency Comments Received                                 |
| Exhibit #05        | Notice of Application & Hearing with Optional SEPA DNS               |
| Exhibit #06        | Issued SEPA MDNS                                                     |
| Exhibit #07        | Cultural Resource Survey                                             |
| Exhibit #08        | Tree Assessment & Preservation Plan                                  |
| Exhibit #09        | Landscape Plan                                                       |
| Exhibit #10        | Resolution to Vacate                                                 |
| Exhibit #11        | Replat & PUD Site Plan                                               |
| Exhibit #12        | Planning Commission's Recommendation & Minutes                       |
| Exhibit #13        | Applicant's Presentation                                             |
| Exhibit #14        | Planning & PWD's Presentation to the Planning Commission             |
| Exhibit #15        | Appeals Received of Planning Commission's Recommendation of Approval |
| Exhibit #16        | Planning Commission 3/9/2016 Full Transcript                         |
| Exhibit #17        | Applicant's Response to Appeal                                       |
| Exhibit #18        | Staff Response to Appeal                                             |

## **EXHIBIT #1:**

### **ASSESSOR'S INFO AND GIS MAP**





0 70 140 Feet

# City of Anacortes Planning Dept.



Revised  
November 2015

|                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>State Property Inventory</li> <li>DAMP Visitor Report Sites</li> <li>National Register Sites</li> <li>DAMP Forest Sites</li> <li>DAMP Cemetery Sites</li> <li>Seismic</li> </ul> | <ul style="list-style-type: none"> <li>City Limits</li> <li>County Parks</li> <li>Public Parks</li> <li>ACPL Trails</li> <li>Other Trails</li> <li>Old Town</li> <li>Conservation</li> <li>Historic</li> <li>Stations Reservoir</li> <li>Utility</li> <li>Utility Markers</li> <li>Streets</li> <li>High Tide</li> <li>Low Tide</li> <li>Low 5 Ponds</li> <li>Waters</li> </ul> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Subject  
Property

This map was created from available public records and existing map sources. Not from field surveys. Map features from all sources have been adjusted to achieve a "best fit" registration. While great care was taken in this process, maps from different sources rarely agree as to the precise location of geographic features. The relative positioning of map features to one another results from combining different map sources without field "ground-truthing".





## Details for Parcel: P56224

Jurisdiction: ANACORTES

Please contact the city of ANACORTES for ANACORTES zoning information.

Zoning Designation:

[Recorded Documents](#)[Excise Affidavits](#)

Documents scanned and recorded by the Auditor's office

Document scans of excise affidavits

| Parcel Number                      | XrefID                                                                     | Quarter                                      | Section | Township | Range |
|------------------------------------|----------------------------------------------------------------------------|----------------------------------------------|---------|----------|-------|
| P56224                             | 3772-203-020-0006                                                          | 02                                           | 24      | 35       | 01    |
| Owner Information                  | Site Address(es)                                                           | Map Links                                    |         |          |       |
| CLASSIC TRANSITIONS LLC            | 1112 D AVENUE                                                              | <a href="#">Open in iMap</a>                 |         |          |       |
| 13837 REDTAIL RIDGE LANE           | Anacortes, WA (Jurisdiction, State)                                        | Assessor's Parcel Map:                       |         |          |       |
| ANACORTES, WA 98221                | <a href="#">Zip Code Lookup</a>   <a href="#">Site Address Information</a> | <a href="#">PDF</a>   <a href="#">DWF</a>    |         |          |       |
| 2015 Values for 2016 Taxes*        | Sale Information                                                           | 2016 Property Tax Summary                    |         |          |       |
| Building Market Value \$155,200.00 | Deed Type WARRANTY DEED                                                    | 2016 Taxes will be available after 2/15/2016 |         |          |       |
| Land Market Value +\$384,500.00    | Sale Date 2015-05-26                                                       | Use the Taxes link above for 2015 taxes      |         |          |       |
| Total Market Value \$539,700.00    | Sale Price \$460,000.00                                                    |                                              |         |          |       |
| Assessed Value \$539,700.00        |                                                                            |                                              |         |          |       |
| Taxable Value \$539,700.00         |                                                                            |                                              |         |          |       |

\* Effective date of value is January 1 of the assessment year (2015)

Legal Description [Definitions](#)

ANACORTES, LOTS 1 TO 7 INCLUSIVE, AND LOTS 16 TO 20, INCLUSIVE, BLOCK 203, MAP OF THE CITY OF ANACORTES, AS PER PLAT RECORDED IN VOLUME 2 OF PLATS, PAGE 4, RECORDS OF SKAGIT COUNTY. LOTS 1 TO 7 INCLUSIVE, AND LOTS 16 TO 20, INCLUSIVE, BLOCK 203, MAP OF THE CITY OF ANACORTES, AS PER PLAT RECORDED IN VOLUME 2 OF PLATS, PAGE 4, RECORDS OF SKAGIT COUNTY.

|                                                                        |                                        |                       |            |                |
|------------------------------------------------------------------------|----------------------------------------|-----------------------|------------|----------------|
| *Land Use                                                              | (111) HOUSEHOLD, SFR, INSIDE CITY      |                       |            | WAC 458-63-030 |
| Neighborhood                                                           | (20ANORTH) ANACORTES NORTH RESIDENTIAL |                       |            |                |
| Levy Code                                                              | 0900                                   | Fire District         |            |                |
| School District                                                        | SD103                                  | Exemptions            |            |                |
| Utilities                                                              | SEW PWR WTR-P                          | Acres                 | 0.00       |                |
| Improvement 1 Attributes Summary                                       |                                        |                       |            |                |
| Building Style                                                         | 1 & 1/2 STORY                          |                       |            |                |
| Year Built                                                             | 1927                                   | Foundation            |            |                |
| Above Grade Living Area                                                | 1,996 Square Feet                      | Exterior Walls        | SIDING     |                |
| Finished Basement                                                      |                                        | Roof Covering         | COMP       |                |
| *Total Living Area                                                     | 1,996 Square Feet                      | Heat/Air Conditioning | FORCED AIR |                |
| Unfinished Basement                                                    | 256 Square Feet                        | Fireplace             |            |                |
| *Total Garage Area                                                     | 500 Square Feet                        | Bedrooms              | 3          |                |
| Bathrooms                                                              | FULL BATH, HALF BATH                   |                       |            |                |
| For additional information on individual segments see Improvements tab |                                        |                       |            |                |

\* Land Use codes are for assessment administration purposes and do not represent jurisdictional zoning. Please contact the appropriate planning department in your jurisdiction for land use questions.

\* Total living area includes above grade living area and finished basement area.

\* Garage square footage includes all garage areas; basement garages, attached garages, detached garages, etc.

Assessment data for improvements is based on exterior inspections. Please contact the Assessor's office if the information does not accurately reflect the interior characteristics.



**EXHIBIT #2:**

**MASTER PERMIT APPLICATION,  
ENVIRONMENTAL CHECKLIST,  
& NARRATIVE**

---

**City of Anacortes – Planning, Community, and Economic Development**

906 – 6th Street, P.O. Box 547, Anacortes, WA 98221-0547

1. 

|                   | Applicant                       | Contact Person (if different)  |
|-------------------|---------------------------------|--------------------------------|
| Name:             | <u>Classic Transitions, LLC</u> | <u>Mark &amp; Susan Harris</u> |
| Mailing Address:  | <u>13837 Redtail Ridge Ln</u>   |                                |
| City, State, Zip: | <u>Anacortes, WA 98221</u>      |                                |
| Phone#:           | <u>360.391.9520</u>             |                                |
| Fax#:             |                                 |                                |
| E-mail:           | <u>SMHarris@Comcast.net</u>     |                                |
2. Applicant's Interest to Property (check one)  
☒ Owner      ☐ Contract Purchaser      ☐ Lessee      ☐ Other \_\_\_\_\_
3. All Persons/Firms having an ownership interest in the property:  
Name: Classic Transitions LLC Phone# 360.391.9520  
Address: 13837 Redtail Ridge Ln, Anacortes, WA 98221  
Name: \_\_\_\_\_ Phone# \_\_\_\_\_  
Address: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone# \_\_\_\_\_  
Address: \_\_\_\_\_
4. General location of property (including nearest intersection): SEC: 24 TWP: 35 RNG: 01  
1112 D-Avenue
5. Attach legal description of property. (If recording of legal description is required, the formal MUST comply with Recording Requirements.)
6. List all Property Tax Account Numbers involved in this application (Attach separate pages if necessary):  
P56624
7. Approximate acreage: 0.826 Ac      8. Present zoning: R2
9. Present use of property: Single-family residence
10. Source of water supply and sewer supply: City of Anacortes
11. Permits requested from City:
- |                                                              |                                                                       |
|--------------------------------------------------------------|-----------------------------------------------------------------------|
| <input type="checkbox"/> Binding Site Plan                   | <input type="checkbox"/> Shoreline Management Conditional Use Permit  |
| <input type="checkbox"/> Conditional Use Permit              | <input type="checkbox"/> Shoreline Management Substantial Development |
| <input type="checkbox"/> Preliminary Plat                    | <input type="checkbox"/> Shoreline Variance                           |
| <input checked="" type="checkbox"/> Short Plat               | <input type="checkbox"/> Rezone                                       |
| <input checked="" type="checkbox"/> Planned Unit Development | <input type="checkbox"/> Comprehensive Plan Amendment                 |
| <input type="checkbox"/> Plat Modification                   | <input type="checkbox"/> Annexation                                   |
| <input checked="" type="checkbox"/> Variance                 | <input type="checkbox"/> Special Use                                  |



12. Explain your request and ALL proposed uses included in this proposal:

**PLEASE FILL IN ALL APPLICABLE SECTIONS**

**FOR REZONES:**

13. Requested zoning: \_\_\_\_\_
14. Comprehensive Plan designation: \_\_\_\_\_
15. Has anyone applied for a rezone of this property within the last five years? ☐ Yes ☐ No  
If yes, who? \_\_\_\_\_ Year? \_\_\_\_\_

**FOR SUBDIVISIONS (PLATS):**

16. Plat Name: \_\_\_\_\_ 17. Number of Lots: \_\_\_\_\_

**FOR SHORT SUBDIVISIONS (SHORT PLATS):**

18. Number of Lots: 5 19. Duplex Lots Proposed: \_\_\_\_\_

**FOR SHORELINE MANAGEMENT SUBSTANTIAL DEVELOPMENT OR CONDITION USE:**

20. Total cost or fair market value (whichever is higher) of project (please state total value of all construction finishing work for which the permit will be issued, including all permanent equipment to be installed on the premises): \$ \_\_\_\_\_
21. Construction dates for which permit is requested (month & year): Begin: \_\_\_\_\_  
End: \_\_\_\_\_
22. Does the project require a Shoreline/Floodplain location? ☐ Yes ☐ No If yes, please explain why:  
\_\_\_\_\_
23. Water Body: \_\_\_\_\_ 24. Shoreline Environment Designation: \_\_\_\_\_

**FOR VARIANCE (ZONING AND SHORELINE):**

25. Code sections involved: \_\_\_\_\_
26. Description of variance requested:
1. Waiver of requirement for frontage on an improved public street.
  2. Waiver of roadway standards
  - 3a. Vacation of 1,500 square feet of 11th Street right-of-way, or
  - 3b. Minimum lot size of 7,000 square feet (versus 7,500 square feet)

STATE OF WASHINGTON )

) ss

I (we) Mark & Susan Harris, of Classic Transitions, LLC, being duly sworn, depose and say that I am (we are) the OWNER(s) of the property involved in this application, and that I (we) have familiarized myself (ourselves) with the rules and regulations with respect to preparing and filing this application and that the statements and information submitted herewith are in all respects true and correct to the best of my (out) knowledge and belief.

Signed: *Mark & Susan Harris*  
Property Owner

Subscribed and sworn to before me this 30 day of November, 20 15



*Megan MEEKS*  
Notary Public in and for the State of Washington  
residing at Oak Harbor, WA

STATE OF WASHINGTON )

) ss

I (we) \_\_\_\_\_, being duly sworn, depose and say that I am (we are) the APPLICANT(s) for this application, and that I (we) have familiarized myself (ourselves) with the rules and regulations with respect to preparing and filing this application and that the statements and information submitted herewith are in all respects true and correct to the best of my (out) knowledge and belief.

Signed: \_\_\_\_\_  
Property Owner

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Notary Public in and for the State of \_\_\_\_\_  
residing at \_\_\_\_\_



## Redwood Glen PUD Application

1. **Legal Description:** ANACORTES, LOTS 1 TO 7 INCLUSIVE, AND LOTS 16 TO 20, INCLUSIVE, BLOCK 203, MAP OF THE CITY OF ANACORTES, AS PER PLAT RECORDED IN VOLUME 2 OF PLATS, PAGE 4, RECORDS OF SKAGIT COUNTY. LOTS 1 TO 7 INCLUSIVE, AND LOTS 16 TO 20, INCLUSIVE, BLOCK 203, MAP OF THE CITY OF ANACORTES, AS PER PLAT RECORDED IN VOLUME 2 OF PLATS, PAGE 4, RECORDS OF SKAGIT COUNTY.
2. **Present & Proposed Ownership:**
  - a. Present: All lots are owned by Classic Transitions, LLC.
  - b. Proposed: All lots will be sold as single-family dwellings.
3. **General Objectives, Characteristics & Rationales:** Currently the subject parcel has a distinct "secret garden like" feel – with its multiple varieties of rhododendrons and mature landscaping. Additionally, the property is flanked by an unimproved section of 11<sup>th</sup> Street - running from C to D-Avenues - which has served local residents as a pocket park, wildlife corridor, pet run and neighborhood orchard for years. Except for a small patch of brambles, neighboring residents have voluntarily maintained this corridor for general public use. Our intention is to preserve as much of the park-like feel as possible, while increasing the availability of affordable housing near Old Town.
4. **Present Zoning:** R2
5. **Density Calculations:** Currently we are asking for 5 lots. The gross acreage calculation for this property is 1.4952 acres – which will support a density of up to 6 lots (AMC 17.36.080 4 units/gross acre).
6. **Proposed Zoning & Variances to Code:** Lots 1 and 2 front on 12<sup>th</sup> Street and contain a total of 15,000 sqft. This allows for two standard 7500 sqft building lots. Lots 3 and 4 front on the unimproved section of 11<sup>th</sup> Street and also contain 15,000 sqft - allowing for two additional 7500 sqft building lots. Lot 5 fronts on D Avenue, but contains only 6000 sqft - which is substandard to the requisite minimum lot size of 7500 sqft for R2. This PUD proposes the following variances to the code:
  - a. **Fire Access for Lots 3 & 4:** In our initial due diligence for this property, we met with the DRG on March 17, 2015. It was determined that developing 11<sup>th</sup> Street from C-Avenue to D-Avenue was the best solution for meeting all applicable municipal codes for developing lots 3 and 4. However, sensing our plans, area residents began contacting us directly to voice their opposition to developing 11<sup>th</sup> Street.

To better quantify this concern, a public meeting was held on September 29<sup>th</sup> at the Anacortes City Library to allow for public comment on the proposed completion of 11<sup>th</sup> Street. Approximately thirty-five area residents were in attendance - as well as Don Measamer, Steve Lang, Dave Lervik, and Mark & Susan Harris (owners). At this meeting, there was overwhelming consensus to leave 11<sup>th</sup> Street unimproved. Our alternative proposal of developing the existing alleyway to meet fire access and road frontage requirements for Lots 3 & 4 - along with the development of a gravel pedestrian path along the 11<sup>th</sup> Street right-of-way - was viewed much more positively by area residents.

A meeting was also held with Don Measamer and Jack Kennedy (September 11, 2015) to define the necessary requirements for bringing the alleyway up to fire department specifications. Those specifications included:

- i. Repositioning or removing the existing house on Lot 5 so the setbacks conform with AMC 17.36.060
- ii. Widening the alleyway to 20-feet from D-Avenue to the mid-portion of Lot 3 via a 6-foot right-of-way dedication along the north side of the alley on Lots 3, 4 & 5
- iii. Paving the remainder of the alley right-of-way (14') from the mid-portion of Lot 3, westerly, to C-Avenue
- iv. Placement of signage along the easement indicating a dedicated fire access lane

It is our intention to comply with these stipulations. Please see the attached plans for any relevant engineering details.

- b. **30' of Frontage Requirement for Lots 3 & 4:** Pursuant to AMC 16.20.040, Lots 3 and 4 lack the required thirty feet of frontage on an improved public street. In lieu of completing 11<sup>th</sup> Street or flagging the lots to D-Avenue, we are requesting that the planned improvements for the alleyway be allowed to meet this requirement as a substandard "improved public street".
- c. **Variance & Remedy for Lot 5:** AMC 17.36.050 states that the minimum lot size for R2 zoning is 7500 sqft. Lot 5 is currently substandard at 6000 sqft. Additionally, the 6-foot right-of-way dedication for widening the alleyway from 14' to 20' (see Item 6.a.i above) places additional building restrictions on Lots 3, 4 and 5. Pursuant to this, we propose that the city vacate 6-feet of the 11<sup>th</sup> Street right-of-way to compensate for the 6-foot alley dedication, plus an additional 7.5-foot of the 11<sup>th</sup> Street right-of-way - along the north sides of Lots 3, 4 & 5 (1,575 total square footage). With



readjustment of the lot-lines, this vacation would allow for all lots within the subdivision to have the requisite 7500 sqft per lot. Note that no public utilities reside within the requested vacated area, and this action would not preclude future development of 11<sup>th</sup> Street.

- d. **11<sup>th</sup> Street Pedestrian Path:** To improve pedestrian circulation while still maintaining a "minimalist" approach to improving 11<sup>th</sup> Street right-of-way, we are proposing a 6' gravel walking path that would meander along the middle of this right-of-way from C to D-Avenues. This would allow for better circulation of pedestrians through the neighborhood while still maintaining the natural setting desired by neighborhood residents.
  - e. **Open Spaces:** Given the limited number of lots (5), the 20% landscaping requirements and the creation of the 11<sup>th</sup> Street pedestrian walkway, we believe we are meeting the spirit of open space requirements set forth by AMC 16.40.102 & AMC 16.20.100(B).
7. **Street Request:** Pursuant to AMC 12.04.020, generally the "placement of the primary entrance or front door" determines a lot's address. However, given that the primary entrance for the homes on all of these lots face the alleyway (see AMC 12.04.020), for the purposes of addressing, we are requesting that the City Address Coordinator consider using the alleyway for addressing. Additionally, we would request the Coordinator consider renaming the alleyway "Redwood Lane" - which appears to meet the criteria set forth by AMC 12.04.100. Addressing would otherwise comply with addressing standards set forth in AMC 12.04.050.
8. **Sidewalks:** Will be added and constructed as directed by the City Engineer.
9. **Anticipated Development Schedule:**
- a. Anticipated Start Date: Immediately upon approval of PUD
  - b. Anticipated Completion Date: 2-years post approval
10. **Applicant's Selling/Leasing Intentions:** All lots are to be sold.
11. **SEPA Report:** See attachment
12. **Grading and Drainage (16.20.070):** See attachment
13. **Utility Easements (16.20.080-090):** See attachment
14. **Landscaping & Tree Preservation:**
- a. This development will comply with the 20% landscaping requirement of AMC 16.20.110. See attached master plan concept.

- b. See attached Lervik Engineering documents regarding engineering details of the retaining wall on south side of Lots 1 & 2.
- c. Tree Preservation Plan (Section 16.50.070): We will meet the minimum number of tree units/acre set forth by AMC 16.50.070 (1 tree unit/1000sqft or 36 tree units). See attached report from Urban Forestry for details.

**15. Site Plan & Supportive Maps (16.40.060-1Ah):** See attachments



**RESPONSE TO COMMENTS**

Project: **REDWOOD GLEN P.U.D. (Harris)**

PFN: **PUD-2015-0002**

Date: February 29, 2016

The following details responses to the Review Completion Letter dated January 25, 2016

| Comment                                                                                                                                                                                                                           | Response                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Planner Comments</b>                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 1) Please provide us with an 11" X 17" copy of the replat /PUD once revised                                                                                                                                                       | Please see attached                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 2) Your revised plans and narrative appear to be inconsistent. Is a 7 foot or 13-1/2 foot right of way vacation proposed?                                                                                                         | The project proposes to "shift" the lots northward by 6-feet through a combination of ROW dedication on the alley and a corresponding vacation on the 11 <sup>th</sup> Street ROW.<br>In addition, an additional 7.5-foot vacation is requested to provide sufficient area to create three 7,500 SF building lots.                                                                                                                         |
| 3) Is a setback modification proposed? In the R2 Zoning District, the residence must be setback 20 feet from both the front and rear property lines with a few exceptions discussed in AMC Chapter 17.36.060.                     | The applicant requests that the City retain the traditional interpretation of the alley as the "rear yard" for setback purposes. As such, AMC 17.36.060 (exception 2) can be applied allowing setback reductions for garages along the alley.<br>If approved, the applicant anticipates the following setbacks, which require no modifications:<br>Front (12 <sup>th</sup> & 11 <sup>th</sup> Streets) ..... 20'<br>Rear (alley) ..... 10' |
| 4) In your revised narrative, #6 therein states that lot 5 will only be 6,000 square feet. The revised plans however show all lots being 7,500 square or more thus meeting the minimum lots size for the R2 Zone. Please advise.  | In the absence of the 7.5-foot ROW dedication (see item 2 above), Lot 6 would only be 6,000 SF. The applicant prefers to have 7,500 SF lots, rather than substandard lots.<br>The 7.5' ROW dedication accomplishes this goal.                                                                                                                                                                                                              |
| 5) Is any fence proposed on top of or near the retaining walls along either 12th Street or "D" Avenue? Is any modification proposed? Height is limited on fences based on where staff determines the front yard to be located at. | Yes.<br>A fence (30" sight-obscuring and 54" total maximums) will run along the 12 <sup>th</sup> Street ROW line. Inside the fence line, a planting strip and short rockery (less than 48" high) will create relatively flat lawn areas for the homes.<br>A detail has been added to the plans to show what this will look like.                                                                                                           |

# L E R V I K   E N G I N E E R I N G

| Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Response                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>6) Thank you for submitting a tree preservation plan prepared by Urban Forestry Services. Page 5 of the plan shows trees proposed for retention and/or removal. Is the white star located on the graphic designating trees for retention? Please clearly label what trees are proposed for retention and removal. Also, please show the trees that are designated for retention /removal on the tree preservation plan on the replat /PUD site plan /map. Please explore the feasibility of working around trees and retaining as many as possible. Both the tree preservation plan and replat /PUD site plan /map need to be consistent.</p> | <p>As shown in the legend on the Tree Preservation Map, trees represented by stars are recommended for preservation, if conditions allow. "Hollow" stars are trees located within the ROW, and "solid" stars are trees located within the property.</p> <p>It should be noted that several trees are clearly located within or too near homes and other improvements.</p> <p>Additional trees will be planted to comply with AMC 16.50.</p> <p>Tree preservation elements have been added to the plans.</p> |
| <p>7) The following revisions are needed from the Public Works Department:</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <p>a) Identify the non-motorized bike /pedestrian path as 10-feet in width, per the current Engineering Development Standards, Chapter 3- Streets, Section STR-12 "Non-Motorized Paths and Access Roads."</p>                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p>City Engineering has deemed that this connection does not rise to the level of "non-motorized trail," and is, instead, a sidewalk connection.</p> <p>As such it will remain a 6-foot pathway that will meet ADA requirements.</p>                                                                                                                                                                                                                                                                        |
| <p>b) Identify clearly the transitions, radius, bollards, detectable warning surfaces, etc. for the proposed pathway within 11th Street.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <p>Notes added to plans.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <p>c) Curb and gutter extensions on 12th Street to the end of the proposed ramp.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <p>Plans revised to show Curb/Gutter in addition to the sidewalk.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p>d) A review of the downstream conveyance to determine capacity of the existing system. The existing report does not meet the intent of the drainage code regarding downstream analysis.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <p>See attached revised Drainage Report.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                |



**STATE OF WASHINGTON ENVIRONMENTAL POLICY ACT  
ENVIRONMENTAL CHECKLIST**

**A. BACKGROUND**

1. Name of proposed project, if applicable:

*11<sup>th</sup> Street PUD*

2. Name of applicant:

*Classic Transistions*

3. Address and phone number of applicant and contact person:

*Mark & Susan Harris  
3805 View Ridge  
Anacortes, WA 98221  
360.391.9520*

4. Date checklist prepared:

*October 14, 2015*

5. Agency requesting the checklist:

*City of Anacortes Planning*

6. Proposed timing or schedule: (including phasing, if applicable):

*Begin construction of homes and associated improvements beginning in the winter of 2016.*

7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.

*The applicant may seek to purchase the parcel immediately west of proposed Lots 1 & 2 and develop it in a manner similar to Lots 1 & 2.*

*No*

8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.

*None known*

9. Do you know whether applications are pending for government approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.

*No*

10. List any government approvals or permits that will be needed for your proposal, if known.

*Short Plat approval*

*Right-of-way permit*

*Waiver of Street Improvements*



11. Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.)

*The proposal involves construction of three single-family residences along the 11<sup>th</sup> Street right-of-way, and two duplexes along the 12<sup>th</sup> Street right-of-way. Construction of a 20' wide alley in lieu of building 11<sup>th</sup> Street between C-Avenue and D-Avenue*

12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.

*The project is located immediately west of D-Avenue between 11<sup>th</sup> Street and 12<sup>th</sup> Street. More specifically, the property is described as:*

*Lots 1-7, inclusive and lots 16-20, inclusive, Block 203, Map of the City of Anacortes, as per plat recorded in Volume 2 of Plats, Page 4, Records of Skagit County.*

## **B. ENVIRONMENTAL ELEMENTS**

### **1. Earth**

- a. General description of the site

*Gently sloping from southeast to northwest*

- b. What is the steepest slope on the site (approximate percent slope)?

*5%*

- c. What general types of soils are found on the site? (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any prime farmland.

*The on-site soils are mapped as "Clallam-Urban land complex, 0 to 8 percent slopes" by the NRCS Soil Survey*

- d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.

*No*

- e. Describe the purpose, type, and approximate quantities of any filling or grading proposed. Indicate source of fill.

*Cut Volume ..... 565 CY*

*Fill Volume ..... 125 CY*

- f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe.

*Unlikely, except for minor isolated areas during construction.*



- G. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?

New paved alley ..... 4,800 sf  
Driveways ..... 3,000 sf  
Homes ..... 10,000 sf  
TOTAL: ..... 17,800 sf  
PERCENTAGE COVERAGE: ..... 43.6%

- H. Proposed measures to reduce or control erosion, or other impacts to the earth, if any:

*Because of the limited improvements proposed, there is a low erosion potential.*

*The applicant proposes to use reinforced turf (NDS "Turf Pave") as a portion of the required alley widening, which will provide support for emergency response vehicles while minimizing impervious surfaces.*

## 2. Air

- a. What types of emissions to the air would result from the proposal (i.e., dust, automobile, odors, industrial wood smoke, etc.) during construction and when the project is completed? If any, generally describe and give approximate quantities, if known.

*Minor emissions from natural gas appliances, if any. Vehicle exhaust and dust will be present during construction activities.*

- b. Are there any offsite sources of emissions or odors that may affect your proposal? If so, generally describe.

*None known.*

- c. Proposed measures to reduce or control emissions or other impacts to the air, if any?

*None proposed.*

## 3. Water

- a. Surface

- 1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.

*No.*

- 2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.

*No.*

- 3) Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.

*None.*

- 4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known.

*No.*

- 5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.

*No.*

- 6) Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.

*No.*

b. Ground

- 1) Will ground water be withdrawn, or will water be discharged to ground water? Give general description, purpose, and approximate quantities if known.

*No.*

- 2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage; industrial, containing the following chemicals...; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.

*None.*

c. Water Run-off (including storm water)

- 1) Describe the source of run-off (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.

*Stormwater runoff from buildings, driveways, lawns, etc. will occur as a result of this project. The existing site currently consists of an existing home, outbuildings and paved surfaces that will be removed as part of the development.*

- 2) Could waste materials enter ground or surface waters? If so, generally describe.

*Not likely.*

d. Proposed measures to reduce or control surface, ground, and run-off water impacts, if any:

*None.*

4. Plants

- a. List the general types of vegetation found on the site.

*deciduous tree: maple, madrona,*

*evergreen tree: cedar, redwood*

*Blackberry, hedges, shrubs, groundcover, etc. typical of residential landscaping*

*Lawn/grass*



- b. What kind and amount of vegetation will be removed or altered?

*Much of the existing landscaping within the perimeter of the site will be removed to make way for new homes. Where possible, significant trees and shrubs will be preserved. Other suitable plants may be preserved and re-planted.*

- c. List threatened or endangered species known to be on or near the site.

*None*

- d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any:

*Typical residential landscaping is proposed*

## **5. Animals**

- a. List any birds and animals which have been observed on or near the site or are known to be on or near the site:

*birds: hawk, heron, eagle, songbirds, finches, sparrow, etc. typical of Anacortes  
mammals: deer, raccoon, squirrels, chipmunk, etc.*

- b. List any threatened or endangered species known to be on or near the site.

*None*

- c. Is the site part of a migration route? If so, explain.

*This area is part of the larger Pacific flyway.*

- d. Proposed measures to preserve or enhance wildlife, if any:

*None*

## **6. Energy and Natural Resources**

- a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.

*Electricity and natural gas. Solar may be employed*

- b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.

*No.*

- c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any:

*The buildings will meet or exceed local energy code requirements*

## **7. Environmental Health**

- a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste that could occur as a result of this proposal? If so, describe.

*An abandoned fuel tank may be located within the 11<sup>th</sup> Street right-of-way near the former trucking*

*company garage.*

- 1) Describe special emergency services that might be required.

*Excavation and removal of contaminated soil, if any.*

- 2) Proposed measures to reduce or control environmental health hazards, if any:

*Removal of the abandoned fuel tank.*

**b. Noise**

- 1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?

*12<sup>th</sup> Street (SR20 Spur) produces significant levels of traffic noise.*

- 2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site.

*Only typical residential noise levels*

- 3) Proposed measures to reduce or control noise impacts, if any:

*The buildings fronting on 12<sup>th</sup> Street may employ construction methods that minimize street noise inside the buildings. Additional landscaping and plantings may be employed to further dampen and minimize noise travel*

**8. Land and Shoreline Use**

- a. What is the current use of the site and adjacent properties?

*Single-family residence, lawn and outbuildings (currently unoccupied)*

- b. Has the site been used for agriculture? If so, describe.

*Only as a family garden*

- c. Describe any structures on the site.

*The existing family garage, greenhouse and abandoned trucking company garage have been removed. The applicant is reviewing offers to relocate the existing single-family residence to a nearby lot within Anacortes.*

- d. Will any structures be demolished? If so, what?

*Yes, the greenhouse, garage and abandoned trucking company garage.*

- e. What is the current zoning classification of the site?

*R2*

- f. What is the current comprehensive plan designation of the site?

*R2*

- g. If applicable, what is the current shoreline master program designation of the site?

*None*



- h. Has any part of the site been classified as an "environmentally sensitive" area? If so, specify.  
*No.*
- i. Approximately how many people would reside or work in the completed project?  
*10-50*
- j. Approximately how many people would the completed project displace?  
*The property is currently unoccupied. Prior to the sale of land, two people lived in the home*
- k. Proposed measures to avoid or reduce displacement impacts, if any:  
*None*
- l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any:  
*The applicant proposes applying the Planned Unit Development process to apply R3 zoning regulations to the site. The existing R3 Zone ends across D-Avenue.*

#### 9. Housing

- a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.  
*Single-family residential..... 3*  
*Duplex..... 4*
- b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.  
*One single-family unit will be relocated from the site*
- c. Proposed measures to reduce or control housing impacts, if any:  
*None*

#### 10. Aesthetics

- a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?  
*35 feet*
- b. What views in the immediate vicinity would be altered or obstructed?  
*Views of Guemes Channel may be opened up by removal of existing trees, and the proposed homes may then obscure them. Because home designs and locations, as well as the extent of tree removal and retention is unknown, this is difficult to quantify*
- c. Proposed measures to reduce or control aesthetic impacts, if any:  
*None*

#### 11. Light and Glare

- a. What type of light or glare will the proposal produce? What time of day would it mainly occur?  
*Typical residential lighting*
- b. Could light or glare from the finished project be a safety hazard or interfere with views?  
*Not significantly*
- c. What existing offsite sources of light or glare may affect your proposal?  
*Street and traffic lights*
- d. Proposed measures to reduce or control light and glare impacts, if any:  
*None*

#### 12. Recreation

- a. What designated and informal recreational opportunities are in the immediate vicinity?  
*The City of Anacortes has extensive recreational opportunities.*
- b. Would the proposed project displace any existing recreational uses? If so, describe.  
*No*
- c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any?  
*Parks impact fees will be paid during the building permit process*

#### 13. Historic and Cultural Preservation

- a. Are there any places or objects listed on, or proposed for, national, state, or local preservation registers known to be on or next to the site? If so, generally describe.  
*None known*
- b. Generally describe any landmarks or evidence of historic, archaeological, scientific, or cultural importance known to be on or next to the site.  
*None*
- c. Proposed measures to reduce or control impacts, if any:  
*None*

#### 14. Transportation

- a. Identify public streets and highways serving the site, and describe proposed access to the existing street system. Show on site plans, if any.  
*The site is bordered by D-Avenue on the east, and 12<sup>th</sup> Street (SR20 Spur) on the south. The unopened right-of-way borders the site on the north. An alley connects C-Avenue to D-Avenue, but this is currently blocked by fencing and other improvements*



- b. Is site currently served by public transit? If not, what is the approximate distance to the nearest transit stop?

*Yes. The nearest bus stop is on 12<sup>th</sup> Street near D-Avenue*

- c. How many parking spaces would the completed project have? How many would the project eliminate?

*A net increase in parking will occur. Each new home will provide two parking spaces for residents plus on-site guest parking. In addition, D-Avenue frontage improvements (curb/gutter & sidewalk) will provide on-street parking.*

- d. Will the proposal require any new roads or streets, or improvements to existing roads or streets, not including driveways? If so, generally describe (indicate whether public or private).

*The applicant proposes to improve the alley between C-Avenue and D-Avenue in lieu of constructing 11<sup>th</sup> Street. Along the length of the project, the alley will be widened to 20-feet; 14' asphalt paving and 6' of "grass paved" surface.*

*This proposal has broad support of the surrounding neighborhood. Construction of 11<sup>th</sup> Street would only be necessary to provide 30-feet of frontage on an improved public street for 2 of the 5 proposed lots.*

*The proposal provides the necessary access, while minimizing creation of new impervious surfaces and reducing negative impacts to the neighborhood.*

- e. Will the project use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.

*No.*

- f. How many vehicular trips per day would be generated by the completed project? If known, indicate when peak volumes would occur.

*35-60 trips per day*

- g. Proposed measures to reduce or control transportation impacts, if any:

*Traffic impact fees will be paid as part of the Building Permit process*

#### **15. Public Services**

- a. Would the project result in an increased need for public services (for example: fire protection, police protection, health care, schools, other)? If so, generally describe.

*No significant increases in demand are anticipated*

- b. Proposed measures to reduce or control direct impacts on public services, if any:

*None*

#### **16. Utilities**

- a. Circle utilities currently available at the site:

*Electricity, Natural Gas, Water, Refuse/recycling Service, Telephone, Sanitary Sewer, Storm*

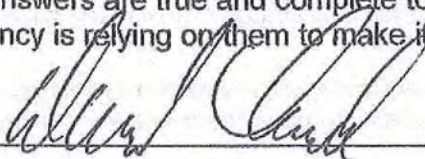
- b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.

*See 16.a above*

**C. SIGNATURES**

The above answers are true and complete to the best of my knowledge. We understand that the lead agency is relying on them to make its decision.

Signature: \_\_\_\_\_

A handwritten signature in dark ink, appearing to be a stylized name, is written over the signature line.

Date Submitted: \_\_\_\_\_

16 NOV 2015



**EXHIBIT #3:**

**PUBLIC COMMENTS RECEIVED**

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**Cricchio, Kevin**

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**From:** Marilyn Derig <mderig@me.com>  
**Sent:** Tuesday, March 15, 2016 9:59 AM  
**To:** Cricchio, Kevin  
**Subject:** Classic Transitions PUD Appeal

Good Morning Kevin,

I just want to make sure that I understood correctly what Joann told me this morning about a possible appeal of the Classic Transitions PUD.

I am a party of record in that I testified at the public hearing on March 9. As such, I understood today that I would be receiving the Findings of Fact in the mail.

Upon receiving those findings which will have directions on the filing of an appeal, I understood that I could then fill out an appeal form, which is the 11/21/2011 Land Use Appeal Form, and get that into the City Planning Department.

Would I be correct in making these statements?

When do you anticipate the issuance and the mailing of those Findings of Fact?

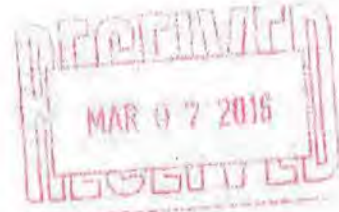
Thank you for your assistance on this matter.

Marilyn Derig  
1302 K Avenue  
Anacortes, WA 98221  
360-770-9805  
mderig@me.com



February 28, 2016

RE: PUD-2015-0002



Anacortes Planning Commission,

I am against PUD-2015-0002 as designed as long as it includes the vacation of 11<sup>th</sup> Street between 'C' and 'D' avenues. I see the vacation of 11<sup>th</sup> street as a traffic flow and pedestrian safety issue for the following reason:

1. 11<sup>th</sup> between 'C' and 'D' avenues was included in the original Plat of Anacortes as a city street. No surprises for the developer here. As more development is approved on the west end, vacation of 11th for this PUD could create a bottleneck typical to the traffic mess created when 12th was vacated for the Safeway store. A vacation now may be seen as a big traffic flow mistake in the future.
2. 11th must be installed to connect 'C' to 'D' avenue to the existing road grid to help share the neighborhood pain of ever increasing west end traffic that bypasses 12<sup>th</sup> St by traveling 10<sup>th</sup> street. Give drivers an option of either 10th or 11th street.
3. Vacating 11<sup>th</sup> street & installing a paved alley will be a recipe for disaster when drivers other than the abutting PUD property owners use the alley to bypass the traffic light at 12<sup>th</sup> & 'D'. Installing an inviting but narrow paved alley so near to the traffic light will give hurrying drivers an alternate route and it will be dangerous one!
4. 11<sup>th</sup> street between 'C' and 'D' avenues must include sidewalks. Currently, the corner at 10th & 'C' is dangerous for pedestrians because there are no sidewalks on 'C' avenue. Drivers frequently travel around this corner without looking for pedestrians.
5. Is a 14' alley considered adequate for emergency services? Our wise city planners had a vision when platting Anacortes that gave emergency service access to residences from both the street and alley but not just an alley.
6. The future Guemes Island trail will increase local traffic on 11<sup>th</sup> street near the proposed PUD. Every traffic flow option must remain on the table to deal with trail access.

It is my opinion as a 40 year resident of this neighborhood, 11th Street between C and D avenues must be installed with curb, gutters and sidewalks before this project should go forward.

Tim Walters  
2113-10<sup>th</sup> St.  
Anacortes  
3604209928

Kevin Cricchio, AICP, Associate Planner  
City of Anacortes  
PO Box 547  
Anacortes WA 98221



Reference: PUD Application 2015-0002

As residents at 1009 C Avenue for the past 17 years we would like to go on record to approve the Classic Transitions, LLC PUD-2015-0002 request for Redwood Glen. We support the proposal to leave 11<sup>th</sup> Street from C to D Avenues unimproved and develop the existing alleyway to meet fire access and road frontage access as stated in the application.

We are aware that the City is concerned about "connectivity" within the city limits. Our observations have been that most pedestrians that walk through our neighborhood are using "C" Avenue as part of the Old Town Scenic View Route to view the Guemes Channel at the corner of 10<sup>th</sup> and C. It is one of the few unrestricted views available for public access. Therefore, we feel it would not be imperative to construct a walking trail connecting C & D Avenues. Is a pedestrian path a necessity with this development?

One request we ask is that the entire portion of 11<sup>th</sup> Street from C to D Avenues from the center line to the north be protected during construction with orange fencing barricades to prevent any vehicles from damaging that area. We believe this parcel is special and we would like to continue to help protect the wildlife that exists there. Please help us keep 11<sup>th</sup> Street GREEN!

Thank you,

*Cindy Morton*

*[Signature]*  
Don & Cindy Morton  
1009 C Avenue  
Anacortes WA 98221  
360-299-9576



**Cricchio, Kevin**

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**From:** Eugene Earnest <eugeneearnest@mac.com>  
**Sent:** Tuesday, February 16, 2016 11:07 AM  
**To:** Cricchio, Kevin  
**Subject:** Re: 11th Street & "D" Avenue Replat & PUD; PUD-2015-0002

We are, one of two adjacent landowners on the west side of this proposed PUD. When we moved here, 7 years ago, the neighborhood was mostly single story homes, surrounded by lawns, gardens, trees and areas conducive to birds, berry bushes and various wild animals. An otter, probably a mother with young, walked across our lawn, as we were moving in. The only discordant note was the GEMS proposal to tear down for parking lots and pave green belts for the attendant vehicles. Our neighbors were able to thwart this misbegotten idea, I am pleased to say.

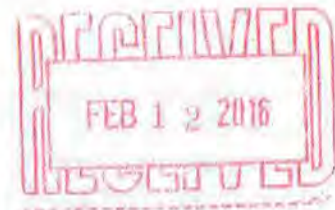
So to the present. Five large houses, probably two stories, with relatively small lots, a newly paved alley on our south line, and a proposed trail, on the City 11th Street right of way, are all part of this proposal. All of this brings no great joy to the neighborhood. However, trying to stay positive, a hiking, biking trail, leaving as much greenery as possible, then paving the alley for C Avenue access to the development, may be the best alternative. Things like set backs and fence heights, etc., will all need to be worked out.

Wishing you much wisdom.

Gene Earnest

February 9, 2016

Kevin Cricchico, AICP  
Associate Planner  
P.O. Box 547  
Anacortes, WA 98221



Dear Sir:

Please accept this letter as our written comment regarding application of Classic Transitions, LLC, File Number: PUD-2015-002. We have reviewed the documents provided by Classic Transitions, LLC and the City of Anacortes. We are requesting that you consider the following points that we as neighbors and users of the natural spaces on 11<sup>th</sup> Street between C and D Avenues.

We are in agreement with the developer's plans for converting 11<sup>th</sup> Street into a pedestrian path and only minimalist approach to improving 11<sup>th</sup> Street right-of-way. We would ask that the City of Anacortes require the swale drainage, path and natural landscaping be completed before the houses are started. This should be done to insure the infrastructure is in place should the developer become short of funds to complete this phase of their development. It is also important the grass be reseeded, shrubs and brush replanted early in the process to protect the wildlife habitat.

Our second request is that the area between C and D Avenue of 11<sup>th</sup> Street be skirted with orange construction tarp and the City of Anacortes restricts the use of this fragile area from large trucks, dump trailers and recycling boxcars. This would also allow the vegetation to grow back and keep the damage to trees and natural landscaping to a minimum. Thank you for considering our comments.

Mr. and Mrs. George R. Way

2203 10<sup>th</sup> Street



February 16, 2016

Kevin Cricchio, AICP  
City of Anacortes  
PO Box 547  
Anacortes WA 98221



RE: 11<sup>th</sup> Street & D Avenue Replat and PUD: PUD-2015-0002

Dear Mr. Cricchio:

I am submitting these remarks as a party of record re the above-mentioned proposed project.

Our property is located at 1109 C Avenue and shares the north-south property line on the west side of Lot 3 of the proposed project. The undeveloped section of 11<sup>th</sup> Street between C and D Avenues abuts our property line on our north side. During the seven years we have lived at this address, we have had the pleasure and privilege of observing many wildlife species, especially birds, in the 11<sup>th</sup> St. ROW. We are grateful that there still remains, in an increasingly urbanized area, a green space of sufficient size to provide habitat and shelter for an important component of human life and enjoyment.

We support the proposed pedestrian path through the 11<sup>th</sup> St. ROW from C to D Avenues in order to preserve this healthy and esthetically pleasing undeveloped area. The proposed improvements to the alley through the middle of Block 203 should provide adequate access to the houses proposed to be built at this PUD, Redwood Glen.

Any new development in an established neighborhood causes disruption, consternation, and even unhappiness. However, having acknowledged that, it seems the wisest and best choice to work with the developers toward a course of action that will result in a satisfactory conclusion for all parties. I strongly believe that paving the alley and providing the pedestrian pathway is the best solution for all concerned.

Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads 'M. S. Mayo Earnest'.

Mary S. "Mayo" Earnest  
1109 C Avenue  
Anacortes WA 98221  
Email: [mayoearnest@comcast.net](mailto:mayoearnest@comcast.net)  
Phone: 360-293-0143

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**Cricchio, Kevin**

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**From:** Measamer, Don  
**Sent:** Thursday, February 04, 2016 4:29 PM  
**To:** Cricchio, Kevin  
**Subject:** FW: Notice of Application

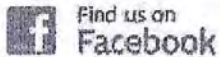
Kevin,

Please include this in the record for the 12<sup>th</sup> street project. Thanks,

Don Measamer  
City of Anacortes  
Department of Planning, Community & Economic Development  
P.O. Box 547  
Anacortes, WA 98221

Ph. 360.299.1942  
Fax. 360.293.1938  
don@cityofanacortes.org

**2016 Comprehensive Plan Update Info**



Get involved.... It's your city!

**CONFIDENTIALITY STATEMENT**

This message may contain information that is protected by the attorney-client and/or work product privilege. If this message was sent to you in error, any use, disclosure or distribution of its contents is prohibited. If you receive this message in error, please contact me at the telephone number or e-mail address listed above and delete this message without printing, copying, or forwarding it. Thank you.



Please consider the environment before deciding to print this e-mail.

**From:** Walters, Ryan (Anacortes City Council)  
**Sent:** Thursday, February 04, 2016 4:23 PM  
**To:** Tim Walters  
**Cc:** Measamer, Don  
**Subject:** Re: Notice of Application

Please do submit a written comment; once an application is pending I can't discuss it until the hearing. (It would be helpful if these notices included a notice to not contact the decisionmakers, e.g., Planning Commission and City Council.) The Planning Department will include this email in the written record.

**Ryan Walters**

Anacortes City Councilmember, Ward 1  
follow my blog at [www.ryanwalters.org](http://www.ryanwalters.org)  
mobile 360-610-7770



To help me comply with records retention laws, please use ONLY my City email address for communication about City business.

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**From:** Tim Walters <[island\\_tim@hotmail.com](mailto:island_tim@hotmail.com)>

**Sent:** Thursday, February 4, 2016 4:21 PM

**To:** Walters, Ryan (Anacortes City Council)

**Subject:** Notice of Application

Ryan,

I got this in the mail today and I assume this is message is early enough in the process for you to discuss. (see attached) I'm against this application for reasons I provided to you a couple of months ago. Now after seeing the drawing on the reverse, I'm really against approval. A paved 14' alley will become a main road for traffic trying to bypass the 12th street mess. I believe that 11th street must be constructed.

I guess what I'm looking for is your take on this project. I will be submitting a written comment as directed in the notice.

Thanks,

UT

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**Cricchio, Kevin**

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**From:** Lange, Steve  
**Sent:** Wednesday, January 27, 2016 10:06 AM  
**To:** 'Mayo Earnest'  
**Cc:** Cricchio, Kevin; Grage, Libby  
**Subject:** RE: 1112 D Avenue

Good morning,

They have submitted additional documents in an effort to have a complete submittal. There is a staff meeting at 12:00 pm, today, to determine the completeness.

Kevin is the lead Planner on this project. He will be scheduling the meetings for the Planning Commission and the City Council, as well as posting the site and neighborhood notifications.

Steven Lange, Project Manager  
O: 360.293.1920 | C: 360.661.3468  
stevel@cityofanacortes.org

City of Anacortes Public Works Engineering Department  
904 6th Street | P.O. Box 547  
Anacortes, WA 98221  
www.cityofanacortes.org

-----Original Message-----

**From:** Mayo Earnest [mailto:mayoearnest@comcast.net]  
**Sent:** Wednesday, January 27, 2016 9:07 AM  
**To:** Lange, Steve <stevel@cityofanacortes.org>  
**Subject:** 1112 D Avenue

Good morning, Steve. Do you have any updates regarding any applications for permits or other business related to 1112 D Ave.? Thanks. M. S. Earnest

Sent from my iPad



February 9, 2016



Kevin Cricchio,

Our neighbors got together and reviewed the plans for the project at 12<sup>th</sup> Street and D Avenue.

I live on the alley between 10th Street and what would be 11<sup>th</sup> Street.

We all agreed that we did not want 11<sup>th</sup> Street to go through, as it is a wild life sanctuary. The deer walk through and eat my roses and look in the window at me. The raccoons play and tumble with rabbits and quail. There are woodpeckers in the trees and a Cooper Hawk that visits twice a year. Having the street go through would be a big loss to the neighborhood.

I have been to other towns that have little relaxing pocket parks and I think it is a good thing for the town. I would like to keep it as natural as possible.

I was a little concerned about water run off as the property is a little higher than mine. It looks like they have taken care of that in the plan.

Thank you for considering the neighbors in this project.

Winnifred Petersen

Winnifred Petersen  
1010 D Ave.

**Cricchio, Kevin**

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**From:** Eugene Earnest <eugeneearnest@mac.com>  
**Sent:** Tuesday, February 16, 2016 11:07 AM  
**To:** Cricchio, Kevin  
**Subject:** Re: 11th Street & "D" Avenue Replat & PUD; PUD-2015-0002

We are, one of two adjacent landowners on the west side of this proposed PUD. When we moved here, 7 years ago, the neighborhood was mostly single story homes, surrounded by lawns, gardens, trees and areas conducive to birds, berry bushes and various wild animals. An otter, probably a mother with young, walked across our lawn, as we were moving in. The only discordant note was the GEMS proposal to tear down for parking lots and pave green belts for the attendant vehicles. Our neighbors were able to thwart this misbegotten idea, I am pleased to say.

So to the present. Five large houses, probably two stories, with relatively small lots, a newly paved alley on our south line, and a proposed trail, on the City 11th Street right of way, are all part of this proposal. All of this brings no great joy to the neighborhood. However, trying to stay positive, a hiking, biking trail, leaving as much greenery as possible, then paving the alley for C Avenue access to the development, may be the best alternative. Things like set backs and fence heights, etc., will all need to be worked out.

Wishing you much wisdom.

Gene Earnest



**EXHIBIT #4:**

**DEPARTMENT /AGENCY COMMENTS RECEIVED**

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**Cricchio, Kevin**

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**From:** Jackie Ferry <jferry@samishtribe.nsn.us>  
**Sent:** Tuesday, March 01, 2016 10:18 AM  
**To:** Cricchio, Kevin  
**Subject:** RE: Anacortes PUD 2015-0002, 1112 D Avenue Cultural Review

Hi Kevin,

At this time, we have no cultural resources concerns with this project.

Thanks,

Jackie

Jackie Ferry | Cultural Director and Tribal Historic Preservation Officer - Samish Indian Nation  
2918 Commercial Ave | Anacortes, WA 98221-2738 | Monday - Thursday  
Office: 360.293.6404 ext. 126 | Fax: 360.299.0790 | E-mail: [jferry@samishtribe.nsn.us](mailto:jferry@samishtribe.nsn.us)

**From:** GL Baldwin [mailto:[garth@draytonarchaeology.com](mailto:garth@draytonarchaeology.com)]  
**Sent:** Friday, February 19, 2016 8:58 AM  
**To:** [kevinc@cityofanacortes.org](mailto:kevinc@cityofanacortes.org)  
**Cc:** Jackie Ferry; Gretchen Kaehler; Susan Harris  
**Subject:** Anacortes PUD 2015-0002, 1112 D Avenue Cultural Review

Mr. Cricchio,

Attached is our cultural resources review in support of the Application: PUD 2015-0002 - For Classic Transitions LLC at 1112 D Avenue (Parcel: P56224).

We did not locate precontact or historic cultural materials in any of our shovel probes. The profiles of shovel probes revealed more or less intact naturally deposits soils and sediment.

Please let me and the Harris's know if there are concerns or comments.

Thank you,

Garth

Garth L. Baldwin, MA, RPA  
Principal

Drayton Archaeology  
PO Box 5424  
Bellingham WA 98227



Phone: 360.739.3921

[www.draytonarchaeology.com](http://www.draytonarchaeology.com)

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**Cricchio, Kevin**

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**From:** Jackie Ferry <jferry@samishtribe.nsn.us>  
**Sent:** Tuesday, February 02, 2016 9:29 AM  
**To:** Cricchio, Kevin  
**Subject:** RE: 5 Lot Replat, PUD, Code Modification, ROW Vacation & Dedication, & SEPA, PUD-2015-0002

Hi Kevin,

There are three buildings in the project area listed on DAHP's Historic Property Inventory: 1010 D Ave, 1112 D Ave, and 2220 12th St. Additionally, no cultural resources surveys have been conducted in the project area and according to DAHP's predictive model, it's an area of high to very high risk of encountering cultural material with survey highly and very highly advised.

Thanks,

Jackie

Jackie Ferry | Cultural Director and Tribal Historic Preservation Officer - Samish Indian Nation  
2918 Commercial Ave | Anacortes, WA 98221-2738 | Monday - Thursday  
Office: 360.293.6404 ext. 126 | Fax: 360.299.0790 | E-mail: [jferry@samishtribe.nsn.us](mailto:jferry@samishtribe.nsn.us)

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**From:** Cricchio, Kevin [mailto:kevinc@cityofanacortes.org]  
**Sent:** Monday, February 01, 2016 8:50 AM  
**To:** Storme, Roland; 'Glasow, Robert F.'; 'Bob.Fritzen@ecy.wa.gov'; 'Clark, Dennis (DNR)'; 'Doug.Thompson@dfw.wa.gov'; 'TeamMillCreek@dfw.wa.gov'; Kaehler, Gretchen (DAHP); 'sepa@dahp.wa.gov'; 'brandonb@co.skagit.wa.us'; 'ddigges@skagittransit.org'; 'Colleen\_Stinson@fws.gov'; 'Miller, Mark'; 'lcampbell@swinomish.nsn.us'; 'thyatt@skagitcoop.org'; Development Review Group; Christine Woodward; Jackie Ferry; 'sschuyler@UPPERSKAGIT.com'; 'masmundson@nwcleanair.org'; 'vwellington@asd103.org'; 'McCammant, Ted'; 'elizabeth.bartlett@pse.com'  
**Subject:** 5 Lot Replat, PUD, Code Modification, ROW Vacation & Dedication, & SEPA, PUD-2015-0002

2/1/16

**RE: 5 Lot Replat, PUD, Code Modification, ROW Vacation & Dedication, & SEPA Review; PUD-2015-0002**

Good morning everyone. Attached is the 12<sup>th</sup> Street & "D" Avenue 5 Lot Replat & PUD. This was recently deemed complete and is being processed. Please provide comments and/or requirements to me no later than **February 17, 2016**. Thanks.

Kevin Cricchio, AICP  
Associate Planner  
Department of Planning, Community, & Economic Development  
City of Anacortes  
(360) 299-1969



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**Cricchio, Kevin**

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**From:** Hoxie, Robert  
**Sent:** Tuesday, March 01, 2016 10:00 AM  
**To:** Cricchio, Kevin  
**Subject:** RE: 12th Street & "D" Avenue PUD

1 = 2201 11<sup>th</sup> Place  
2 = 2205 11<sup>th</sup> Place  
3 = 2210 11<sup>th</sup> Place  
4 = 2206 11<sup>th</sup> Place  
5 = 2202 11<sup>th</sup> Place OR 1112 D Avenue

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**From:** Cricchio, Kevin  
**Sent:** Tuesday, March 01, 2016 9:54 AM  
**To:** Hoxie, Robert <[robh@cityofanacortes.org](mailto:robh@cityofanacortes.org)>  
**Subject:** RE: 12th Street & "D" Avenue PUD

Rob,

I need addresses for the 5 lots not a list of landowners.

Kevin Cricchio, AICP  
Associate Planner  
Department of Planning, Community, & Economic Development  
City of Anacortes  
(360) 299-1969

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**From:** Cricchio, Kevin  
**Sent:** Tuesday, March 01, 2016 9:44 AM  
**To:** Hoxie, Robert <[robh@cityofanacortes.org](mailto:robh@cityofanacortes.org)>  
**Subject:** 12th Street & "D" Avenue PUD

Rob,

Can you please provide me with the addresses for the 5 lots proposed associated with the 12th Street & "D" Avenue PUD? Thanks.

Kevin Cricchio, AICP  
Associate Planner  
Department of Planning, Community, & Economic Development  
City of Anacortes  
(360) 299-1969

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**Cricchio, Kevin**

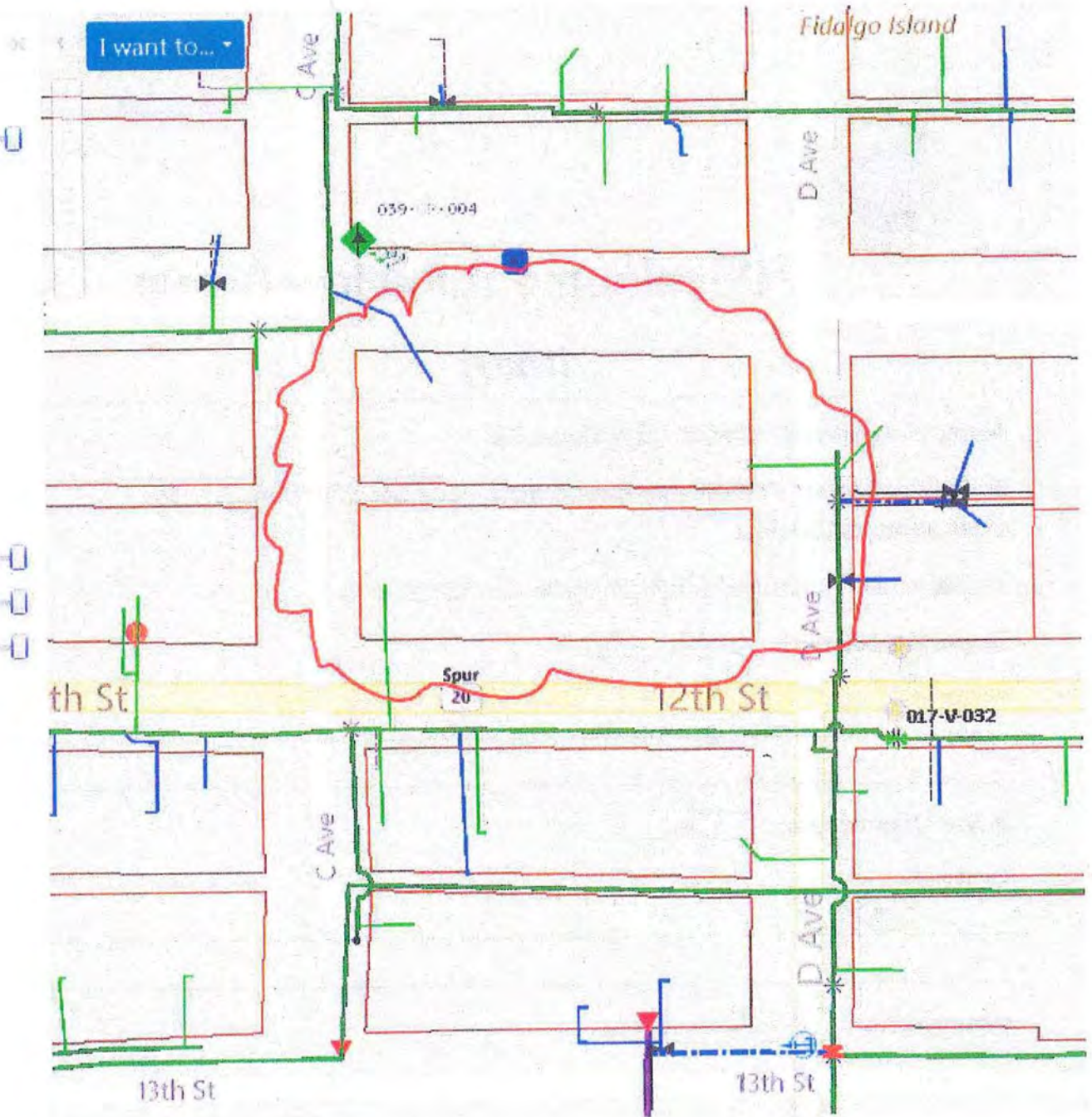
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**From:** Hobbs, James <James.Hobbs@cngc.com>  
**Sent:** Friday, February 19, 2016 3:07 PM  
**To:** Cricchio, Kevin  
**Subject:** 5-Lot Replat, PUD, Code Modification...PUD 2015-0002

Kevin,

Ted McCammant asked me to take a look at this project. I have reviewed the project and do not see any conflicts. Please contact me with any questions.





**Jim Hobbs, P.E.** | Engineering Associate  
 Cascade Natural Gas Corporation | A Subsidiary of MDU Resources Group, Inc.  
 1520 S. Second Street | Mt. Vernon, WA 98273  
 360-336-3876 | [james.hobbs@cngc.com](mailto:james.hobbs@cngc.com)





## Development Review Group (DRG)

**Name of Applicant:** Classic Transitions, LLC

**Brief Description:** Preliminary Replat, PUD, code Modifications & SEPA  
Environmental Review

Please initial if approved and/or include your comments:

**Street Department:** OK B.L.

Comments:

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**Water Department:** TSU

Comments:

OK

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**Solid Waste:** M.K.

Comments:

OK

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**Sandi Andersen:** SJA

Comments:

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## **Public Works Conditions for Redwood Glen PUD**

### **Paperwork:**

1. A clearing and grading plan consistent with City requirements shall be submitted by the applicant for review and approval by the City of Anacortes Planning\Building and Public Works Departments prior to any construction activities taking place on or off-site.
2. A Large Parcel Storm Water Plan and Water Quality Control Plan consistent with City requirements shall be submitted by the applicant for review and approval by the Planning\Building and Public Works Departments prior to any construction activities taking place on or off-site.
3. Prior to any clearing\fill\grade work beginning, construction civil plans consistent with the City of Anacortes Engineering Development Standards, including but not limited to, Clearing and Grading Plan, Erosion Control Plan, Site utility\Infrastructure improvements Plan, Roadway Improvements Plan, Signage Plan, Street Lighting Plan and other plans and\or information required by the City Planning\Building and Public Works Departments shall be submitted for review and approval.
4. Engineering and Inspection fees in the amount of \$500.00, plus 2% of the total estimated construction cost shall be due upon civil plan approval. No construction activity is allowed until the construction plans are approved, all fees have been paid and a preconstruction conference held.
5. Prior to the final plat approval, all infrastructure improvements shall be completed as required by the City of Anacortes Public Works Director and a 2-year Maintenance Bond in place. The 2-year Maintenance Bond is 10% of the actual construction cost.

### **Site-Frontage:**

6. The Public streets, alleyways, sidewalk, curb and gutter and storm sewer system improvements are required in accordance with the Anacortes Municipal Code, to the extent required by the Public Works Department and current City of Anacortes Engineering Development Standards. Utilities, as identified in Anacortes Municipal Code 16.20.080 are required to be extended and to serve the development.
7. The meandering sidewalk in 11<sup>th</sup> Street shall have a minimum width of 6-feet and shall be constructed with Cement Concrete, meeting the requirements of the Public Works Department and the current WSDOT specifications for Roads Bridges and Municipal Construction.
8. Mailbox locations shall be reviewed and approved by the City of Anacortes Public Works Department and the U.S. Postal Service.
9. Street lighting shall be LED\Energy efficient and shall limit glare and\or emission of light downward to the street and front yard areas. Street lighting will be installed per PSE Schedule 53, Option "B". Lighting fixtures and design shall be approved by the Public Works Director. Shields may be necessary to reduce impacts to adjacent properties.

**Storm Drainage:**

10. Storm water conveyance both on-site and off-site shall comply with City of Anacortes Storm drainage requirements.



**EXHIBIT #5:**

**NOTICE OF APPLICATION & HEARING WITH  
OPTIONAL SEPA DNS**

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## **NOTICE OF APPLICATION & HEARING WITH OPTIONAL SEPA DNS:**

### **Notice Is Hereby Given That An Application Was Made For The Following Proposal:**

**Request:** The applicant has applied for a Replat, Planned Unit Development (PUD), SEPA environmental review, Code Modification(s), and a Right of Way Dedication and Vacation to create five (5) lots that is Zoned R2.

**Applicant:** Classic Transitions, LLC

**File Number:** PUD-2015-0002

**Project Location:** On the north side of 12<sup>th</sup> Street between "C" Avenue and "D" Avenue. Parcel #: P56224 is located in a portion of Section 24; Township 35 North; Range 01; Willamette Meridian.

**Date of Application:** November 20, 2015

**Date of Completeness:** January 25, 2016

**Public Comment Period:** Any person may comment on this application by writing to the address below and/or by testifying at the public hearing. Staff will issue a recommendation on the project after the comment period ends on **February 17, 2016, at 5:00 pm**. Written comments on the proposal should be submitted before the end of the comment period but will be accepted until the close of the Open-Record Public Hearing.

**Required Project Permits/Approvals:** The following may be required in addition to the above: Final preliminary plat & PUD Approval, Civil Construction Plan approval, & Building Permit Application Approval

**Preliminary Determination of Consistency:** At this time, no determination of consistency with City of Anacortes plans, regulations, or standards has been made. At a minimum, this project will be subject to the following plans and regulations: Anacortes Comprehensive Plan; Municipal Code (Zoning, etc.), & Engineering Design and Building Standards.

**SEPA Review:** Based on the submitted application and available information, the City anticipates issuing an MDNS for this proposal and the optional DNS process as specified in WAC § 197.11.355 is being utilized. Consequently, this may be the only opportunity to comment on the environmental impacts of this proposal. This proposal may include mitigation measures under applicable codes, and the project review process may incorporate or require mitigation measures regardless of whether an EIS is prepared. A copy of the subsequent SEPA threshold determination for the proposal may be obtained upon request.

**Existing Environmental Documents:** SEPA Environmental Checklist & Tree Preservation Plan

**Open-Record Public Hearing:** An open-record public hearing will be held by the **Planning Commission at 6:00 PM on March 09, 2016, with a site visit conducted onsite by members at 5:00 PM.**

**Closed Record Public Hearing:** A closed-record public hearing to hear any appeals of the Planning Commission's recommendation and to make a decision on the application will be held by the **City Council at 6:00 PM on April 4, 2016, with a site visit conducted onsite by members at 5:00 PM.** Both hearings will be in City Council chambers located at 904 6<sup>th</sup> Street, Anacortes, WA.

**How to become a party of record:** You may become a party of record by submitting written comments, including a (USPS) mailing address, to the City of Anacortes PCED at the address listed below. E-mailed comments must include a return (USPS) mailing address in order for the sender to be considered a party of record. Questions about this proposal, requests to receive future notices of hearings and/or the decision, once made, and/or appeal procedures should be directed to the contact person listed below. The application and complete case file are available for review at the City of Anacortes PCED located at 904 6<sup>th</sup> Street, Anacortes, WA 98221. A decision on this application will be made within 120 days from the date of completeness.

**For Project Information:** Kevin Cricchio, AICP, Associate Planner; Phone: (360) 299-1969; Email: kevinc@cityofanacortes.org; City of Anacortes, P.O. Box 547, Anacortes, WA 98221

**Date Issued:** February 3, 2016

**Publish:** February 3, 2016



**EXHIBIT #6:**

**ISSUED SEPA MDNS**



**Anacortes Planning, Community & Economic Development Dept.**

Permit Center

P.O. Box 547, Anacortes, WA 98221-0547

PH (360) 293-1907

Don Measamer, *Director of Planning, Community and Economic Development* FAX (360) 293-1938

**STATE ENVIRONMENTAL POLICY ACT (SEPA)**  
***Mitigated Determination of Non-Significance (MDNS)***

**FILE NUMBER:**

PUD-2015-0002

**PROJECT NAME:**

12<sup>th</sup> Street & "D" Avenue PUD

**APPLICANT &  
LANDOWNER:**

Mark and Susan Harris  
Classic Transitions, LLC  
13837 Redtail Ridge Lane  
Anacortes, WA 98221

**PROJECT ENGINEER**

David Lervik  
Lervik Engineering  
P.O. Box 684  
Anacortes, WA 98221

**PROJECT SURVEYOR:**

Herrigstad Engineering & Surveying  
4320 Whistle Lake Road  
Anacortes, WA 98221

**PROJECT PLANNER:**

Kevin Cricchio, AICP, Associate Planner  
City of Anacortes  
904 6<sup>th</sup> Street  
Anacortes, WA 98221

**SUBJECT PROPOSAL:**

The applicant has applied for a preliminary Replat, preliminary Planned Unit Development (PUD), SEPA environmental review, Code Modification(s), and a Right of Way Dedication and Vacation to create five (5) lots within the Residential (R2) Zoning District.

**MODIFICATIONS PROPOSED:**

Through the Planned Unit Development (PUD) process, the applicant is proposing the following modifications to Anacortes Municipal Code (AMC) standards:

1. A vacation request of right of way to unimproved 11<sup>th</sup> Street consisting of a 13.5 foot wide by 209.83 lineal feet long strip of land on the north side of lots 1- to 7 Block 203, Map of the City of Anacortes, as per Plat recorded in Volume 2 of Plats, page 4, records of Skagit County, Washington. The area of right-of-way vacation would be 2,832.71 square feet.
2. A dedication request of right-of way consisting of a six (6) foot wide by 209.84 lineal feet long strip of land on the south side of lots 1-7 Block 203, Map of the City of Anacortes, as per Plat recorded in Volume 2 of Plats, page 4, records of Skagit County, Washington. The area of right-of-way dedication would be 1,259.04 square feet. The dedicated right-of-way



would expand the alley ROW from the typical 16 feet to 22 feet in width. Within a typical 16 foot alley ROW, there is a 14 foot paved area. The applicant proposes a 20 foot paved area within the 22 foot wide alley ROW which would extend to the west side of lot 7. West of lot 7, the paved area within the ROW would taper from 20 feet to 14 feet. The alley will be paved and connect "D" Avenue to "C" Avenue.

3. In lieu of typical street improvements associated with development, the applicant proposes no improvements (street paving, curb, gutter, or sidewalk) to unimproved 11<sup>th</sup> Street between "C" Avenue and "D" Avenue. Instead, the applicant proposes a meandering six (6) foot wide pedestrian pathway that traverses east west between "C" Avenue and "D" Avenue within the unimproved 11<sup>th</sup> Street ROW.
4. According to AMC 16.20.040(C), each lot shall abut a public or private road. Additionally, the minimum required lot frontage on a public or private road ROW shall not be less than thirty (30) feet. As previously stated above, the applicant proposes a meandering pathway within the unimproved 11<sup>th</sup> Street ROW instead of making the typical requirements associated with development (paved street, curb, gutter, sidewalk, etc.). Therefore, the applicant does not meet the 30 feet of street frontage requirement. This too would be a modification to code. Accordingly, the applicant proposes accessing each residence via the alley ROW thus providing ingress and egress to each residence and garage.

**PROJECT LOCATION:**

The subject property is located on the north side of 12<sup>th</sup> Street between "C" Avenue and "D" Avenue in a portion of Section 24; Township 35 North; Range 01 East; Willamette Meridian.

**SUBJECT PARCEL:**

Parcel #: Parcel #: P56224

**PERMITS REQUIRED:**

The following permits /approval may be required in addition to the above: Final replat and PUD approval, Civil Construction Plan approval, NPDES Construction Stormwater General Permit, building permit(s); other applicable state and federal permits/authorizations.

**EXISTING ENVIRONMENTAL DOCUMENTS:**

SEPA Environmental Checklist, Tree Assessment & Preservation Plan, Cultural Resource Survey

**ZONING DISTRICT /COMPREHENSIVE PLAN DESIGNATION:**

The subject property is located in the Residential Low Density (R2) Zoning District and Comprehensive Plan Designation of the City of Anacortes.

**CUT & FILL:**

565 ± cubic yards of topsoil removed and 125 ± cubic yards of structural fill imported.

**CRITICAL AREAS:**



No known critical areas are located either on or within close proximity to the subject property with the exception of Cultural Resources discussed below.

**Cultural Resources:**

Planning Department staff received a request from the Samish Indian Nation that a cultural resource survey be performed. Accordingly, staff forwarded this request to the applicant and advised the applicant that a cultural resource survey would be required. On February 23, 2016, staff received a Cultural Resources Review of the subject property. According to a report dated February 19, 2016, prepared by Drayton Archaeology of Bellingham, Washington, a cultural resource survey of the subject property was performed. The report concludes that "the investigation included a background review into the environmental and historic context of the site, field review with subsurface probing and production of this report. Background review determined the project was located in an area of low probability for archaeological resources based upon geology, topography and past land use. The soils and sediments observed appear to be mostly disturbed naturally deposited materials. No evidence of pre-contact occupation or deposits was encountered during surface and subsurface review at the project area. Further archaeological oversight for the project appears unwarranted based upon the current review and project design."

**TREE ASSESSMENT & PRESERVATION PLAN:**

Urban Forestry Services Inc., prepared a Tree Preservation & Assessment Plan dated January 6, 2016. This report was revised by Urban Forestry Services, Inc., on February 29, 2016. According to the revised report, eight (8) significant trees worth 37 Tree Unit Credits are planned for retention within the 36,000 net square feet of the subject property. Six (6) additional trees worth 26 Tree Unit Credits are proposed for retention within the right-of-way.

According to AMC 16.50.070(D)(1), a minimum tree density of one (1) tree unit per one thousand (1,000) square feet during and following development. Since the subject property is 36,000 net square feet, 36 tree units are required. The applicant meets this requirement as 37 unit credits trees (8 trees) are proposed for retention onsite.

**TRANSPORTATION:**

The Public Works Department did not require that a Traffic Impact Analysis /Study be prepared associated with the subject proposal.

**LEAD AGENCY:**

City of Anacortes' Department of Planning, Community & Economic Development. The lead agency for this proposal has determined that this project does not have a probable adverse impact on the environment provided that the conditions set out below are satisfied. 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.



**MITIGATION MEASURES:**

1. Erosion control, dust control, and best management practices shall be employed during construction /development activities as required by both the Building and Public Works Departments.
2. Orange construction fencing shall be installed at the project boundary's clearing limits.
3. A grading permit is required for earthwork consisting of fifty (50) or more cubic yards.
4. All applicable permits shall be secured before any construction activities begin onsite.
5. Those trees designated for retention on the submitted tree preservation plan (onsite and in the ROW) shall be protected before and during site development and construction through adherence to AMC § 16.50.100. Chain link fencing (or other sturdy construction fencing) attached to concrete blocks shall be erected along the drip line (plus 6 feet) of each of the trees designated for retention on the plan.
6. Before any site development /grading and/or construction activities occur on the subject property the applicant shall contact the Department of Planning, Community, and Economic Development to arrange a tree fence inspection.
7. Pursuant to AMC 16.50.120(D), the applicant shall record a notice with the Skagit County Auditor's Office which provides a public record of any approved tree preservation plan and conservation areas; the application of this title to the property; and that limitations on actions in or affecting the property may exist. A note to this effect shall also be listed on the face of the final plat and PUD referencing the respective Auditor File Number (AFN) for the recorded Tree Preservation Plan [as revised].
8. In the event that archaeological materials are encountered during the development of the property, an archaeologist should immediately be notified and work halted in the vicinity of the find until the materials can be inspected and assessed. At that time, the appropriate persons are to be notified of the exact nature and extent of the resource so that measures can be taken to secure them. In the event of inadvertently discovered human remains or indeterminate bones, pursuant to RCW 68.50.645, all work must stop immediately and law enforcement should be contacted. Any remains should be covered and secured against further disturbance, and communication should be immediately established with the Anacortes Police and the State Physical Anthropologist at DAHP for coordination with the Samish Nation, Swinomish Indian Tribal Community and any other interested Native Tribe(s).

The conditions listed above along with the City of Anacortes' code governing noise, land use, traffic, drainage, fire protection, and building will provide substantial mitigation of the aforementioned environmental impacts. The City of Anacortes' derives the authority to require mitigation from Chapter 18.04 of the Anacortes Municipal Code and the State Environmental

Policy Act. This MDNS is issued after using the optional MDNS process in WAC § 197.11.355. There is no further comment period on this MDNS.

**RESPONSIBLE OFFICIAL:** Don Measamer  
**POSITION/TITLE:** Director of Planning, Community & Economic  
Development Department

**ADDRESS:** 904 6<sup>th</sup> Street, P.O. Box 547  
Anacortes, Washington 98221

**DATE:** 3/3/16

**Signature:** 

For further information, contact the Anacortes Planning, Community, & Economic Development Department at (360) 299-1901. The issuance of this Mitigated Determination of Non-significance should not be interpreted as acceptance or approval of the proposal as presented. The City of Anacortes reserves the right to deny or approve said proposal subject to conditions if it is determined to be in the best interests of the city and/or necessary for the general health, safety and welfare of the public to do so.

**ISSUED:** March 03, 2016

**SEPA APPEAL PROCEDURE:**

Pursuant to the procedures adopted under AMC § 18.04.250, no administrative appeal of the SEPA threshold determination is provided. The SEPA threshold determination may be appealed to the Skagit County Superior Court under RCW § 43.21C.075 after the City's final action on the underlying action(s). Requests to receive notices of decisions for this project proposal should be submitted to the contact person listed above.



**EXHIBIT #7:**

**CULTURAL RESOURCE SURVEY**

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# CULTURAL RESOURCES SURVEY COVER SHEET

Authors: Garth L. Baldwin

Title of Report: Cultural Resources Review of the Classic Transitions Development Project, Anacortes, Washington.

Date of Report: February 19, 2016

County (ies): Skagit Section: 24 Township: 35N Range: 1E  
Quad: Cypress Island, WA (1977) Acres: ~0.84

Does this replace a draft? ☐ Yes ☒ No

Archaeological Sites Found or Amended? ☐ Yes ☒ No

TCP(s) found? ☐ Yes ☒ No

Does this report fulfill a DAHP permit requirement? ☐ Yes ☒ No

DAHP Archaeological Site #:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## REPORT CHECK LIST

Report should contain the following items:

- Clear objectives and methods
- A summary of the results of the survey
- A report of where the survey records and data are stored
- A research design that:
  - Details survey objectives
  - Details specific methods
  - Details expected results
  - Details area surveyed including map(s) and legal locational information
  - Details how results will be fed back in the planning process





# DRAYTON ARCHAEOLOGY

## **Cultural Resources Review of the Classic Transitions Development Project, Anacortes, Washington.**



**By:** Garth L. Baldwin, M.A., RPA

**Prepared For:**

Classic Transitions, LLC  
13837 Redtail Ridge Lane  
Anacortes, WA 98221

**Drayton Archaeology Report: 0216C**

**February 19, 2016**

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## **Cultural Resources Review of the Classic Transitions Development Project, Anacortes, Washington.**

Author: Garth L. Baldwin

Date: February 19, 2016

Location: City of Anacortes, Skagit County, Washington

USGS Quad: Cypress Island, WA North 7.5 minute USGS Quadrangle (1977)

Township, Range, Section: T35N, R1E, S24

### **SUMMARY**

Drayton Archaeology (Drayton or DA) was retained by Classic Transitions LLC to conduct a cultural resources survey for the above referenced project located at 1112 D Ave., Anacortes, Washington (Parcel: P56224). The proponents have submitted a permit to the City of Anacortes (the City) to remove existing structures and subdivide their approximately 0.85 acre parcel into five single family residential units (PUD 2015-0002). The following review was ordered by the City following consultation with the Samish Nation. There are no known archaeological deposits on the property, but the proximity to shoreline and other recorded resources prompted concerns for archaeology at the property.

Drayton's cultural resources assessment consisted of background review, field investigation, and the production of this report. Background review determined that the project area is located in an area of low probability for cultural resources based on geologic setting and topography. Field investigation included pedestrian survey and subsurface testing. As a result of the investigations no evidence of precontact or historic archaeological deposits were identified. As proposed the project does not appear to have the potential to effect archaeological resources. It is our recommendation that the project be permitted to proceed without further archaeological oversight.

### **REGULATORY CONTEXT**

As part of the requirements for developing property in the State of Washington, certain projects are required to complete an Environmental Checklist to comply with the State Environmental Policy Act (SEPA) under Chapter 43.21c RCW. This project has not triggered SEPA, but if it should, then this report will meet those standards. The SEPA is administered through the WAC 197-11-960 Environmental checklist. This administrative tool allows the municipal and state governments the ability to insure that the degradation of the human environment is being accounted for in combination with development. The proponent's obligations listed in the SEPA checklist for cultural resources are as follows.

#### **13. Historic and cultural preservation**

- a. Are there any places or objects listed on, or proposed for, national, state, or local preservation registers known to be on or next to the site?  
If so, generally describe.

- b. Generally describe any landmarks or evidence of historic, archaeological, scientific, or cultural importance known to be on or next to the site
- c. Proposed measures to reduce or control impacts, if any.

A professional archaeologist who meets the standard set forth by the United States Secretary of the Interior completed this report and it fulfills the State of Washington's SEPA requirement for cultural resource accounting. The municipal authority administering this SEPA action is the City of Anacortes, Skagit County Washington. Cultural resource management issues within the city are overseen and/or reviewed in cooperation with the Washington Department of Archaeology and Historic Preservation (DAHP). The applicable cultural resource management laws and regulations that apply to SEPA projects are the Revised Code of Washington (RCW 27.53 Archaeological Sites and Resources; RCW 27.44 Indian Graves and Records; and RCW 68.50.645 Skeletal Human Remains—Duty to Notify. The latter regulation provides a strict process for notification of law enforcement and other interested parties in the event of the discovery of any human remains, regardless of inferred cultural affiliation.

## **PROJECT LOCATION AND DESCRIPTION**

The project area consists of a 12-lot parcel of 0.85 acres located at 1112 D Ave, Anacortes, Washington. The legal location is the NW ¼ of Section 24 Township 35N, Range 1E, of the Willamette Meridian (Figure 1). The project area is bordered by single family residences located immediately to the north and west, and across the streets (D Ave. and 12<sup>th</sup> St.) to the east and south (Figure 2).

As stated, the proposal is to redevelop an existing single-family parcel into five lots with improvements to ingress/egress along the southern alley and the unimproved 11<sup>th</sup> Street on the northern boundary. The existing alley will be improved for vehicle access to all the lots and the 11<sup>th</sup> Street easement will host a pedestrian trail (Figures 3-4)







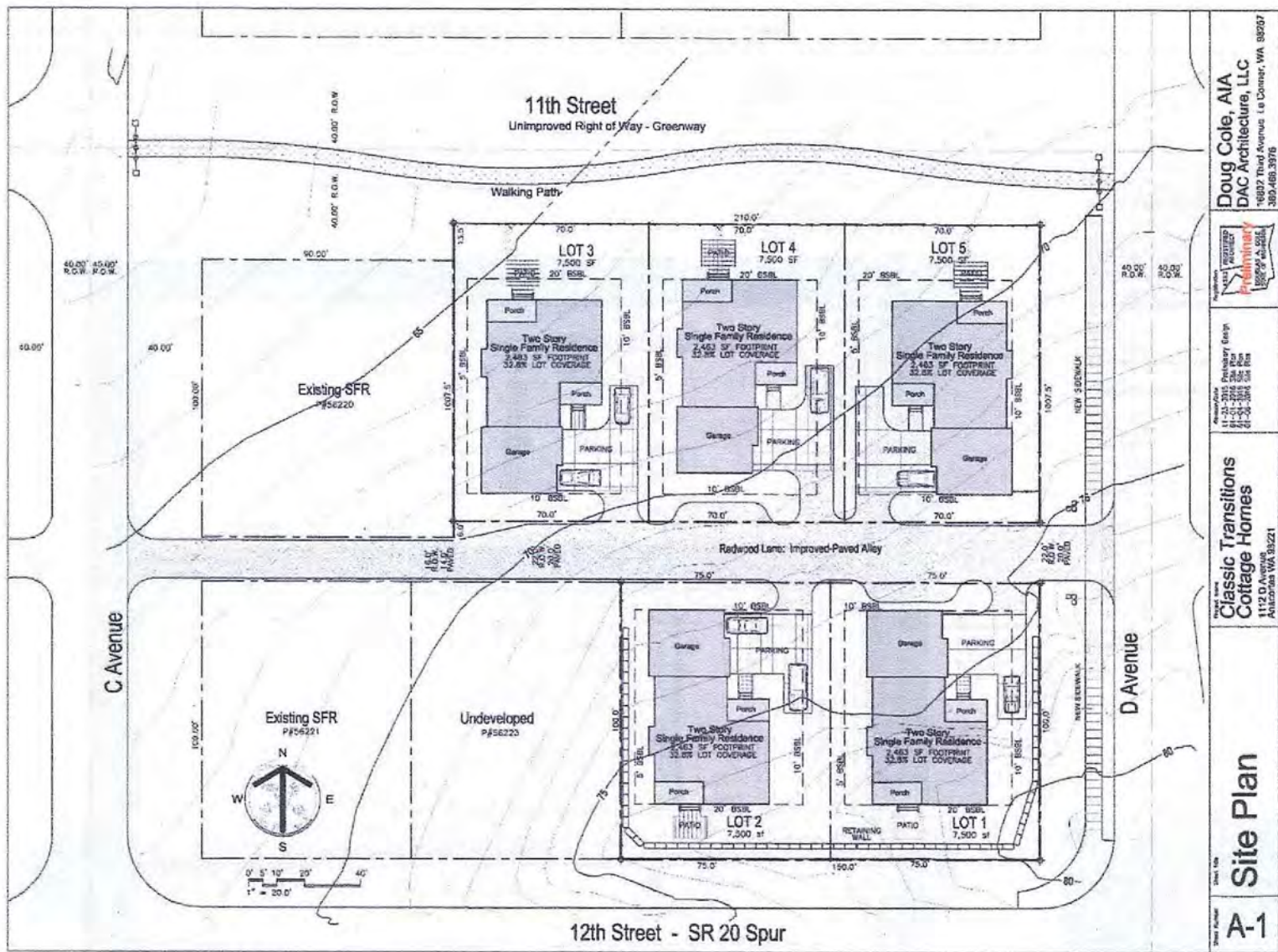


Figure 2. Aerial image detailing the location of 1112 D Avenue. Google Earth image adapted by DA.









|                                                                                  |                                                                                                            |
|----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| <b>Site Plan</b><br><b>A-1</b>                                                   |                                                                                                            |
| <b>Classic Transitions Cottage Homes</b><br>1112 D Avenue<br>Annapolis, MD 21403 | <b>Doug Cole, AIA</b><br>DAC Architecture, LLC<br>16802 Third Avenue - Le Center, WA 98037<br>360.480.3976 |

Figure 4. The proposed layout of lots, easement and development.



## **BACKGROUND REVIEW**

Determining the probability for archaeological sites and Historic Properties within the project area was based largely upon review and analysis of past environmental and cultural contexts and previous cultural resources studies and sites recorded within about one-mile of the project area. Consulted sources included reviewing local geologic data to better understand the depositional environment; archaeological, historic and ethnographic records on file on the Washington Information System for Architectural and Archaeological Records Data (WISAARD) database; and selected published local historic records.

### ***Environmental Context***

#### **Topography and Geology**

The project area is located on Fidalgo Island. Fidalgo Island has a complex geological history. The bedrock consists of an assemblage of Paleozoic through Mesozoic (~540-65 million year ago) sedimentary and volcanic rocks that were accreted to North America as oceanic crust was subducted under the continental crust (Brown and Dragovich 2003).

Fidalgo Island falls within the Puget Lowlands, a geological and physiographic province that was shaped by at least four periods of extensive glaciation during the Pleistocene (Easterbrook 2003; Waitt and Thorson 1983). The bedrock was depressed and deeply scoured by glaciers and sediments were deposited and often reworked as the glaciers advanced and retreated. A thick mantle of glacial till and drift were left on many portions of Fidalgo Island at the end of the last of these glacial periods: the Fraser Glaciation.

The Vashon Stade of the Fraser Glaciation began around 18,000 B.P. with an advance of the Cordilleran ice sheet into the lowlands (Porter and Swanson 1998). As the ice built up one lobe flowed down into the Puget Lowland and another lobe filled the Strait of Juan de Fuca. The ice in the Puget Lobe reached its terminus just south of Olympia between 14,500 and 14,000 BP (Clague and James 2002; Easterbrook 2003; Waitt and Thorson 1983). The Puget Lobe was thicker towards the north and thinned towards its terminus. The depth of the ice over the San Juan Islands is estimated to have been about 1600-1800 meters (Easterbrook 2003).

The Puget Lobe began to retreat shortly after reaching its terminus. Marine waters entered the lowlands that had been carved out by the glacier and filled Puget Sound. The remaining ice was floated and wasted away rapidly. Everson glaciomarine drift deposits dating between 12,500 and 11,500 BP were released from the melting glacial ice and deposited on the sea floor across the northern and central Puget Lowland (Easterbrook 2003). The enormous weight of the ice had depressed the land but as the crust rebounded relative sea levels fell and exposed some of the drift deposits (Clague and James 2002; Easterbrook 2003).

The project area overlies the bedrock of the Fidalgo complex (Brown and Dragovich 2003). The Fidalgo complex consists of peridotite, gabbro, quartz diorite-tonalite, sedimentary breccia, argillite, and volcanic-lithic sandstone. The surficial geology within the project area has been mapped as Vashon Stade glacial till.

Specific soils recorded for the project area are part of the Clallam series of soils (Klungland and McArthur 1989). Those soils are formed of glacial till over very compact glacial till located on glaciated hills and have slopes of 0 to 30 percent. It is a gravelly ashy sandy loam soil commonly found in a forested environment. The soils are further described as consisting of moderately deep to dense materials that are moderately well drained. The soil profile is recorded as follows:

“Oi--0 to 1 inch; slightly decomposed needles, leaves, and twigs.

Oe--1 to 2 inches; moderately decomposed needles, leaves, and twigs.

A--2 to 3 inches; brown (10YR 4/3) gravelly ashy sandy loam, light brownish gray (10YR 6/2) dry; weak fine and very fine granular structure parting to weak very fine subangular blocky; slightly hard, friable, slightly sticky and nonplastic; many fine and very fine roots; many fine and very fine irregular and tubular pores; 15 percent gravel; strongly acid (pH 5.2); abrupt smooth boundary. (1 to 4 inches thick)

Bw1--3 to 12 inches; brown (10YR 5/3) gravelly ashy sandy loam, light gray (2.5Y 7/2) dry; common medium distinct dark yellowish brown (10YR 4/4) redox concentrations, very pale brown (10YR 7/4) dry; weak fine and very fine subangular blocky structure; hard, friable, nonsticky and nonplastic; many fine and very fine and common medium roots; many fine and very fine irregular and tubular pores; 20 percent gravel and 5 percent cobbles; strongly acid (pH 5.4); clear smooth boundary. (3 to 14 inches thick)

Bw2--12 to 30 inches; brown (10YR 5/3) very gravelly ashy sandy loam, light gray (2.5Y 7/2); common medium distinct dark yellowish brown (10YR 4/4) redox concentrations, very pale brown (10YR 7/4) dry; weak fine and very fine subangular blocky structure; hard, firm, nonsticky and nonplastic; common fine and very fine, and few medium roots; many very fine irregular and common very fine tubular pores; 35 percent gravel and 10 percent cobbles; strongly acid (pH 5.4); clear wavy boundary. (7 to 18 inches thick)



Cd1--30 to 39 inches; light brownish gray (2.5Y 6/2) dense glacial till that crushed to very gravelly sandy loam, light gray (2.5Y 7/2) dry; common medium distinct strong brown (7.5YR 5/6) redox concentrations, reddish yellow (7.5YR 6/6) dry; massive; very hard, very firm, slightly sticky and nonplastic; few very fine irregular and common very fine tubular pores; 30 percent gravel and 5 percent cobbles; strongly acid (pH 5.4); clear wavy boundary. (7 to 19 inches thick)

Cd2--39 to 62 inches; grayish brown (2.5Y 5/2) dense glacial till that crushes to very gravelly loam, light gray (2.5Y 7/2) dry; massive; very hard, very firm, slightly sticky and slightly plastic; few very fine irregular pores; 30 percent gravel and 10 percent cobbles; moderately acid (pH 6.0)".

### **Vegetation and Fauna**

The Puget Sound basin, as part of the Puget Trough, is part of the *Tsuga heterophylla* zone. Precontact vegetation would have included an overstory of Western Red cedar (*Thuja plicata*), Western Hemlock (*Tsuga heterophylla*), and Douglas fir (*Pseudotsuga menziesii*) (Franklin and Dyrness 1973). Lowland areas would have had a canopy dominated by, but not limited to, red alder (*Alnus rubra*), Oregon maple (*Acer macrophyllum*), and Willow (*Salix sp.*) and a thick understory of stinging nettles (*Urtica dioica*), bracken fern (*Pteridium aquilinum*), sword fern (*Polystichum munitum*), skunk cabbage (*Lysichiton americanus*) and Nootka rose (*Rosa nutkana*). Currently the project area is in a developed residential area. The ground is covered by lawn, landscape plants, a few mature Douglas fir trees, asphalt and concrete as well as standing structures.

A substantial marine invertebrate population in coastal waters near the project area would have included bivalves such as the steamer clam (*Leukoma staminea*), butter clam (*Saxidomus giganteus*), horse clam (*Tresus capax*), and basket cockle (*Clinocardium nuttali*). Univalves would have included frilled dogwinkle (*Nucella lamellosa*). These shellfish were a significant contribution to the precontact diet.

Abundant pink salmon (*Oncorhynchus gorbuscha*) runs go through Deception Pass on their route to the Skagit River. Other anadromous fish species would also be available in the nearshore and offshore environments. Additional harvested marine species in the surrounding waters would have included dogfish (*Squalus acanthias*), Pacific cod (*Gadus macrocephalus*), lincod (*Ophiodon elongatus*), herring (*Clupea harengus*), and Eulachon (*Thaleichthys pacificus*).

In addition to a broad range of seasonal and permanent birds, the near shore waters contain various marine mammal species that may have contributed to the precontact diet, Harbor Seal (*Phoca vitulina*) being the most prominent. Terrestrial mammals are rarer and tend to be smaller species. Blacktail deer (*Odocoileus hemionus*) are still found in the area and elk (*Cervus canadensis*) were previously abundant as well.

### ***Cultural Context***

There are number of Coast Salish groups that have traditional claims to the area surrounding the project area. The aboriginal inhabitants of the area were classified by Suttles (1951:6) as Northern Straits Salish, a group of Coast Salish peoples differentiated by dialect and areas of occupation. It is important to note that these names were imposed upon the indigenous population by Europeans who expected them to be static groups and that these labels would logically apply to all descendents. The Samish are recognized as the local Northern Straits Salish group, although the Swinomish and Lummi have made claims to the area because of longtime family connections and traditional cooperative use. Distinguishing the Northern Straits Salish is their language, Lkungen, which differs from its close sister language Klallam (Southern Straits Salish) and is distinct from Lushootseed, spoken by other Coast Salish peoples further to the south and east (Blukis-Onat 1987; Thompson 1978). Straits Salish peoples also differ from other Coast Salish by the subsistence strategies focused primarily on marine resources and reef-netting of sockeye salmon.

Native people of the Northwest coast recognized ancestry, rights to resources, resource locations, settlement areas, songs, dances, rituals and other cultural expressions as dynamic and individually restrictive, not group based as is understood by the European world view of nationalities. Prior to European contact and influence the Coast Salish peoples were less segmented. They were more of a fluid entity then after the divisive influences brought by Euroamericans and other non-Native influences. Traditional land use rights were determined by marriage and/or inheritance; therefore, intermarriage (for one) between groups frequently created dynamic opportunities for resource acquisition. In addition, the artificial political boundary of the US/Canada border is another artifice of European conquest that further divided indigenous life ways.

According to Ruby and Brown (1992) winter villages were preferentially located on Fidalgo, Samish and Guemes Islands during the precontact period. According to Suttles (1951), the north and west shores of Fidalgo Island were used exclusively by the antecedents of today's Samish Nation. Resources were taken from specific areas when it was the best time of year to do so, people would have travelled throughout the area occupying particular areas relative to what resource was available and to which they had rights to exploit. In the spring and summer they utilized the southern and eastern portions of Lopez Island and the surrounding smaller islands as part of their seasonal round to live and gather resources during the year (Suttles 1951). There



were not fixed boundaries and that the highly mobile people maintained extensive contact with their neighbors and shared use areas with each other (Blukis -Onat 1987).

Expansion for colonization along with trade brought Europeans into contact with the Native population of the islands. The navigable trade waters surrounding the San Juan Islands were first visited by Spanish explorers Francisco de Eliza, Juan Pantoja y Arriga, and later British explorers such as Lieutenant William Broughton, sailing under George Vancouver. Fidalgo Island was first sighted by the Spanish on July 5, 1790 by Manuel Quimper while exploring the inland waters of Washington (Blumenthal 2004). He named the island for Lieutenant Salvador Fidalgo who he had previously dispatched to explore the Alaskan coast and determine the extent of Russian migration (Blumenthal 2004).

The early European explorers would have been looking for resources to exploit such as timber, farmland, and furs. The first settlers did not arrive on Fidalgo Island until the 1850's. Its relative isolation and resource potential relegated it to a secondary concern for Euroamerican settlement (Lunsford 2009). Shortly after the arrival of permanent residents to the island the majority of the Native population relocated to nearby islands or the Swinomish Reservation once it was established in 1873 (Sampson 1972).

In 1879 the town of Anacortes, originally called Ship Harbor, was founded by railroad surveyor Amos Bowman. Eventually the town was renamed for his wife, Anna Curtis Bowman. In the 1880s Anacortes had a large population boom as a result of the expectation that it would become a railway terminus. Between January and March 1890 the population of the town grew from 40 to 3,000. However in 1893 Anacortes along with other towns hoping to be railroad terminals were suffering from the "Panic of 1893" an economic depression tied to the overbuilding and questionable financing of the railroad industry that resulted in bank failures and was the worst economic depression the United States had faced to that date. Anacortes rebounded from this economic crisis with the establishment of fish canneries, fruit canneries, sawmills, shingle mills, and factories by the turn of the century (Lunsford 2009).

The first of these canneries the Fidalgo Island Packing Company was opened in 1893. This cannery employed about 350 people including Chinese, Norwegian, and Greek Euroamerican immigrants, as well as a large body of Samish workers, employed for their knowledge of traditional salmon fishing and netting sites located nearby (Waterhouse 1986). The Samish lived in separate quarters, like the Chinese, away from the larger body of Euroamerican employees. The remains of their living area are still observable surrounding Cannery Lake and the Ship Harbor wetlands around the Washington State Ferry Terminal (Baldwin et al. 2007; Gill 2008; Koziarski and Baldwin 2010a, 2010b, 2010c; Waterhouse 1986; Wessen and Waterhouse 1987). Cannery operations continued in Ship Harbor into the 1920's when the cannery and rail were closed, abandoned, and subsequently sold to the Port of Anacortes.

### ***Previous Cultural Resource Studies and Archaeological Sites***

According to the WISAARD database (accessed February 11, 2016) there have been 12 cultural resource studies conducted within approximately one mile of the present project area (Appendix A). The majority of these reviews have been conducted along the northern and eastern shorelines of Fidalgo Island. Additionally, a large scale study of historic structures was conducted within the confines of the project area (Kohler 2007, 2010).

The first regional study of indigenous society on the Northwest Coast was conducted by the Jesup North Pacific Expedition in 1897-1902 (Smith 1907). The multidiscipline group was lead by Franz Boas, and sponsored by the American Museum of Natural history. The expedition accounted for early documentation of many groups throughout Washington State and the northwest coast generally, but little else happened in way of research until after World War II.

Archaeological investigations in the general vicinity were conducted by Alan Bryan (1963). The efforts in the area were concentrated more on the readily identifiable shell matrix sites along the shoreline while interior, particularly populated cities were largely excluded. More recently there have been efforts to identify cultural resources as part of development-based efforts and some historic structure reviews sponsored by the City of Anacortes and DAHP (Baldwin 2013a, 2013b; Barsh 2003; Gilpin 2009; Hartmann 2012; Hodges 2003; Jordan et al. 2008; Kohler 2007, 2010; Koziarski and Baldwin 2010a, 2010b, 2010c; Thompson, et.al 2009).

In a review for Kiwanis Waterfront Park Barsh (2003) recorded 45SK294, a shell bearing site disturbed by railroad and sewer construction on the shoreline and potentially early historic wharves and shanties. Barth interpreted this midden as being associated with *qelecilč*, "ironwood," a Samish village located near the Guemes Island ferry landing in Anacortes occupied in the early 1800s which had not been previously identified archaeologically (Suttles 1951: 43). *qelecilč* was affiliated with *sx'wa'imel*, a large Samish plank house village located directly across Guemes channel to the north and likely represented archaeologically as 45SK13.

Julie M. Kohler (2007, 2010) conducted a number of efforts to record and assess historic structures within selected portions of the City of Anacortes. Although her most recent work included the present project area, nothing of note was recorded on or near the site. Her latest project built upon four previous surveys undertaken in 1976, 1987 and 2007. The shoreward cultural resources reviews are located near or beyond one mile from the project area, but are presented in brief for context.

Charles Hodges (2003) conducted a review of 2.7 miles of former railroad grade for a federally funded trail project in the city. Although he recorded a section of former railroad, spurs and features of the line as an archaeological resource it was not determined eligible for listing as a



Historic Property according to the NHPA. He did not encounter or observe precontact resources with the corridor he surveyed.

Jordan et al. (2008)'s cultural resources survey report for the Anacortes ferry dock embankment rip-rap replacement project, located 50m northwest of 45SK294. Jordan et al. noted nothing of precontact or historic significance. Also near the one mile boundary of the project area shoreward is a historic shipway recorded by Gilpin (2009). While monitoring backhoe trenching for the installation of a storm water system Gilpin observed this shipway which is affiliated with prominent local shipbuilder C.C. Keesling.

A review for contamination remediation was conducted by Thompson, et.al (2009) at a former mill location along the shoreline more than a mile from the present APE. The site investigation was conducted at the former Scott Paper Mill by the Port of Anacortes. Although the site was along the shoreline the extensive past use and modern fill deposition precluded the use of subsurface test excavations by archaeologists. They recommended monitoring excavations at particular locations of the site if excavation was below predetermined depths. No additional archaeological record was present for any follow-up work at the site. There were no cultural resources recorded as a result of the review.

Finally, Drayton Archaeology (Baldwin 2013, 2015) conducted at least two projects within about a mile of the area. The 2013 cultural resources endeavor reviewed a segment of the Guemes Channel Trail for the City of Anacortes. Baldwin recorded semi exposed and eroded railroad ties and wooden culvert associated with a former railroad grade for the Great Northern Railroad which serviced a historic cannery, the Fidalgo Island Packing Company. Then in 2015 Drayton conducted a cultural resources review of the Anacortes High School which planned various construction and renovations projects. Nothing of cultural concern resulted from that assessment.

## **CULTURAL RESOURCE EXPECTATIONS**

Based on a review of the previous efforts at identifying cultural resources, past historical, environmental and cultural reviews, the project area was considered to be located in an area to have a low probability for precontact cultural deposits, structures, or isolated items. The expectations were based upon:

- Previous inventories of historic or potentially historic structures in the city of Anacortes.
- The topographic and geologic context of the project area are unlikely to contain cultural resources.

Nonetheless, all types of cultural resources were considered during work, however improbable. Remnants of precontact activities related to lithic resource acquisition and testing (cobble tool scatters), fire modified rock (suggestive of processing/camping activities), temporary camps or

resource processing locations that could represent a range of ephemeral hunting, gathering and/or ceremonial activities. Historic cultural resources thought possible included trash scatters or artifacts associated with logging, farming or residential settlement. Considering the depositional environment of the project area any potential cultural resource deposits were expected to be highly disturbed.

## **FIELD INVESTIGATIONS**

The physical archaeological assessment of an area is conducted through visual reconnaissance of a project area, examination of existing ground disturbances and subsurface excavation as needed. Surface survey of an area proposed for ground alteration or other impact is employed in an attempt to locate any surficial cultural materials or structures with any historic or archaeological importance or cultural concern. When utilized, shovel probes (SPs or SP, singularly) or mechanical excavation can assist in providing a wider sample of subsurface soil conditions for determining the potential for, or presence/absence of, buried archaeological deposits. The employment of probes or trenches is most often dependent upon considerations of the landform, topography, project proposal and subsurface geologic conditions.

Field investigations were conducted by DA archaeologist Oliver Patsch and field technician Patrick Uskert. The initial fieldwork attempt occurred in February 15, 2016 under *very* rainy skies. Standing water covered portions of the project area and conditions were considered to be unsuitable for probing. The following day (February 17<sup>th</sup>) was mostly sunny and dry, so another fieldwork attempt was made. That investigation consisted of pedestrian survey and the excavation of 13 SPs (Figure 2).

The pedestrian survey resulted in the photo documentation of the existing residence, remnant outbuildings, yard features, and conditions. The residence (Photo 1) is a one-and-a-half story home constructed in 1927. Outbuildings (Photos 2 and 3) no longer present included a detached garage, a dilapidated barn and several greenhouses. Much of the yard area to the north was used as orchard and garden. No evidence of precontact cultural material was noted at the surface or in any soil exposures.

Thirteen SPs were excavated across the parcel. Probes were excavated as cylindrical pits, approximately 40 cm in diameter, with depths ultimately determined by geological conditions, water table, degree of disturbance, etc (Appendix B). Sediments encountered within the probes were varied across the site, but were generally variations of sandy loam strata; most of it disturbed (Photo 4). The minor variations that did occur include things such as cobble content, organic content and color. Water was encountered within several of the shovel probes (Photo 5). Excavated sediments were screened through ¼" hardware mesh. The SPs were completely backfilled and their locations marked with a GPS. Aside from one fragment of clear glass found in SP PU-5, no evidence of cultural resources was observed in the SPs.





Figure 5. An adapted Google Earth image approximating probe locations.





**Photo 1. Overview, rear and south, of the residence from the orchard area.**



**Photo 2. Overview of a former outbuilding location from orchard area; view south.**





**Photo 3. Demolished barn location; view west.**



**Photo 4. A representative soil profile observed in shovel probes (dry).**





**Photo 5. A representative soil profile observed in shovel probes (wet).**

## **RECOMMENDATIONS**

Both surface and subsurface surveys were conducted within the proposed development project area. Pedestrian survey was conducted within the entire project area. All exposed ground was examined for surface manifestations of cultural materials. Exposed surfaces were examined for any evidence of sub-surface cultural deposits or anthropogenic soils. Typical sediments encountered were sandy loam, most of it disturbed. Only one piece of clear glass was observed within shovel probe PU-5.

The investigation included a background review into the environmental and historic context of the site, field review with subsurface probing and production of this report. Background review determined the project was located in an area of low probability for archaeological resources based upon geology, topography and past land use. The soils and sediments observed appear to be mostly disturbed naturally deposited materials. No evidence of precontact occupation or deposits was encountered during surface and subsurface review at the project area. Further archaeological oversight for the project appears unwarranted based upon the current review and project design.

The assessment of the property has been conducted by a professional archaeologist and meets or exceeds the criteria set forth in RCW: 27.53 for professional archaeological reporting and assessment. Washington State law provides for the protection of archaeological resources. The



Revised Codes of Washington (RCW) Chapter 27.53, Archaeological Sites and Resources, prohibits the unauthorized removal, theft, and/or destruction of archaeological resources and sites. The statute also provides for prosecution and financial penalties covering consultation and recovery of archaeological resources. Additional legal oversight is provided for Indian burials and graves under RCW Chapter 27.44, Indian Graves and Records. RCW 27.44 states that the willful removal, mutilation, defacing, and/or destruction of Indian burials constitute a Class C felony. Lastly, RCW 68.50.645, Notification, provides a strict process for the notification of law enforcement and other interested parties in the event of the discovery of any human remains regardless of perceived patrimony.

In the event that archaeological materials are encountered during the development of the property, an archaeologist should immediately be notified and work halted in the vicinity of the find until the materials can be inspected and assessed. At that time, the appropriate persons are to be notified of the exact nature and extent of the resource so that measures can be taken to secure them. In the event of inadvertently discovered human remains or indeterminate bones, pursuant to RCW 68.50.645, all work must stop immediately and law enforcement should be contacted. Any remains should be covered and secured against further disturbance, and communication should be immediately established with the Anacortes Police and the State Physical Anthropologist at DAHP for coordination with the Samish Nation, Swinomish Indian Tribal Community and any other interested Native Tribe(s).

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# APPENDIX A: PREVIOUS INVENTORY TABLE

| Citation                                 | Report Title                                                                                                                             | Cultural Resources |
|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| Baldwin 2015                             | Cultural Resources Review of the Anacortes School District #103 High School Renovation and Reconstruction, Anacortes, Washington.        | None               |
| Baldwin 2013                             | Cultural Resources Review for the Guemes Channel Trail Project, City of Anacortes, Skagit County, Washington.                            | 45SK520            |
| Chatters, James 2011                     | Cultural Resources Assessment of the Dakota Avenue Gateway Marina, Anacortes, Washington                                                 | None               |
| Gilpen, Jennifer et al 2009              | Archaeological Monitoring Report for the Port of Anacortes Pier 1 Redevelopment Project, City of Anacortes, Skagit County, Washington    | 45SK410, 45SK411   |
| deBoer, Trent 2009                       | Cultural Resources Survey. 6th Street and Guemes Island Ferry Terminal Project. Skagit County, Washington.                               | None               |
| Bush, Kelly et al, 2009                  | Archaeological Investigation Report: Gems Motel and Restaurant Project 2326 11th Street, Anacortes, Washington.                          | None               |
| Thompson, Gail et al, 2009               | Cultural Resources Assessment of the Former Scott Paper Mill Site Anacortes, Skagit County, Washington                                   | None               |
| Gilpen, Jennifer and Gail Thompson, 2008 | Archaeological Monitoring at the Port of Anacortes Cap Sante Marine Interim Action Project, City of Anacortes, Skagit County, Washington | 45SK371            |
| Jones and Stokes 2008 (Jordan et al)     | Cultural Resources Survey Report Anacortes Ferry Dock Embankment Rip-Rap Replacement Project Skagit County, Washington                   | None               |
| Johnson, Sarah 2007                      | Letter to Stephenie Kramer: Monitoring of an excavation by the City of Anacortes Parks Department                                        | None               |
| Goetz, Linda 2007                        | Cultural Resources Report, Cap Sante Marine Interim Action Project Skagit County, Anacortes, Washington                                  | None               |
| Boswell, Sharon et al, 2000              | Heritage Resource Investigations of the Guemes Ferry/Anacortes Parking Lot                                                               | None               |

## APPENDIX B: SHOVEL PROBE TABLE

| DEPTH<br>BELOW<br>SURFACE<br>(CM)                                                           | SEDIMENT DESCRIPTION                                                                                                                                                                                 | CONTENTS                 |
|---------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| <b>Shovel Probe PU-01</b>                                                                   |                                                                                                                                                                                                      |                          |
| 0 – 25 cm                                                                                   | Dark brown sandy loam, roots. Moderate amount of subangular pebbles ~20%.                                                                                                                            | No Cultural Material     |
| 25 – 52 cm                                                                                  | Lighter brown sand, moderate pebbles and gravel.                                                                                                                                                     | No Cultural Material     |
| 52 – 70 cm                                                                                  | Golden-brown silty clay, moderate pebbles.                                                                                                                                                           | No Cultural Material     |
| 70 – 100 cm                                                                                 | Very light-brown-beige silt with extremely small rounded pebbles ~1%-5%                                                                                                                              | No Cultural Material     |
| <b>Notes:</b> Moderate roots from 0-30cm                                                    |                                                                                                                                                                                                      |                          |
| <b>Shovel Probe PU-02</b>                                                                   |                                                                                                                                                                                                      |                          |
| 0 – 30 cm                                                                                   | Dark brown sandy loam. Various sizes and types of pebbles.                                                                                                                                           | No Cultural Material     |
| 30 – 70 cm                                                                                  | Golden grey-beige silt, various pebbles, larger cobbles, angular-subangular.                                                                                                                         | No Cultural Material     |
| <b>Notes:</b> Water at 70cm.                                                                |                                                                                                                                                                                                      |                          |
| <b>Shovel Probe PU-03</b>                                                                   |                                                                                                                                                                                                      |                          |
| 0 – 30 cm                                                                                   | Brown sandy loam with roots. Moderate pebbles, subangular-rounded.                                                                                                                                   | No Cultural Material     |
| 30 – 60 cm                                                                                  | Lighter brown sandy silt. Moderate to high pebbles and gravel, angular-rounded. Water at 60cm.                                                                                                       | No Cultural Material     |
| <b>Notes:</b> Water at 60cm.                                                                |                                                                                                                                                                                                      |                          |
| <b>Shovel Probe PU-04</b>                                                                   |                                                                                                                                                                                                      |                          |
| 0 – 30 cm                                                                                   | Dark brown sandy loam, with roots.                                                                                                                                                                   | No Cultural Material     |
| 30 – 65 cm                                                                                  | Sand, dark brown-grey sand. Low pebble count.                                                                                                                                                        | No Cultural Material     |
| <b>Notes:</b> Some pieces of wood coated with white paint in upper part of layer ~ 20 cmbs. |                                                                                                                                                                                                      |                          |
| <b>Shovel Probe PU-05</b>                                                                   |                                                                                                                                                                                                      |                          |
| Surface, 0 cm                                                                               | Shingles, splinters of lumber, various rocks, cobbles, remains of wrecked barn. Ground is disturbed.                                                                                                 | No Cultural Material     |
| 0 – 40 cm                                                                                   | Mostly brown sandy loam, lenses of different shades of brown (disturbed)                                                                                                                             | One clear glass fragment |
| <b>Notes:</b> Within demolished barn footprint.                                             |                                                                                                                                                                                                      |                          |
| <b>Shovel Probe PU-06</b>                                                                   |                                                                                                                                                                                                      |                          |
| 0 – 60 cm                                                                                   | Due to wet conditions, it is difficult to differentiate strata. This appears to be a jumble of mostly dark brown loam and dark grey sand. Pieces of lumber in upper portion, various rocks, pebbles. | No Cultural Material     |



| DEPTH<br>BELOW<br>SURFACE<br>(CM)                               | SEDIMENT DESCRIPTION                                                     | CONTENTS             |
|-----------------------------------------------------------------|--------------------------------------------------------------------------|----------------------|
| <b>Shovel Probe OP-01</b>                                       |                                                                          |                      |
| 0 – 13 cm                                                       | 10YR 4/3 (brown) sandy loam with less than 2% gravels, larger material.  | No Cultural Material |
| 13 – 40 cm                                                      | 10YR5/3 (brown) sandy loam with orange mottling. Water at 40 cm.         | No Cultural Material |
| <b>Note:</b> Abundant roots near surface.                       |                                                                          |                      |
| <b>Shovel Probe OP-02</b>                                       |                                                                          |                      |
| 0 – 15 cm                                                       | 10YR5/3 (brown) sandy loam with ~5% sub-rounded gravel, cobbles.         | No Cultural Material |
| 15 – 40 cm                                                      | 10YR5/3 (brown) sandy loam with ~ 7% larger material                     | No Cultural Material |
| <b>Note:</b> A few small chunks of burnt root noted.            |                                                                          |                      |
| <b>Shovel Probe OP-03</b>                                       |                                                                          |                      |
| 0 – 28 cm                                                       | 10YR 4/3 (brown) sandy loam with ~3% larger material.                    | No Cultural Material |
| 28 – 48 cm                                                      | 10YR5/3 (brown). Water at 48 cm                                          | No Cultural Material |
| <b>Note:</b> Smells like possible leach field (septic).         |                                                                          |                      |
| <b>Shovel Probe OP-04</b>                                       |                                                                          |                      |
| 0 – 15 cm                                                       | 10YR 4/3 (brown) sandy loam.                                             | No Cultural Material |
| 15 – 23 cm                                                      | 10YR4/4 (dark yellowish brown) sandy loam with ~ 10% larger material.    | No Cultural Material |
| 23 – 60 cm                                                      | 10YR5/3 (brown) with a ~10% larger material.                             | No Cultural Material |
| <b>Note:</b> Slow water seepage, starting ~ 58cm.               |                                                                          |                      |
| <b>Shovel Probe OP-05</b>                                       |                                                                          |                      |
| 0 – 48 cm                                                       | 10YR 4/3 (brown) silty loam, increasingly rocky (cobbles) with depth.    | No Cultural Material |
| <b>Note:</b> Water seepage ~45cm.                               |                                                                          |                      |
| <b>Shovel Probe OP-06</b>                                       |                                                                          |                      |
| 0 – 60 cm                                                       | Disturbed 10YR 4/3 (brown) silty loam horizon with ~3%, larger material. | No Cultural Material |
| 60 – 62 cm                                                      | Cobble layer.                                                            | No Cultural Material |
| <b>Note:</b> Periodic small charcoal chunks noted (burnt roots) |                                                                          |                      |
| <b>Shovel Probe OP-07</b>                                       |                                                                          |                      |
| 0 – 55 cm                                                       | Disturbed 10YR 4/3 (brown) silty loam horizon with abundant roots.       | No Cultural Material |
| <b>Note:</b> Stopped on large root @55cm.                       |                                                                          |                      |

**EXHIBIT #8:**

**TREE ASSESSMENT & PRESERVATION PLAN**

---





## Urban Forestry Services, Inc.

Arboricultural Consulting | Wholesale Tree Nursery

**Title:** Redwood Glen Development  
REVISED Tree Assessment and Tree Preservation Plan  
1112 D Avenue  
Anacortes, Washington 98221

**Prepared for:** Creative Transitions, LLC  
C/O Susan and Mark Harris  
13837 Red Tail Ridge Ln.  
Anacortes, WA 98221

**Prepared by:** Urban Forestry Services, Inc.  
James M. Barborinas  
Registered Consulting Arborist #356  
ISA Certified Arborist #PN-0135  
Tree Risk Assessor Qualified

**Date:** February 29, 2016

### CONTENTS

Summary  
Introduction  
Method of Evaluation  
Findings  
Site Map with Tree Locations  
Tree Evaluation Matrix  
General Tree Protection Guidelines  
Critical Root Zone Explanation  
Assumptions and Limitations

### Summary

Eight significant trees, worth 37 Tree Unit Credits are planned for retention in the 36,000 square foot Redwood Glen Development at 1113 D Avenue in Anacortes, Washington. Additional trees, worth 26 Tree unit Credits are being retained in the ROW. The attached General Tree Protection Guidelines should be followed during construction. Our office should

15119 McLean Road  
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Office (360) 428-5810  
Fax (360) 428-1822  
Cell (360) 770-9921

be retained for questions or onsite inspections when construction work significantly encroaches Critical Root Zones.

#### Redwood Glen

Total Site Area = 36,000 sq. ft.

**Total Tree Credit Required 1 Unit /1,000 square feet. = 36 Credits**

Trees Retained On Site = 8 trees worth 37 Tree Unit Credits

Trees Retained in ROW = 6 trees worth 26 Tree Unit Credits

**TOTAL TREE UNIT CREDITS RETAINED ONSITE = 37**

#### Introduction

A total of 21 trees were considered for retention on the Redwood Glen Development. See the attached site map. A total of 8 tree worth 37 Tree Unit Credits (TUC) are being retained with the present design, and assuming the property line adjustment into the ROW along the north edge of the site. A minimum of 36 TUC are required on this site lot of 36,000 square feet. An additional 6 trees are being retained in the ROW worth another 26 TUC, although they do not count towards the minimum credits required.

This little over  $\frac{3}{4}$  of an acre site at 1112 D Avenue at the corner of D Avenue and 12<sup>th</sup> Street was likely an early settlers home-site. Significantly large native trees as well as large ornamental trees were found all over the site strategically retained or planted, especially at the property corners and edges. Of greatest interest are the 3 coast redwood trees, *Sequoiadendron sempervirens* located near 3 of the four property corners. Three are located inside the property.



**Photo 1. The 44 inch diameter coast redwood, tree #13, behind the deciduous tree in this photo will be retained on the property, assuming the approved property line adjustment to the north.**



Larger trees are valued in city lots like this but are challenging to retain because of their wide spreading root system. However, following the attached General Tree Protection Guidelines, especially protecting roots and only disturbing the absolute minimum of the root system, allows larger tree retention in many cases.

### Method of Evaluation

The methodology to evaluate these trees follows the criteria provided in the Tree Risk Assessment Qualification (TRAQ) training. TRAQ was developed, and is administered, by the International Society of Arboriculture (ISA) and follows the ISA's *Best Management Practices - Tree Risk Assessment* publication, and American National Standards Institute (ANSI) A300 (Part 9), *Tree, Shrub, and Other Woody Plant Management - Standard Practices (Tree Risk Assessment a. Tree Structure Assessment.)*

The Tree Assessment Matrix that we provide in this report simplifies the reporting of our findings in laymen terms to increase the understanding of our recommendations.

The Level 2 Basic Tree Assessment is a detailed visual inspection of a tree and its surrounding site, and a synthesis of the information collected. It requires that a tree risk assessor walk completely around the tree, looking at the site, buttress roots, trunk, and branches. This basic assessment may include the use of simple tools to gain additional information about the tree or defects. Defects found in a level 2 Basic Tree Assessment may require a Level 3 assessment for further testing and analysis.

Tree condition is determined based on visual inspection of the above-ground portions of the trees. Of particular concern is trunk soundness, tree structure, bud fullness and color, twig length, crown ratio, density of leaves, evidence of disease-causing bacteria, fungi or virus, deadwood, and dead or broken hanging limbs.



**Photo #3. Three European weeping birch are being retained in the ROW on the north side of the property (left side of photo). The large coast redwood (center) and a Pacific madrone, within the property are also being retained.**

While no one can predict with absolute certainty which trees will fail and which trees will remain healthy, by methodical process we can predict those most likely to fail by the conditions observed and take appropriate action to reduce or eliminate the potential hazard.

## **Findings and Recommendations**

Twenty-one significant trees on the Redwood Glen site are worthy in health and structure to retain. The 8 trees that are planned to be retained within the property are indicated on the attached site map. Tree #13, a large coast redwood and tree # 21, a pacific madrone is included in this number and assumes the property line adjustment into the ROW to the north. Critical Root Zones (CRZ) of all trees are shown.

## **Tree Retention**

The Redwood Glen site consist of 36,000 square feet. In accordance with the Anacortes Tree Preservation Code 16.50 that requires a minimum number of **36 tree credits** for this development. These 8 trees, worth 37 Tree Unit Credits meet that requirement.

Retained tree ID numbers, diameters and species are:

1. #7-11" Leyland Cypress, *Cupressocyparis leylandii*
2. #8-8" Layland Cypress, *Cupressocyparis leylandii*
3. #9-6" Layland Cypress, *Cupressocyparis leylandii*
4. #11-10" & 10" quaking aspen, *Populus tremuloides*
5. #13-44" coast redwood, *Sequoiadendron sempervirens*
6. #15-5", 4", 4" & 3" vine maple, *Acer circinatum*
7. #17-36" coast redwood, *Sequoiadendron sempervirens*
8. #21-15" Pacific madrone, *Arbutus menziesii*

An additional 6 significant trees in the ROW, worth 26 TUC that do not count towards the minimum TUC requirement are still considered worthy to retain and will contribute significantly to the site. One of these is a large coast redwood that is located in the ROW at the corner on D Avenue and 12<sup>th</sup> Street. All of the ROW trees will also be protected and retained during construction except for tree #3, a 12" lodgepole pine tree. This tree is very tall and narrow and being crowded out by the 2 large trees on either side of it that will be retained. Removing this tree would allow the adjacent trees to grow and fill out more naturally in the long term.

Note: See site map for locations and Critical Root Zones.



## **Tree Protection**

General Tree Protection Guidelines are attached to this report. They provide important instructions to protect retained trees during construction. They refer to the Critical Root Zone in many cases which is important to protect at all times. However, it is typical that work must occur within and all around the CRZ in many cases. The attached CRZ Explanation differentiates between the Perimeter CRZ and Interior CRZ. In most cases, some encroachment into the CRZ is acceptable and still allows tree retention if the contractor continues to follow the General Tree Protection Guidelines especially within the Interior CRZ. Refer to the CRZ Explanation for understanding the difference.

The contractor or owner should call our office whenever work must proceed within the CRZ. In many cases, we can answer questions over the phone or in some cases a site visit is necessary. The owner may also want to consider having us periodically check the site for contract compliance to the tree protection standards.

Let me know if you have questions regarding this Tree Retention Plan.



# Redwood Glen Tree Preservation Plan

Date: January 2016  
Prepared for: Creative Transitions, LLC.  
Project: Redwood Glen Project



Urban Forestry Services, Inc.  
15119 McLean Rd  
Mt. Vernon, WA 98273

## Key

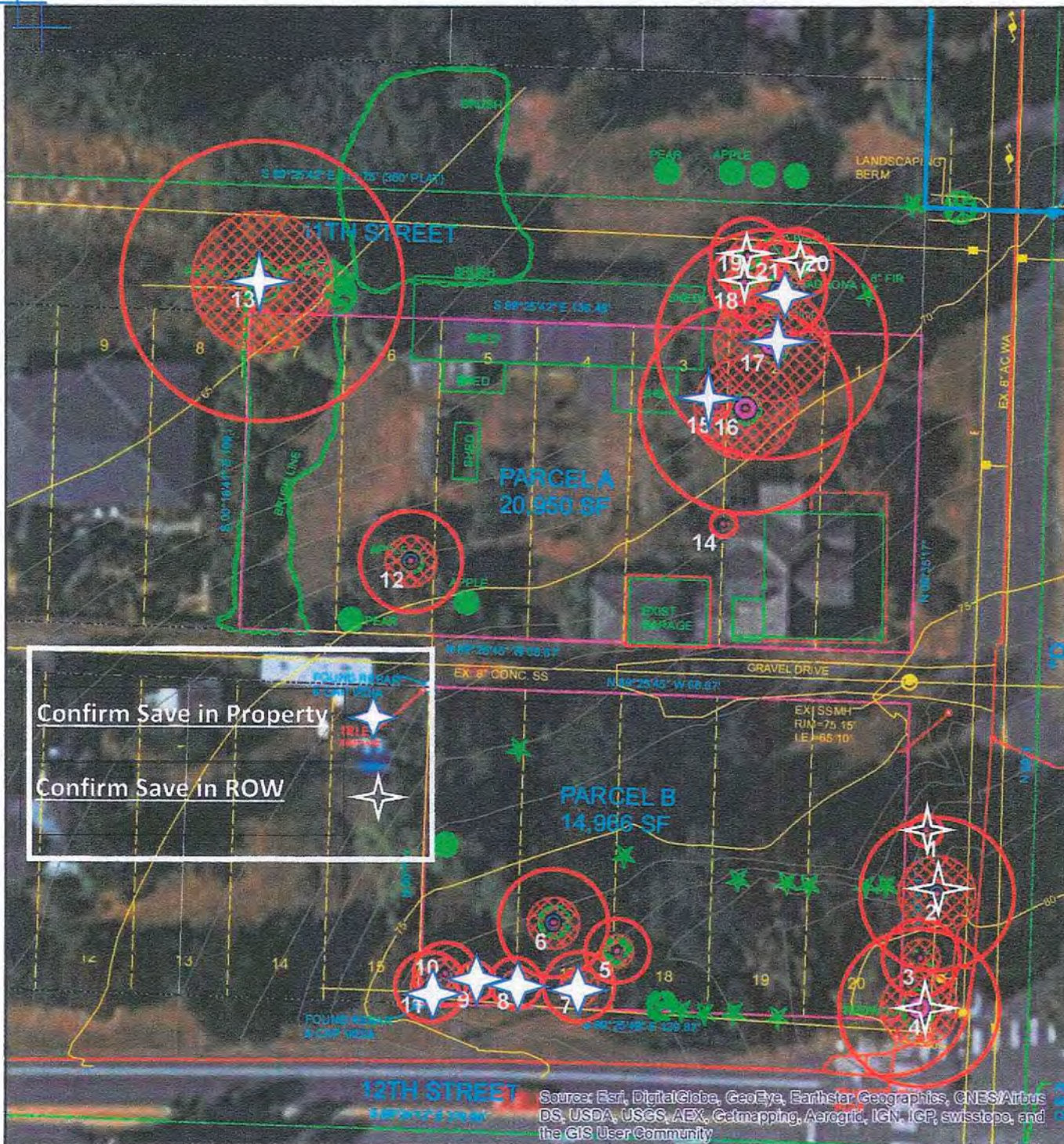
### Type of Tree Sites

- Planting site
- Removal site
- Stump
- Tree location

### Tree Diameter (Inches)

- 1 - 12 inches
- 13 - 24 inches
- 25 + inches

- Inner Critical Root Zone
- Perimeter Critical Root Zone
- Parcel Boundary (County)





| Tree Assessment by Urban Forestry Services, Inc. Jim Barborinas ISA<br>Certified Arborist |                                                  |                   |           | Redwood Glen, 1112 D Avenue, Anacortes, WA 98221 |                 |                    |                                 |                         |          |                               |                              |                                                   |                                                                                | Date: February 29, 2016                                                                                         |
|-------------------------------------------------------------------------------------------|--------------------------------------------------|-------------------|-----------|--------------------------------------------------|-----------------|--------------------|---------------------------------|-------------------------|----------|-------------------------------|------------------------------|---------------------------------------------------|--------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| Tree #                                                                                    | Species                                          | Diameter (Inches) | Structure | Vigor                                            | Risk of Failure | Preservation Value | Retain Tree on Subject Property | Potentially Retain Tree | ROW Tree | On Property Tree Unit Credits | ROW Tree - Tree Unit Credits | Defects / Comments                                | Recommendations                                                                | Notes                                                                                                           |
| 1                                                                                         | Pacific madrone, <i>Arbutus menziesii</i>        | 5                 | Good      | Fair                                             | Low             | High               | Yes                             |                         | Yes      |                               | 1                            |                                                   | protect-fence/mulch                                                            | Protect tree.                                                                                                   |
| 2                                                                                         | fir, Noble, <i>Abies nobilis</i>                 | 24                | Good      | Fair                                             | Moderate        | High               | Yes                             |                         | Yes      |                               | 5                            | structural-branch architecture with long laterals | prune-crown reduce, prune-crown clean, Inspect-Inspect large lateral branches. | This tree has large lateral branches. Consider removing the large laterals to reduce wind sail in upper canopy. |
| 3                                                                                         | pine, Lodgepole, <i>Pinus contorta</i>           | 12                | Good      | Good                                             | Moderate        | Low                |                                 | No                      | Yes      |                               |                              |                                                   | remove tree                                                                    | Crown is not competing well with surrounding canopy, consider removal.                                          |
| 4                                                                                         | Coast Redwood, <i>sequoia sempervirens</i>       | 25                | Good      | Good                                             | Moderate        | High/Exceptional   | Yes                             |                         | Yes      |                               | 5                            |                                                   | protect-fence/mulch                                                            |                                                                                                                 |
| 5                                                                                         | mapl, Norway, <i>Acer platanoides</i>            | 10                | Good      | Good                                             | Moderate        | High               |                                 | No                      |          |                               |                              |                                                   | prune-subordinate, protect-fence/mulch                                         | Prune to balance the crown.                                                                                     |
| 6                                                                                         | Cypress Cultivar, <i>Chamaecyparis</i> spp.      | 17                | Good      | Fair                                             | Moderate        | High               |                                 | No                      |          |                               |                              |                                                   | inspect-inspect the crown for structure and defect, protect-fence/mulch        | Species is a <i>Chamaecyparis</i> cultivar                                                                      |
| 7                                                                                         | cypress, Leyland, <i>Chamaecyparis leylandii</i> | 11                | Good      | Poor-Fair                                        | Moderate        | Moderate           | Yes                             |                         |          | 5                             |                              |                                                   | protect-fence/mulch                                                            | Tree species is maintained as a hedge.                                                                          |
| 8                                                                                         | cypress, Leyland, <i>Chamaecyparis leylandii</i> | 8                 | Good      | Poor-Fair                                        | Low             | Moderate           | Yes                             |                         |          | 2                             |                              |                                                   | protect-fence/mulch                                                            | Tree species is maintained as a hedge.                                                                          |

|    |                                                     |     |      |           |          |                  |     |    |     |   |   |                     |                                                                               |                                                       |
|----|-----------------------------------------------------|-----|------|-----------|----------|------------------|-----|----|-----|---|---|---------------------|-------------------------------------------------------------------------------|-------------------------------------------------------|
| 9  | cypress, Leyland,<br><i>Chamaecyparis leylandii</i> | 6   | Good | Poor-Fair | Low      | Moderate         | Yes |    |     | 2 |   |                     | protect-fence/mulch                                                           | Tree species is maintained as a hedge.                |
| 10 | aspen, Quaking<br><i>Populus tremuloides</i>        | 10  | Good | Good      | Moderate | Moderate         | Yes |    |     |   |   |                     | protect-fence/mulch                                                           |                                                       |
| 11 | aspen, Quaking<br><i>Populus tremuloides</i>        | 11  | Good | Good      | Moderate | Moderate         | Yes |    |     | 5 |   |                     | protect-fence/mulch                                                           | Co-dominant trunks / crown.                           |
| 12 | Apple, <i>Malus</i>                                 | 16  | Good | Fair      | Low      | Moderate         |     | No |     |   |   |                     | prune-crown clean, protect-fence/mulch                                        |                                                       |
| 13 | Coast Redwood,<br><i>sequoia sempervirens</i>       | 44  | Good | Good      | Moderate | High/Exceptional | Yes |    |     | 8 |   |                     | inspect-inspect the crown for defects, protect-fence/mulch                    |                                                       |
| 14 | Dogwood spp,<br><i>Cornus</i> spp                   | 4   | Fair | Fair      | Low      | Moderate         |     | No |     |   |   | structural-deadwood | prune-crown clean, excavate-remove grass growing at tree base.                | Codominant trunks                                     |
| 15 | mapl, Vine, <i>Acer circinatum</i>                  | 5.2 | Good | Good      | Low      | High             | Yes |    |     | 2 |   |                     | excavate-remove grass growing at tree base, protect-fence/mulch               | Actually a multi-stem tree with d.b.h. 5, 4, 4 inches |
| 16 | Cypress Cultivar,<br><i>Chamaecyparis</i> spp.      | 33  | Good | Fair      | Moderate | High             |     | No |     |   |   |                     | inspect-inspect the crown for defects, prune-crown clean, protect-fence/mulch | Species is a <i>Chamaecyparis</i> cultivar            |
| 17 | Coast Redwood,<br><i>sequoia sempervirens</i>       | 36  | Good | Good      | Moderate | High/Exceptional | Yes |    |     | 8 |   |                     | protect-fence/mulch, prune-crown                                              |                                                       |
| 18 | birch, European white, <i>Betula pendula</i>        | 11  | Good | Good      | Moderate | High             |     | No | Yes |   | 5 |                     | monitor-monitor for birch borer insect attack, protect-fence/mulch            |                                                       |



|    |                                              |    |      |      |          |      |     |  |                           |    |    |  |                                                                    |                                            |
|----|----------------------------------------------|----|------|------|----------|------|-----|--|---------------------------|----|----|--|--------------------------------------------------------------------|--------------------------------------------|
| 19 | birch, European white, <i>Betula pendula</i> | 12 | Good | Good | Moderate | High | Yes |  | Yes                       |    | 5  |  | monitor-monitor for birch borer insect attack, protect-fence/mulch |                                            |
| 20 | birch, European white, <i>Betula pendula</i> | 11 | Good | Good | Moderate | High | Yes |  | Yes                       |    | 5  |  | monitor-monitor for birch borer insect attack, protect-fence/mulch |                                            |
| 21 | Pacific madrone, <i>Arbutus menziesii</i>    | 15 | Good | Good | Low      | High | Yes |  | Yes                       | 5  |    |  | protect-fence/mulch                                                | This tree has an interesting curved trunk. |
|    |                                              |    |      |      |          |      |     |  | Tree Credit Unit Totals : | 37 | 26 |  |                                                                    |                                            |

## DEFINITIONS AND NOTES:

- (1) **d.b.h.** = Diameter at breast height (approximately 4.5 ft. above surface grade).
- (2) **Vigor** = Health based on size and color of leaf or needle and length of growth.
- (3) **Structure** = Trunk and branch development and it's estimated susceptibility to failure.
- (4) **Risk of Failure** = The estimate of tree or limb stability based on its present condition.

Low = Little if any danger of failure at this time.

Moderate = Conditions observed show potential failure in extreme conditions.

High = Low vigor, poor crown to height ratio, root damage or structural defect make potential for failure high in near future.

**Extreme** = Conditions warrant that tree is in eminent danger of failure. Remove immediately.

- (5) **Maintenance Recommendations Explanation:** These recommendations are based on the condition of the trees as they are now.

(a) **Crown Clean** = Selective removal of one or more of the following items: dead, dying, diseased, weak branches, and watersprouts from a tree's crown.

(b) **Crown Thin** = Selective removal of branches to increase light penetration, air movement, and reduce end weight.

(c) **Crown Raise** = Selective removal of lower branches of the tree in order to provide clearance.

(d) **Crown Reduction** = Reduction in size or height of tree by pruning away height or width. Arborist must be knowledgeable

of the ability of the species to sustain this type of pruning.

**(e) Crown Restoration** = Pruning to improve the structure, form, and appearance of trees that have been severely headed, vandalized, or storm damaged.

**(f) Cable and/or Brace** = Cabling and/or Bracing would decrease the potential risk of failure, but not eliminate the possibility.

**(g) Remove** = The high to extreme risk of failure warrants that the tree shall be removed immediately.

**(h) Create Wildlife Snag** = Trees cut to wildlife snags provide perching, nesting, and a source of food for birds and other wildlife.

**(i) Monitor** = Trees of a particular species or condition that may be prone to more rapid decline than other trees. These trees should be inspected at least annually for changing conditions.

**(6) Preservation Value Explanation:**

LOW = Poor specimen

MODERATE = Common species with minimal character.

HIGH = Good character tree, save if possible.

SPECIAL = Unique species, save if possible.

**(7) PRUNING NOTE:** Pruning shall be performed by an ISA Certified Arborist with proven knowledge and ability using ANSI A300 Pruning Specifications.

**(8) Time Estimate:** Time estimate is based on a 3-person crew performing the work. This is only an estimate. The actual work should be bid by companies qualified to do the work.

**(9) Comments Explanation:**

**(a) Included Bark** = Junction just below two branches where bark ridge is curled inward towards center of tree creating high probability of failure.

**(b) Critical Rootzone (CRZ)** = A circular area under a tree to be protected from construction activities. This area is equal to 1 ft. radius for every 1 in. diameter of tree measured at 4.5 ft. above ground.

**(10) P & I CRZ = Perimeter and Interior Critical Root Zone.** See Critical Root Zone Explanation Attachment to Report.





## **General Tree Protection Guidelines** **With Critical Root Zone Explanation Attachment**

1. **Responsibilities:** These Guidelines pertain to any disturbance, use or activity within the Critical Root Zone of any retained tree on this project. See attached **Critical Root Zone Explanation** for reference. The owner's arborist and general contractor shall meet onsite before any site work begins, to review and designate the most appropriate methods to be used to protect the retained trees during construction.

These guidelines apply to work provided by all contractors and sub-contractors on the project.

The project consulting arborist shall be contacted prior to any work that may need to enter the tree protection fencing. Two days notice shall be provided to the project consulting arborist. A proposed method for work shall be provided to the arborist. This method shall be reviewed by the project consulting arborist and either approval and / or comments provided by the project consulting arborist prior to commencing works within the tree protection area. He or she should be notified within 8 hours should any injury occur to any protected tree or its larger roots (greater than 2-inch diameter) so that appropriate assessment and/or treatment may be made.

2. **Soil Disturbance:** No soil disturbance shall take place before tree protection fences are installed. All evaluated trees to be retained within these areas are clearly illustrated on the Site Plan.
3. **Designated Tree Removals:** The owner's arborist and contractor shall confirm on site which trees are to be removed and those to be retained. Directional felling and removal of trees will be completed with great care to avoid any damage to the trunks, limbs, and critical root zones of the retained trees.
4. **The Tree Protection Site Plan** shows the recommended location of the Tree Protection Fence (TPF). Immediately after the clearing limits and grading stakes are set in the field, the owner's arborist, during review and discussion with the contractor, will make a final determination on the tree protection requirements depending on construction limits and impact on major roots and soil condition. The arborist may adjust clearing limits in the field so that, in his/her opinion, tree roots and soils are protected while necessary work can proceed.
5. **The Tree Protection Fence (TPF)** shall be installed along the clearing limits, with special consideration of the Critical Root Zone (CRZ) of trees to be preserved. The CRZ of a tree is generally described as an area equal to 1-foot radius for every 1-inch diameter of tree. For example, a 10-inch diameter tree has a CRZ of 10-foot radius. Work within the CRZ may be limited to hand work or alternate method of construction.

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The Tree Protection Fence (TPF) shall be constructed with steel posts driven into the ground with 6-ft. chain link fence attached. Upon consultation with the contractor, the arborist shall determine the placement of the fence and the extent and method of clearing that may be done near preserved trees. Additional follow-up determinations may be required as work progresses on the project. See attached **Critical Root Zone Explanation**.

No parking, storage, dumping, or burning of materials is allowed beyond the clearing limits or within the Tree Protection Fence.

The TPF shall not be moved without authorization by the owner's arborist or City arborist. The TPF shall remain in place for the duration of the project.

Work within this area shall be reviewed with and approved by the owner's arborist. Call Urban Forestry Services, Inc. at 360-428-5810 with questions.

6. **Silt Fence:** If a silt fence is required to be installed within the Critical Root Zone of a retained tree, the bottom of the silt fence shall not be buried in a trench, but instead, folded over and placed flat on the ground. The flat portion of the silt fence shall be covered with gravel or soil for anchorage.
7. **CRZ over Hardscape:** Where the Critical Root Zone (CRZ) includes an area covered by hardscape, the TPF can be placed along the edge of the hardscape if and until it is removed. After hardscape removal, the available CRZ should be backfilled with topsoil up to 6 inches deep and protected with the TPF. Incorporation of topsoil into the existing sub-grade shall be determined by the consulting arborist. Where applicable a specification for topsoil will be provided or approved by Urban Forestry Services, Inc.
8. **Tree Protection Signs** shall be attached to the fence only and shall be shown as required on the Site Plan. They should read "Protect Critical Root Zone (CRZ) of trees to be retained. No soil disturbance, parking, storage, dumping, or burning of materials is allowed within the Tree Protection Barrier." Monetary Fines based on the appraised dollar value of the retained trees may also be included on these signs. Telephone contact details for the project consulting arborist should also be included in the sign.
9. **Soil Protection within the Critical Root Zone (CRZ):** Where vehicular access, temporary work pad or storage pad is required within the CRZ of any preserved tree that is not protected with hardscape, the soil shall be protected with 18" of woodchips and/or plywood or metal sheets to protect from soil compaction and damage to roots of retained trees. A biodegradable coir mat netting is recommended to be placed on the existing grade before woodchip placement to protect the condition and confirm the location of the existing grade. The netting is a valuable benchmark upon removal of the material within the CRZ.



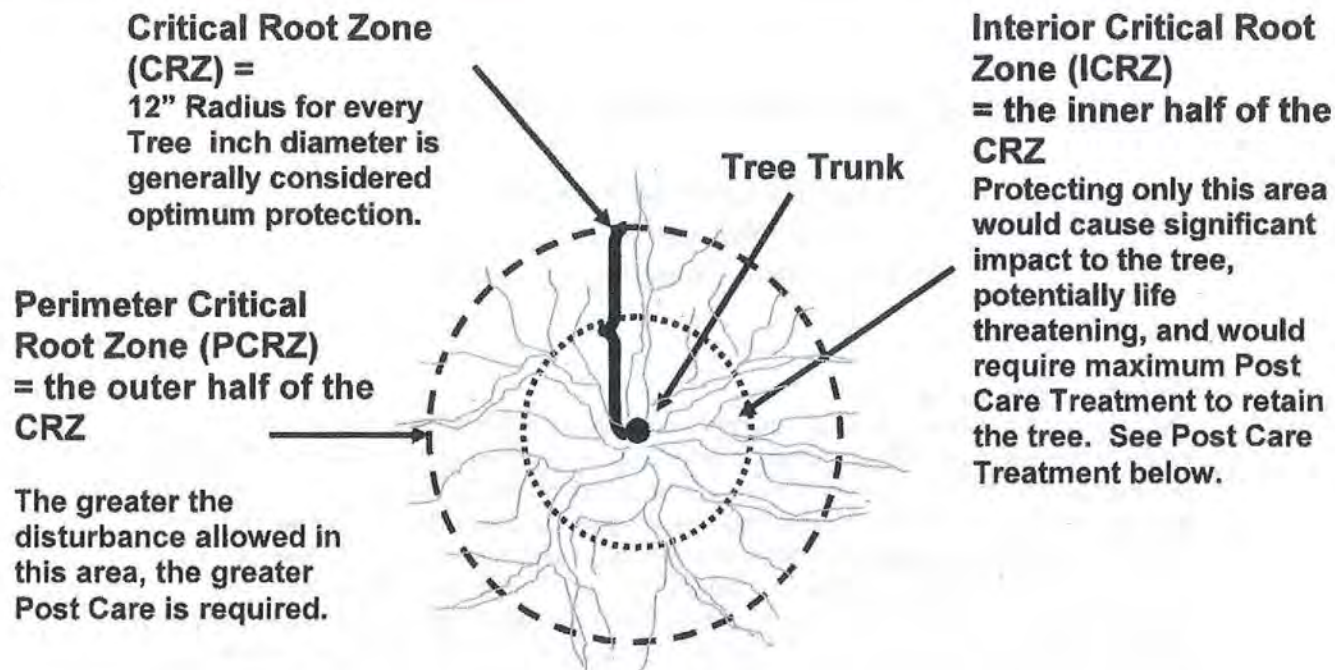
- 10. Landscape Plans, Irrigation Design and Installation Details:** Great care shall be exercised when landscaping within the Critical Root Zone (CRZ) of any tree. Roots of preserved trees and other vegetation shall not be damaged by planting or installation of irrigation lines. The owner's arborist shall review the Landscape Plan for any potential design and tree preservation conflicts and approve related irrigation and landscape installation activities within the CRZ of retained trees. A proposed method for work shall be provided to and approved by the arborist.
- 11. Backfill and Grade Changes:** The owner's arborist will determine to what extent backfilling may be allowed within the Critical Root Zone of a preserved tree, and if needed, the specific material which may be used. Grade cuts are usually more detrimental than grade filling within the CRZ and should be reviewed by the arborist well in advance of construction.
- 12. Tree Maintenance and Pruning:** Trees recommended for maintenance and approved by the owner, shall be pruned for deadwood, low hanging limbs, and proper balance, as recommended for safety, clearance or aesthetics. All pruning shall be done by an International Society of Arboriculture Certified Arborist. *ANSI A300 American Standards for Pruning* shall be used. Limbs of retained trees within 10 feet or less, of any power line, depending on power line voltage, may only be pruned by a Utility Certified Arborist. This pruning must be coordinated with the local power company, as they may prefer to provide this pruning.
- 13. Underground Utilities:** Utility installation within the Critical Root Zone (CRZ) of any retained tree shall be reviewed by the Project Consulting Arborist. A less root disturbing route or minimal impact installation method of utility installation may be discussed and recommended i.e. tunneling or trenchless excavation. Trenching through the Interior CRZ of a retained tree is not usually allowed. **See CRZ Explanation to differentiate between the Perimeter and Interior CRZ.** An Air spade and Vac Truck may be required when utility installation is mandatory near a retained tree or other methodology such as trenchless excavation.
- 14. Root Pruning:** Required work may result in the cutting of roots of retained trees. Cutting roots 2" or greater should be avoided. Potential root pruning needs should be reviewed in advance with the Project Consulting Arborist to minimize potential root fracturing and other damage. Severed roots of retained trees shall be cut off cleanly with a sharp saw or pruning shears. Applying pruning paint on trunk or root wounds is not recommended. Severed roots shall be covered immediately after final pruning with moist soil or covered with mulch until covered with soil. Excavation equipment operators shall take extreme care not to hook roots and pull them back towards retained trees. In all cases, the excavator shall sit outside of the CRZ. Soil excavation within the CRZ shall be under the direct supervision of the owner's arborist.
- 15. Supplemental Tree Irrigation:** If clearing is performed during the summer, supplemental watering and/or mulching over the root systems within the Tree Protection Fencing of preserved trees may be required by the owner's arborist. The arborist should be notified of the proposed schedule for clearing and grading work. Supplemental watering and mulching over the root systems of roots impacted or stressed trees are strongly recommended to compensate for root loss and initiate new root growth. Long periods of slow drip irrigation will be most effective. A large coil of soaker hose starting at least

18" from the trunk and covering the Interior Critical Root Zone area is recommended. Water once per week and check soils for at least 12 inches infiltration. This work shall be under the direct supervision of the owner's arborist.

**16. Additional Measures:** Additional tree protection recommendations may be required and may be specified in Urban Forestry Services, Inc. report(s).

**17. Final Inspection:** The owner's arborist shall make a final site visit to report on retained tree condition following completed work and shall report to the city to release the bond for the retained trees.





The Critical Root Zone (CRZ) of a tree is established on the basis of the trunk diameter. The CRZ is a circular area which has a radius of 12 inches to every inch diameter of trunk measured at 4.5 feet above grade. Root systems will vary both in depth and spread depending on size of tree, soils, water table, species and other factors. However, this CRZ description is generally accepted in the tree industry. Protecting this entire area should result in no adverse impact to the tree.

The above CRZ drawing has been further differentiated into the 'Perimeter' (PCRZ) and 'Interior' (ICRZ) to help define potential impact and required Post Care. Generally, the full PCRZ is considered the optimum amount of root protection for a tree. As one encroaches into the "Perimeter CRZ, but not into the "Interior CRZ" the greater Post Care the tree would require to remain alive and stable. The 'Interior CRZ is half the radius of the full PCRZ. Disturbance into the ICRZ could destabilize or cause the tree to decline.

The absolute maximum disturbance allowed should leave the 'Interior' CRZ undisturbed if the tree is to have any chance of survival. This 'Interior' CRZ would approximately equal the size of a rootball needed to transplant this tree which in turn would require extensive Post Care and possibly guying. Post Care Treatment includes but may not be limited to; regular irrigation, misting, root treatment with special root hormones, mulching, guying and monitoring for several years.



**Urban Forestry Services, Inc.**  
15119 McLean Rd.  
Mount Vernon, WA 98273

**Title:** Explanation of Critical Root Zone (CRZ)  
**Source:** Urban Forestry Services, Inc  
Jim Barborinas, ISA Certified Arborist PN-0135  
ASCA Registered Consulting Arborist #356,  
Certified Tree Risk Assessor #PNW-0327

**Date:** 2014

**Not to Scale**



## **ASSUMPTIONS AND LIMITING CONDITIONS**

**Urban Forestry Services, Inc.  
15119 McLean Rd.  
Mount Vernon, Washington 98273**

### **1. Limitations of this Assessment**

This Assessment is based on the circumstances and observations as they existed at the time of the site inspection of the Client's Property and the trees inspected by Urban Forestry Services, Inc. and upon information provided by the Client to Urban Forestry Services, Inc. The opinions in this Assessment are given based on observations made and using generally accepted professional judgment, however, because trees and plants are living organisms and subject to change, damage, and disease, the results, observations, recommendations, and analysis took place and no guarantee, warranty, representation, or opinion is offered or made by Urban Forestry Services, Inc. as to the length of the validity of the results, observations, recommendations, and analysis contained within this Assessment. As a result, the Client shall not rely upon this Assessment, save and except for representing the circumstances and observations, analysis, and recommendations that were made as at the date of such inspections. It is recommended that the trees discussed in this Assessment should be re-assessed periodically.

Urban Forestry Services, Inc. shall not be required to give testimony or to attend court by reason of this report unless subsequent contractual arrangements are made, including payment of an additional fee for such services as described in our fee schedule and contract of engagement.

Sketches, diagrams, graphs, and photographs in this report, being intended as visual aids, are not necessarily to scale and should not be construed as engineering or architectural reports or surveys.

### **2. Reaction of Assessment**

The Assessment carried out was restricted to the Property. No assessment of any other trees or plants has been undertaken by Urban Forestry Services, Inc. Urban Forestry Services, Inc. is not legally liable for any other trees or plants on the Property except those expressly discussed herein. The conclusions of this Assessment do not apply to any areas, trees, plants, or any other property not covered or referenced in this Assessment.

### **3. Professional Responsibility**

In carrying out this Assessment, Urban Forestry Services, Inc. and any Assessor appointed for and on behalf of Urban Forestry Services, Inc. to perform and carry out the Assessment has exercised a reasonable standard of care, skill, and diligence as would be customarily and normally provided in carrying out this Assessment. The Assessment has been made using accepted arboricultural techniques. These include a visual examination of each tree for structural defects, scars, external indications of decay such as fungal fruiting bodies, evidence of insect attack, discolored foliage, the condition of any visible root structures, the degree and direction of lean (if any), the general condition of the tree(s) and the surrounding site, and the current or planned proximity of property and people. Except where specifically noted in the Assessment, none of the trees examined on the property were dissected, cored, probed, or climbed and detailed root crown examinations involving excavation were not undertaken.



While reasonable efforts have been made to ensure that the trees recommended for retention are healthy, no guarantees are offered, or implied, that these trees, or all parts of them will remain standing. It is professionally impossible to predict with absolute certainty the behavior of any single tree or group of trees, or all their component parts, in all given circumstances. Inevitably, a standing tree will always pose some risk. Most trees have the potential to fall, lean, or otherwise pose a danger to property and persons in the event of adverse weather conditions, and this risk can only be eliminated if the tree is removed.

Without limiting the foregoing, no liability is assumed by Urban Forestry Services, Inc. or its directors, officers, employers, contractors, agents, or Assessors for:

- any legal description provided with respect to the Property;
- issues of title and or ownership respect to the Property;
- the accuracy of the Property line locations or boundaries with respect to the Property; and
- the accuracy of any other information provided to Urban Forestry Services, Inc. by the Client or third parties;
- any consequential loss, injury, or damages suffered by the Client or any third parties, including but not limited to replacement costs, loss of use, earnings, and business interruption; and
- the unauthorized distribution of the Assessment.

The total monetary amount of all claims or causes of action the Client may have as against Urban Forestry Services, Inc. including but not limited to claims for negligence, negligent misrepresentation, and breach of contract, shall be strictly limited to solely to the total amount of fees paid by the Client to Urban Forestry Services, Inc. pursuant to the Contract for Services as dated for which this Assessment was carried out. Further, under no circumstance may any claims be initiated or commenced by the Client against Urban Forestry Services, Inc. or any of its directors, officers, employees, contractors, agents, or Assessors, in contract or in tort, more than 12 months after the date of this Assessment.

**4. Third Party Liability**

This Assessment was prepared by Urban Forestry Services, Inc. exclusively for the Client. The contents reflect Urban Forestry Services, Inc. best assessment of the trees and plants on the Property in light of the information available to it at the time of preparation of this Assessment. Any use which a third party makes of this Assessment, or any reliance on or decisions made based upon this Assessment, are made at the sole risk of any such third parties. Urban Forestry Services, Inc. accepts no responsibility for any damages or loss suffered by any third party or by the Client as a result of decisions made or actions based upon the use of reliance of this Assessment by any such party.

**5. General**

Any plans and/or illustrations in this Assessment are included only to help the Client visualize the issues in this Assessment and shall not be relied upon for any other purpose.

This report and any values expressed herein represent the opinion of Urban Forestry Services, Inc. Our fee is in no way contingent upon any specified value, a result or occurrence of a subsequent event, nor upon any finding reported.

The Assessment report shall be considered as a whole, no sections are severable, and the Assessment shall be considered incomplete if any pages are missing. The right is reserved to adjust tree valuations, if additional relevant information is made available. This Assessment is for the exclusive use of the Client.



## Urban Forestry Services, Inc.

Arboricultural Consulting | Wholesale Tree Nursery

**Title:** Redwood Glen Development  
1112 D Avenue  
Anacortes, Washington 98221

**Prepared for:** Creative Transitions, LLC  
C/O Susan and Mark Harris  
13837 Red Tail Ridge Ln.  
Anacortes, WA 98221

**Prepared by:** Urban Forestry Services, Inc.  
James M. Barborinas  
Registered Consulting Arborist #356  
ISA Certified Arborist #PN-0135  
Tree Risk Assessor Qualified

**Date:** January 6, 2016

### CONTENTS

- Summary
- Introduction
- Method of Evaluation
- Findings
- Site Map with Tree Locations
- Tree Evaluation Matrix
- General Tree Protection Guidelines
- Critical Root Zone Explanation
- Assumptions and Limitations

### Summary

Nine significant trees, worth 36 Tree Unit Credits are planned for retention in the 36,000 square foot Redwood Glen Development at 1113 D Avenue in Anacortes, Washington. Additional trees are being retained in the ROW and other trees onsite are trying to be retained with alternative designs. The attached General Tree Protection Guidelines should be followed during construction. Our office should be retained for questions or onsite inspections when construction work significantly encroaches Critical Root Zones.

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## Redwood Glen

Total Site Area = 36,000 sq. ft.

**Total Tree Credit Required 1 Unit /1,000 square feet. = 36 Credits**

Trees Retained On Site = 9 trees worth 36 Tree Unit Credits

Trees Retained in ROW = 7 trees worth 31 Tree Unit Credits

Trees Trying to Save = 5 trees worth 22 Tree Unit Credits

**TOTAL TREE UNIT CREDITS = 36**

## Introduction

A total of 21 trees were considered for retention on the Redwood Glen Development. See the attached site map. A total of 9 tree worth 36 Tree Unit Credits (TUC) are being retained with the present design, and assuming the property line adjustment into the ROW along the north edge of the site. A minimum of 36 TUC are required on this site lot of 36,000 square feet. An additional 7 trees are being retained in the ROW worth another 31 TUC, although they do not count towards the minimum credits required. Significant effort was made and is still being made to retain an additional 5 trees on the site.

This little over  $\frac{3}{4}$  of an acre site at 1112 D Avenue at the corner of D Avenue and 12<sup>th</sup> Street was likely an early settlers home-site. Significantly large native trees as well as large ornamental trees were found all over the site strategically retained or planted, especially at the property corners and edges. Of greatest interest are the 3 coast redwood trees, *Sequoiadendron sempervirens* located near 3 of the four property corners. Two are in the property. The third is in the ROW.



**Photo 1. The 44 inch diameter coast redwood, tree #13, behind the deciduous tree in this photo will be retained on the property, assuming the approved property line adjustment to the north.**



Larger trees are valued in city lots like this but are challenging to retain because of their wide spreading root system. However, following the attached General Tree Protection Guidelines, especially protecting roots and only disturbing the absolute minimum of the root system, allows larger tree retention in many cases.

### **Method of Evaluation**

The methodology to assess these trees follows the process and criteria provided in the Tree Risk Assessment Course and Exam (TRACE) developed and administered by the Pacific Northwest Chapter (PNW) of the International Society of Arboriculture (ISA). The condition of these trees was determined based on visual inspection of the above-ground portions of the trees. Of particular concern was trunk soundness, tree structure, bud fullness and color, twig length, crown ratio, density of leaves, evidence of disease-causing bacteria, fungi or virus, deadwood, and dead or broken hanging limbs.

Invasive procedures, such as increment borer or Resistograph, may be used when considered necessary to confirm soundness and depth of decay. While no one can predict with absolute certainty which trees will fail and which trees will remain healthy, one can by methodical process, predict those most likely to fail by the conditions observed and take appropriate action to reduce or eliminate the potential hazard.

### **Findings and Recommendations**

Twenty-one significant trees on the Redwood Glen site are worthy in health and structure to retain. The 9 trees that are planned to be retained within the property are indicated on the attached site map. Tree #13, a large coast redwood, is included in this number and assumes the property line adjustment into the ROW to the north. Critical Root Zones (CRZ) of all trees are shown.



**Photo #3. Three European weeping birch and a large Pacific madrone are being retained in the ROW on the north side of the property (left side of photo). The large coast redwood (center) within the property is also being retained.**



## Tree Retention

The Redwood Glen site consist of 36,000 square feet. In accordance with the Anacortes Tree Preservation Code 16.50 that requires a minimum number of **36 tree credits** for this development, these 9 trees meet that requirement.

Save tree numbers, diameters and species are:

1. #7-11" Leyland Cypress, *Cupressocyparis leylandii*
2. #8-8" Layland Cypress, *Cupressocyparis leylandii*
3. #9-6" Layland Cypress, *Cupressocyparis leylandii*
4. #10-10" quaking aspen, *populous tremuloides*
5. #11-10" & 10" quaking aspen, *populous tremuloides*
6. #13-44" coast redwood, *sequoiadendron sempervirens*
7. #14-4" & 4" flowering dogwood, *Cornus* spp.
8. #15-5", 4", 4" & 3" vine maple, *Acer circinatum*
9. #17-36" coast redwood, *sequoiadendron sempervirens*

An additional 7 significant trees in the ROW, worth 31 TUC that do not count towards the minimum TUC requirement are still considered worthy to retain and will contribute significantly to the site. One of these is a large coast redwood that is located in the ROW at the corner on D Avenue and 12<sup>th</sup> Street. All of the ROW trees will also be protected and retained during construction except for tree #3, a 12" lodgepole pine tree. This tree is very tall and narrow and being crowded out by the 2 large trees on either side of it that will be retained. Removing this tree would allow the adjacent trees to grow and fill out more naturally in the long term.

There are 5 additional trees worth 22 TUC that might be retained if footprint changes are requested during development. Retention of these trees are not required to meet the minimum TUC threshold but they are surveyed and noted to be retained if possible.

Note: See site map for locations and Critical Root Zones.

## Tree Protection

General Tree Protection Guidelines are attached to this report. They provide important instructions to protect retained trees during construction. They refer to the Critical Root Zone in many cases which is important to protect at all times. However, it is typical that work must occur within and all around the CRZ in many cases. The attached CRZ Explanation differentiates between the Perimeter CRZ and Interior CRZ. In most cases, some encroachment into the CRZ is acceptable and still allows tree retention if the contractor continues to follow the General

Tree Protection Guidelines especially within the Interior CRZ. Refer to the CRZ Explanation for understanding the difference.

The contractor or owner should call our office whenever work must proceed within the CRZ. In many cases, we can answer questions over the phone or in some cases a site visit is necessary. The owner may also want to consider having us periodically check the site for contract compliance to the tree protection standards.

Let me know if you have questions regarding this Tree Retention Plan.



# Redwood Glen Tree Preservation Plan

Date: January 2016  
Prepared for: Creative Transitions, LLC.  
Project: Redwood Glen Project



Urban Forestry Services, Inc.  
15119 McLean Rd  
Mt. Vernon, WA 98273

## Key

### Type of Tree Sites

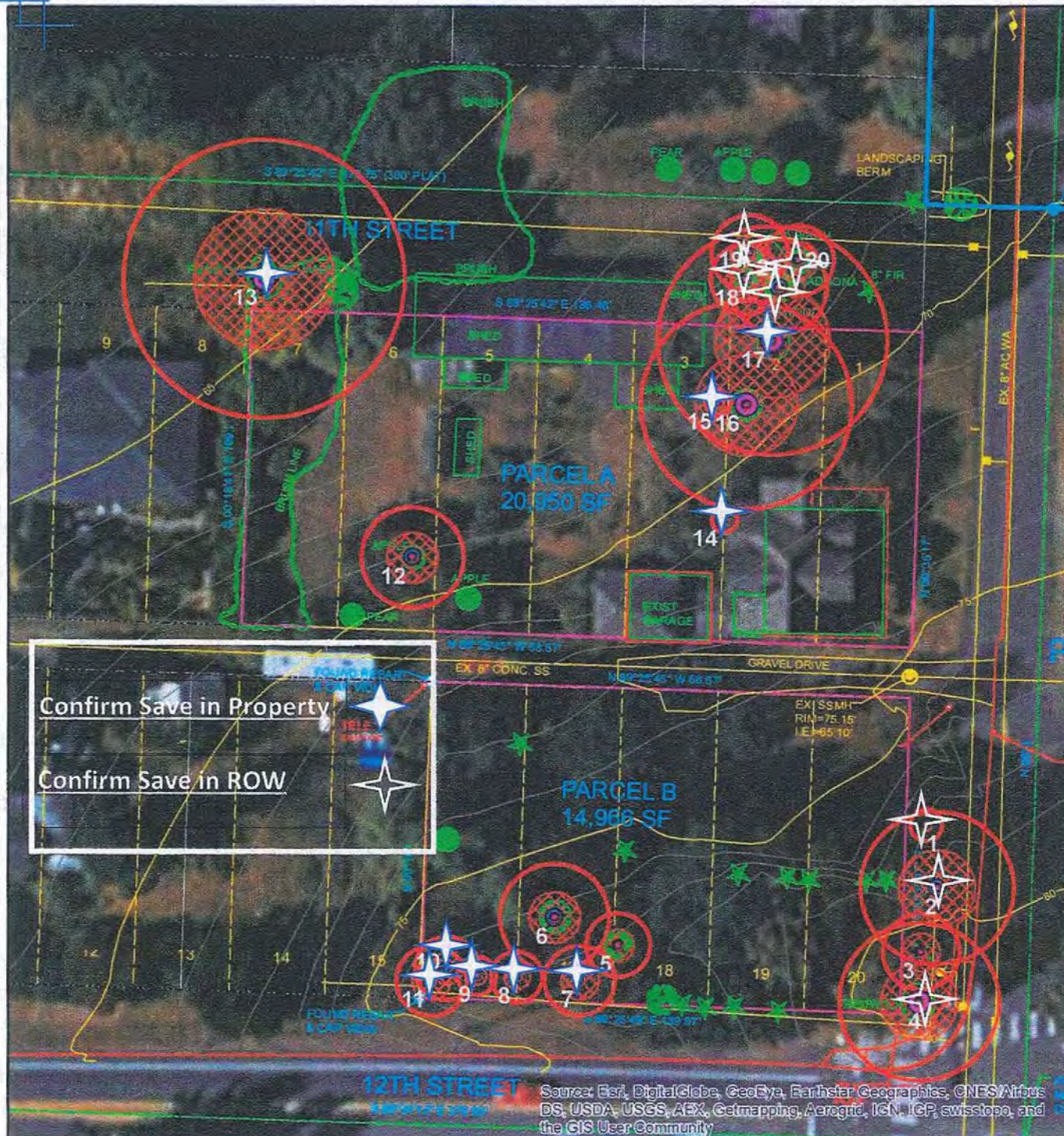
- Planting site
- Removal site
- Stump
- Tree location

### Tree Diameter (Inches)

- 1 - 12 inches
- 13 - 24 inches
- 25 + inches

- Inner Critical Root Zone
- Perimeter Critical Root Zone
- Parcel Boundary (County)

0 10 20 40 60 80 100 Feet





| Tree Assessment by Urban Forestry Services, Inc. Jim Barborinas ISA<br>Certified Arborist |                                                  |                   |           | Redwood Glen, 1112 D Avenue, Anacortes, WA 98221 |          |                    |                                 |                         |          |                   |                |                   |                                                   |                                                                                | Date: January 6, 2016                                                                                           |
|-------------------------------------------------------------------------------------------|--------------------------------------------------|-------------------|-----------|--------------------------------------------------|----------|--------------------|---------------------------------|-------------------------|----------|-------------------|----------------|-------------------|---------------------------------------------------|--------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| Tree #                                                                                    | Species                                          | Diameter (Inches) | Structure | Vigor                                            | Risk     | Preservation Value | Retain Tree on Subject Property | Potentially Retain Tree | ROW Tree | On Property - TUC | ROW Tree - TUC | Try to Save - TUC | Defects / Comments                                | Recommendations                                                                | Notes                                                                                                           |
| 1                                                                                         | Pacific madrone, <i>Arbutus menziesii</i>        | 5                 | Good      | Fair                                             | Low      | High               | Yes                             |                         | Yes      |                   | 1              |                   |                                                   | protect-fence/mulch                                                            | Protect tree.                                                                                                   |
| 2                                                                                         | fir, Noble, <i>Abies nobilis</i>                 | 24                | Good      | Fair                                             | Moderate | High               | Yes                             |                         | Yes      |                   | 5              |                   | structural-branch architecture with long laterals | prune-crown reduce, prune-crown clean, Inspect-Inspect large lateral branches. | This tree has large lateral branches. Consider removing the large laterals to reduce wind sail in upper canopy. |
| 3                                                                                         | pine, Lodgepole, <i>Pinus contorta</i>           | 12                | Good      | Good                                             | Moderate | Low                |                                 | Maybe                   | Yes      |                   |                | 5                 |                                                   | remove tree                                                                    | Crown is not competing well with surrounding canopy, consider removal.                                          |
| 4                                                                                         | Coast Redwood, <i>sequoia sempervirens</i>       | 25                | Good      | Good                                             | Moderate | High/Exceptional   | Yes                             |                         | Yes      |                   | 5              |                   |                                                   | protect-fence/mulch                                                            |                                                                                                                 |
| 5                                                                                         | maple, Norway, <i>Acer platanoides</i>           | 10                | Good      | Good                                             | Moderate | High               |                                 | Maybe                   |          |                   |                | 2                 |                                                   | prune-subordinate, protect-fence/mulch                                         | Prune to balance the crown.                                                                                     |
| 6                                                                                         | Cypress Cultivar, <i>Chamaecyparis</i> spp.      | 17                | Good      | Fair                                             | Moderate | High               |                                 | Maybe                   |          |                   |                | 5                 |                                                   | inspect-inspect the crown for structure and defect, protect-fence/mulch        | Species is a <i>Chamaecyparis</i> cultivar                                                                      |
| 7                                                                                         | cypress, Leyland, <i>Chamaecyparis leylandii</i> | 11                | Good      | Poor-Fair                                        | Moderate | Moderate           | Yes                             |                         |          | 5                 |                |                   |                                                   | protect-fence/mulch                                                            | Tree species is maintained as a hedge.                                                                          |
| 8                                                                                         | cypress, Leyland, <i>Chamaecyparis leylandii</i> | 8                 | Good      | Poor-Fair                                        | Low      | Moderate           | Yes                             |                         |          | 2                 |                |                   |                                                   | protect-fence/mulch                                                            | Tree species is maintained as a hedge.                                                                          |



|    |                                                     |     |      |           |          |                  |     |       |     |   |  |   |                     |                                                                               |                                                       |
|----|-----------------------------------------------------|-----|------|-----------|----------|------------------|-----|-------|-----|---|--|---|---------------------|-------------------------------------------------------------------------------|-------------------------------------------------------|
| 9  | cypress, Leyland,<br><i>Chamaecyparis leylandii</i> | 6   | Good | Poor-Fair | Low      | Moderate         | Yes |       |     | 2 |  |   |                     | protect-fence/mulch                                                           | Tree species is maintained as a hedge.                |
| 10 | aspen, Quaking<br><i>Populus tremuloides</i>        | 10  | Good | Good      | Moderate | Moderate         | Yes |       |     | 2 |  |   |                     | protect-fence/mulch                                                           |                                                       |
| 11 | aspen, Quaking<br><i>Populus tremuloides</i>        | 11  | Good | Good      | Moderate | Moderate         | Yes |       |     | 5 |  |   |                     | protect-fence/mulch                                                           | Co-dominant trunks / crown.                           |
| 12 | Apple, <i>Malus</i>                                 | 16  | Good | Fair      | Low      | Moderate         |     | Maybe |     |   |  | 2 |                     | prune-crown clean, protect-fence/mulch                                        |                                                       |
| 13 | Coast Redwood,<br><i>sequoia sempervirens</i>       | 44  | Good | Good      | Moderate | High/Exceptional | Yes |       |     | 8 |  |   |                     | inspect-inspect the crown for defects, protect-fence/mulch                    |                                                       |
| 14 | Dogwood spp,<br><i>Cornus</i> spp                   | 4   | Fair | Fair      | Low      | Moderate         | Yes |       |     | 2 |  |   | structural-deadwood | prune-crown clean, excavate-remove grass growing at tree base.                | Codominant trunks                                     |
| 15 | mapl, Vine, <i>Acer circinatum</i>                  | 5.2 | Good | Good      | Low      | High             | Yes |       |     | 2 |  |   |                     | excavate-remove grass growing at tree base, protect-fence/mulch               | Actually a multi-stem tree with d.b.h. 5, 4, 4 inches |
| 16 | Cypress Cultivar,<br><i>Chamaecyparis</i> spp.      | 33  | Good | Fair      | Moderate | High             |     | Maybe |     |   |  | 8 |                     | inspect-inspect the crown for defects, prune-crown clean, protect-fence/mulch | Species is a <i>Chamaecyparis</i> cultivar            |
| 17 | Coast Redwood,<br><i>sequoia sempervirens</i>       | 36  | Good | Good      | Moderate | High/Exceptional | Yes |       |     | 8 |  |   |                     | protect-fence/mulch, prune-crown                                              |                                                       |
| 18 | birch, European white, <i>Betula pendula</i>        | 11  | Good | Good      | Moderate | High             | Yes |       | Yes | 5 |  |   |                     | monitor-monitor for birch borer insect attack, protect-fence/mulch            |                                                       |

|    |                                              |    |      |      |          |      |     |  |                           |    |    |    |  |                                                                    |                                            |
|----|----------------------------------------------|----|------|------|----------|------|-----|--|---------------------------|----|----|----|--|--------------------------------------------------------------------|--------------------------------------------|
| 19 | birch, European white, <i>Betula pendula</i> | 12 | Good | Good | Moderate | High | Yes |  | Yes                       |    | 5  |    |  | monitor-monitor for birch borer insect attack, protect-fence/mulch |                                            |
| 20 | birch, European white, <i>Betula pendula</i> | 11 | Good | Good | Moderate | High | Yes |  | Yes                       |    | 5  |    |  | monitor-monitor for birch borer insect attack, protect-fence/mulch |                                            |
| 21 | Pacific madrone, <i>Arbutus menziesii</i>    | 15 | Good | Good | Low      | High | Yes |  | Yes                       |    | 5  |    |  | protect-fence/mulch                                                | This tree has an interesting curved trunk. |
|    |                                              |    |      |      |          |      |     |  | Tree Credit Unit Totals : | 36 | 31 | 22 |  |                                                                    |                                            |





## General Tree Protection Guidelines With Critical Root Zone Explanation Attachment

1. **Responsibilities:** These Guidelines pertain to any disturbance, use or activity within the Critical Root Zone of any retained tree on this project. See attached **Critical Root Zone Explanation** for reference. The owner's arborist and general contractor shall meet onsite before any site work begins, to review and designate the most appropriate methods to be used to protect the retained trees during construction.

These guidelines apply to work provided by all contractors and sub-contractors on the project.

The project consulting arborist shall be contacted prior to any work that may need to enter the tree protection fencing. Two days notice shall be provided to the project consulting arborist. A proposed method for work shall be provided to the arborist. This method shall be reviewed by the project consulting arborist and either approval and / or comments provided by the project consulting arborist prior to commencing works within the tree protection area. He or she should be notified within 8 hours should any injury occur to any protected tree or its larger roots (greater than 2-inch diameter) so that appropriate assessment and/or treatment may be made.

2. **Soil Disturbance:** No soil disturbance shall take place before tree protection fences are installed. All evaluated trees to be retained within these areas are clearly illustrated on the Site Plan.
3. **Designated Tree Removals:** The owner's arborist and contractor shall confirm on site which trees are to be removed and those to be retained. Directional felling and removal of trees will be completed with great care to avoid any damage to the trunks, limbs, and critical root zones of the retained trees.
4. **The Tree Protection Site Plan** shows the recommended location of the Tree Protection Fence (TPF). Immediately after the clearing limits and grading stakes are set in the field, the owner's arborist, during review and discussion with the contractor, will make a final determination on the tree protection requirements depending on construction limits and impact on major roots and soil condition. The arborist may adjust clearing limits in the field so that, in his/her opinion, tree roots and soils are protected while necessary work can proceed.
5. **The Tree Protection Fence (TPF)** shall be installed along the clearing limits, with special consideration of the Critical Root Zone (CRZ) of trees to be preserved. The CRZ of a tree is generally described as an area equal to 1-foot radius for every 1-inch diameter of tree. For example, a 10-inch diameter tree has a CRZ of 10-foot radius. Work within the CRZ may be limited to hand work or alternate method of construction.

15119 McLean Road  
Mount Vernon, WA 98273

Office (360) 428-5810  
Fax (360) 428-1822  
Cell (360) 770-9921

The Tree Protection Fence (TPF) shall be constructed with steel posts driven into the ground with 6-ft. chain link fence attached. Upon consultation with the contractor, the arborist shall determine the placement of the fence and the extent and method of clearing that may be done near preserved trees. Additional follow-up determinations may be required as work progresses on the project. See attached **Critical Root Zone Explanation**.

No parking, storage, dumping, or burning of materials is allowed beyond the clearing limits or within the Tree Protection Fence.

The TPF shall not be moved without authorization by the owner's arborist or City arborist. The TPF shall remain in place for the duration of the project.

Work within this area shall be reviewed with and approved by the owner's arborist. Call Urban Forestry Services, Inc. at 360-428-5810 with questions.

6. **Silt Fence:** If a silt fence is required to be installed within the Critical Root Zone of a retained tree, the bottom of the silt fence shall not be buried in a trench, but instead, folded over and placed flat on the ground. The flat portion of the silt fence shall be covered with gravel or soil for anchorage.
7. **CRZ over Hardscape:** Where the Critical Root Zone (CRZ) includes an area covered by hardscape, the TPF can be placed along the edge of the hardscape if and until it is removed. After hardscape removal, the available CRZ should be backfilled with topsoil up to 6 inches deep and protected with the TPF. Incorporation of topsoil into the existing sub-grade shall be determined by the consulting arborist. Where applicable a specification for topsoil will be provided or approved by Urban Forestry Services, Inc.
8. **Tree Protection Signs** shall be attached to the fence only and shall be shown as required on the Site Plan. They should read "Protect Critical Root Zone (CRZ) of trees to be retained. No soil disturbance, parking, storage, dumping, or burning of materials is allowed within the Tree Protection Barrier." Monetary Fines based on the appraised dollar value of the retained trees may also be included on these signs. Telephone contact details for the project consulting arborist should also be included in the sign.
9. **Soil Protection within the Critical Root Zone (CRZ):** Where vehicular access, temporary work pad or storage pad is required within the CRZ of any preserved tree that is not protected with hardscape, the soil shall be protected with 18" of woodchips and/or plywood or metal sheets to protect from soil compaction and damage to roots of retained trees. A biodegradable coir mat netting is recommended to be placed on the existing grade before woodchip placement to protect the condition and confirm the location of the existing grade. The netting is a valuable benchmark upon removal of the material within the CRZ.



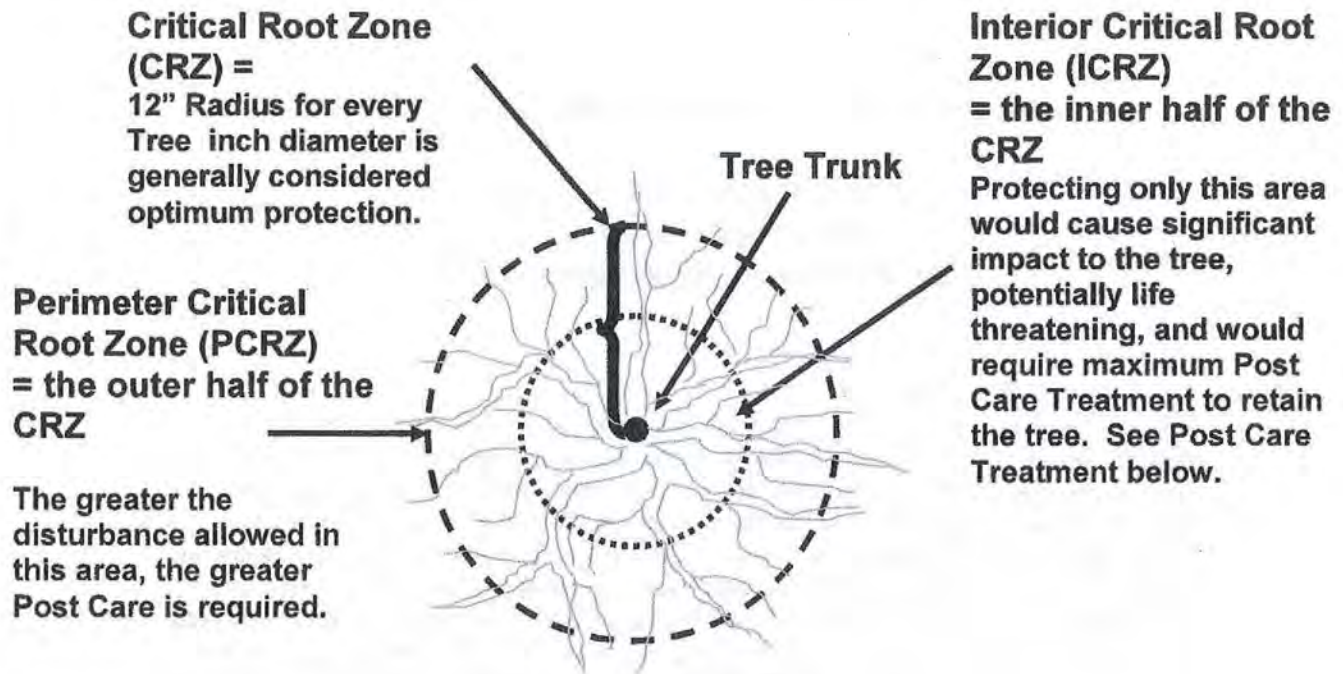
- 10. Landscape Plans, Irrigation Design and Installation Details:** Great care shall be exercised when landscaping within the Critical Root Zone (CRZ) of any tree. Roots of preserved trees and other vegetation shall not be damaged by planting or installation of irrigation lines. The owner's arborist shall review the Landscape Plan for any potential design and tree preservation conflicts and approve related irrigation and landscape installation activities within the CRZ of retained trees. A proposed method for work shall be provided to and approved by the arborist.
- 11. Backfill and Grade Changes:** The owner's arborist will determine to what extent backfilling may be allowed within the Critical Root Zone of a preserved tree, and if needed, the specific material which may be used. Grade cuts are usually more detrimental than grade filling within the CRZ and should be reviewed by the arborist well in advance of construction.
- 12. Tree Maintenance and Pruning:** Trees recommended for maintenance and approved by the owner, shall be pruned for deadwood, low hanging limbs, and proper balance, as recommended for safety, clearance or aesthetics. All pruning shall be done by an International Society of Arboriculture Certified Arborist. *ANSI A300 American Standards for Pruning* shall be used. Limbs of retained trees within 10 feet or less, of any power line, depending on power line voltage, may only be pruned by a Utility Certified Arborist. This pruning must be coordinated with the local power company, as they may prefer to provide this pruning.
- 13. Underground Utilities:** Utility installation within the Critical Root Zone (CRZ) of any retained tree shall be reviewed by the Project Consulting Arborist. A less root disturbing route or minimal impact installation method of utility installation may be discussed and recommended i.e. tunneling or trenchless excavation. Trenching through the Interior CRZ of a retained tree is not usually allowed. **See CRZ Explanation to differentiate between the Perimeter and Interior CRZ.** An Air spade and Vac Truck may be required when utility installation is mandatory near a retained tree or other methodology such as trenchless excavation.
- 14. Root Pruning:** Required work may result in the cutting of roots of retained trees. Cutting roots 2" or greater should be avoided. Potential root pruning needs should be reviewed in advance with the Project Consulting Arborist to minimize potential root fracturing and other damage. Severed roots of retained trees shall be cut off cleanly with a sharp saw or pruning shears. Applying pruning paint on trunk or root wounds is not recommended. Severed roots shall be covered immediately after final pruning with moist soil or covered with mulch until covered with soil. Excavation equipment operators shall take extreme care not to hook roots and pull them back towards retained trees. In all cases, the excavator shall sit outside of the CRZ. Soil excavation within the CRZ shall be under the direct supervision of the owner's arborist.
- 15. Supplemental Tree Irrigation:** If clearing is performed during the summer, supplemental watering and/or mulching over the root systems within the Tree Protection Fencing of preserved trees may be required by the owner's arborist. The arborist should be notified of the proposed schedule for clearing and grading work. Supplemental watering and mulching over the root systems of roots impacted or stressed trees are strongly recommended to compensate for root loss and initiate new root growth. Long periods of slow drip irrigation will be most effective. A large coil of soaker hose starting at least

18" from the trunk and covering the Interior Critical Root Zone area is recommended. Water once per week and check soils for at least 12 inches infiltration. This work shall be under the direct supervision of the owner's arborist.

**16. Additional Measures:** Additional tree protection recommendations may be required and may be specified in Urban Forestry Services, Inc. report(s).

**17. Final Inspection:** The owner's arborist shall make a final site visit to report on retained tree condition following completed work and shall report to the city to release the bond for the retained trees.





The Critical Root Zone (CRZ) of a tree is established on the basis of the trunk diameter. The CRZ is a circular area which has a radius of 12 inches to every inch diameter of trunk measured at 4.5 feet above grade. Root systems will vary both in depth and spread depending on size of tree, soils, water table, species and other factors. However, this CRZ description is generally accepted in the tree industry. Protecting this entire area should result in no adverse impact to the tree.

The above CRZ drawing has been further differentiated into the 'Perimeter' (PCRZ) and 'Interior' (ICRZ) to help define potential impact and required Post Care. Generally, the full PCRZ is considered the optimum amount of root protection for a tree. As one encroaches into the "Perimeter CRZ, but not into the "Interior CRZ" the greater Post Care the tree would require to remain alive and stable. The 'Interior CRZ is half the radius of the full PCRZ. Disturbance into the ICRZ could destabilize or cause the tree to decline.

The absolute maximum disturbance allowed should leave the 'Interior' CRZ undisturbed if the tree is to have any chance of survival. This 'Interior' CRZ would approximately equal the size of a rootball needed to transplant this tree which in turn would require extensive Post Care and possibly guying. Post Care Treatment includes but may not be limited to; regular irrigation, misting, root treatment with special root hormones, mulching, guying and monitoring for several years.



**Urban Forestry Services, Inc.**  
15119 McLean Rd.  
Mount Vernon, WA 98273

**Title:** Explanation of Critical Root Zone (CRZ)  
**Source:** Urban Forestry Services, Inc  
Jim Barborinas, ISA Certified Arborist PN-0135  
ASCA Registered Consulting Arborist #356,  
Certified Tree Risk Assessor #PNW-0327

**Date:** 2014

**Not to Scale**



## **ASSUMPTIONS AND LIMITING CONDITIONS**

**Urban Forestry Services, Inc.  
15119 McLean Rd.  
Mount Vernon, Washington 98273**

### **1. Limitations of this Assessment**

This Assessment is based on the circumstances and observations as they existed at the time of the site inspection of the Client's Property and the trees inspected by Urban Forestry Services, Inc. and upon information provided by the Client to Urban Forestry Services, Inc. The opinions in this Assessment are given based on observations made and using generally accepted professional judgment, however, because trees and plants are living organisms and subject to change, damage, and disease, the results, observations, recommendations, and analysis took place and no guarantee, warranty, representation, or opinion is offered or made by Urban Forestry Services, Inc. as to the length of the validity of the results, observations, recommendations, and analysis contained within this Assessment. As a result, the Client shall not rely upon this Assessment, save and except for representing the circumstances and observations, analysis, and recommendations that were made as at the date of such inspections. It is recommended that the trees discussed in this Assessment should be re-assessed periodically.

Urban Forestry Services, Inc. shall not be required to give testimony or to attend court by reason of this report unless subsequent contractual arrangements are made, including payment of an additional fee for such services as described in our fee schedule and contract of engagement.

Sketches, diagrams, graphs, and photographs in this report, being intended as visual aids, are not necessarily to scale and should not be construed as engineering or architectural reports or surveys.

### **2. Reaction of Assessment**

The Assessment carried out was restricted to the Property. No assessment of any other trees or plants has been undertaken by Urban Forestry Services, Inc. Urban Forestry Services, Inc. is not legally liable for any other trees or plants on the Property except those expressly discussed herein. The conclusions of this Assessment do not apply to any areas, trees, plants, or any other property not covered or referenced in this Assessment.

### **3. Professional Responsibility**

In carrying out this Assessment, Urban Forestry Services, Inc. and any Assessor appointed for and on behalf of Urban Forestry Services, Inc. to perform and carry out the Assessment has exercised a reasonable standard of care, skill, and diligence as would be customarily and normally provided in carrying out this Assessment. The Assessment has been made using accepted arboricultural techniques. These include a visual examination of each tree for structural defects, scars, external indications of decay such as fungal fruiting bodies, evidence of insect attack, discolored foliage, the condition of any visible root structures, the degree and direction of lean (if any), the general condition of the tree(s) and the surrounding site, and the current or planned proximity of property and people. Except where specifically noted in the Assessment, none of the trees examined on the property were dissected, cored, probed, or climbed and detailed root crown examinations involving excavation were not undertaken.



While reasonable efforts have been made to ensure that the trees recommended for retention are healthy, no guarantees are offered, or implied, that these trees, or all parts of them will remain standing. It is professionally impossible to predict with absolute certainty the behavior of any single tree or group of trees, or all their component parts, in all given circumstances. Inevitably, a standing tree will always pose some risk. Most trees have the potential to fall, lean, or otherwise pose a danger to property and persons in the event of adverse weather conditions, and this risk can only be eliminated if the tree is removed.

Without limiting the foregoing, no liability is assumed by Urban Forestry Services, Inc. or its directors, officers, employers, contractors, agents, or Assessors for:

- any legal description provided with respect to the Property;
- issues of title and or ownership respect to the Property;
- the accuracy of the Property line locations or boundaries with respect to the Property; and
- the accuracy of any other information provided to Urban Forestry Services, Inc. by the Client or third parties;
- any consequential loss, injury, or damages suffered by the Client or any third parties, including but not limited to replacement costs, loss of use, earnings, and business interruption; and
- the unauthorized distribution of the Assessment.

The total monetary amount of all claims or causes of action the Client may have as against Urban Forestry Services, Inc. including but not limited to claims for negligence, negligent misrepresentation, and breach of contract, shall be strictly limited to solely to the total amount of fees paid by the Client to Urban Forestry Services, Inc. pursuant to the Contract for Services as dated for which this Assessment was carried out. Further, under no circumstance may any claims be initiated or commenced by the Client against Urban Forestry Services, Inc. or any of its directors, officers, employees, contractors, agents, or Assessors, in contract or in tort, more than 12 months after the date of this Assessment.

#### **4. Third Party Liability**

This Assessment was prepared by Urban Forestry Services, Inc. exclusively for the Client. The contents reflect Urban Forestry Services, Inc. best assessment of the trees and plants on the Property in light of the information available to it at the time of preparation of this Assessment. Any use which a third party makes of this Assessment, or any reliance on or decisions made based upon this Assessment, are made at the sole risk of any such third parties. Urban Forestry Services, Inc. accepts no responsibility for any damages or loss suffered by any third party or by the Client as a result of decisions made or actions based upon the use of reliance of this Assessment by any such party.

#### **5. General**

Any plans and/or illustrations in this Assessment are included only to help the Client visualize the issues in this Assessment and shall not be relied upon for any other purpose.

This report and any values expressed herein represent the opinion of Urban Forestry Services, Inc. Our fee is in no way contingent upon any specified value, a result or occurrence of a subsequent event, nor upon any finding reported.

The Assessment report shall be considered as a whole, no sections are severable, and the Assessment shall be considered incomplete if any pages are missing. The right is reserved to adjust tree valuations, if additional relevant information is made available. This Assessment is for the exclusive use of the Client.

## EXHIBIT #9:

### LANDSCAPE PLAN





**EXHIBIT #10:**

**RESOLUTION TO VACATE**





**RESOLUTION NO. 1945**

**A RESOLUTION FIXING A DATE & TIME WHEN A PETITION FOR VACATION  
MAY BE HEARD AND DETERMINED BY THE CITY COUNCIL AT  
A PUBLIC HEARING**

**WHEREAS**, a petition for the vacation of the below described property has been filed with the City Council of the City of Anacortes; and,

**WHEREAS**, the subject vacation request is associated with a a Replat, Planned Unit Development (PUD), SEPA environmental review, Code Modification(s), and a Right of Way Dedication to create five (5) lots from the subject property; and,

**WHEREAS**, the City Council has determined not to refer the subject vacation petition /request to the Board of Adjustment pursuant to Anacortes Municipal Code § 12.50.060(F); and,

**WHEREAS**, it is necessary to fix a date and time for a public hearing on said matter; now, therefore,

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ANACORTES, WASHINGTON, AS FOLLOWS:**

**SECTION 1.** That petition asking for the vacation of the following described property shall be processed concurrently with the associated Replat, Planned Unit Development (PUD), SEPA environmental review, Code Modification(s), and a Right of Way Dedication to create five (5) lots from the subject property; and,

**SECTION 2.** That the vacation request and associated applications stated above shall be heard in an open-record public hearing before the Planning Commission at 6:00 PM on March 9, 2016; and,

**SECTION 3.** That the Planning Commission will make a recommendation of approval or denial concerning the subject vacation petition /request and associated applications to City Council; and,

**SECTION 4.** That the Planning Commission's recommendation will be heard at a closed-record public hearing before City Council at 6:00 PM on the 4<sup>th</sup> day of April 2016; and,

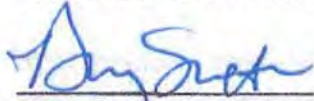
**SECTION 5.** That the subject vacation request is to unimproved 11<sup>th</sup> Street for approximately 210 feet from lots 1- to 7 Block 203, Map of the City of Anacortes, as per Plat recorded n Volume 2 of Plats, page 4, records of Skagit County, Washington.

**INTRODUCED, PASSED, AND APPROVED BY THE CITY COUNCIL OF THE CITY OF ANACORTES on this 16th day of February 2016.**

**CITY OF ANACORTES, WASHINGTON**

  
LAURIE M. GERE, MAYOR

Approved as to form and legality:

  
Darcy Swetham, WSBA# 40530  
City Attorney

ATTEST:

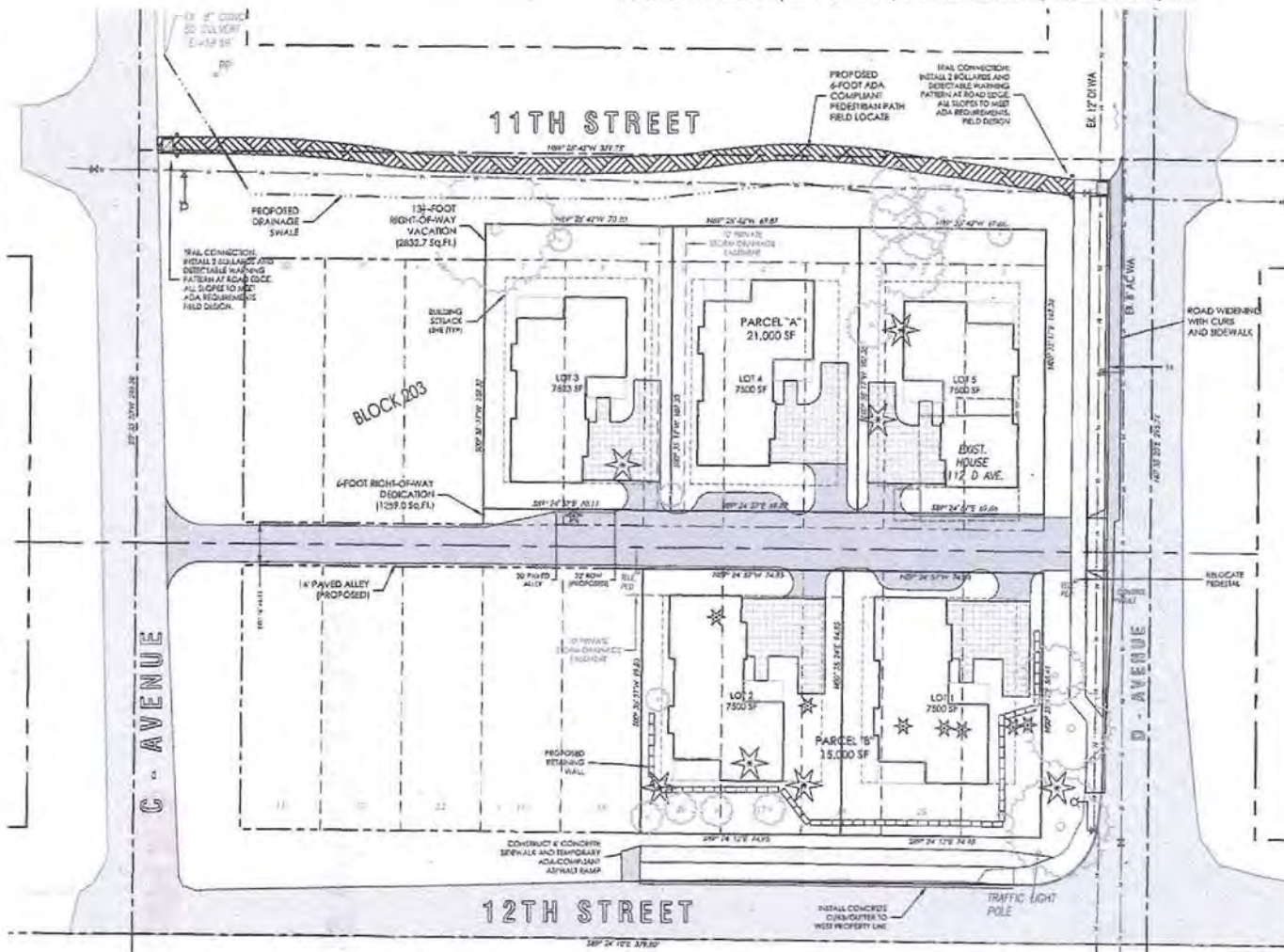
  
Steve D. Hoglund, City Clerk Treasurer



**EXHIBIT #11:**

**REPLAT & PUD SITE PLAN**

A PORTION OF THE NW 1/4 OF SECTION 24, TOWNSHIP 35 NORTH, RANGE 01 EAST, W.M.



VICINITY MAP  
(Not to Scale)

#### SITE INFORMATION

SITE ADDRESS: 1112 D-AVENUE, ANACORTES, WA 98224  
 TAX ID NUMBER: 584224  
 CURRENT ZONING: R2  
 REGD. MAP LOT SIZE: 7,500 SQ. FT.  
 GROSS LOT AREA: 64,999 SF (1.492 AC)  
 NET AREA (EXIST. LOTS): 36,000 SF (0.826 AC)  
 NET AREA (C/7 ROW VACA): 37,523 SF (0.861 AC)  
 LOTS PERMITTED: 1.492 AC x 400/AC = 5  
 LOTS PROPOSED: 5  
 MIN. LOT SIZE: 7,500 SF  
 MAX. LOT SIZE: 7,500 SF  
 SCHOOL DISTRICT: Anacortes School District No. 103  
 WATER PROVIDER: City of Anacortes  
 SANITARY SEWER: City of Anacortes  
 STORMWATER UTILITY: City of Anacortes  
 POST OFFICE: Anacortes (98221)  
 FIRE DISTRICT: City of Anacortes

#### OWNER

CREATIVE TRANSITIONS, LLC  
 c/o SUSAN & MARK HARRIS  
 3656 VIEW ROAD  
 ANACORTES, WA 98221

#### APPLICANT

CREATIVE TRANSITIONS, LLC  
 c/o SUSAN & MARK HARRIS  
 3656 VIEW ROAD  
 ANACORTES, WA 98221

#### CONTACT PERSON

See applicant

#### PROJECT ENGINEER

DAVID A. LERVIK, PE  
 LERVIK ENGINEERING  
 PO BOX 654  
 ANACORTES, WA 98221  
 563.688.1592

#### PROJECT SURVEYOR

DALE HERNIMSTAD, PE, FLS  
 HERNIMSTAD ENGINEERING & SURVEYING  
 4330 WHISTLE LAKE ROAD  
 ANACORTES, WA 98221

#### RE-SUBDIVISION NOTICE:

NO LAND WITHIN A SUBJECT SUBDIVISION MAY BE FURTHER SUBDIVIDED WITHIN A PERIOD OF FIVE (5) YEARS FROM THE DATE OF APPROVAL, WITHOUT FILING A STANDARD PLAN.

(ANACORTES MUNICIPAL CODE 14.08.050)

#### LEGAL DESCRIPTION

LOTS 1, 2, INCLUDING AND LOTS 10, 20, INCLUDING, BLOCK 203, MAP OF THE CITY OF ANACORTES, AS FIRST PLAT RECORDED IN VOLUME 7 OF PLATS, PAGE 4, RECORDS OF STAGE COUNTY.

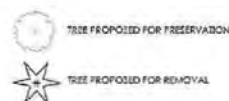
APPROVED BY THE CITY OF ANACORTES, COUNTY OF WADE, STATE OF WASHINGTON.

#### LOT COVERAGE CALCULATIONS

(PER AMC 17.36.010)

|                               |          |
|-------------------------------|----------|
| BUILDING AREA                 | 3,146 SF |
| LOT 102 (BAY 1, 2, & 3)       | 7,500 SF |
| LOT 101 (BAY 4)               | 7,500 SF |
| 100 x (2,440 / 7,500) = 32.5% |          |
| 100 x (2,440 / 7,500) = 32.5% |          |

NOTE: ALL EXISTING BUILDINGS TO BE REMOVED



#### LEGEND

|                              |     |
|------------------------------|-----|
| CONTOUR, EXISTING MAJOR      | --- |
| CONTOUR, EXISTING MINOR      | --- |
| CONTOUR, PROPOSED MAJOR      | --- |
| CONTOUR, PROPOSED MINOR      | --- |
| BUILDING, EXISTING           | --- |
| BUILDING SETBACK LINE        | --- |
| EDGE OF ASPHALT, EXISTING    | --- |
| EDGE OF ASPHALT, PROPOSED    | --- |
| RIGHT-OF-WAY LINE            | --- |
| ROAD CENTERLINE              | --- |
| LOT LINE, EXISTING (PLATTED) | --- |
| LOT LINE, PROPOSED           | --- |

LERVIK ENGINEERING  
 CIVIL DESIGN AND DEVELOPMENT CONSULTING  
 PO BOX 654 ANACORTES, WA 98221 563.688.1592



NAME: David A. Lervik  
 TITLE: Professional Engineer  
 EXPIRATION: 12/31/2024

MARK & SUSAN HARRIS  
 CREATIVE TRANSITIONS LLC  
 3656 VIEW ROAD  
 ANACORTES, WA 98221

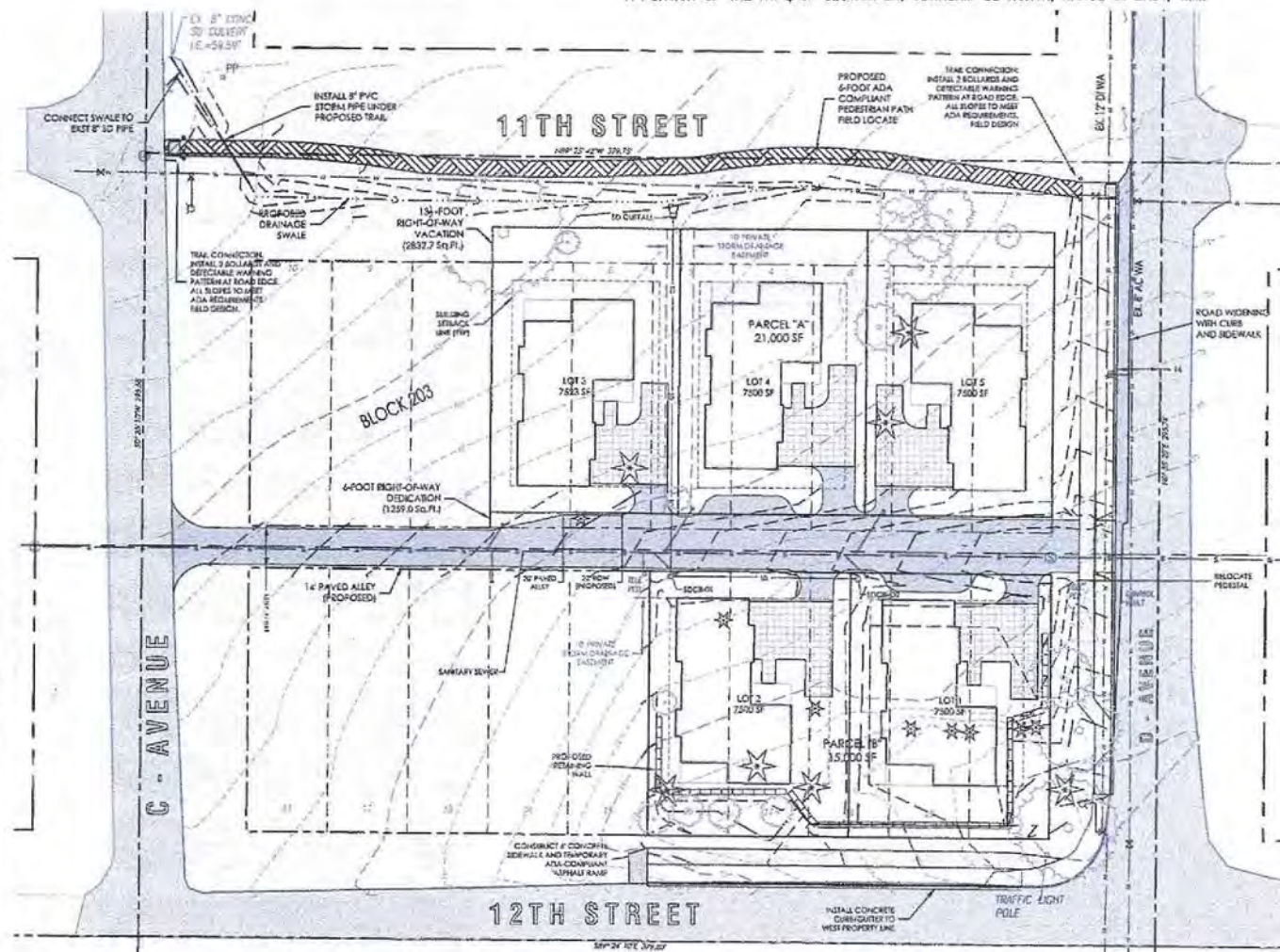
PRELIMINARY PLAT MAP  
 PLANNED UNIT DEVELOPMENT

P1 of P2

PUD-2015-0002

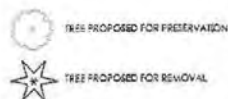


A PORTION OF THE NW 1/4 OF SECTION 24, TOWNSHIP 35 NORTH, RANGE 01 EAST, W.M.



SEE SHEET C2 FOR SITE PROFILES

NOTE: ALL EXISTING BUILDINGS TO BE REMOVED



#### LEGEND

|                              |     |
|------------------------------|-----|
| CONTOUR, EXISTING MAJOR      | --- |
| CONTOUR, EXISTING MINOR      | --- |
| CONTOUR, PROPOSED MAJOR      | --- |
| CONTOUR, PROPOSED MINOR      | --- |
| BUILDING, EXISTING           | --- |
| BUILDING SETBACK LINE        | --- |
| EDGE OF ASPHALT, EXISTING    | --- |
| EDGE OF ASPHALT, PROPOSED    | --- |
| RIGHT-OF-WAY LINE            | --- |
| ROAD CENTERLINE              | --- |
| LOT LINE, EXISTING (PLATTED) | --- |
| LOT LINE, PROPOSED           | --- |



VICINITY MAP  
(Not to Scale)



#### SITE INFORMATION

SITE ADDRESS: 1112 12<sup>TH</sup> AVENUE, ANACOSTIES, WA  
 TAX ID NUMBER: 552224  
 CURRENT ZONING: R2  
 RECD WA, LOT 500: 7,500 SQ.FT.  
 GROSS PARCEL, DED: 35,000 SQ.FT. (0.806 AC)  
 LOTS PERMITTED: 4  
 LOTS PROPOSED: 5  
 MIN. LOT SIZE: 7,500 SQ.FT.  
 MAX. LOT SIZE: 7,500 SQ.FT.  
 SCHOOL, GASTRICH: Anacosties School District No. 103  
 WATER PROVIDER: City of Anacosties  
 SANITARY SEWER: City of Anacosties  
 STORMWATER UTILITY: City of Anacosties (06221)  
 FIRE DISTRICT: City of Anacosties

#### OWNER

CREATIVE TRANSITIONS, LLC  
 c/o SUSAN & MARK HARRIS  
 3005 VIEW RIDGE  
 ANACOSTIES, WA 98221

#### APPLICANT

CREATIVE TRANSITIONS, LLC  
 c/o SUSAN & MARK HARRIS  
 3005 VIEW RIDGE  
 ANACOSTIES, WA 98221

#### CONTACT PERSON

See applicant

#### PROJECT ENGINEER

DAVID A. LERVIK, PE  
 LERVIK ENGINEERING  
 PO BOX 684  
 ANACOSTIES, WA 98221  
 360.588.1552

#### PROJECT SURVEYOR

DALC HERBERTSON, PE, PLS  
 HERBERTSON ENGINEERING & SURVEYING  
 4303 WHISTLE LAKE ROAD  
 ANACOSTIES, WA 98221

#### RE-SUBDIVISION NOTICE:

NO LAND WITHIN A SHORT SREDECTION MAY BE FURTHER SUBDIVIDED WITHIN A PERIOD OF FIVE (5) YEARS FROM THE DATE OF APPROVAL UNLESS BEING A STANDARD PLAT.

(ANACOSTIES MUNICIPAL CODE 14.03.060)

#### LEGAL DESCRIPTION

LOTS 1-7 INCLUSIVE AND LOTS 14-20 INCLUSIVE, BLOCK 201, MAP OF THE CITY OF ANACOSTIES, AS PER PLAT RECORDED IN VOLUME 2 OF PLATE PAGE A RECORDS OF BLADE COUNTY

SITUATE IN THE CITY OF ANACOSTIES, COUNTY OF SEASIDE, STATE OF WASHINGTON.

**LERVIK ENGINEERING**  
 CIVIL ENGINEERING  
 100 BOX 684 ANACOSTIES, WA 98221  
 360.588.1552



DATE: 10/24/2015  
 DRAWN BY: D. LERVIK  
 CHECKED BY: M. HARRIS  
 PROJECT NO: 150000000

MARK & SUSAN HARRIS  
 CREATIVE TRANSITIONS LLC  
 3005 VIEW RIDGE  
 ANACOSTIES, WA 98221  
 REDWOOD GLEN PLANNED UNIT DEVELOPMENT  
 1112 12<sup>TH</sup> AVENUE, ANACOSTIES, WA 98221

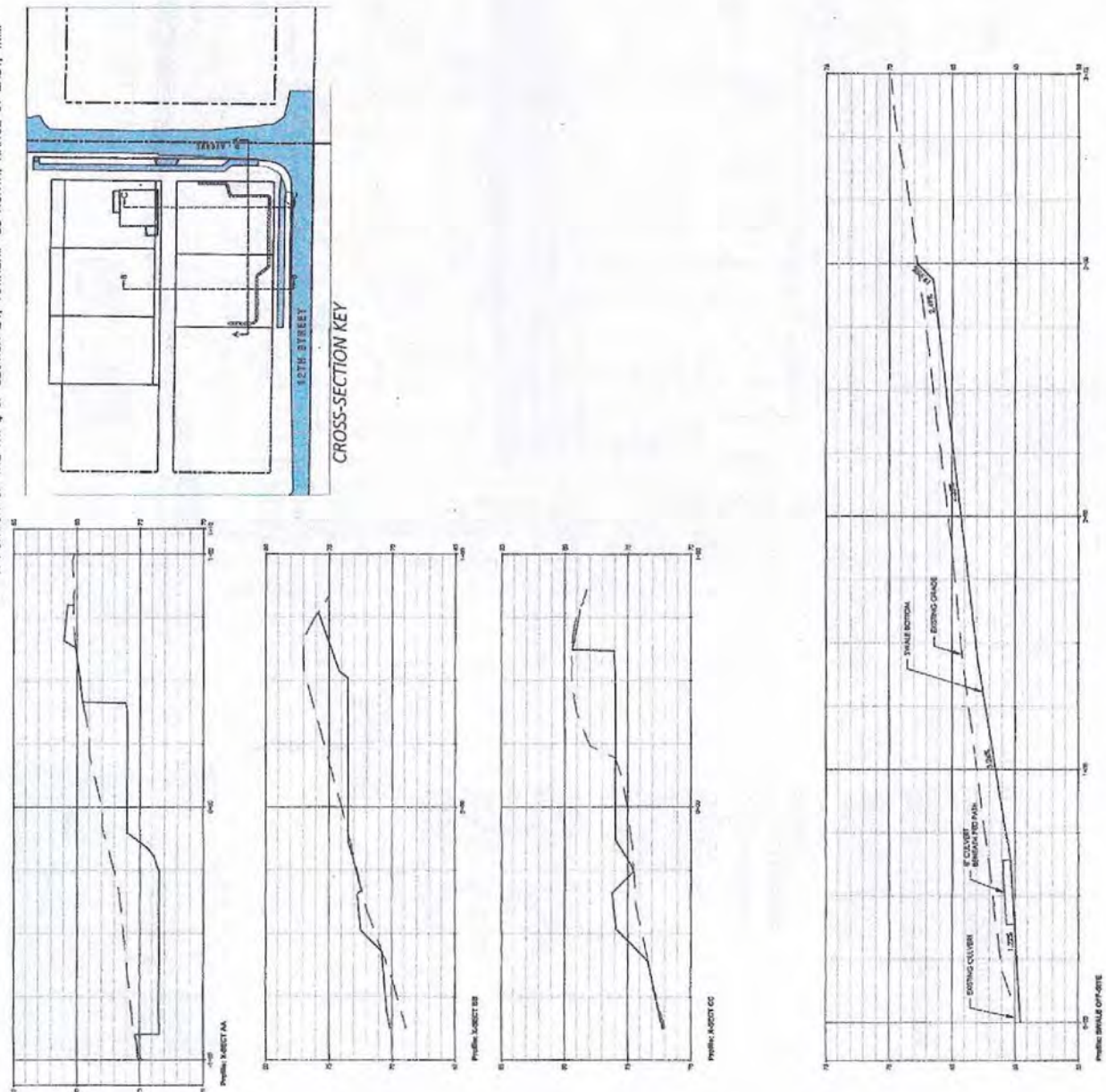
PRELIMINARY  
 CONSTRUCTION PLANS

PUD-2015-0002

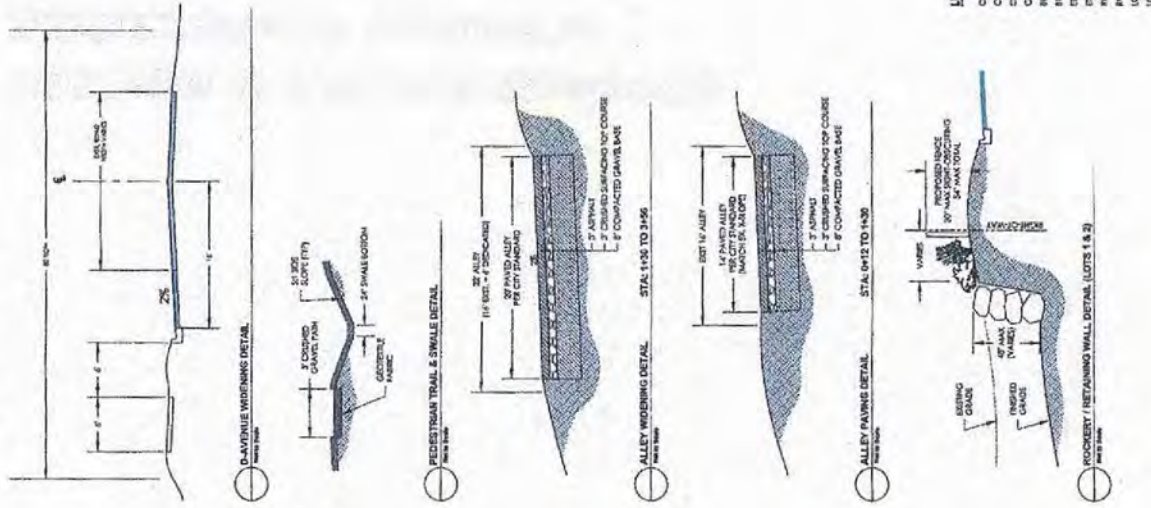
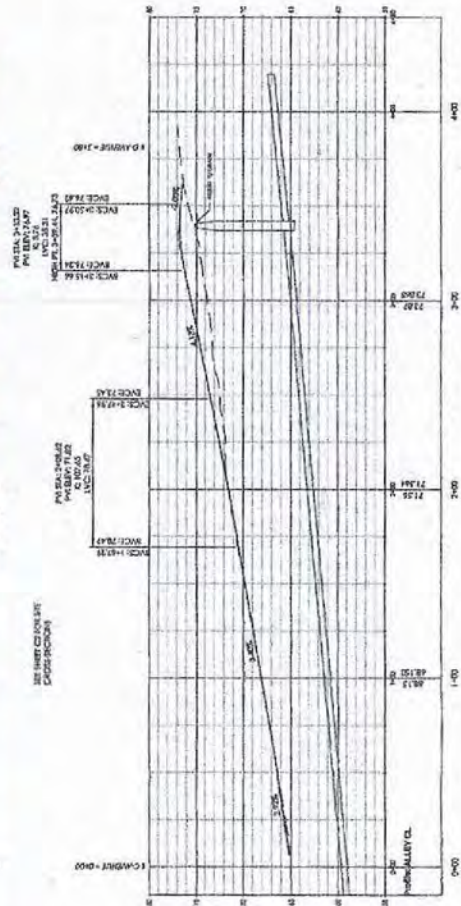
C1 of C2



## PUD-2015-0002







| Legend | 1990 | 1991 | 1992 | 1993 | 1994 | 1995 | 1996 | 1997 | 1998 | 1999 | 2000 | 2001 | 2002 | 2003 | 2004 | 2005 | 2006 | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 | 2038 | 2039 | 2040 | 2041 | 2042 | 2043 | 2044 | 2045 | 2046 | 2047 | 2048 | 2049 | 2050 | 2051 | 2052 | 2053 | 2054 | 2055 | 2056 | 2057 | 2058 | 2059 | 2060 | 2061 | 2062 | 2063 | 2064 | 2065 | 2066 | 2067 | 2068 | 2069 | 2070 | 2071 | 2072 | 2073 | 2074 | 2075 | 2076 | 2077 | 2078 | 2079 | 2080 | 2081 | 2082 | 2083 | 2084 | 2085 | 2086 | 2087 | 2088 | 2089 | 2090 | 2091 | 2092 | 2093 | 2094 | 2095 | 2096 | 2097 | 2098 | 2099 | 2100 | 2101 | 2102 | 2103 | 2104 | 2105 | 2106 | 2107 | 2108 | 2109 | 2110 | 2111 | 2112 | 2113 | 2114 | 2115 | 2116 | 2117 | 2118 | 2119 | 2120 | 2121 | 2122 | 2123 | 2124 | 2125 | 2126 | 2127 | 2128 | 2129 | 2130 | 2131 | 2132 | 2133 | 2134 | 2135 | 2136 | 2137 | 2138 | 2139 | 2140 | 2141 | 2142 | 2143 | 2144 | 2145 | 2146 | 2147 | 2148 | 2149 | 2150 | 2151 | 2152 | 2153 | 2154 | 2155 | 2156 | 2157 | 2158 | 2159 | 2160 | 2161 | 2162 | 2163 | 2164 | 2165 | 2166 | 2167 | 2168 | 2169 | 2170 | 2171 | 2172 | 2173 | 2174 | 2175 | 2176 | 2177 | 2178 | 2179 | 2180 | 2181 | 2182 | 2183 | 2184 | 2185 | 2186 | 2187 | 2188 | 2189 | 2190 | 2191 | 2192 | 2193 | 2194 | 2195 | 2196 | 2197 | 2198 | 2199 | 2200 | 2201 | 2202 | 2203 | 2204 | 2205 | 2206 | 2207 | 2208 | 2209 | 2210 | 2211 | 2212 | 2213 | 2214 | 2215 | 2216 | 2217 | 2218 | 2219 | 2220 | 2221 | 2222 | 2223 | 2224 | 2225 | 2226 | 2227 | 2228 | 2229 | 2230 | 2231 | 2232 | 2233 | 2234 | 2235 | 2236 | 2237 | 2238 | 2239 | 2240 | 2241 | 2242 | 2243 | 2244 | 2245 | 2246 | 2247 | 2248 | 2249 | 2250 | 2251 | 2252 | 2253 | 2254 | 2255 | 2256 | 2257 | 2258 | 2259 | 2260 | 2261 | 2262 | 2263 | 2264 | 2265 | 2266 | 2267 | 2268 | 2269 | 2270 | 2271 | 2272 | 2273 | 2274 | 2275 | 2276 | 2277 | 2278 | 2279 | 2280 | 2281 | 2282 | 2283 | 2284 | 2285 | 2286 | 2287 | 2288 | 2289 | 2290 | 2291 | 2292 | 2293 | 2294 | 2295 | 2296 | 2297 | 2298 | 2299 | 2300 | 2301 | 2302 | 2303 | 2304 | 2305 | 2306 | 2307 | 2308 | 2309 | 2310 | 2311 | 2312 | 2313 | 2314 | 2315 | 2316 | 2317 | 2318 | 2319 | 2320 | 2321 | 2322 | 2323 | 2324 | 2325 | 2326 | 2327 | 2328 | 2329 | 2330 | 2331 | 2332 | 2333 | 2334 | 2335 | 2336 | 2337 | 2338 | 2339 | 2340 | 2341 | 2342 | 2343 | 2344 | 2345 | 2346 | 2347 | 2348 | 2349 | 2350 | 2351 | 2352 | 2353 | 2354 | 2355 | 2356 | 2357 | 2358 | 2359 | 2360 | 2361 | 2362 | 2363 | 2364 | 2365 | 2366 | 2367 | 2368 | 2369 | 2370 | 2371 | 2372 | 2373 | 2374 | 2375 | 2376 | 2377 | 2378 | 2379 | 2380 | 2381 | 2382 | 2383 | 2384 | 2385 | 2386 | 2387 | 2388 | 2389 | 2390 | 2391 | 2392 | 2393 | 2394 | 2395 | 2396 | 2397</ |
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**EXHIBIT #12:**

**PLANNING COMMISSION'S  
RECOMMENDATION & MINUTES**





**PLANNING COMMISSION'S  
FINDINGS OF FACT, CONCLUSIONS OF LAW,  
& RECOMMENDATION:**

**Open Record Public**

**Hearing Date:** March 9, 2016, @ 6:00 PM with a 5:00 PM Site Visit

**Closed-Record Public**

**Hearing Date:** April 4, 2016, @ 6:00 PM with a 5:00 PM Site Visit

**Project Name:** 12<sup>th</sup> Street & "D" Avenue PUD

**File Number:** PUD-2015-0002

**Applicant &  
Landowner:** Mark and Susan Harris  
Classic Transitions, LLC  
13837 Redtail Ridge Lane  
Anacortes, WA 98221

**Project Engineer:** David Lervik  
Lervik Engineering  
P.O. Box 684  
Anacortes, WA 98221

**Project Surveyor:** Herrigstad Engineering  
4320 Whistle Lake Road  
Anacortes, WA 98221

**Project Planner:** Kevin Cricchio, AICP  
Associate Planner  
City of Anacortes  
904 6<sup>th</sup> Street  
Anacortes, WA 98221

**Subject Proposal:**

The applicant has applied for a preliminary Replat, preliminary Planned Unit Development (PUD), Code Modification(s), and a Right of Way Dedication and Vacation to create five (5) lots within the Residential (R2) Zoning District.

### **Modifications Proposed:**

Through the Planned Unit Development (PUD) process, the applicant is proposing the following modifications to Anacortes Municipal Code (AMC) standards:

1. A vacation request of right of way to unimproved 11<sup>th</sup> Street consisting of a 13.5 foot wide by 209.83 lineal feet long strip of land on the north side of lots 1- to 7 Block 203, Map of the City of Anacortes, as per Plat recorded in Volume 2 of Plats, page 4, records of Skagit County, Washington. The area of right-of-way vacation would be 2,832.71 square feet.
2. A dedication request of right-of way consisting of a six (6) foot wide by 209.84 lineal feet long strip of land on the south side of lots 1-7 Block 203, Map of the City of Anacortes, as per Plat recorded in Volume 2 of Plats, page 4, records of Skagit County, Washington. The area of right-of-way dedication would be 1,259.04 square feet. The dedicated right-of-way would expand the alley ROW from the typical 16 feet to 22 feet in width. Within a typical 16 foot alley ROW, there is a 14 foot paved area. The applicant proposes a 20 foot paved area within the 22 foot wide alley ROW which would extend to the west side of lot 7. West of lot 7, the paved area within the ROW would taper from 20 feet to 14 feet. The alley will be paved and connect "D" Avenue to "C" Avenue.

Staff Analysis: As conditioned below, the applicant will be required to compensate the city for the net area of the vacation request and dedication before final replat and Planned Unit Development (PUD) submittal or approval is given.

3. In lieu of typical street improvements associated with development, the applicant proposes no improvements (street paving, curb, gutter, or sidewalk) to unimproved 11<sup>th</sup> Street between "C" Avenue and "D" Avenue. Instead, the applicant proposes a meandering six (6) foot wide pedestrian pathway that traverses east west between "C" Avenue and "D" Avenue within the unimproved 11<sup>th</sup> Street ROW.
4. According to AMC 16.20.040(C), each lot shall abut a public or private road. Additionally, the minimum required lot frontage on a public or private road ROW shall not be less than thirty (30) feet. As previously stated above, the applicant proposes a meandering pathway within the unimproved 11<sup>th</sup> Street ROW instead of making the typical requirements associated with development (paved street, curb, gutter, sidewalk, etc.). Therefore, the applicant does not meet the 30 feet of street frontage requirement. This too would be a modification to code. Accordingly, the applicant proposes accessing each residence via the alley ROW thus providing ingress and egress to each residence and garage.

### **Project Location:**

The subject property is located on the north side of 12<sup>th</sup> Street between "C" Avenue and "D" Avenue in a portion of Section 24; Township 35 North; Range 01 East; Willamette Meridian.

### **Subject Parcel:**

Parcel #: Parcel #: P56224



**Addressing:**

- Lot 1: 2201 11<sup>th</sup> Place
- Lot 2 2205 11<sup>th</sup> Place
- Lot 3 2210 11<sup>th</sup> Place
- Lot 4 2206 11<sup>th</sup> Place
- Lot 5 2202 11<sup>th</sup> Place or 1112 D Avenue

**Zoning District:**

Residential (R2) Zoning District

**Comprehensive Plan Designation:**

Residential (R2) Zoning District

**Existing Land Use:**

The subject property has an existing residence located on it that is slated for demolition. The site is heavily treed with native and ornamentals plants located on it.

**Surrounding Zoning & Land Uses:**

| Direction: | Zoning:                         | Land Uses:                                                |
|------------|---------------------------------|-----------------------------------------------------------|
| North:     | Residential (R2)                | Single-Family Residences                                  |
| South:     | Residential (R2)                | 12 <sup>th</sup> Street / SR20 & Single-Family Residences |
| East:      | Residential Medium Density (R3) | "D" Avenue & Single-Family Residences                     |
| West:      | Residential (R2)                | Single-Family Residences                                  |

**R2 Minimum Lot Size:**

- 7,500 Square Foot Minimum Lot Size Requirement
- Each of the applicant's five (5) residential lots will meet the zone's minimum lot size requirement.

**R2 Maximum Permitted Density:**

- Four (4) Dwelling Units Per Gross Acre

**Site Area:**

- Net lot area (Existing Lots) = 36,000 square feet (0.83 acres)
- Net lot area (with ROW vacation) = 37,523 (0.86 acres)
- Gross area = 64,999 square feet (1.49 acres)

**Density Calculation:**

- The site is 1.49 gross acres which includes ½ the abutting right-of-way and the vacation request.
- The maximum permitted density in the R2 Zone is 4 Dwelling Units per Acre.
- One point four nine (1.49) gross acres multiplied by 4 Dwelling Units Permit Acres = 5.96 Lots (Rounded up to 6 lots) are Permitted.
- The applicant however proposes 5 lots.

**Permits Required:**

The following permits /approval may be required in addition to the above: Final replat and PUD approval, Civil Construction Plan approval, NPDES Construction Stormwater General Permit, building permit(s); other applicable state and federal permits/authorizations.

**Existing Environmental Documents:**

SEPA Environmental Checklist, Tree Assessment & Preservation Plan, Cultural Resource Survey

**Utilities:**

- **Water:** City of Anacortes
- **Sewer:** City of Anacortes
- **Garbage:** City of Anacortes
- **Storm-water:** City of Anacortes

**Fire:**

- City of Anacortes

**Police:**

- City of Anacortes

**A. FINDINGS OF FACT:**

**I. SITE DESCRIPTION:**

The subject property is located on a relatively flat piece of land that is heavily treed with native and ornamental trees. A house sits on the subject property (addressed as 1112 "D" Avenue) slated for demolition.

Ingress and egress to each of the proposed 5 lots would be from an expanded and paved alley way if the subject proposal is approved.

In lieu of typical street improvements associated with development, the applicant proposes no improvements (street paving, curb, gutter, or sidewalk) to unimproved 11<sup>th</sup> Street between "C" Avenue and "D" Avenue. Instead, the applicant proposes a meandering six (6) foot wide pedestrian pathway that traverses east to west between "C" Avenue and "D" Avenue.



---

## **II. PRELIMINARY REPLAT /PUD CHRONOLOGY & BACKGROUND:**

1. On September 29, 2015, the applicant conducted a neighborhood meeting at the City of Anacortes Library where neighboring landowners were invited to comment on the subject proposal.
2. On November 20, 2015, the applicant submitted the subject applications to the City of Anacortes for review.
3. On December 16, 2015, the subject application was deemed incomplete with revisions requested therein.
4. On January 11, 2016, the applicant submitted revisions to city for review as was requested in the letter of incomplete.
5. On January 25, 2016, the city completed its review of the revisions resubmitted and deemed the application complete.

## **III. NOTICE OF APPLICATION & HEARING:**

1. A "Notice of Application & Hearing with Optional SEPA DNS" was published in the Anacortes American Newspaper on February 3, 2016.
2. Notice was also posted on the subject property in two (2) different locations on January 28, 2016.
3. Notice was posted at city hall, the library, the local USPS office, and on the city's website on January 28, 2016.
4. Neighbors within 300 feet of the subject property were mailed "Notice of Application & Hearing with Optional SEPA DNS" on February 01, 2016.
5. Departments and agencies of jurisdiction were emailed the respective application material, notice, and comment form on February 01, 2016.
6. Notice of application & hearing with optional SEPA DNS and associated application material was emailed to Department of Ecology on February 01, 2016, for posting on to the SEPA register.
7. The 15-day comment period ended at 5:00 PM on February 17, 2016.

## **IV. CRITICAL AREAS REVIEW:**

No known critical areas are located either on or within close proximity to the subject property with the exception of Cultural Resources discussed below.

### **Cultural Resources:**

Planning Department staff received a request from the Samish Indian Nation that a cultural resource survey be performed. Accordingly, staff forwarded this request to the applicant and advised the applicant that a cultural resource survey would be required. On February 23, 2016, staff received a Cultural Resources Review of the subject property. According to a report dated



February 19, 2016, prepared by Drayton Archaeology of Bellingham, Washington, a cultural resource survey of the subject property was performed. The report concludes that "the investigation included a background review into the environmental and historic context of the site, field review with subsurface probing and production of this report. Background review determined the project was located in an area of low probability for archaeological resources based upon geology, topography and past land use. The soils and sediments observed appear to be mostly disturbed naturally deposited materials. No evidence of pre-contact occupation or deposits was encountered during surface and subsurface review at the project area. Further archaeological oversight for the project appears unwarranted based upon the current review and project design."

**V. TREE ASSESSMENT & PRESERVATION PLAN:**

Urban Forestry Services Inc., prepared a Tree Preservation & Assessment Plan dated January 6, 2016. This report was revised by Urban Forestry Services, Inc., on February 29, 2016. According to the revised report, eight (8) significant trees worth 37 Tree Unit Credits are planned for retention within the 36,000 net square feet of the subject property. Six (6) additional trees worth 26 Tree Unit Credits are proposed for retention within the right-of-way.

According to AMC 16.50.070(D)(1), a minimum tree density of one (1) tree unit per one thousand (1,000) square feet during and following development. Since the subject property is 36,000 net square feet, 36 tree units are required. The applicant meets this requirement as 37 unit credits trees (8 trees) are proposed for retention onsite.

**VI. TRANSPORTATION:**

The Public Works Department did not require that a Traffic Impact Analysis /Study be prepared associated with the subject proposal.

**VII. ROW VACATION:**

A vacation request of right of way to unimproved 11<sup>th</sup> Street consisting of a 13.5 foot wide by 209.83 lineal feet long strip of land on the north side of lots 1- to 7 Block 203, Map of the City of Anacortes, as per Plat recorded in Volume 2 of Plats, page 4, records of Skagit County, Washington. The area of right-of-way vacation would be 2,832.71 square feet.

**VIII. ROW DEDICATION:**

A dedication request of right-of way consisting of a six (6) foot wide by 209.84 lineal feet long strip of land on the south side of lots 1-7 Block 203, Map of the City of Anacortes, as per Plat recorded in Volume 2 of Plats, page 4, records of Skagit County, Washington. The area of right-of-way dedication would be 1,259.04 square feet. The dedicated right-of-way would expand the alley ROW from the typical 16 feet to 22 feet in width. Within a typical 16 foot alley ROW, there is a 14 foot paved area. The applicant proposes a 20 foot paved area within the 22 foot wide alley ROW which would extend to the west side of lot 7. West of lot 7, the paved area



within the ROW would taper from 20 feet to 14 feet. The alley will be paved and connect "D" Avenue to "C" Avenue.

**IX. SEPA ENVIRONMENTAL REVIEW:**

1. According to AMC § 16.080.010, SEPA environmental review is required for the subdivision of property into five (5) or more lots, tracts, parcels, sites, or divisions, for sale or lease.
2. Notice of application and hearing with optional SEPA DNS was published, mailed to property owners within 300 feet of the subject property, and posted onsite as discussed above pursuant to AMC and state law.
3. Notice of application & hearing with optional SEPA DNS was also emailed to the Department of Ecology on February 01, 2016, for posting on to the SEPA register.
4. On March 3, 2016, a SEPA Mitigated Determination of Non-Significance (MDNS) was issued using the optional DNS process pursuant to WAC § 197.11.355.
5. The issued SEPA MDNS was emailed to the Department of Ecology for posting on to the SEPA register on March 03, 2016.

**X. COMMENTS RECEIVED:**

**Public Comments:**

Written public comments received can be seen in **Exhibit 3** hereafter.

**Department & Agencies of Jurisdiction Comments:**

Comments received from both agencies and departments of jurisdiction can be viewed in **Exhibit 4** hereafter.

**XI. CITY OF ANACORTES' 2012 COMPREHENSIVE PLAN:**

*The following goals from the City of Anacortes' Comprehensive Plan appear to be applicable to the subject Plat /PUD proposal:*

**General City Goal 3:**

Promote compatible land uses and improve visual appearance in each and every zoning district.

**Staff Analysis:**

Single-family residences surround the project site to the north, south, east, and west.

**Transportation Goal 7:**

Require adequate off-street parking in all zones.

**Staff Analysis:**

AMC Chapter 17.46 requires two (2) off-street parking spaces per single-family residence. Each residence will access off of the alleyway from the residence's respective garages. This requirement will be reviewed at time of building permit application submittal.

**Housing Goal 1:**

Attempt to achieve a balanced distribution of housing to meet the needs of all citizens.

**Staff Analysis:**

The subject proposal would result in five (5) lots being created for the construction of single-family residences on each lot.

**Housing Goal 3:**

Single family, detached residential units shall be the major residential form in the community.

**Staff Analysis:**

Single-family residences are proposed on each of the five (5) lots created by the subject preliminary replat and PUD.

**Housing Goal 6:**

Provide for flexibility in subdivision development.

**Staff Analysis:**

A Planned Unit Development (PUD) permits flexibility to zoning and subdivisions standards / code. Accordingly, the applicant is requesting several modification to existing standards as stated above.

**Housing Goal 7:**

Improve visual appearance of residential neighborhoods and maintain integrity of existing residential areas and neighborhoods.

**Staff Analysis:**

The subject replat & PUD will improve the visual appearance of the residential neighborhood and will maintain the integrity of the existing and surrounding residential area and neighborhood. Access to the 5 lots will be from the alleyway. Additionally, a 6 to 10 foot wide pathway is proposed which would run east to west between "C" Avenue and "D" Avenue within unimproved 11<sup>th</sup> Street.

**Housing Goal 8:**

Encourage rehabilitation of substandard housing and neighborhoods.

**Staff Analysis:**



The subject property has an older dilapidated residence on it slated for demolition. The proposed development and associated improvements will improve the neighborhood along with vehicular and pedestrian access/ connectivity.

The subject proposal is consistent with the goals of the City of Anacortes' Comprehensive Plan that are identified above.

**B. ZONING ORDINANCE/ ANACORTES MUNICIPAL CODE:**

1. The City's Zoning Map establishes zoning district boundaries and the City Zoning Ordinance establishes (1) the permitted use of land in the various zones, and (2) development standards.
2. The applicant has requested concurrent review of the subject preliminary replat and PUD as allowed per AMC § 16.40.040.
3. The subject property is located in the Residential (R2) Zoning District.
4. Pursuant to AMC § 17.36.010, the purpose of the Residential (R2) Zoning District "is to maintain and create an environment which meets the standards for single-family residential development, by restricting uses within the district, and by requiring a minimum lot size and maximum density."
5. According to AMC § 17.36.020, "single-family dwellings" are permitted land uses within the Residential (R2) Zoning District.
6. According to AMC § 17.36.050, the minimum lot size for the Residential (R2) Zoning District is 7,500 square feet. Each of the proposed lots will meet this requirement.
7. AMC § 17.36.060 lists the required setbacks for the Residential (R2) Zoning District. The applicant will meet this requirement. Conformance with this requirement will be reviewed at time of building permit application submittal.
8. According to AMC 17.36.080, the maximum permitted lot coverage in the R2 Zoning District is thirty-five (35) percent. Conformance with this requirement will be reviewed at time of building permit application submittal.
9. According to AMC § 17.36.070, the maximum permitted density for the Residential (R2) Zoning District is four (4) dwelling units per gross acre. As stated above, the applicant has met this requirement.
10. According to AMC § 17.46.020, two (2) parking spaces are required for each residence. Conformance with this requirement will be reviewed at time of building permit application submittal.
11. Landscaping is required pursuant to AMC Chapter 17.41. The applicant has submitted a landscape plan meeting this requirement (**See Exhibit 09**).
12. According to AMC § 16.50.050, a Tree Preservation Plan is required as part of application for a subdivision /planned unit development. Accordingly, the applicant has submitted a Tree Assessment and Preservation Plan (**See Exhibit 08**). According to the report, thirty six (36) tree unit credits are required for the subject property which is 36,000 net square feet in area. The applicant has met this requirement as thirty-seven (37) tree units credits are proposed for retention. See above for a detailed discussion regarding this.



13. According to AMC § 17.04.050, creation of or changes to lot lines shall conform to the use provisions, dimensional and other standards, and procedures of this title and Title 16, Subdivisions.
14. According to AMC § 17.05.030, development shall be prohibited, and all applications therefore shall be denied, if the development would cause the level of service on a concurrency facility or service to decline below adopted levels of service standards, unless the improvements or strategies to accommodate the new development are made concurrent with the development, subject to the provisions of AMC § 17.05.070(3). For potable water, sewer/onsite sewage disposal and stormwater management, only available capacity or capacity that can be provided prior to the actual use of the facility will be used. This project however would not cause the level of service on a concurrency facility or service to decline below adopted levels of service standards. Improvements associated with the development will be installed either before or concurrent to development.
15. The subject proposal is consistent with the above development regulations.

**C. OTHER APPLICABLE CODE, REVIEW CRITERIA, & PROCESS:**

The preliminary replat and PUD application is also subject to review for conformance with the following code sections/regulations:

1. According to AMC § 16.40.040, there are four (4) steps for approval of a PUD: A) Pre-application conference during which the city's planning coordinating committee reviews sketches and conceptual information and makes recommendations to the applicant. Particular attention shall be given to the items where the PUD concept varies from normal subdivision standards, B) Preliminary PUD development plan where a more complete conceptual plan is submitted for planning coordinating committee review and then goes through a standard planning commission and city council approval process, C) Preliminary plat review and approval process with a detailed plan incorporating the approved preliminary PUP development plan concepts and conditions, and D) Final plat meeting the submittal requirements of and following the approval process for a standard subdivision.

**Staff Analysis:**

*Comments and requirements were solicited from both agencies and departments of jurisdiction regarding the subject replat and PUD. Agency and department requirements have been incorporated as conditions of approval herein.*

*The applicant submitted the subject preliminary replat and PUD to the city for review on November 20, 2015. The application was deemed incomplete on December 16, 2015, Revisions were submitted to the city for review on January 11, 2016. On January 25, 2016, the city completed its review of the revisions resubmitted and deemed the application complete.*

*A Notice of Application and Hearing Using Optional SEPA DNS was noticed as is required by the AMC as stated in detail above. Both the preliminary replat and PUD were*



*processed concurrently per the applicant's wishes. Accordingly, the subject applications go before an open-record public hearing with the Planning Commission followed by a closed-record public hearing before the City Council.*

2. According to AMC § 16.12.010, when a preliminary plat meeting the requirements has been submitted, the administrator shall establish the date and time for an open-record public hearing before the planning commission on the preliminary plat which shall not be more than sixty days from the date of the notice of complete application and which shall coincide with a regular meeting of the planning commission. Following planning commission action, the administrator shall schedule the preliminary plat for the city council agenda for its next available meeting date in accordance with its rules and regulations. Accordingly, both an open record and close-record public hearing has been scheduled for the proposed project.

**Staff Analysis:**

*Dates and times for both an open record and closed record public hearings have been established as is listed in the "Notice of Application and Hearing Using the Optional SEPA DNS" (See Exhibit 05).*

3. According to AMC § 16.40.102, Common Open Space within a Planned Unit Development may include land area of the site that is not covered by buildings, parking structures, or accessory structures except recreational structures (i.e., decks). Open space cannot however include proposed street rights-of-way; open-parking areas and driveways for dwellings; school sites; commercial areas and the buildings; accessory buildings; parking and loading facilities for commercial areas; and land that is totally unsuitable for building due to topographic features.

**Staff Analysis:**

*The applicant has designated the required 20% landscape area (See Exhibit 09) as their open space area. Additionally, the applicant has designated the offsite pedestrian pathway also as their open space.*

4. According to RCW § 58.17.110(1), the approval or disapproval of subdivision and dedications –factors to be considered –conditions for approval –finding-release from damages: "The city, town, or county legislative body shall inquire into the public use and interest proposed to be served by the establishment of the subdivision and dedication. It shall determine: (a) If appropriate provisions are made for, but not limited to, the public health, safety, and general welfare, for open spaces, drainage ways, streets or roads, alleys, other public ways, transit stops, potable water supplies, sanitary wastes, parks and recreation, playgrounds, schools and school-grounds, and shall consider all other relevant facts, including sidewalks and other planning features that assure safe walking conditions for students who only walk to and from school; and (b) whether the public interest will be served by the subdivision and dedication."



**Staff Analysis:**

*The public use and interest will be served by the proposed subdivision and dedication. Appropriate provisions have been made to the public, health, safety, and general welfare for open spaces, drainage ways, streets or roads, alleys, other public ways, transit stops, potable water supplies, sanitary wastes, parks and recreation, playgrounds, schools and school-grounds, and sidewalks. Pursuant to WAC 365.196.840, public facilities and services necessary to support and serve the subject development will be in place either before or concurrent to development without decreasing service levels below locally established minimum standards.*

5. According to RCW § 58.17.110(2), the approval or disapproval of subdivision and dedications –factors to be considered –conditions for approval –finding-release from damages: “A proposed subdivision and dedication shall not be approved unless the city, town, or county legislative body makes written findings that: (a) Appropriate provisions are made for the public health, safety, and general welfare and for such open spaces, drainage ways, streets or roads, alleys, other public ways, transit stops, potable water supplies, sanitary wastes, parks and recreation, playgrounds, schools and school-grounds and all other relevant facts, including sidewalks and other planning features that assure safe walking conditions for students who only walk to and from school; and (b) the public use and interest will be served by the platting of such subdivision and dedication. If it finds that the proposed subdivision and dedication make such appropriate provisions and that the public use and interest will be served, then the legislative body shall approve the proposed subdivision and dedication. Dedication of land to any public body, provision of public improvements to serve the subdivision, and/or impact fees imposed under RCW 82.02.050 through 82.02.090 may be required as a condition of subdivision approval. Dedications shall be clearly shown on the final plat. No dedication, provision of public improvements, or impact fees imposed under RCW 82.02.050 through 82.02.090 shall be allowed that constitutes an unconstitutional taking of private property. The legislative body shall not as a condition to the approval of any subdivision require a release from damages to be procured from other property owners.”

**Staff Analysis:**

*Accordingly, as provided herein, written findings have been provided that address appropriate provisions for the public health, safety, and general welfare. Furthermore, the public use and interest will be served by the subject preliminary plat, PUD, and dedication. Additionally, impact fees associated with the construction of each residence will be paid for at time of building permit issuance.*

6. The subject proposal is consistent with the above code sections /regulations.

**D. CONCLUSIONS OF LAW:**

1. The Planning Commission having fully reviewed the staff report hereby adopts said staff report as properly setting forth the issues, the land use requests, consistency with the



existing regulations, principles, conditions and their effect upon the request. It is therefore adopted by the Planning Commission as a conclusion as if set forth in full herein.

2. The proposed preliminary replat and planned unit development as conditioned conforms to the general purposes of the city comprehensive plan, the city's planning standards and specifications of the zoning ordinance, Title 16 and other ordinances applicable to the proposal. Additionally, the subject proposal makes appropriate provisions for the elements listed in AMC § 16.12.020(E).
3. The requirements of the State Environmental Policy Act have been complied with.
4. The Planning Commission bases its Findings of Fact and Conclusions of Law on the entire record, including all testimony and exhibits. Any finding which would be deemed a Conclusion of Law and any Conclusion of Law which should be deemed a finding is hereby adopted as such.
5. The project is consistent with the general purposes of the city comprehensive plan, the city's planning standards and specifications of the zoning ordinance, and other ordinances applicable to the proposal.

**E. STAFF RECOMMENDATION:**

The Department of Planning, Community, and Economic Development recommends that the Planning Commission make a recommendation of approval to City Council regarding the subject preliminary replat, preliminary PUD, code modification(s), ROW vacation, and ROW dedication subject to the staff suggested conditions of approval.

**F. RECOMMENDATION:**

After public testimony, the Planning Commission deliberated on the matter. A motion was made to approve the subject applications with the addition of condition **#16 & #17 (listed below)**. The motion was seconded. Following a vote, the Planning Commission recommended approval to City Council.

Based on the foregoing information and analysis, the environmental documents submitted by the applicant, and the City regulatory authority to implement the policies, standards, and the regulations of the Comprehensive Plan, and the Anacortes Municipal Code (AMC), the Planning Commission **recommends approval** the subject preliminary replat, preliminary PUD, code modification(s), ROW vacation, and ROW dedication subject to the following conditions of approval:

1. Grading shall not adversely impact adjacent properties.
2. Provide a Traffic Control Plan (Current MUTCD Manual) prior to any construction taking place in the public right-of-way for approval by the City of Anacortes' Public Works Department.



3. Pursuant to RCW § 58.17.140(3), a final plat and PUD meeting all of this requirements of this chapter shall be submitted to the City of Anacortes Planning Department for approval within five (5) years from the date of preliminary approval that is listed below. Notwithstanding, the preliminary plat and PUD approval becomes null and void.
4. Before final replat and PUD submittal or approval, the project land surveyor shall place the respective property corners of the subject property.
5. The applicant shall be responsible for reimbursement to the City for the cost of posting, mailing and publication of the public hearing associated with the subject applications. Payment shall be made prior to final replat and PUD submittal or approval is given.
6. Fire Hydrants are to be located as approved by the City of Anacortes Fire Chief. Fire flows shall be addressed in a manner acceptable to the Fire Chief and the City of Anacortes Public Works Department.
7. Mailbox locations shall be reviewed and approved by the City of Anacortes Public Works Department and the U.S. Postal Service.
8. Development shall comply with the submitted landscape plan. Landscaping shall be in place and complete before building permit certificate of occupancy will be issued.
9. Preliminary subdivision and Planned Unit Development approval authorizes the applicant to proceed with application for necessary permits to construct required improvements and to prepare construction drawings in accordance with the determinations made and conditions imposed.
10. The lots in this subdivision are subject to applicable water, sewer, and stormwater general facility and hookup fees and transportation, fire, and park impact fees. These fees are payable at levels in effect at the time of building permit issuance and may differ from those fee levels currently in effect; sewer and water latecomer charges may be payable. A note to this effect shall be on the final replat and PUD map.
11. A note shall be added to the final replat and PUD map that reads as follows:

**ZONING INFORMATION:**

|                                          |                                                                                     |
|------------------------------------------|-------------------------------------------------------------------------------------|
| <i>Underlying Zone:</i>                  | <i>Residential District (R2)</i>                                                    |
| <i>Zone's Minimum Lot Size:</i>          | <i>7,500 Square Feet</i>                                                            |
| <i>Gross Lot Area:</i>                   | <i>64,999 Square Feet (1.49 Acres) which includes ¼ abutting &amp; ROW vacation</i> |
| <i>Net Lot Area (Existing Lots):</i>     | <i>36,000 Square Feet</i>                                                           |
| <i>Net Lot Area (with ROW Vacation):</i> | <i>37,523 Square Feet (0.86 Acres)</i>                                              |
| <i>Zone's Maximum Density:</i>           | <i>4 Dwelling Units (DU) per Gross Acre</i>                                         |
| <i>Density Calculation:</i>              | <i>4 DU X 1.49 Acres = 5.96 Acres</i>                                               |
| <i>Proposed Lots:</i>                    | <i>5 Lots</i>                                                                       |

12. Before final replat and PUD submittal or approval is given, the applicant shall submit a revised landscape plan to the Planning Department for review and approval. The revised landscape plan shall show landscaping of the 5 proposed lots plus on both sides of the pedestrian pathway connecting "C" Avenue to "D" Avenue within unimproved 11<sup>th</sup>



Street. The pedestrian pathway shall be densely landscaped on both sides of it for its full length utilizing only indigenous plants [perennials] native to Western Washington.

13. Before final replat or Planned Unit Development submittal or approval is given, the applicant shall compensate the city for the net area of the vacation and dedication pursuant to AMC § 12.50.130, § 12.50.135, § 12.50.140, & § 12.50.150.
14. Development shall comply with the SEPA Mitigated Determination of Non-Significance (MDNS) that was issued March 03, 2016 as follows:
  - A. Erosion control, dust control, and best management practices shall be employed during construction /development activities as required by both the Building and Public Works Departments (MDNS Condition #1).
  - B. Orange construction fencing shall be installed at the project boundary's clearing limits (MDNS Condition #2).
  - C. A grading permit is required for earthwork consisting of fifty (50) or more cubic yards (MDNS Condition #3).
  - D. All applicable permits shall be secured before any construction activities begin onsite (MDNS Condition #4).
  - E. Those trees designated for retention on the submitted tree preservation plan (onsite and in the ROW) shall be protected before and during site development and construction through adherence to AMC § 16.50.100. Chain link fencing (or other sturdy construction fencing) attached to concrete blocks shall be erected along the drip line (plus 6 feet) of each of the trees designated for retention on the plan (MDNS Condition #5).
  - F. Before any site development /grading and/or construction activities occur on the subject property the applicant shall contact the Department of Planning, Community, and Economic Development to arrange a tree fence inspection (MDNS Condition #6).
  - G. Pursuant to AMC § 16.50.120(D), the applicant shall record a notice with the Skagit County Auditor's Office which provides a public record of any approved tree preservation plan and conservation areas; the application of this title to the property; and that limitations on actions in or affecting the property may exist. A note to this effect shall also be listed on the face of the final plat and PUD referencing the respective Auditor File Number (AFN) for the recorded Tree Preservation Plan [as revised] (MDNS Condition #7).
  - H. In the event that archaeological materials are encountered during the development of the property, an archaeologist should immediately be notified and work halted in the vicinity of the find until the materials can be inspected and assessed. At that time, the appropriate persons are to be notified of the exact nature and extent of the resource so that measures can be taken to secure them. In the event of inadvertently discovered human remains or indeterminate bones, pursuant to RCW § 68.50.645, all work must stop immediately and law enforcement should be



contacted. Any remains should be covered and secured against further disturbance, and communication should be immediately established with the Anacortes Police and the State Physical Anthropologist at DAHP for coordination with the Samish Nation, Swinomish Indian Tribal Community and any other interested Native Tribe(s) (MDNS Condition #8).

15. Development shall comply with the Public Works Department including but not limited to:

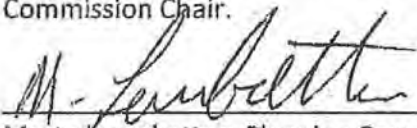
- A. A clearing and grading plan consistent with City requirements shall be submitted by the applicant for review and approval by the City of Anacortes Planning\Building and Public Works Departments prior to any construction activities taking place on or off-site.
- B. A Large Parcel Storm Water Plan and Water Quality Control Plan consistent with City requirements shall be submitted by the applicant for review and approval by the Planning\Building and Public Works Departments prior to any construction activities taking place on or off-site.
- C. Prior to any clearing\fill\grade work beginning, construction civil plans consistent with the City of Anacortes Engineering Development Standards, including but not limited to, Clearing and Grading Plan, Erosion Control Plan, Site utility\Infrastructure improvements Plan, Roadway Improvements Plan, Signage Plan, Street Lighting Plan and other plans and\or information required by the City Planning\Building and Public Works Departments shall be submitted for review and approval.
- D. Engineering and Inspection fees in the amount of \$500.00, plus 2% of the total estimated construction cost shall be due upon civil plan approval. No construction activity is allowed until the construction plans are approved, all fees have been paid and a preconstruction conference held.
- E. Prior to the final plat approval, all infrastructure improvements shall be completed as required by the City of Anacortes Public Works Director and a 2-year Maintenance Bond in place. The 2-year Maintenance Bond is 10% of the actual construction cost.
- F. The Public streets, alleyways, sidewalk, curb and gutter and storm sewer system improvements are required in accordance with the Anacortes Municipal Code, to the extent required by the Public Works Department and current City of Anacortes Engineering Development Standards. Utilities, as identified in Anacortes Municipal Code § 16.20.080 are required to be extended and to serve the development.
- G. The meandering sidewalk in 11<sup>th</sup> Street shall have a minimum width of 6-feet and shall be constructed with Cement Concrete, meeting the requirements of the Public Works Department and the current WSDOT specifications for Roads Bridges and Municipal Construction.
- H. Street lighting shall be LED\Energy efficient and shall limit glare and\or emission of light downward to the street and front yard areas. Street lighting will be installed per PSE Schedule 53, Option "B". Lighting fixtures and design shall be approved by the



Public Works Director. Shields may be necessary to reduce impacts to adjacent properties.

- I. Storm water conveyance both on-site and off-site shall comply with City of Anacortes Storm drainage requirements.
16. For lots 1 & 2, no vehicular access off of 12<sup>th</sup> Street is permitted. A note to this effect shall be added to the final replat & PUD.
17. The City of Anacortes is responsible for the required landscape area adjacent to the meandering pathway that connects "C" Avenue to "D" Avenue within the unimproved 11<sup>th</sup> Street right-of-way.

These Findings of Fact, Conclusions of Law, and Recommendation were adopted by the City of Anacortes' Planning Commission on March 09, 2016, the date signed by the Planning Commission Chair.

  
Marty Laumbattus, Planning Commission Chair

3-15-16  
Date

**APPEALS:**

Any aggrieved party shall have five (5) working days from date of the action to appeal the recommendation of the Planning Commission to the City Council. The appeal shall be in writing and is to be filed with the city clerk. If an appeal is filed by an aggrieved party, this appeal shall be a closed-record appeal to the City Council who shall decide the matter.

## EXHIBITS:

| EXHIBIT<br>NUMBER: | NAME OF EXHIBIT:                                                |
|--------------------|-----------------------------------------------------------------|
| Exhibit #01        | Assessor's Info & GIS Map                                       |
| Exhibit #02        | Master Permit Application, Environmental Checklist, & Narrative |
| Exhibit #03        | Public Comments Received                                        |
| Exhibit #04        | Department /Agency Comments Received                            |
| Exhibit #05        | Notice of Application & Hearing with Optional SEPA DNS          |
| Exhibit #06        | Issued SEPA MDNS                                                |
| Exhibit #07        | Cultural Resource Survey                                        |
| Exhibit #08        | Tree Assessment & Preservation Plan                             |
| Exhibit #09        | Landscape Plan                                                  |
| Exhibit #10        | Resolution to Vacate                                            |
| Exhibit #11        | Replat & PUD Site Plan                                          |

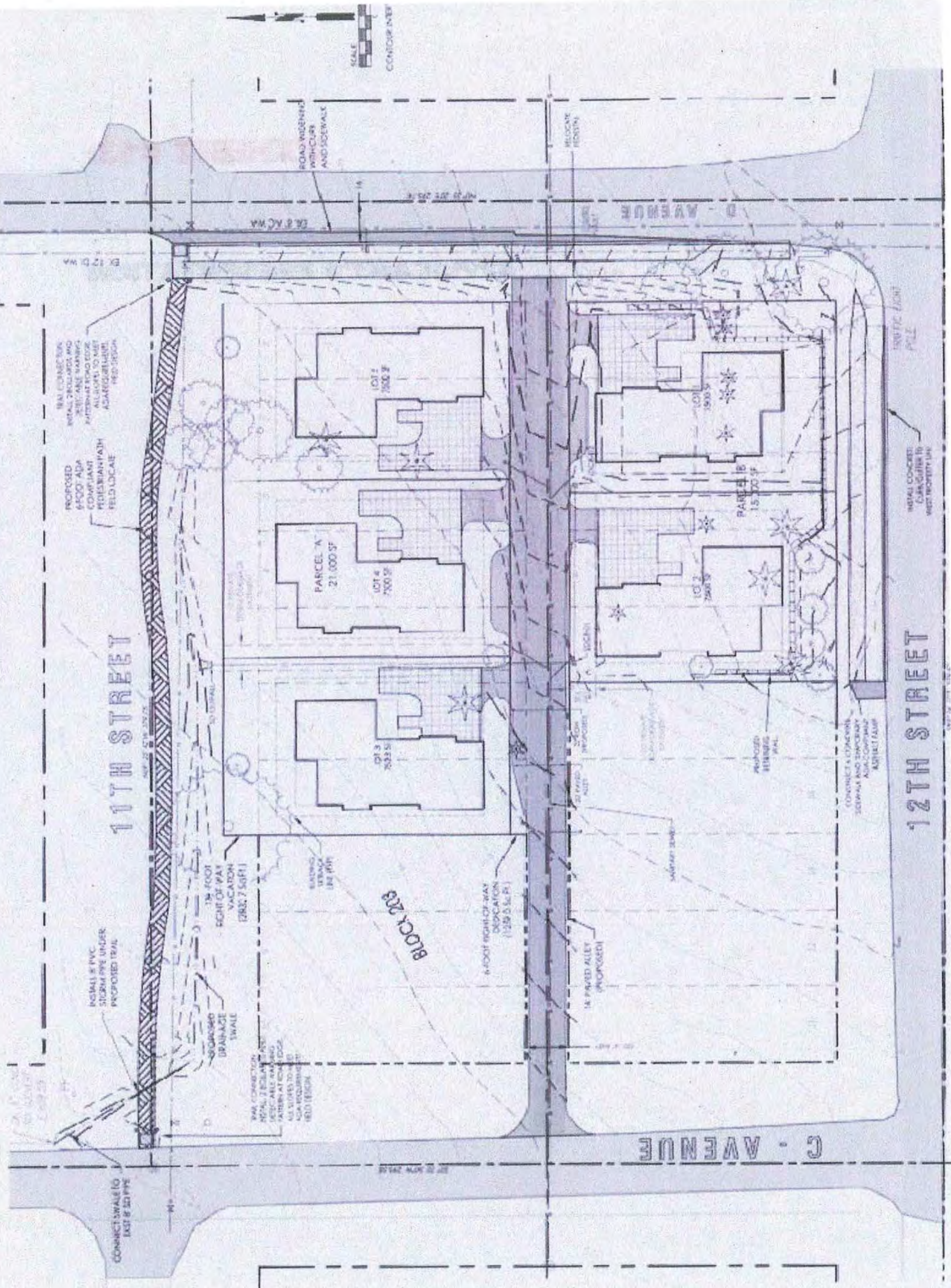


**EXHIBIT #13:**

**APPLICANT'S PRESENTATION**

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N 00°35'50" E 295.98' (296' PLAT)

"C" AVENUE

S 89°25'42" E 379.75' (380' PLAT)

11TH STREET

REDWOOD

MAPLE

BRUSH

SHED

S 89°25'42" E 136.48'

SHED

REDWOOD

(3) BIRCH

MADRONA

5' FIR

S 00°10'41" E 109.23'

BRUSH LINE

APPLE

APPLE

PEAR

EXIST. GARAGE

EXIST. HOUSE  
1112 D AVE.

N 00°35'17" E 109.22'

N 89°25'45" V 68.67'

N 89°25'45" W 68.67'

FOUND REBAR  
& CAP VIDIA

TELEPHONE  
POLE

S 00°18'41" E 106.55'

South Area  
15,000 sqft  
5 – 30x100 plats

TELEPHONE  
POLE

N 00°35'17" E 106.54'

FOUND REBAR  
& CAP VIDIA

S 89°25'49" E 139.87'

TRAFFIC  
LIGHT POLE

12TH STREET

N 00°35'17" E 295.96' (296' PLAT)

"D" AVENUE

CONTROL  
VAULT

FOUND BY  
MONUMENT  
COVER



AMC 16.20.040

30' frontage on an approved city street for Lots 3 & 4



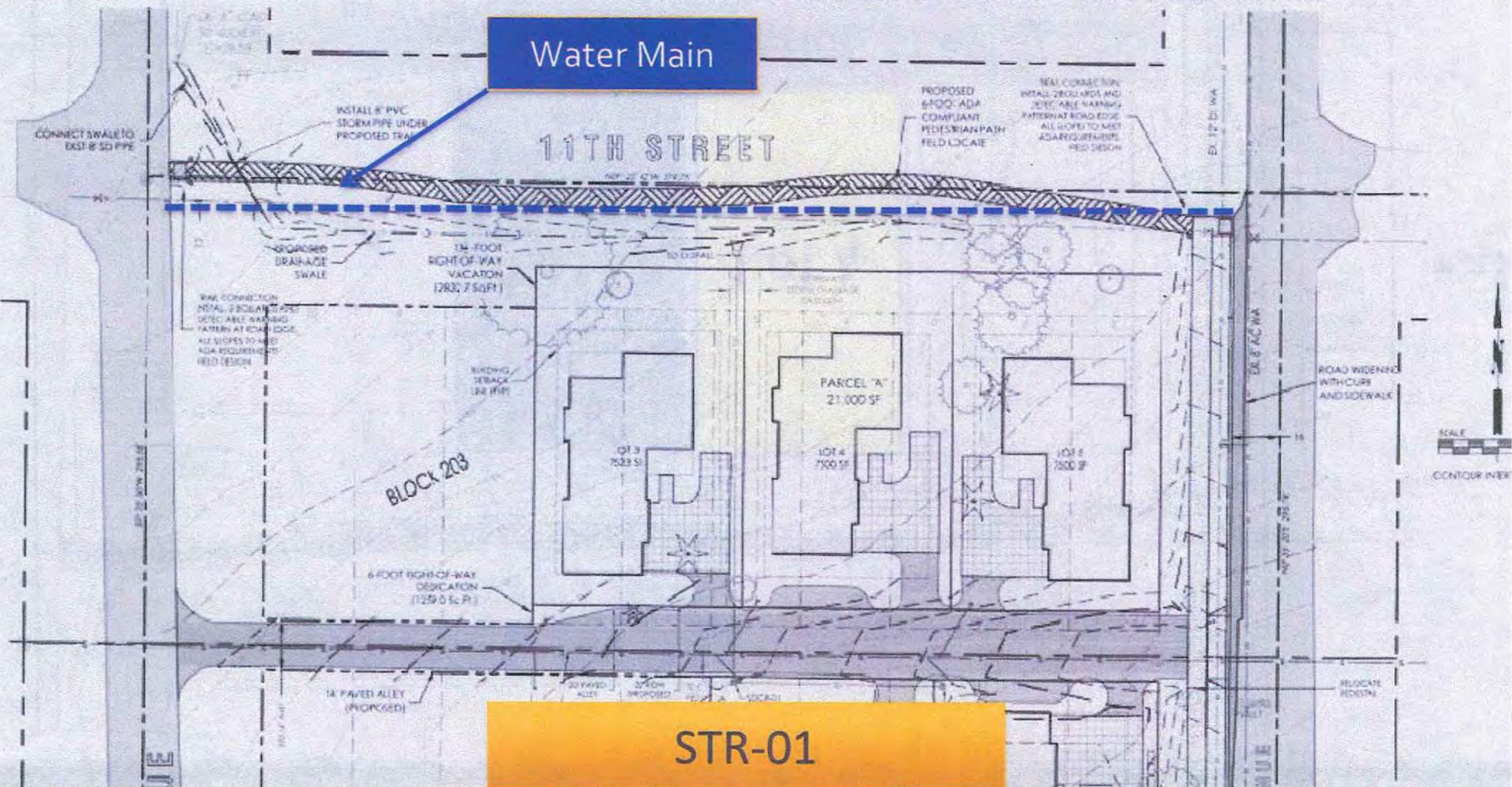
11TH STREET

# Lot 4

# Lot 3

## Existing Alley





|                    |                                                                      |                                                                                       |     |     |
|--------------------|----------------------------------------------------------------------|---------------------------------------------------------------------------------------|-----|-----|
| Minor Arterial     | Two driving lanes.<br>Curb, gutter, sidewalk.<br>Parking both sides. | 2,000-5,000                                                                           | 60' | 44' |
| Collector Arterial |                                                                      | 500-2,000                                                                             |     | 36' |
| Commercial Access  |                                                                      | >500                                                                                  |     | 40' |
| Residential Access |                                                                      |  | 50' | 32' |



**EXHIBIT #14:**

**PLANNING & PWD'S PRESENTATION TO  
THE PLANNING COMMISSION**



## **PLANNING COMMISSION**

*Open-Record Public Hearing*

*March 09, 2016, @ 6:00 PM with 5:00 PM Site Visit*

By: Kevin Cricchio, AICP, Associate Planner



## **PUD-2015-0002:**

### **PROJECT NAME:**

12<sup>th</sup> Street & "D" Avenue PUD

### **SUBJECT PROPOSAL:**

The applicant has applied for a preliminary Replat, preliminary Planned Unit Development (PUD), SEPA environmental review, Code Modification(s), and a Right of Way Dedication and Vacation to create five (5) lots within the Residential (R2) Zoning District.

### **SUBJECT PARCEL:**

Parcel #: P56224

## **PUD-2015-0002:**

### **MODIFICATIONS PROPOSED:**

Through the Planned Unit Development (PUD) process, the applicant is proposing the following modifications to Anacortes Municipal Code (AMC) standards:

1. A vacation request of right of way to unimproved 11<sup>th</sup> Street consisting of a 13.5 foot wide by 209.83 lineal feet long strip of land on the north side of lots 1- to 7 Block 203, Map of the City of Anacortes, as per Plat recorded in Volume 2 of Plats, page 4, records of Skagit County, Washington. The area of right-of-way vacation would be 2,832.71 square feet.



## **PUD-2015-0002:**

### **MODIFICATIONS PROPOSED CONTINUED:**

2. A dedication request of right-of way consisting of a six (6) foot wide by 209.84 lineal feet long strip of land on the south side of lots 1-7 Block 203, Map of the City of Anacortes, as per Plat recorded in Volume 2 of Plats, page 4, records of Skagit County, Washington. The area of right-of-way dedication would be 1,259.04 square feet. The dedicated right-of-way would expand the alley ROW from the typical 16 feet to 22 feet in width. Within a typical 16 foot alley ROW, there is a 14 foot paved area. The applicant proposes a 20 foot paved area within the 22 foot wide alley ROW which would extend to the west side of lot 7. West of lot 7, the paved area within the ROW would taper from 20 feet to 14 feet. The alley will be paved and connect "D" Avenue to "C" Avenue.
3. In lieu of typical street improvements associated with development, the applicant proposes no improvements (street paving, curb, gutter, or sidewalk) to unimproved 11<sup>th</sup> Street between "C" Avenue and "D" Avenue. Instead, the applicant proposes a meandering six (6) foot wide pedestrian pathway that traverses east west between "C" Avenue and "D" Avenue within the unimproved 11<sup>th</sup> Street ROW.

## **PUD-2015-0002:**

### **MODIFICATIONS PROPOSED CONTINUED:**

4. According to AMC 16.20.040(C), each lot shall abut a public or private road. Additionally, the minimum required lot frontage on a public or private road ROW shall not be less than thirty (30) feet. As previously stated above, the applicant proposes a meandering pathway within the unimproved 11<sup>th</sup> Street ROW instead of making the typical requirements associated with development (paved street, curb, gutter, sidewalk, etc.). Therefore, the applicant does not meet the 30 feet of street frontage requirement. This too would be a modification to code. Accordingly, the applicant proposes accessing each residence via the alley ROW thus providing ingress and egress to each residence and garage



## **PUD-2015-0002:**

### **PROJECT LOCATION:**

The subject property is located on the north side of 12<sup>th</sup> Street between "C" Avenue and "D" Avenue in a portion of Section 24; Township 35 North; Range 01 East; Willamette Meridian.

### **APPLICANT /LANDOWNER:**

Mark and Susan Harris  
Classic Transitions, LLC  
13837 Redtail Ridge Lane  
Anacortes, WA 98221

### **PROJECT ENGINEER:**

David Lervik  
Lervik Engineering  
P.O. Box 684  
Anacortes, WA 98221

### **PROJECT SURVEYOR:**

Herrigstad Engineering & Surveying  
4320 Whistle Lake Road  
Anacortes, WA 98221

## **PUD-2015-0002:**

### **EXISTING LAND USE:**

The subject property has an existing residence located on it that is slated for demolition. The site is heavily treed with native and ornamentals plants located on it.

### **ZONING DISTRICT:**

Residential (R2) Zoning District

### **SURROUNDING ZONING & LAND USES:**

| Direction: | Zoning:                         | Land Uses:                                                |
|------------|---------------------------------|-----------------------------------------------------------|
| North:     | Residential (R2)                | Single-Family Residences                                  |
| South:     | Residential (R2)                | 12 <sup>th</sup> Street / SR20 & Single-Family Residences |
| East:      | Residential Medium Density (R3) | "D" Avenue & Single-Family Residences                     |
| West:      | Residential (R2)                | Single-Family Residences                                  |



## **PUD-2015-0002:**

### **R2 MINIMUM LOT SIZE:**

1. 7,500 Square Foot Minimum Lot Size Requirement
2. Each of the applicant's five (5) residential lots will meet the zone's minimum lot size requirement.

### **R2 MAXIMUM PERMITTED DENSITY:**

Four (4) Dwelling Units Per Gross Acre

### **SITE AREA:**

1. Net lot area (Existing Lots) = 36,000 square feet (0.83 acres)
2. Net lot area (with ROW vacation) = 37,523 (0.86 acres)
3. Gross area = 64,999 square feet (1.49 acres)

## **PUD-2015-0002:**

### **DENSITY CALCULATION:**

1. The site is 1.49 gross acres which includes  $\frac{1}{2}$  the abutting right-of-way and the vacation request.
2. The maximum permitted density in the R2 Zone is 4 Dwelling Units per Acre.
3. One point four nine (1.49) gross acres multiplied by 4 Dwelling Units Permit Acres = 5.96 Lots (Rounded up to 6 lots) are Permitted.
4. The applicant however proposes 5 lots.



## **PUD-2015-0002:**

### **TREE ASSESSMENT & PRESERVATION PLAN:**

1. Urban Forestry Services Inc., prepared a Tree Preservation & Assessment Plan dated January 6, 2016. This report was revised by Urban Forestry Services, Inc., on February 29, 2016. According to the revised report, eight (8) significant trees worth 37 Tree Unit Credits are planned for retention within the 36,000 net square feet of the subject property. Six (6) additional trees worth 26 Tree Unit Credits are proposed for retention within the right-of-way.
2. According to AMC 16.50.070(D)(1), a minimum tree density of one (1) tree unit per one thousand (1,000) square feet during and following development. Since the subject property is 36,000 net square feet, 36 tree units are required. The applicant meets this requirement as 37 unit credits trees (8 trees) are proposed for retention onsite.

## **PUD-2015-0002:**

### **TRANSPORTATION:**

The Public Works Department did not require that a Traffic Impact Analysis /Study be prepared associated with the subject proposal.

### **ROW VACATION:**

A vacation request of right of way to unimproved 11<sup>th</sup> Street consisting of a 13.5 foot wide by 209.83 lineal feet long strip of land on the north side of lots 1- to 7 Block 203, Map of the City of Anacortes, as per Plat recorded in Volume 2 of Plats, page 4, records of Skagit County, Washington. The area of right-of-way vacation would be 2,832.71 square feet.



## **PUD-2015-0002:**

### **ROW DEDICATION:**

A dedication request of right-of way consisting of a six (6) foot wide by 209.84 lineal feet long strip of land on the south side of lots 1-7 Block 203, Map of the City of Anacortes, as per Plat recorded in Volume 2 of Plats, page 4, records of Skagit County, Washington. The area of right-of-way dedication would be 1,259.04 square feet. The dedicated right-of-way would expand the alley ROW from the typical 16 feet to 22 feet in width. Within a typical 16 foot alley ROW, there is a 14 foot paved area. The applicant proposes a 20 foot paved area within the 22 foot wide alley ROW which would extend to the west side of lot 7. West of lot 7, the paved area within the ROW would taper from 20 feet to 14 feet. The alley will be paved and connect "D" Avenue to "C" Avenue.

## **PUD-2015-0002:**

No known critical areas are located either on or within close proximity to the subject property with the exception of Cultural Resources discussed below.

### **CULTURAL RESOURCES:**

Planning Department staff received a request from the Samish Indian Nation that a cultural resource survey be performed. Accordingly, staff forwarded this request to the applicant and advised the applicant that a cultural resource survey would be required. On February 23, 2016, staff received a Cultural Resources Review of the subject property. According to a report dated February 19, 2016, prepared by Drayton Archaeology of Bellingham, Washington, a cultural resource survey of the subject property was performed. The report concludes that "the investigation included a background review into the environmental and historic context of the site, field review with subsurface probing and production of this report. Background review determined the project was located in an area of low probability for archaeological resources based upon geology, topography and past land use. The soils and sediments observed appear to be mostly disturbed naturally deposited materials. No evidence of pre-contact occupation or deposits was encountered during surface and subsurface review at the project area. Further archaeological oversight for the project appears unwarranted based upon the current review and project design."



## **PUD-2015-0002:**

### **BACKGROUND:**

1. On September 29, 2015, the applicant conducted a neighborhood meeting at the City of Anacortes Library where neighboring landowners were invited to comment on the subject proposal.
2. On November 20, 2015, the applicant submitted the subject applications to the City of Anacortes for review.
3. On December 16, 2015, the subject application was deemed incomplete with revisions requested therein.
4. On January 11, 2016, the applicant submitted revisions to city for review as was requested in the letter of incomplete.
5. On January 25, 2016, the city completed its review of the revisions resubmitted and deemed the application complete.

## **PUD-2015-0002:**

### **NOTICING:**

1. A "Notice of Application & Hearing with Optional SEPA DNS" was published in the Anacortes American Newspaper on February 3, 2016.
2. Notice was also posted on the subject property in two (2) different locations on January 28, 2016.
3. Notice was posted at city hall, the library, the local USPS office, and on the city's website on January 28, 2016.
4. Neighbors within 300 feet of the subject property were mailed "Notice of Application & Hearing with Optional SEPA DNS" on February 01, 2016.
5. Departments and agencies of jurisdiction were emailed the respective application material, notice, and comment form on February 01, 2016.
6. Notice of application & hearing with optional SEPA DNS and associated application material was emailed to Department of Ecology on February 01, 2016, for posting on to the SEPA register.
7. The 15-day comment period ended at 5:00 PM on February 17, 2016.



## **PUD-2015-0002:**

### **SEPA ENVIRONMENTAL REVIEW:**

1. According to AMC § 16.080.010, SEPA environmental review is required for the subdivision of property into five (5) or more lots, tracts, parcels, sites, or divisions, for sale or lease.
2. Notice of application and hearing with optional SEPA DNS was published, mailed to property owners within 300 feet of the subject property, and posted onsite as discussed above pursuant to AMC and state law.
3. Notice of application & hearing with optional SEPA DNS was also emailed to the Department of Ecology on February 01, 2016, for posting on to the SEPA register.
4. On March 3, 2016, a SEPA Mitigated Determination of Non-Significance (MDNS) was issued using the optional DNS process pursuant to WAC § 197.11.355.
5. The issued SEPA MDNS was emailed to the Department of Ecology for posting on to the SEPA register on March 03, 2016.

## **PUD-2015-0002:**

### **PUBLIC COMMENTS:**

Written public comments received can be found in **Exhibit 3** of the staff report.

### **DEPARTMENT & AGENCIES OF JURISDICTION COMMENTS:**

Comments received from both agencies and departments of jurisdiction can be found in **Exhibit 4** of the staff report.

### **STAFF RECOMMENDATION:**

The Department of Planning, Community, and Economic Development recommends that the Planning Commission make a recommendation of approval to City Council regarding the subject preliminary replat, preliminary PUD, code modification(s), ROW vacation, and ROW dedication subject to the staff suggested conditions of approval.



# **PUD-2015-0002:**

## **EXHIBITS:**

| EXHIBIT<br>NUMBER: | NAME OF EXHIBIT:                                                |
|--------------------|-----------------------------------------------------------------|
| Exhibit #01        | Assessor's Info & GIS Map                                       |
| Exhibit #02        | Master Permit Application, Environmental Checklist, & Narrative |
| Exhibit #03        | Public Comments Received                                        |
| Exhibit #04        | Department /Agency Comments Received                            |
| Exhibit #05        | Notice of Application & Hearing with Optional SEPA DNS          |
| Exhibit #06        | Issued SEPA MDNS                                                |
| Exhibit #07        | Cultural Resource Survey                                        |
| Exhibit #08        | Tree Assessment & Preservation Plan                             |
| Exhibit #09        | Landscape Plan                                                  |
| Exhibit #10        | Resolution to Vacate                                            |
| Exhibit #11        | Replat & PUD Site Plan                                          |

## PUD-2015-00002:



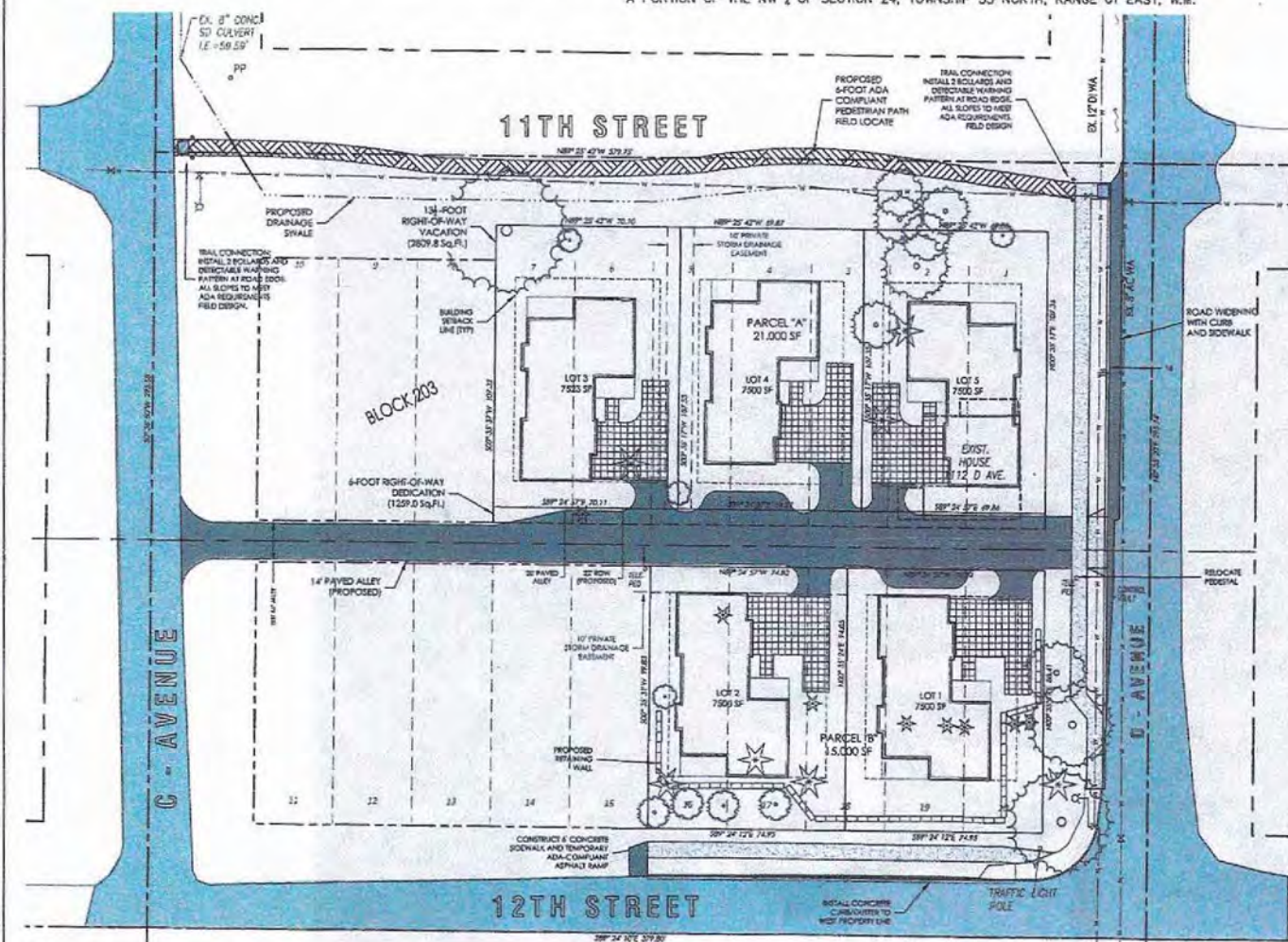


## PUD-2015-00002:





A PORTION OF THE NW 1/4 OF SECTION 24, TOWNSHIP 35 NORTH, RANGE 01 EAST, W.M.



**SITE INFORMATION**  
 SITE ADDRESS: 1112 D-AVENUE, ANACORTES, WA 98024  
 TAX ID NUMBER: 98024  
 CURRENT ZONING: R2  
 BEST MIN. LOT SIZE: 7,500 SQ.FT.  
 GROSS LOT AREA: 64,988 SF (1.492 Ac)  
 NET AREA (EXCL. LOTS): 38,000 SF (0.869 Ac)  
 NET AREA (w/ ROW VACAY): 37,923 SF (0.861 Ac)  
 LOTS PERMITTED: 1,492 Ac x 400/Ac = 5  
 MIN. LOT SIZE: 7,500 SF  
 MAX. LOT SIZE: 7,500 SF  
 SCHOOL DISTRICT: Anacortes School District No. 103  
 WATER PROVIDER: City of Anacortes  
 SANITARY SEWER: City of Anacortes  
 STORMWATER UTILITY: City of Anacortes  
 POST OFFICE: Anacortes (98021)  
 FIRE DISTRICT: City of Anacortes

**OWNER**  
 CREATIVE TRANSITIONS, LLC  
 c/o SUSAN & MARK HARRIS  
 3805 VIEW RIDGE  
 ANACORTES, WA 98021

**APPLICANT**  
 CREATIVE TRANSITIONS, LLC  
 c/o SUSAN & MARK HARRIS  
 3805 VIEW RIDGE  
 ANACORTES, WA 98021

**CONTACT PERSON**  
 See applicant

**PROJECT ENGINEER**  
 DAVID A. LERVIK, PE  
 LERVIK ENGINEERING  
 PO BOX 684  
 ANACORTES, WA 98021  
 360.568.1592

**PROJECT SURVEYOR**  
 DALE HERRNSTAD, PE, FLS  
 HERRNSTAD ENGINEERING & SURVEYING  
 4320 WHISTLE LAKE ROAD  
 ANACORTES, WA 98021

**RE-SUBDIVISION NOTICE:**  
 NO LAND WITHIN A SHORT SUBDIVISION MAY BE FURTHER SUBDIVIDED WITHIN A PERIOD OF FIVE (5) YEARS FROM THE DATE OF APPROVAL WITHOUT FILING A STANDARD PLAN.

[ANACORTES MUNICIPAL CODE 14.08.002]

**LEGAL DESCRIPTION**  
 LOTS 1-15, INCLUDING AND WITH LOTS 16-30, BLOCK 203, MAP OF THE CITY OF ANACORTES, AS PER PLAT RECORDED IN VOLUME 2 OF PLATS, PAGE 4, RECORDS OF SNOHOMISH COUNTY.

SITING IN THE CITY OF ANACORTES, COUNTY OF SNOHOMISH, STATE OF WASHINGTON.

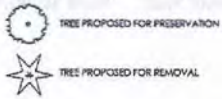
**LOT COVERAGE CALCULATIONS**

(PER AHC 17.06.003)  
 BUILDING AREA: 2,440 SF  
 LOT 1 (2.440 / 7.500) = 32.3%  
 LOT 2 (2.440 / 7.500) = 32.3%  
 LOT 3 (2.440 / 7.500) = 32.3%  
 LOT 4 (2.440 / 7.500) = 32.3%  
 LOT 5 (2.440 / 7.500) = 32.3%  
 LOT 6 (2.440 / 7.500) = 32.3%  
 LOT 7 (2.440 / 7.500) = 32.3%  
 LOT 8 (2.440 / 7.500) = 32.3%  
 LOT 9 (2.440 / 7.500) = 32.3%  
 LOT 10 (2.440 / 7.500) = 32.3%  
 LOT 11 (2.440 / 7.500) = 32.3%  
 LOT 12 (2.440 / 7.500) = 32.3%  
 LOT 13 (2.440 / 7.500) = 32.3%  
 LOT 14 (2.440 / 7.500) = 32.3%  
 LOT 15 (2.440 / 7.500) = 32.3%

NOTE: ALL EXISTING BUILDINGS TO BE REMOVED

**LEGEND**

- CONTOUR, EXISTING MAJOR
- CONTOUR, EXISTING MINOR
- CONTOUR, PROPOSED MAJOR
- CONTOUR, PROPOSED MINOR
- BUILDING, EXISTING
- BUILDING SETBACK LINE
- EDGE OF ASPHALT, EXISTING
- EDGE OF ASPHALT, PROPOSED
- RIGHT-OF-WAY LINE
- ROAD CENTERLINE
- LOT LINE, EXISTING (PLATTED)
- LOT LINE, PROPOSED



**LERVIK ENGINEERING**  
 1112 D-AVENUE, ANACORTES, WA 98021  
 360.568.1592



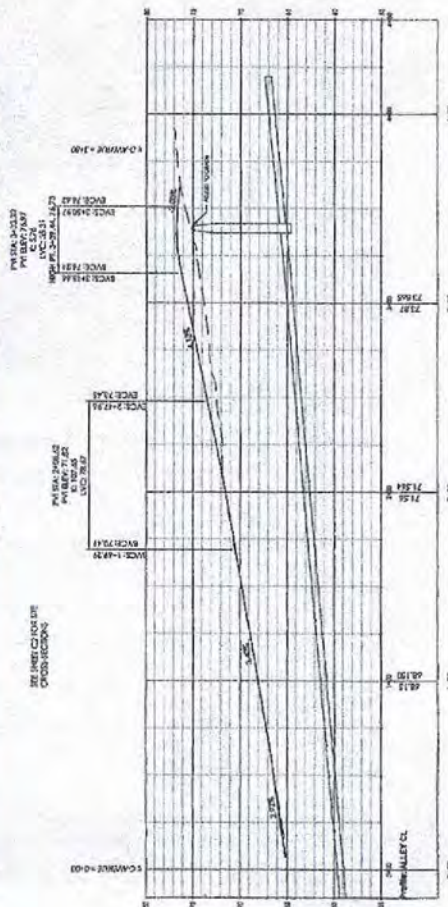
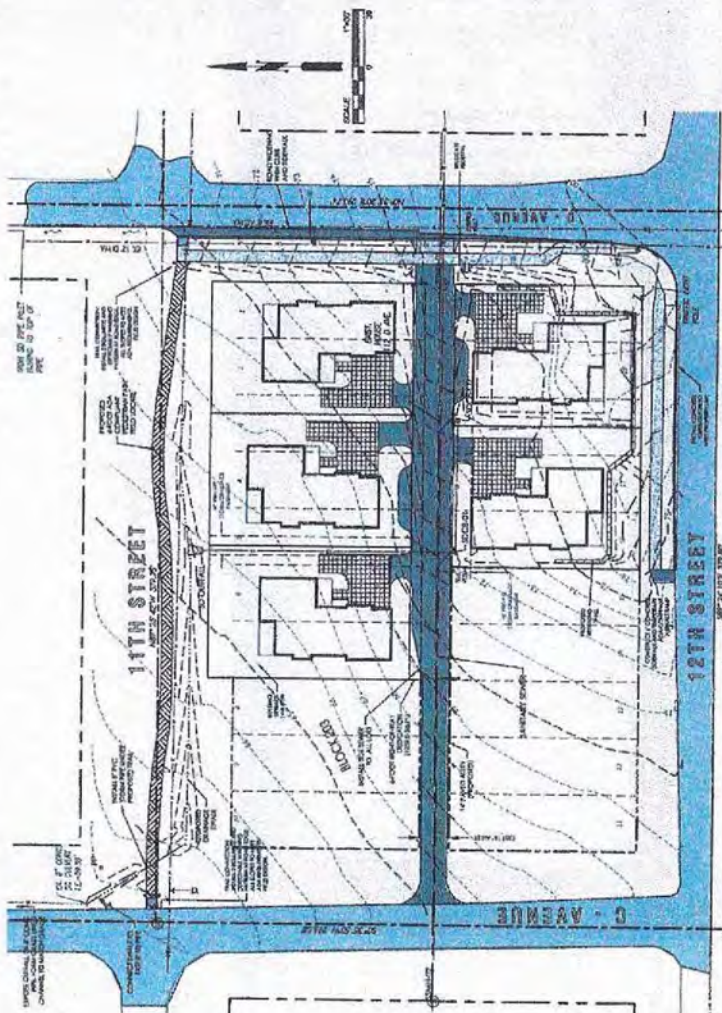
**MARK & SUSAN HARRIS**  
 CREATIVE TRANSITIONS, LLC  
 3805 VIEW RIDGE  
 ANACORTES, WA 98021

**DAVID A. LERVIK, PE**  
 LERVIK ENGINEERING  
 PO BOX 684  
 ANACORTES, WA 98021  
 360.568.1592

**PRELIMINARY PLAT MAP**  
**PLANNED UNIT DEVELOPMENT**



A PORTION OF THE NW  $\frac{1}{4}$  OF SECTION 24, TOWNSHIP 35 NORTH, RANGE 01 EAST, W.M.



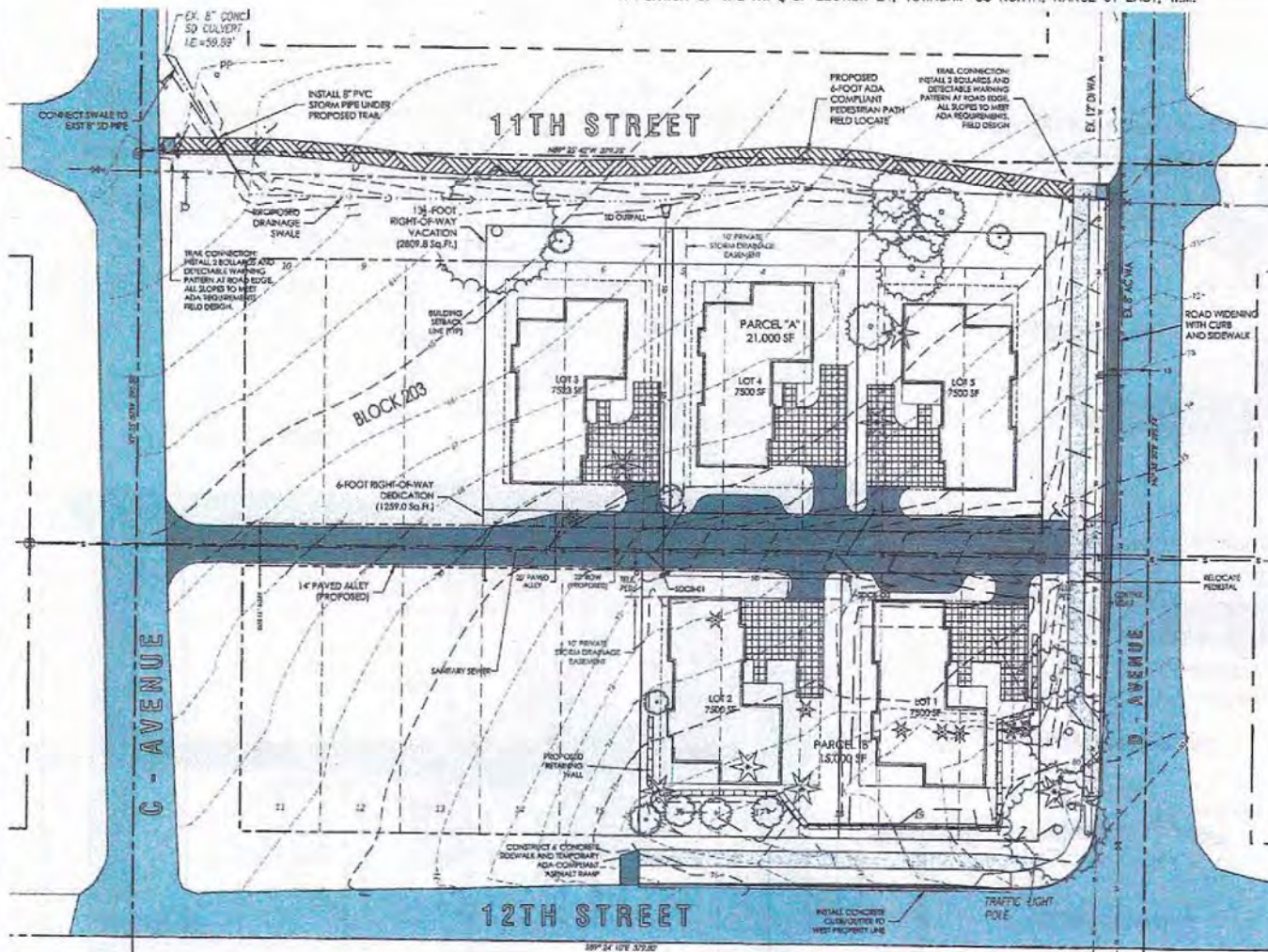
### LEGEND

[illegible]

NOTE: ALL EXISTING BUILDINGS TO BE REMOVED



A PORTION OF THE NW 1/4 OF SECTION 24, TOWNSHIP 35 NORTH, RANGE 01 EAST, W.M.



SEE SHEET C2 FOR SITE PROFILES

NOTE: ALL EXISTING BUILDINGS TO BE REMOVED

#### LEGEND

|                             |     |
|-----------------------------|-----|
| CONTOUR, EXISTING MAJOR     | --- |
| CONTOUR, EXISTING MINOR     | --- |
| CONTOUR, PROPOSED MAJOR     | --- |
| CONTOUR, PROPOSED MINOR     | --- |
| BUILDING, EXISTING          | --- |
| BUILDING SETBACK LINE       | --- |
| EDGE OF ASPHALT, EXISTING   | --- |
| EDGE OF ASPHALT, PROPOSED   | --- |
| RIGHT-OF-WAY LINE           | --- |
| ROAD CENTERLINE             | --- |
| LOT LINE, EXISTING (PLATED) | --- |
| LOT LINE, PROPOSED          | --- |



VICINITY MAP  
(Not to Scale)



CONTOUR INTERVAL = 1 FT

#### SITE INFORMATION

SITE ADDRESS: 1112 D-AVENUE, ANACORTES, WA  
TAX ID NUMBER: P06224  
CURRENT ZONING: R2  
RECD MIN. LOT SIZE: 7,500 SQ. FT.  
GROSS PARCEL SIZE: 36,000 SF (0.826 AC)  
LOTS PERMITTED: 4  
LOTS PROPOSED: 5  
MIN. LOT SIZE: 7,500 SF  
MAX. LOT SIZE: 7,500 SF  
SCHOOL DISTRICT: Anacortes School District No. 103  
WATER PROVIDER: City of Anacortes  
SEWER: City of Anacortes  
STORMWATER UTILITY: City of Anacortes  
POST OFFICE: Anacortes (98221)  
FIRE DISTRICT: City of Anacortes

#### OWNER

CREATIVE TRANSITIONS, LLC  
c/o SUSAN & MARK HARRIS  
3503 VIEW RIDGE  
ANACORTES, WA 98221

#### APPLICANT

CREATIVE TRANSITIONS, LLC  
c/o SUSAN & MARK HARRIS  
3503 VIEW RIDGE  
ANACORTES, WA 98221

#### CONTACT PERSON

See applicant

#### PROJECT ENGINEER

DAVID A. LUTY, P.E.  
LERVik ENGINEERING  
PO BOX 654  
ANACORTES, WA 98221  
360.558.1292

#### PROJECT SURVEYOR

DALE HORNOSTAT, PLS  
HORNOSTAT ENGINEERING & SURVEYING  
4320 WHISTLE LAKE ROAD  
ANACORTES, WA 98221

#### RE-SUBDIVISION NOTICE:

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(ANACORTES MUNICIPAL CODE 16.08.002)

#### LEGAL DESCRIPTION

LOTS 1-7, INCLUSIVE AND LOTS 14-20, INCLUSIVE, BLOCK 203, MAP OF THE CITY OF ANACORTES, AS PER PLAT RECORDED IN VOLUME 2 OF PLATS, PAGE 4, RECORDS OF SNOHOMISH COUNTY.

SITuated IN THE CITY OF ANACORTES, COUNTY OF SNOHOMISH, STATE OF WASHINGTON.

LERVik ENGINEERING  
CIVIL, DESIGN AND DEVELOPMENT CONSULTING  
PO BOX 654 ANACORTES, WA 98221



MARK & SUSAN HARRIS  
CLASSIC TRANSITIONS LLC  
"REDWOOD GLEN"

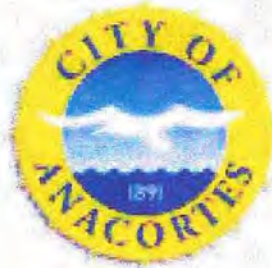
REDWOOD GLEN PLANNED UNIT DEVELOPMENT  
MAP FOR RECORDS IN SNOHOMISH COUNTY RECORDS BOOK 10000, PAGE 4

PRELIMINARY  
CONSTRUCTION PLANS

C1 of C2

PUD-2015-0002





## **PLANNING COMMISSION**

*Open-Record Public Hearing*

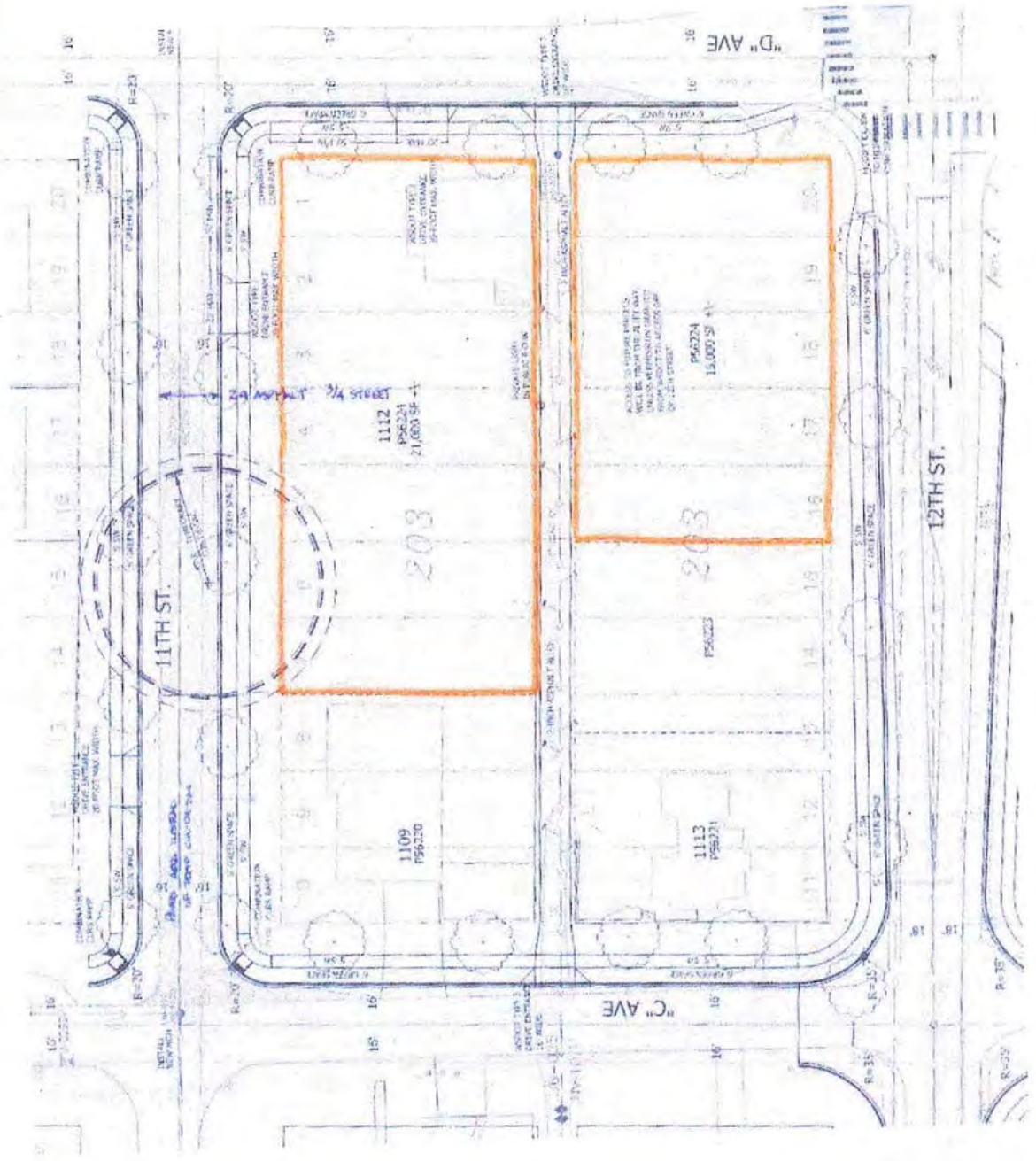
*March 09, 2016, @ 6:00 PM with 5:00 PM Site Visit*

By: Steve Lange, Project Manager, Public Works Department

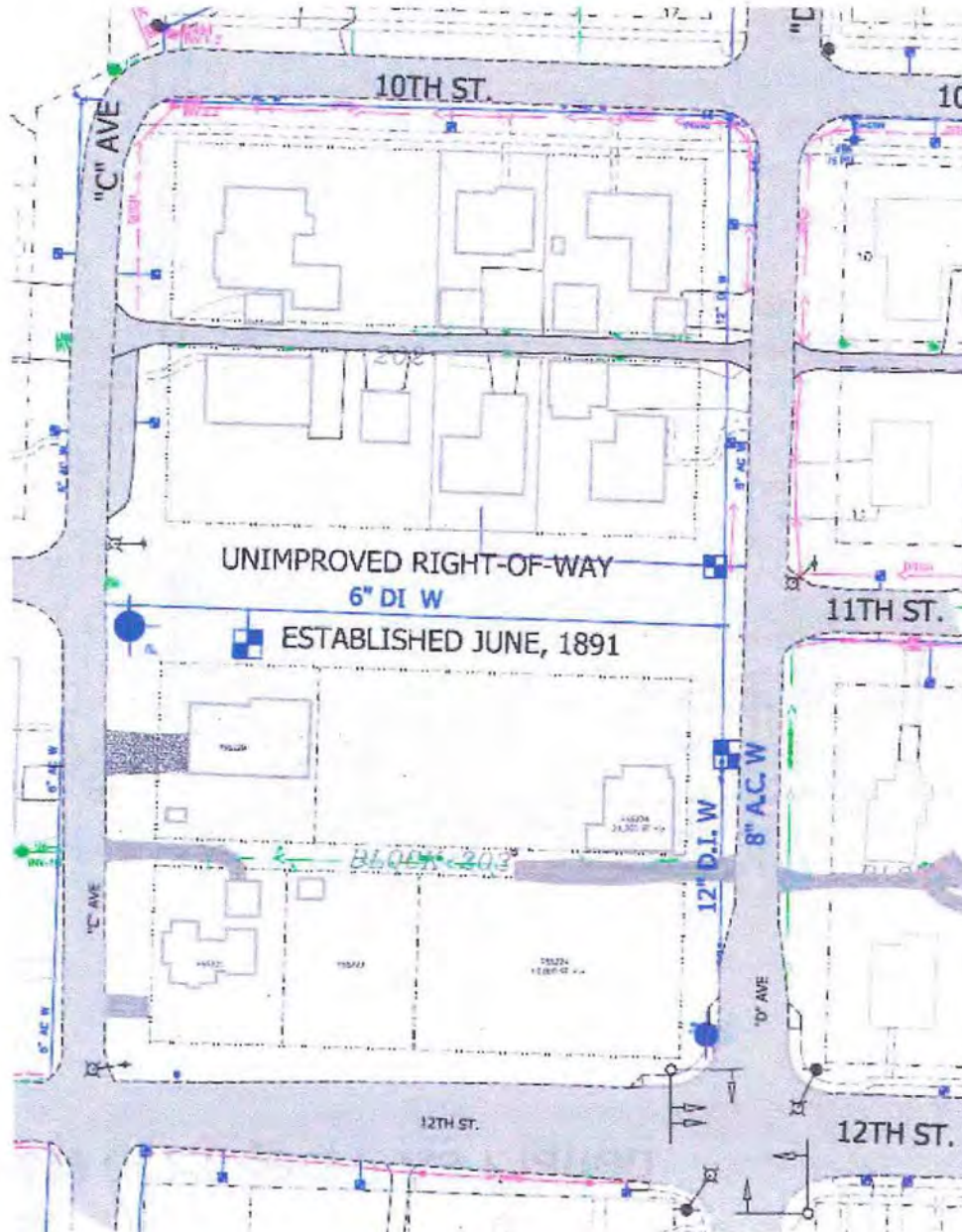
# Land Use with Existing Platted Parcels, Variances and Short Plats – 10.000 Foot





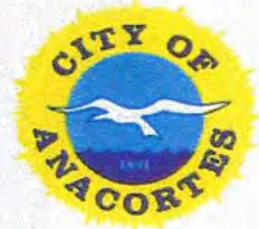


# Roadway and Pedestrian Circulation and Connectivity AMC. 16.20.060

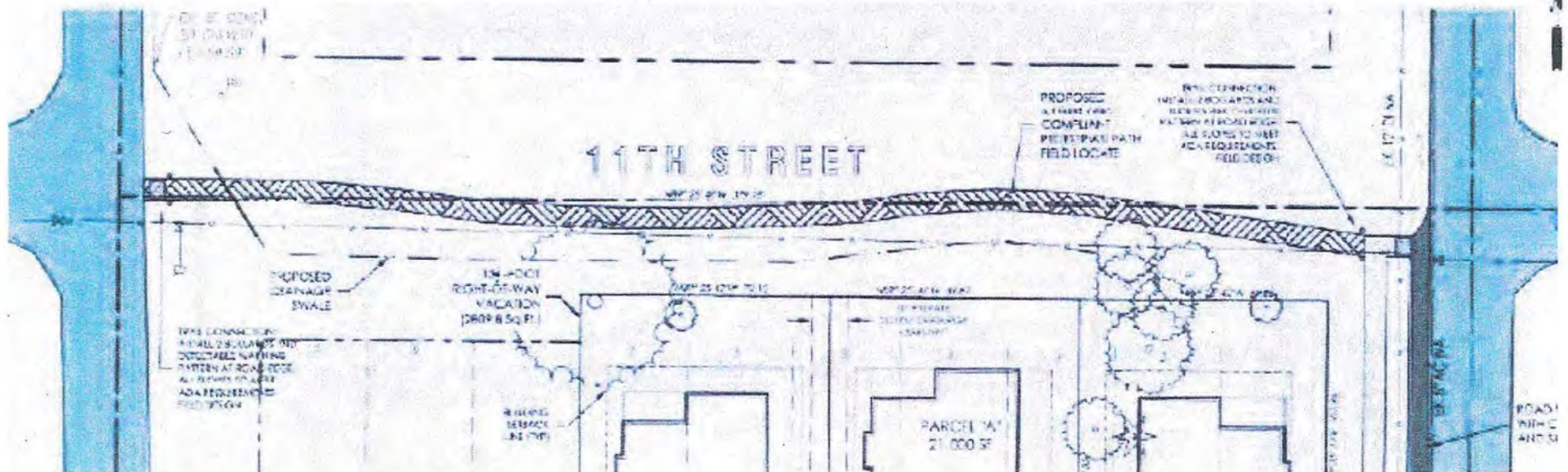




# Roadway and Pedestrian Circulation and Connectivity AMC. 16.20.060

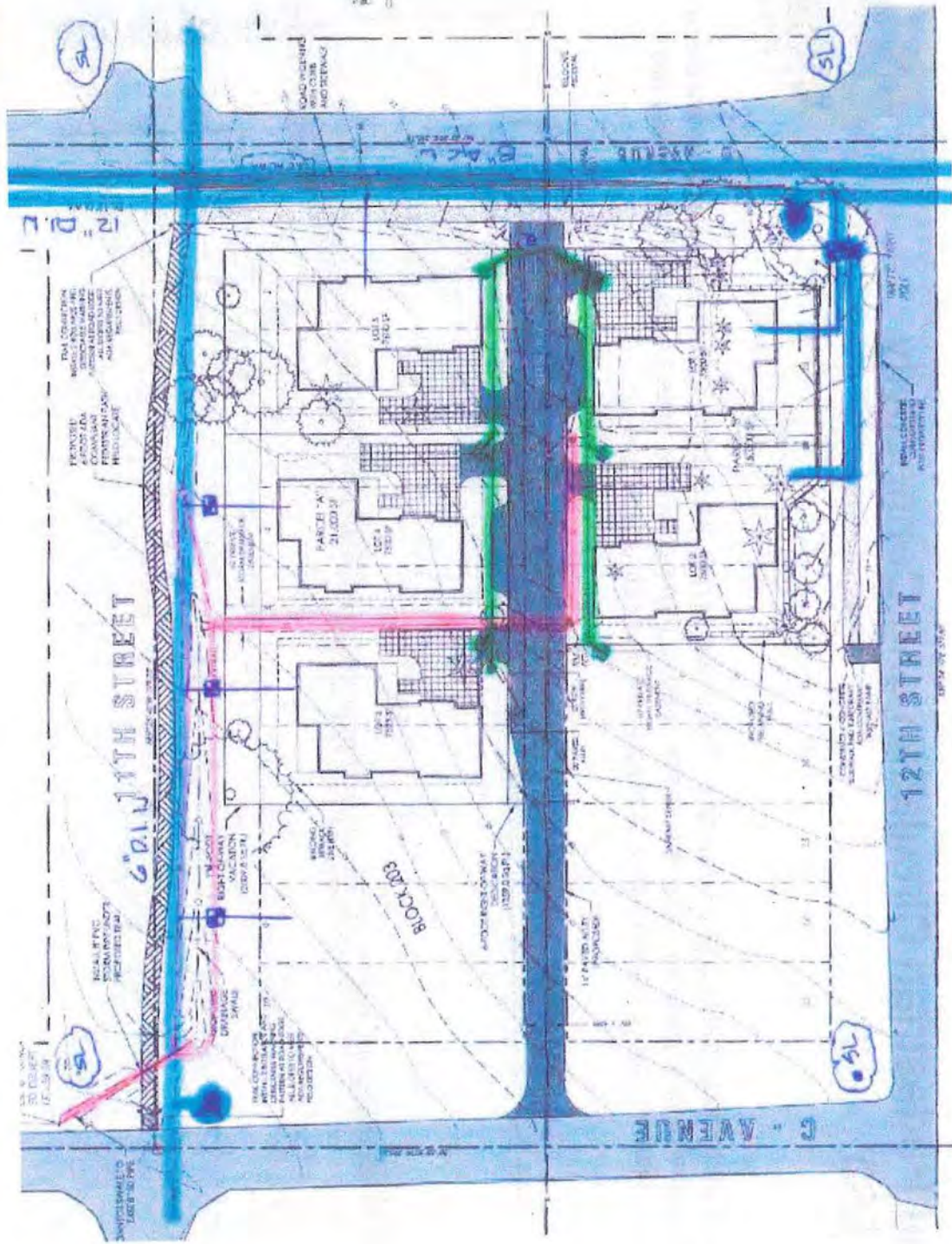


- #13: Roads and pedestrian pathways (Sidewalks, Trails, etc.) shall, where it is reasonable and practicable, be constructed to connect to adjacent properties, roads, pedestrian pathways; where adjacent properties are undeveloped, provide for future connections of roads and pedestrian pathways.





# Water, Sewer and Storm Utilities – Horizontal Alignment





## Utilities:



### Water:

- Water: Property is serviced on three waterline mains that exist in 11<sup>th</sup> Street and on D Avenue.
- Fire Hydrants: Located at 11<sup>th</sup> and C Avenue and 12<sup>th</sup> and D Avenue.

### Sewer:

- Sewer: 8-inch Concrete System in the Public Alley @ 10-feet Deep.

### Storm:

- Storm: Existing 8-inch Concrete outlet at 11<sup>th</sup> Street and C Avenue. Via a designed swale.
- Storm Water Quality: Utilizing a designed swale that will convey the runoff and provide water quality.
- Existing Platted alley way is 16-feet in width.

### Streets:

- 6-foot Cement Concrete Sidewalk (Minimum Width). Not considered a Multi-Use Trail for neighborhood connectivity.
- Part of the proposed Planned Unit Development is to provide a 20-foot wide alley way to meet the Anacortes Municipal Code 16.32 and the Fire Department access requirements. Vacation of exist R-O-W and move parcels forward.
- 12<sup>th</sup> Street and D Avenue, will receive curb, gutter and 5' wide sidewalk to the extent of property ownership or where determined to reasonable and practical. Asphalt in areas between the new improvements and the existing pavement.
- Further recommended condition after further conversation with the Public Works Director: Prohibit vehicular access to 12<sup>th</sup> Street from proposed Lots 1 and 2.







**EXHIBIT #15:**

**APPEALS RECEIVED OF PLANNING COMMISSION'S  
RECOMMENDATION OF APPROVAL**



## LAND USE

### APPLICATION FOR APPEAL OF PLANNING COMMISSION ACTION

03-25-16 P09:04 RCID

Stella  
Clark

Submit this completed form to:

City of Anacortes  
Planning, Community and Economic Development  
P.O. Box 547 / 904 6<sup>th</sup> Street  
Anacortes, WA 98221

For Office Use Only:

Date Received:

by:

#### DECISION OR RECOMMENDATION BEING APPEALED

**Project information:**

Name of Project: 12<sup>th</sup> Street and D Ave. PUD

Development Site Address or Location:

12<sup>th</sup> and D Ave.

City File Number: PUD-2015-0002

#### APPELLANT INFORMATION

(Person or group making appeal)

**Appellant\*:**

Name: MARILYN W. DERIG

Street Address: 1302 K AVE

Anacortes  
City: \_\_\_\_\_ State: WA Zip: 98221

Phone: (H): (360) 293-3928 (C): (360) 770-9805

Email: mderig@me.com

\*If several individuals are appealing together, list the additional names and addresses on a separate sheet and designate a representative. Also, identify those that will provide argument within the allotted time at the City Council Closed Record Appeal Hearing.

**Authorized Representative:**

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (H): \_\_\_\_\_ (C): \_\_\_\_\_

Email: \_\_\_\_\_

Continued on next page...



## APPEAL INFORMATION

Answer each question as completely and specifically as you can. Attach separate sheets if needed and refer to questions by number.

1. (a.) Describe how you meet the requirements for establishing standing for the decision or recommendation you are appealing. (b.) How are you adversely affected by the decision or recommendation?

*Please see attached signed statement.*

2. Provide a concise statement identifying each alleged error and the manner in which the decision or recommendation fails to satisfy the applicable decision criteria.

*Please see attached signed statement.*

3. What specific relief are you requesting (such as reversal or modification)?

*Please see attached signed statement.*

4. Is there any additional information that is reasonably necessary to make a decision on the appeal?

*Please see attached signed statement.*

APPELLANT'S SIGNATURE

*Marilyn W. Deing*

DATE:

*3-25-16*

March 25, 2016

Appeal Information Responses to the attached form:

1. (a.) I attended and testified at the hearing on the PUD on March 9, 2016. A principle issue that arose during the hearing procedures at that meeting was that of road standards and whether the proposal met them satisfactorily or not. I personally brought up the question of a traffic study.  
(b) As a citizen of this City, I am impacted by decisions that do not comply with our codes, which are created to protect the safety and welfare of our citizens.
2. I am requesting a modification of the Planning Commission's March 9<sup>th</sup> recommendation on this PUD because a substandard unsafe road is proposed to provide the only vehicle and pedestrian access to 5 and potentially 6 lots and homes.
3. I am requesting that this PUD development meet, in a factually objective way, Anacortes zoning and subdivision standards, or provide the consistent and equivalent alternatives required by AMC 16.40.010. The current PUD proposal provides neither the standards nor the required alternatives and creates an unsatisfactory precedent for future development of our neighborhood and beyond.
4. Engineering Standards 2011, Chapter 3, pages STR-2 and STR-3; also AMC 16.32, including Minimum Road Standards 16.32.010, Street Design 16.40.103, and Pedestrian Facilities 16.32.020.

APPELLANT'S SIGNATURE Marilyn W. Deig DATE 3-25-16



March 24, 2016

My name is Marilyn Derig. I reside at 1302 K Avenue, in Anacortes, Washington.

My comments and concerns stated in the Planning Commission meeting of March 9, involved two issues regarding traffic and roads in the neighborhood of the 12<sup>th</sup> and 'D' PUD. I asked whether this project met the threshold for a traffic study. Mr. Lange said that it did, but that the Public Works Department and he did not see the need for such a traffic study. Another issue that arose during the hearing procedures of the meeting was that of road standards and whether the proposal met them satisfactorily or not.

### **Purpose of my appeal**

I am requesting a modification of the Planning Commission's March 9<sup>th</sup> recommendation on this PUD because a substandard unsafe road is proposed to provide the only vehicle and pedestrian access to 5 and potentially 6 lots and homes.

I am requesting that this PUD development meet, in a factually objective way, Anacortes zoning and subdivision standards, or provide the consistent and equivalent alternatives required by AMC 16.40.010. The current PUD proposal provides neither the standards nor the required alternatives and creates an unsatisfactory precedent for future development of our neighborhood and beyond.

### **Consistency and equivalency in a PUD**

When a PUD proposes exceptions to zoning and subdivision standards, as I understand AMC 16.40.010, it requires that the PUD maintain consistency with the "standards for the health, safety, and welfare of all citizens throughout the city" and provide equivalency to those standards.

#### ***16.40.010 - Introduction.***

*The purpose of the planning unit development (PUD) regulations is to maintain **consistent standards for the health, safety, and welfare of all citizens throughout the city**, while allowing flexibility in how those standards are met. While all citizens deserve equal access to services and public amenities, there are a variety of ways to provide that **equivalency**.*

*Where a PUD proponent requests exceptions to zoning and subdivision standards, the plan submittal shall show clearly what standards are proposed to be changed, and what alternate means are proposed to **achieve equivalency**. For example, a submittal might propose to eliminate the sidewalk on one side of the street, while providing a trail through nearby public open space as an alternative for pedestrian circulation. The proposed alternatives would be considered when evaluating the proposal as a whole.*

The consistency and equivalency "test" is the first statement found in the Chapter 16 specifications for PUDs and its primacy in position and in logic leaves no doubt that it is intended to be the most fundamental test for evaluating the adequacy of PUD proposals.

### **Anacortes road standards**

The City's road/street standards included in AMC 16.32 and Anacortes Engineering Standards 2011, Chapter 3, define "standards for the health, safety, and welfare of all citizens throughout the city" as they apply to the function, design, construction and use of public roads and rights-of-way.

The PUD equivalency standard is stated again specifically in AMC 16.040.103 with respect to street design in a PUD.

#### **16.40.103 - Street design.**

*Right-of-way width and street roadway widths should only be reduced where it is found that the plan for the PUD provides an **equivalent level of pedestrian and vehicular safety and service** by alternate means....*

I cannot find in the City codes, policies or regulations where the restricted dimensions, purposes, functions and designs of "alleys" or "fire lanes" are to be considered equivalent to or consistent with larger general purpose public streets. The minimum public street intended to provide and accommodate all relevant forms of vehicle and pedestrian transportation and access to a residential area in a safe manner is the street design of the "short cul-de-sac" standard which, in any case, appears not to apply to the 12<sup>th</sup> and 'D' PUD (see below). Alleys are clearly intended to be supplemental to the regular street grid.

### **12<sup>th</sup> and 'D' PUD street design inadequate and unsafe**

The proposed PUD abandons the existing street ROW grid as having any function of providing vehicle or pedestrian access to 5 and potentially 6 lots. The applicant proposes to cut off all access to 12<sup>th</sup> St. with a continuous 54" high fence, deep grade cut and rock retaining wall. A storm water bio-swale will intervene between the pedestrian path thru 11<sup>th</sup> St. and the "rear side" of PUD lots. Thus AMC 16.40.010 requires that the PUD provide a vehicle and pedestrian street access design that is both consistent with and equivalent to the normal street function and design standards. The PUD fails to provide such a design and function.

In Anacortes, street designs that do not meet design standards for public street access are typically private streets. However, the 12<sup>th</sup> and 'D' PUD proposes a public ROW access with a 20' wide paved surface as the sole formal vehicle and pedestrian access to PUD lots and residences. This "re-purposed and expanded" public alley will run about 232' from the curb of 'D' Ave. thru the PUD where it will revert to the 16' width for the remaining length of the block and it will remain a public ROW open to all from both ends, not just the 6 lots.

The current PUD alley design was based solely on fire access requirements even though the 16' alley west of the PUD does not meet current 20' minimum width for an alley/fire lane. However, a general-purpose public street serves all appropriate functions and purposes for public ROWs, not just fire access. Again, the most minimal Anacortes road standard that would provide public street access to 6 lots is the "short cul-de-sac" design standard in AMC 16.32.020 and Anacortes Engineering Standards 2011, chapter 3, page STR-3.



### (3) STREET STANDARDS

JULY 2011

#### STR-01.2 Short Cul-de-Sac Design

Exception by Ordinance 2655 – A Short Cul-de-sac is a public road not more than 150 feet in length with no reasonable possibility of extension, serving not more than six residential building sites.

Design requirements:

1. 80-foot diameter cul-de-sac, 24 feet curb to curb
2. 5-foot sidewalks both sides, standard curb
3. Right of way minimum 25 feet wide with additional for cul-de-sac
4. Two off-street parking spaces per unit plus garage, one street light.

However, the 232' length of the expanded alley, exceeds the 150' maximum length for a short cul-de-sac. In addition

- The 20' paved street is 4 feet narrower than this narrowest general-purpose street standard allowed in Anacortes.
- The ROW is 3 feet narrower than this narrowest 25' ROW standard.
- There are no sidewalks or other pedestrian traffic separation as required by this most minimal public ROW standard to protect the "health, safety, and welfare of all citizens" and PUD residents on a public street. All pedestrian traffic including the inevitable children traversing or playing in this street segment, ADA, etc. are forced to mix with all vehicle traffic on the same substandard too narrow paved street area. Vehicles turning into this street have no clear sight warnings before encountering whatever is in the street.
- The proposed pathway thru 11<sup>th</sup> St. provides no "alternative for pedestrian circulation" within the PUD and no useful or safe pedestrian access to and from the 5-6 lots and thus cannot possibly be a consistent and equivalent substitute for the code required sidewalks on the internal PUD access street.

So the 12<sup>th</sup> and 'D' PUD, in its proposed configuration, fails to meet most of the specifications for this most minimal public street design. The next available street standard is frontage on a developed 50' ROW or standard cul-de-sac, with separated pedestrian sidewalks (see AMC 16.32.010 and 020). Or the PUD might be reconfigured to meet the short cul-de-sac design specifications. Staff testified that other options are available here.

But, there are no characteristics peculiar to this site that prevent the PUD from meeting the normal street and access designs and standards as would be expected for re-development in the surrounding neighborhood, and thus no justification for completely failing the consistency and equivalency test for a PUD.

#### **Consistent and equivalent comparable examples not provided**

The planning commission asked City staff to provide some examples from the last 5 years that had public street access comparable to this PUD. The commission understood that examples from prior times of what was once considered appropriate

development were irrelevant to interpreting the intentions and expectations of current codes and development standards.

The staff did not produce such examples as requested by the commission. Instead staff presented examples from older "historical" plats, sub-standard private streets and easements and restricted and difficult topographic situations. Examples given were some areas near West 3<sup>rd</sup> St. and Oakes Ave., San Juan Passage PUD, and Portalis PUD.

The staff, commission and council must be careful not to confuse prior examples of questionable judgment or lax code enforcement with precedents of consistency and equivalency. I believe that precedents which resulted from poor judgment in the past lead nowhere except down the slippery slope of "anything goes" development in Anacortes.

After the March 9 meeting, I drove through the properties which staff cited as comparables, and the following comments chronicle what I saw during that drive. None of those developed properties are consistent or equivalent models for the 12<sup>th</sup> and 'D' PUD site.

The older development in the "West" streets is a perfect example of sub-standard street construction that gives no evidence of any kind of street construction standards, whatsoever. Also, older as well as newer development in this old plat has been forced to find the best use of a street/alley grid that ignored the often-difficult underlying geography. In no way can the West street area provide a consistent and equivalent model for current street and lot access development standards.

It was not clear to me what specific area was referred to as "West 3<sup>rd</sup>". As I said I drove the area and it appears the most likely candidate was W. 3<sup>rd</sup> Place or Oakes View Lane. At W. 3<sup>rd</sup> Place, because of geographic restrictions on constructing W. 4<sup>th</sup> St., the previous alley was expanded to a 50' wide ROW with sidewalks on both sides, to meet code. (see photo exhibit A)

At Oakes View Lane, the steepness from Oakes Ave. makes lot access from Oakes unsafe and impractical. These restrictions justified making the best use of the existing ROW grid of this old plat and the minimal 20' fire lane/lot access road spills out of the too narrow 16' alley onto the lots. Such steepness does not exist at 12<sup>th</sup> and D. (see photo exhibit B, C & D)

All lots in San Juan Passage (SJP) front on developed 50' or wider public street ROWs with formal pedestrian lot access from the public ROW. A few lots provide additional vehicle access to rear garages from what appears to be a private driveway easement across lots--not any kind of public or separated private ROW tract. SJP PUD provides standards equivalency for vehicle and pedestrian access with 50' or wider ROWs, sidewalks and the extensive trail and park system. I don't understand how SJP could be compared with the 12<sup>th</sup> and D PUD at all. (see photo exhibit E & F)

In Portalis, some lots are accessed from a sub-standard private road/fire lane--Channel Marker Lane--that is private because it is sub-standard for a public street ROW. This private road connects two cul-de-sacs that terminate the public streets, indicating that



the private road is not intended to be a general public ROW. (see photo exhibit G, H & I)

**Recent comparisons and contrasts**

Actual "current" comparisons could include (1) Leeward Landing PUD with a private one-way 24' paved access road easement with no sidewalks--private because it did not meet public street standards and is an easement across lots. And (2) the recent West 10<sup>th</sup> Street PUD proposal that also abandoned (because of critical areas) much of the surrounding platted street grid, but provided a code compliant "short cul-de-sac" design for access to 6 lots apart from the existing street grid. I don't know why staff ignored these most recent examples.

In Old Town, alleys are for vehicle access. Primary pedestrian access is on sidewalks separated from the main streets. This is in full conformity with the original pattern of development in the Old Town area. The 12<sup>th</sup> and 'D' PUD does not conform to the adjacent Old Town access model.

**Restatement of appeal**

For the aforementioned reasons, I ask you to modify the Planning Commission recommendation so that this PUD development meets, in a factually objective way, Anacortes zoning and subdivision standards, or provides the consistent and equivalent alternatives required by AMC 16.40.010.

Thank you for your consideration of this important matter.



Marilyn W. Derig  
[mderig@me.com](mailto:mderig@me.com)  
360-293-3928





**Exhibit A**  
West 3rd Place  
(previous alley expanded to 50ft ROW)





**Exhibit B**  
View from Oakes Ave. to homes  
on Oakes View Lane





**Exhibit C**  
Access from Oakes Ave. to  
Oakes View Lane





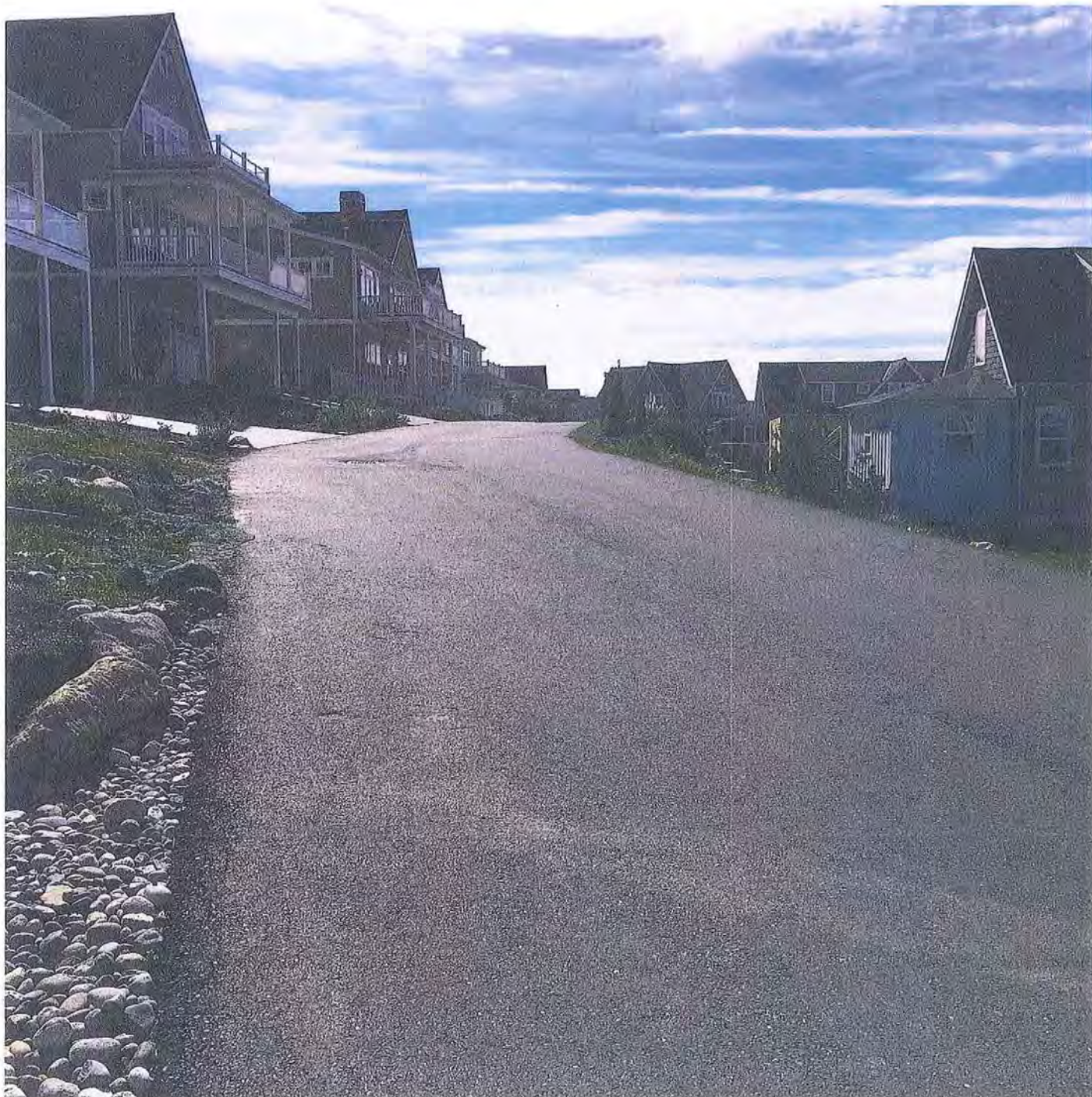
Exhibit D  
Oakes View Lane





**Exhibit E**  
San Juan Passage  
(homes fronting 50ft ROW)





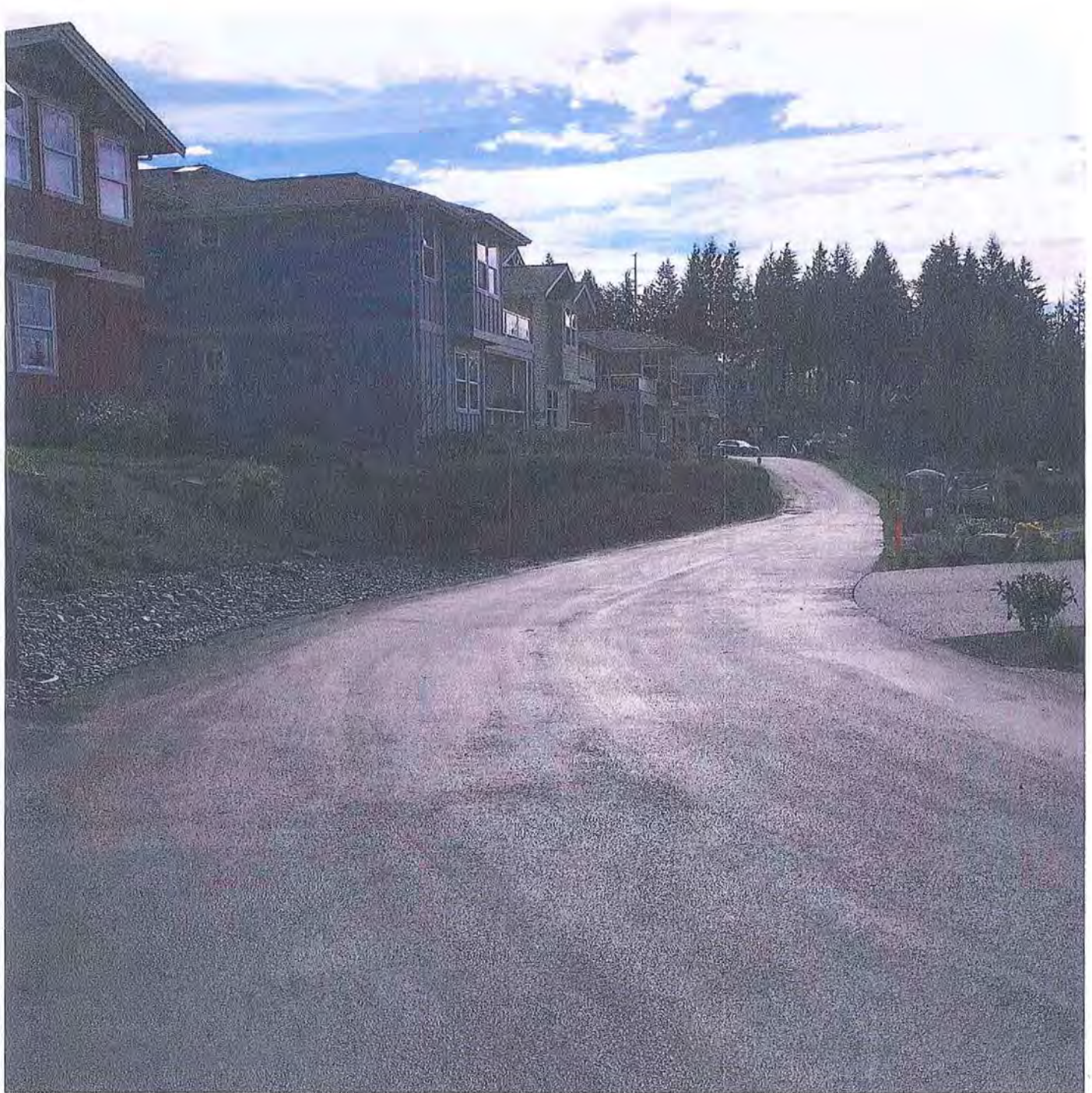
**Exhibit F**  
San Juan Passage  
(common driveway easement)





**Exhibit G**  
Channel Marker Lane  
(private fire lane in Portalis)





**Exhibit H**  
Channel Marker Lane  
(private fire lane in Portalis)





**Exhibit I**  
Channel Marker Lane  
(private fire lane in Portalis)



**EXHIBIT #16:**

**PLANNING COMMISSION 3/19/2016 FULL  
TRANSCRIPT**

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Chair Laumbattus: New business this evening is an application for a replat and a PUD, PUD number 2015-0002. Mr. Cricchio.

Mr. Cricchio : Mr. Chairman, members of the Planning Commission, good evening. Next on the agenda is a preliminary replat, preliminary planned unit development, SEPA environmental review, Code modifications, right-of-way dedication, right-of-way vacation to create five lots on a subject property which is zoned R-2 known as the 12<sup>th</sup> Street and "D" Avenue PUD. Several modifications are proposed. The first modification proposed is a vacation request of right-of-way to unimproved 11<sup>th</sup> Street consisting of a 13.5-foot-wide by approximately 209.83 lineal feet long strip of land on the north side of lots one through seven, block 203, map of the City of Anacortes. The area of right-of-way would be approximately 2832.71 square feet. The second modification proposed is a dedication request of right-of-way. This would consist of a six-foot-wide by 209.84 lineal foot of long strip of land on the south side of lots one through seven, block 203, map of the City of Anacortes. The right-of-way dedication would be 1259.04 square feet. The third modification proposed is that the applicant proposes no improvements to the unimproved 11<sup>th</sup> Street. And in lieu of that the applicant wishes to put in a meandering six-foot-wide pedestrian pathway which would go from "D" Avenue to "C" Avenue. And then the fourth modification that the applicant proposes is that several lots would not front on an improved public or private road. So they don't have the required 30 feet of frontage, and those are adjacent to the unimproved 11<sup>th</sup> Street. Project location is on the north side of 12<sup>th</sup> Street between "C" Avenue and "D" Avenue. The applicant is Mark and Susan Harris of Classic Transitions LLC located in Anacortes, Washington. Project engineer is Dave Lervik of Lervik Engineering located in Anacortes, Washington. Project surveyor Herrigstad Engineering and Surveying in Anacortes, Washington. Existing land use. There is one existing residence on the subject property, as we all saw today at the site visit. The house is slated for demolition if it cannot be moved. So the applicant is currently trying to work the CFE. The house could be moved, but if it doesn't work out it would be demolished. R-2 zoning district is the underlying zoning district. And to the surrounding zoning to the north and the south and the west is R-2, whereas to the east is R-3. Adjacent land uses. Single-family to the north and to the west. And then to the east is "D" Avenue and single-family residences. Whereas to the south is 12<sup>th</sup> Street or an SR 20 as well as single-family residences. So the R-2 zoning district has a minimum lot area which is 7,500 square feet per lot. Each of the applicant's five residential lots would meet this requirement if the subject vacation request is approved. In R-2 the maximum density permitted is four dwelling units per acre. In the site area for the subject property, net lot area, excluding any type of vacation, currently is 36,000 square feet or .83 of an acre. The net lot area including the right-of-way vacation is 37,523 square feet or .86 of an acre. Gross area which would include half the abutting right-of-ways as well as the vacation request is 64,999 square feet or 1.49 acres. So assuming the vacation request is approved, using 1.49 acres, which again includes half the abutting right-of-way and the vacation request, 1.49 multiplied by four it's 5.96 dwelling units that they potentially could put on that lot or six lots. The applicant is, however, proposing five. So one of the items that the applicant did submit is a tree assessment and preservation plan. That is included in your staff report. And there are – according to the revised tree plan, there are eight significant trees on the property worth 37 tree unit credits. And then in addition to that there are six additional trees worth 26 tree unit credits located in the right-of-way. So the subject property net is 36,000 square feet, so they're required to come up with 36 tree unit credits. And accordingly they've met that requirement by the 37 just on their property, not counting the tree unit credits that they wish to preserve within the right-of-way. Transportation. The Public Works Department did not require any type of traffic impact analysis. Right-of-way vacation. We've gone over that. Right-of-way dedication. We've gone over that. Critical areas. There are no critical areas on the subject property. When I solicited comment from agencies and departments of jurisdiction, we received one comment back from the Samish Indian Nation requesting that a cultural resource survey be done.



Accordingly, I passed that on to the applicant, and the applicant did get a cultural resource survey by, I believe it was Drake \_\_\_\_ology. And that was included in your staff report. And according to the cultural resource survey there were no cultural resources found on the property. So on September 29<sup>th</sup> of 2015 the applicant conducted a neighborhood meeting. November 20<sup>th</sup> of 2015 the applicant submitted the application to the Planning Department for review. The application was deemed incomplete on December 16<sup>th</sup> of 2015. The applicant resubmitted some revisions on January 11<sup>th</sup> of this year, and the application was deemed complete on January 25<sup>th</sup> of this year. Noticing. So the subject property, as you saw, was posted in two different areas during the site visit off of both 12<sup>th</sup> and "D". The corner of 12<sup>th</sup> and "D", and then one on "D". Neighbors within 300 feet were offered the opportunity to provide comment, and those comments can be found in the respective exhibit in your staff report. In addition to that, since the staff report was drafted we received one additional comment, and that was placed on your desk in front of you. And newspaper publication was made regarding the notice according to municipal law, and posting was done at City Hall, the library and the Post Office and on the City's website. There was a 15-day comment period associated with the application. The application comment period ended on February 17<sup>th</sup>, but we have accepted comment up until tonight. SEPA environmental review is required according to City adopted Code and flexible thresholds that were adopted. And accordingly notice of SEPA was done concurrent with the notice of application and hearing. And on March 3<sup>rd</sup> of 2016 a SEPA mitigating determination of non-significance was issued. Those mitigation measures can be found in your staff report as conditions. Public comments can be found in Exhibit Three. Departments and agencies comments Exhibit 4. So these are just a couple of pictures taken. So we're looking on the left picture that's 12<sup>th</sup> and then on the right that's "D". That's the house that the applicant is trying to get someone to buy and remove. If not, it will be slated for demolition. This is a site plan of what's proposed. So on the right you have "D" Avenue, and on the bottom you have 12<sup>th</sup>. On the left you have "C" Avenue, and on the top you have unimproved 11<sup>th</sup> Street. This is in lieu of doing your typical paved improvements, your paved road, your curb, gutter, sidewalk. In lieu of that, the applicant is proposing a meandering pathway that connects "D" Avenue to "C" Avenue for connectivity, pedestrian connectivity for the neighborhood. And then in addition to that there's a – the vacation request is up here, these areas right up here. And the dedication of the sliver of land down here, six-foot-wide I believe, I can't read it off the top of my head, but the dedication strip is right down here that the applicant proposes dedicating to the City. And there would be a paved area within that dedicated area, and it would taper back down to your typical width of paved area within that alleyway. And then the alleyway would be punched through, connecting "C" Avenue to "D" Avenue. Planning Department recommends that the Planning Commission recommend approval to City Council. Next, if you don't have any questions for me, Steve Lange in the Public Works Department has a presentation.

Chair Laumbattus: Thank you, Mr. Cricchio.

Mr. Lange: Steve Lange, Public Works Engineering Department. On this particular project, I was trying to figure out how to approach this as far as presentation, and I thought I'd start off at the 10,000 foot level in the neighborhood and some things go behind the scenes and lost due to land use as far as existing platted parcels, variances and short plats. And I'm just going to toss this up here. Right now just on administrative outside of variances and maybe a conditional use I came up with 16 potential lots in this neighborhood. And if you look down towards the lower right which is where this subdivision is proposed, there are six lots that can go in this block in itself. So the lots four through six have a square foot of 21,000. The lots one and two which is part of this proposal has 15,000 square feet. And then there's the lot three is the one that is adjacent between the proposal and then the existing house. So when I looked at this back, I don't know, a year ago when it was for sale, platted you can get lots one and two in right now with just a boundary line adjustment. Lots three and four or four, five and six



actually would take a little bit more, but you could get two 7,500-square-foot lots and then with a variance with the existing house you could get a 6,000-square-foot. Well, I kind of looked around the neighborhood and there are some existing 6,000-square-foot lots which my guess is approved at a prior to the existing R-2 zoning requirements. But regardless, I think a variance on this one, if it was to come through like this, would be pretty easy to pass. Getting down to the thousand foot level, this is what I had put together when the project was for sale and folks were coming in and they were wanting to know what the required improvements are going to be. So, if it went platted, it's a little bit different then because then you go to Title 15 of the Anacortes Municipal Code which is – and it references over to Title 16. But the improvements itself would be a little bit different than what they're proposing in this subdivision. As it stands with the Municipal Code, the improvements on 11<sup>th</sup> Street would be required – curb, gutter, sidewalk. The Code also says that if the road doesn't go through that they have to provide a temporary cul-de-sac in there. Well, if you look at the size of that temporary cul-de-sac, the volume that that takes, you could actually extend 11<sup>th</sup> Street all the way through to "C" Avenue and have it be a 24-foot-wide paved with curb, gutter, sidewalk on one side. So the Harris's they bought it, and they did not like the idea of 11<sup>th</sup> Street going through. So what can we do to work with them to not make that happen? And that pretty much involved the Fire Department because they're the ones that have to get into the area and fight fires. Emergency has to get there, police. How do you do that? And we'll get to that here in a second. I wanted to touch a little bit on the roadway and pedestrian circulation and connectivity. Right there is the existing and how it looks right now. Based on the proposal of not putting 11<sup>th</sup> Street, we looked at the Anacortes Municipal Code and we recommend the six-foot pedestrian pathway that meanders through there to be able to get neighborhood connectivity. We think that meets the intent of the Code which this is kind of the second sheet to it. I just kind of blew it up a little bit. As far as the utilities, we can serve this subdivision with water, sewer and storm. The water is served on two sides, on 11<sup>th</sup> Street as well as "D" Avenue. And the storm which will also meet water quality. Beside that meandering path there's a proposed water quality swale that will also convey water from the lots themselves. The sewer, the sewer is about 10 feet deep, and so we want to work with the applicant to be able to access that in a means that's less disruptive. Ten feet deep, it's kind of hard to go in three different times, five different times. I think we can do it and not have to penetrate that sewer main and go right into the manhole. The water, as far as services go, I talked to our water guy today. And what we're going to propose is a cluster of meters right at the alleyway approach here. And the service lines will actually go into the lots themselves, so that way our guys don't have to get in 11<sup>th</sup> Street to put in water services. The 20-foot section of road through here, that's per the Anacortes Municipal Code. And in order to not have 11<sup>th</sup> Street go through, the Fire Department wants a 20-foot-wide access. In order to do that, we have to take four feet of that property. So working with the owners, the proposed idea of vacating a portion of 11<sup>th</sup> Street, dedicating back to the alley section, plus a little bit additional vacation that kind of benefits the properties in a sense that they can achieve their same square footage that they need to be within the R-2 zone. And it was neck down to a 12-foot-wide and then out to "C" Avenue, and that's fine with the Fire Department. They can work with that. All the addresses will be off of "D" Avenue except for, I believe, the two that are on 12<sup>th</sup> Street. But don't quote me on that. So we kind of touched base on the water, sewer, storm and the streets. After further conversation with the Public Works Director, the Public Works would like to add an additional condition, and we haven't talked with the applicant yet. But we would like to prohibit vehicular access onto 12<sup>th</sup> Street since it is so close to the intersection there. Just to have something on the face of that plat. And then the last slide I have here – 11<sup>th</sup> Street is a utility corridor. I read through some of the documents that were submitted, and it was stated to be a wildlife corridor. It is in its natural state, but it was platted in 1891 and used for – intended to be used for street and road purposes. So we do have utilities in there. And the gas company was the only one that would give me something in a timely manner, and they are on the north side of



11<sup>th</sup> Street. And then we also have a water main that runs through there as well. So based on that, Public Works recommends approval, and if you have any questions, I'm done.

Ms. Pollard : Mr. Chair?

Chair Laumbattus: Ms. Pollard.

Ms. Pollard : I have two questions. One is in regards to the proposed swale in the 11<sup>th</sup> Street area. Is that part of required storm water mitigation for the short plat or the PUD?

Mr. Lange : Water quality, yeah. We have to achieve that. They're taking the roof water, the site drainage. Also we're going to figure out how to get the alley, get the water quality because that's considered new impervious. And so if you create more than – well, I don't want to say, it's changed, but the last thing I saw was if you create more than 2,000 square feet of new impervious, you're required to provide water quality. So we'll make sure that that happens

Ms. Pollard : And so that would be something that the City would maintain over time since it's in the unopened right-of-way?

Mr. Lange : Not to say that we'll maintain it as far as mowing it. That's a good question as far as when we start moving into this low impact development and what those requirements are going to be and how we as an organization work that, you know, I don't know. If it turns into a park, maybe the Parks Department can have somebody go in and mow it. There are certain height requirements of the grass for the Department of Ecology so it provides proper water quality and Dave's fully aware of that, the engineer of record.

Ms. Pollard : Okay. My other question is in regards to the proposed right-of-way vacation, that 13 and a half foot wide stretch. If that is approved, does that area that then becomes private property prevent the unopened 11<sup>th</sup> Street from ever being opened and turned into a road?

Mr. Lange : I don't believe so. I think we can get a road in there. We've had previous conversations that maybe a 32-foot-wide road isn't feasible in that area. If you go through and pull measurements on the existing roads in the neighborhood, they probably average out to be about 22 feet wide. So, you know, a 24-foot-wide would actually work. And if you put curb, gutter, sidewalk on both sides, you're within the – it's an 80-foot right-of-way, so it leaves quite a bit of room to put a road through.

Ms. Pollard : Thank you.

Chair Laumbattus: Any other questions?

Mr. Oppel : Mr. Chair?

Chair Laumbattus: Mr. Oppel.

Mr. Oppel : Steve, could you go back to slide number 26 please? Okay. I had a question. On our copies we have here, what is that there in the center of the top orange block? There's an arrow with something written in there. What does that say?

Mr. Lange : It says 24-foot asphalt, three-quarter street. The Municipal Code doesn't allow for half streets, and so we go three-quarter street. And then that way if the other side never – like on this one here, if you can – let me go back up to this one here. Lot seven. That has a potential of on the underlying plat to have a house there. The people that live there probably say no way. But it's one of those deals that if they come in with a building permit will they be required to do frontage improvements on 11<sup>th</sup> Street, you know? And probably not. So if that's the case, then the 24-foot-wide road is wide enough to be able to handle vehicular traffic both directions with no parking.

Mr. Oppel : It appears to me that, looking at this, if you're taking – it's an 80-foot right-of-way or a 40-foot half right-of-way, correct?

Mr. Lange : Um, um [affirmative].

Mr. Oppel : Okay. And so if you take 13 foot off that, you still have 37 foot to the centerline. So you'd have 37 plus 40, it would be a 77-foot right-of-way, so you have plenty of right-of-way in there.

Mr. Lange : Yeah.

Mr. Oppel : ... to put a street in.

Mr. Lange : Right.

Mr. Oppel : Yeah. And you could actually put a full size street in there. You could get a 32-foot street in there. I'm looking at the ...

Mr. Lange : I have yet to see a 32-foot-wide road go into a 50-foot right-of-way, but, yeah, there's more than enough room to get a 32-foot-wide road with the applicable necessities.

Mr. Oppel : Right. Some of the comments have been that the right-of-way needs to be preserved. In our new Comp Plan there's a line item of preserving right-of-ways where possible. I don't see how this diminishes – I mean, it doesn't eliminate the right-of-way is the point.

Mr. Lange : Right.

Mr. Oppel : That's the point I'm trying to make.

Mr. Lange : Yeah. So in lieu of doing this we were able to work with them to get that 20-foot in the alleyway for emergency access and, you know, as far as Public Works goes, if we could just get a pedestrian connectivity through there, I don't know, it was faster for us to walk through that fence and down to “C” Avenue today than it was to walk around down to 12<sup>th</sup> Street or – I don't know if anybody tried to go down to 10<sup>th</sup> Street and around, but to me it kind of proved it would be nice to have a neighborhood sidewalk there.

Chair Laumbattus : I have a question. Could we back up to the slide you just had on there, the previous one? That one, yeah. Is that the one? You just talked about a 6,000-square-foot lot that – yeah, right there – that's not part of this development. And if someone did decide to come in for a building permit, how would they access their lot if they don't use 11<sup>th</sup> Street? Just the alley only?



Mr. Lange : Yeah. So the one that's just to the right of that, the existing 6,000, that's a home, and they're addressed off of "D" Avenue. Their water meter is off "D" Avenue. So somewhere along the line somebody allowed that to happen, and I don't know what kind of vehicle it took to get there.

Chair Laumbattus: Yeah, okay.

Mr. Lange : I would say that they would be addressed off of "C" Avenue.

Chair Laumbattus: Okay. And the other question was right next, just to the west of the proposed PUD is you have listed as lot three.

Mr. Lange : Yes.

Chair Laumbattus: That is also different ownership and not a part of this PUD?

Mr. Lange : Correct.

Chair Laumbattus: It's just there for discussion purposes.

Mr. Lange : Discussion purposes, yeah.

Chair Laumbattus: Alright, thank you.

Mr. Lange : Just to identify that outside of the Planning Commission or City Council, just from an administrative standpoint, that through a boundary line adjustment these lots could go in as if – like they are right now.

Chair Laumbattus: Okay, thank you.

Mr. Lange : Alright.

Chair Laumbattus: Any other questions for staff, Commissioners? Alright, thank you, Mr. Lange. Is there any other information from staff before we open the public hearing that we're looking for? Okay, this is a public hearing. If you have a comment to make on this project this evening, please come to the podium and give us your name and address and your comment.

Mr. Measamer : Mr. Chairman?

Chair Laumbattus: Mr. Measamer.

Mr. Measamer : Perhaps an opportunity for the applicant to speak on their behalf.

Chair Laumbattus: Of course.

Ms. Harris : Hello, thank you for inviting us this evening. My name is Susan Harris, and my husband.

Mr. Harris : It's Mark Harris.

Ms. Harris : We're currently the owners of the property and the applicants for the PUD. And we do have a couple of things to maybe expound on, some existing questions that were already presented. Perhaps it will duplicate, but nonetheless we did want to take an opportunity to provide a little bit of further context. And if I can get this to open, we'll be good to go. This just is a slide that we gathered to give you a little bit of an aerial concept. To back up with just a bit of background, my husband and I spent several years looking for property in Old Town. As people that had lived in a downtown property a few years ago, we just really love that kind of lifestyle. And we were looking for that when we moved back to Anacortes. And we weren't quite finding the right – they were nonexistent essentially. This property that was part of an estate continued to be on market for a while, and we initially just, you know, we took a glance at it. But initially just didn't give it a lot of thought because it was far more property than we were wanting. And yet the more we got to exploring it and just really enchanted by the ambiance on that little secret garden concept. It just kept coming back to us time and again. And we eventually worked with the sellers and found a harmonious equation that worked for everybody. In keeping with it, we knew that to do much beyond just a single-family residence which it had been for many years was going to be complicated. We were encouraged by a realtor and spent time at a VRG meeting back in March of 2015 to begin to get some sense of what that would look like. We are not professional developers. We have not had experience or history doing this before, but we have been very patiently, very patiently guided and encouraged by the staff on how we might go about optimizing an opportunity that would have what we hope is a win/win situation where we can get that Old Town property that we were looking for but likewise separate it or divide it up a little bit so we don't have a larger parcel than we want. But then additionally contribute to the – coincidentally the Comprehensive Plan that was underway that was seeking ways to do some gentle infill projects. And so we saw this as maybe an opportunity to do just that. Just to reiterate by visual here, you'll see that this line here along the north side of the boundary, it was a little deceiving for a while because there was an old barn that was straddling that line and that was a bit confusing for a while. The alleyway, despite the fact that it currently, when you were on site, it doesn't look like it goes through because there is some vehicles and things and it's actually partitioned off with a fence and so on. But in fact that is a designated City alley and does have egress going all the way through that. So the neighboring family are delightful people and we have been in conversation with them about how that will look and hopefully ways that we can enhance that for them by paving it so that they'll have a nicer access in that regard, but also then providing the fire access that we talked about earlier. Alright, let me see then. Essentially you'll notice and was reiterated before that there are two different parcels or areas to this. There is the north area which has the 21,000 square feet and the south area that has the 15,000 square feet. The problem in really doing extensive development or much beyond three homes which we could do easily with all the road accesses, etc. that we needed, but to gain the extra housing opportunities we had hurdles, and lots three and four become the hurdles. So we have proposed a couple of solutions to that and have tried to approach it with a lot of creativity that addresses that. Excuse me, I got ahead of myself. So that simply has been through the adjustment that we – we first of all had to address the fire issue. And yet we wanted to make sure that whatever adjustments we were doing were in keeping with and in the spirit of the neighborhood. We respect that there have been people that have lived there a lot longer than we have been around and that they had lives in place and patterns and behaviors and things that they cared about and wanted to try to maintain. So we have attempted to be sensitive to that. So after finding out at the \_\_\_\_ meeting what the needs were, we did hold a meeting on the 29<sup>th</sup> of September of last year to talk with the neighbors and find out how we could maybe accomplish our goals and yet also be sensitive to what was going – you know, their situation was and how this little section of 11<sup>th</sup> had never



been developed before. And so we, our engineer Dave Lervik, had come up with three different proposals which were presented, and with really quite overwhelming consensus it was that if we could do this any way without putting in 11<sup>th</sup>, that was their preference. And so that concept was the development of the alley. And so the concept of doing the additional or dedicating some of our land to widen the alley so that we could address any kind of emergency responses that might need to be tackled seemed prudent. Well, one problem was the old house was sitting so close to the alley, that was going to be an issue. We had already anticipated we were probably going to need to be moving the house, but it certainly became critical that the house be moved. So that was addressed at that point in time. So it was determined we would need an extra six feet. We would need to extend that so there was complete access all the way back to these lots, lots three and four. And that with the removal of the old house and the paving of that alley, that any concerns regarding the access could be acquired. And consequently, even though it is a substandard improved street, it does meet the spirit of what those improvements need to be and why they need to be there. The second hurdle had to do with the topic of the lot size, and as mentioned before, that's the reason for asking for the additional seven and a half feet that goes along the northern section of the right-of-way. To grant us that extra seven and a half feet equates to 1,574 square feet which, coupled with the 21,000, gives us sufficient amount for lots three, four and five to each be 7,500-square-foot lots. That's an alternative to seeking a variance for lot sizing. Let me see. Then I believe Ms. Pollard had asked a question, and we had already seen a comment, the recent comment that was submitted that asked a question about concern that we might be impeding any future opportunities for the City to complete 11<sup>th</sup>. And in fact, as stated before, when you take the 80-foot and then minus our 13 and a half feet which also by granting us 13 and a half feet, it's our understanding that any neighbors on the opposing side could also at some point in the future exercise that right, even if they chose to do so. So if you take 80 minus 27 feet, we're still leaving – that still leaves the City with 53 feet which according to the Engineering Code that we checked with, that more than sufficiently still leaves that opportunity and that door open should it ever be deemed to be a decision or a situation that the City wants to pursue. I'll go ahead and maybe shift my comments, just while I'm here at the podium, to address some additional comments that we had really to answer and speak to the community and those that have thus far presented some written comments. Certainly there might be more comments presented tonight, and if we can answer those we are happy to do that. But most particularly, it was to reiterate that we are not asking for a vacation of the entire 11<sup>th</sup> Street right-of-way, it's just the 13 and a half feet on our side. The pedestrian pathway was really generated as a concept to still include some of the pedestrian circulation that seems to be an important and key factor that the City reiterated was of value to them, and we're happy to do that. And most of the property owners along that adjacent property just gave that overwhelming approval. Finally, just to also I think speak to a letter maybe that came in from – I forgot which gentleman it was that questioned it – but we have been in this development process not only meeting with Mr. Measamer and Mr. Cricchio and Mr. Lange, but also spent quite a bit of time with Mr. Kennedy, the Fire Chief, to ensure that what we were proposing on this alley was fully in keeping with his concerns that all of his equipment and his department could address any of their access needs. And he has endorsed this to provide just that. So we hope it certainly will mitigate or diminish any concerns that some of the public has commented on those two topics. And finally just to speak to a couple of the staff comments that were included in the packet that you were given. And it's very simple really, it is all very much in keeping with what they've sort of brought us up to speed and educated us what to expect. And so most of that is absolutely in keeping with where we will be with this process. The one additional piece that I wanted to add comment to though was in – and if you want to follow along – it was, let's see, article 11(f)(12). So it was where it read before the final plat and PUD submittal or approval is given, the applicant shall submit a revised landscape plan to the Planning Department for review and approval. Absolutely, that's perfectly as expected. The piece that we want to maybe comment about was it went on further to say that the



revised landscape plan shall show landscaping of the five proposed lots plus on both sides of the pedestrian path connecting "C" to "D" Avenue within the unimproved 11<sup>th</sup> Street. The pedestrian path shall be densely landscaped on both sides of it for its full length utilizing only indigenous plants or perennials native to western Washington. And while we certainly appreciate and respect the concept of beautifying all of that, we fear that that has some associated components that could be problematic and we wanted to speak to that. First of all, we perceive the neighbor's vision was very much a minimalist approach. Right now that area is enjoyed daily for exercising dogs and kids being out playing. It's just an open grassy area on both flanking sides. Right now there is a bramble in the middle that will be opened up a bit, at least in part, to allow the continuity of the sidewalk. However, that simplicity of just – there's a few fruit trees there – but we just didn't see where there would be – I think it could be a little more disruptive to not only put a path smack in the middle of it but then to throw up a bunch of landscaping that people are now dodging and all that. The second piece of it that was to me seemed a little maybe problematic is that, quite frankly, where – I reviewed the Codes that reference how landscaping and right-of-ways are to be addressed, and it's definitely encouraged. But it's not mandated and it's not prescribed. And so this felt like that additional attachment was doing just that. It was mandating that it be there, and it was prescribing how it was to be there. The other piece that is problematic on that is the topic of responsibility of maintaining it. And Code 17.41.20 Article H goes on further to address the right-of-way landscaping to state that that landscaping shall be the responsibility of the adjacent property owner to maintain. And so it seems to me that it is inappropriate for me to go putting in landscaping and then expecting Mr. and Mrs. Earnest to manage that. That seems that that's me placing burdens on them, and that isn't in keeping with the Code. It seems that the Code, by my interpretation, is saying that's an individual option and it's an individual responsibility. We propose that after construction of the pedestrian path that we simply restore the area with grass that is currently and then let each adjacent owner manage the right-of-way as stated in the City Code. Nevertheless, we will be doing and incorporating in our landscaping plan some landscaping features along our section of that right-of-way. So that was our alternative to that comment. And lastly there was a discussion or comment made about street lighting. And our review of the area points out that there are a number of streetlights in place already. There are, I think, three at the corner of 12<sup>th</sup> and "D". There is a streetlight at, I think it was at 11<sup>th</sup> and "D". There's a streetlight at "C" and 11<sup>th</sup>. So we don't see that there's a lot of need for additional street lighting. We're really personally real fans of minimizing light pollution. However, we would anticipate that the alley would be lighted with residential lighting on the adjacent houses. So that's our rebuttal, if you will, on that topic, and perhaps with further discussion that can be clarified. And on those it's certainly very easy that those lights on that residence can be adjusted on, you know, that come on. We currently live in a condominium development up near the bus barns and that's all we have is the residential lighting that comes on at dusk and goes away in the morning, and it works quite nicely. We feel completely secure and safe up there in that property, and it's far larger than the property that we have here. So those – I think that really finalizes any comments we might have. I might be jumping ahead a little bit. Again, if the City or the public has any additional comments that we can answer. And I think – Mr. Lervik, do you want to respond to that comment about how the swale management or? If anybody – certainly he can address additional comments or questions. I think Ms. Pollard maybe had asked that. And with him present I'm sure he can speak to that more clearly than I. Thank you for your time.

Chair Laumbattus: Thank you.

Ms. Harris: Any questions?



Chair Laumbattus: Commissioners, any questions for the proponent? Alright, the public hearing is open. If anyone has a comment, please come up to the podium, make your comments. Please come to the podium. Give us your name and address for the record, please.

Ms. Earnest : My name is Mail Earnest. We live at 1109 “C”. Our property abuts the Harris’s property with a common property line going from the 11<sup>th</sup> Street right-of-way southward to the alley. We are probably as impacted by this plan as anyone in the neighborhood. Until Mrs. Harris just pointed out that there is a mandating regulation that would require us to maintain any planting that would occur where this swale and pathway are to be is concerning to me. We are not of an age where we’re happy about doing our own landscaping. We have help doing it now. We’re not getting any younger, and the prospect of having to maintain plantings over which we have no control is disturbing. Another aspect about that swale and right-of-way is that just a couple days or last week we had so much flooding from groundwater right next to our property in that area that I saw you folks walking through today, I know how wet your feet got, that’s common. And with a path, a blazed, paved path going through that right-of-way, that will increase the collection of groundwater there. So if it collects to such a degree that it floods our property periodically, seasonally I should say, then who’s responsible for destruction of our landscaping materials? I’m really concerned about Mrs. Harris’s point that we may be required to maintain plantings, landscape materials that we have not chosen and do not want to maintain. Another aspect of the development that is concerning is that the emphasis has been placed by neighbors as well as the Harris’s that they want to – the Harris’s want to maintain the character of the neighborhood as well as preserve what we have seen as a mini wildlife sanctuary. There is an old planting of rhododendron that goes along that north/south property line to the east of our house, just a few feet from our house as a matter of fact. Removal of that rhododendron strip would remove a great deal of attraction for birds and other wildlife that characterizes the area that Mrs. Harris referred to as an attractive wildlife area. Those are my concerns, and thank you for your time.

Chair Laumbattus: Thank you.

Mr. Measamer : Mr. Chairman?

Chair Laumbattus: Mr. Measamer.

Mr. Measamer : If I may clarify a couple of points.

Chair Laumbattus: Please.

Mr. Measamer : Responsibility for maintenance of the landscaping in any unopened right-of-ways, two things. One, while Ms. Harris quotes a section of the Code that typically relates to a single-family residential structure not a proposal that would be coming before the Planning Commission and the City Council for review and approval. As many of you know, all of you, the Commissioners know, a planned unit development comes before the Planning Commission for review. With it are conditions that are put on that based on the requests from the proponent. As you heard Mr. Lange say, we’re still working out some of the proposals for the maintenance of that unopened right-of-way and the landscaping. And typically when a public trail goes in and a swale goes in that intercepts public water, those are maintained by the City. And I would suggest that in fact the landscaping in that right-of-way would also be maintained by the City to some degree. The whole concept for the landscaping condition was to try to get some plants in there that would be of a low maintenance category where there wouldn’t need to be much mowing at all. Perhaps go in at some times necessary to do some work on the

pedestrian pathway. But, again, more native plants and less maintenance. But, again, I would suggest that that would be maintained by the City, not the abutting residences in this case because this would be a public pedestrian corridor.

Chair Laumbattus: Thank you, Mr. Measamer. Any other comments from the public this evening? This is a public hearing if you have any comments. Thank you. Please come to the podium.

Ms. Anderson : Joyce Anderson, 1006 "C" Avenue. At our meeting in – when was it? September, November, whenever it was, the Harris's suggested that possibly they have a mother who would need a residence and that they would like to live with her in a duplex-type area. I would like to make sure that these are single-family homes that go in rather than a duplex which would bring a lot more traffic into that alley. And as it is having five homes in there with two to three drivers per home, it's going to be a very busy alley. Thank you.

Chair Laumbattus: Thank you. Any other comments? This is a public hearing. Last chance.

Ms. Derig : Marilyn Derig, 1302 "K" Avenue. Just to follow up on Mrs. Anderson's concern. I think it was mentioned that there was no need for a traffic study, and I'm wondering what is the level of when we think we should have a traffic study. I grew up in that neighborhood, and I'm aware of a lot of traffic that's deviating now on 10<sup>th</sup> Street going down and then hitting "C". And so I'm just wondering about what is the level that we do that? Thank you.

Mr. Measamer : Mr. Chairman, I think that the Engineering Department, Steve Lange, may be able to help us with that one.

Mr. Lange : Yeah, under the Engineering Standards any subdivisions with one to 10 would be subject to a small traffic study. But when we looked at this one and determined that they're not exceeding any additional lots than what's platted, we just didn't really see it necessary.

Chair Laumbattus: Okay, thank you. Any other comments? Last call. Very well, the public hearing is closed. Commissioners, discussion.

Mr. Measamer : Mr. Chairman, if I might have a moment.

Chair Laumbattus: Mr. Measamer.

Mr. Measamer : I heard a couple of things that, from a staff perspective, I would like to bring to the attention of the Commissioners. One, Mr. Lange with our Engineering Department suggested a condition that would essentially prohibit any access from lots one and two, I believe, onto 12<sup>th</sup> Street.

Chair Laumbattus: Yes, that was mentioned.

Mr. Measamer : Very well. The other was my clarification of the maintenance of the landscaping and the pedestrian corridor on 11<sup>th</sup> Street. Given those two items, I would suggest perhaps staff recommended two extra conditions. One, no access onto 12<sup>th</sup> Street from lots one and two, and that the City be responsible for maintenance of the pedestrian corridor and landscaping on 11<sup>th</sup> Street. I just put that out there for the Commissioners to consider during their deliberations.



Chair Laumbattus: Okay. To do that we'll need to make a motion if we decide to do that. Commissioners, discussion on this. How you feel about this.

Mr. McNett : Mr. Chair?

Chair Laumbattus: Mr. McNett.

Mr. McNett : I think it's a great project. Again, my only concerns were the maintenance and landscaping issue which has now been cleared up. The only other thing that I would want staff to consider or Public Works is the actual construction of the pedestrian walkway and whether or not gravel, compacted gravel is really the right option for that as far as just maintenance problems and whatnot. You know, as we all know, gravel is technically impervious anyway, so it would be my preference to see that be asphalt unless anybody wants to discuss that.

Chair Laumbattus: Did staff have a comment on that? The public hearing has been closed.

Mr. Measamer : Yes, Mr. Chairman? So under staff recommended condition on – that would be number 15(g) – the meandering sidewalk at 11<sup>th</sup> Street shall have a minimum width of six foot and shall be constructed with cement concrete.

Chair Laumbattus: Very well.

Mr. McNett : Thank you.

Chair Laumbattus: Commissioners?

Ms. Pollard : Mr. Chair?

Chair Laumbattus: Ms. Pollard.

Ms. Pollard : I like the plan for a couple different reasons. One is that the concerns from that we received during the public comment period that dealt with the unopened 11<sup>th</sup> Street, this proposed 13 and a half foot vacation of that does not impact any future possibilities of creating an actual thorough street there. I also like that the pedestrian pathway is not proposed to have any lighting. I think to keep a natural, more native natural environmental that – I wouldn't want to see actual lighting through there. The parking, you know, in addition to the fire department and fire chief's recommendation or requirements of a wider alley, they also seem to have supplied a couple parking spaces that would alleviate those lots in regards to not having full street frontage. Plus with the Code requirements of requirement of two parking stalls anyway, I don't see any major concerns with that. Obviously the applicant was striving to meet Code with the 7,500-square-foot lots which is in keeping with the neighborhood and the intent of the Code, or the requirements of the Code. I also, after seeing the site earlier today, the mature trees in that area were quite impactful and stunning, and the fact that they are able to keep as many as they are is something that I appreciate just as a community member, let alone a Planning Commissioner. So I don't have any major concerns or issues moving forward.

Chair Laumbattus: Alright, thank you. Any other comments, Commissioners? Well I have a couple. In our Code Chapter 16.4 under Planned Unit Developments, this wording is not exactly complete, if I might say so, but it says, it's about paragraph four. A PUD shall be particularly encouraged where steep

terrain, natural features or patterns of existing development make a standard subdivision difficult and where creative planning could result in a better development. Now that doesn't exclude us from having a PUD on a flat piece of property because that assumption – it's not written in here, it's an assumption that I'm making – but I have a couple of things that might help clarify that. And if we go to our current Comprehensive Plan, transportation goals and policies, goal number three, improve traffic circulation. Policy A – maintain existing dedicated rights-of-way intact where potential future traffic flow indicates a need. B – in future subdivision development, plat rights-of-way so they tie in with existing rights-of-way where reasonable and practicable. C – in future subdivision development, required street designs would provide routes for through traffic where reasonable and practicable. Now, that to me, it tells me that we can't do this. I cannot support this project. We've got, I think, no reason really to put a PUD in here. We have dedicated rights-of-way, and I think the City should stick with those. Anybody else have any comments or other thoughts on the matter, but it seems pretty clear to me.

Ms. Pollard : Mr. Chair?

Chair Laumbattus: Ms. Pollard.

Ms. Pollard : And I won't be able to recite Code, but in looking into examples of PUDs I did read an example of one being where a required sidewalk, you know, is proposed not to be placed and something in lieu of that. And so that alone would create an opportunity to create or apply for a PUD. So I feel like the PUD is set up so that, you know, offering an alternative is what creates the permitted application process. So in lieu of the full right-of-way, 11<sup>th</sup> Street, you have a fire department approved wider alley and then the pedestrian connectivity from "C" to "D" is how I have interpreted the Code.

Chair Laumbattus: Well, I think we'll have to agree to disagree on that one. I don't see it that way. I think we have pretty clear goals and policies and development regulations. In all the years I've been on the Commission I have never seen a PUD laid out where the streets were platted that could be put through with no problem. The ground was all flat. There's no wetlands. There's no critical areas. There's no rock out croppings or anything that might indicate that we need to deviate from our Plan that the City has, and that's my position. Now, there's an application that they've made for the right-of-way vacation because they need some extra property to get 7,500-foot lots on the north side of the alley. But they've given up six feet on the north side of the alley, pushing those lots into the 11<sup>th</sup> Street right-of-way six feet. If they'd back those lots back up to a 16-foot right-of-way in the alley, they could back the lots up off of 11<sup>th</sup> Street and they would only need seven and a half feet of 11<sup>th</sup> Street to get three 7,500-foot lots, if my math is correct. I'm not a math major. But it just seems to me that it's pretty clear in our development regulations and in our goals and policies that this doesn't work.

Mr. Measamer : Mr. Chairman, if I may.

Chairman Laumbattus: Mr. Measamer.

Mr. Measamer : Thank you. And thank you for pointing out a couple of interesting parts of our Planning and Development Code under 16.40. So I have pulled that up. And there are incidences where a property owner may in fact apply for a planned unit development where there are some extenuating circumstances such in this case where they are asking for some variations from the standard subdivision ordinance which is the case here. The section that you mention, a PUD, planned unit development, shall be particularly encouraged where steep terrain, natural features or patterns of existing development make a standard subdivision difficult and where creative planning could result in a better development.



So what the proponents are telling us is that in this case the reason for the PUD is that what they're proposing could result in a better development by not specifically developing 11<sup>th</sup> Street. They have gone through the Code and shown us, shown the Commissioners how they feel that it meets the PUD requirements, so I just wanted to point that out as well.

Chair Laumbattus: Certainly they're well within their rights to apply for a PUD, and it's up to the City to decide whether it's going to work or not. And that's my position on it. I think we have adequate legal reasons to turn this down or modify it to the point we can suggest to Council that they approve this that they give them enough property off the 11<sup>th</sup> Street right-of-way and push those lots on the northern side back towards the alley and to just move the alley back to 16 feet. I would be okay with that. I don't have any problem with vacating property for them to be able to get a little bit more property to get three lots in there. But I think that if we don't put 11<sup>th</sup> Street in, it will never happen if we don't do it now.

Ms. Cleland : Mr. Chair?

Chair Laumbattus: Who was that?

Ms. Cleland : It was me.

Chair Laumbattus: Ms. Cleland.

Ms. Cleland : Okay. So correct me if I'm wrong. They needed that extra width for the alleyway for fire, so that's why it got pushed forward, correct?

Chair Laumbattus: You'd have to ask staff that reason.

Mr. Measamer : Yes, that is correct.

Ms. Cleland : So the other thing was with this development, if they were to discuss, propose putting the street through, wasn't it suggested that it would end up being a street end? Or, I'm sorry, it wouldn't get punched through. That there would end up with a cul-de-sac effect at 11<sup>th</sup> between "C" and "D" Avenue, is that correct?

Mr. Measamer : Ms. McGrath, yes. So staff looked at two alternatives. One, a cul-de-sac, or instead of the cul-de-sac going ahead and going with a three-quarter street all the way through.

Ms. Cleland : Okay.

Mr. Measamer : And so it's likely if they were to develop that there are a couple of alternatives. One, and we don't have any \_\_\_ up there right here, but they could actually do what's called a flagged lot and reduce this down from five lots to four lots, do a flag lot and have that flag lot front on "D" Avenue and potentially not be required to do any development on 11<sup>th</sup> Street at all.

Ms. Cleland : So then if it's – under my understanding that the City and the owners decided that this for this specific space was the best alternative or choice for the community members and this specific lot, right, for improvement?

Mr. Measamer : Based on the comments received from the neighbors, City staff felt that this was a reasonable development, yes.

Ms. Cleland : Thank you.

Chair Laumbattus: Commissioners, further discussion.

Mr. Oppel : Mr. Chair?

Chair Laumbattus: Mr. Oppel.

Mr. Oppel : So I am – I have a question here too about what – along the same lines as that. We are creating lots that aren't on fully developed streets, and I guess that's within the PUD, I suppose that that's permissible. But it seems to me it is a variation from the standard, you know, from our standard procedure. And I don't believe that there's a lot of – I don't know. Mr. Measamer, can you give me other examples of areas where there are houses that are not on fully developed streets that have been allowed in the last five years? I know I'm asking a lot there. What I'm concerned about is setting a precedence here.

Mr. Measamer : Well, again, thank you, Mr. Oppel. Commissioners, again we're looking at a proposal that includes several variations from Title 16, our subdivision ordinance. Are there other lots that have been developed that haven't included full street improvements? Yes. There are several planned unit developments that in fact instead of having a full blown street have just an alley access. I can think of – let's see, I think it would be West Third or so they actually developed the alley to a 20-foot alley, dedicated some property on the existing lots, and that's their access to homes that would typically front on Oakes Avenue but weren't required to develop Oakes Avenue with curb, gutter, sidewalk, things like that. Now, although there is a street there, there's no access off of that street, so they use the alley. So very similar. Another one – San Juan Passage. San Juan Passage has a number of lots that access only off of an alley. Portales has a number of lots that in fact have a 20-foot alley that they front on without a street.

Mr. Oppel : Thank you. Yeah, I also see that the – one of the things I see that is kind of a relative hardship which pushes in the direction of a PUD is the fact that the lots – they've requested, the City staff has requested that those lots do not access on 12<sup>th</sup> Street. I can see that it only really impacts lot two, but that does cause a special situation there whereas they'd have to access that somehow else other than going onto 12<sup>th</sup> Street.

Mr. McNett : Mr. Chair?

Chair Laumbattus: Mr. McNett.

Mr. McNett : Mr. Measamer. Historically, who's been responsible for developing streets in the right-of-ways, the public right-of-ways?

Mr. Measamer : Developers. And having said that, there are incidences in the past where there have been put in place mechanisms with all of the adjacent property owners through a local improvement district to improve the road. In this case, as we move further through the process,



whichever way it goes, if it were approved, the owners would have to put in place an agreement not to oppose future improvements of the street.

Mr. Farnsworth: Mr. Chairman?

Chair Laumbattus: Mr. Farnsworth.

Mr. Farnsworth: Well I definitely see the value of the Chairman's comments. I think that they're accurate in this area. I think a combination of the fact that this roadway, this has not been a road between "C" and "D", 11<sup>th</sup> has not been developed as far as I can tell from the beginning. And the fact, as Mr. Lange mentioned, even with this PUD they could still put a road in in the future. I think that the footpath also is a step forward as far as connectivity. It's not car-based connectivity, but it does create pedestrian connectivity, so I think that's a step forward in transportation. I don't disagree with your comments. I think they're apt, and we would be fine protecting the PUD. But I think in this case this is a fair use of the creative portion of the PUD stipulations.

Chair Laumbattus: Thank you. Any other comments? Just a comment on Mr. Oppel's comments about the access not off the street for lots one and two. Well this is actually not a part of Old Town. The owners have expressed some feeling that they wanted to be a part of Old Town, and that is one of the overall restrictions is that there are no curb cuts in Old Town on the streets if they have alley access. New homes, old homes, whatever are accessed from the alley if there is one. Only can they have a curb cut if there is no alley. So, you know, that restriction from City is certainly reasonable. Any other comments, Commissioners?

Ms. Pollard: Mr. Chair?

Chair Laumbattus: Ms. Pollard.

Ms. Pollard: I'd like to make a motion to include two more conditions. One per Public Works to prevent vehicular access to 12<sup>th</sup> Street from lots one and two, and also that the public pathway and required landscaping be maintained by the City along with the approval of the PUD, the SEPA, the – I'm trying to pull them all out, sorry, I know there was more.

Mr. Measamer: Mr. Chair?

Chair Laumbattus: Mr. Measamer.

Mr. Measamer: Thank you. If I could help with the motion, just briefly.

Ms. Pollard: Yes, please.

Mr. Measamer: Would that be all right? It sounds like that Ms. Pollard is looking at a motion that would recommend approval of the planned unit development along with the proposed street vacation with two additional conditions that would include the City would be responsible for maintenance of the landscaping in the pedestrian corridor within the unopened 11<sup>th</sup> Street right-of-way and no access to 12<sup>th</sup> Street from lots one and two.

Ms. Pollard: And the dedication, the alley dedication.

Mr. Measamer : And the dedication of the alley, very well, yes.

Ms. Pollard : Yes, thank you.

Chair Laumbattus: We have a motion. Do we have a second?

Ms. Cleland : Mr. Chair?

Chair Laumbattus: Ms. Cleland.

Ms. Cleland : I second the motion.

Chair Laumbattus: Very well. We have a motion and a second. Further discussion? Very well. Staff call the roll.

Mr. Measamer : Mr. Oppel.

Mr. Oppel : Which way are we voting here? Yes to approve?

Mr. Measamer : Correct.

Mr. Oppel : Yes.

Mr. Measamer : Mr. Laumbattus.

Chair Laumbattus: No.

Mr. Measamer : Mr. McNett.

Mr. McNett : Yes.

Mr. Measamer : Ms. Pollard.

Ms. Pollard : Yes.

Mr. Measamer : Ms. Cleland-McGrath.

Ms. Cleland-McGrath: Yes.

Mr. Measamer : Mr. Farnsworth.

Mr. Farnsworth : Yes.

Mr. Measamer : Ms. Moffat.

Ms. Moffat : Yes.



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Re: 12<sup>th</sup> Street & “D” Avenue Replat & PUD, PUD-2015-0002  
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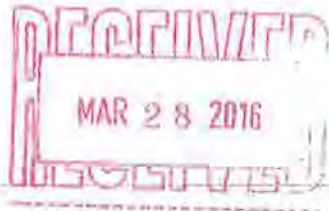
Mr. Measamer : Thank you.

Chair Laumbattus: Very well. Motion passed. That concludes our business this evening. Thank you all for coming.

**EXHIBIT #17:**

**APPLICANT'S RESPONSE TO APPEAL**





**Rebuttal to Marilyn Derig Appeal**

Redwood Glen, PUD-2015-0002

3/28/2016

Pursuant to AMC 16.40.010, *"The purpose of the planning unit development (PUD) regulations is to maintain consistent standards for the health, safety, and welfare of all citizens throughout the city, while allowing flexibility in how those standards are met."* Also, *"Where a PUD proponent requests exceptions to zoning and subdivision standards, the plan submittal shall show clearly what standards are proposed to be changed, and what alternate means are proposed to achieve equivalency."* Lastly, *"A PUD shall be particularly encouraged where steep terrain, natural features, or patterns of existing development make a standard subdivision difficult, and where creative planning could result in a better development."*

In regards to the foregoing, the "natural feature" directing us to pursue a PUD was the unimproved section of 11<sup>th</sup> Street from D to C Avenues - which has become a well-utilized "pocket park" and wildlife corridor for the neighboring residents. At our initial DRG hearing (March 17, 2015), we were told that to meet AMC 16.20.040 requiring 30' of frontage on an "improved city street" for Lots 3 & 4 of this PUD, we would have to develop 11<sup>th</sup> Street from D to C Avenue. However, pursuant to growing neighborhood resistance to this idea and to quantify their concern, a public meeting (with mailings to residents within 300') was held at the Anacortes City Library on September 29<sup>th</sup>, 2015, to present our plans to complete 11<sup>th</sup> Street. The owners, Civil Engineer, the City Planning Director, the Public Works Project Manager, and approximately 30-35 area residents attended the meeting. At that meeting there was an overwhelming consensus for not developing 11<sup>th</sup> Street. Pursuant to this, the only alternative was to implement creative planning via a PUD in an attempt to achieve the equivalency of completing 11<sup>th</sup> Street for the purposes of Lots 3 and 4 of this PUD (Lots 1,2 & 5 have the requisite frontage on an improved city street).

The substance of Ms Derig's appeal is whether we - in fact - meet equivalency in our attempts to comply with AMC 16.20.04 and whether a traffic study should have been completed. In response, we reiterate the following details of our PUD application:

- There is an existing city alley - coursing east and west through the middle of this PUD - from D to C Avenue.
- We proposed dedicating 6' of property along the north side of this alley (along Lots 3, 4 & 5) to the city in order to widen the alley ROW from 16' to 22' - from D Avenue to the mid-portion of Lot 3. We also proposed paving the alley from D to C Avenues in its entirety. Additionally, we agreed to remove the existing house on Lot 5 - whose setback to the alley was non-conforming to code. Pursuant to these changes, Anacortes Fire Chief - Jack Kennedy - concurred that the

**Rebuttal to Marilyn Derig Appeal**

Redwood Glen, PUD-2015-0002

3/28/2016

foregoing changes would meet fire and EMS access requirements for Lots 3 & 4 (again, to reiterate, all other lots in this PUD already meet AMC 16.20.040). These changes also meet the approval of other relevant city services (i.e. trash, etc.).

- To address parking, each home will not only have a 2-car garage - but will have a spacious driveway apron with three off-street parking spaces per home - exceeding AMC 17.36.100 R2 zoning standards.
- To meet equivalency in regards to pedestrian circulation, we agreed to complete sidewalks along the property's 12<sup>th</sup> Street and D Avenue right of ways. Additionally, we agreed to complete a 6' concrete sidewalk through the center of the unimproved ROW of 11<sup>th</sup> Street - from D to C Avenue.
- While preserving the 11<sup>th</sup> Street ROW for community use and pedestrian circulation, nothing inherent to our PUD application would preclude future development of 11<sup>th</sup> Street to COA street standards.
- In conclusion, AMC 16.40.103 states: "Right-of-way width and street roadway widths should only be reduced where it is found that the plan for the PUD provides an equivalent level of pedestrian and vehicular safety and service by alternate means, such as separation of vehicular and pedestrian circulation patterns or provision of adequate off-street parking facilities." Pursuant to this, we contend that the above changes achieve equivalency to the intent of AMC 16.20.040 for 30' frontage on an "improved city street" - despite the alley being substandard to AMC 16.32 STR-1 street standards.

In regards to the "need for a traffic study", the Public Works Department did not impose this as a requirement for this PUD. As Mr. Lange explained at the Planning Commission meeting, this PUD is only developing existing platted parcels - which meets both R2 density and R2 lot size requirements. Consequently, these parcels have already been considered in the current traffic infrastructure.

Respectfully,



Mark & Susan Harris  
Classic Transitions, LLC



## **EXHIBIT #18:**

### **STAFF RESPONSE TO APPEAL**



**DEPARTMENT OF PLANNING, COMMUNITY & ECONOMIC DEVELOPMENT**

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DATE: April 4, 2016

TO: City Council

FROM: Don Measamer  
Director - Planning, Community & Economic Development  
Darcy Swetnam  
City Attorney

SUBJECT: Appeal of Planning Commission's Recommendation to City Council for  
Approval of 12<sup>th</sup> Street and "D" Avenue Replat & PUD (PUD-2015-0002)

REQUIRED  
ACTION: Hear the appeal and make a decision on the appeal

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**I. SUMMARY**

The applicant has applied for a preliminary Replat, preliminary Planned Unit Development (PUD), Code Modification(s), and a Right of Way Dedication and Vacation to create five (5) lots within the Residential (R2) Zoning District.

One party has appealed the Planning Commission recommendation of approval issued on March 9, 2016.

**II. QUESTIONS PRESENTED**

- (a) Is there sufficient quantity of evidence to support the Planning Commission's recommendation that City Council approve the applicant's request for a replat, PUD, code modifications, and right of way dedication and vacation?
- (b) Should the appellant's appeal be granted?

**III. STANDARD OF REVIEW**

- (a) **SCOPE OF REVIEW**



In evaluating an appeal of a Planning Commission recommendation on a replat, PUD, code modifications, and right of way dedication and vacation, City Council should only consider those issues which have been appealed. AMC sections 16.40.060(D) and 16.12.020(F) provide the right and procedure for aggrieved parties to appeal a recommendation of the Planning Commission to the City Council. The prescribed procedure requires the appellant to present their appeal within five working days of the decision, and that a closed record appeal will follow before City Council. Council must only consider those issues that are appealed and, in hearing the appeal, must limit the scope of their decision to the specific errors assigned.

## **(b) STANDARD OF REVIEW**

The Planning Commission's recommendation of approval to City Council in this matter is advisory, and City Council does not have to follow their recommendations when this project comes before Council. However, the Planning Commission entered Findings of Fact and Conclusions of Law, which should be afforded deference if supported by substantial evidence. Therefore, in analyzing the present appeal, Council should consider only whether the Findings of Fact and Conclusions of Law are supported by substantial evidence. Provided they are, Council should deny the appeal and then, when the Planning Commission recommendation is before them, consider whether to fully grant, deny, or grant with conditions the replat, PUD, code modifications, and right of way dedication and vacation.

While the Anacortes Municipal Code does not provide a standard of review for the pending appeal, Washington case law suggests that a substantial evidence standard is appropriate when a council is acting as an appellate body. When reviewing an appeal under the substantial evidence standard, the Council must admit the truth of the evidence in the Planning Commission findings and construe the evidence and all inferences drawn from against the appealing party. *McCoy v. Kent Nursery, Inc.*, 163 Wn.App.744, 769, 260 P.3d 967 (Div. 2, 2011). Further, Council is not empowered to substitute its judgment for the fact finder. *Maranatha Mining v. Pierce County*, 59 Wn.App. 795, 801, 801 P.2d 985 (1990) (citing *Messer v Snohomish Cy. Bd. Of Adj.*, 19 Wn.App. 780, 787, 578 P.2d 50 (1978)). The substantial evidence standard asks Council to evaluate the decision maker's findings of fact and sustain them if they are supported by substantial evidence. *Id.* If Council finds there is a sufficient quantity of evidence to persuade a fair-minded person of the truth or correctness of the order, council must deny the appeal. *Benchmark Land Co. v. City of Battle Ground*, 146 Wn.2d 685, 694, 49 P.3d 860 (2002).

It also is important to note that a fundamental rule of Washington law states that "substantial judicial deference to agency views [is] appropriate when an agency determination is based heavily on factual matters, especially factual matters which are complex, technical, and close to the heart of the agency's expertise." *Hillis v. Dep't of Ecology*, 131 Wn.2d 373, 396, 932 P.2d 139 (1997). "[I]t is well settled that due deference must be given to the specialized knowledge and expertise of an administrative agency." *Port of Seattle v. Pollution Control Hr'gs Bd.*, 151 Wn.2d 568, 595, 90 P.3d 659 (2004) (alteration in original) (quoting *Dep't of Ecology v. Pub. Utility Dist. No. 1 of Jefferson County*, 121 Wn.2d 179, 201, 849 P.2d 646 (1993), *aff'd*, 511 U.S. 700, 114 S. Ct. 1900, 128 L. Ed. 2d 716 (1994)). *Utter ex rel. State v. Bldg. Indus. Ass'n of Wash.*, 182 Wn.2d 398, 438-439, 341 P.3d 953 (2015).

#### IV. BACKGROUND – FACTUAL HISTORY

The applicant has applied for a preliminary Replat, preliminary Planned Unit Development (PUD), Code Modification(s), and a Right of Way Dedication and Vacation to create five (5) lots within the Residential (R2) Zoning District.

Planning Commission held an open-record public hearing on March 9, 2016. The Commissioners deliberated and voted with one no to recommend approval of the project to City Council. One timely appeal was received on March 25, 2016.

#### V. SOURCES CONSULTED

(a) Anacortes Municipal Code

- i. Section 16.12.020
- ii. Chapter 16.40
- iii. Chapter 18.04

(b) Caselaw

- i. *Benchmark Land Co. v. City of Battle Ground*, 142 Wn.2d 685, 49 P.3d 860 (2002).
- ii. *Dep't of Ecology v. Public Util. Dist. No. 1*, 121 Wn.2d 179, 849 P.2d 646 (1993).
- iii. *Hillis v. Department of Ecology*, 131 Wn.2d 373, 932 P.2d 139 (1997).
- iv. *Maranatha Mining v. Pierce County*, 59 Wn.App. 795, 801 P.2d 985 (1990).
- v. *McCoy v. Kent Nursery, Inc.*, 163 Wn.App.744, 260 P.3d 967 (Div. 2, 2011)
- vi. *Messer v. Snohomish County Bd. of Adjustment*, 19 Wn.App. 780, 578 P.2d 50 (1978).
- vii. *Port of Seattle v. Pollution Control*, 151 Wn.2d 568, 90 P.3d 659 (2004).
- viii. *Utter ex rel. State v. Bldg. Indus. Ass'n of Wash.*, 182 Wn.2d 398, 341 P.3d 953 (2015).

#### VI. SUMMARY OF APPEAL

Marilyn Derig of Anacortes submitted a timely appeal of the Planning Commission's recommendation on March 25, 2016. Mrs. Derig cites several grounds for her appeal, which staff will identify and summarize below.

**(a) Appellant claims the proposed PUD does not provide consistency and equivalency.**

Mrs. Derig interprets AMC 16.40.010 to require any applicant proposing a PUD to demonstrate that 1) the project is consistent with City standards for health, safety and



welfare of citizens and that 2) any project that deviates from zoning and subdivision standards provides equivalent accommodations for public access to services and amenities.

**(b) Appellant claims the proposed PUD does not comply with Anacortes road standards.**

Mrs. Derig restates for council road standards for a PUD, which require any reduction in road width to be justified by providing an equivalent level of pedestrian and vehicular safety and service by alternate means. Mrs. Derig objects to widening the alley between C and D Avenues without requiring the applicant to improve 11<sup>th</sup> Street. She claims that the current project only really addresses fire access requirements, but doesn't provide equivalent access for pedestrian and vehicular safety.

In her analysis, Mrs. Derig assumes that a short cul-de-sac is the minimum allowable public street design for any project and she argues that the present project's design falls short of the short cul-de-sac's requirements.

**(c) The City doesn't have any examples of similar projects that demonstrate compliance with the code.**

Mrs. Derig discusses in her appeal a number of different examples of streets in Anacortes which fall short of road width requirements and provides photographs. She then analyzes how each of her examples are different than the applicant's current project. Council should note that the applicant is not required to provide similar examples to obtain approval of a project.

## **VII. ANALYSIS**

The Appellant has appealed a Planning Commission recommendation to City Council. Planning Commission's recommendation of approval is advisory, but Commissioners entered Findings of Fact and Conclusions of Law. While Council does not have to follow the recommendations of the Planning Commissioners, deference should be given to their Findings of Fact and Conclusions of Law in the present appeal, provided they are supported by substantial evidence. Therefore, in analyzing the appeal, Council should consider only whether the Findings of Fact and Conclusions of Law are supported by substantial evidence.

If Council finds there is a sufficient quantity of evidence to persuade a fair-minded person of the truth or correctness of the Planning Commission's Findings and Conclusions, Council must deny the appeal.

The appellant focuses her appeal on the road design for the project. She alleges that the applicant was required to demonstrate equivalent accommodations for pedestrian and traffic safety before their PUD could be approved under the Anacortes Municipal Code. In the appellant's arguments, she alleges error in the Planning Commission's recommendation of approval without the applicant demonstrating equivalency.

However, the appellant provided a very narrow reading of the Code to justify her position. The full text of Section 16.40.103 AMC provides guidance:

Standards of design and construction of roadways, both public and private, within planned residential or nonresidential development districts may be increased or reduced ***as is deemed appropriate by the planning coordinating committee based on the relationship of the PUD streets to the city's adopted traffic plan and the characteristics of the proposed development***, provided these modifications are approved as part of the PUD approval process. Right-of-way width and street roadway widths should only be reduced where it is found that the plan for the PUD provides an equivalent level of pedestrian and vehicular safety and service by alternate means, ***such as separation of vehicular and pedestrian circulation patterns or provision of adequate off-street parking facilities***.

The appellant's analysis ignores the fact that the applicant *does* provide equivalent levels of pedestrian and vehicular safety. Specifically, the applicant proposes improvements to the existing rough path running through the 11<sup>th</sup> Street right-of-way between C and D Avenues by clearing, widening, and paving the trail. This will improve pedestrian access in the area.

The applicant specifically discussed the project with actual neighbors who live in the area, who enjoy having an unopened right-of-way on 11<sup>th</sup> Street limited to pedestrian access. It was important to the character of the neighborhood that this trail and wildlife corridor be maintained. Mrs. Derig does not live in this neighborhood. Her comments and directly contravene the sentiments of the residents and her requests undermine the unique character of this area.

Additionally, the applicant supports pedestrian access by improving sidewalks on 12<sup>th</sup> Street and D Avenue along the eastern boundary of the PUD. The applicant can also install stairs from the two southern lots to the sidewalk along 12<sup>th</sup> Street to ensure that all lots in the PUD are accessible to pedestrians without the need for pedestrian traffic through the alley. The appellant does not mention these proposed sidewalk improvements in her appeal.

The applicant also intends to promote traffic safety in the area by improving the alley. The applicant's plan widens the alley and provides two off-street parking spots per lot, plus includes additional pull-outs to provide guest parking. This will ensure that abutting property owners within the PUD do not have to park in the alley.

It is clear from reading the entire Section 16.40.103 AMC that the proposed PUD complies with the standards for deviation from road width requirements. In fact, the applicant has provided the equivalent pedestrian and traffic safety means that were specifically identified as good examples in the code section itself and recommended by the City Development Review Group and Public Works. Therefore, the Planning Commission's Findings of Fact and Conclusions of Law determining that the proposed plan meets the requirements for a PUD are supported by substantial evidence.

Mrs. Derig discusses at length a variety of other streets in Anacortes that deviate from street design standards. She explains why each of the examples she's photographed are



different than the present application. There is no requirement in the code or law that a current project before council needs to resemble another project. In fact, the PUD Chapter provides the Planning Commissioners and City Councilmembers some flexibility to creatively plan around the unique characteristics of certain areas. It is precisely this creativity that allows the City to evolve and change to reflect the developing needs of our residents.

#### VIII. CONCLUSION

In evaluating the received appeal, council is acting in a quasi-judicial, appellate capacity. The scope of the appeal must therefore be limited to the specific grounds noted by appellant. Those issues must be evaluated solely to determine whether the Planning Commission's findings of fact are supported by substantial evidence. The Planning Commission is empowered by Council through the Code to consider and make a recommendation on PUD and code modification applications and the Commissioners' application of the code to this project should therefore be afforded deference. The appellant has challenged the present plan's provision of equivalent alternative means of protecting pedestrian and traffic safety. However, the applicants' plan includes separate connection for pedestrians and improved traffic safety in the alley. Therefore, the Planning Commission's Findings of Fact and Conclusions of law are supported by substantial evidence and staff recommends denial of the appeal.



## **CITY COUNCIL**

*Closed-Record Appeal Hearing*

*April 04, 2016, @ 6:00 PM with 5:00 PM Site Visit*

By: Kevin Cricchio, AICP, Associate Planner



## **PUD-2015-0002:**

### **PROJECT NAME:**

12<sup>th</sup> Street & “D” Avenue PUD

### **SUBJECT PROPOSAL:**

The applicant has applied for a preliminary Replat, preliminary Planned Unit Development (PUD), SEPA environmental review, Code Modification(s), and a Right of Way Dedication and Vacation to create five (5) lots within the Residential (R2) Zoning District.

### **SUBJECT PARCEL:**

Parcel #: P56224

## **PUD-2015-0002:**

### **MODIFICATIONS PROPOSED:**

Through the Planned Unit Development (PUD) process, the applicant is proposing the following modifications to Anacortes Municipal Code (AMC) standards:

1. A vacation request of right of way to unimproved 11<sup>th</sup> Street consisting of a 13.5 foot wide by 209.83 lineal feet long strip of land on the north side of lots 1- to 7 Block 203, Map of the City of Anacortes, as per Plat recorded in Volume 2 of Plats, page 4, records of Skagit County, Washington. The area of right-of-way vacation would be 2,832.71 square feet.



## **PUD-2015-0002:**

### **MODIFICATIONS PROPOSED CONTINUED:**

2. A dedication request of right-of way consisting of a six (6) foot wide by 209.84 lineal feet long strip of land on the south side of lots 1-7 Block 203, Map of the City of Anacortes, as per Plat recorded in Volume 2 of Plats, page 4, records of Skagit County, Washington. The area of right-of-way dedication would be 1,259.04 square feet. The dedicated right-of-way would expand the alley ROW from the typical 16 feet to 22 feet in width. Within a typical 16 foot alley ROW, there is a 14 foot paved area. The applicant proposes a 20 foot paved area within the 22 foot wide alley ROW which would extend to the west side of lot 7. West of lot 7, the paved area within the ROW would taper from 20 feet to 14 feet. The alley will be paved and connect “D” Avenue to “C” Avenue.
3. In lieu of typical street improvements associated with development, the applicant proposes no improvements (street paving, curb, gutter, or sidewalk) to unimproved 11<sup>th</sup> Street between “C” Avenue and “D” Avenue. Instead, the applicant proposes a meandering six (6) foot wide pedestrian pathway that traverses east west between “C” Avenue and “D” Avenue within the unimproved 11<sup>th</sup> Street ROW.

## **PUD-2015-0002:**

### **MODIFICATIONS PROPOSED CONTINUED:**

4. According to AMC 16.20.040(C), each lot shall abut a public or private road. Additionally, the minimum required lot frontage on a public or private road ROW shall not be less than thirty (30) feet. As previously stated above, the applicant proposes a meandering pathway within the unimproved 11<sup>th</sup> Street ROW instead of making the typical requirements associated with development (paved street, curb, gutter, sidewalk, etc.). Therefore, the applicant does not meet the 30 feet of street frontage requirement. This too would be a modification to code. Accordingly, the applicant proposes accessing each residence via the alley ROW thus providing ingress and egress to each residence and garage



## **PUD-2015-0002:**

### **PROJECT LOCATION:**

The subject property is located on the north side of 12<sup>th</sup> Street between “C” Avenue and “D” Avenue in a portion of Section 24; Township 35 North; Range 01 East; Willamette Meridian.

### **APPLICANT /LANDOWNER:**

Mark and Susan Harris  
Classic Transitions, LLC  
13837 Redtail Ridge Lane  
Anacortes, WA 98221

### **PROJECT ENGINEER:**

David Lervik  
Lervik Engineering  
P.O. Box 684  
Anacortes, WA 98221

### **PROJECT SURVEYOR:**

Herrigstad Engineering & Surveying  
4320 Whistle Lake Road  
Anacortes, WA 98221

## **PUD-2015-0002:**

### **EXISTING LAND USE:**

The subject property has an existing residence located on it that is slated for demolition. The site is heavily treed with native and ornamentals plants located on it.

### **ZONING DISTRICT:**

Residential (R2) Zoning District

### **SURROUNDING ZONING & LAND USES:**

| Direction: | Zoning:                         | Land Uses:                                                |
|------------|---------------------------------|-----------------------------------------------------------|
| North:     | Residential (R2)                | Single-Family Residences                                  |
| South:     | Residential (R2)                | 12 <sup>th</sup> Street / SR20 & Single-Family Residences |
| East:      | Residential Medium Density (R3) | "D" Avenue & Single-Family Residences                     |
| West:      | Residential (R2)                | Single-Family Residences                                  |



## **PUD-2015-0002:**

### **R2 MINIMUM LOT SIZE:**

1. 7,500 Square Foot Minimum Lot Size Requirement
2. Each of the applicant's five (5) residential lots will meet the zone's minimum lot size requirement.

### **R2 MAXIMUM PERMITTED DENSITY:**

Four (4) Dwelling Units Per Gross Acre

### **SITE AREA:**

1. Net lot area (Existing Lots) = 36,000 square feet (0.83 acres)
2. Net lot area (with ROW vacation) = 37,523 (0.86 acres)
3. Gross area = 64,999 square feet (1.49 acres)

## **PUD-2015-0002:**

### **DENSITY CALCULATION:**

1. The site is 1.49 gross acres which includes ½ the abutting right-of-way and the vacation request.
2. The maximum permitted density in the R2 Zone is 4 Dwelling Units per Acre.
3. One point four nine (1.49) gross acres multiplied by 4 Dwelling Units Permit Acres = 5.96 Lots (Rounded up to 6 lots) are Permitted.
4. The applicant however proposes 5 lots.



## **PUD-2015-0002:**

### **TREE ASSESSMENT & PRESERVATION PLAN:**

1. Urban Forestry Services Inc., prepared a Tree Preservation & Assessment Plan dated January 6, 2016. This report was revised by Urban Forestry Services, Inc., on February 29, 2016. According to the revised report, eight (8) significant trees worth 37 Tree Unit Credits are planned for retention within the 36,000 net square feet of the subject property. Six (6) additional trees worth 26 Tree Unit Credits are proposed for retention within the right-of-way.
2. According to AMC 16.50.070(D)(1), a minimum tree density of one (1) tree unit per one thousand (1,000) square feet during and following development. Since the subject property is 36,000 net square feet, 36 tree units are required. The applicant meets this requirement as 37 unit credits trees (8 trees) are proposed for retention onsite.

## **PUD-2015-0002:**

### **TRANSPORTATION:**

The Public Works Department did not require that a Traffic Impact Analysis /Study be prepared associated with the subject proposal.

### **ROW VACATION:**

A vacation request of right of way to unimproved 11<sup>th</sup> Street consisting of a 13.5 foot wide by 209.83 lineal feet long strip of land on the north side of lots 1- to 7 Block 203, Map of the City of Anacortes, as per Plat recorded in Volume 2 of Plats, page 4, records of Skagit County, Washington. The area of right-of-way vacation would be 2,832.71 square feet.



## **PUD-2015-0002:**

### **ROW DEDICATION:**

A dedication request of right-of way consisting of a six (6) foot wide by 209.84 lineal feet long strip of land on the south side of lots 1-7 Block 203, Map of the City of Anacortes, as per Plat recorded in Volume 2 of Plats, page 4, records of Skagit County, Washington. The area of right-of-way dedication would be 1,259.04 square feet. The dedicated right-of-way would expand the alley ROW from the typical 16 feet to 22 feet in width. Within a typical 16 foot alley ROW, there is a 14 foot paved area. The applicant proposes a 20 foot paved area within the 22 foot wide alley ROW which would extend to the west side of lot 7. West of lot 7, the paved area within the ROW would taper from 20 feet to 14 feet. The alley will be paved and connect "D" Avenue to "C" Avenue.

## **PUD-2015-0002:**

No known critical areas are located either on or within close proximity to the subject property with the exception of Cultural Resources discussed below.

### **CULTURAL RESOURCES:**

Planning Department staff received a request from the Samish Indian Nation that a cultural resource survey be performed. Accordingly, staff forwarded this request to the applicant and advised the applicant that a cultural resource survey would be required. On February 23, 2016, staff received a Cultural Resources Review of the subject property. According to a report dated February 19, 2016, prepared by Drayton Archaeology of Bellingham, Washington, a cultural resource survey of the subject property was performed. The report concludes that “the investigation included a background review into the environmental and historic context of the site, field review with subsurface probing and production of this report. Background review determined the project was located in an area of low probability for archaeological resources based upon geology, topography and past land use. The soils and sediments observed appear to be mostly disturbed naturally deposited materials. No evidence of pre-contact occupation or deposits was encountered during surface and subsurface review at the project area. Further archaeological oversight for the project appears unwarranted based upon the current review and project design.”



## **PUD-2015-0002:**

### **BACKGROUND:**

1. On September 29, 2015, the applicant conducted a neighborhood meeting at the City of Anacortes Library where neighboring landowners were invited to comment on the subject proposal.
2. On November 20, 2015, the applicant submitted the subject applications to the City of Anacortes for review.
3. On December 16, 2015, the subject application was deemed incomplete with revisions requested therein.
4. On January 11, 2016, the applicant submitted revisions to city for review as was requested in the letter of incomplete.
5. On **January 25, 2016**, the city completed its review of the revisions resubmitted and deemed the application complete.

## **PUD-2015-0002:**

### **NOTICING:**

1. A “Notice of Application & Hearing with Optional SEPA DNS” was published in the Anacortes American Newspaper on February 3, 2016.
2. Notice was also posted on the subject property in two (2) different locations on January 28, 2016.
3. Notice was posted at city hall, the library, the local USPS office, and on the city’s website on January 28, 2016.
4. Neighbors within 300 feet of the subject property were mailed “Notice of Application & Hearing with Optional SEPA DNS” on February 01, 2016.
5. Departments and agencies of jurisdiction were emailed the respective application material, notice, and comment form on February 01, 2016.
6. Notice of application & hearing with optional SEPA DNS and associated application material was emailed to Department of Ecology on February 01, 2016, for posting on to the SEPA register.
7. The 15-day comment period ended at 5:00 PM on **February 17, 2016**.



## **PUD-2015-0002:**

### **SEPA ENVIRONMENTAL REVIEW:**

1. According to AMC § 16.080.010, SEPA environmental review is required for the subdivision of property into five (5) or more lots, tracts, parcels, sites, or divisions, for sale or lease.
2. Notice of application and hearing with optional SEPA DNS was published, mailed to property owners within 300 feet of the subject property, and posted onsite as discussed above pursuant to AMC and state law.
3. Notice of application & hearing with optional SEPA DNS was also emailed to the Department of Ecology on February 01, 2016, for posting on to the SEPA register.
4. On March 3, 2016, a SEPA Mitigated Determination of Non-Significance (MDNS) was issued using the optional DNS process pursuant to WAC § 197.11.355.
5. The issued SEPA MDNS was emailed to the Department of Ecology for posting on to the SEPA register on March 03, 2016.

## **PUD-2015-0002:**

### **PUBLIC COMMENTS:**

Written public comments received can be found in **Exhibit 3** of the staff report.

### **DEPARTMENT & AGENCIES OF JURISDICTION COMMENTS:**

Comments received from both agencies and departments of jurisdiction can be found in **Exhibit 4** of the staff report.

### **STAFF RECOMMENDATION:**

The Department of Planning, Community, and Economic Development recommends that the Planning Commission make a recommendation of approval to City Council regarding the subject preliminary replat, preliminary PUD, code modification(s), ROW vacation, and ROW dedication subject to the staff suggested conditions of approval.



## **PUD-2015-0002:**

### **PLANNING COMMISSION'S OPEN-RECORD PUBLIC HEARING:**

The Planning Commission conducted an open-record public hearing at 6:00 PM on March 9, 2016, after conducting a site visit at 5:00 PM. After public testimony, the Planning Commission deliberated on the matter. A motion was made to approve the subject applications with the addition of condition **#16 & #17 (listed below)**. The motion was seconded. Following a vote, the Planning Commission recommended approval to City Council (**See Exhibit 12**).

### **APPEAL OF PLANNING COMMISSION'S RECOMMENDATION:**

Following the Planning Commission open-record public hearing, the chairman signed the Planning Commission's Findings of Fact, Conclusions of Law, and Recommendation. This was forwarded to the applicant and parties of record. One appeal of the Planning Commission's recommendation was filed by Ms. Marilyn Derig.

## **PUD-2015-0002:**





## **PUD-2015-0002:**





## **CITY COUNCIL**

*Closed-Record Public Hearing*

*April 04, 2016, @ 6:00 PM with 5:00 PM Site Visit*

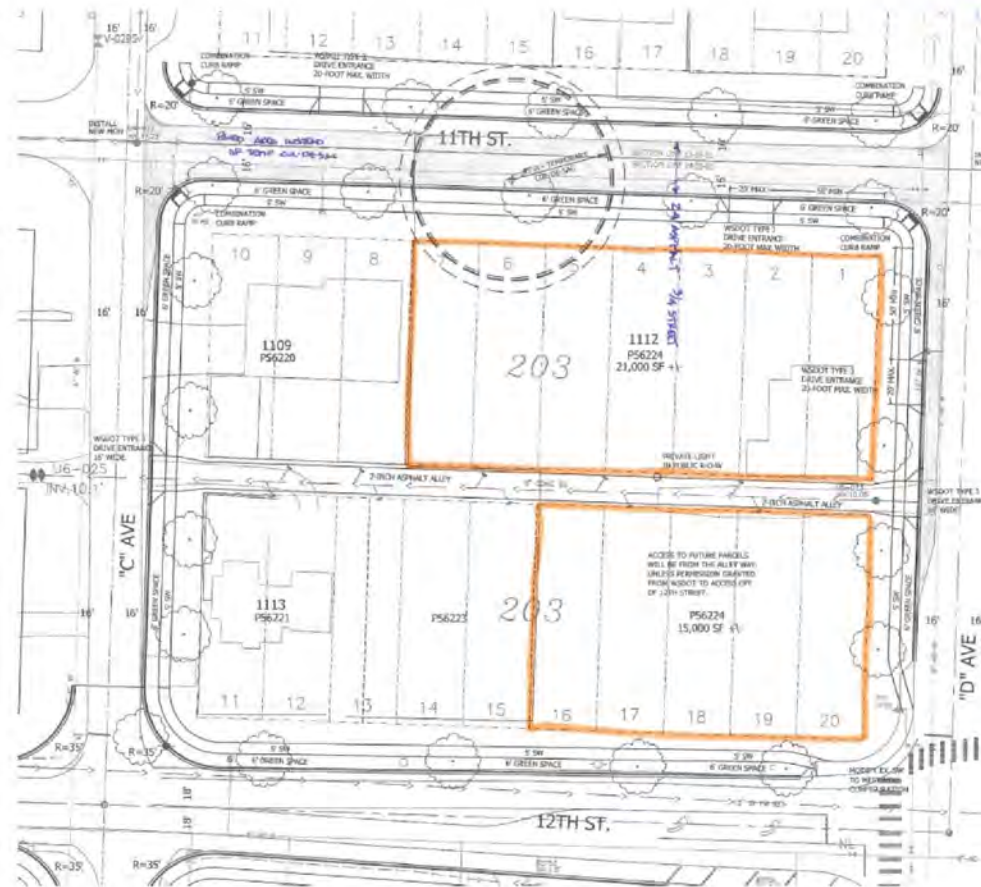
By: Steve Lange, Project Manager, Public Works Department



# Land Use with Existing Platted Parcels, Variances and Short Plats – 10,000 Foot

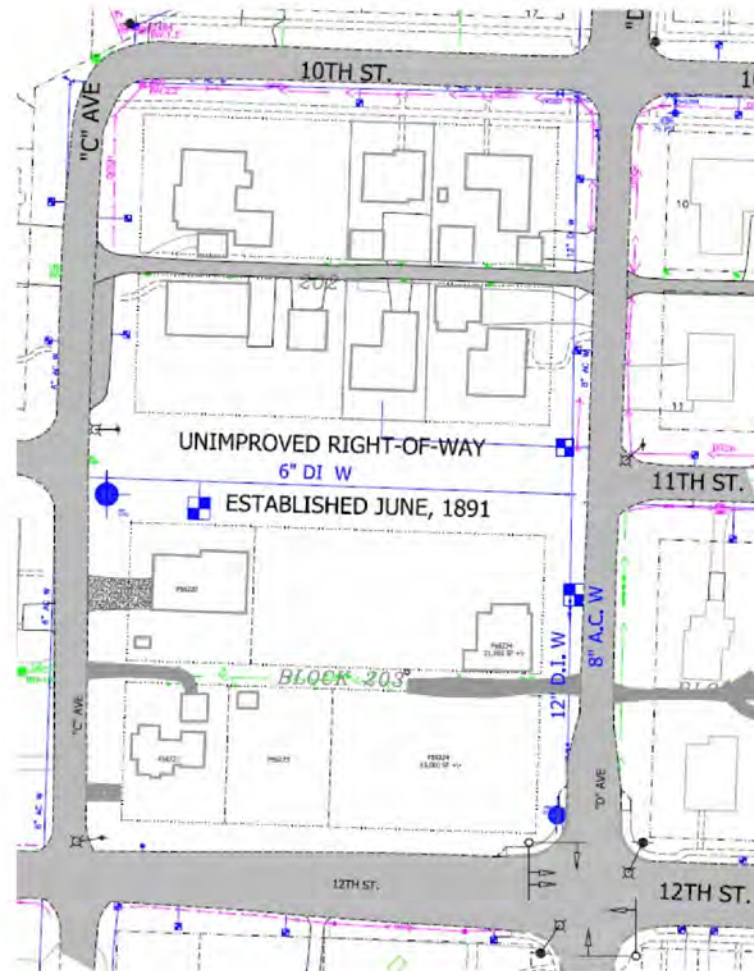


# Public Works Review of Project – As Platted





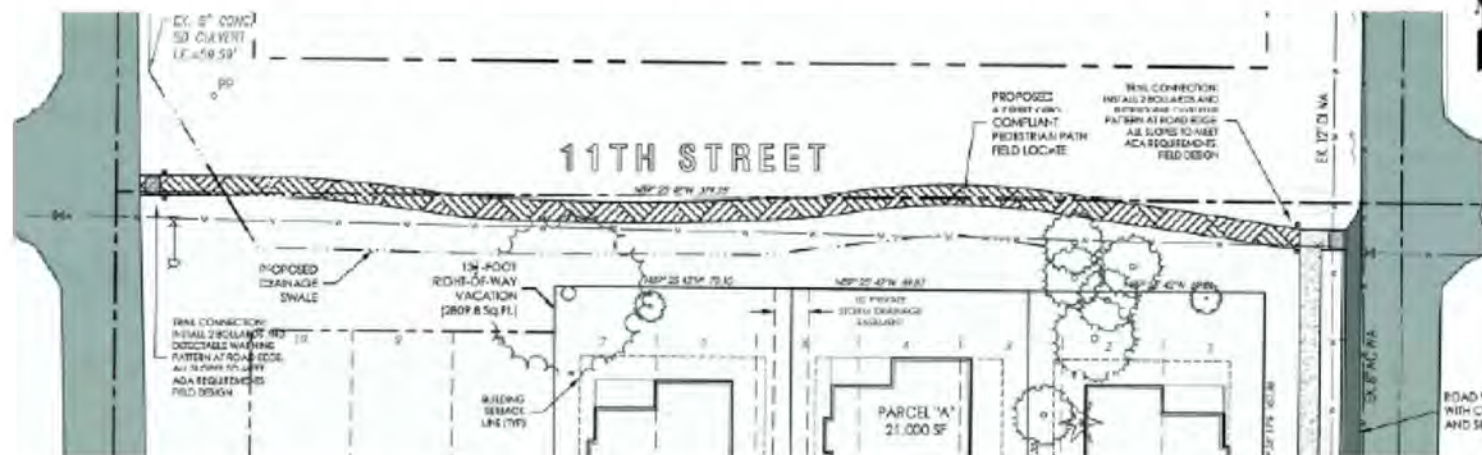
# Roadway and Pedestrian Circulation and Connectivity AMC. 16.20.060



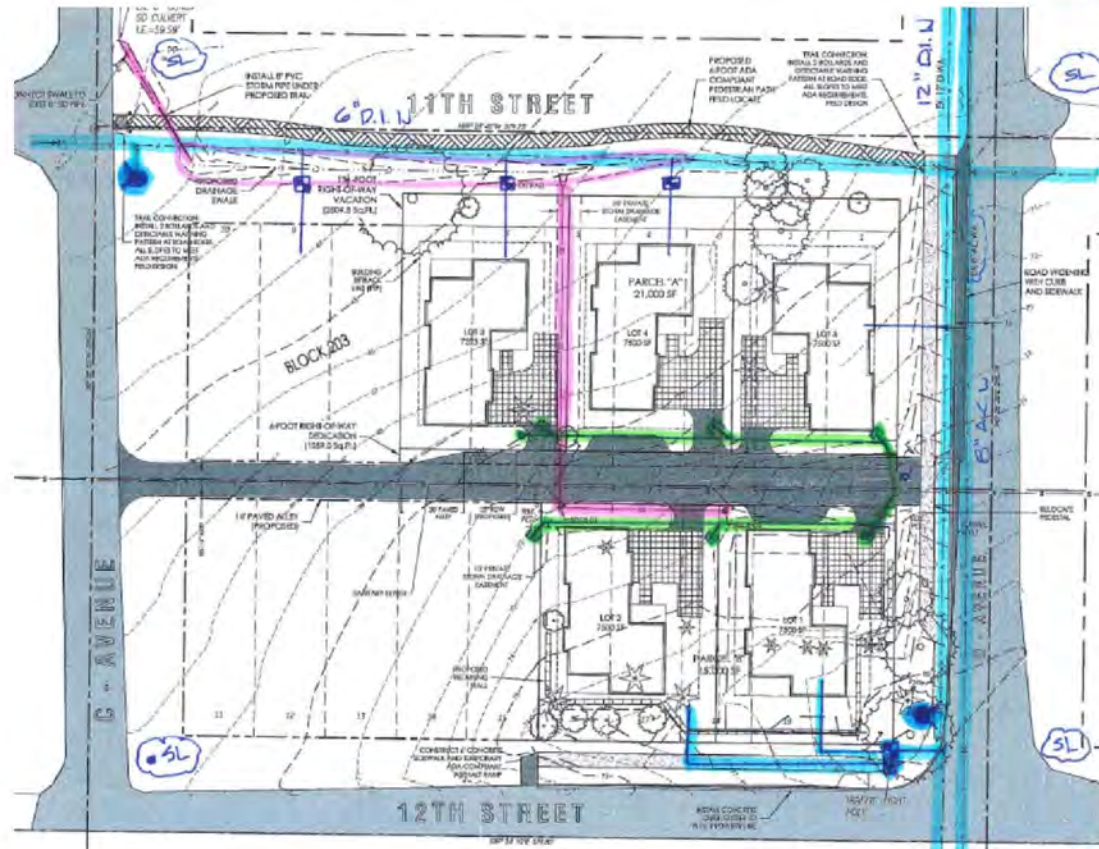
## Roadway and Pedestrian Circulation and Connectivity AMC. 16.20.060



- #13: Roads and pedestrian pathways (Sidewalks, Trails, etc.) shall, where it is reasonable and practicable, be constructed to connect to adjacent properties, roads, and pedestrian pathways; where adjacent properties are undeveloped, provide for future connections of roads and pedestrian pathways.







## Utilities:

### Water:

- Water: Property is serviced on three waterline mains that exist in 11<sup>th</sup> Street and on D Avenue.
- Fire Hydrants: Located at 11<sup>th</sup> and C Avenue and 12<sup>th</sup> and D Avenue.

### Sewer:

- Sewer: 8-inch Concrete System in the Public Alley @ 10-feet Deep.

### Storm:

- Storm: Existing 8-inch Concrete outlet at 11<sup>th</sup> Street and C Avenue. Via a designed swale.
- Storm Water Quality: Utilizing a designed swale that will convey the runoff and provide water quality.
- Existing Platted alley way is 16-feet in width.

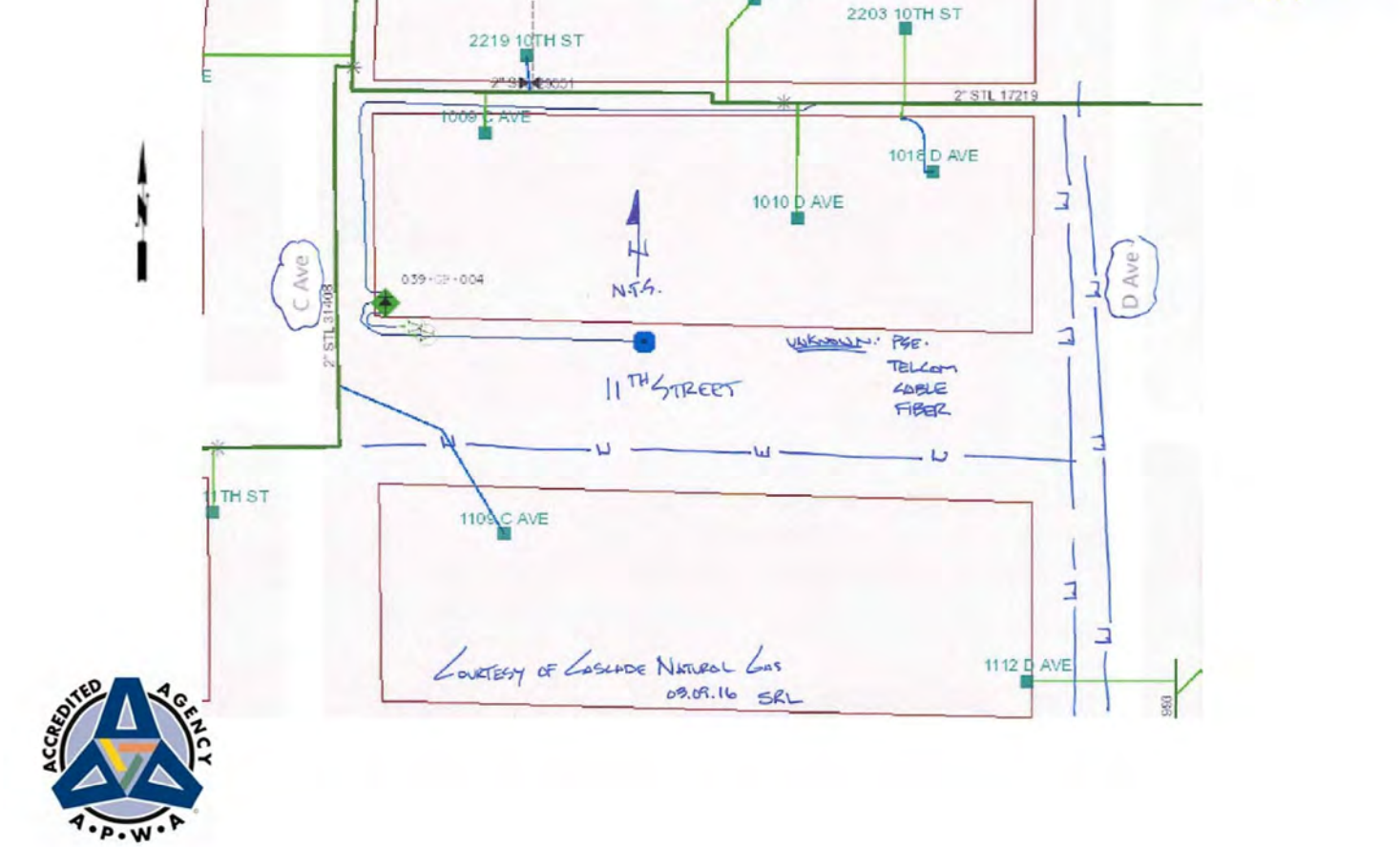
### Streets:

- 6-foot Cement Concrete Sidewalk (Minimum Width). Not considered a Multi-Use Trail for neighborhood connectivity.
- Part of the proposed Planned Unit Development is to provide a 20-foot wide alley way to meet the Anacortes Municipal Code 16.32 and the Fire Department access requirements. Vacation of exist R-O-W and move parcels forward.
- 12<sup>th</sup> Street and D Avenue, will receive curb, gutter and 5' wide sidewalk to the extent of property ownership or where determined to reasonable and practical. Asphalt in areas between the new improvements and the existing pavement.
- Further recommended condition after further conversation with the Public Works Director: Prohibit vehicular access to 12<sup>th</sup> Street from proposed Lots 1 and 2.





Utilities:





# City Council Agenda Bill

**Meeting Date:** 4/4/2016

**Agenda Item:** 7b

**Subject:** First quarter 2016 budget amendment

**Staff Contact:** Steve Hoglund

| Approved for Submittal to Council by |                                 |
|--------------------------------------|---------------------------------|
| x                                    | Laurie Gere, Mayor              |
| x                                    | Steve Hoglund, Finance Director |
| x                                    | Darcy Swetnam, City Attorney    |
|                                      |                                 |
|                                      |                                 |

| Action Type |                    |
|-------------|--------------------|
| x           | Ordinance No. 2972 |
|             | Code Revision?     |
|             | Resolution No.     |
|             | Contract           |
|             | Public Hearing     |
|             | Staff Report       |

**Summary Statement:** There are a few budget lines that will experience an over budget condition for various reason, and a budget amendment is required to address that.

**Background:** The General fund, ERR fund, and Wastewater fund, and Solid Waste funds have all experienced issues that require attention to their budgets. See below, and attached ordinance for details of each budget issue by department.

| Budget Impact              |  |
|----------------------------|--|
| Amount Budgeted            |  |
| Budget Account (BARS)      |  |
| Proposed Expenditure       |  |
| Budget Amendment Required? |  |
| Revenue Source             |  |

| Proposed Contract |  |
|-------------------|--|
| Contractor        |  |
| Amount            |  |
| Start Date        |  |
| End Date          |  |

**Previous Council/Committee Action:** Solar project is rollover from last year as the invoices for the work were not received until 2016; the Fire Volunteer Coordinator was discussed at Public Safety Committee; temporary planner position was discussed at Personnel committee and Planning committee; Wastewater street workers were discussed at Public Works and Personnel committees, and at full council as part of Wastewater comp plan update; Roll-on truck and Ford Escape were both authorized in 2015 budget, however an amendment is required at this time to correct the budget that will authorize the utilities to pay for them in the current year.

**Competing Viewpoints Considered:** Budget should not be amended, and departments held to amounts approved in December of 2015.

**Recommended Motion:** I move to adopt ordinance 2972 authorizing the first quarter budget amendment.



**Alternative Actions:** Do not adopt budget amendment.

**Attachments** (listed in order presented): Ordinance 2972

## ORDINANCE 2972

AN ORDINANCE AMENDING ORDINANCE NO. 2963 ADOPTED ON DECEMBER 07, 2015, ENTITLED "AN ORDINANCE ADOPTING THE BUDGET FOR ALL MUNICIPAL PURPOSES AND USES FOR THE YEAR 2016"

WHEREAS, The City budgeted for and installed solar panels on City Hall in 2015, however the invoices to pay for the project, and the grants to fund the project, were not received until early 2016, requiring a rollover budget amendment to provide spending authority for the project in fiscal year 2016, and

WHEREAS, The City employed, by contract, a consultant to bolster its Fire department volunteer program, and, finding success with it, wishes to continue that contract to continue building the volunteer program, and

WHEREAS, The City Planning department is experiencing workload difficulties due to a continuing building boom, and personnel changes that leave the department short staffed, and

WHEREAS, The Museum's Carnegie building is experiencing significant deterioration requiring repairs and paint to maintain it, and

WHEREAS, In 2015, the City utilities purchased a rollon / rolloff truck, and an additional vehicle to support the fleet requirements that additional services and positions generated, however they were not properly budgeted for in the utilities. The ERR fund purchased them, however, that purchase was not reimbursed to the ERR fund by the utilities, because those reimbursements were not budgeted. This amendment corrects that budgeting error by allowing the utilities to make up those interfund payments in the current year, and

WHEREAS, The updated Sewer Comp Plan calls for the addition of two collection system employees to support the Utility's needs, that can be funded out of existing revenues.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Anacortes, Washington, as follows:

Section 1. Ordinance No. 2963 dated December 7, 2015 adopting the Budget for 2016 is hereby amended to reflect the following revisions to expenditures and revenues in the following funds:



|                      |                               | DR      | CR      |
|----------------------|-------------------------------|---------|---------|
| 001.713.594.53.62    | City hall solar panel         | 205,000 |         |
| 001.713.334.04.20    | State Grant                   |         | 185,000 |
| 001.713.334.04.20    | PSE Grant                     |         | 20,000  |
|                      |                               |         |         |
| 001.320.522.20.41    | Fire Volunteer Coordinator    | 26,650  |         |
| 001.000.308.90.00    | Fund balance                  |         | 26,650  |
|                      |                               |         |         |
| 001.240.558.60.10.10 | Temporary planner wages       | 72,000  |         |
| 001.240.558.60.10.20 | Temporary planner benefits    | 14,400  |         |
| 001.000.308.90.00    | Fund balance                  |         | 86,400  |
|                      |                               |         |         |
| 001.450.575.32.41    | Repairs, paint, Carnegie bldg | 28,536  |         |
| 001.000.308.90.00    | Fund balance                  |         | 28,536  |
|                      |                               |         |         |
| 450.780.537.20.40    | Rollon truck                  | 239,000 |         |
| Multitple            | Utility Ford Escape           | 24,000  |         |
| 501.790.344.30.40    | Interfund charges             |         | 263,000 |
|                      |                               |         |         |
| 440.760.535.20.10    | Wages Wastewater street       | 82,898  |         |
| 440.760.535.20.12    | Benefits Wastewater street    | 22,500  |         |
| 440.000.308.90.00    | Fund balance                  |         | 105,398 |

Section 2. Effective date. This Ordinance shall take effect from and after five (5) days after its passage and publication, as required by law.

PASSED AND APPROVED THIS 4<sup>th</sup> day of April, 2016

CITY OF ANACORTES, WASHINGTON

BY: \_\_\_\_\_  
Laurie Gere, Mayor

ATTEST:

(Corporate Seal)

\_\_\_\_\_  
Steven D. Hoglund, City Clerk

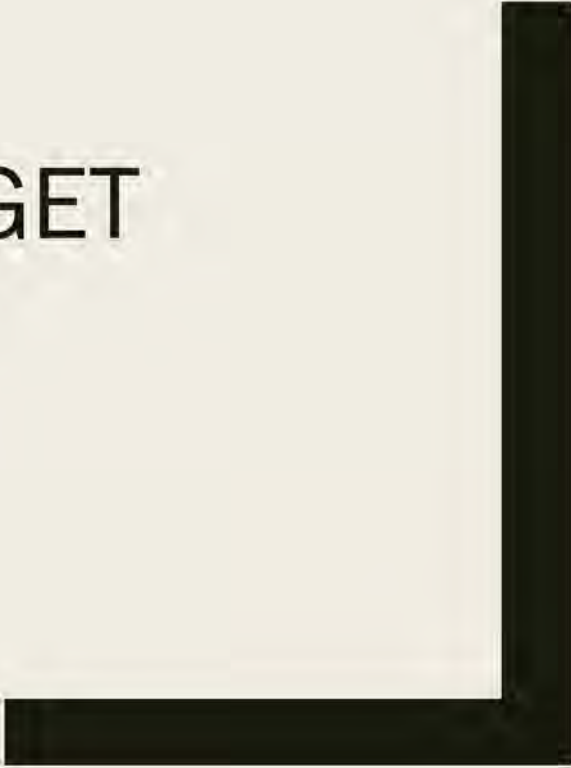
APPROVED AS TO FORM

\_\_\_\_\_  
Darcy Swetnam  
City Attorney



# 1<sup>ST</sup> QUARTER BUDGET AMENDMENT

April 4, 2016





## Solar Panels

- The City budgeted for and installed solar panels on City Hall in 2015, however the invoices to pay for the project, and the grants to fund the project, were not received until early 2016

|                   |                       | DR      | CR      |
|-------------------|-----------------------|---------|---------|
| 001.713.594.53.62 | City hall solar panel | 205,000 |         |
| 001.713.334.04.20 | State Grant           |         | 185,000 |
| 001.713.334.04.20 | PSE Grant             |         | 20,000  |

# Continue Fire Volunteer Coordinator

- The City employed, by contract, a consultant to bolster its Fire department volunteer program, and, finding success with it, wishes to continue that contract to continue building the volunteer program

|                   |                            | DR     | CR     |
|-------------------|----------------------------|--------|--------|
| 001.320.522.20.41 | Fire Volunteer Coordinator | 26,650 |        |
| 001.000.308.90.00 | Fund balance               |        | 26,650 |



## City Planning department temporary planner

- The City Planning department is experiencing workload difficulties due to a continuing building boom, and personnel changes that leave the department short staffed

|                      |                            |        |        |
|----------------------|----------------------------|--------|--------|
| 001.240.558.60.10.10 | Temporary planner wages    | 72,000 |        |
| 001.240.558.60.10.20 | Temporary planner benefits | 14,400 |        |
| 001.000.308.90.00    | Fund balance               |        | 86,400 |

# Museum building maintenance

- The Museum's Carnegie building is experiencing significant deterioration requiring repairs and paint to maintain it

|                   |                               | DR     | CR     |
|-------------------|-------------------------------|--------|--------|
| 001.450.575.32.41 | Repairs, paint, Carnegie bldg | 28,536 |        |
| 001.000.308.90.00 | Fund balance                  |        | 28,536 |



# Roll on Roll off truck and other vehicle

- Authorize utility funds to pay for these vehicles

|                   |                     | DR      | CR      |
|-------------------|---------------------|---------|---------|
| 450.780.537.20.40 | Rollon truck        | 239,000 |         |
| Multiple          | Utility Ford Escape | 24,000  |         |
| 501.790.344.30.40 | Interfund charges   |         | 263,000 |

# Sewer employees from comp plan

- The updated Sewer Comp Plan calls for the addition of two collection system employees to support the Utility's needs, that can be funded out of existing revenues

|                   |                            | DR     | CR      |
|-------------------|----------------------------|--------|---------|
| 440.760.535.20.10 | Wages Wastewater street    | 82,898 |         |
| 440.760.535.20.12 | Benefits Wastewater street | 22,500 |         |
| 440.000.308.90.00 | Fund balance               |        | 105,398 |





# City Council Agenda Bill

**Meeting Date:** 4/4/2016      **Agenda Item:** 7c

**Subject:** Self-Contained Breathing Apparatus Interlocal Agreement

**Staff Contact:** Chief Richard Curtis

| Approved for Submittal to Council by |                                 |
|--------------------------------------|---------------------------------|
| X                                    | Laurie Gere, Mayor              |
| X                                    | Steve Hoglund, Finance Director |
| X                                    | Darcy Swetnam, City Attorney    |
|                                      |                                 |
|                                      |                                 |

| Action Type |                |
|-------------|----------------|
|             | Ordinance No.  |
|             | Code Revision? |
|             | Resolution No. |
| X           | Contract       |
|             | Public Hearing |
|             | Staff Report   |

**Summary Statement:** The City of Anacortes has applied through the Assistance to Firefighters Grant Program for the replacement of self-contained breathing apparatus. Utilizing a regional option that includes Fire Districts #11, 17, and the Town of La Conner it will increase our chances of being awarded the grant. FEMA grants require that an Interlocal be established prior to the award of the grant, to ensure that each party's Governing Body is in support of their responsibility to pay the 10% share requirement.

**Background:** The City of Anacortes Fire Department operates with Self Contained Breathing Apparatus (SCBA's) that range in age from 12 to 20 years old. Our current breathing apparatus do not meet current standards of safety; three NFPA Code safety cycles have been introduced since the initial purchase of our breathing apparatus. Each SCBA costs approximately \$8,200 dollars each. The replacement of these breathing apparatus have been introduced into the capital facilities process, but insufficient funds are available from the General Fund. This will be the second year applying for this grant to fund replacement of this vital equipment.

The City of Anacortes has applied for many local and regional grants through this same program, and have been successful in receiving awards: such as a live fire training facility, one fulltime firefighter position funded for two years, installation of vehicle exhaust systems in two fire stations, and installation of a sprinkler system in the Main Fire Station, as well as other grants.

A new requirement issued by FEMA in the last grant cycle is that participating agencies are required to sign an Interlocal agreement prior to receiving a regional grant award. The cost of this grant will be divided by the quantities of equipment applied for by each agency. The initial estimate for the grant totals is \$980,786 dollars, with the City of Anacortes allocation at \$366,332 dollars. The 10% share requirement for the City of Anacortes will be approximately \$36,633 dollars. Grant awards will likely be issued in the fall of 2016. The City and partner agencies will have one year to execute the grant from the award date. I plan to seek budget approval of the City's 10% share within the 2017 budget process. If unsuccessful however, I will ask the City Council to budget full replacement of the SCBA's from City reserves in 2017.

| <b>Budget Impact</b>       |                   |
|----------------------------|-------------------|
| Amount Budgeted            | Not in 2016       |
| Budget Account (BARS)      | 001.320.594.25.64 |
| Proposed Expenditure       | \$36,633          |
| Budget Amendment Required? | No                |
| Revenue Source             | General Fund      |
|                            |                   |
|                            |                   |

| <b>Proposed Contract</b> |                   |
|--------------------------|-------------------|
| Contractor               | Unknown           |
| Amount                   | \$366,332         |
| Start Date               | January 1, 2017   |
| End Date                 | September 1, 2017 |

**Previous Council/Committee Action:** Public Safety Committee discussed and agreed to seek grant funding.

**Competing Viewpoints Considered:** None

**Recommended Motion:** I move the City Council authorize Mayor Gere sign the Self Contained Breathing Apparatus Interlocal agreement demonstrating intent to pay 10% share if awarded the grant.

**Alternative Actions:** Deny

**Attachments** (listed in order presented): 2015 SCBA Interlocal Agreement



## 2015 SCBA GRANT INTERLOCAL

This Self Contained Breathing Apparatus ("SCBA) Grant Interlocal ("Agreement") is entered into this \_\_\_\_ day of \_\_\_\_\_, 2016 between Skagit County Fire Protection District #11, Skagit County Fire Protection District #17 ("DISTRICTS"), Town of La Conner ("Town"), and the City of Anacortes ("CITY").

### RECITALS

**Whereas**, the Districts, Town, and City need to replace outdated and outmoded Self Contained Breathing Apparatus; and

**Whereas**, the Districts, Town, and City will gain mutual benefit by qualifying to apply as a regional partnership; and

**Whereas**, the Districts, Town, and City will better serve their citizens and the safety of our mutual aid partners by purchasing compatible Self Contained Breathing Apparatus; now

**Therefore**, the Districts, Town, and City hereby agree to the following terms, the sufficiency of which consideration is hereby acknowledged.

**Agreement:** This Agreement is entered into by the City and Town under the authority granted by section 35A.11.040 RCW, the Districts under the authority granted by section 52.12.031 RCW, and in conformity with chapter 39.34 RCW, the Interlocal Cooperation Act.

1. Application. The Districts, City, and Town agree to make application for a regional Self Contained Breathing Apparatus grant through the 2015 Assistance to Firefighters Grant program administered by the Federal Emergency Management Agency ("FEMA"). The parties affirm that they have received and reviewed all grant documentation, including but not limited to the application and a copy of all assurances, certifications, and acknowledgments required under Federal Law, and that each agency hereby acknowledges and assumes responsibility for compliance with all grant application requirements.
2. City Responsibilities. The City agrees to serve as the host applicant for the regional applicants. The City shall do the following:
  - a. Provide copies of assurances, certifications, and acknowledgments required under Federal Law to each participant as attached (Appendix A).
  - b. Complete grant application and provide sign-off for all agencies. Prepare documents for purchasing and bidding requirements.

- c. Manage purchasing, invoicing, receipt and inspection of grant equipment and make requests for reimbursements.
  - d. Complete grant status reports as required by FEMA. Keep records of grant administration process. Participate in audits required by FEMA and the State of Washington.
3. Responsibilities of all Parties. The Districts, Town, and City agree that, as regional partners in the project, each Party shall do the following:
- a. Provide accurate data in the completion of grant application.
  - b. Participate in meetings required for the efficient administration of the grant.
  - c. Maintain individual records and participate in inventory intervals required by FEMA.
  - d. If awarded the grant, each party agrees to pay 10% share of the specific items each agency requested in the application. Each party agrees to be responsible for ongoing maintenance, repair, maintenance, and liability in the use of each agency's equipment.
  - e. All parties agree to the financial obligation under the grant request as outlined in Table 1. The table allocates the number of SCBA's, spare bottles, RIT Packs, Cascade Systems, and their proportional share of the Air Refill Station. (Exception: The Town of La Conner has an agreement with Fire District #2 for air refill services and will not need to participate in the costs of the regional air refill compressor.)

#### 2015 SCBA GRANT

|                         | Cost per Unit   | FD #17     |                  | La Conner  |                  |
|-------------------------|-----------------|------------|------------------|------------|------------------|
|                         |                 | # of Units | Agency Total     | # of Units | Agency Total     |
| SCBA & 2 Cyl + 1 Masks  | \$8,128         | 15         | \$121,920        | 13         | \$105,664        |
| RIT Pack                | \$5,035         | 2          | \$10,070         | 1          | \$5,035          |
| Cascade System          | \$25,355        | 1          | \$25,355         | 1          | \$25,355         |
| Air Refill              | \$45,635        | 18%        | \$8,149.11       | 0          | \$0.00           |
| <b>Total</b>            | <b>\$84,153</b> |            | <b>\$165,494</b> |            | <b>\$136,054</b> |
| <i>Agency 10% Share</i> |                 |            | <i>\$16,549</i>  |            | <i>\$13,605</i>  |



|                         | Cost per Unit   | FD #11     |                  | City of Anacortes |                  | TOTALS           |
|-------------------------|-----------------|------------|------------------|-------------------|------------------|------------------|
|                         |                 | # of Units | Agency Total     | # of Units        | Agency Total     |                  |
| SCBA & 2 Cyl + 1 Masks  | \$8,128         | 32         | \$260,096        | 37                | \$300,736        | \$788,416        |
| RIT Pack                | \$5,035         | 2          | \$10,070         | 4                 | \$20,140         | \$45,315         |
| Cascade System          | \$25,355        | 1          | \$25,355         | 1                 | \$25,355         | \$101,420        |
| Air Refill              | \$45,635        | 38%        | \$17,384.76      | 44%               | \$20,101.13      | \$45,635         |
| <b>Total</b>            | <b>\$84,153</b> |            | <b>\$312,906</b> |                   | <b>\$366,332</b> | <b>\$980,786</b> |
| <i>Agency 10% Share</i> |                 |            | <i>\$31,291</i>  |                   | <i>\$36,633</i>  | <i>\$98,079</i>  |

- f. If awarded the grant for any jointly owned equipment, all parties agree to be legally and financially responsible for costs of ongoing maintenance, repair, upgrades, and liability for said equipment
  - i. If any party for any reason becomes unable or unwilling to continue to pay any costs associated with ongoing maintenance, repair, upgrades, or costs associated with any jointly owned equipment, that agency will forfeit any present or future interest in the equipment, including the right to use the equipment.
  - ii. Any party wishing to relinquish their interest in jointly owned equipment shall notify the other parties in writing. After receipt of said notice, the remaining parties will provide a letter terminating the relinquishing party's interest in the equipment and clarifying the ownership interests of the remaining parties.
  - iii. If a party fails to pay their share of any costs associated with jointly owned equipment but does not provide notice, the other parties shall provide a letter indicating their intent to terminate the defaulting party's right to use the equipment. If, after 30 days from the date of the letter, the defaulting party has not cured the default by paying any amounts owed, the remaining parties shall send a letter terminating the defaulting party's interest in the jointly owned equipment.
4. **Term:** This Agreement shall be effective on the date of mutual execution and shall continue until terminated.
5. **Termination:** Either party may terminate this Agreement with thirty (30) days advance written notice.
6. **Indemnification/Hold Harmless:** The City agrees to indemnify and hold harmless the Districts and Town, their officers, agents, and employees from and against any claims, losses, actions, or judgments for damages or injury to persons or property arising out of or in connection with the City's sole negligence in acting as the host applicant.

- a. The City does NOT assume any liabilities that occur or arise in any way out for the use or failure to properly use, maintain or repair equipment that may arise by the Districts or Town.
  - b. The City does NOT assume liability for the Districts or Town failure to comply with the assurances, certifications, and acknowledgments.
  - c. With respect to any jointly owned equipment, each party hereby agrees to indemnify, defend, and hold harmless the other agencies, their officers, agents, and employees from and against any claims, losses, actions, or judgments for damages or injury to persons or property arising out of or in connection with that party's use or failure to properly use, maintain, or repair equipment.
7. IT IS FURTHER SPECIFICALLY AND EXPRESSLY UNDERSTOOD THAT THE INDEMNIFICATION PROVIDED HEREIN CONSTITUTES EACH PARTY'S WAIVER OF IMMUNITY UNDER THE INDUSTRIAL INSURANCE, TITLE 51 RCW, SOLELY TO CARRY OUT THE PURPOSES OF THIS INDEMNIFICATION CLAUSE. EACH PARTY FURTHER ACKNOWLEDGES THAT IT HAS MUTUALLY NEGOTIATED THIS WAIVER.
8. **Insurance:** Each party shall procure and maintain comprehensive general liability policy covering all claims for personal injury (including death) and/or property arising out of the parties' performance of their obligations under this Agreement by their elected officials, officers, employees, and agents.
  - a. The limit of liability should not be less than one million (\$1,000,000.00) dollars for each occurrence and two million (\$ 2,000,000.00) dollars aggregate.
  - b. Participation in a self-insured governmental risk pool will satisfy the insurance requirements herein. Proof of the insurance coverage shall be available to the parties upon request.
9. **Assignment:** No Party may assign their rights under this Agreement without the prior written consent of all other Parties.
10. **Entire Agreement/Modification:** This Agreement represents the entire agreement of the parties with respect to the subject matter hereof, and supersedes all prior negotiations or discussions with respect thereto. This Agreement may be amended or modified by written instrument signed by the parties.
11. **Notice:** All communications regarding this Agreement shall be sent to the parties at the addresses listed on the signature page of this Agreement, unless notified to the contrary. Any written notice hereunder shall become effective upon personal service or three (3) business days after the date of mailing by first class or certified mail, and shall be deemed sufficiently given if sent to the addressee at the address stated in this Agreement or such other address as may be hereafter specified in writing.
12. **Authorization:** Each party does hereby represent and warrant to the other that it is duly authorized to enter into and to carry out the terms of this Agreement.



The parties hereby execute this Agreement as of the day and year first set forth above.

SKAGIT COUNTY FD DISTRICT NO. 11

CITY OF ANACORTES

By: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

SKAGIT COUNTY FD DISTRICT NO. 17

TOWN OF LA CONNER

By: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

## APPENDIX A



Assurances and  
Certifications.pdf



Applicant's  
Acknowledgements





SCBA  
CASCADE  
SYSTEM



COMPRESSOR  
SYSTEM

SELF CONTAINED  
BREATHING  
APPARATUS



(RIT PACK)  
RAPID INTERVENTION  
PACK





# City Council Agenda Bill

**Meeting Date:** 3/28/2016    **Agenda Item:** 7d

**Subject:** 2016 Comprehensive Plan Update Review – Transportation Element

**Staff Contact:** Libby Grage, Planning Manager

| Approved for Submittal to Council by |                             |
|--------------------------------------|-----------------------------|
|                                      | Laurie Gere, Mayor          |
| x                                    | Don Measamer, PCED Director |
|                                      |                             |
|                                      |                             |
|                                      |                             |

| Action Type |                |
|-------------|----------------|
|             | Ordinance No.  |
|             | Code Revision? |
|             | Resolution No. |
|             | Contract       |
|             | Public Hearing |
|             | Staff Report   |
| x           | Discussion     |

**Summary Statement:** Tonight we will discuss the Transportation Element of the Draft 2016 Comprehensive Plan. **Please review the DRAFT Transportation Goals and Policies** (beginning after page I-57) **Background Information** (beginning on page II-76) in the [Draft 2016 Comprehensive Plan](#), as well as the attachments listed below.

**Background:** The City is conducting a periodic update of its Comprehensive Plan as required by the Growth Management Act.

| Budget Impact              |  |
|----------------------------|--|
| Amount Budgeted            |  |
| Budget Account (BARS)      |  |
| Proposed Expenditure       |  |
| Budget Amendment Required? |  |
| Revenue Source             |  |

| Proposed Contract |  |
|-------------------|--|
| Contractor        |  |
| Amount            |  |
| Start Date        |  |
| End Date          |  |

**Previous Council/Committee Action:** City Council has been continually updated and involved in the update process over the last few years.

**Competing Viewpoints Considered:** A matrix of public comments and responses regarding the transportation element is attached.

**Recommended Motion:** N/A – discussion only.

**Alternative Actions:** N/A

**Attachments** (listed in order presented):

Transportation Element - [Draft 2016 Comprehensive Plan](#) (hard copies previously provided)  
Memo from Eric Shjarback, City Engineer  
Public Comments/responses on 1<sup>st</sup> Draft – Transportation Element  
Anacortes Parking Study, March, 2015 (TSI)  
Anacortes Bikes and Walks, Anacortes Bike/Pedestrian Advisory Committee, January 9, 2016  
Public Transportation Options in Anacortes, Sarah Idczak, August, 2014





## **ANACORTES PUBLIC WORKS DEPARTMENT**

Eric Shjarback, PE; City Engineer  
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# **Memo**

Date: March 30, 2016

To: City Council

From: Eric Shjarback, P.E., City Engineer

Re: Transportation Element of the 2016 Anacortes Comprehensive Plan

The Transportation Element ensures that the city's transportation system supports land uses envisioned by the comprehensive plan. Being a smaller town Anacortes does not have some of the usual transportation problems as those of the large cities such as multiple fatalities every year or a large freeway bisecting town but we do have some challenges nevertheless and some of these are limited transit service, a desire for safe, non-threatening, non-motorized travel through town, a state highway running through the City and a vibrant downtown very close to a busy port and its associated truck traffic. In order to address these challenges, the goals and policies in this element are intended to promote more efficient use of existing roads, a shift of traffic to other modes, and a reprioritizing of modes to make the City more accessible for all.

The Transportation Plan is supported by and inter-connected with many other elements of the Comprehensive Plan. In particular, the transportation system needs to be designed and sized appropriately to support the same population and employment growth as described in the Land Use Element.

As required by the Growth Management Act, the Transportation Element must demonstrate that there is enough transportation system capacity to serve the land uses that are planned, and to serve them at the level of service established in the goals and policies. This element also includes a financing plan to show how planned transportation improvements will be funded."

A few highlights of the plan include:

1. A section on parking with ideas and proposed policies to deal with parking in the future.
2. A strong emphasis on safety. Safe and non-threatening travel throughout the city on all modes of transportation.
3. New transportation impact fee calculation which we will present at the meeting for discussion.

4. We have a strong concern for safety for all travelers. While making engineering budget and planning decisions the City is proposing a “travel mode prioritization list” giving priority to the most vulnerable users of the street system, in this order:

- Pedestrian
- Bicycle
- Motorcycle
- Transit
- Freight
- Carpool
- Single Occupant Vehicle

We have already received a few comments on this item, which we welcome, the goal is to have public discussion on what we want as a community.

We have welcomed all suggestions, especially ones that combine like policies and/or eliminate duplications. My goal is to make this a working document that I can refer to often and where every page has value that reflects the community's wants and needs.

ES/es



## Public Comments on 1<sup>st</sup> Draft – 2016 Comprehensive Plan Transportation Element

Approximately 110 public comment letters were received from October 27, 2015 through February 10, 2016 regarding the First Draft of the 2016 Comprehensive Plan. Copies of the original letters are available here: [http://www.cityofanacortes.org/public\\_comments.php](http://www.cityofanacortes.org/public_comments.php).  
The following is a summary of comments, concerns and suggested changes along with staff responses.

| #   | From      | Comment(s) Summary                                                                                                                                                                                                                                                                                                                                                                     | Staff Response                                                                                                                   | Action Taken       |
|-----|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 98  | O'Reilly  | Suggest completing a continuous sidewalk along Oakes Ave. from downtown to the Ferry Terminal                                                                                                                                                                                                                                                                                          | This project is included in the Transportation Capital Improvement Plan and supported by policies in the Transportation element. | None.              |
| 133 | Guterbock | Recommends that passenger cars be moved higher on the vehicle priority list for planning, and that smooth and rapid traffic flow be kept in mind when amenities are planned                                                                                                                                                                                                            | There have been mixed comments on this policy. Some positive and some negative. Suggest more Council discussion.                 | None.              |
| 128 | Johnson   | Policy T—1.9 regarding reservation of all undeveloped City ROW for future use and do not vacate City ROW unless overwhelmingly beneficial to the City – this is too broad and strong a restriction on future decision-makers                                                                                                                                                           | Council approved this verbiage.                                                                                                  | None.              |
| 128 | Johnson   | Proposed addition: Coordinate the City transportation plan with other local governmental agencies, in particular the Port of Anacortes and Anacortes School District                                                                                                                                                                                                                   | The Port of Anacortes provided input on the Transportation Element; ASD is benefited by all non-motorized improvements.          | None.              |
| 128 | Johnson   | New Policy Proposal: Encourage the development of a multi-modal transportation center.                                                                                                                                                                                                                                                                                                 | See Policy T-1.22 regarding expansion of multi-modal transportation capital facilities.                                          | None.              |
| 128 | Johnson   | Proposed addition - add new policy under T-2 Safety, Options, Mobility regarding SR20 / 12 <sup>th</sup> St.-Oakes Ave. Corridor – designate as a “major traffic corridor”; do not permit any new private access except through a variance system; all existing non-arterial roads that intersect with SR20/12 <sup>th</sup> shall be blocked off no closer than 1__ from the corridor | See Policies T-1.11 through T-1.18 regarding policies for SR20 / SR20 Spur.                                                      | None.              |
| 128 | Johnson   | Proposed addition – add language under T2 – Safety, Options, Mobility to encourage/require shared transportation ‘pull-outs’ to allow full size buses to completely pull out of the normal lane of traffic                                                                                                                                                                             | See Policies T-1.11 through T-1.18 regarding policies for SR20 / SR20 Spur.                                                      | None.              |
| 128 | Johnson   | Proposed addition – add new policy re: encouraging development of safe and easy-to-use bike and pedestrian walkways around Anacortes and coordinate with regional ped                                                                                                                                                                                                                  | Agree. Added language.                                                                                                           | See Policy T-2.10. |

| #   | From    | Comment(s) Summary                                                                                                                                     | Staff Response                                                                                                                                                                                                         | Action Taken         |
|-----|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
|     |         | and bike routes; also encourage separate grade ped/bike crossings                                                                                      |                                                                                                                                                                                                                        |                      |
| 128 | Johnson | Proposed addition – add policy regarding encouraging one-way streets where existing development and/or geographical issues restrict full width streets | Agree – revised language in T-2.26 to encourage allowing alternative ways to meet standards to promote infill development.                                                                                             | See policy T-2.26.   |
| 128 | Johnson | Proposed addition - Encourage redevelopment of the Tommy Thompson Train                                                                                | Comment noted. Could use more council discussion/direction.                                                                                                                                                            | None.                |
| 128 | Johnson | Proposed addition – new policy to consider an Intelligent Transportation System improvement to reduce impacts of WSDOT Ferry Traffic                   | Agree. Added Policy T-1.14.                                                                                                                                                                                            | Added Policy T-1.14. |
| 128 | Johnson | Proposed addition – add policy to encourage/require all parking lots to use permeable materials to minimize storm water runoff to Puget Sound          | LU-4.2 includes language to update development regulations to emphasize sustainable design in new developments, including forms of Low Impact Development. Development regulations will contain specific requirements. | None.                |





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## **Anacortes Parking Study**

### **Downtown and Cap Sante Marina**

**Anacortes, WA**

**March, 2015**

Prepared for:  
City of Anacortes

Prepared by:  
Transportation Solutions, Inc.

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## Appendix A – Study Design and Methodology



## Introduction

This report presents the results of a parking study within Downtown Anacortes and the adjacent Cap Sante Marina area. The purposes of this report are several:

- To understand basic relationships between parking and land use;
- To understand existing parking conditions of Downtown Anacortes and Cap Sante Marina;
- To identify general approaches and strategies for addressing future land use policy development; and
- To suggest several specific strategies the City can consider implementing to improve parking conditions in Downtown Anacortes.

For the purposes of this analysis, it may be appropriate to clarify several basic terms.

- Parking Supply is the number of parking spaces that exist or are proposed to be constructed as part of a new development to support the needs of that development.
- Parking Demand is the number of parking spaces needed for a specific type of land-use, a group of uses or neighborhood and is often referred to as parking “need” or parking “occupancy.”
- Parking Duration is the length of time that a vehicle occupies a parking stall.

## Parking Considerations

In reviewing this report, several over-arching principles or concepts are worthy of consideration when interpreting study findings and developing a comprehensive parking strategy.

*Parking is an art and a science* - decisions regarding changes to parking policy, design, and enforcement should be based as much as possible on good data (the science) so parking improvements have the desired effect and are not based on hearsay or random perception. Once a strategy or group of parking related improvements are identified, the extent or degree of a specific application (areas or subareas where parking controls are posted, length of time limits, type of enforcement policy, etc.) must be developed in the context of the area, the types of land uses, and the attitudes, values and demographics of the community served by the parking (the art). A parking strategy and each incremental change to that parking strategy should support the types of land uses and businesses identified in the comprehensive plan to be supportive of rather than a barrier to, achieving the vision of desired land-use plans and policies.

*Balancing perception and reality* - Parking availability and ease of use are commonly interpreted differently by different people who may be looking at the very same condition. For example, one person may find parking within one block to be very acceptable where another person may have an expectation that the parking should be available near the front door of their destination. One person may find parking on the main street but two blocks away very acceptable where a parking stall around corner and at the end of a side street block is considered unacceptable, even though the walking distance may be identical. Parking is one of the most tangible elements within any community. Business owners, customers and visitors often make their choice of where to locate, shop or spend leisure time based on their perception of the ease of access and parking. While there is never a perfect balance among the many factors that make a vibrant downtown, parking is a very important and often overlooked consideration. The challenge in developing a parking strategy is attempting to understand the attitudes and values of the community and tailoring individual parking policies, improvements, management, and enforcement techniques to serve the majority of interests in the community.



*One size does not fit all conditions* - this principle applies in two different ways. First, just because a parking strategy worked in some other city, it does not mean that it will be effective in Anacortes. For example, on-street parking meters may be an excellent strategy in Seattle or Tacoma but not in Redmond or Kirkland. Second, a strategy in one part of the downtown may be appropriate where parking is often full but this same technique could be overkill and a waste of resources in another part of downtown. For example, parking conditions in the North Retail Core of Anacortes appear to warrant creation of on-street parking where such measures may not be warranted in the South Retail Core until higher density development occurs. Tailoring strategies to fit individual areas or circumstance need to be balanced with consistency such that too much variation creates confusion and leads to user frustration. Again, a balance must be achieved.

*Regular communication* – Like a living organism, cities and neighborhoods are constantly changing. Accordingly, to accomplish long-term economic development and land-use goals, parking conditions must also change, and in some cases those parking improvements can help lead that change. The kind of communication among city staff, the business community, the general citizenry through specific outreach efforts and larger scale programs like the Comprehensive Plan Update are essential for understanding how parking and other community needs are shifting. This communication in combination with periodic monitoring and updates of this parking study will provide the City with the basis for measuring change and proactively planning and programming for incremental changes that respond to the changing conditions in the downtown and Cap Sante Marina. The input received through several community workshops, numerous Community Advisory Committee meetings, and discussion with Planning and Economic Development, Public Works, and Police Department staff have focused the efforts of this study on issues unique to Anacortes.

### **Parking and Land Use Relationships**

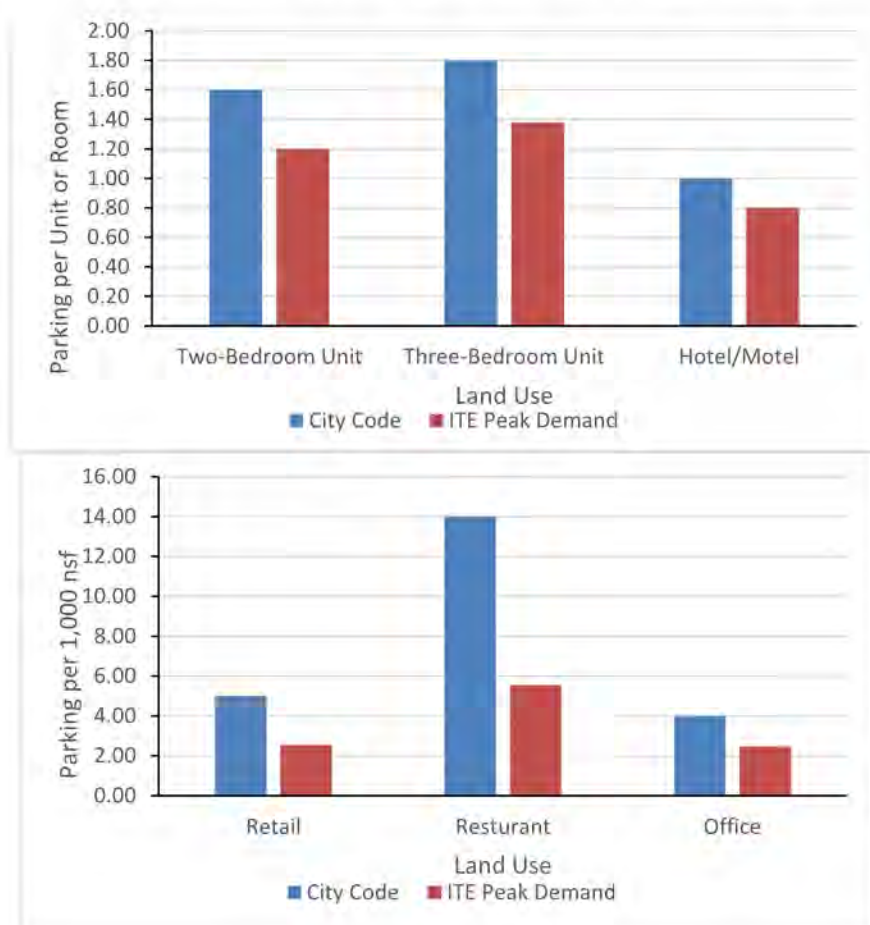
Parking is an important, but often overlooked, consideration in land use and economic development decisions. It is important because in most American cities (even in urbanized areas) the automobile remains a primary mode of mobility, even if it is not used for daily commuting.

At the same time, providing parking on properties that are small, oddly shaped, and/or sloped is physically challenging, costly, or both. Cost and physical constraints often challenge the financial feasibility and marketability for new development and redevelopment of existing properties. Accordingly, finding the balance between City required parking supply, actual parking need, development feasibility, and marketability is a continuous cycle. This set of relationships is illustrated in Figure 1.

Challenging this cycle is the observation that statutory parking requirements for new and redeveloped land uses are often greater than peak parking needs. Anacortes is not unique in requiring somewhat more off-street parking than needed. This pattern has emerged because most cities want to avoid parking spill over onto the public streets.

To illustrate this principle a comparison of peak parking demand for different types of land-use as assembled by the Institute of Transportation Engineers (ITE) is compared against the City of Anacortes minimum parking requirements. This shows that for residential development the number of parking spaces required is roughly 20% or more than the peak demand. For commercial and retail uses, the required parking appears to be roughly twice as large as nationally observed peak parking demand. These relationships are illustrated in Figure 2 below.



**Figure 1: Parking and Feasibility Relationships****Figure 2: Required Parking versus Peak Parking Demand**

In areas like the Downtown and other areas where commercial and higher density multifamily residential development are contemplated the amount of required parking, the rate of desired land development and on-street parking are closely interrelated. As noted above, if minimum parking requirements are in excess of needs, the added cost of providing the surplus parking stalls can dampen the economic feasibility of desired land use development but the likelihood of on-street parking spillover is substantially reduced. In contrast, if parking regulations permit development with parking supply that is less than likely parking demand, development of those uses may be encouraged by reducing the development costs associated with provision of on-site parking but unmet parking demands will make on-street parking more congested unless specific controls are put in place to manage that spillover. Accordingly, if higher density multifamily development is desired in the Downtown, consideration of reduced parking requirements (that match the character of the multifamily development) to increase development feasibility could be considered. Such changes in minimum parking requirements should, however, recognize that there could be some parking on-street spillover that could necessitate increased parking management and enforcement.

This balancing occurs differently in different cities. The City of Seattle encourages micro housing by permitting development with no parking space requirements. This has encouraged a boom in this type of development. In several areas, the on-street parking spillover has been managed through on-street residential parking zones where residents in a geographic area can purchase a permit allowing them to park in a selected neighborhood. Kirkland has amended their multifamily parking requirement to recognize the lower parking needs for micro housing development based on surveys of these types of units elsewhere. Redmond reviews these applications on a case-by-case basis granting variances where reduced parking can be justified. In all cases, reductions have recognized the availability of public transportation, the availability of support of commercial businesses (grocery stores, restaurants, personal services, etc.) and the pedestrian and bicycle network that provide barrier free linkages within those areas.

### **Parking Variation**

It is important to recognize that the parking supply for any single land-use should be 10% to 15% greater than the parking demand to account for the natural turnover in parking stalls as one car vacates a parking stall and another car enters the parking area. Introducing this turnover factor into a comparison of the parking need versus parking required assessment, it appears that Anacortes requirements for residential and office uses are reasonable with requirements exceeding peak ITE demand by 25% to 33%. Any excess accommodates periodic surges in parking demand. Retail and restaurant parking requirements, on the other hand, exceed actual parking needs by 250% which could make it difficult for restaurants and retail to economically expand or develop in the Downtown.

Parking needs fluctuate throughout the day and each land use has different patterns with peaks that occur at different times of the day. If each individual land-use development provides parking for its exclusive use the supply would substantially exceed the cumulative need of a combination of land uses. As illustrated in Figure 3 below, most obvious are the daytime uses like offices that have the peak parking demand during the day but almost no parking demand in the evening and residential uses that use 60% to 80% of their parking during the day with the peak occurring during the late evening. Accordingly, in mixed-use environments where parking can be shared, a shared or joint use parking strategy can minimize the number of parking stalls needed for a combination of users. For example, typical nighttime peak parking generators (e.g. residential, higher end restaurants) can share a portion of their parking stalls with uses that have peak daytime parking demands (e.g. professional offices,



casual restaurants, medical-dental services). Depending on the mix of uses a shared parking provision can reduce required parking by 5% to 30%.

**Figure 3: Hourly Variation of Parking Demand by Land Use**



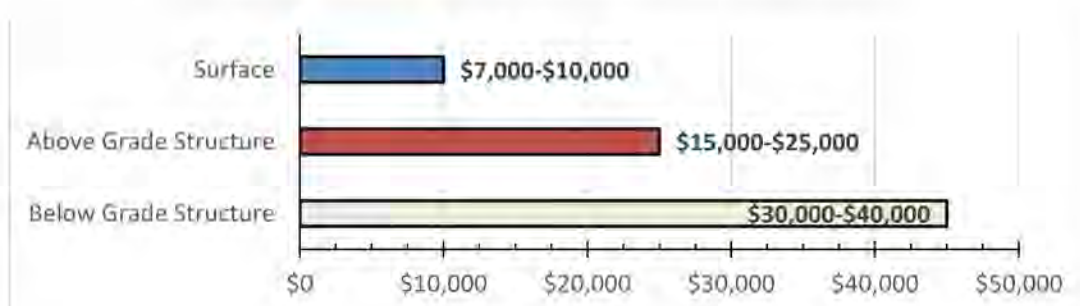
Where a large combination of uses similar to the range of uses that exist in Downtown Anacortes, the combined parking demands are substantially less than if all these uses were required to provide parking individually. Figure 4 illustrates a condition with a wide range of uses sharing a common parking area and shows how offsetting peak parking demands of different uses can result in a lower combined parking demand as compared to the sum of the individual peak parking demand conditions.

**Figure 4: Hourly Variation of Parking Demand by Land Use**



Requiring more parking than needed is an important consideration because it can be expensive to provide accessory parking. This is further complicated because the size, shape and condition of developable sites can add to the difficulty of providing parking. As parcel sizes become smaller the density of development needs to increase to support the cost of providing parking. Figure 5 shows that surface parking is the least costly but this does not include any cost associated with the underlying real estate cost. As development density increases, structured parking can be considered provided that the size of the parcel permits an efficient parking layout and permits sufficient space for ramps and alternative access. The construction cost of parking stalls in standalone garages ranges between \$15,000 and \$25,000 per stall. When required parking necessitates underground construction or as part of the structure of a building, the construction cost increases further to \$30,000-\$40,000 or more. As noted above, these costs need to be recovered as part of any new development or major redevelopment. Accordingly, the number of parking stalls required in association with any new development can have a major influence on the financial feasibility and/or cost of the final development to businesses or residents.

**Figure 5: Typical Parking Stall Construction Cost Ranges**



### Parking Study Findings

A parking study of the Downtown Anacortes and Cap Sante Marina area was performed as part of the Anacortes Comprehensive Plan Update. The parking study inventoried the parking supply both on-street and off-street. The parking use characteristics were recorded for weekday and weekend conditions. The parking stall use (parking demand) and the parking turnover on selected on-street segments were recorded.

#### *Study Area*

The study area was defined in coordination with City staff. The Downtown study area is generally bounded by streets within the Downtown; 3<sup>rd</sup> Street, 11th Street, N Avenue and R Avenue as depicted in Figure 6. The Downtown study area was defined further by distinguishing the core area which included the area one block deep to the east and west of Commercial Avenue from the rest of the Downtown. The Downtown Retail Core is further divided in half into north and south core areas so parking characteristics could be more precisely recorded so recommendations could be tailored more specifically. The Downtown edge formed a one block edge along each side of the core. The Cap Sante area was divided into several distinct parking areas and all parking was considered off-street parking even though much of this parking is available for public use.



Figure 6: Parking Study Area Map



Figure 6: Parking Study Area Map

### *Parking Supply*

In the downtown, there are a total of 2114 parking stalls. 1175 stalls are on-street and 939 stalls are off-street. For the entire downtown this means that 55% of the parking stalls are on-street. The high proportion of on-street spaces is typical for small and medium-sized cities. Note however, the proportion of on-street spaces drops to 46% and 40% of each subarea for the North Retail Core and South Retail Core respectively.

**Figure 7: On-Street and Off-Street Parking Supply**

### *Parking Occupancy*

On a weekday during the summer and a weekend day during the fall of 2014, a study of the number of occupied parking stalls was made. This study recorded data on a block by block and block face by block face basis. The process for making these studies is presented in Appendix A. In reviewing these findings, it is important to note that functional occupancy of spaces occurs when a parking area is between 85% and 95% full. For areas with low turnover (long-parking duration like Cap Sante Marina) a higher percent occupancy can be tolerated, for example; 95% in higher turnover areas (shorter parking duration like the restaurant area on Commercial in the North Retail Core), 85% occupancy reflects a full capacity condition.

During weekdays, the peak parking occupancy in Downtown was slightly over 50%. Looking more closely, the North Retail Core was occupied at almost 80% while the South Retail Core was 60% occupied. This peak generally occurred between 12 noon and 2 PM.

**Figure 8: On-Street Peak Weekday Parking Occupancy and Supply**



On weekend days, the on-street parking was observed to be slightly less than half-full for the entire study area but in the North Retail Core the occupancy exceeded 95%. The South Retail Core however dropped to 45% occupancy.

**Figure 9: On-Street Peak Weekend Day Parking Occupancy and Supply**



Off-street parking on a weekday was observed to be about 50% occupied in the downtown area with 67% of the North Retail Core off-street parking occupied and only 42% of the South Retail Core parking occupied.

Cap Sante Marina parking was over 90% occupied on a summer weekday. Since several areas are gravel or designed for vehicles with trailers, this occupancy is a general approximation of off-street parking lot capacity.

**Figure 10: Off-Street Peak Weekday Parking Occupancy and Supply**



On a weekend day, the occupancy of off-street parking dropped to about one third of the spaces occupied in the Downtown area. This occupancy appeared to be relatively uniform throughout the Downtown with the North Retail Core and the South Retail Core experiencing roughly the same occupancy.

Cap Sante Marina saw a drop on weekday parking occupancy to about 85%. Some of this decline as compared to weekend conditions is likely related to the seasonal variation and a slight decline in the winter.

**Figure 11: Off-Street Peak Weekend Day Parking Occupancy and Supply**



### *Parking Duration*

A selected number of street segments were surveyed on weekends and weekdays to determine the duration that cars are parked. In part, this was to determine if drivers were using parking in the core Downtown area for long-term parking or if the parking controls in place appeared to be effective. Based on this survey, more than 90% of the cars parked in Downtown parking are parked for two hours or less. The majority of those (80% of the cars parked in Downtown) on-street were parked for one hour or less.

This pattern suggests that the 2-hour parking time limits and enforcement of those time limits are effective. This relatively short parking duration also suggests that Downtown visitors come for a single or limited number of purposes and are not staying for any substantial length of time. Under existing conditions, it does not appear that parking time limits are causing this short parking duration.



**Figure 12: On-Street Weekday Downtown Parking Duration**

### *Parking Controls*

Parking controls in Downtown Anacortes are confined to posted time limits. Most of the of the Downtown core one block on either side of Commercial Avenue between 4<sup>th</sup> Street and 10<sup>th</sup> Street is signed for two-hour parking limits. This parking time limit generally applies on Monday through Saturday although there are a few locations where the time limits are limited to Monday through Friday on 8<sup>th</sup> Street adjacent to a multifamily use.

There is a limited number of short-term parking spaces (less than 30 min.) located near the post office.

There are two on-street loading zones which often appear to be utilized for long periods without a substantial amount of loading activity.

Parking for disabled drivers and passengers is located throughout the Downtown with the majority focused near intersections where wheelchair accessible ramps provide barrier free access on to sidewalks.

### *Parking Enforcement*

Enforcement is provided by a single officer on a part time basis. Based on the observation of typical parking duration and observations made while parking occupancy induration studies were being conducted, it appears that the level of enforcement is effective in maintaining parking turnover within the two-hour limit.

There are some locations where some employees and/or business owners may overstay the two-hour time limit. Presently, this appears to affect less than 2% of the parking stalls in Downtown Anacortes. As Downtown parking becomes more congested, enforcement of overstaying parking in many areas will need a higher level of enforcement.

### **Strategic Parking Options**

Parking strategies are most effectively implemented in phases or stages with lower intensity measures first, followed by those that are more visible or tangible. A common hierarchy is often referred to as the “Three E’s” – Education; Engineering, and Enforcement. Expanding on this theme Educational measures

can also include policies and programs; Engineering can include operational measures; and Enforcement can include various types of controls and different compliance strategies. The following matrix provides a general list of strategies and options as a toolbox of resources that can be considered in refining a comprehensive parking management program.

There are an endless set of permutations and combinations of techniques that can be combined to find the right balance of incentives and disincentives to modify parking behavior. Likewise, each of these individual techniques need to be tailored to respond to the unique conditions that exist in Anacortes. Further, a parking strategy is part of a much broader set of land use and transportation conditions.

Accordingly, the parking management program appropriate for South Lake Union in Seattle or Downtown Auburn may not be appropriate for Anacortes. Nonetheless, it may be possible to take elements of those strategies and reshape them to fit Downtown Anacortes conditions. While the following is not to be a full list of strategies, it embraces many basic options that may be worth considering in one form or another. Parking in Downtown Anacortes and Cap Sante Marina can be a complimentary or competing element of land use and economic development goals.



*Education and Policy Development Options*

| Parking Option                                                                                                                                                                                                                                                                                                               | Advantages                                                                                                                                                                                                                | Disadvantages                                                                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>General Public Outreach</b><br>Coordinated City programs/communications involving Police, Planning and Public Works. Sharing improvements and changes that affect the public (i.e. restriping parking or modifying time limits of fines, etc.). Works best when affected parties can be involved in any potential change. | <ul style="list-style-type: none"> <li>• Demonstrates the City is engaged and is aware of concerns.</li> <li>• Moderate to low cost.</li> <li>• Minimizes adverse reaction when changes do occur.</li> </ul>              | <ul style="list-style-type: none"> <li>• Requires follow-up on part of staff to be effective.</li> </ul>                                                                                                                 |
| <b>Chamber/Business Programs</b><br>Owners and employees of downtown businesses distribute/post parking information to customers and other business owners/operators. Can include handing out courtesy reminders to owners/employees who are usurping customer parking.                                                      | <ul style="list-style-type: none"> <li>• Creates ownership with those affected by any parking regulations.</li> <li>• Low cost.</li> <li>• Usually received more positive than traditional police enforcement.</li> </ul> | <ul style="list-style-type: none"> <li>• Selected owners/employees may be resentful.</li> </ul>                                                                                                                          |
| <b>Refine Off-street Parking Requirements</b><br>Review parking requirements and bring required parking into alignment with actual parking demand needs. Consider reduced and shared use parking requirements for the Downtown.                                                                                              | <ul style="list-style-type: none"> <li>• Requires only as much parking as needed.</li> <li>• Increase utility of available land.</li> <li>• Encourages new business development.</li> </ul>                               | <ul style="list-style-type: none"> <li>• May add short term pressure to on-street parking.</li> <li>• May result in longer walking distances between parking stalls and desired business destinations.</li> </ul>        |
| <b>Encourage Shared Use of Existing Off-Street Lots</b><br>Encourage more than one business or user to share the off-street parking in a single parking area. Particularly useful when a daytime user can share with a nighttime user.                                                                                       | <ul style="list-style-type: none"> <li>• Provides higher utility of limited off-street parking spaces.</li> <li>• Builds neighborhood cooperation.</li> <li>• Can generate income for the parking lot owner.</li> </ul>   | <ul style="list-style-type: none"> <li>• Requires some type of shared use agreement to manage liability.</li> </ul>                                                                                                      |
| <b>Off-Street Tandem Parking</b><br>Permit tandem parking stalls for low turnover and residential users where cars are parked one right behind the other.                                                                                                                                                                    | <ul style="list-style-type: none"> <li>• More efficient use of limited off-street space.</li> <li>• Utilizes awkward sized parcels.</li> </ul>                                                                            | <ul style="list-style-type: none"> <li>• Requires flexible and compatible users.</li> </ul>                                                                                                                              |
| <b>In-Lieu of Parking Policy</b><br>Permits new or expanded development to pay a fee for parking stalls that cannot be provided on-site.                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>• Decrease development costs.</li> <li>• Increases feasibility of small parcels.</li> <li>• Makes expansion possible in existing built-up areas of a downtown.</li> </ul>          | <ul style="list-style-type: none"> <li>• City needs to keep track of funds.</li> <li>• Funds can only be used for capital construction of parking stalls.</li> <li>• Parking may not be conveniently located.</li> </ul> |

|                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>Parking built by City will be for general public use, not the exclusive use of the fee payer.</li> </ul>                                                                                                                                      |
| <b>Residential Parking Zones</b><br>Zones of on-street parking that are usable to permit holders only during certain times of the day (sometimes all day). | <ul style="list-style-type: none"> <li>Protects residential areas from spillover parking generated by adjacent commercial/institutional users.</li> <li>Serves to support older neighborhoods without off-street parking and/or encourage new development in areas where off-street parking is difficult/costly to provide.</li> </ul> | <ul style="list-style-type: none"> <li>Requires a study to justify establishing a special use parking zone.</li> <li>Requires additional and very regular enforcement.</li> <li>Requires establishing a new City program that must be managed and monitored continuously.</li> </ul> |

### Engineering and Operations Options

| Parking Option                                                                                                                                                                  | Advantages                                                                                                                                                                               | Disadvantages                                                                                                                                                                                                                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Head-in Angle Parking</b><br>Where space permits restripe, parallel parking into angled parking on one or both sides of a street. Can be back-in or head-in. Angle can vary. | <ul style="list-style-type: none"> <li>Easier to pull into parking space</li> <li>Efficient use of right of way.</li> <li>Low cost.</li> </ul>                                           | <ul style="list-style-type: none"> <li>Must back out into traffic lane.</li> <li>Limited sight lines when backing out.</li> <li>Travel way (lanes) width reduced.</li> <li>May require one-way streets.</li> </ul>                             |
| <b>Back-in Angle Parking</b><br>Where space permits restripe, parallel parking into angled parking on one or both sides of a street. Can be back-in or head-in. Angle can vary. | <ul style="list-style-type: none"> <li>Easy to exit parking space.</li> <li>Efficient use of right of way.</li> <li>Low cost.</li> </ul>                                                 | <ul style="list-style-type: none"> <li>Can be difficult for some drivers to back into parking space.</li> <li>Travel way (lanes) width reduced.</li> <li>May require one-way streets.</li> <li>Can cause delays to through traffic.</li> </ul> |
| <b>Mark Parallel Parking Stalls</b><br>Simply mark stalls where parallel parking already exists on either side of Commercial Avenue.                                            | <ul style="list-style-type: none"> <li>Can make efficient use of curb space.</li> <li>Creates uniformly sized spaces.</li> </ul>                                                         | <ul style="list-style-type: none"> <li>May lose some parking supply.</li> </ul>                                                                                                                                                                |
| <b>Expand Signed Time Limits</b><br>Extend time limits into Downtown fringe. Time limits may be different outside of Downtown core.                                             | <ul style="list-style-type: none"> <li>Encourages parking turnover.</li> <li>May elect to graduate time limits in tiers increasing time with distance from the Downtown core.</li> </ul> | <ul style="list-style-type: none"> <li>May create parking spillover to CBD perimeter and residential areas.</li> <li>May adversely impact long term users.</li> <li>Less parking for Owners/Employees.</li> </ul>                              |



|                                                                                                                                |                                                                                                                                                                                                                                                                |                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Install Parking Meters/Pay Stations On-Street</b><br>Install parking meters or pay stations.                                | <ul style="list-style-type: none"> <li>Generates revenue.</li> <li>Encourages parking turnover.</li> </ul>                                                                                                                                                     | <ul style="list-style-type: none"> <li>General public, particularly retail customers often opposed.</li> </ul>                                     |
| <b>City Owned Lots</b><br>Build public parking lot in the Downtown area.                                                       | <ul style="list-style-type: none"> <li>Increases parking supply.</li> <li>Reduces pressure on short term on-street parking.</li> <li>Could be partially funded by In-lieu fees.</li> <li>Could use remnant or underutilized publicly owned parcels.</li> </ul> | <ul style="list-style-type: none"> <li>Detracts from urban design goals.</li> <li>Not a long term solution.</li> </ul>                             |
| <b>Municipal Garage</b><br>Construct a public parking garage located near Downtown.                                            | <ul style="list-style-type: none"> <li>Adds parking supply in an efficient space.</li> <li>Increases parking supply.</li> <li>Reduces pressure on short term on-street parking.</li> </ul>                                                                     | <ul style="list-style-type: none"> <li>Very high cost.</li> <li>Highly concentrated parking does not serve entire Downtown efficiently.</li> </ul> |
| <b>Business Association Lots</b><br>Construct or purchase existing off-street by a group or association of private businesses. | <ul style="list-style-type: none"> <li>Businesses invested in their success.</li> <li>Businesses have more control.</li> </ul>                                                                                                                                 | <ul style="list-style-type: none"> <li>May be restricted to selected users.</li> <li>May require a validation program.</li> </ul>                  |

### Enforcement Options

| Parking Option                                                                                                                                                                                                                                                                                                                                                               | Advantage                                                                                                                                           | Disadvantage                                                                                                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| <b>More Consistent Enforcement</b><br>Enforce all parking where regulations are posted and provide enforcement on more of a full-time basis.                                                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>Higher compliance with regulations.</li> <li>Reduces user confusion.</li> </ul>                              | <ul style="list-style-type: none"> <li>Potential business impacts.</li> <li>May require more staff.</li> </ul> |
| <b>Community Service Officer and Courtesy Parking Notices</b><br>Authorize a person who is not a sworn police officer to serve as a Downtown ambassador to help guide visitors to desired destinations in the Downtown and provide courtesy notices explaining the parking regulations and suggesting parking options. Schedule can complement part-time police enforcement. | <ul style="list-style-type: none"> <li>Provides active public relations.</li> <li>Reinforces parking regulations in a positive way.</li> </ul>      | <ul style="list-style-type: none"> <li>Minor cost (or volunteer possibility).</li> </ul>                       |
| <b>Consolidate and Align Parking Regulations</b><br>Review existing parking regulations to ensure they are enforceable and develop a penalty schedule that is effective at motivating desired compliance.                                                                                                                                                                    | <ul style="list-style-type: none"> <li>Parking regulations are consistent and fair.</li> <li>Reduce appeals and court time for officers.</li> </ul> | <ul style="list-style-type: none"> <li>May generate adverse public reaction.</li> </ul>                        |



## Preliminary Recommendations

Based on this analysis and discussion with staff, the following summarize preliminary recommendations. Each of these recommendations should be considered in the context of other land use and economic development policies and adjusted to be supportive and compatible with those policies. The timing associated with implementation of each of these programs can vary. Some programs or improvements may be warranted as an incentive to achieve land-use goals while implementation of others will relate to increases in parking demand generated by general growth as well as occupancy of new, higher density development. The following provides general guidelines regarding the current priority assessment. Implementation timing should be reviewed periodically to ensure that any parking improvement is made consistent with changing needs. Near-term changes are likely appropriate as incentives for encouraging the types of land-use is desired and creating consistency in existing plans and policies. Mid-term improvements are intended to address redevelopment and increases in general growth. Long-term improvements are related to new development and may be accelerated if incentivized policies and programs coupled with population and job growth occur more rapidly.

### *Near-Term and Ongoing*

- Conduct a comprehensive review of the City zoning code and align parking requirements in the Downtown area with desired land-use changes. Specifically, consider reducing off-street parking requirements for retail and commercial uses and tailor off-street parking requirements for different types of specialty land-use development with particular emphasis on higher density multifamily and other housing types (e.g. senior living, work force living, etc.) that may be logical residential uses in the Downtown area that support demographic trends and distinguish off-street parking requirements in the Downtown core and other locations where higher densities are desired from those in other parts of the City requirements.
- Strive to bring required minimum parking space standards for new development to no more than 15% of forecasted parking needs. Peak demand/need can be determined by using national studies like the Institute of Transportation Engineers (ITE) or local studies that reflect local demographics.
- Reestablish a fee in-lieu of policy and create an off-street parking construction fund that can improve City-owned and/or purchased properties including any salvage properties that can be converted to general purpose public parking.
- Revise shared or joint-use parking policies with particular attention to sharing customer retail parking spaces with resident visitor spaces.
- Continue to engage the Chamber of Commerce and other business groups in educating Downtown business and property owners as a partner in a parking program. Continue to periodically meet with Downtown representatives to exchange ideas and initiatives so Downtown parking supports common best interests.
- Include parking improvements as part of the City's public outreach initiative so the general public is aware in advance of the changes and the benefits associated with those changes.
- Continue to remark wider east-west streets with angle parking. Evaluate angle parking on both sides of a street and/or shallow angle parking in light of circulation requirements since 60° angle parking on both sides of most east-west streets will likely cause traffic to be confined to one-way traffic only. Such a vehicle circulation pattern could result in a major change to circulation throughout the Downtown and could create more confusion than benefit. The North Retail Core should be considered in the near-term.
- Continue to work with the Chamber of Commerce and other Downtown business organizations to utilize courtesy notices and other programs to educate business owners, building owners, and employees to smart parking options that encourage long-term parking outside of the Downtown



Retail Core. These may be a programs limited to weekends and/or during the summer when parking demands are higher.

#### *Mid-Term*

- In the South Retail Core remark wider east-west streets with angle parking. Evaluate angle parking on both sides of a street and/or shallow angle parking in light of circulation requirements since 60° angle parking on both sides of most east-west streets will likely cause traffic to be confined to one-way traffic only.
- If time limit violations become more frequent (particularly during high demand seasons of the year) consider increasing enforcement. So as not to deplete the resources required to provide the desired public safety objectives, consider creating a position or class of parking enforcement officer who may not be a sworn police officer but would have the authority to issue parking citations and assist in temporary manual traffic control.
- Consider a second ring of parking time limits beyond the 2-hour parking zone for 3-hour or 4-hour time limits to serve customers who need or want to have longer visits to the Downtown, but to discourage all-day employee parking. For example along O Street and Q Street in the Downtown Core.
- Work with business owners to share privately owned single use off-street parking areas among several compatible businesses.

#### *Long-Term*

- Consider establishing residential permit parking zone(s) on the Downtown edge particularly in areas where the City wishes to encourage higher density multifamily workforce housing units. Care must be taken to moderate multifamily parking spillover impacts into single family residential neighborhoods.
- In Cap Sante Marina, consider defining parking stalls in unpaved areas so the space can be used more effectively and increase the number of available parking stalls. Since this area is near the shoreline, care should be taken in managing the storm water runoff so options that do not require paving could be considered.

#### *Ongoing*

- Minimize barriers to ensure that public parking is easily accessible through ongoing maintenance and construction efforts. Examples could include:
  - Curb bulbs to reduce walking distances across streets,
  - Good drainage to minimize puddles at the curb edge and in the walking path,
  - Properly designed curb ramps for the elderly and disabled.
  - Sidewalks that are in good repair with minimal or no slab offsets due to differential settlement and/or tree roots (toe catchers).

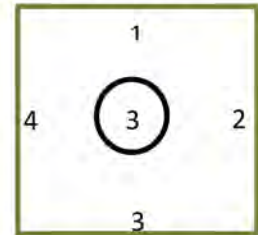
## Appendix A Parking Study Design

### Study Area

The two areas studied in Anacortes included the Downtown and the Cap Sante Marina. The Downtown included the 27 block area generally bounded by 3<sup>rd</sup> Street to 11<sup>th</sup> Street and N Avenue to R Avenue. The downtown was further divided into subareas that were labeled North Retail Core, South Retail Core, and the Central Business District Fringe or Outer Downtown area as described earlier in this study report.



A reference grid was developed to identify each block with a letter and a number. This grid network is illustrated on the left with the letters across from west to east and numbers from north to south. For example, the block in the northwest corner of the study area was labeled block 1A. The numbers 1 through 4 were assigned to each curb face of the given block. The north curb face was always numbered with "1", east curb face with "2", south curb face with a "3", and west curb face with a "4" as illustrated to the right. This level of detail allows stated to be analyzed on a block by block and block base by block face basis so decisions regarding changes in time limits, need for additional parking stalls, or other changes in regulation or enforcement can be made on a factual basis. Further, if a follow-up study is performed, more direct comparisons can be achieved to identify changes in parking characteristics.



The Cap Sante Marina was divided into subareas since the parking is organized more like an off-street parking lot. Parking Lots 1, 5, 6, and 7 are paved parking lots with marked parking spaces for cars. Parking Lots 2, 3, 4, and 8 are unpaved and do not have marking parking spaces. These parking lots are largely used for boats and boat trailers and overflow peak parking.



### Parking Supply

The first step in evaluating parking is to understand the number of parking spaces currently available in Downtown Anacortes. To get a complete picture of the parking supply, both on-street and off-street parking stalls were inventoried. While off-street parking does not fall within the day-to-day control of the city, it is important to understand this component of the total parking supply so decisions regarding the need for parking and associated land uses are not made solely on the basis of the publicly available and managed parking supply.

The on-street parking supply was determined by measuring each block face and deducting the space required for setbacks from the intersections and driveways. The space remaining was then divided by the average length of a car to determine the number of parking stalls that could potentially park on a



given block face. A visual check of the inventory was also performed using Google Earth to adjust the mathematical calculation to reflect unusual spacing characteristics between driveways, approaches to alleys, and/or no parking areas. Because on-street parking stalls are not marked in all locations, minor adjustments were made based on field observations. This parking supply was tabulated on a block face basis.

The off-street parking supply was initially determined by counting the parking stalls in open lots and adjacent to buildings using Google Earth. A field review was then performed to verify areas where parking spaces were unmarked or the use of a particular area was unclear from the aerial photograph.

In the Cap Sante Marina area, parking spaces were counted where stalls were marked on the pavement. In unpaved or unmarked areas, an estimate of the number of car spaces (or spaces for cars with trailers) were estimated by dividing the total parking lot area by the average area required for a car or for a car and trailer (including circulation area). Adjustments to these initial estimates were made based on observations of actual use collected during field counts.

### **Parking Occupancy**

The number of cars parked were recorded on midweek weekday and weekend day in both the downtown and Cap Sante area. Counts on-street and off-street were made on two hour intervals starting at 8 AM through 6 PM and were recorded by block or blocks face.

On-street parking counts were performed by two teams of counters that drove within the study area counting the parked cars recording the count by block face for on-street parking and by block for off-street parking. The data on the parking occupancy sheets were then transferred to a spreadsheet where the number of occupied stalls on a block-by-block and subarea-by-subarea basis were summarized.

During the same time intervals, off-street parked cars were counted. Again, the teams drove to/through the off-street parking lots/areas while the counter counted the number of cars parked and recorded the data for each time interval. The parking data was again transferred to the spreadsheet for tabulation on a block-by-block basis. This same procedure was used to count the number of cars parked in the Cap Sante Marina area.

### **Parking Duration**

The average duration for cars parked in downtown was surveyed on several block faces in the North retail core, the South retail core and the downtown fringe. These block faces were selected based on direction from city staff to ensure that such focused surveys were representative examples of each subarea. To measure parking duration, the last three characters on the license plates of cars parked along each of selected block face was recorded on hourly intervals between 8 AM and 6 PM. These studies were performed on the same mid-week day and weekend day as the parking occupancy studies.

At the end of the day, the license plate characters were compared from one hour to the next to determine the length of time that each vehicle stayed on the same block face. If the same license plate characters were observed in two consecutive hours it was assumed the average duration would be one hour. If the same license plate characters were observed on the same block face during four consecutive surveys, that same car was not observed during the fifth survey, it was assumed that the duration would be 4 hours even though it might have been slightly longer. The information for each block face on each day was organized into intervals ranging from 0 to 1 hour up to over six hours. No parking duration studies were performed in the Cap Sante Marine area.

# On- Street Parking Occupancy

Field Inventory Sheet

Area of Study \_\_\_\_\_

Date of Study \_\_\_\_\_ Surveyor \_\_\_\_\_

Day of the Week \_\_\_\_\_

| Block-Curb<br>Face | Time of Day |          |          |         |         |         |
|--------------------|-------------|----------|----------|---------|---------|---------|
|                    | 8:00 AM     | 10:00 AM | 12:00 PM | 2:00 PM | 4:00 PM | 6:00 PM |
| 1A-1               |             |          |          |         |         |         |
| 1A-2               |             |          |          |         |         |         |
| 1A-3               |             |          |          |         |         |         |
| 1A-4               |             |          |          |         |         |         |
| Time               |             |          |          |         |         |         |
| 1B-1               |             |          |          |         |         |         |
| 1B-2               |             |          |          |         |         |         |
| 1B-3               |             |          |          |         |         |         |
| 1B-4               |             |          |          |         |         |         |
| Time               |             |          |          |         |         |         |
| 1C-1               |             |          |          |         |         |         |
| 1C-2               |             |          |          |         |         |         |
| 1C-3               |             |          |          |         |         |         |
| 1C-4               |             |          |          |         |         |         |
| Time               |             |          |          |         |         |         |
| 2A-1               |             |          |          |         |         |         |
| 2A-2               |             |          |          |         |         |         |
| 2A-3               |             |          |          |         |         |         |
| 2A-4               |             |          |          |         |         |         |
| Time               |             |          |          |         |         |         |
| 2B-1               |             |          |          |         |         |         |
| 2B-2               |             |          |          |         |         |         |
| 2B-3               |             |          |          |         |         |         |
| 2B-4               |             |          |          |         |         |         |
| Time               |             |          |          |         |         |         |
| 2C-1               |             |          |          |         |         |         |
| 2C-2               |             |          |          |         |         |         |
| 2C-3               |             |          |          |         |         |         |
| 2C-4               |             |          |          |         |         |         |
| Time               |             |          |          |         |         |         |
| 2D-1               |             |          |          |         |         |         |
| 2D-2               |             |          |          |         |         |         |
| 2D-3               |             |          |          |         |         |         |
| 2D-4               |             |          |          |         |         |         |
| Time               |             |          |          |         |         |         |



# On- Street Parking Occupancy

Field Inventory Sheet

Area of Study \_\_\_\_\_

Date of Study \_\_\_\_\_ Surveyor \_\_\_\_\_

Day of the Week \_\_\_\_\_

| Block-Curb<br>Face | Time of Day |          |          |         |         |         |
|--------------------|-------------|----------|----------|---------|---------|---------|
|                    | 8:00 AM     | 10:00 AM | 12:00 PM | 2:00 PM | 4:00 PM | 6:00 PM |
| 3A-1               |             |          |          |         |         |         |
| 3A-2               |             |          |          |         |         |         |
| 3A-3               |             |          |          |         |         |         |
| 3A-4               |             |          |          |         |         |         |
| Time               |             |          |          |         |         |         |
| 3B-1               |             |          |          |         |         |         |
| 3B-2               |             |          |          |         |         |         |
| 3B-3               |             |          |          |         |         |         |
| 3B-4               |             |          |          |         |         |         |
| Time               |             |          |          |         |         |         |
| 3C-1               |             |          |          |         |         |         |
| 3C-2               |             |          |          |         |         |         |
| 3C-3               |             |          |          |         |         |         |
| 3C-4               |             |          |          |         |         |         |
| Time               |             |          |          |         |         |         |
| 3D-1               |             |          |          |         |         |         |
| 3D-2               |             |          |          |         |         |         |
| 3D-3               |             |          |          |         |         |         |
| 3D-4               |             |          |          |         |         |         |
| Time               |             |          |          |         |         |         |
| 4A-1               |             |          |          |         |         |         |
| 4A-2               |             |          |          |         |         |         |
| 4A-3               |             |          |          |         |         |         |
| 4A-4               |             |          |          |         |         |         |
| Time               |             |          |          |         |         |         |
| 4B-1               |             |          |          |         |         |         |
| 4B-2               |             |          |          |         |         |         |
| 4B-3               |             |          |          |         |         |         |
| 4B-4               |             |          |          |         |         |         |
| Time               |             |          |          |         |         |         |
| 4C-1               |             |          |          |         |         |         |
| 4C-2               |             |          |          |         |         |         |
| 4C-3               |             |          |          |         |         |         |
| 4C-4               |             |          |          |         |         |         |
| Time               |             |          |          |         |         |         |

# On- Street Parking Occupancy

Field Inventory Sheet

Area of Study \_\_\_\_\_

Date of Study \_\_\_\_\_ Surveyor \_\_\_\_\_

Day of the Week \_\_\_\_\_

| Block-Curb<br>Face | Time of Day |          |          |         |         |         |
|--------------------|-------------|----------|----------|---------|---------|---------|
|                    | 8:00 AM     | 10:00 AM | 12:00 PM | 2:00 PM | 4:00 PM | 6:00 PM |
| 4D-1               |             |          |          |         |         |         |
| 4D-2               |             |          |          |         |         |         |
| 4D-3               |             |          |          |         |         |         |
| 4D-4               |             |          |          |         |         |         |
| Time               |             |          |          |         |         |         |
| 5A-1               |             |          |          |         |         |         |
| 5A-2               |             |          |          |         |         |         |
| 5A-3               |             |          |          |         |         |         |
| 5A-4               |             |          |          |         |         |         |
| Time               |             |          |          |         |         |         |
| 5B-1               |             |          |          |         |         |         |
| 5B-2               |             |          |          |         |         |         |
| 5B-3               |             |          |          |         |         |         |
| 5B-4               |             |          |          |         |         |         |
| Time               |             |          |          |         |         |         |
| 5C-1               |             |          |          |         |         |         |
| 5C-2               |             |          |          |         |         |         |
| 5C-3               |             |          |          |         |         |         |
| 5C-4               |             |          |          |         |         |         |
| Time               |             |          |          |         |         |         |
| 5D-1               |             |          |          |         |         |         |
| 5D-2               |             |          |          |         |         |         |
| 5D-3               |             |          |          |         |         |         |
| 5D-4               |             |          |          |         |         |         |
| Time               |             |          |          |         |         |         |



# On- Street Parking Occupancy

## Field Inventory Sheet

Area of Study \_\_\_\_\_

Date of Study \_\_\_\_\_ Surveyor \_\_\_\_\_

Day of the Week \_\_\_\_\_

| Block-Curb<br>Face | Time of Day |          |          |         |         |         |
|--------------------|-------------|----------|----------|---------|---------|---------|
|                    | 8:00 AM     | 10:00 AM | 12:00 PM | 2:00 PM | 4:00 PM | 6:00 PM |
| 6A-1               |             |          |          |         |         |         |
| 6A-2               |             |          |          |         |         |         |
| 6A-3               |             |          |          |         |         |         |
| 6A-4               |             |          |          |         |         |         |
| Time               |             |          |          |         |         |         |
| 6B-1               |             |          |          |         |         |         |
| 6B-2               |             |          |          |         |         |         |
| 6B-3               |             |          |          |         |         |         |
| 6B-4               |             |          |          |         |         |         |
| Time               |             |          |          |         |         |         |
| 6C-1               |             |          |          |         |         |         |
| 6C-2               |             |          |          |         |         |         |
| 6C-3               |             |          |          |         |         |         |
| 6C-4               |             |          |          |         |         |         |
| Time               |             |          |          |         |         |         |
| 7A-1               |             |          |          |         |         |         |
| 7A-2               |             |          |          |         |         |         |
| 7A-3               |             |          |          |         |         |         |
| 7A-4               |             |          |          |         |         |         |
| Time               |             |          |          |         |         |         |
| 7B-1               |             |          |          |         |         |         |
| 7B-2               |             |          |          |         |         |         |
| 7B-3               |             |          |          |         |         |         |
| 7B-4               |             |          |          |         |         |         |
| Time               |             |          |          |         |         |         |
| 7C-1               |             |          |          |         |         |         |
| 7C-2               |             |          |          |         |         |         |
| 7C-3               |             |          |          |         |         |         |
| 7C-4               |             |          |          |         |         |         |
| Time               |             |          |          |         |         |         |
| 8B-1               |             |          |          |         |         |         |
| 8B-2               |             |          |          |         |         |         |
| 8B-3               |             |          |          |         |         |         |
| 8B-4               |             |          |          |         |         |         |
| Time               |             |          |          |         |         |         |

## On- Street Parking Occupancy

Field Inventory Sheet

Area of Study \_\_\_\_\_

Date of Study \_\_\_\_\_ Surveyor \_\_\_\_\_

Day of the Week \_\_\_\_\_

|      |  |  |  |  |  |  |
|------|--|--|--|--|--|--|
| 8C-1 |  |  |  |  |  |  |
| 8C-2 |  |  |  |  |  |  |
| 8C-3 |  |  |  |  |  |  |
| 8C-4 |  |  |  |  |  |  |
| Time |  |  |  |  |  |  |



## Cap Sante Parking Occupancy

Area of Study \_\_\_\_\_

Date of Study \_\_\_\_\_ Day \_\_\_\_\_ Surveyor \_\_\_\_\_

| Block-Curb Face  | Time of Day |          |          |         |         |         |
|------------------|-------------|----------|----------|---------|---------|---------|
|                  | 8:00 AM     | 10:00 AM | 12:00 PM | 2:00 PM | 4:00 PM | 6:00 PM |
| Time             |             |          |          |         |         |         |
| CS1-Auto         |             |          |          |         |         |         |
| CS1-RV           |             |          |          |         |         |         |
| CS1-Auto/Trailer |             |          |          |         |         |         |
| CS1 Total        |             |          |          |         |         |         |
| Time             |             |          |          |         |         |         |
| CS2-Auto         |             |          |          |         |         |         |
| CS2-RV           |             |          |          |         |         |         |
| CS2-Auto/Trailer |             |          |          |         |         |         |
| CS2 Total        |             |          |          |         |         |         |
| Time             |             |          |          |         |         |         |
| CS3-Auto         |             |          |          |         |         |         |
| CS3-RV           |             |          |          |         |         |         |
| CS3Auto/Trailer  |             |          |          |         |         |         |
| CS3 Total        |             |          |          |         |         |         |
| Time             |             |          |          |         |         |         |
| CS4-Auto         |             |          |          |         |         |         |
| CS4-RV           |             |          |          |         |         |         |
| CS4-Auto/Trailer |             |          |          |         |         |         |
| CS4 Total        |             |          |          |         |         |         |
| Time             |             |          |          |         |         |         |
| CS5-Auto         |             |          |          |         |         |         |
| CS5-RV           |             |          |          |         |         |         |
| CS5-Auto/Trailer |             |          |          |         |         |         |
| CS5 Total        |             |          |          |         |         |         |
| Time             |             |          |          |         |         |         |
| CS6-Auto         |             |          |          |         |         |         |
| CS6-RV           |             |          |          |         |         |         |
| CS6-Auto/Trailer |             |          |          |         |         |         |
| CS6 Total        |             |          |          |         |         |         |
| Time             |             |          |          |         |         |         |
| CS7-Auto         |             |          |          |         |         |         |
| CS7-RV           |             |          |          |         |         |         |
| CS7-Auto/Trailer |             |          |          |         |         |         |
| CS7 Total        |             |          |          |         |         |         |
| Time             |             |          |          |         |         |         |
| CS7-Auto         |             |          |          |         |         |         |
| CS7-RV           |             |          |          |         |         |         |
| CS7-Auto/Trailer |             |          |          |         |         |         |
| CS7 Total        |             |          |          |         |         |         |

# Off Street Parking Occupancy

Field Inventory Sheet

Area of Study \_\_\_\_\_

Date of Study \_\_\_\_\_ Surveyor \_\_\_\_\_

Day of the Week \_\_\_\_\_

| Block-Curb<br>Face | Time of Day |          |          |         |         |         |
|--------------------|-------------|----------|----------|---------|---------|---------|
|                    | 8:00 AM     | 10:00 AM | 12:00 PM | 2:00 PM | 4:00 PM | 6:00 PM |
| 1A-A               |             |          |          |         |         |         |
| B                  |             |          |          |         |         |         |
| C                  |             |          |          |         |         |         |
| D                  |             |          |          |         |         |         |
| Time               |             |          |          |         |         |         |
| 1B-A               |             |          |          |         |         |         |
| B                  |             |          |          |         |         |         |
| C                  |             |          |          |         |         |         |
| D                  |             |          |          |         |         |         |
| Time               |             |          |          |         |         |         |
| 1C-A               |             |          |          |         |         |         |
| B                  |             |          |          |         |         |         |
| C                  |             |          |          |         |         |         |
| D                  |             |          |          |         |         |         |
| Time               |             |          |          |         |         |         |
| 2A-A               |             |          |          |         |         |         |
| B                  |             |          |          |         |         |         |
| C                  |             |          |          |         |         |         |
| D                  |             |          |          |         |         |         |
| Time               |             |          |          |         |         |         |
| 2B-A               |             |          |          |         |         |         |
| B                  |             |          |          |         |         |         |
| C                  |             |          |          |         |         |         |
| D                  |             |          |          |         |         |         |
| Time               |             |          |          |         |         |         |
| 2C-A               |             |          |          |         |         |         |
| B                  |             |          |          |         |         |         |
| C                  |             |          |          |         |         |         |
| D                  |             |          |          |         |         |         |
| Time               |             |          |          |         |         |         |
| 2D-A               |             |          |          |         |         |         |
| B                  |             |          |          |         |         |         |
| C                  |             |          |          |         |         |         |
| D                  |             |          |          |         |         |         |
| Time               |             |          |          |         |         |         |



# Off- Street Parking Occupancy

## Field Inventory Sheet

Area of Study \_\_\_\_\_

Date of Study \_\_\_\_\_ Surveyor \_\_\_\_\_

Day of the Week \_\_\_\_\_

| Block-Curb<br>Face | Time of Day |          |          |         |         |         |
|--------------------|-------------|----------|----------|---------|---------|---------|
|                    | 8:00 AM     | 10:00 AM | 12:00 PM | 2:00 PM | 4:00 PM | 6:00 PM |
| 3A-A               |             |          |          |         |         |         |
| B                  |             |          |          |         |         |         |
| C                  |             |          |          |         |         |         |
| D                  |             |          |          |         |         |         |
| Time               |             |          |          |         |         |         |
| 3B-A               |             |          |          |         |         |         |
| B                  |             |          |          |         |         |         |
| C                  |             |          |          |         |         |         |
| D                  |             |          |          |         |         |         |
| Time               |             |          |          |         |         |         |
| 3C-A               |             |          |          |         |         |         |
| B                  |             |          |          |         |         |         |
| C                  |             |          |          |         |         |         |
| D                  |             |          |          |         |         |         |
| Time               |             |          |          |         |         |         |
| 3D-A               |             |          |          |         |         |         |
| B                  |             |          |          |         |         |         |
| C                  |             |          |          |         |         |         |
| D                  |             |          |          |         |         |         |
| Time               |             |          |          |         |         |         |
| 4A-A               |             |          |          |         |         |         |
| B                  |             |          |          |         |         |         |
| C                  |             |          |          |         |         |         |
| D                  |             |          |          |         |         |         |
| Time               |             |          |          |         |         |         |
| 4B-A               |             |          |          |         |         |         |
| B                  |             |          |          |         |         |         |
| C                  |             |          |          |         |         |         |
| D                  |             |          |          |         |         |         |
| Time               |             |          |          |         |         |         |
| 4C-A               |             |          |          |         |         |         |
| B                  |             |          |          |         |         |         |
| C                  |             |          |          |         |         |         |
| D                  |             |          |          |         |         |         |
| Time               |             |          |          |         |         |         |

# Off-Street Parking Occupancy

## Field Inventory Sheet

Area of Study \_\_\_\_\_

Date of Study \_\_\_\_\_ Surveyor \_\_\_\_\_

Day of the Week \_\_\_\_\_

| Block-Curb<br>Face | Time of Day |          |          |         |         |         |
|--------------------|-------------|----------|----------|---------|---------|---------|
|                    | 8:00 AM     | 10:00 AM | 12:00 PM | 2:00 PM | 4:00 PM | 6:00 PM |
| 4D-A               |             |          |          |         |         |         |
| B                  |             |          |          |         |         |         |
| C                  |             |          |          |         |         |         |
| D                  |             |          |          |         |         |         |
| Time               |             |          |          |         |         |         |
| 5A-A               |             |          |          |         |         |         |
| B                  |             |          |          |         |         |         |
| C                  |             |          |          |         |         |         |
| D                  |             |          |          |         |         |         |
| Time               |             |          |          |         |         |         |
| 5B-A               |             |          |          |         |         |         |
| B                  |             |          |          |         |         |         |
| C                  |             |          |          |         |         |         |
| D                  |             |          |          |         |         |         |
| Time               |             |          |          |         |         |         |
| 5C-A               |             |          |          |         |         |         |
| B                  |             |          |          |         |         |         |
| C                  |             |          |          |         |         |         |
| D                  |             |          |          |         |         |         |
| Time               |             |          |          |         |         |         |
| 5D-A               |             |          |          |         |         |         |
| B                  |             |          |          |         |         |         |
| C                  |             |          |          |         |         |         |
| D                  |             |          |          |         |         |         |
| Time               |             |          |          |         |         |         |



# Off-Street Parking Occupancy

## Field Inventory Sheet

Area of Study \_\_\_\_\_

Date of Study \_\_\_\_\_ Surveyor \_\_\_\_\_

Day of the Week \_\_\_\_\_

| Block-Curb<br>Face | Time of Day |          |          |         |         |         |
|--------------------|-------------|----------|----------|---------|---------|---------|
|                    | 8:00 AM     | 10:00 AM | 12:00 PM | 2:00 PM | 4:00 PM | 6:00 PM |
| Time               |             |          |          |         |         |         |
| 6A-A               |             |          |          |         |         |         |
| B                  |             |          |          |         |         |         |
| C                  |             |          |          |         |         |         |
| D                  |             |          |          |         |         |         |
| Time               |             |          |          |         |         |         |
| 6B-A               |             |          |          |         |         |         |
| B                  |             |          |          |         |         |         |
| C                  |             |          |          |         |         |         |
| D                  |             |          |          |         |         |         |
| Time               |             |          |          |         |         |         |
| 6C-A               |             |          |          |         |         |         |
| B                  |             |          |          |         |         |         |
| C                  |             |          |          |         |         |         |
| D                  |             |          |          |         |         |         |
| Time               |             |          |          |         |         |         |
| 7A-A               |             |          |          |         |         |         |
| B                  |             |          |          |         |         |         |
| C                  |             |          |          |         |         |         |
| D                  |             |          |          |         |         |         |
| Time               |             |          |          |         |         |         |
| 7B-A               |             |          |          |         |         |         |
| B                  |             |          |          |         |         |         |
| C                  |             |          |          |         |         |         |
| D                  |             |          |          |         |         |         |
| Time               |             |          |          |         |         |         |
| 7C-1               |             |          |          |         |         |         |
| B                  |             |          |          |         |         |         |
| C                  |             |          |          |         |         |         |
| D                  |             |          |          |         |         |         |
| Time               |             |          |          |         |         |         |
| 8B-A               |             |          |          |         |         |         |
| B                  |             |          |          |         |         |         |
| C                  |             |          |          |         |         |         |
| D                  |             |          |          |         |         |         |

## Off- Street Parking Occupancy

### Field Inventory Sheet

Area of Study \_\_\_\_\_

Date of Study \_\_\_\_\_ Surveyor \_\_\_\_\_

Day of the Week \_\_\_\_\_

|      |  |  |  |  |  |  |
|------|--|--|--|--|--|--|
| Time |  |  |  |  |  |  |
| 8C-A |  |  |  |  |  |  |
| B    |  |  |  |  |  |  |
| C    |  |  |  |  |  |  |
| D    |  |  |  |  |  |  |
| Time |  |  |  |  |  |  |



## Cap Sante Marina Parking Inventory

### Summary Sheet

Date of Inventory \_\_\_\_\_  
Day of the Week \_\_\_\_\_

Surveyor \_\_\_\_\_

Computerized Maps Count ☐  
Field Count ☐

| Lot Number | Trailer Parking | Estimated Parking Spaces (Unmarked) | Marked Parking Spaces | Disabled | Total |
|------------|-----------------|-------------------------------------|-----------------------|----------|-------|
| CS1        |                 |                                     |                       |          |       |
| CS2        |                 |                                     |                       |          |       |
| CS3        |                 |                                     |                       |          |       |
| CS4        |                 |                                     |                       |          |       |
| CS5        |                 |                                     |                       |          |       |
| CS6        |                 |                                     |                       |          |       |
| CS7        |                 |                                     |                       |          |       |
| CS8        |                 |                                     |                       |          |       |

\*estimated due to unmarked parking

# On-Street Parking Duration

## Summary Sheet

Area of Study \_\_\_\_\_

Date of Study \_\_\_\_\_ Surveyor \_\_\_\_\_

Day of the Week \_\_\_\_\_ Block-Curb Face \_\_\_\_\_

| Parking Space | Time of Day |      |       |       |       |      |      |      |      |      |
|---------------|-------------|------|-------|-------|-------|------|------|------|------|------|
|               | 8:00        | 9:00 | 10:00 | 11:00 | 12:00 | 1:00 | 2:00 | 3:00 | 4:00 | 5:00 |
| 1             |             |      |       |       |       |      |      |      |      |      |
| 2             |             |      |       |       |       |      |      |      |      |      |
| 3             |             |      |       |       |       |      |      |      |      |      |
| 4             |             |      |       |       |       |      |      |      |      |      |
| 5             |             |      |       |       |       |      |      |      |      |      |
| 6             |             |      |       |       |       |      |      |      |      |      |
| 7             |             |      |       |       |       |      |      |      |      |      |
| 8             |             |      |       |       |       |      |      |      |      |      |
| 9             |             |      |       |       |       |      |      |      |      |      |
| 10            |             |      |       |       |       |      |      |      |      |      |
| 11            |             |      |       |       |       |      |      |      |      |      |
| 12            |             |      |       |       |       |      |      |      |      |      |
| 13            |             |      |       |       |       |      |      |      |      |      |
| 14            |             |      |       |       |       |      |      |      |      |      |
| 15            |             |      |       |       |       |      |      |      |      |      |
| 16            |             |      |       |       |       |      |      |      |      |      |
| 17            |             |      |       |       |       |      |      |      |      |      |
| 18            |             |      |       |       |       |      |      |      |      |      |
| 19            |             |      |       |       |       |      |      |      |      |      |
| 20            |             |      |       |       |       |      |      |      |      |      |
| 21            |             |      |       |       |       |      |      |      |      |      |
| 22            |             |      |       |       |       |      |      |      |      |      |
| 23            |             |      |       |       |       |      |      |      |      |      |
| 24            |             |      |       |       |       |      |      |      |      |      |
| 25            |             |      |       |       |       |      |      |      |      |      |
| 26            |             |      |       |       |       |      |      |      |      |      |
| 27            |             |      |       |       |       |      |      |      |      |      |
| 28            |             |      |       |       |       |      |      |      |      |      |
| 29            |             |      |       |       |       |      |      |      |      |      |
| 30            |             |      |       |       |       |      |      |      |      |      |

| Duration (hours) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|------------------|---|---|---|---|---|---|---|---|---|
| Number of Cars   |   |   |   |   |   |   |   |   |   |



# Anacortes Bikes and Walks

By the Anacortes Bike/Pedestrian Advisory Committee



January 9, 2016

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## 1) Introduction

### Background

Bicycling and walking are popular activities in Anacortes. In a 2007 survey conducted for the Anacortes Parks & Recreation Department 85% of respondents reported walking or hiking and 24% reported cycling during the preceding year. Our citizens are increasingly using bicycles as their primary mode of transportation to access work, school, transit, visiting friends, and shopping. Both bicycling and walking are seen as a path to fitness for almost everyone.

Anacortes has a naturally bike and walk friendly environment with its wide streets, beautiful scenery, and temperate climate. Although many residents of Anacortes and Skagit County walk or bicycle in the city, increasing vehicular traffic congestion is making it more difficult to utilize these forms of alternative transportation. More people would choose to bike or walk if they had a connected network of comfortable and safe routes and facilities throughout the city. Unsafe behaviors from both motorists and cyclists have increased the chances of injuries on roadways. The needs of bicyclists have historically been underserved creating a transportation system that is sub-optimal for cyclists and precipitates conflicts between motorists and bicyclists.

The City of Anacortes seeks to become a regional leader in the development of urban trail systems, improving access across barriers, most notably wide and busy intersections, and improving safety along the city's streets. Progress to date has been seen in the construction of the Tommy Thompson Trail, sections of the Guemes Channel Trail, and the delineation of 5 miles of bicycle lanes and bike sharrows in various parts of the city.

In 2011, the Anacortes Bike/Pedestrian Advisory Committee (AB/PAC) was formed with the goal of promoting bicycling and walking in Anacortes. The AB/PAC believes that a larger portion of the drive-only community should and would be willing to walk and bicycle more often if they were encouraged to do so. Improvements to in-town biking routes, public events that entice people who haven't ridden in a while to try biking again, increasing bike education opportunities for the school age residents, and highlighting recreational facilities and locations all help to highlight the benefits of a community that bikes and walks more and drives less.

The benefits of bicycling and walking are well documented.

- Improves the environment: Reduces motor vehicle pollution, which is also a prime cause of greenhouse gas buildup in the atmosphere.
- Reduces Traffic Congestion: Most in town trips are 1 mile or less and can easily be made by bicycle or walking, thus reducing the number of motor vehicles on the road and requiring parking.

- Improves health: Biking or walking to nearby locations improves an individual's health by improving muscle tone and providing physical activity.
- Provides major recreation and economic opportunities: Many people center their vacations on opportunities to go bicycling or hiking. Locations that feature these types of attractions are a draw for residents and tourists alike.
- Boosts the quality of life: The opportunities to interact with fellow residents increases significantly while bicycling and walking, which in turn, helps to create a sense of community.

## **II. The Anacortes Bikes & Walks Plan**

To promote these objectives, the AB/PAC through its Anacortes Bikes and Walks project has written Anacortes Bikes and Walks. This document is both a plan and a summary of bicycling/walking related activities and projects in Anacortes. The purpose of the sections related to planning is to outline a set of recommendations for the City of Anacortes, the school district, and volunteer organizations, that will improve bicycling and walking facilities/infrastructure, increase safety for those that bike and walk, and encourage more people to bike and walk as they go about their day to day activities or as a fun recreation activity. Other portions of this document highlight the activities and projects that are already underway or in planning. Together, the various sections of this document provide a picture of what is currently happening, and identify ideas and strategies for making changes in Anacortes that result in safe, fun and healthy opportunities for bicycling and walking. The intent is for everyone to work together to bring about the changes that will create a future that moves people away from thinking that driving a car is the only way to get around the city.

## **2) Anacortes is a Bronze Level Bike Friendly Community**

### **a. Application Process**

The AB/PAC used the League of American Bicyclist's (LAB) "Bicycle Friendly Community Application" to measure where we are currently, which is the first step to tracking progress over time. As the LAB website says, "The Bicycle Friendly Community Program (BFC) provides incentives, hands-on assistance, and award recognition for communities that actively support bicycling. A Bicycle Friendly Community welcomes cyclists by providing safe accommodation for cycling and encouraging people to bike for transportation and recreation."

Applicant communities are judged in five categories often referred to as the Five Es. These are Engineering, Education, Encouragement, Enforcement, and Evaluation & Planning. A community must demonstrate achievements in each of the five categories in order to be considered for an award. Communities with more significant achievements in these areas receive superior awards. Filling out the BFC application is an education in itself, as communities see where they are lacking in each of these



categories. The application is lengthy but extremely educational. The following is a description of each of the five E's.

**Engineering:** Communities are asked about what is on the ground; what has been built to promote cycling in the community. For example, questions in this category inquire about the existence and content of a bicycle master plan, the accommodation of cyclists on public roads, and the existence of both well-designed bike lanes and multi-use paths in the community. Reviewers also look at the availability of secure bike parking and the condition and connectivity of both the off-road and on-road network.

**Education:** The questions in this category are designed to determine the amount of education that is available for both cyclists and motorists. Education includes teaching cyclists of all ages how to ride safely in any area from multi-use paths to congested city streets as well as teaching motorists how to share the road safely with cyclists. Some things that reviewers look at are the availability of cycling education for adults and children, the number of League Cycling Instructors in the community, and other ways that safety information is distributed to both cyclists and motorists in the community including bike maps, tip sheets, and as a part of driver's education manuals and courses.

**Encouragement:** This category concentrates on how the community promotes and encourages bicycling. This can be done through Bike Month and Bike to Work Week events as well as producing community bike maps, route finding signage, community bike rides, commuter incentive programs, and having a Safe Routes to School program. In addition, some questions focus on other things that have been built to promote cycling or a cycling culture such as off-road facilities, BMX parks, velodromes, and the existence of both road and mountain bicycling clubs.

**Enforcement:** The enforcement category contains questions that measure the connections between the cycling and law enforcement communities. Questions address whether or not the law enforcement community has a liaison with the cycling community, if there are bicycle divisions of the law enforcement or public safety communities, if the community uses targeted enforcement to encourage cyclists and motorists to share the road safely, and the existence of bicycling related laws such as those requiring helmet or the use of sidepaths.

**Evaluation & Planning:** A community is judged on the systems that they have in place to evaluate current programs and plan for the future. Questions are focused on measuring the amount of cycling taking place in the community, the crash and fatality rates, and ways that the community works to improve these numbers. Communities are asked about whether or not they have a bike plan, how much of it has been implemented and what the next steps for improvement are.

### 3) Engineering

The Engineering section speaks to facilities and infrastructure that support and promote bicycling and walking in Anacortes. The AB/PAC made an extensive survey of existing routes and identified problem areas. A portion of this section provides recommendations for



improvements and/or repairs needed to create safe biking and/or walking routes. The transportation corridor objective involved an extensive process of identification, data collection, mapping and real world experience.

Step one was to develop the route map. This was done using input from city traffic engineers, active bicyclists and pedestrians, the school district, regional planners, and park and recreation professionals. The committee looked at frequently used routes and at proposed routes with possible safety or connectivity benefits. The route map coincides closely with a 2008 map prepared by the city's Barrier Busters Committee to identify priority routes for ADA accessibility. It also was developed in close cooperation with the Connect Anacortes task force involving the Chamber of Commerce, City of Anacortes and Port of Anacortes. The intention is to develop a complete network throughout the city. All routes were categorized as being either on road or off road.

Step two was to evaluate each route for safety features, connectivity and challenges for users. The committee looked at issues such as whether or not bicycle lanes are marked, how difficult it is to traverse specific intersections, the width of road shoulders, the presence or absence of sidewalks, the level of traffic and other factors.

The next step in the process has been to identify and suggest the means to mitigate each of the challenges identified. Those means range from the relatively simple, such as signage or marking, to the fairly complex, such as construction of a roundabout. Obviously, the cost of the recommendations varies as well. Retrofitting existing sidewalks with ADA ramps was not included in the proposed mitigations because that is already part of the city's 2016 Transportation Comprehensive Plan Draft and 2014-2019 Capital Facilities Plan.

The final step involved the development of a cost/benefit matrix that is a prioritization of which projects can be accomplished with limited financial resources, while providing the greatest overall benefit to improved safety and connectivity.

The Bicycle/Pedestrian Plan when fully developed will enable Anacortes to provide a highly functional network of on and off road routes and trails for bicyclists and pedestrians. Substantial safety and connectivity benefits will enable more citizens to enjoy the freedom of walking and biking. The accomplishment of the plan will have many positive effects on the quality of life for the citizens of Anacortes and their many visitors.

#### **a. Overview of Anacortes Bike/Pedestrian Corridors**

Anacortes' Non-Motorized corridors can be broken down into three levels of service: A popular perimeter trail system, major NS and EW ways, and minor NS and EW ways.

Anacortes is a port city built on the north end of a beautiful island jutting into Puget Sound in Skagit County. It is moderately hilly along its south boundary and has forested hilly areas west of D Ave which partially separate the western section of the city. The city core with the largest population density is well laid out on a broad sloping area with waterfront to the North and East. This historic town core is blessed with a grid of wide city streets providing flexible travel opportunities for walking and biking. The eastern annexed areas of March Point/Summit Park hug SR20. This annexed area



is separated from the town core by Fidalgo Bay and the low areas at the head of the bay.

The city has created a paved, scenic trail on a rail corridor bordering and crossing Fidalgo Bay. The Tommy Thompson Parkway provides a vital transportation link between the core city and the eastern annexed areas, and on to the Berentson Bridge which links Fidalgo Island to the mainland. The city is actively pursuing another rail-trail conversion on the waterfront along the Guemes Channel. This will extend the perimeter trail system and provide safe non-motorized transportation to the west end, including the vital link to the Washington State Ferry Terminal serving the San Juan Islands. These important bicycle and pedestrian pathways will when complete form a waterfront backbone for the system. This heavily used corridor will tie all three regions of Anacortes together along an easily travelled parkway while at the same time intersecting and connecting the major and minor bikeways in the grid streets and in the west end and March Point/Summit Park area.

This important transportation corridor is currently signed as Regional Bicycle Route 1 / US Bike Route 10. For the purposes of this plan, it starts at the Berentson Bridge, follows South and West March Point Roads to the Tommy Thompson Parkway trail, crosses the bay and continues through the waterfront industrial area into downtown, ending at 11<sup>th</sup> and Q. In the future this route will connect to the Guemes Channel Trail via downtown city streets; the Guemes Channel Trail will then transport the cyclist to Ferry Terminal Road and Washington Park, effectively linking the west end of town with downtown. At present the "temporary" Route 1/USBR 10 follows Q Ave. to 8<sup>th</sup>, then west to D&12<sup>th</sup> then westward on 12<sup>th</sup>/Oakes to link to the Washington State Ferry Terminal & Washington Park.

From this USBR10/Route 1 backbone the following corridors connect:

#### Bike Boulevards:

Bike Boulevards/Pedestrian Ways are side streets and secondary arterials preferred for non-motorized travel. Cyclists and pedestrians often chose the path of least traffic, and the motorized and freight traffic is less impacted when these work.

- North-South: The H-I-J-L route, Q Ave and O Ave are lower traffic alternatives to M and Commercial. Kingsway-Anacopper and D Ave are good connectors but hilly.
- East-West: 4<sup>th</sup>, 6<sup>th</sup>, 8<sup>th</sup>, 15<sup>th</sup>, (13<sup>th</sup>-W.2<sup>nd</sup> low traffic potential byway), 17<sup>th</sup> (good crossings), 29<sup>th</sup> (good alternate to 32<sup>nd</sup>), 41<sup>st</sup>-Fidalgo-Hillcrest (south hill connector).

#### Bike-able Arterials:

- North-South: Commercial Ave, M Ave, and Anaco Beach Road are bike-able and walkable arterials. Commercial is the heavily trafficked main street for Anacortes, critical for travel to stores and shops. R Ave. is a freight corridor and has little room for cyclists except on the sidewalk systems from 28<sup>th</sup> to 34<sup>th</sup>.

There is a signalized crossing across SR20 spur at R Ave. that helps with neighborhood foot and some bike traffic.

- East-West: **12<sup>th</sup>**, **22<sup>nd</sup>**, and **32<sup>nd</sup>**.

The map in Engineering Section 2 shows the interrelation between Route 1 and the North-South and East-West corridors or byways. Icons with bike route symbols and line bubbles show the major and minor corridors.



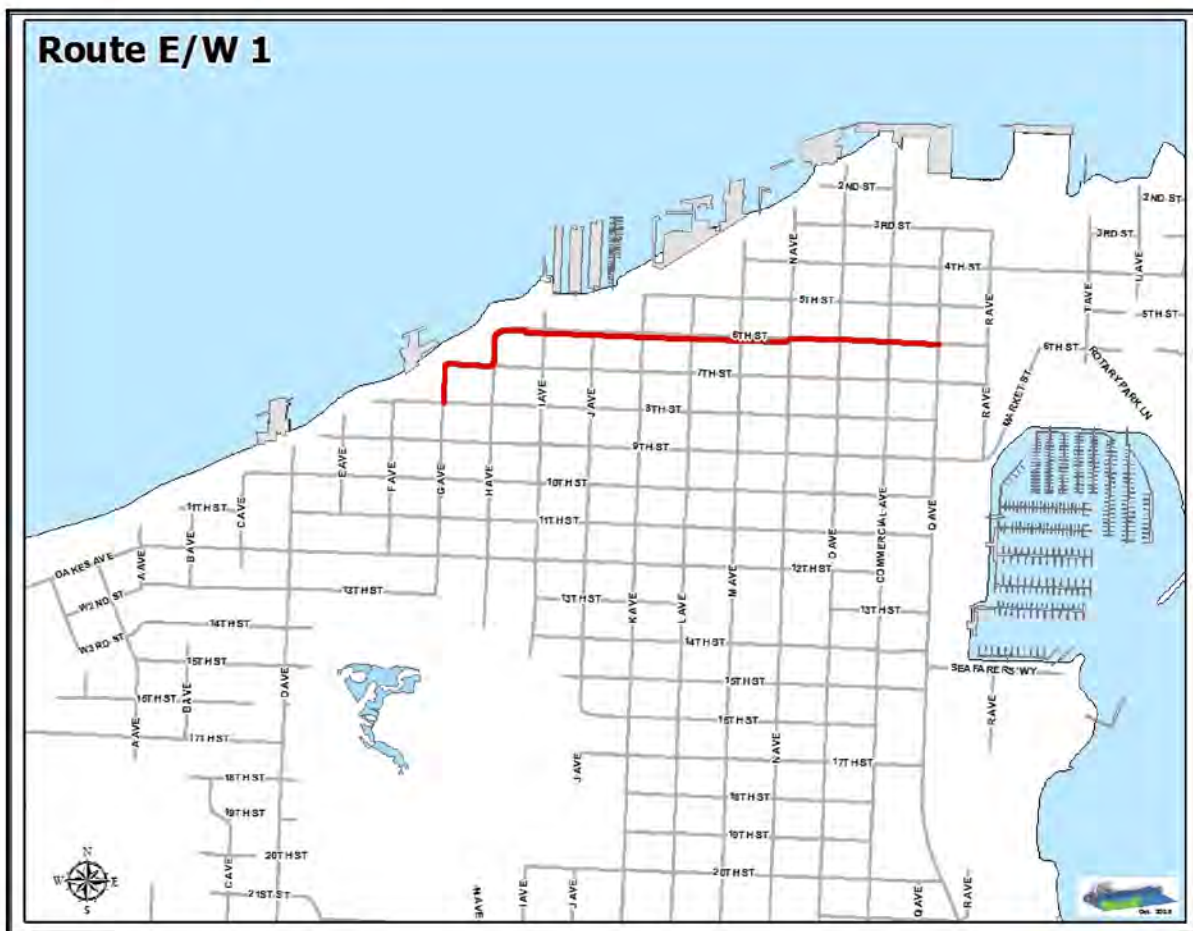
## b. Detailed Route Descriptions

**East/West Routes** *Note: All routes are described from east to west.*

### 6<sup>th</sup> Ave

Begin from intersection of 6<sup>th</sup> Street and Q Avenue. Travel west on 6<sup>th</sup> to join multimodal bike/pedestrian walkway on south side of 6<sup>th</sup> Street. Continue west 6 blocks to H Avenue (at this point the future trail would follow the shoreline rail bed to Ferry Terminal Road). Turn left. Travel south one block on H Avenue to 7<sup>th</sup> Street. Turn right. Travel west one block to G Avenue. Turn left. Travel one block south on G Avenue to 8<sup>th</sup> Street (N-S stop) to join Route 8 and then Route 12 to the Washington State Ferry and Washington Park.

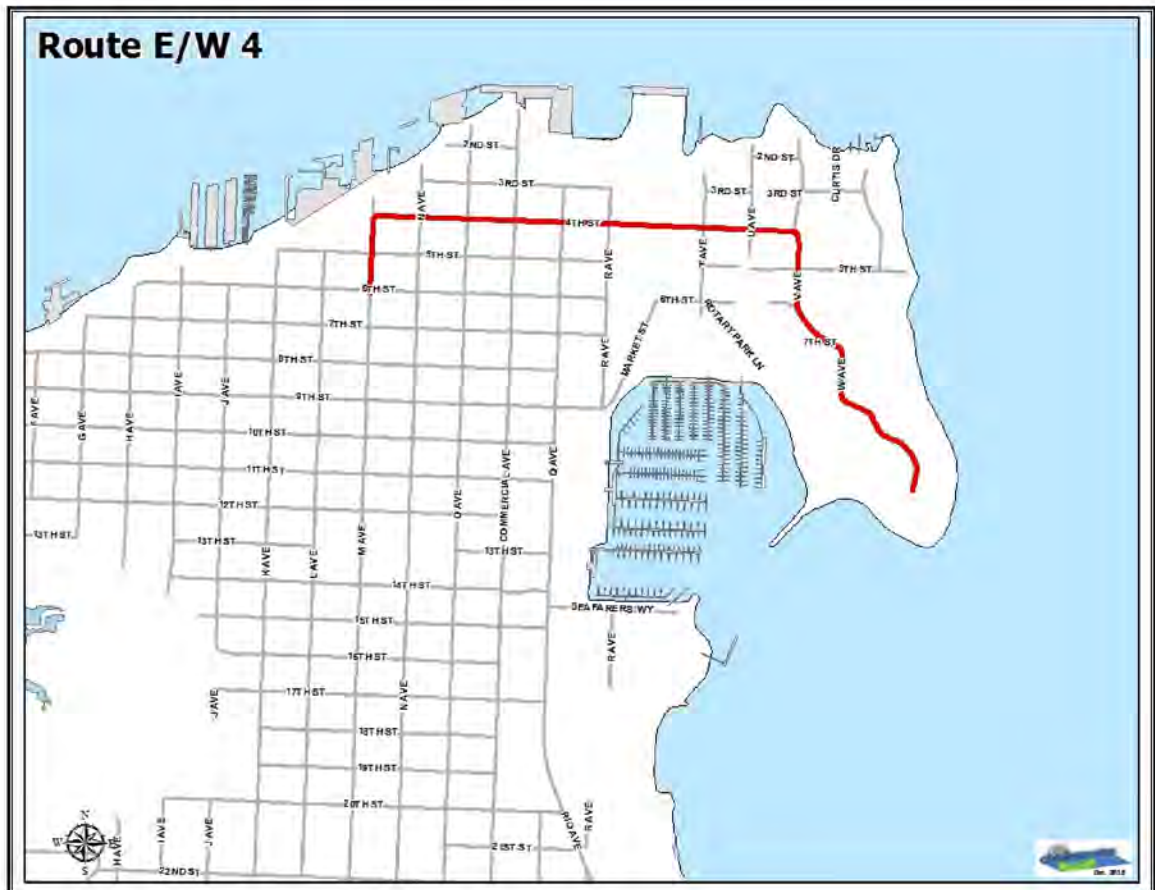
Points of interest include the downtown shopping district, the Guemes Ferry terminal and Kiwanis Waterfront Park. At completion the route will include the Ship Harbor Interpretive Preserve, the Washington State Ferry Terminal and Washington Park and will provide scenic views northward across Guemes Channel its entire length.



**Route 4 (4<sup>th</sup> Street):** Begin from Cap Sante Lookout. Travel northwest steeply downhill .5 miles on Cap Sante Drive/W Avenue/7<sup>th</sup> Street/V Avenue to 4<sup>th</sup> Street. Turn left. Travel west on 4<sup>th</sup> Street .4 miles to Commercial Avenue. Continue west 3 blocks to M Avenue. Turn left and travel south 2 blocks to 6<sup>th</sup> Street where it joins Route 1.

This route intersects the Cap Sante Marina North access at T Avenue and designated North/South routes at Commercial/O Avenue, M Avenue and 6<sup>th</sup> Street. Points of interest include the Cap Sante Lookout, the working waterfront of the Port of Anacortes, downtown business district and N Avenue Park.

Bicycles share unstriped low traffic volume roadway on the east portion of this route. Challenges include route identification and very narrow winding roadway with poor sight lines to the top of Cap Sante. Stripe/add shoulder on west side of Cap Sante Drive to provide climbing lane for bikes and pedestrians.





**USBR 10 (along 8<sup>th</sup> Street):** Begin from east at intersection of 8<sup>th</sup> Street and Q Avenue. Travel west on 8<sup>th</sup> Street to F Avenue and bear left onto F Avenue. Travel south on F Avenue one block to 9<sup>th</sup> Street. Turn right. Travel west on 9<sup>th</sup> Street one block to E Avenue. Turn left. Travel south on E Avenue one block to 10<sup>th</sup> Street. Turn right. Travel west on 10<sup>th</sup> Street one block to D Avenue. Turn left. Travel south on D Avenue two blocks to 12<sup>th</sup> Street where there is a signal with pedestrian activation.

This route intersects designated North/South routes at Q Avenue, Commercial/O Avenue, M Avenue and D Avenue. It travels on low traffic residential streets through scenic Old Town with spectacular views to the west after cresting at G Avenue. Route grade is extremely gradual.

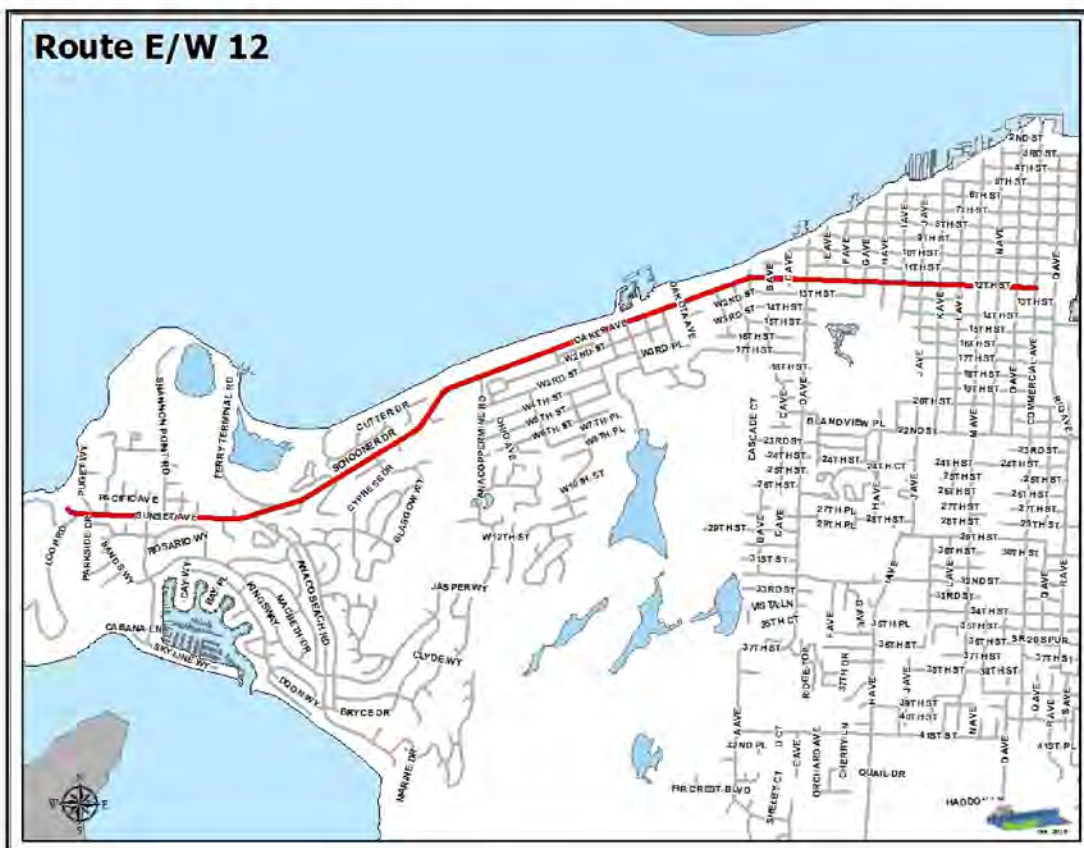
Bicycles share unstriped roadway with other vehicles on this route. Pedestrians have sidewalks both sides the entire length of this route (not all ADA accessible) except for one block each on E Avenue and D Avenue. Challenges are mostly route identification. Proposed solution: Sign or pavement-mark the route at key intersections and at turns.



**Route 12 (becomes USBR 10 at 12<sup>th</sup> & D, and west on Oakes to Ferry Terminal Road):** Begin from east at intersection of 12<sup>th</sup> Street and Commercial Avenue (pedestrian activated signal). Travel west on 12<sup>th</sup> Street to D Avenue (pedestrian activated signal) at which point it becomes Oakes Avenue. Continue west on Oakes Avenue 2.3 miles to signal bear left through signal onto Sunset Avenue and continue west on Sunset Avenue to Washington Park entrance.

This route intersects designated North/South routes at Commercial/O Avenue, M Avenue, Anacopper Road, Anaco Beach Road and Skyline Way. It travels on the striped and sometimes narrow shoulders of a high volume arterial (SR20Spur) to Ferry Terminal Road, then on marked bike lanes on Sunset Avenue. This scenic but trafficked route is mostly level with gradual grades except for a moderately steep descent westbound on Sunset Avenue.

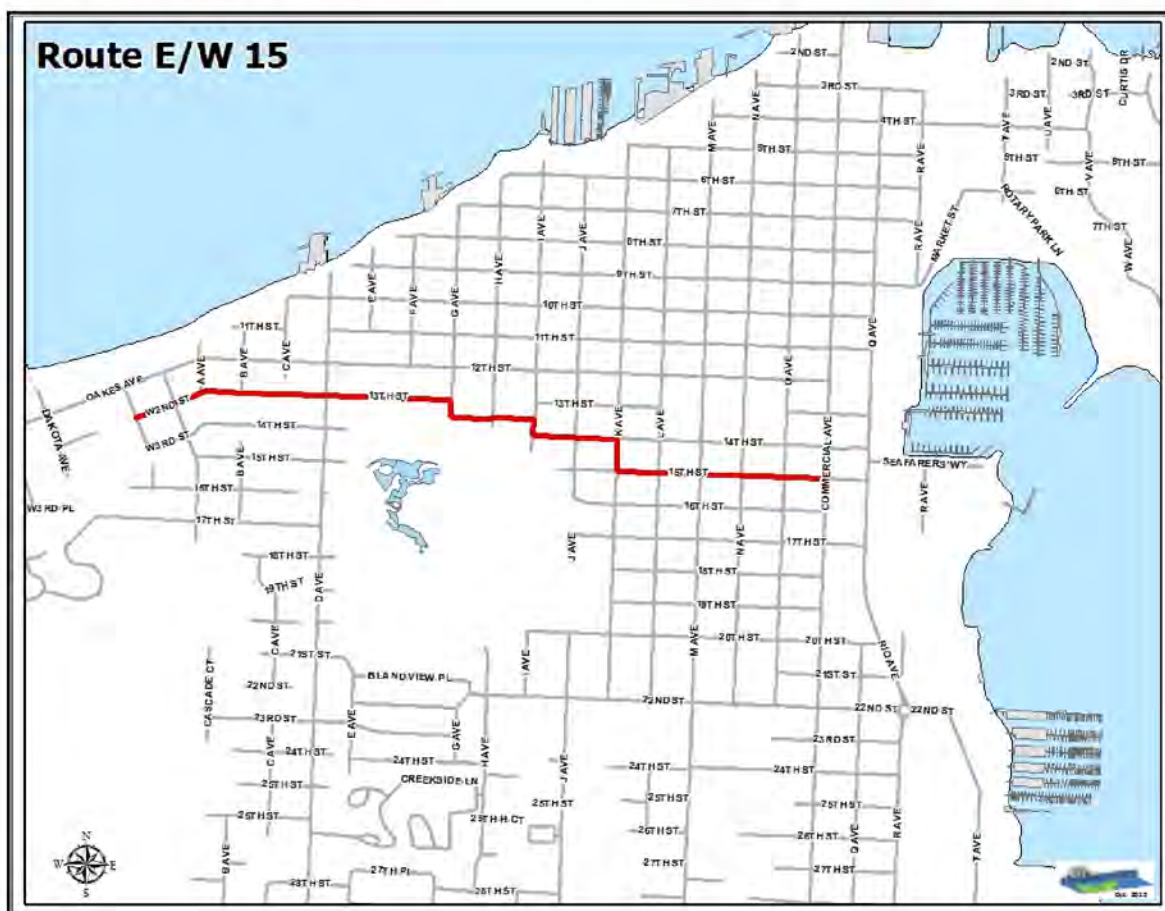
Challenges on this heavily used route include narrow shoulder on 12<sup>th</sup> Street particularly between Commercial Avenue and D Avenue with narrow points along Oakes. Proposed solution: Shoulder optimization to best manage the marginal shoulder with repaving/stripping on 12<sup>th</sup> Street. Striped shoulder / bike lane markings are needed through the transition from Oakes Avenue to Sunset Avenue. Also need camera-type bicycle signal activation at D and at the Ferry Terminal Road crossing.





**Route 15 (15<sup>th</sup> Street):** Begin at intersection of 15<sup>th</sup> Street and Commercial Avenue. Continue west on 15<sup>th</sup> Street to L Avenue. Turn right and travel to 14<sup>th</sup> Street. Turn left and travel to I Avenue. Turn right and travel north on I Avenue one half block to gravel alley. Turn left. Travel west one block on alley to Volunteer Park. Travel west on 13<sup>th</sup> Street to D Avenue. Continuing on 13<sup>th</sup>/ West 2<sup>nd</sup> to Baltimore Rd where the route ends. If you find the narrow trail, and with a bit of route-finding you can proceed west on west 2nd all the way to Anacopper Mine Road.

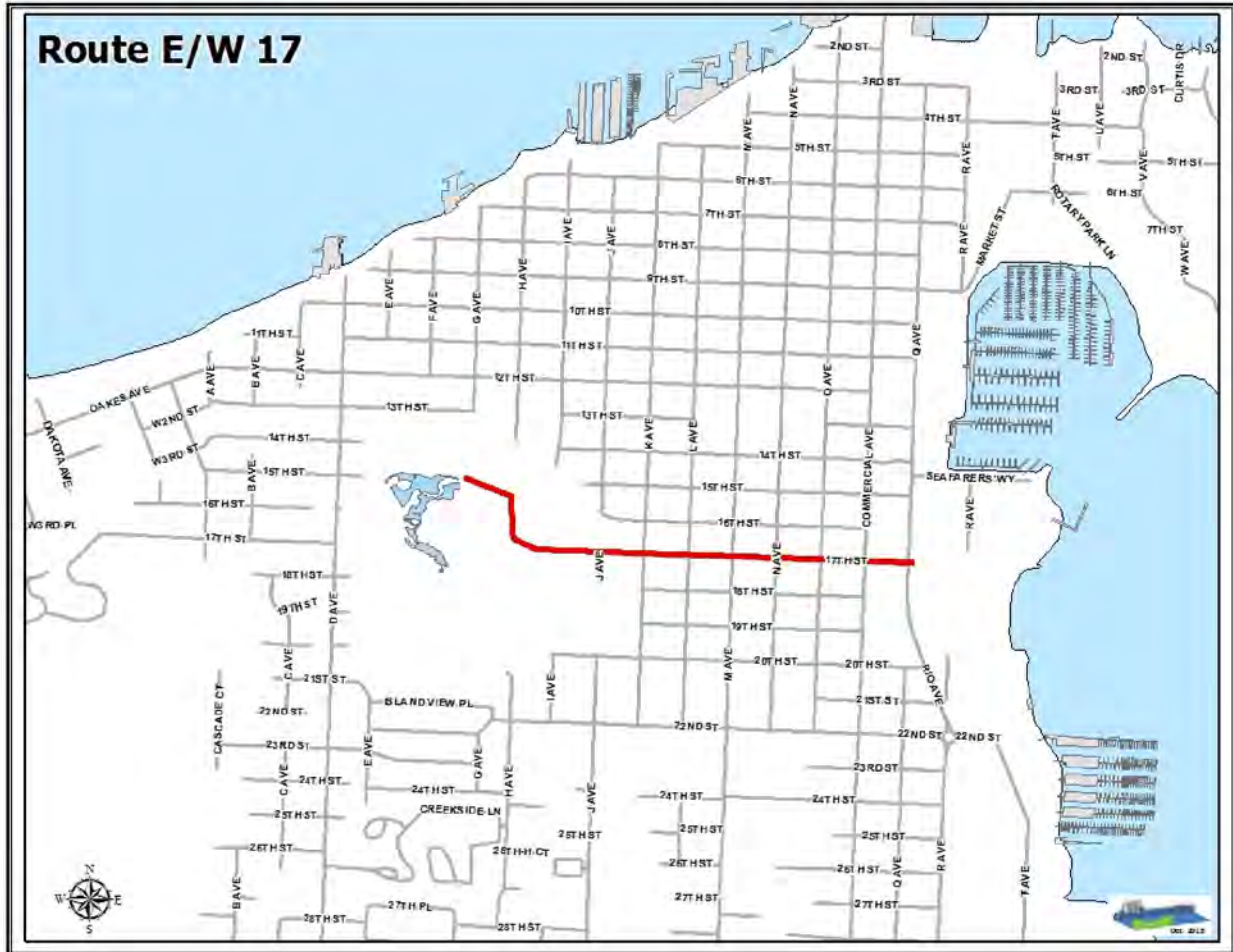
Bicycles share unstriped roadway with other vehicles on this route. Pedestrians have sidewalks on both sides from Commercial Avenue to K Avenue (not all ADA accessible), then share the roadway with vehicles west of that until Volunteer Park where sidewalk resumes on south side of 13<sup>th</sup> Street west to D Avenue. Challenges include the often heavily travelled Commercial Avenue crossing and the lack of a paved through connection on W 2nd. Proposed solution: Activated beacon crossing with Refuge island for cyclists and pedestrians crossing Commercial. Consider rerouting to 14<sup>th</sup> to stay on public streets for the Commercial crossing.



**Route 17 (17<sup>th</sup> Street):** Begin from east at intersection of 17<sup>th</sup> Street and Tommy Thompson Trail. Travel west to the Anacortes High School parking lot at J Avenue (stop). Pedestrian access continues through grass fields at Smiley's Bottom to Volunteer Park and athletic fields.

This route intersects designated North/South routes at Tommy Thompson Trail, Commercial Avenue and M Avenue. Route is level from Tommy Thompson Trail to O Avenue, then climbs with increasing grade to the high school.

Future improvements include camera type bicycle signal activation at Q Avenue and Commercial Avenue crossings and paved access to trail west of high school (Smiley's Bottom).

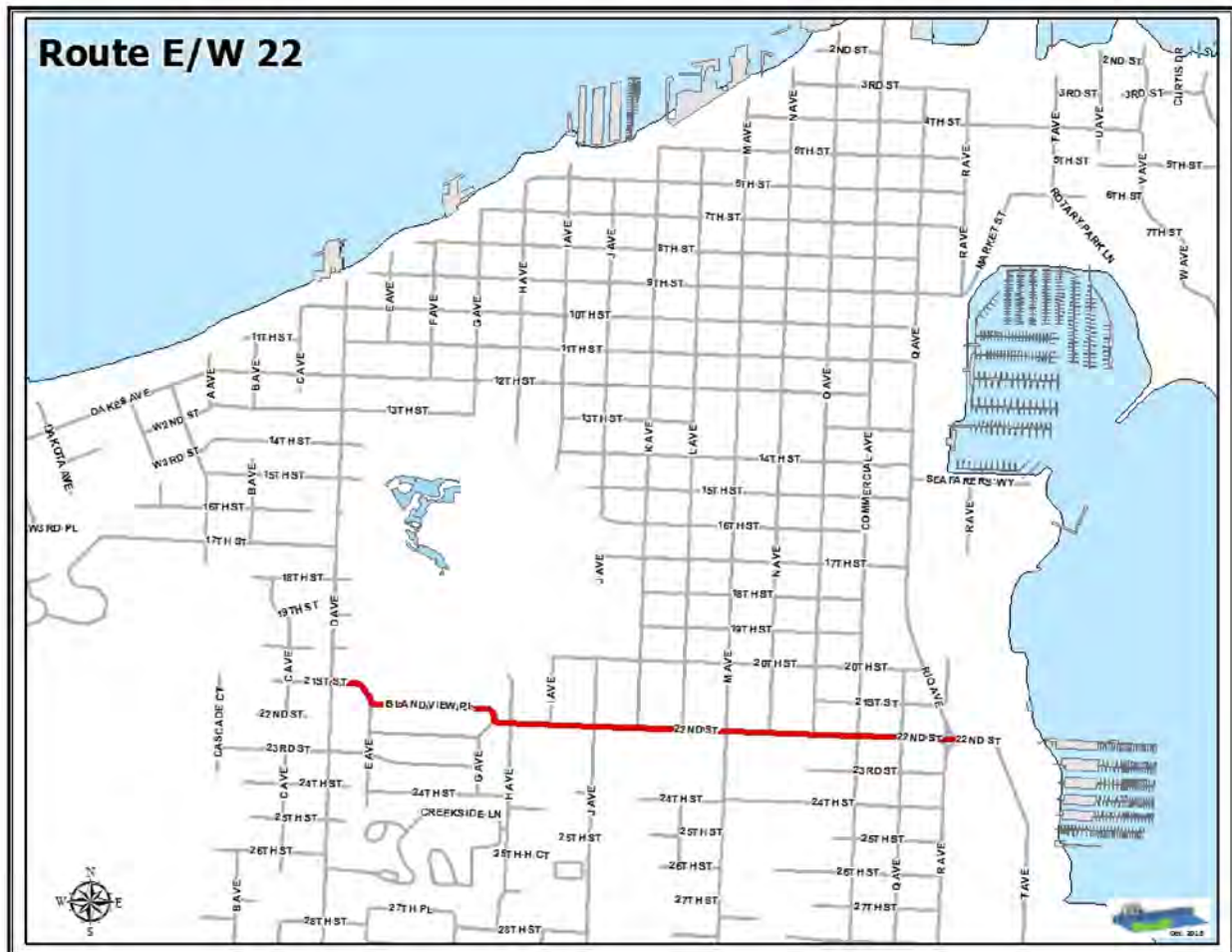




**Route 22 (22<sup>nd</sup> Street):** Begin at the roundabout intersection of 22<sup>nd</sup> Street and R Avenue/Tommy Thompson Trail. Travel west on 22<sup>nd</sup> Street past the Middle School and past the Community Pool at the top of the hill and bear right onto Island View Place. Continue north and west on Island View Place .2 miles to 21<sup>st</sup> Street. Turn right onto 21<sup>st</sup> Street. Continue west on 21<sup>st</sup> Street one block to D Avenue.

This route climbs gently from east to west, more steeply between M Avenue and Island View Place. Points of interest include Alice Newland Park (Skate Park), Anacortes Middle School, Fidalgo Pool and Fitness Center and the Senior Activity Center. This is also a major route to Anacortes High School and Island View Elementary.

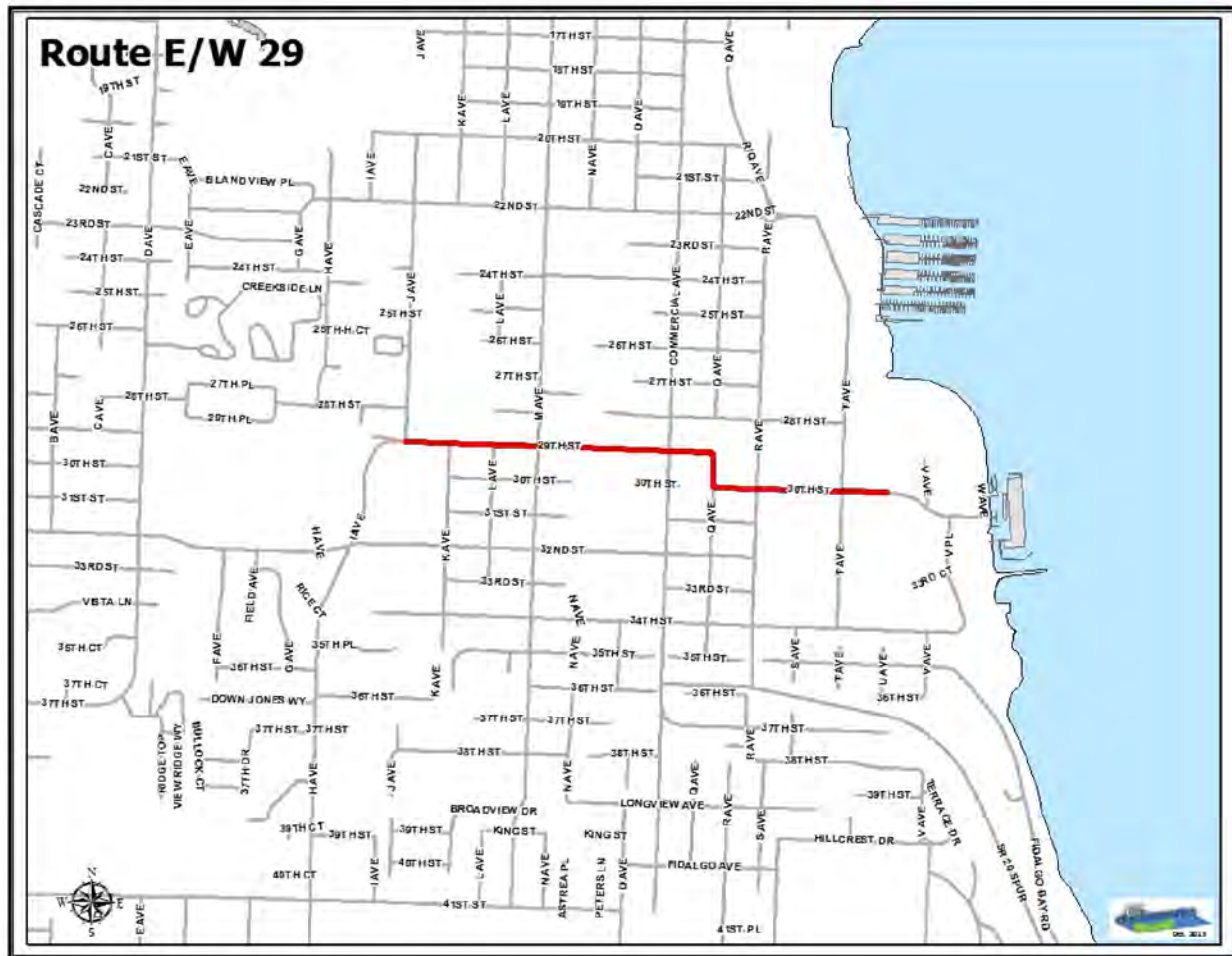
Bicycles share unstriped roadway with other vehicles on this route. Pedestrians have sidewalks on one side between R Avenue and Commercial Avenue, then on both sides west to D Avenue (not all ADA accessible) except where missing on parts of Island View Way. Signage and a camera type bicycle signal activation to Commercial Avenue crossing are potential improvements.



**Route 29 (29<sup>th</sup>/30<sup>th</sup> Streets):** Begin from east at intersection of 30<sup>th</sup> Street and Tommy Thompson Trail. Travel west to Q Avenue. Turn right and travel one block to 29<sup>th</sup> Street. Turn left. Travel west to J Avenue.

This route travels on low traffic industrial streets east of R Avenue, then low traffic residential streets. Busy crossings exist at R Avenue and Commercial Avenue; a beacon crossing is available mid-block for the R Avenue crossing. Route climbs gently from east to west.

This is the main pedestrian access to Island View Elementary from the east. The next through street is 22<sup>nd</sup> Street seven blocks to the north. Challenges include crossing high traffic at Commercial Avenue. Proposed solution: Activated beacon crossing at Commercial Avenue.

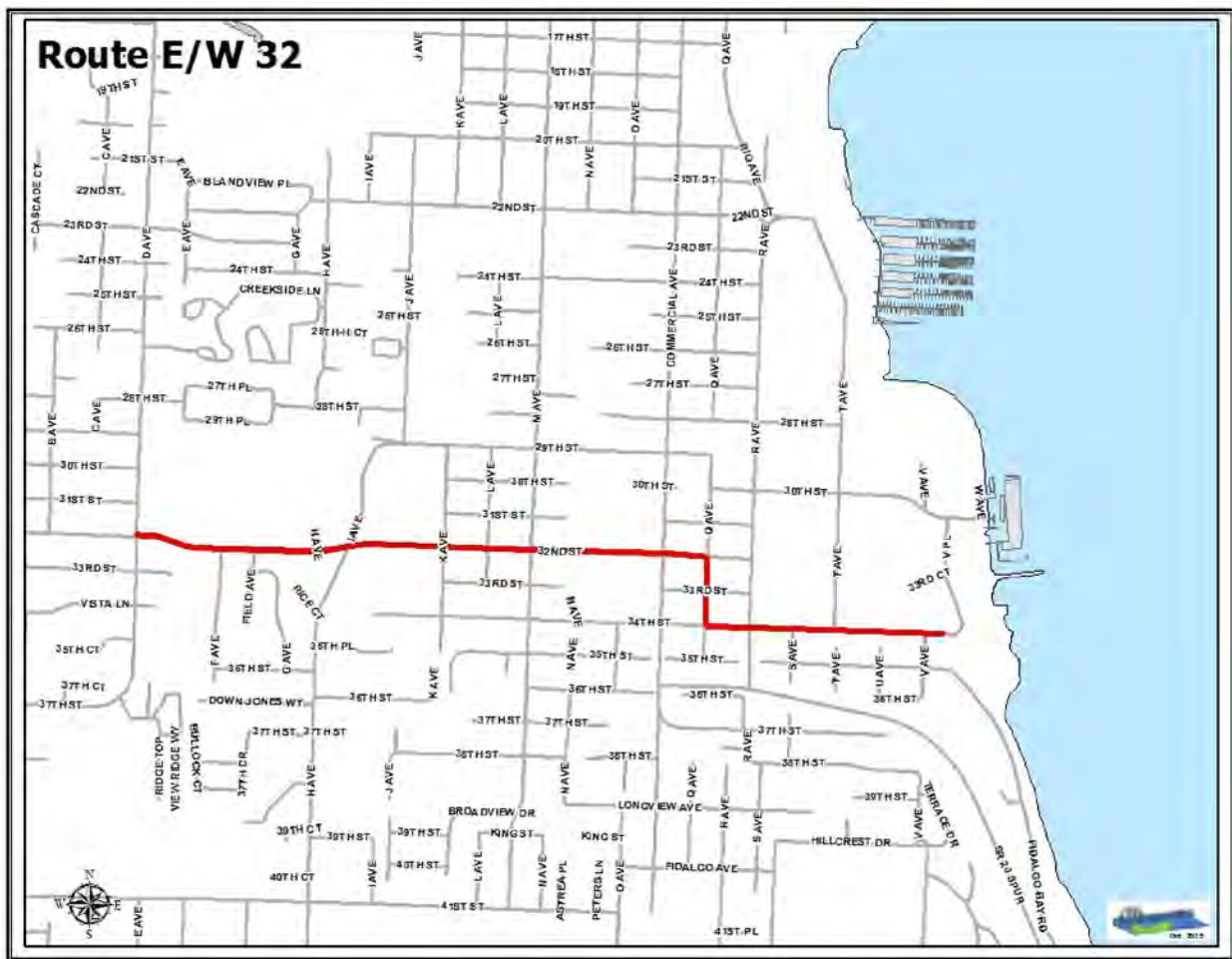




**Route 32 (32<sup>nd</sup>/34<sup>th</sup> Street):** Begin from east at intersection of 34<sup>th</sup> Street and Tommy Thompson Trail. Travel west to Q Avenue. Turn right. Travel north on Q Avenue two blocks to 32<sup>nd</sup> Street (N-S stop). Turn left. Travel west on 32<sup>nd</sup> Street to D Avenue (E-W stop).

This route travels on industrial streets east of R Avenue, then on a major arterial. Neighborhoods are primarily residential from M Avenue west. Route climbs gently from east to west with a moderate climb between Commercial Avenue and I Avenue.

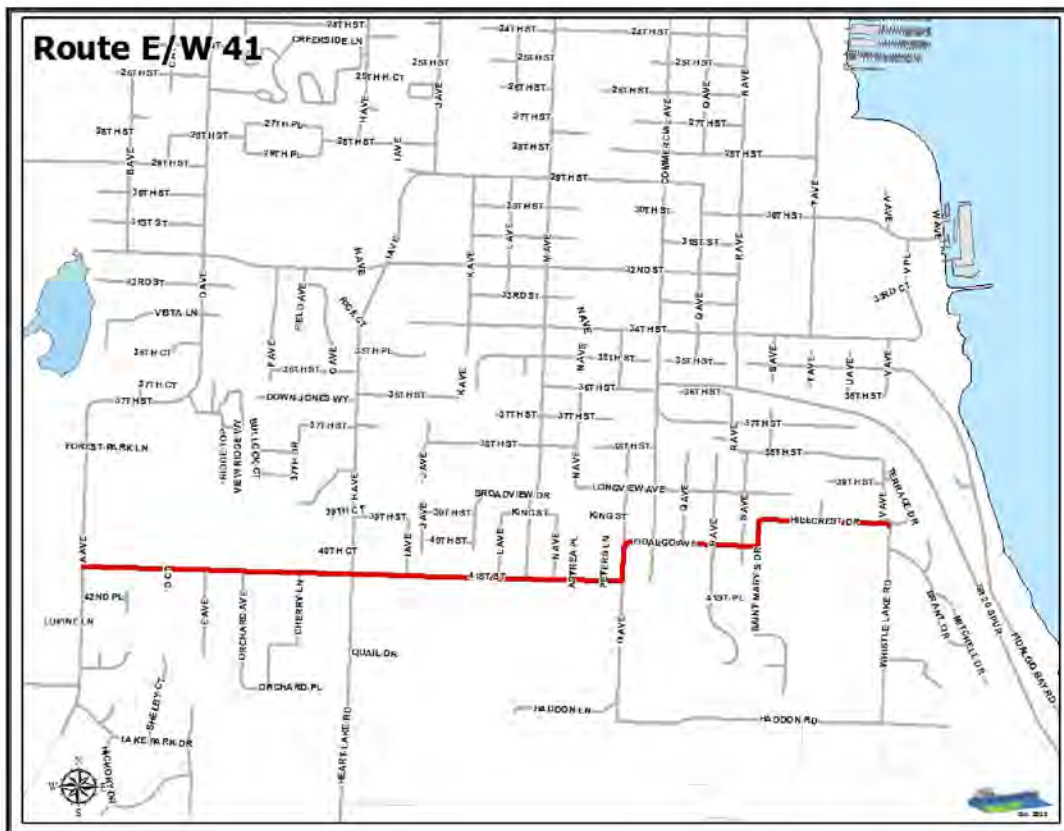
Bicycles share unstriped roadway with other vehicles on this route. Pedestrians have sidewalks on both sides (not all ADA accessible) west of Q Avenue but share the roadway with vehicles east of that. A new activated beacon crossing at the half-block between 34<sup>th</sup> and 33<sup>rd</sup> on R Avenue significantly mitigates crossing danger as does the pedestrian signalized crossing at Commercial Avenue at 32<sup>nd</sup>. A traffic calming intersection at 32<sup>nd</sup> and M Avenue presents some concerns for cyclists but is safe for non-motorized use. Challenges include the heavier volumes on 32<sup>nd</sup> St. Proposed solutions: add camera-type bicycle signal activation to Commercial Avenue crossings and increase shoulder striping near M Avenue.



**Route 41 (41<sup>st</sup> Street/Hillcrest):** Begin from east at intersection of Hillcrest Drive and Whistle Lake Road. Travel west .2 miles on Hillcrest Drive to Saint Mary's Drive. Turn left. Travel south for one block on Saint Mary's Drive to Fidalgo Avenue. Turn right. Travel west on Fidalgo Avenue .2 miles to Commercial Avenue. Continue on Fidalgo Avenue one block to O Avenue. Turn left. Travel south on O Avenue one block to 41<sup>st</sup> Street. Turn right. Travel west on 41<sup>st</sup> Street to A Avenue.

This route travels on low traffic residential arterial streets. Route is relatively flat except for the extremely steep hill between Heart Lake Road and A Avenue (separated 8-foot wide trail available for walking up the steep hill).

Bicycles share unstriped roadway with other vehicles on this route. Pedestrians have sidewalks on one side (not all ADA accessible) the entire length of this route except where sidewalks are present on both sides directly in front of Mt. Erie Elementary School. Challenges on this route include the lack of shoulder between H Avenue and A Avenue including the narrow and blind stretch over the crest of the hill. Proposed solution: Stripe climbing lanes for bikes on uphill sections each direction. Add shoulder striping/improve shoulder on the south side of 41<sup>st</sup> Street from H Avenue to O Avenue. Consider improving the south side of 41<sup>st</sup> with a sidewalk from H to O Avenues.





**USBR 10 /March Point Rd** from Berentsen Bridge to the Trestle: Begin at the Berentsen Bridge Bike/Ped Trail (protected 2-way lane on the north span of SR20/Berentsen Bridge over the Swinomish Slough). The route follows South March Point Rd north and then west from SR20. In 2.4 miles turn right at South March Point Rd. Travel north on West March Point Road for 1.0 miles to the junction with the Tommy Thompson Trail at the trestle.

This important interstate cycling route is used heavily by commuting, tourist and recreational cyclists. These are largely unimproved industrial roads, most with narrow striped shoulders (less than two feet). Traffic varies from light to fairly heavy depending on the timing of truck traffic and shift-change traffic from the refineries and casino / gas station traffic at the junction of Casino Rd and S March Point Rd.

Challenges on this section are largely a function of crossing traffic not easily seeing bicycles, road width and road condition. In particular the traffic exiting SR20 Westbound and turning in 50' on Casino Rd can be difficult. Truck/bike accidents have occurred at the Thompson Rd intersection and several near misses have occurred at the exit from W March Point Rd onto the trestle (Tommy Thompson Parkway). Improvements to this section should be considered with any development occurring along S March Point Road (objective is to attain a 4' shoulder, both sides). Improved warning signage at Casino Rd, Reservation Rd, Thompson Rd and at the Trestle entrance would help mitigate the problem, as would extending the protective barrier for the bridge bike lane 50' to the junction with Casino Rd. The Swinomish Nation is working on a proposed improvement to the SR20 intersection that would move the non-motorized crossing of Casino Rd to the east at a spot with better sight lines (this requires a paved pathway from the bridge to Casino Rd).



## North/South Routes

*Note: All routes are described traveling south to north.*

**USBR10/Route 1 (Tommy Thompson Trail):** The Tommy Thompson Trail begins from south at intersection of Tommy Thompson Trail and West March Point Road. Travel north 3.4 miles on trail through on grade crossings at 34<sup>th</sup> Street, 33<sup>rd</sup> Court, 30<sup>th</sup> Street, T Avenue, 22<sup>nd</sup> Street, 20<sup>th</sup> Street, 17<sup>th</sup> Street (pedestrian activated signal) and Seafarers Way to trail terminus at 11<sup>th</sup> Street. At 11<sup>th</sup> Street merge with northbound traffic on Q Avenue. Continue north five blocks on Q Avenue to 6<sup>th</sup> Street.

This route provides a safe and scenic flat off-grade parkway between March Point and downtown Anacortes.

While this route is predominantly off road, challenges include the uncontrolled, unsigned merge for bicycles with Q Avenue at 11<sup>th</sup> Street and lane narrowing on Q Avenue between 11<sup>th</sup> Street and 6<sup>th</sup> Street and the fact that Q Avenue is a freight route in this location. Proposed solution: Stripe bike lanes on Q Avenue north of 11<sup>th</sup> Street and shave the bulb outs between 6<sup>th</sup> Street and 9<sup>th</sup> Street which currently force cyclists into the path of vehicles.





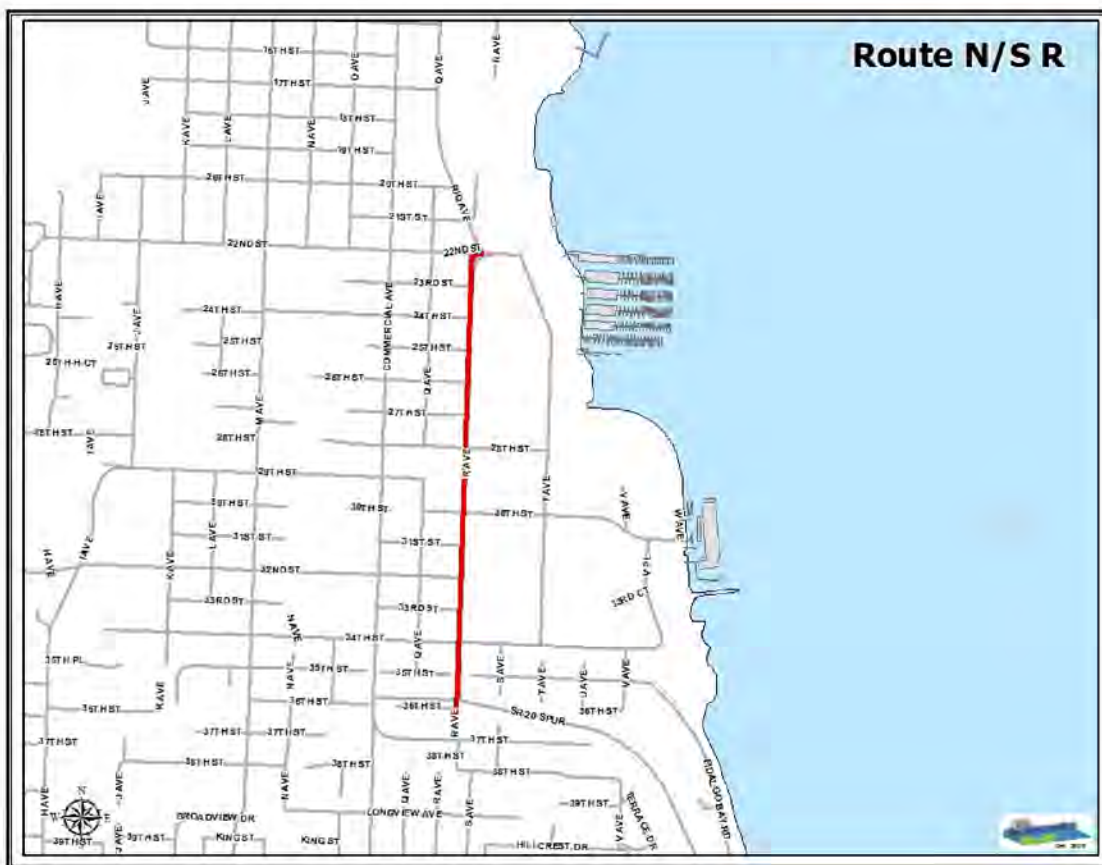
**Route Q (Q Avenue** from 34<sup>th</sup> to 22<sup>nd</sup>): This bike boulevard begins at 34<sup>th</sup> & Q and travels north on a quiet residential street. Crossing 32<sup>nd</sup> at Q (N-S stop). Continue with favorable stop signs to 29<sup>th</sup>, follow dirt pathway to 28<sup>th</sup>, continue on Q to 22<sup>nd</sup> (all E-W traffic has stop signs).

This pleasant route along very quiet residential streets is an excellent connection between the 34<sup>th</sup> St route and the TTT via the roundabout at 22<sup>nd</sup> and R. The route is parallel to busy Commercial and R Ave yet experiences little traffic. It has a natural calming feature with the street interruption between 29<sup>th</sup> and 28<sup>th</sup>. Improvements: a 6 to 10 foot wide paved non-motorized path along the Q Ave right of way between the Community Garden and the Bowling Alley would enhance the use of this route. Route signage would make this less of a secret link. Bike-Ped Crossing signs or a 3 way stop at 28<sup>th</sup> and Q would slow 28<sup>th</sup> St traffic at the crossing.

**Route R (R Avenue, not a preferred route):** Begin from south at intersection of SR20 Spur and R Avenue (note: signalized SR 20 Spur pedestrian crossing exists for N-S foot and bike traffic from south R Avenue). Travel north .8 miles on R Avenue to 22<sup>nd</sup> Street. Merge with Tommy Thompson Trail (Route 1) at 22<sup>nd</sup> Street.

This route intersects designated East/West routes at 34<sup>th</sup> Street, 30<sup>th</sup> Street and 22<sup>nd</sup> Street. It includes a pedestrian activated signal crossing at SR20 to link to southern neighborhoods. It travels on a major north/south arterial connecting the highway entrance to Anacortes with the industrial district and downtown. Route is flat except for steep grade at the south end.

Bicycles share unstriped roadway with other vehicles on this route. Challenges include a four-lane arterial with 35 mph traffic and no shoulder. Proposed solution: Convert existing sidewalks to 10-foot wide off-grade multi-use paths on both sides of R Avenue. This would provide a safe through route for both cyclists and pedestrians as well as providing collectors for enhanced crossings at 34<sup>th</sup> Street, 32<sup>nd</sup> Street and 30<sup>th</sup> Street. Now that there are active crossing beacons at 33.5 and 30.5, shared use sidewalks could prioritize connections to these Xings.





**Route Comm (Commercial Avenue / O Avenue):** Begin from south at intersection of 41<sup>st</sup> Street and O Avenue. Travel north on O Avenue one block to Fidalgo Avenue. Turn right. Travel east one block on Fidalgo Avenue to Commercial Avenue (E-W stop). Turn left. Travel north on Commercial Avenue .3 miles through the roundabout at SR20 Spur. Continue north on Commercial Avenue pedestrian activated signals at 32<sup>nd</sup>, 22<sup>nd</sup>, 17<sup>th</sup> and 12<sup>th</sup> Continue north on Commercial Avenue four blocks to 8<sup>th</sup> Street (signal). Continue north on Commercial Avenue two blocks to 6<sup>th</sup> Street (signal). Continue north on Commercial Avenue six blocks to end.

This route intersects designated East/West routes at 41<sup>st</sup> Street, 32<sup>nd</sup> Street, 29<sup>th</sup> Street, 22<sup>nd</sup> Street, 17<sup>th</sup> Street, 15<sup>th</sup> Street, 12<sup>th</sup> Street, 8<sup>th</sup> Street, 6<sup>th</sup> Street and 4<sup>th</sup> Street. It travels on the main street/business route through Anacortes which descends steeply from Fidalgo Avenue to SR20Spur, then very gradually to the northern terminus at the Port of Anacortes public pier. This route includes most of the retail businesses in Anacortes.

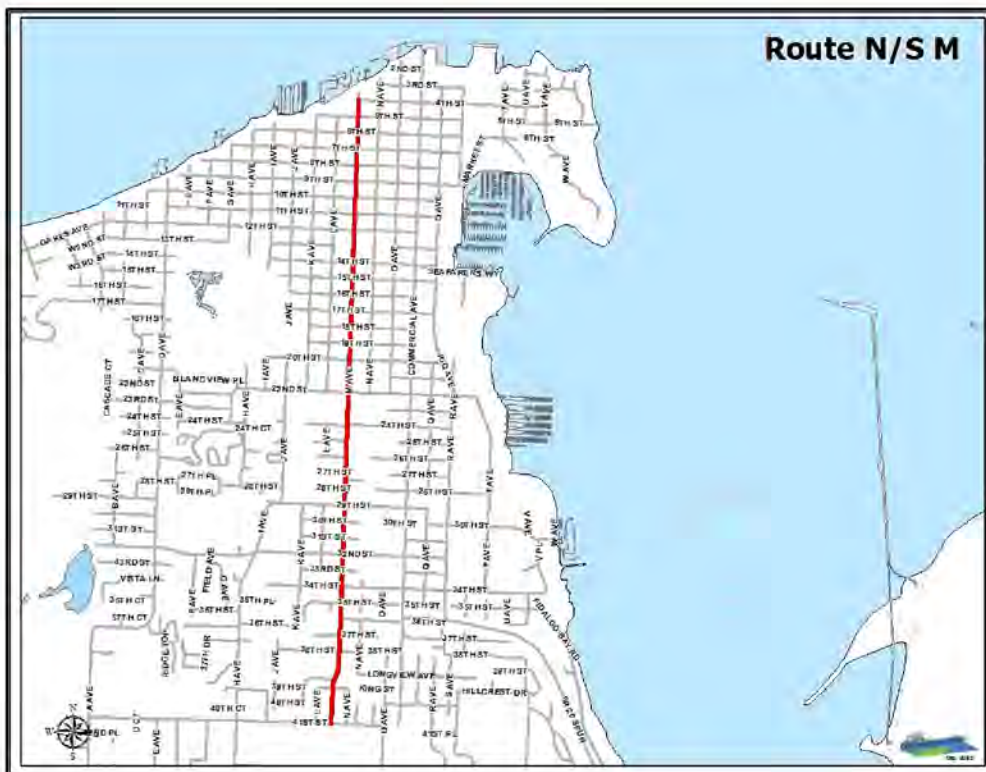
Bicycles share the roadway with other vehicles the length of this route. Pedestrians have sidewalks on both sides (not all ADA accessible) from 36<sup>th</sup> Street (roundabout) north but share the roadway with bicycles and vehicles between 36<sup>th</sup> Street and Fidalgo Avenue. Challenges on this route include high traffic volumes with frequent turns and parking on both sides of the street in most locations. Proposed solution: Stripe bike lanes or shared shoulder the length of Commercial Avenue in both directions including a striped bike lane for southbound travel from 38<sup>th</sup> Street to Fidalgo Avenue and sharrows for north bound bike traffic in same area.



**Route M (M Avenue):** Begin from south at intersection of 41<sup>st</sup> Street and M Avenue. Travel north on M Avenue .6 miles to 32<sup>nd</sup> Street (N-S stop). Continue north on M Avenue .5 miles to 22<sup>nd</sup> Street (4-way stop). Continue north on M Avenue .5 miles to 12<sup>th</sup> Street (pedestrian activated signal). Continue north on M Avenue through N-S stops at 8<sup>th</sup> Street and 6<sup>th</sup> Street to 4<sup>th</sup> Street.

This route intersects designated East/West routes at 41<sup>st</sup> Street, 32<sup>nd</sup> Street, 29<sup>th</sup> Street, 22<sup>nd</sup> Street, 17<sup>th</sup> Street, 15<sup>th</sup> Street, 12<sup>th</sup> Street, 8<sup>th</sup> Street, 6<sup>th</sup> Street and 4<sup>th</sup> Street. It travels on a major low speed arterial through residential and public use zones. Route slopes gradually down from 41<sup>st</sup> Street to 4<sup>th</sup> Street. Points of interest include Mt. Erie School, Island Hospital, Anacortes Police Station and Municipal Court, Anacortes Middle School, Whitney Elementary School, Anacortes Community Theater, Anacortes Public Library and Anacortes Museum.

Bicycles share unstriped roadway with other vehicles on this route. Pedestrians have sidewalks on both sides the entire length of the route. Challenges include wandering vehicle traffic and on street parking surrounding the hospital and adjacent medical offices and in the school zones. Proposed solution: Stripe bike lanes both directions between 22<sup>nd</sup> Street and 29<sup>th</sup> Street. Stripe shoulders between 29<sup>th</sup> Street and 32<sup>nd</sup> Street. Add an active beacon at the 32<sup>nd</sup> Street crossing, improving safety for NS foot traffic without creating a new bicycle hazard. Add camera-type bicycle signal activation to 12<sup>th</sup> Street crossing.





**Route H (H Avenue / J Avenue / L Avenue):** Begin from south at intersection of Heart Lake Road and 41<sup>st</sup> Street (4-way stop). Travel north on H Avenue in marked bike lanes .6 miles to 32<sup>nd</sup> Street (4-way stop). Continue north on I Avenue/29<sup>th</sup> Street .2 miles to J Avenue (3-way stop). Turn left. Continue north on J Avenue .4 miles to 22<sup>nd</sup> Street (4-way stop). Turn right on 22<sup>nd</sup> Street. Travel east 2 blocks. Turn left on L Avenue. Continue north on L Avenue eight blocks to 14<sup>th</sup> Street (N-S stop). Travel north 2 blocks to 12<sup>th</sup> Street (N-S stop). Take crosswalk if needed. Continue north 3 blocks to 9<sup>th</sup> St (N-S stop). Continue north 4 blocks to 5<sup>th</sup>.

This route intersects designated East/West routes at 41<sup>st</sup> Street, 32<sup>nd</sup> Street, 29<sup>th</sup> Street, 22<sup>nd</sup> Street, 17<sup>th</sup> Street, 15<sup>th</sup> Street, 12<sup>th</sup> Street, 8<sup>th</sup> Street and 6<sup>th</sup> Street 12<sup>th</sup> Street. It travels on low traffic residential streets and sub-arterials through residential and public use neighborhoods. Route is mostly level with a gradual downward grade from 41<sup>st</sup> Street to 12<sup>th</sup> Street. Points of interest include access to the Anacortes Community Forest Lands, Ace of Hearts/Rotary Park, Island View Elementary School, Fidalgo Pool and Fitness Center and Anacortes High School.

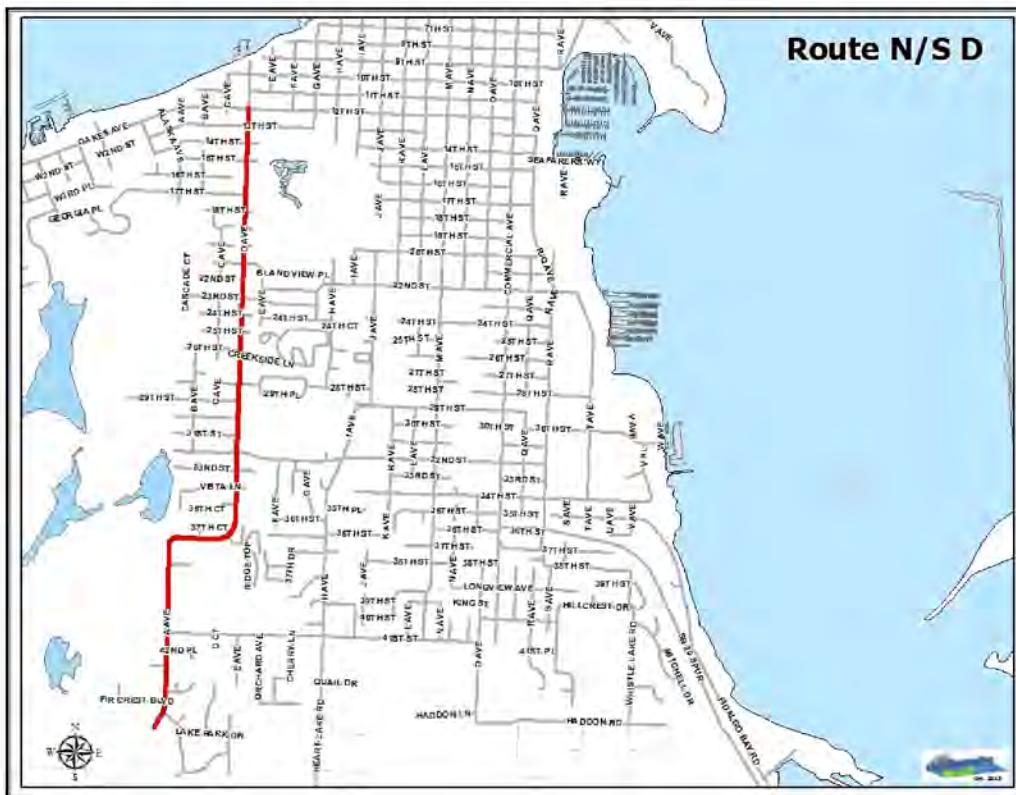
Bicycles share unstriped roadway with other vehicles on this route except on H and I Avenues, which have marked bike lanes in both directions. Pedestrians have sidewalks both sides except for I Avenue. Challenges on this route are few. The stop signs at 9<sup>th</sup> and 14<sup>th</sup> Street could be flipped to encourage N-S travel and the crossing at 12<sup>th</sup> could be two sided, activated by button or bike camera.



**Route D (D Avenue/A Avenue):** Begin from south on A Avenue at city limits. Travel north on A Avenue which wraps east to become 37<sup>th</sup> Street at .6 miles and then north to become D Avenue at .8 miles. Continue north on D Avenue 1.5 miles to 12<sup>th</sup> Street (signal with pedestrian activation).

This route intersects designated East/West routes at 41st Street, 32<sup>nd</sup> Street, 21<sup>st</sup> Street, 13<sup>th</sup> Street and 12<sup>th</sup> Street. It travels on a medium traffic arterial with striped shoulder its entire length through residential zones. Route slopes down from city limits to 12<sup>th</sup> Street with extremely steep grade between 21<sup>st</sup> Street and 18<sup>th</sup> Street. This is the primary north/south route from South Fidalgo Island into downtown. Points of interest include Anacortes Community Forest Lands trailheads and Volunteer Park.

Bicycles ride on striped shoulder the length of this route. Pedestrians share the shoulder with vehicles except between approximately 20<sup>th</sup> and 12<sup>th</sup> Street where there are sidewalks on at least one side. Challenges on this route include the tight lanes at the intersection of 12<sup>th</sup> Street and D Avenue due to left turn lane for traffic turning onto 12<sup>th</sup> Street. Proposed solution: Stripe a bike lane between 13<sup>th</sup> Street and 12<sup>th</sup> Street. Use camera type bicycle signal activation for cyclists turning left, especially for D Avenue left onto westbound 12<sup>th</sup> Street and eastbound 12<sup>th</sup> left onto D Avenue.



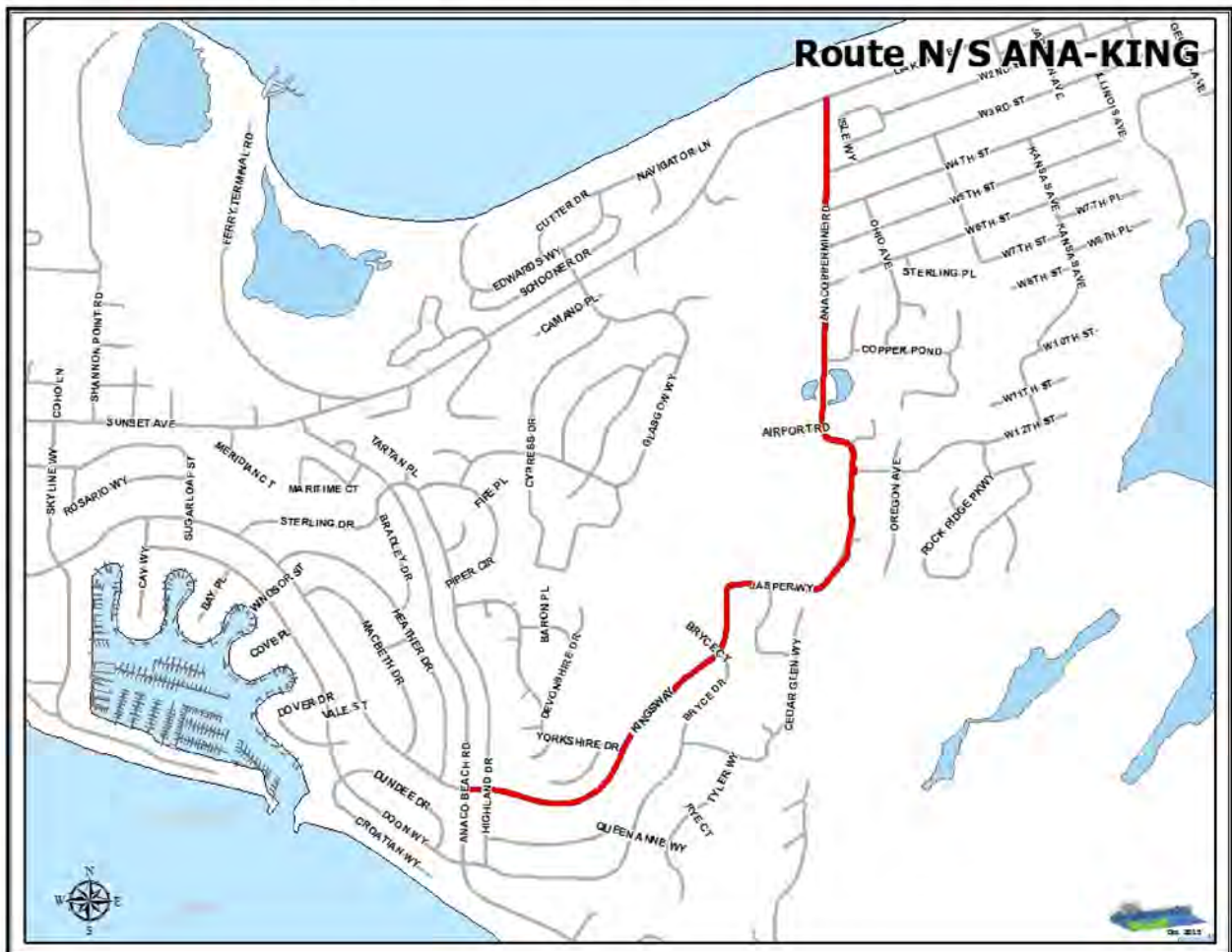


**Route Ana-King (Anacopper/Kingsway):** Begin from south at intersection of Kingsway and Anaco Beach Road. Travel northeast on Kingsway, which becomes Jasper Way, which becomes Pennsylvania Avenue, 1 mile to roundabout. Continue through roundabout left onto Pennsylvania Avenue which wraps right to become Anacopper Road. Travel north on Anacopper Road .6 miles to Oakes Avenue (stop).

This route intersects a designated East/West route at Oakes Avenue and connects to two other designated North/South Routes at Anaco Beach Road. It travels on a low speed arterial through residential neighborhoods. Route climbs from Anaco Beach Road to crest on Pennsylvania, then descends increasingly steeply to Oakes Avenue. Points of interest include Anacortes Community Forest Lands trailheads, John and Doris Tursi Park and the Anacortes Airport.

Bicycles share unstriped roadway with other vehicles on this route except on Pennsylvania Avenue which has striped bike lanes both directions. Pedestrians share unstriped roadway with other vehicles except on Pennsylvania Avenue and Jasper Way which have sidewalk on one side and Kingsway between Bryce Drive and Yorkshire Drive which has sidewalks both sides. Challenges include narrow to non-existent shoulder at the north end of Anacopper Road. Proposed solution: Stripe a climbing lane or uphill-side shoulder on the west edge of Anacopper Road. Another solution would be an off-grade trail along Port of Anacortes airport property paralleling Anacopper. Stripe shoulder on Kingsway from Anaco Beach Road to Yorkshire Drive.

See map labeled **ROUTE N/S ANA-KING** on next page.



Challenges on this route include narrow shoulders on Marine Drive. Proposed solution: Add shoulder width to Marine Drive, keeping lanes narrow.

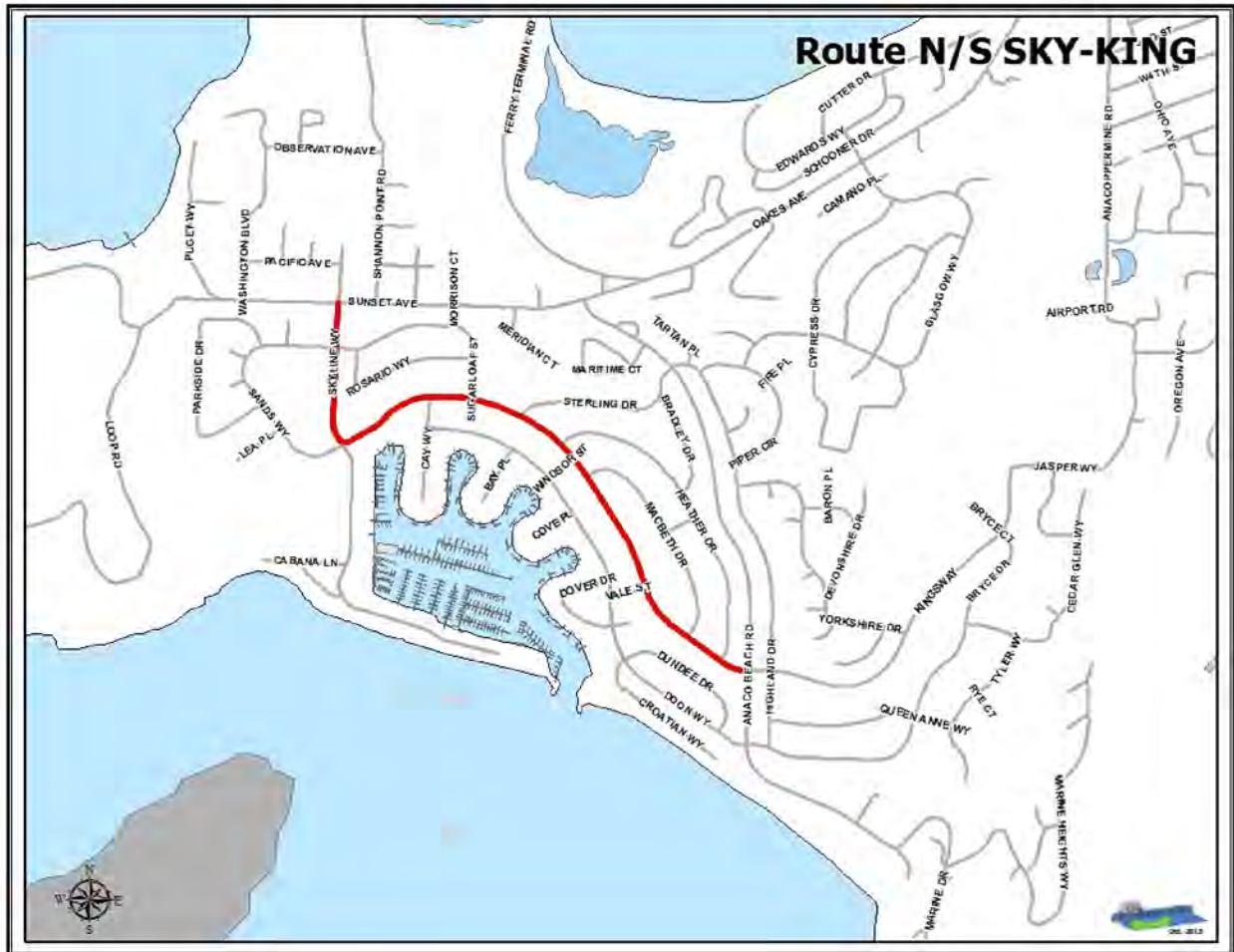


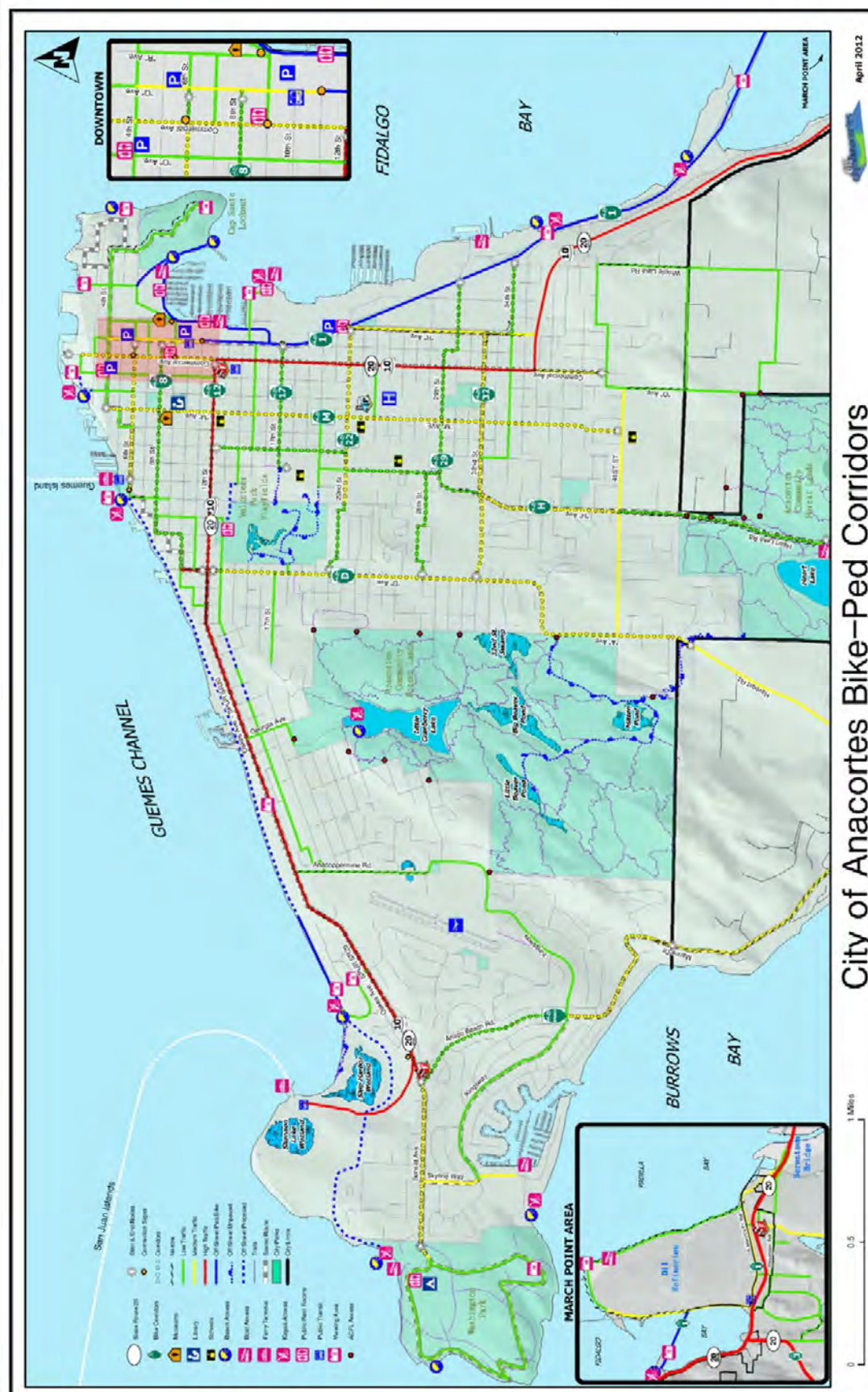


**Route Sky-King (Skyline/Kingsway):** Begin from south at intersection of Anaco Beach Road and Kingsway. Travel northwest on Kingsway .9 miles to Skyline Way (4-way stop). Turn right. Travel north .2 miles on Skyline Way to Sunset Avenue (stop).

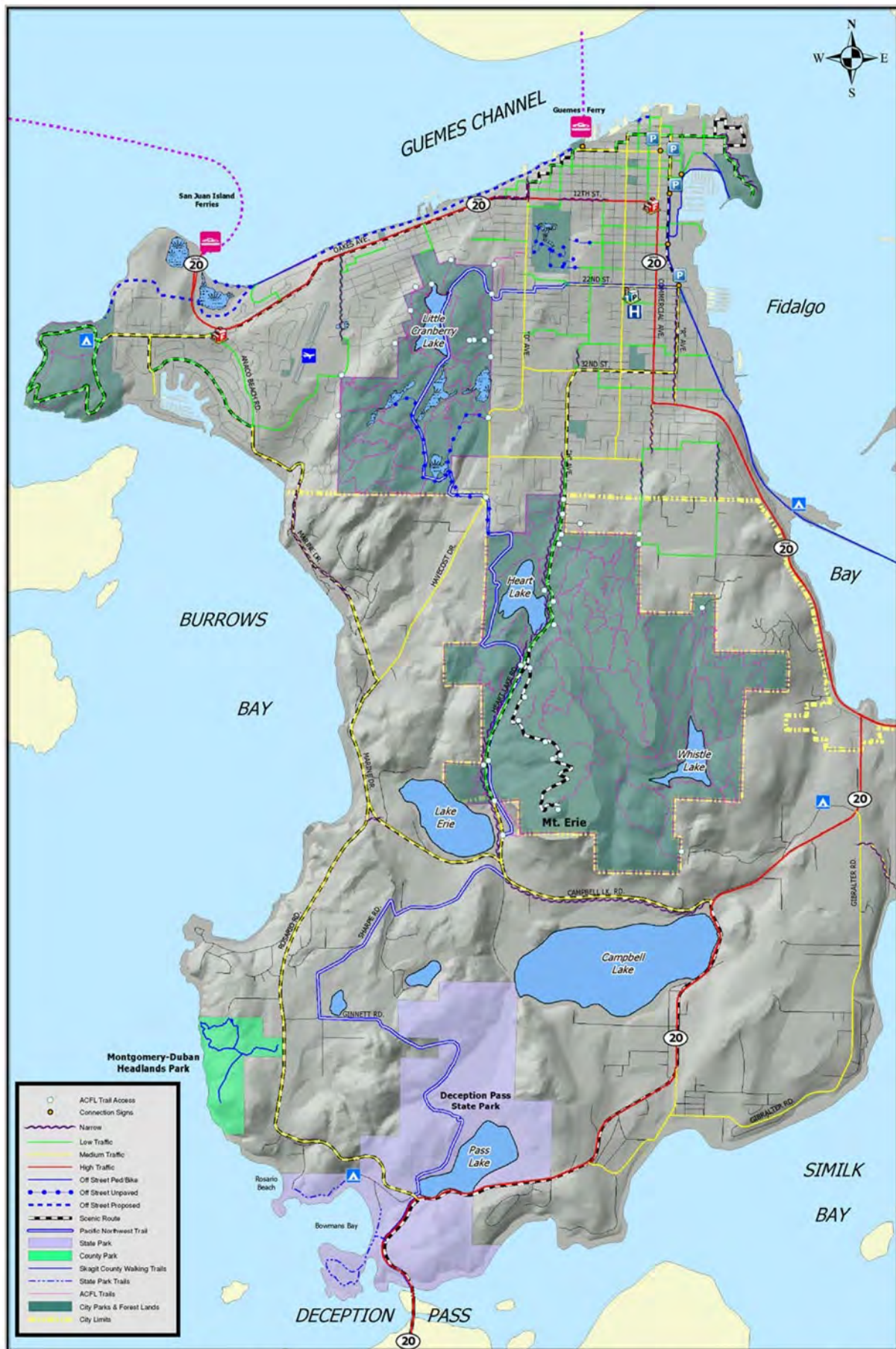
This route intersects a designated East/West route at Sunset Avenue and connects to two other designated North/South Routes at Anaco Beach Road. It travels on a low speed arterial with no striped shoulder or sidewalk through residential zones and connects upper Skyline neighborhoods with the Flounder Bay commercial marine zone. Grade slopes moderately down from Anaco Beach Road for several blocks, then very gradually to Skyline Way

Bicycles and pedestrians share unstriped roadway with vehicles on this route except on Skyline Way which has striped shoulders both directions. There are no sidewalks except one half block of Skyline Way. Challenges include wandering traffic on the wide unstriped streets. Proposed solution: Stripe Kingsway shoulders for ADA, pedestrian and bicycle use.









## Fidalgo Island - Inter-Urban Routes

## c. Spreadsheets by Corridor listing features, gaps, suggested mitigations and cost/benefit prioritization

|                                    |          |                          |                                                          |        |                                     |                                                                                                                                                                     |                                                            |                                                     |
|------------------------------------|----------|--------------------------|----------------------------------------------------------|--------|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|-----------------------------------------------------|
| EAST<br> <br>WEST<br> <br>ROUTES   | 4        | 4th Street               | Cap Sante>4th>M>5th>N>6th                                | Low    | Shared Roadway Ped/Bike             | Cap Sante Lookout, working waterfront, downtown, channel-side parks.                                                                                                | Roadway to Lookout Route signs needed                      | off-grade path                                      |
|                                    | 6        | 6th Street               | 6th>Q to H                                               | Low    | Preferred Bicycle                   | Excellent sidewalks, signalize crossing at Commercial. Quiet, flat and attractive residential route through Old Town with aligned stop signs, signal at Commercial. | Route signs needed                                         | Signage                                             |
|                                    | 8        | 8th Street               | 8th>R>H to 12th>D 12>Comm>Oakes>Sunset                   | Low    | Boulevard Arterial w/ Shoulder S    | Major arterial linking Downtown to WS Ferries and Washington Park.                                                                                                  | Narrow Bike Ln on 12th                                     | Optimize Shoulder                                   |
|                                    | 12       | 12th Street-Oakes Ave.   | 15th>14th>13th>W 2nd                                     | High   | Ped/Bike Preferred                  | Byway linking Commercial shopping to Vol. Park to west end                                                                                                          | Comm Xing, unpaved bits                                    | Active Xing, pavement                               |
|                                    | 15       | 15th Street              | 17>TTT>High School>Vol Pk                                | Low    | Bicycle                             | Low traffic link with signalized crossing at Commercial linking TTT / major stores with High School area.                                                           | Dead end at Vol. Park                                      | Activated                                           |
|                                    | 17       | 17th Street              |                                                          | Low    | Boulevard                           |                                                                                                                                                                     | Hospital traffic and parking                               | Pathway to D Bike sharrow lanes past hospital?      |
|                                    | 22       | 22nd Street              | 22>TTT>Is. View>D                                        | Med    | Ped/Bike Preferred                  | Low Spd Arterial connecting Skate Park/TTT to Hospital, Senior Center and D Ave. Signalized Xing at Commercial.                                                     |                                                            | Activated                                           |
|                                    | 29       | 29th&30th                | 30>TTT>29>Q>I                                            | Low    | Bicycle Boulevard                   | Res. streets with aligned stop signs connects TTT, bowling alley, schools. Good sight lines at major Xings.                                                         | No Xings at Comm, R                                        | beacon crossings                                    |
|                                    | 32       | 32nd&34th                | 34>TTT>32>R>D                                            | Med    | Arterial w/ Shoulder                | Major arterial linking TTT all the way to D Avenue. Signal at Commercial.                                                                                           | 32&R Xing, M intersection                                  | Needs help at R climbing and bike lane striping     |
|                                    | 41       | 41st Street & Fidalgo    | Hillcrest&Whistle Lk>Fidalgo>41st>O>A                    | Med    | Shared Roadway                      | EW arterial with few stop signs. Flat past Mt Erie School with one steep hill from E Ave to A Ave.                                                                  | Blind narrow roadway from E east                           |                                                     |
| NORTH<br> <br>SOUTH<br> <br>ROUTES | 1 TTT    | Tommy Thompson Trail     | March Pt>11>Q>6>Q/R                                      | Low    | Off-Grade Multi-Use                 | Safe and scenic off-grade parkway between March Point and Downtown. A bike/ped highway, on national trail systems.                                                  | 11>Q to 6>Q obstacles                                      | Stripe roadway and shave bulbs                      |
|                                    | R        | R Avenue                 | 4>Q>SR20spur>R 1>Comm>41>O>O fm 12 north                 | High   | Shared Roadway Arterial w/ Shoulder | Major NS arterial flanking TTT connects SR20 Spur with major stores, City Hall, Shipbuilding.                                                                       | Higher speed, no shoulder 4 in                             | Convert sidewalks or lane diet                      |
|                                    | Comm     | Commercial & O Avenues   |                                                          | High   | Arterial w/ shoulders               | Main Street Arterial, SR20 Spur connects most of Anacortes shops, stores, hotels and restaurants.                                                                   | Traffic wanders                                            | Stripe Bike Ln w/ repave                            |
|                                    | M        | M Avenue                 | 4>M>41>M                                                 | Med    |                                     | Major low speed arterial connecting public schools, library, hospital and police station with signal at 12th.                                                       | Traffic wanders                                            | Stripe Bike Ln near MS Restripe for ped/bike travel |
|                                    | H        | H Ave                    | 12>K20>J>Is>H>Heart                                      | Low    | Arterial w/ Bike Lanes              | Arterial with bike lanes connecting Heart Lake Rd to Island View School, High School and Senior Center.                                                             | I Ave narrow                                               | Stripe for bikes at 12th                            |
|                                    | D        | D Ave - A Ave - Havecast | 12>D>A>Havecast                                          | Med    | Arterial w/ shoulders               | Major NS arterial with signal at 12th (SR20 Spur). Connects Havecast Road to Old Town.                                                                              | Lanes tight at 12th Xing                                   | Climb Ln for Ana., sharrow?                         |
|                                    | Ana-King | Anacopper - Kingsway     | Anacopper>Neb.>Penn.>Kingsway                            | Low    | Shared Roadway                      | Suburban low speed arterial connects Skyline, Rock Ridge, Clearidge, Airport and ACFL western trailheads.                                                           | Anacopper narrow, other spots? missing bike lane nr Sunset | Stripe for ADA, ped, bike use                       |
|                                    | Anaco    | Anaco Beach - Marine Dr  | Anaco Beach>Marine Dr                                    | Low    | Arterial w/ Bike Lanes              | Quiet arterial with bike lanes connecting Marine Drive to Sunset near WS Ferry terminal / SR20 Spur.                                                                |                                                            |                                                     |
|                                    | Sky-King | Skyline - Kingsway       | Skyline>Kingsway                                         | Low    | Arterial w/ shoulders               | Low speed arterial through Flounder Bay - Skyline area; extension of Ana-King                                                                                       | Traffic wanders                                            |                                                     |
|                                    | Scenic   | Scenic Tour of Anacortes | Cap Sante to Oakes to WA Park to Mt Erie                 | Low    | Shared Roadway                      | Historic scenic route linking major viewing parks along with stately homes and neighborhoods, Guemes Ferry.                                                         | Driving route with limited shoulder                        | Signage, ped/climbing lane                          |
|                                    |          |                          | Route Type                                               | Rating | Value                               | Reasoning for Values:                                                                                                                                               |                                                            |                                                     |
|                                    |          |                          | Off Grade Multi-Use                                      | H      | 7                                   | Very low risk for NM, reduces conflict by separation                                                                                                                |                                                            |                                                     |
|                                    |          |                          | Bicycle Boulevard (low traffic street w/ ample shoulder) | MH     | 4                                   | Low traffic volume and speed plus ample room                                                                                                                        |                                                            |                                                     |
|                                    |          |                          | Bike Lane (Arterial w/ striped BL)                       | MH     | 4                                   | Lane segregation, traffic can move with less interference                                                                                                           |                                                            |                                                     |
|                                    |          |                          | Climbing Lane (uphill bike lane one side)                | M      | 3                                   | A bike lane when bikes are slowest; downhill bikes take traffic lane. Use on steep hills.                                                                           |                                                            |                                                     |
|                                    |          |                          | Bikable Shoulder 3'+                                     | M      | 3                                   | Protective zone for NM co-traffic also valuable for emergency use, breakdowns, wide loads, etc.                                                                     |                                                            |                                                     |
|                                    |          |                          | Sharrow (parking allowed)                                | ML     | 2                                   | Adds awareness in a conflict situation.                                                                                                                             |                                                            |                                                     |
|                                    |          |                          | Shared Roadway                                           | L      | 1                                   | Mixed traffic with no separation or navigable shoulder                                                                                                              |                                                            |                                                     |



| Anacortes Corridor Priority Listing by Project |                             |                                |              |                                 |                                                                                                                                                                                                               |                                       |                                    |          | PROJECTS PRIORITIZED By<br>TOTAL BENEFIT RATIO: |             |                     |                      |                    | High<br>(1 to 6)    | M-High<br>(11 to 20)                                                                                                 | M-Low<br>(23-53) | (Project Priority Key) |
|------------------------------------------------|-----------------------------|--------------------------------|--------------|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|------------------------------------|----------|-------------------------------------------------|-------------|---------------------|----------------------|--------------------|---------------------|----------------------------------------------------------------------------------------------------------------------|------------------|------------------------|
|                                                |                             |                                |              |                                 |                                                                                                                                                                                                               |                                       |                                    |          | Rating                                          |             |                     |                      | Connectivity Value | S&C to Cost Ratio   | Comments/Details                                                                                                     |                  |                        |
|                                                |                             |                                |              |                                 |                                                                                                                                                                                                               |                                       |                                    |          | Rating Upgrade                                  | Rt of Route | Cost of Improvement | Safety Benefit Ratio |                    |                     |                                                                                                                      |                  |                        |
| Route ID                                       | Corridor Description        | Streets                        | Traffic Vol. | Type                            | Corridor Features                                                                                                                                                                                             | Significant Gaps                      | Suggested Fixes                    | Route ID | Rating Upgrade                                  | Rt of Route | Cost of Improvement | Safety Benefit Ratio | Connectivity Value | Total Benefit Ratio | Rating Upgrade – Safety Fix – SBR – S/(FTxRating Upgrade) TBR = SBRxConnValue                                        |                  |                        |
| Comm                                           | Commercial & O Avenues      | 1&Comm>41&O; O 1m 12 north     | High         | Arterial w/ Shoulder Bicycle    | Main Street Arterial, SR20Spur connects most of Anacortes shops, stores, hotels and restaurants. Quiet, flat and attractive residential route through Old Town with aligned stop signs, signal at Commercial. | Traffic wanders                       | Stripe Bike Ln w/ repave           | Comm     | 3                                               | 7000        | \$25,000            | 1                    | 1                  | 1                   | May settle for marked shoulder to avoid 5' rule for bike lanes.                                                      |                  |                        |
| 8                                              | 8th Street                  | 8th&R>H to 12th&D              | Low          | Boulevard                       | Town with aligned stop signs, signal at Commercial.                                                                                                                                                           | Route signs needed                    | Signage                            | 8        | 1                                               | 5000        | \$5,000             | 1                    | 2                  | 2                   | Route/wayfinding signs at corridor intersections & corners                                                           |                  |                        |
| Comm                                           | Commercial & O Avenues      | 1&Comm>41&O; O 1m 12 north     | High         | Arterial w/ Shoulder Ped/Bike   | Main Street Arterial, SR20Spur connects most of Anacortes shops, stores, hotels and restaurants.                                                                                                              | Traffic on uphill                     | Stripe climb lane 38th+            | Comm     | 2                                               | 1100        | \$5,000             | 2                    | 1                  | 2                   | Small shoulder for downhill, large striped shoulder for uphill                                                       |                  |                        |
| 6                                              | 6th Street                  | 6th&Q to H                     | Low          | Preferred Arterial w/ shoulders | Excellent sidewalks, signalize crossing at Commercial. Major low speed arterial connecting public schools, library, hospital and police station with signal at 12th.                                          | Route signs needed                    | Signage                            | 6        | 1                                               | 2500        | \$3,000             | 1                    | 3                  | 4                   | Route/wayfinding signs at corridor intersections & corners                                                           |                  |                        |
| M                                              | M Avenue                    | 4&M-41&M                       | Med          |                                 |                                                                                                                                                                                                               | Difficult Xing at 32nd                | Traffic Calming                    | M        | 2                                               | 1000        | \$4,000             | 2                    | 2                  | 4                   | Calming technique (poor man's roundabout).                                                                           |                  |                        |
| M                                              | M Avenue                    | 4&M-41&M                       | Med          | Arterial w/ shoulders           | Major low speed arterial connecting public schools, library, hospital and police station with signal at 12th.                                                                                                 | Traffic wanders                       | Stripe Bike Ln near MS             | M        | 3                                               | 1700        | \$12,000            | 2                    | 2                  | 5                   | Formal bike lane for School. Police station block; reduce to shoulder outside school zone                            |                  |                        |
| 12                                             | 12th Street-Oakes Ave.      | 12&Comm>Oakes> Sunset          | High         | Arterial w/ Shoulder            | Major arterial linking Downtown to WSFerries and Washington Park.                                                                                                                                             | Shoulder vanishes at Ferry Term       | Stripe shoulder to Sunset          | 12       | 2                                               | 200         | \$2,000             | 5                    | 1                  | 8                   | Dash the shoulder to alert drivers of possibility of bikes going straight; pick up shoulder in left turn pocket      |                  |                        |
| 32                                             | 32nd&34th                   | 34&TTT>32&R>D                  | Med          | Arterial w/ Shoulder            | Major arterial linking TTT all the way to D Avenue. Signal at Commercial.                                                                                                                                     | 32&R Xing                             | Activated beacon Camera            | 32       | 3                                               | 5000        | \$45,000            | 3                    | 2                  | 6                   | Active crossing with Left Turn sensor tied to beacon.                                                                |                  |                        |
| 32                                             | 32nd&34th                   | 34&TTT>32&R>D                  | Med          | Arterial w/ Shoulder            | Major arterial linking TTT all the way to D Avenue. Signal at Commercial.                                                                                                                                     | Comm Xing blind to bikes              | sensors left & straight            | 32       | 1                                               | 5000        | \$15,000            | 3                    | 2                  | 6                   | Cameras with marked turn/straight pockets for bikes EW and NS                                                        |                  |                        |
| 12                                             | 12th Street-Oakes Ave.      | 12&Comm>Oakes> Sunset          | High         | Arterial w/ Shoulder            | Major arterial linking Downtown to WSFerries and Washington Park.                                                                                                                                             | Narrow shoulder on 12th               | Optimize Shoulder                  | 12       | 3                                               | 2000        | \$40,000            | 7                    | 1                  | 7                   | Lanes at 11'; some relief available by balancing available shoulders to improve the 2'-3' sections through old town. |                  |                        |
| 15                                             | 15th - 13th - W 2nd Streets | 15th>14th>13th>W 2nd           | Low          | Ped/Bike Preferred              | Byway linking Commercial shopping to Vol.Park to west end                                                                                                                                                     | Comm Xing, unpaved bits               | Active Xing, pavement              | 15       | 3                                               | 4000        | \$40,000            | 3                    | 2                  | 7                   | Beacon Xing with a refuge is.                                                                                        |                  |                        |
| M                                              | M Avenue                    | 4&M-41&M                       | Med          | Arterial w/ shoulders           | Major low speed arterial connecting public schools, library, hospital and police station with signal at 12th.                                                                                                 | Traffic wanders                       | Stripe Shoulder 29 to 32nd         | M        | 2                                               | 1000        | \$8,000             | 4                    | 2                  | 8                   | Shoulder striping or sharrow marking                                                                                 |                  |                        |
| 29                                             | 29th&30th                   | 30&TTT>29&Q>I                  | Low          | Bicycle Boulevard Off Grade     | Res. streets with aligned stop signs connects TTT, bowling alley, schools. Good sight lines at major Xings. Proposed waterfront trail with spectacular views will connect WSFerry terminal to Downtown & TTT. | No Xings at Comm, R                   | Activated beacon crossings         | 29       | 3                                               | 4000        | \$60,000            | 5                    | 2                  | 10                  | Strategic active crossing would link high density housing and TTT to schools                                         |                  |                        |
| (GCT)                                          | Guemes Channel Trail        | Wash Park                      | Low          | Multi-Use                       | connect WSFerry terminal to Downtown & TTT.                                                                                                                                                                   | Undeveloped Trailway                  | Cinder or pave railbed             | (GCT)    | 7                                               | 15000       | \$1,100,000         | 10                   | 1                  | 10                  | Would link entire perimeter of city with a waterfront public way.                                                    |                  |                        |
| King                                           | Anacopper - Kingsway        | Anacopper>Neb.> Penn.>Kingsway | Low          | Shared Roadway                  | Suburban low speed arterial connects Skyline, Rock Ridge, Clearridge, Airport and ACFL western trailheads.                                                                                                    | Skyline area without sidewalks        | Stripe 1m Anaco Beach to Yorkshire | King     | 2                                               | 1200        | \$10,000            | 4                    | 3                  | 13                  | Short segment without sidewalks. Generous shoulder would align with paved walks up the hill                          |                  |                        |
| King                                           | Skyline - Kingsway          | Skyline>Kingsway               | Low          | Arterial w/ Shoulders           | Low speed arterial through Flounder Bay - Skyline area used by all user groups including ADA                                                                                                                  | Traffic wanders                       | Stripe for ADA, ped, bike use      | King     | 3                                               | 1500        | \$20,000            | 4                    | 3                  | 13                  | Stripes would legitimize the current practice of wheelchair and walking along the road edge                          |                  |                        |
| King                                           | Anacopper - Kingsway        | Anacopper>Neb.> Penn.>Kingsway | Low          | Shared Roadway                  | Suburban low speed arterial connects Skyline, Rock Ridge, Clearridge, Airport and ACFL western trailheads.                                                                                                    | Anacopper hill narrow                 | Off-grade trail on PotA land       | King     | 5                                               | 2000        | \$45,000            | 5                    | 3                  | 14                  | Per agreement with PotA. Cinder path would cost less, pavement a good deal more.                                     |                  |                        |
| 12                                             | 12th Street-Oakes Ave.      | 12&Comm>Oakes> Sunset          | High         | Arterial w/ Shoulder            | Major arterial linking Downtown to WSFerries and Washington Park.                                                                                                                                             | No signal activation at intersections | Camera activation at 3 Xings       | 12       | 2                                               | 1500        | \$45,000            | 15                   | 1                  | 15                  | Sensors only when needed (not all legs) at Comm, M, Ferry Terminal Rd                                                |                  |                        |





## e. Prioritized Recommendations

The system of prioritizing projects was based on both the safety improvement generated by a potential roadway project and the connective importance of that particular portion of the non-motorized system. Safety of various route types were rated on a scale of 1 to 7 as follows:

| SAFETY RATING AND VALUE OF VARIOUS ROUTE TYPES                 |        |       |                                                                                                 |
|----------------------------------------------------------------|--------|-------|-------------------------------------------------------------------------------------------------|
| Route Type                                                     | Rating | Value | Reasoning for Values:                                                                           |
| Off Grade Multi-Use                                            | H+     | 7     | Very low risk for NM, reduces conflict by separation                                            |
| Bicycle Boulevard<br>(low traffic street w/<br>ample shoulder) | MH     | 4     | Low traffic volume and speed plus ample room                                                    |
| Bike Lane (Arterial<br>w/ striped BL)                          | MH     | 4     | Lane segregation, traffic can move with less interference                                       |
| Climbing Lane (uphill<br>bike lane one side)                   | M      | 3     | A bike lane when bikes are slowest; downhill bikes take traffic lane. Use on steep hills.       |
| Bikable Shoulder 3'+                                           | M      | 3     | Protective zone for NM co-traffic also valuable for emergency use, breakdowns, wide loads, etc. |
| Sharrow (parking<br>allowed)                                   | ML     | 2     | Adds awareness in a conflict situation.                                                         |
| Shared Roadway                                                 | L      | 1     | Mixed traffic with no separation or navigable shoulder                                          |

Projects that create a route from scratch gained the entire value, while projects that improve an existing route or portion of a route were given the difference between the original rating and the new rating.

These differential values times the linear feet of road improved were used to measure safety benefit. Dividing the estimated project cost by the safety benefit produced a Safety Benefit Ratio.

However, theoretical safety alone does not tell the whole story. If the road does not connect or provide access to users the safety benefit will not be realized. To calculate connectivity effectiveness projects were given high, medium or low connectivity rating based on the transportation connectivity importance of the corridor. These were translated into a 1, 2, 3 value system:

| CONNECTIVITY RATING OF VARIOUS ROUTES |        |       |                                          |
|---------------------------------------|--------|-------|------------------------------------------|
| Type                                  | Rating | Value | Examples                                 |
| Main Corridor                         | H      | 1     | Commercial-12-Oakes, TTT, GCT            |
| Major Connector                       | M      | 2     | 32nd, 29th, 22nd, 17th, 8th, Q, M, H,    |
| Minor Connector                       | L      | 3     | 41st, 15th, 6th, 4th, D, Kingsway, Anaco |

Those connectivity values were used to factor the Cost Benefit Ratio, generating a Safety and Connectivity Cost Benefit Ratio. The various projects were then sorted using this ratio.

PROJECT SORT OVERVIEW (see Figure 4 in the Annex)

HIGH GROUPING (scores from 1-10): The following projects had the best Safety and Connectivity Ratios (lower ratios indicate best value). Many are inexpensive signage or striping projects which naturally score well since the basic roadway already exists. Others scored well despite cost because of high safety and connectivity benefits. Grouping similar projects together the high group includes:

- Complete the Guemes Channel Trail.
- Striping shoulders on Commercial Avenue with the repaving project, striping a bike lane at M in the Middle School zone, and striping a climbing lane on the south end of Commercial.
- Signage or pavement markings for Bike Routes on 8<sup>th</sup> and 6<sup>th</sup> in Old Town.
- Activated beacon crossings at 29<sup>th</sup> & Commercial, consider 14<sup>th</sup> & Commercial.
- Climbing lane on Southbound Anacopper Rd. (off grade or shoulder widening) and sharrows on downhill lane.

MEDIUM HIGH GROUPING: Medium-high scoring projects also included a mix of inexpensive striping and signage improvements as well as narrow roadway mitigations:



- Shoulder Stripe M from 29<sup>th</sup> to 32<sup>nd</sup>, Kingsway from Skyline to Yorkshire, 12<sup>th</sup> from Commercial to A, Oakes at Ferry Terminal Road,
- Shoulder work and "climbing striping on 41<sup>st</sup> St hill near E Ave, Anacopper hill, and 41<sup>st</sup> near Mt Erie Elementary.
- Cinder path from 17<sup>th</sup> to D Ave through Smiley's bottom

MEDIUM LOW: Medium-low priority projects included more expensive solutions such as activated sensors at intersections and sidewalk or shoulder expansions:

- Camera sensors at 4 intersections crossing 12<sup>th</sup>, two crossing Commercial and one crossing Q.
- Widen multi-use sidewalks along R and add shoulder for a climbing/pedestrian lane from W Ave to the Cap Sante Lookout.

## 4) Education & Encouragement

### a. Definition of Education and Encouragement

The category of education talks about the activities that teach cyclists of all ages how to ride safely on multi-use paths and congested city streets. Equally important is teaching motorists how to share the road safely with cyclists. The availability of cycling education for adults and children, the different ways cycling information is distributed to both cyclists and motorists, etc are parts of the education component.

#### Safe Routes to School (SRTS) Projects

The City of Anacortes was awarded a Washington State Department of Transportation Safe Routes to School grant for the 2011-2013 cycle. This is an overview of activities that the Anacortes Safe Routes to School Advisory Committee has proposed in their grant application.

The goal:

- Provide pedestrian and bicycling education to students.
- Promote walking and biking to school and education to motorists.
- To reduce vehicle miles traveled to all of the Anacortes schools through a two year education and encouragement campaign to promote bus ridership for those outside of the walk and bike zones.

#### Education Activities

- The Anacortes School District is now implementing Pedestrian Education as part of the Physical Education (PE) curriculum for all students in grade 1-4, including a classroom session and walking field trips for practical experience.
- As part of the education effort, the Bicycle and Pedestrian Education Curriculum from the Office of the Superintendent of Public Instruction has been adopted into the Anacortes School District's physical education curriculum for all 5<sup>th</sup>-8<sup>th</sup>-grade students. Teachers will participate in a two-day training for this curriculum conducted by the Bicycle Alliance of Washington. Following the training, teachers will begin to implement the curriculum. The District will purchase equipment for the education components and provide storage and transportation for the bicycle equipment. The District will explore the possibility of developing a high school program to both teach bicycle maintenance and to maintain the program equipment; however, the district may use a local bike shop for these services.

- The SRTS Committee will work with the District to develop a district-wide bus ridership promotion campaign targeting families to discourage parents from driving their children to school. We believe that this will increase bus ridership and decrease vehicle traffic in the school zone during drop off and pick up times, helping to create a kids safe zone. The campaign will contain education that may include but is not limited to flyers and posters, partnering with school PTA's to promote the benefits to our community, the environment and our children's health and safety.

#### Encouragement Activities-

The SRTS Committee will continue to work with the District to plan, design, implement and evaluate a walking, school bus and bike riding training program. Based on program evaluation, the program may be expanded on an annual basis.

We have piloted an encouragement component that rewards children who ride the bus, walk, or bike to school. Grant funds have provided the District with materials and strategies to make the campaign for reduced vehicle miles and increased walking and biking to school an ongoing effort beyond the time frame of the grant.

Skagit Healthy Communities has been working with Bicycle Alliance of Washington to train local presenters and conduct annual driver safety education classes in Anacortes.

- Anacortes has an extraordinary system of trails through the forest lands and along the shoreline that is open to both cyclists and walkers. Share the Trail (see appendix Figure 5) posters will be placed along trails that see higher densities of walkers and bikers. The posters inform both walkers and riders about the "rules of the road" to help avoid conflict.

#### b. List of Projects Identified-

Encouragement activities promote bicycling and walking in the community. Community Bike rides/Walks, Bike/Walk to Work events, Bike Month, etc. are good examples of promotional measures. Information signage, route maps, off- road trails, and bicycling clubs are good ways to promote a cycling culture.

The City of Anacortes and its Anacortes Bike/Pedestrian Advisory Committee host an annual "Anacortes Open Streets Event". This late summer event closes Commercial Avenue to motorized traffic and creates a virtual non-motorized street fair with various biking and walking events, educational handouts, demonstrations and other community outreach and involvement activities. Attendance has been very large and the fair is a successful means of familiarizing residents and visitors on the local infrastructure projects and opportunities for physical transportation and recreation.

Organizing biking and walking events in the community is one of the best methods to entice first time bike riders and occasional walkers to get out and try it. The goal of these events is to get families and individuals to try biking/walking and encourage them to continue once they've tried it. Many of these types of events have been offered in the past in Anacortes and may have been discontinued because of lack of interest. This AB/PAC is hoping to break that apathy by offering a well-publicized, fun, and festive kickoff event, at which people who do not normally ride bicycles or walk will be enticed to come out and enjoy themselves. This first event would be followed by other planned biking/walking events throughout the year to provide opportunities for people to continue to get out.

## 5) Enforcement



## **a. Definition of Enforcement.**

Enforcement addresses how law enforcement interacts with the motoring, walking, and cycling community to encourage more walking and biking by providing reminders about proper "rules of the road" and "sharing the road".

## **b. Activities**

The enforcement part of the plan is to encourage participation in walking/biking in Anacortes within reasonable distances for school, shopping, medical visits, library, etc.

The Safe Routes to Schools (SRTS) group in Anacortes is actively working to decrease the amount of car traffic in and around the schools during morning and afternoon hours. There is some money from a grant for "Safe Routes to School" to set up programs to accomplish these goals.

The police department participation in SRTS is to monitor traffic in and around school zones and to hand out "good fines" to people that are observing the rules, obeying crosswalks for pedestrians, and giving bicyclists ample room for safety on the roads. An example of "good fines" would be coupons for coffee shops, bakeries, restaurants, book stores, etc. There will be extra encouragement for students/teachers/administrators to walk/bike to school as money will be given to participating schools to purchase equipment for extra sports related programs.

In encouraging walking/biking to schools, there will be a natural inclination to continue these habits in other aspects of daily life. We feel this is a win, win situation for the schools as well as aiding in our goals. Hopefully more people will begin to realize the advantages of leaving the car at home and pedaling and walking to close destinations in and around Anacortes

# **6) Evaluation**

## **a. Definition of Evaluation**

With all of its trails along the waters surrounding Fidalgo Island, paths through the mature forests of the Anacortes forest lands, and established bike routes throughout Anacortes, the City considers itself to be a very bicycle and pedestrian friendly community. In 2012, the City of Anacortes submitted an application to the League of American Bicyclists (LAB) for certification as a bicycle friendly community. As a result of this application we received Bronze statue. The application process involves the completion of a comprehensive self-assessment questionnaire that covers all aspects of our bicycling facilities, bicycling accommodations, and business/community/city support of bicycling in the City of Anacortes.

The next application is due in 2016, we are trying for a upgrade to Silver Status as we have implemented many of the recommendations given by the League as part of their follow up to our application.

## **b. Evaluation Process**

Our application will be reviewed by the LAB staff and other independent evaluators in considering Anacortes for certification as a bicycle friendly community. Certification is awarded at four levels- platinum, gold, silver, and bronze, depending upon how well an applicant scores on the evaluation.

This process is an excellent means of assessing/evaluating Anacortes' progress as bike and pedestrian friendly community. The required self-assessment and an independent review by outside parties ensure

that an unbiased evaluation is conducted. Regardless of whether certification is granted or not, the LAB will provide feedback on how to improve Anacortes for biking. For some communities, the application/evaluation process has repeated several times, as additional improvements have been undertaken each succeeding year. Ultimately, these applicants have gained the reward of certification.

Certification is a definite asset for the community. By gaining recognition as a biking destination, awarded communities have enjoyed increased tourism as well as an increase in local ridership due to the heightened attention from the recognition.

## **7) Other Projects**

### **a. Trail Tails Project**

This interpretive program will place groups of interpretive signs along the Tommy Thompson Trail located at "Discovery Points". In addition to signs, Trail Tales has trained docent teams that will develop and lead interpretive walks on various subjects related to the key topics:

- History of the Anacortes Waterfront
- Ecology's Anacortes Bay Wide Cleanup Project
- Marine and shoreline ecology; protecting the health of Puget Sound
- Fidalgo Bay watershed
- Samish cultural history

### **b. Connections Project**

(Chamber, City and Port collaborative effort)

In a separate but related activity, a group of volunteers from the Chamber of Commerce board teamed up with key city and port leaders to extend the City of Anacortes Wayfinding program to pedestrian and cyclist signage designed to inform and guide travelers in Anacortes and to ensure all these new signs maintained a standard "Anacortes" look and feel.

Their principal product was a destination list and map with icons designed to be used on websites and two signage innovations:

- 1) a small version of the Wayfinding signs, intended for directional signage off the TTT and other popular walking/cycling routes, and
- 2) a four-sided wayfinding post suitable for use at street level, to be positioned at key pedestrian/cycling intersections in Anacortes. Locations would include the Depot, the Post Office, the C of C building, the Cap Sante Marina entrance and the two ferry terminal corners. Based on the signs used to direct crowds of visitors off the Ketchikan docks, these signs would direct foot/cycling traffic between the downtown and marina area to key destinations.

## **8) Anacortes Bike/Ped Advisory Committee (AB/PAC)**

This committee was formed from volunteers representing a broad cross section of the Anacortes community and beyond with a common interest in bicycling and walking. A special thanks to all the members of this committee for all the hours they have contributed toward developing this plan:



John Pope

Liz McNett-Crowl

Warren Tessler

Steve Jahn

Nick Stowe

Diane Jahn

Carolyn Moulton

Liz Jenkins

Bill Testerman

Eric Shen

Eric Shjarback

The members of this committee come with a wide variety of backgrounds that all relate in one way or another with either biking and/or walking. Their diverse backgrounds, experience, and interests enabled this committee to quickly develop a work plan and to do the research needed to write this plan. A summary listing of the biking and walking affiliations of this committee:

Adventure Cycling Association

Anacortes Chamber of Commerce Connections task group

Anacortes Safe Routes to School Advisory Committee

Association of Bicycle and Pedestrian Professionals

Association of Pedestrian and Bicycle Professionals

Cascade Bicycle Club

- Washington Bikes

City of Anacortes

City of Anacortes Public Works Advisory Committee

League of American Bicyclists

Northwest Tulip Trekkers

Skagit Bicycle Club

Skagit Council of Governments Active Community Task Force

Skagit Regional Transportation Planning Organization

Transition Fidalgo & Friends

Washington Bikes (formerly known as the Bike Alliance of Washington)

Washington State Department of Transportation

# Public Transportation Options in Anacortes

August 2014

Written by Sarah Idczak

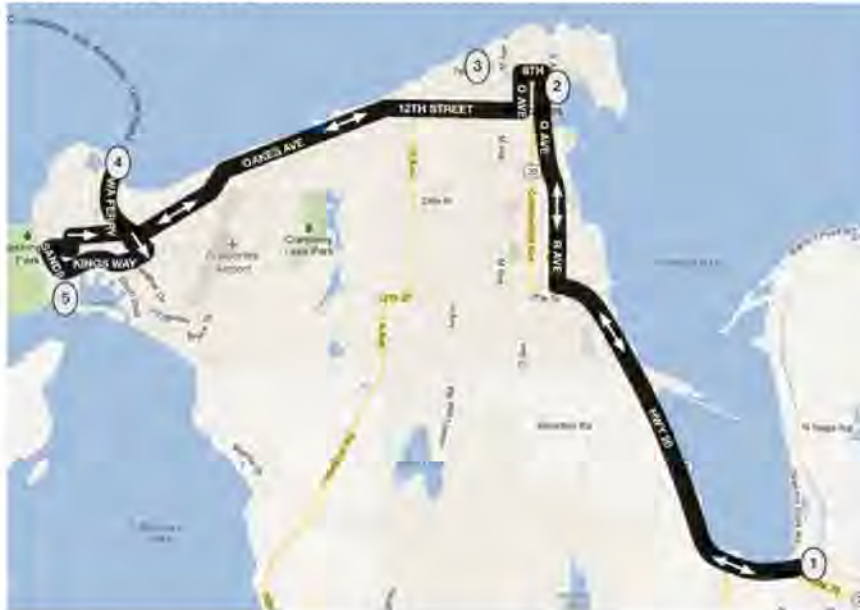
## Summary

Public transportation in Anacortes is limited, and is more conducive to travel into or out of the city than everyday trips around town. Skagit Transit Routes 410, Route 49, and Dial-A-Ride service currently provide the bulk of public transportation in Anacortes. Routes 410 and 49 run hourly 6 days a week and Dial-A-Ride is available upon request during fixed-route service hours for individuals with disabilities who would otherwise not have access to transportation. Private transportation providers include Bellair Airporter Shuttles and taxi services.

Anacortes's existing Comprehensive Plan and local residents support the expansion of transit services. A new transit route should serve the everyday transportation needs of Anacortes residents as well as improve car-free transportation options for visitors along Commercial Avenue. A new transit route that would operate seven days a week would cost around \$338,600 per year. Funding could come from operating grants, fares, and advertising on transit vehicles. The most straightforward approach to improving transit is to work with Skagit Transit, but other options may be worth investigating. The next step toward better local transit is to estimate, based on survey responses and demographic data, how many people we could expect to use a new public transit route if one were to be implemented.

## Existing Public Transportation

### Skagit Transit Route 410



[www.skagittransit.org](http://www.skagittransit.org)

Skagit Transit Route 410 provides hourly service to March Point, 10<sup>th</sup> St and Q Ave, the Guemes Ferry, the Washington State Ferry, and the corner of Skyline Way and



Kingsway. The route runs from 6:30am to 7:30pm on weekdays and from 8:00am to 5:30pm on Saturdays. The regular fare is \$1.00 per trip, \$2.00 for a one-day pass, or \$25 for a monthly pass. Youth/Reduced fares are \$0.50 per trip, \$1.00 for a one-day pass, or \$12.50 for a monthly pass. Children under age 6 ride for free with a paying rider. Children ages 6-17 pay Youth fares. Seniors over age 65, people enrolled in Medicare, and people with disabilities pay Reduced fares. In 2013, Skagit Transit recorded approximately 4,500 boardings per month on average for Route 410.

#### **Route 410 Coordination with WA State Ferries:**

Bus arrivals and departures at the WA State Ferry Terminal are on a fixed hourly schedule, but ferry arrival and departure times are somewhat less standardized, making transfer coordination more difficult. Route 410 also does not run as early or as late at the ferries do, limiting options for walk-on ferry passengers. At times, the bus arrives at the same time the ferry departs or the bus departs at the same time the ferry arrives, leaving no time for connecting passengers to buy tickets and walk between the bus and the ferry or vice versa. SKAT Route 410 also does not run on Sundays.

The average wait time for passengers transferring from Route 410 to the next ferry is 40 minutes on weekdays and 34 minutes on Saturdays. The average wait time for passengers transferring from the ferry to the Route 410 bus is 32 minutes on weekdays and 33 minutes on Saturdays. Some wait times are as long as 60 minutes, and some are as short as 5 minutes. These average wait times are based on the current bus and ferry schedules as of Summer 2014. The ferry schedule changes 4 times each year, once at the beginning of each season, so these wait times could change throughout the year.

#### **Skagit Transit Route 49 Bus Plus Flex Route**



may request curb-to-curb service within  $\frac{3}{4}$  mile of the fixed route. All passengers must make requests for pick up at stops off the fixed route by phone  $\frac{1}{2}$  hour before their requested pick up time. This route runs from 7:30am to 4:30pm on weekdays and from 8:30am to 4:30pm on Saturdays. For ADA passengers, there is no set fare, but donations are accepted. For non-ADA passengers, standard fares apply. In 2013, Skagit Transit recorded approximately 550 boardings per month on average on Route 49.

### **Skagit Transit Dial-A-Ride**

From Skagit Transit's Website: "Dial-A-Ride is for individuals whose conditions and/or disabilities prevent them from using Skagit Transit's regular fixed-route buses." Passengers must apply for Dial-A-Ride service. Based on their abilities and circumstances, applicants may be eligible for curb-to-curb service, service that helps them reach fixed-route bus service, or training in how to use fixed-route bus service. There are no fares for Dial-A-Ride service.

### **Skagit Transit Vanpool Program**

This program is designed for long-distance commuters. Groups of 5 to 15 people may start a vanpool for regular trips that begin or end in Skagit County. Participants in the vanpool are responsible for driving. Each vanpool group pays \$200 per month plus a per-mile fee of \$0.30 for a 7-passenger van or \$0.38 for 12-15 passenger vans. Skagit Transit is responsible for maintaining, fueling, and insuring the vans.

### **Skagit Transit Inter-County Connector Routes**

**Route 40X** connects the March Point Park and Ride at 8147 S. March Pt. Rd. and Skagit Station at 105 E. Kincaid St. in Mount Vernon. This route runs hourly on weekdays and Saturdays. On weekdays the route runs eastbound from 6:10am to 10:10am and 3:40pm to 6:40pm, and westbound from 6:45am to 9:45am and 3:15pm to 7:15pm. Saturday service runs from 8:40am to 4:40pm eastbound and 9:20am to 5:20pm westbound. The fare is \$1.

**Route 80X** provides service every 2 hours (hourly during morning and afternoon peak commuting times) between Skagit Station and Bellingham on weekdays between 6:45am and 7:00pm and on Saturdays between 9:15am and 6:00pm. The fare is \$2.

**Route 90X** runs between Skagit Station and Everett Station approximately every hour, weekdays only. (The route actually continues north to the Chuckanut Park and Ride, but since this is not a helpful transfer point for Anacortes residents, service times for this stop are not included here.) Southbound service runs between 5:50am and 6:25pm, with a gap in service between 7:30am and 2:00pm. Northbound service runs between 5:50am and 7:20pm, with a gap in service between 8:35 and 3:10pm. The fare is \$2.

**Route 411W**, run by Island Transit, connects The March Point Park and Ride and Oak Harbor. On weekdays, this route runs hourly except for a 2-hour midday break in service, southbound between 6:10am and 7:35pm, and northbound between 5:35am and 7:00pm. On Saturdays, the route runs about every two hours, departing southbound from 8:40am to 5:40pm and northbound from 8:05am to 5:05pm. There are no fares on this route.



### **Bellair Airporter Shuttle**

Bellair is a private company that operates a shuttle connecting Anacortes to the I-5 corridor from Blaine to Sea-Tac Airport, and east into central Washington as far as Yakima. Due to Washington State regulations, Bellair cannot pick up and drop off passengers within the same county. Therefore, this service is only available for inter-county trips. Local shuttle stops include Old Salts in Skyline, the WA State Ferry Terminal, and the Shell gas station at 1312 Commercial Ave. In Burlington, passengers transfer to connecting shuttles that run northbound and southbound on I-5.

Eastbound service from Anacortes runs from 1:45am to 7:50pm daily, and westbound service to Anacortes runs from 8:00am to 2:15am daily. The shuttle generally runs every two hours, with hourly service eastbound during peak morning hours and westbound in the early afternoon. Pickup at some stops requires pre-paid reservations 18 hours in advance. Fares are based on distance travelled. A round-trip ticket from Anacortes to SEA-TAC Airport costs \$68 plus a fuel surcharge. There are discounts for seniors, military, youth, and children.

### **Taxis**

Licensed taxis (licensed in Skagit County as of August 2014) serving Anacortes include:

- A Cab For You
- American Taxi
- Mert's Taxi
- Patsy's Taxi Service

## **Recommendations for Improving Public Transportation in Anacortes**

### **2012 Comp Plan and Anacortes Residents Support Improving Public Transit in Anacortes**

Anacortes's Goals and Policies set forth in the 2012 Comprehensive Plan support improving public transit throughout the city. Commercial Goal 1(e) "Encourage[s] the development of a shuttle service connecting the state and county ferry terminals to downtown, southern Commercial Ave, the Fidalgo Bay waterfront, and the marinas." Policy 5.2b of the 2007 Transportation Comp Plan "supports the continuation and expansion of the transit system within the City and the system's connections to other transportation modes." Along the same lines, Policy 5.2c "supports the addition of a downtown Anacortes park and ride lot for more convenient use by Anacortes residents."

Anacortes residents suggested a number of ways of improving transit at the visioning workshop for the 2016 Comp Plan update in April 2014. One suggestion was a shuttle that would run the length of Commercial Ave to connect the north and south ends of town and provide easy access to the central business district. Others expressed a need for a shuttle to connect Skyline to downtown in conjunction with a park and ride lot near the Anacortes Airport. Residents also supported increasing transit east of Commercial Ave to the waterfront, and improving the facilities at the March Point Park and Ride.

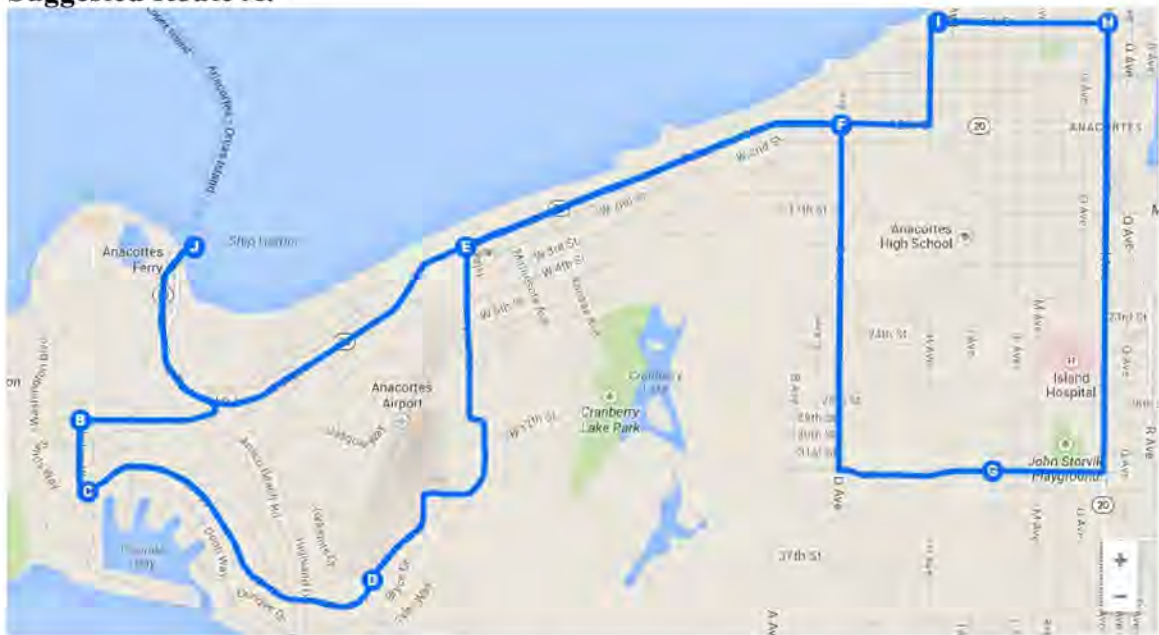
### A New Transit Route for Anacortes

As our transit situation stands now, it is easier to get from March Point to Everett, Oak Harbor, or Friday Harbor than it is to get from most residential neighborhoods to the grocery store or the post office, or to get from one end of Commercial Avenue to the other. The current system makes it difficult for most Anacortes residents to use public transit for everyday trips, and makes visiting Anacortes without a car inconvenient. A new public transit route would need to get people to the places they want and need to go on a regular basis.

A new transit route would need to play to Anacortes's strengths and take into account its unique challenges. For example, many of the residential neighborhoods of Anacortes are situated on hillsides. This makes for excellent water views, but it discourages people from using public transit because they don't want to walk up a big hill to get to a bus stop or to get home from one. This is the case in Skyline, Cap Sante, in the neighborhoods along both sides of Oakes Ave (Northern Pacific Addition, etc.) up D Ave, and across much of the main residential area of town between 12<sup>th</sup> St. and 41<sup>st</sup> St. To be successful, public transit in Anacortes has to get people to the top of the hills.

If possible, a new transit route should also coordinate more closely with the arrival and departure times of the Washington State Ferries to minimize wait times for transferring passengers. However, since passengers who are driving on must wait in line for up to an hour or more, the wait times for walk-on passengers transferring to the ferry from public transportation are still comparatively short.

### Suggested Route A:



One possible transit route through Anacortes would run north along Commercial Ave, west on 6<sup>th</sup> St. to the Guemes Ferry, and then west along 12<sup>th</sup> St. to the San Juan Ferry. From there, the route would continue down Sunset Ave to Skyline Way. This stop would be within easy walking distance of Washington Park without taking the time to go all the way to the parking lot. From Skyline way, the route would turn up Kingsway and



Using GIS, Rob Hoxie (City of Anacortes) found that based on current housing types and the average number of people per household in Anacortes, Route A would serve an estimated 10,278 Anacortes residents. This estimate uses the standard assumption that people are willing to walk up to a quarter of a mile to a bus stop.

[illegible]

The major difference between this route and Route A is that instead of turning south from 12<sup>th</sup> St. to serve D Ave. and 32<sup>nd</sup> St, Route B returns directly to Commercial Ave and runs both ways along Commercial Ave between 12<sup>th</sup> St. and the roundabout at 36<sup>th</sup> St. before continuing north into Old Town. This route would provide much better service to the businesses along Commercial Ave, as well as Island Hospital, but would not serve the residential areas between Commercial Ave and the Forest Lands. Route B, according to Rob Hoxie's estimate, would serve about 8,693 Anacortes residents who live within a quarter of a mile of the route. This is about 1,585 fewer people than would be served by Route A. Based on initial trials, Route B could also be run hourly, including a 10 minute layover period each hour.

**Cost Estimate:**

According to Carolyn Chase, a planner at Skagit Transit, a new transit route can be estimated to cost approximately \$72.21 per hour of operation. For a route that would run 14 hours per day on weekdays (6am to 8pm, for example,) and 10 hours per day on weekends (10am to 8pm,) this would amount to \$338,592.69 per year. Any net revenue from fares or advertising on transit vehicles would lower this cost. Costs could also be reduced by limiting the number of hours of operation per day or eliminating Sunday service.

**Funding Sources**

Grants

Fares

Advertising on transit vehicles

Sales Tax (If Skagit Transit were the operating agency)

**Next Steps**

- 1) Determine level of support among Anacortes residents for a new transit route. (See survey questions below)
- 2) Forecast ridership levels of new routes, based on demographics and show of support for improved transit. Adjust route to serve areas where ridership is estimated to be highest.
- 3) Continue dialogue with Skagit Transit and let them know our concerns, interests, and ideas.
- 4) Include new measurable and specific public transportation goals and/or policies in the 2016 Comp Plan Update
- 5) Investigate possible governance issues of running a local transit program within Skagit Transit's service area: RCW Chapter 81.112: Regional Transit Authorities  
RCW 81.112.050: Area Included  
RCW 81.112.150: Local Improvement Districts Authorized
- 6) Determine who would run a new transit route: Skagit Transit, the City, or a local Non-Profit?



## **Transit Survey Questions**

### **(To include in 2016 Comp Plan Update survey)**

Please complete this quick survey to help us determine support for additional public transit service in Anacortes. The new route would run along Commercial Ave and connect South Commercial, Old Town, Cap Sante Marina, the Guemes Ferry Terminal, the San Juan Ferry Terminal, Washington Park, Skyline, D Ave and 32<sup>nd</sup> St, and Island Hospital.

### **How often do you currently use public transit in Anacortes? (Skagit Transit Buses or Dial-A-Ride)**

- Very Often (3 trips per week or more)
- Often (at least 1 trip per week)
- Sometimes (1-3 trips per month)
- Rarely (less than 1 trip per month)
- Never

### **Would you support additional public transit service in Anacortes?**

- Strongly Support
- Support
- Neutral
- Oppose
- Strongly Oppose

### **How often would you be likely to use this new transit route?**

- Very Often (3 trips per week or more)
- Often (at least 1 trip per week)
- Sometimes (1-3 trips per month)
- Rarely (less than 1 trip per month)
- Never

### **How frequently would the bus need to come for you to consider it convenient enough to use regularly?**

- Every Hour
- Every Half Hour
- Every 15 Minutes

### **What is your primary reason for using public transit?**

- Cost
- Convenience
- ADA Access
- Concern for the Environment
- I Cannot Drive or Do Not Own a Vehicle
- Other (Please Specify)

**Which of the following improvements would make you more likely to use Anacortes's public transit? Please select your top three improvements and rank in order of importance, with 1 being the most important.**

- ☐ More Frequent Service
- ☐ Fewer transfers/ Shorter Travel Times (More Direct Routes)
- ☐ Extended Service Hours
- ☐ More Convenient Stops
- ☐ More Rider Amenities (Covered bus shelters, etc.)
- ☐ Better boarding and route information
- ☐ Other (Please Specify)



# 2016 Comprehensive Plan Update

- City Council Review



City Council Chambers  
April 4, 2016  
6 pm

# Tonight's topic – Transportation Element

- Staff presentation
  - Eric Shjarback, P.E., City Engineer
  - Victor Salemann, Transportation Solutions, Inc,
- Transportation Goals & Policies review/discussion



# Schedule

## 2016 Comprehensive Plan Update City Council Review Schedule\*

| Month                                                                   | March |    |    | April |    |    | May |   |   | June |    |    |   |    |    |    |
|-------------------------------------------------------------------------|-------|----|----|-------|----|----|-----|---|---|------|----|----|---|----|----|----|
| Date (week of)                                                          | 14    | 21 | 28 | 4     | 11 | 18 | 25  | 2 | 9 | 16   | 23 | 30 | 6 | 13 | 20 | 27 |
| Review proposed process/schedule                                        |       |    |    |       |    |    |     |   |   |      |    |    |   |    |    |    |
| City Council Packet available online                                    |       |    |    |       |    |    |     |   |   |      |    |    |   |    |    |    |
| Issue SEPA; SEPA comment period                                         |       |    |    |       |    |    |     |   |   |      |    |    |   |    |    |    |
| Commerce 60-Day review                                                  |       |    |    |       |    |    |     |   |   |      |    |    |   |    |    |    |
| CC Meeting - Intro, Land Use, Housing                                   |       |    |    |       |    |    |     |   |   |      |    |    |   |    |    |    |
| CC Meeting - Land Use, Housing, cont.                                   |       |    |    |       |    |    |     |   |   |      |    |    |   |    |    |    |
| Possible Cont. Tuesday Mtg.                                             |       |    |    |       |    |    |     |   |   |      |    |    |   |    |    |    |
| CC Meeting - Transportation                                             |       |    |    |       |    |    |     |   |   |      |    |    |   |    |    |    |
| Possible Cont. Tuesday Mtg.                                             |       |    |    |       |    |    |     |   |   |      |    |    |   |    |    |    |
| CC Meeting - Economic Development                                       |       |    |    |       |    |    |     |   |   |      |    |    |   |    |    |    |
| Possible Cont. Tuesday Mtg.                                             |       |    |    |       |    |    |     |   |   |      |    |    |   |    |    |    |
| CC Meeting - Parks/Rec; Env./Conserv.;<br>Capital Facilities, Utilities |       |    |    |       |    |    |     |   |   |      |    |    |   |    |    |    |
| Possible Cont. Tuesday Mtg.                                             |       |    |    |       |    |    |     |   |   |      |    |    |   |    |    |    |
| Staff incorporate CC revisions                                          |       |    |    |       |    |    |     |   |   |      |    |    |   |    |    |    |
| Public Comment                                                          |       |    |    |       |    |    |     |   |   |      |    |    |   |    |    |    |
| CC Meeting - Public Hearing                                             |       |    |    |       |    |    |     |   |   |      |    |    |   |    |    |    |
| Incorporate changes, if needed                                          |       |    |    |       |    |    |     |   |   |      |    |    |   |    |    |    |
| CC Meeting - Adopton                                                    |       |    |    |       |    |    |     |   |   |      |    |    |   |    |    |    |

\*Dates are subject to change.

Contact Libby Grage, 360-299-1986 or libbyb@cityofanacortes.org for most current information.

Updated 3/23/16

## TRANSPORTATION ELEMENT

The element is meant to demonstrate that the City has a fiscally achievable realistic plan to provide the needed transportation facilities to serve development at the levels of service standards adopted are provided concurrent with development. The demand for transportation facilities must be based upon and consistent with the land use element.

Traffic models are used to forecast demand based upon land use assumptions, primarily housing and employment forecasts.

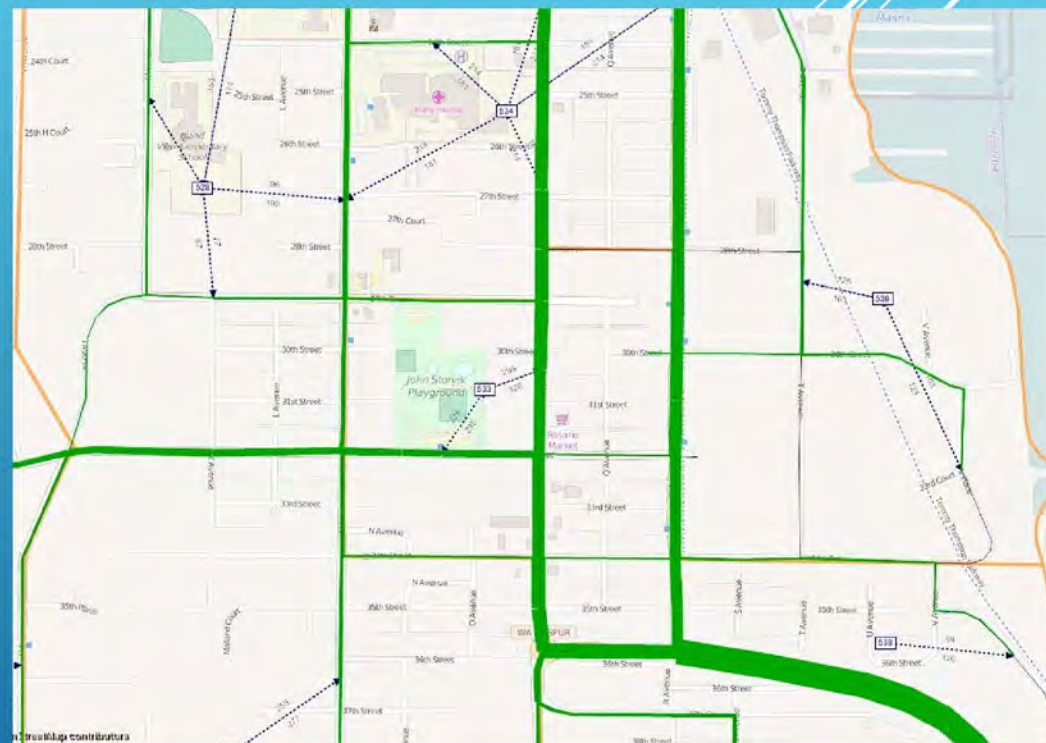
The element should serve as a guide in future financial planning and decision making related to transportation improvements.



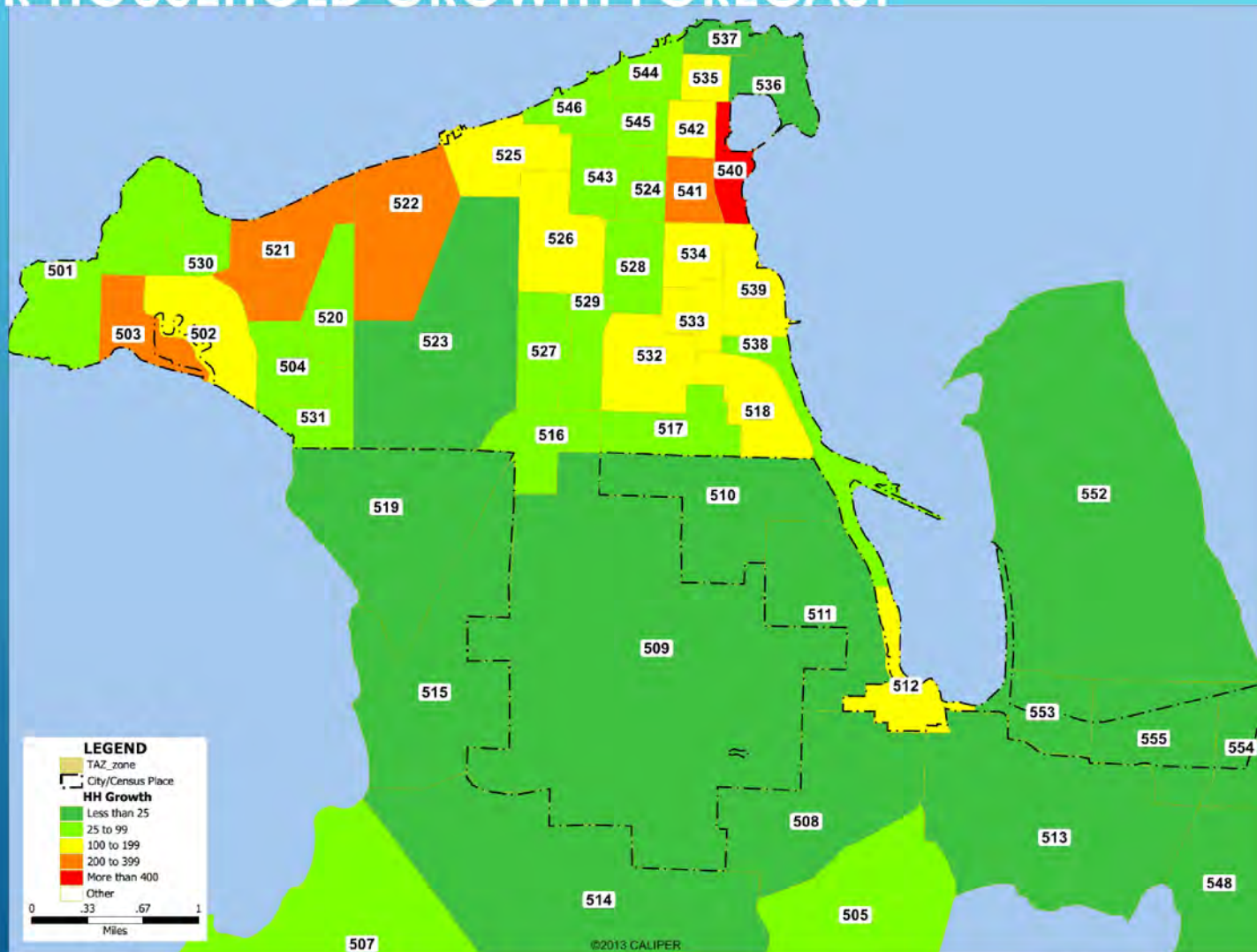
# TRAFFIC FORECASTING MODEL

## Components:

- Land Use
  - Existing households & employment
  - Forecasted growth
- Transportation Network
  - Streets/highways
  - Intersections
  - Planned Improvements
- Trip Generation
  - SCOG / ITE rates
- Trip Distribution
  - Gravity model
- Traffic Assignment
  - Equilibrium assignment
- Level of Service Analysis
  - Existing LOS
  - Future LOS

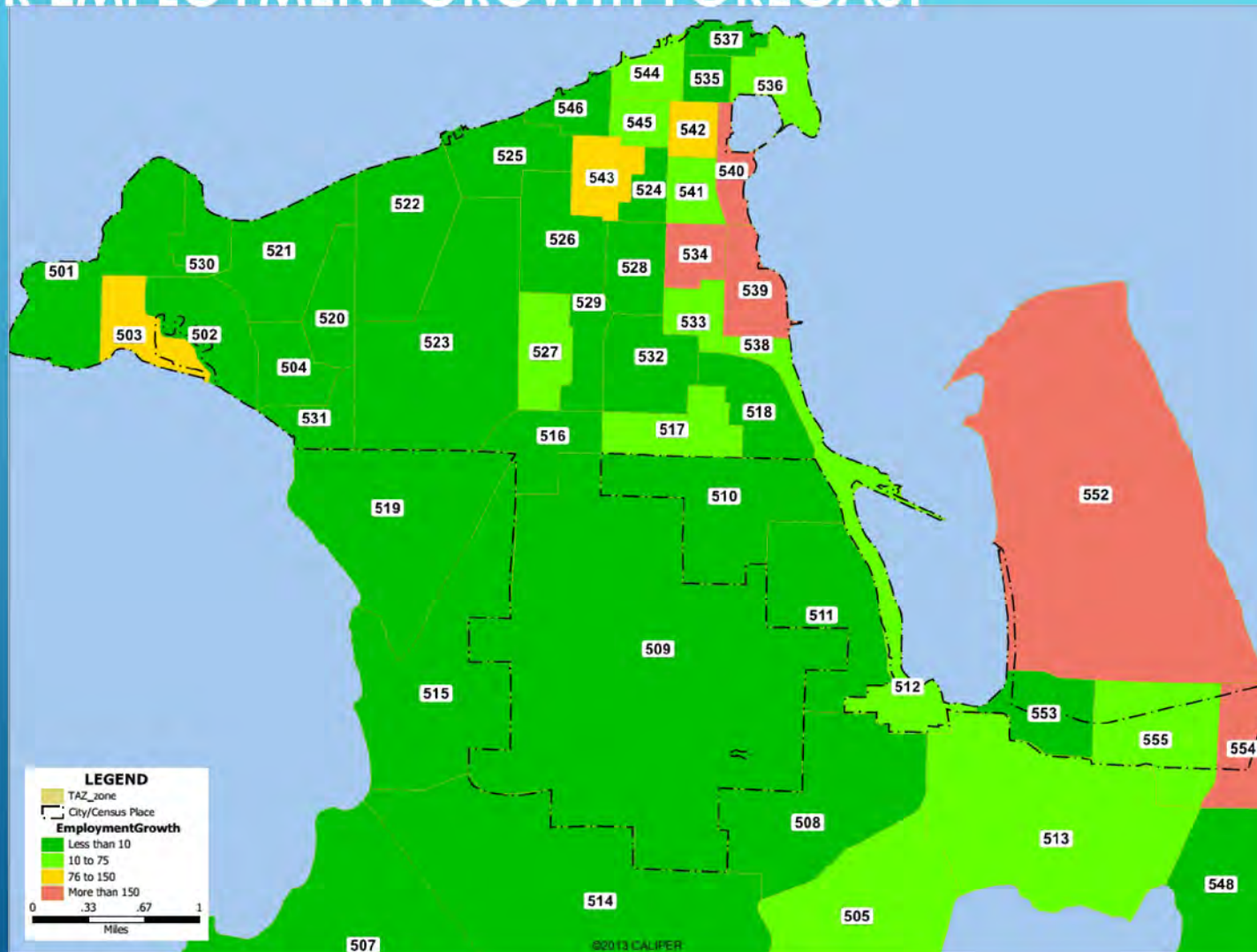


# 20-YEAR HOUSEHOLD GROWTH FORECAST

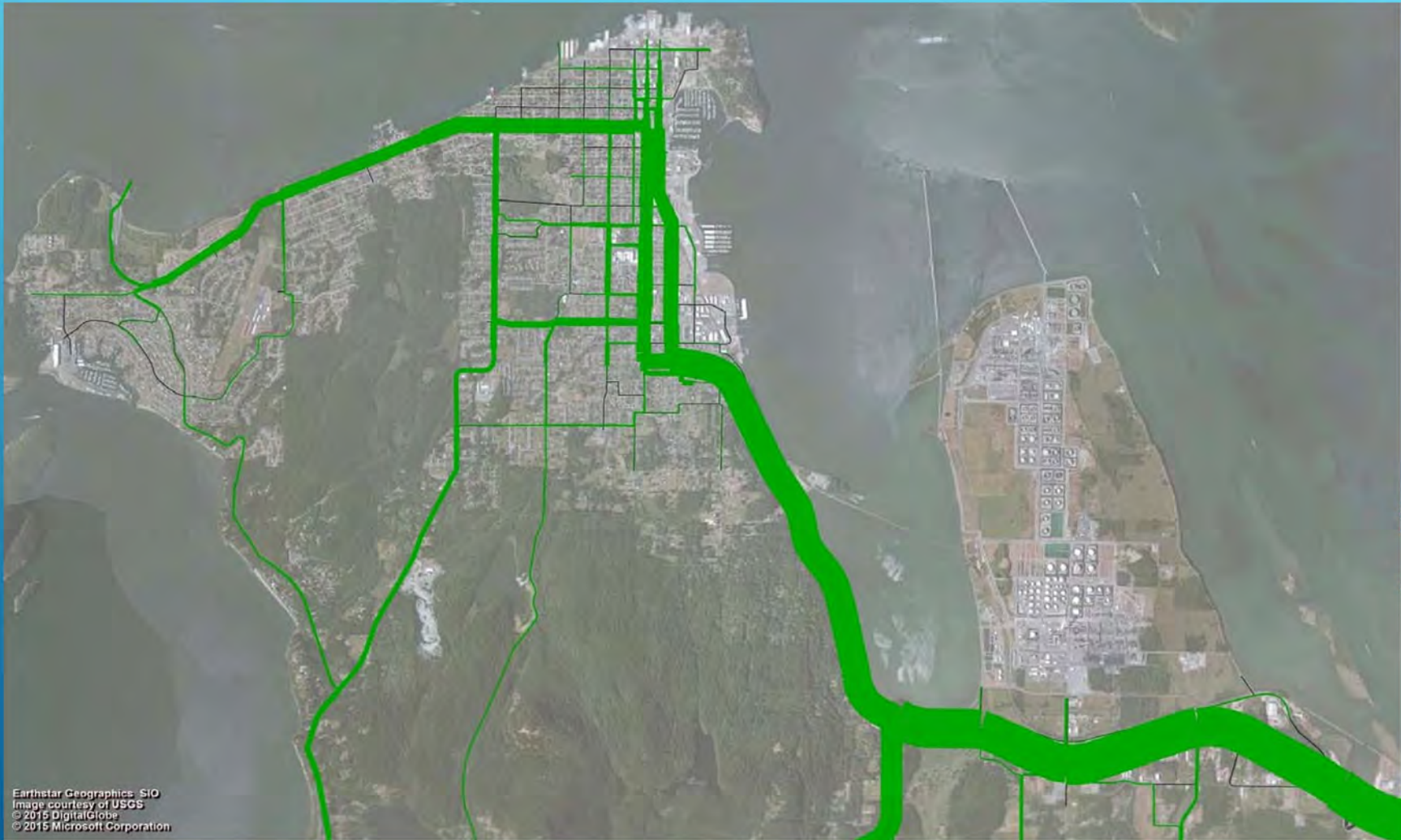




# 20-YEAR EMPLOYMENT GROWTH FORECAST

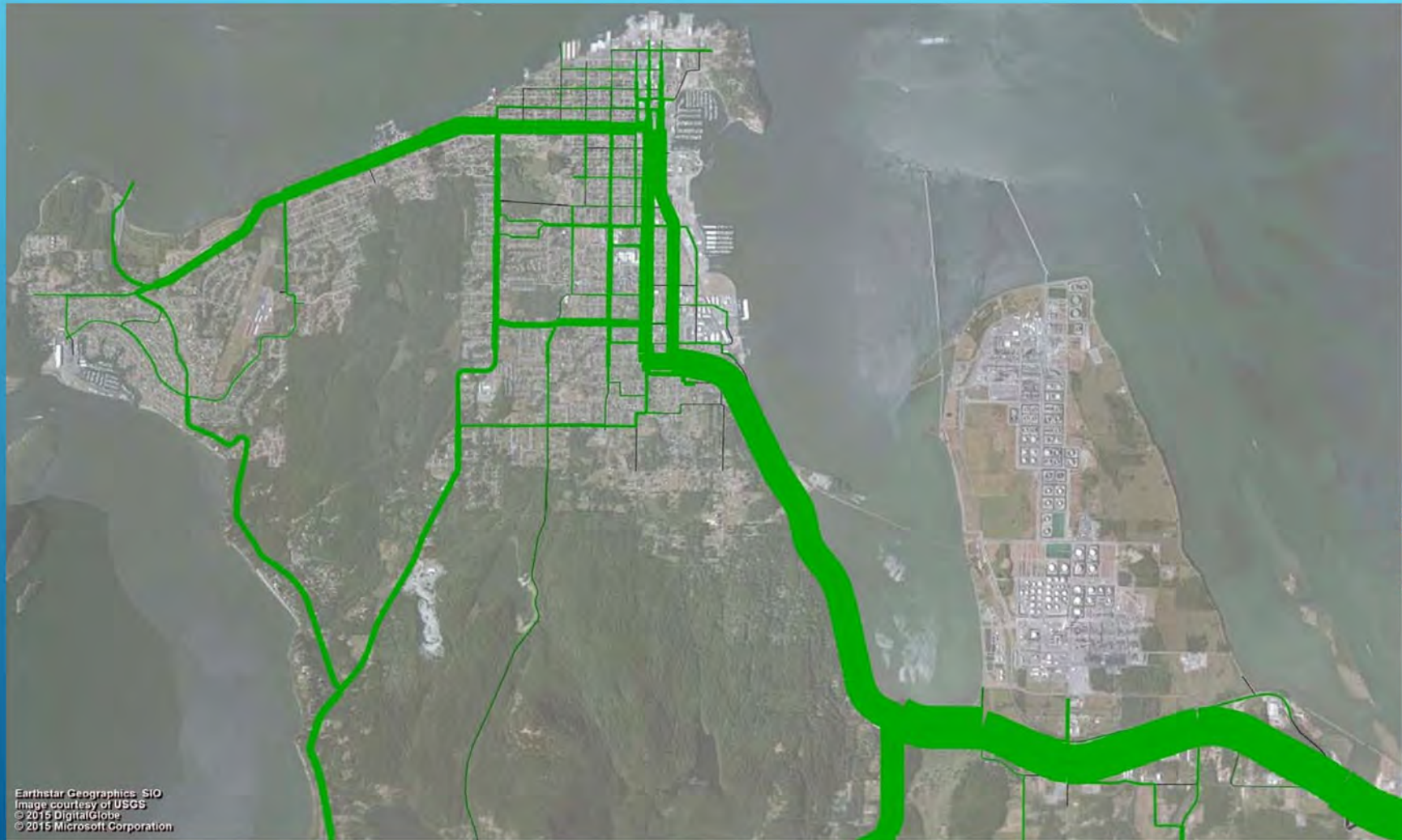


# TRAFFIC FLOW – EXISTING CONDITIONS

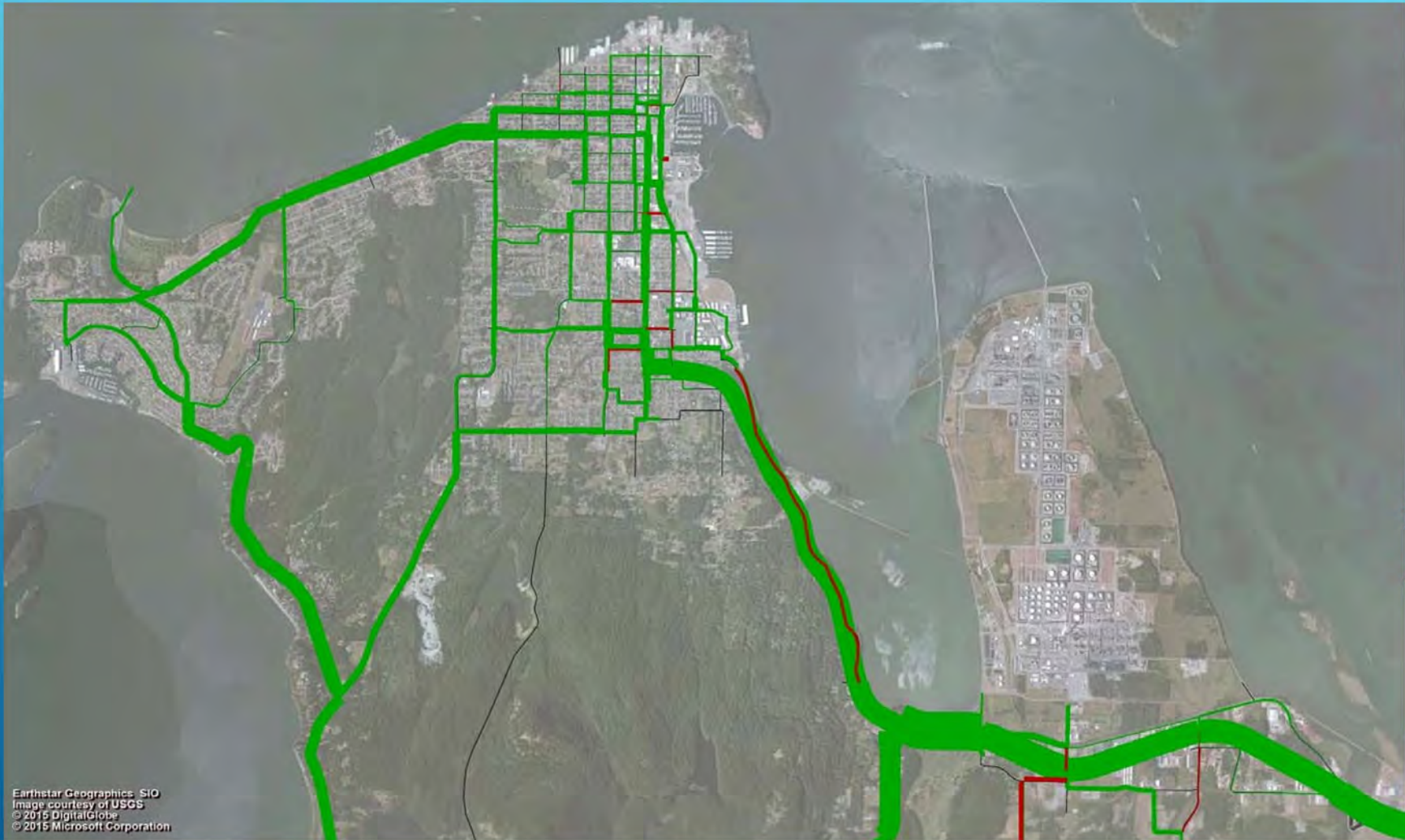




# TRAFFIC FLOW – 2036 FORECAST

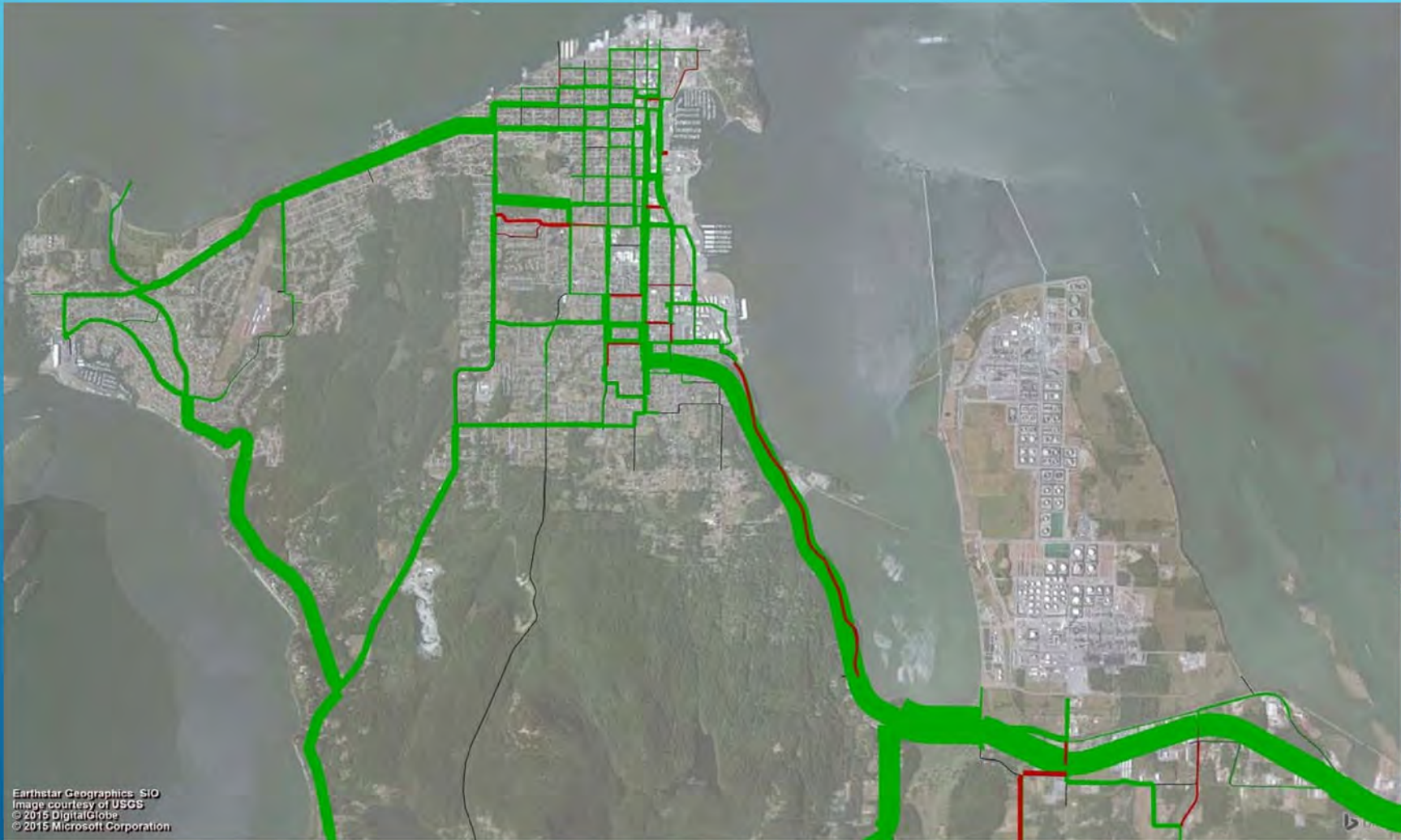


## TRAFFIC FLOW – GROWTH (2015-2036)





## TRAFFIC FLOW – GROWTH (2015-2036) (w/20<sup>th</sup> St Extension)



## LEVEL OF SERVICE STANDARD

- Street Segment Capacity - Existing

| Functional Classification | Hourly Capacity by Number of Lanes |      |      |
|---------------------------|------------------------------------|------|------|
|                           | 2                                  | 3    | 4    |
| Minor Arterial or below   | 1100                               | 1500 | 2200 |
| Principal Arterial        | 1600                               | 2000 | 3200 |
| State Highway             | 2200                               | 2600 | 4400 |

- Street Segment Capacity - Proposed

| Functional Classification    | Base Peak Hour Capacity (vphpl) | Left-Turn Lane (vph) | Access Management (vph) | No Bike Lane (vph) | No Sidewalk (vph) |
|------------------------------|---------------------------------|----------------------|-------------------------|--------------------|-------------------|
| State Highway (55mph - SR20) | 1,100                           | 550                  | 770                     | 0                  | 0                 |
| Principal Arterial           | 800                             | 400                  | 560                     | -120               | -280              |
| Minor Arterial               | 550                             | 275                  | 385                     | -55                | -165              |
| Urban Collector              | 550                             | 275                  | 385                     | -55                | -140              |

- Intersection Capacity / Delay

- Highway Capacity Manual 2010 (HCM2010)



## LEVEL OF SERVICE STANDARD

- Street Segment LOS

| LOS | Volume / Capacity Ratio |
|-----|-------------------------|
| A   | < 0.50                  |
| B   | < 0.50                  |
| C   | 0.51 – 0.75             |
| D   | 0.76 – 0.85             |
| E   | 0.85 – 1.00             |
| F   | > 1.00                  |

- Intersection LOS

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

- Minimum LOS

| Street Classification | Minimum Corridor LOS |
|-----------------------|----------------------|
| Principal Arterial    | D                    |
| Minor Arterial        | C                    |
| Collector             | C                    |
| Local                 | C                    |

## LEVEL OF SERVICE DEFICIENCIES

- Existing Deficiencies

| Intersection                             | Control Type | Delay (s/veh) | LOS | LOS Standard |
|------------------------------------------|--------------|---------------|-----|--------------|
| SR 20 / Fidalgo Bay Rd (Sharpe's Corner) | TWSC         | 118.3         | F   | D            |

- Forecasted Deficiencies (w/o Improvements)

| Intersection                                   | Control Type | Delay (s/veh) | LOS | LOS Standard |
|------------------------------------------------|--------------|---------------|-----|--------------|
| D Ave / 32 <sup>nd</sup> Street                | TWSC         | 77.2          | F   | C            |
| K Ave / 12 <sup>th</sup> Street                | TWSC         | >120          | F   | D            |
| M Ave / 32 <sup>nd</sup> Street                | TWSC         | >120          | F   | C            |
| Oakes Ave / Glasgow Way                        | TWSC         | 45.5          | E   | D            |
| Q Ave / Seafarers Way                          | TWSC         | 42.7          | E   | C            |
| R Ave / 28 <sup>th</sup> Street                | TWSC         | 83.1          | F   | C            |
| R Ave / 30 <sup>th</sup> Street                | TWSC         | 42.5          | E   | C            |
| R Ave / 32 <sup>nd</sup> Street                | TWSC         | 31.0          | D   | C            |
| SR 20 / Fidalgo Bay Rd (w/o WSDOT improvement) | TWSC         | >120          | F   | D            |



## RECOMMENDED CFP PROJECTS

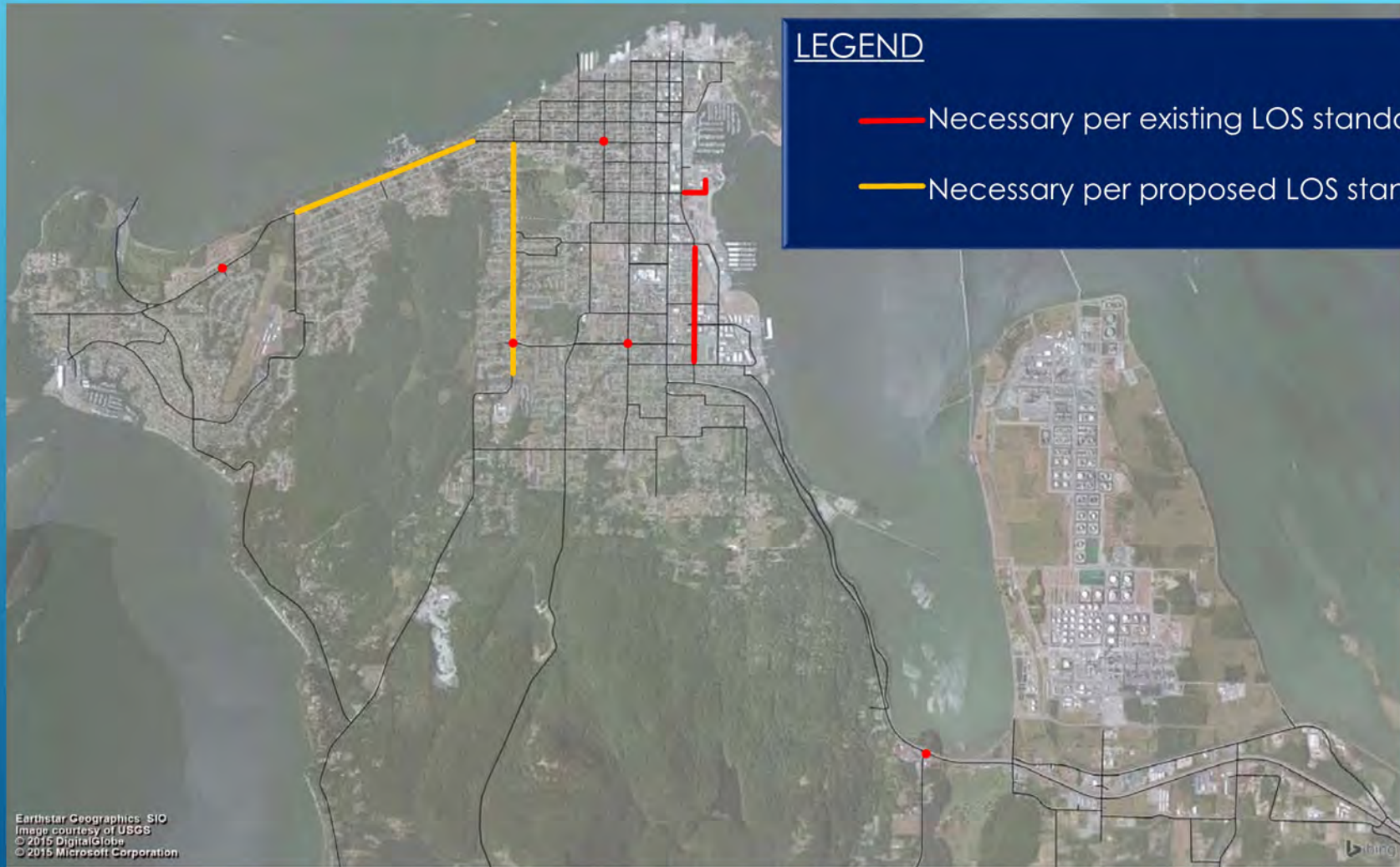
- Existing LOS Standard

| CFP Project | Project Name                                       | Project Description                                                                                             | Estimated Cost (\$) |
|-------------|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|---------------------|
| T-601       | 17th Street Q to R                                 | Connect R Avenue to the signal at 17th Street and Q Avenue                                                      | 535,600             |
| T-708       | 32nd Street and D Avenue Intersection Improvements | New single-lane roundabout                                                                                      | 849,750             |
| T-1301      | R Avenue Long-Term Improvements                    | Roundabout at 30th St with right-in/right-out (RIRO) access at other existing TWSC intersections along R Avenue | 3,757,250           |
| T-1405      | Edwards Way Intersection Improvements              | New single-lane roundabout                                                                                      | 1,699,500           |
| n/a         | K Ave / 12th St Intersection Improvements          | Intersection Improvement                                                                                        | 1,000,000           |
| n/a         | M Ave / 32nd St Intersection Improvements          | New single-lane roundabout                                                                                      | 1,700,000           |
| Total Cost  |                                                    |                                                                                                                 | 9,542,100           |

- Proposed LOS Standard (in addition to above)

| Street Name  | Location (From/To)        | Description                       | Length (mi) | Estimated Cost (\$) |
|--------------|---------------------------|-----------------------------------|-------------|---------------------|
| D Avenue     | 12th St / Vista Ln        | Complete sidewalks and bike lanes | 1.21        | 5,750,000           |
| Oakes Avenue | Anacopper Mine Rd / A Ave | Complete sidewalks                | 1.08        | 2,850,000           |
| Total Cost   |                           |                                   |             | 8,600,000           |

# RECOMMENDED CFP PROJECTS



## LEGEND

- Necessary per existing LOS standard
- Necessary per proposed LOS standard



## TRANSPORTATION IMPACT FEE RATE UPDATE

- Existing:  
\$900 / PM peak hr trip

## TRANSPORTATION IMPACT FEE RATE UPDATE

- Existing:  
\$900 / PM peak hour trip
  - Total project cost
    - Existing LOS standard: \$9,542,000
    - Proposed LOS standard: \$18,142,100
  - 4,930 new PM peak hour trips
- 
- A series of white diagonal lines of varying lengths and thicknesses, located in the bottom right corner of the slide, creating a modern, abstract graphic element.



## TRANSPORTATION IMPACT FEE RATE UPDATE

- Existing:  
\$900 / PM peak hour trip
- Total project cost
  - Existing LOS standard: \$9,542,000
  - Proposed LOS standard: \$18,142,100
- 4,930 new PM peak hour trips (247 new trips/year)
- Updated Impact Fee:
  - **\$1,935.52** / PM peak hour trip (existing LOS standard)
  - **\$3,679.94** / PM peak hour trip (proposed LOS standard)

## TRANSPORTATION IMPACT FEE RATE UPDATE

- Existing:  
\$900 / PM peak hour trip

| Land Use Type           | Per Unit              | Existing Impact Fee (\$) | Updated Fee – Existing LOS (\$) | Updated Fee – Proposed LOS (\$) |
|-------------------------|-----------------------|--------------------------|---------------------------------|---------------------------------|
| Single-Family Home      | DU                    | 900.00                   | 1,935.52                        | 3,679.94                        |
| Apartment               | DU                    | 558.00                   | 1,200.02                        | 2,281.56                        |
| Assisted Living         | 1,000 ft <sup>2</sup> | 198.00                   | 425.81                          | 809.59                          |
| General Office          | 1,000 ft <sup>2</sup> | 1,341.00                 | 2,883.92                        | 5,483.11                        |
| Specialty Retail Center | 1,000 ft <sup>2</sup> | 1,610.00                 | 3,462.65                        | 6,583.41                        |
| Light Industrial        | 1,000 ft <sup>2</sup> | 873.00                   | 1,877.45                        | 3,569.54                        |

- Total project cost
  - Existing LOS standard: \$9,542,000
  - Proposed LOS standard: \$18,142,100
- 4,930 new PM peak hour trips (247 new trips/year)
- Updated Impact Fee:
  - \$1,935.52** / PM peak hour trip (existing LOS standard)
  - \$3,679.94** / PM peak hour trip (proposed LOS standard)







## Anacortes City Council

### Proposed Agenda Items for the Next Eight Weeks Beginning April 11, 2016

*Subjects listed below have been tentatively suggested for consideration by the Anacortes City Council on the dates indicated. Items may be added to, removed from or rearranged on this list. Routine business such as approval of minutes, vouchers and consent agenda items is not included. The complete Preliminary Agenda for each meeting is published at 3:00 on the Wednesday prior to the meeting. Published Agendas are subject to change and may be updated following the posting period. For additional information on agenda topics, please contact the City Clerk's office at 360-299-1960 to be directed to the sponsoring staff member.*

#### STUDY SESSION

**April 11, 2016**

- Medical Marijuana Stakeholder Meeting Agenda Discussion
- 2016 Comprehensive Plan Update Discussion - Economic Development

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#### REGULAR MEETING

**April 18, 2016**

- CDBG - Review and Approve 2016/2017 Action Plan
- 2016 Comprehensive Plan Update Discussion - Parks & Recreation; Environment & Conservation; Capital Facilities; Utilities

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#### STUDY SESSION

**April 25, 2016**

- Possible Title 6 Updates Discussion
- Open Streets 2016 Presentation, Update, and Discussion
- Oakes Avenue 30 MPH Discussion

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#### REGULAR MEETING

**May 2, 2016**

*Special Meeting: 4:00 PM Site Visit: Meet on site on north side of Haddon Road east of Whistle Lake Road*

- Ordinance 2974: Minnesota Avenue ROW Vacation (Discussion/Possible Action)
- Final Plat Approval: Leeward Landing PUD, PUD-2014-0001 (Discussion/Possible Action)
- Closed-record Public Hearing, Haddon Road 13 Lot Preliminary Plat & PUD, PUD-2016-0001 (Discussion/Possible Action)

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#### STUDY SESSION

**May 9, 2016**

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#### REGULAR MEETING

**May 16, 2016**

- Public Hearing: 2016 Comprehensive Plan Update

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#### STUDY SESSION

**May 23, 2016**

- Skagit Community Action Update
- Marine Tech Schools Update
- 2016 Comprehensive Plan Discussion - Review of Final Plan; Adopting Ordinance Review

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#### REGULAR MEETING

**June 6, 2016**



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## **Upcoming City Council Committee Meetings**

*The public is welcome to attend City Council Committee Meetings.*

- Public Works, Monday, Apr 4, 2016, 5:00 PM, Main Floor Conference Room (Parks Office)
- Housing Affordability & Community Services, Thursday, Apr 7, 2016, 1:30 PM, Main Floor Conference Room (Parks Office)
- Planning, Monday, Apr 11, 2016, 5:00 PM, Main Floor Conference Room (Parks Office)
- Finance, Wednesday, Apr 13, 2016, 5:00 PM, Johnny Picasso's, 501 Commercial Avenue
- Public Works, Monday, Apr 18, 2016, 5:00 PM, Main Floor Conference Room (Parks Office)
- Public Safety, Monday, Apr 18, 2016, 5:15 PM, Main Floor Conference Room (Parks Office)
  
- Tourism Promotion & Strategic Planning , Thursday, Apr 21, 2016, 4:30 PM, Anacortes Public Library
- Planning, Monday, Apr 25, 2016, 5:00 PM, Main Floor Conference Room (Parks Office)
- Finance, Wednesday, Apr 27, 2016, 5:00 PM, Johnny Picasso's, 501 Commercial Avenue

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