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- The public is encouraged to comment via email to cityclerk@cityofanacortes.org or via written comment addressed to City Clerk, P.O. Box 547, Anacortes, WA 98221. Public comments received by the [City Clerk](#) prior to 3:00 p.m. the day of the meeting will become part of the record for the meeting, just as if presented in person.
- Complete guidelines for virtual participation in Anacortes City Council meetings are available [here](#). View the quick video example for connecting to the meeting [here](#).



Anacortes City Council
Municipal Building Council Chambers
904 6th Street

**** Attendees in Council Chambers must comply with [Dept. of Health orders](#) ****

September 20, 2021
6:00 PM

PRELIMINARY AGENDA
[Packet Materials](#) / [Watch Meeting](#)

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Announcements and Committee Reports**
 - a. COVID-19 Update
4. **Public Comment**
5. **Consent Agenda**
 - a. Minutes of September 13, 2021 (Action)
 - b. Approval of claims in the amount of \$1,798,466.74 (Action)
 - c. Contract Modification: Fidalgo Avenue Emergency Repairs #21-138-STM-001 (Action)
 - d. Contract Modification: FEMA Funding For Stormwater Repairs #20-152-STM-001 (Action)
6. **Other Business**
 - a. * Resolution 3051: Adopting Updated City Council Procedures (Discussion/Possible Action)
 - b. * Resolution 3052: Establishing the City's use of American Rescue Plan Act Funds (Discussion/Possible Action)
 - c. * R4 Bonus Height Draft Concepts (Discussion)
7. **Adjournment**

Per Resolution 2044, citizens wishing to comment on items not on the agenda may do so under the Public Comment 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.*

The City of Anacortes is committed to making public meetings available and accessible to all members of the community.
For assistance with special needs, please contact the City Clerk at 360-299-1960 in advance of the meeting.

Anacortes City Council Minutes - September 13, 2021

Call to Order

Mayor Laurie Gere called to order the Anacortes City Council meeting of September 13, 2021 at 6:00 p.m. Councilmembers Jeremy Carter, Anthony Young, Christine Cleland-McGrath, Carolyn Moulton, Bruce McDougall and Matt Miller participated in the meeting remotely via Zoom. Councilmember Ryan Walters was absent.

Pledge of Allegiance

The assembly joined in the Pledge of Allegiance.

Announcements and Committee Reports

COVID-19 Update: Mayor Gere shared current case statistics and vaccination progress for Anacortes, Skagit County and Washington State. She summarized the latest state masking requirements.

Skagit County Law & Justice Council: Mr. Miller reported that the next LJC meeting had been moved to October 12, 2021.

Finance Committee: Mr. McDougall reported from the Committee meeting held the previous week. The topics discussed included the cemetery expansion project and funding for same, the automated meter reading software that would be discussed later on the agenda, a demo of another financial transparency software product, and the special City Council procedures for COVID which expire on September 30, 2021.

Housing Affordability and Community Services Committee: Ms. Moulton reported from the Committee meeting held September 9, 2021. The agenda included a presentation from Habitat for Humanity about a potential lease of City-owned land to Habitat for affordable housing.

Personnel Committee: Mayor Gere announced that this meeting had been cancelled so there was no report.

Planning Committee: Ms. Cleland-McGrath reported from the Committee meeting held earlier in the evening. The topics discussed included citizen concerns about self-storage in the Commercial zone, the R4 bonus height provision moratorium, and questions from the public about sitework at the MJB property.

Public Comment

No one present wished to address the Council on any topic not already on the agenda.

Consent Agenda

Mr. Miller moved, seconded by Mr. Carter, to approve the following Consent Agenda items. The motion carried unanimously by voice vote.

- a. Minutes of September 7, 2021
- b. Approval of claims in the amount of \$520,829.96
The following vouchers/checks were approved for payment:
EFT numbers: 101125 through 101172, total \$184,180.09
Check numbers: 101173 through 101187, total \$157,524.99
Wire transfer numbers: 2886182 through 81722021, total \$128,350.01
- c. Street Fair Application: Hot September Nights
- d. Contract Award: Anacortes Police Department Body Cameras #21-168-APD-001

OTHER BUSINESS

Access Anacortes Fiber Internet Update

Administrative Services Director Emily Schuh provided the regular monthly update on Access Anacortes Fiber Internet. Ms. Schuh's slides were added to the packet materials for the meeting. She reported on customers in service, pending orders and revenue received, including 863 customers in service. She noted the take rate by district, which was exceeding a 30% take rate in the currently active zones. Ms. Schuh also reported on continual investigation of additional funding opportunities, the status of construction by zone, and special projects with Rock Island Communications, the Swinomish Indian Tribal Community, WWU Shannon Point Marine Center and Island Hospital.

Mr. McDougall left the meeting at this point.

Anacortes Community Forest Lands Management Plan Update

Assistant Parks & Recreation Director Bob Vaux and Parks & Recreation Director Jonn Lunsford updated Council on the status of the ACFL Management Plan, which had been updated but not adopted in 2014. Staff's slide presentation was added to the packet materials for the meeting. They requested direction from Council on the next steps to attain City Council approval of the plan.

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

Brian Wetcher called the plan the most vetted comprehensive land use plan the City has ever seen. He urged Council to adopt the plan as presented as soon as possible.

Sara Holahan, 1511 38th Street, expressed concern about whether the plan would be updated every five years going forward. She also said Transition Fidalgo had been engaging in citizen science under Parks Department auspices and should be mentioned in the plan. Ms. Holahan urged making more wheelchair accessible trails in the ACFL.

Brian Wetcher added that e-bikes are considered motorcycles in ACFL and are restricted to trails that are open to motorcycles.

Mr. Miller asked if the plan had been reviewed by the Planning Commission like other comprehensive plans. Mr. Lunsford said that it had, in 2019. Ms. Moulton suggested that the plan be presented to Council as is for action. Mr. Young agreed but expressed concern about allowing sufficient e-bike access in the ACFL. Ms. Cleland-McGrath wondered if more timely public comment was appropriate but supported acting on the plan in its current form. Mr. Miller asked that the plan be presented to Council with the Planning Commission's recommendation. Mayor Gere concluded that the management plan would be presented to Council for action at a meeting in the near future.

Contract Award: Sensus Water Meter Software #21-136-WTR-001

Water System Manager Brian McDaniel requested City Council consent to award a contract in the amount of \$195,712.16 to Ferguson Waterworks for the Sensus Water Meter Software. The agreement provides for the setup, installation, configuration, integration, training, and support of the Sensus water meter software in the City's water system. Mr. McDaniel's slide presentation was added to the packet materials for the meeting. He responded to extensive councilmember questions about the proposed meter reading system and its costs and benefits.

MATT MILLER moved, seconded by CHRISTINE CLELAND-MCGRATH, to authorize the Mayor to sign contract 21-136-WTR-001 with Ferguson Waterworks in the amount of \$195,712.16 for the Sensus Water Meter

Software. Vote: Ayes - JEREMY CARTER, ANTHONY YOUNG, CHRISTINE CLELAND-MCGRATH, CAROLYN MOULTON, MATT MILLER. Nays - None. Result: Passed

Contract Award: Grand View Cemetery Expansion - Phase 2 #19-092-PRK-004

Parks Operations Manager Nicole Johnston requested City Council consent to award a contract in the amount of \$605,972.48 to Trinity Contractors Inc. to perform the Grand View Cemetery Expansion - Phase 2. Ms. Johnston reviewed the work included in Phase 2. Her slide presentation was added to the packet materials for the meeting.

ANTHONY YOUNG moved, seconded by JEREMY CARTER, to authorize the Mayor to sign contract 19-092-PRK-004 with Trinity Contractors Inc. in the amount of \$605,972.48 to perform the Grand View Cemetery Expansion - Phase 2. Vote: Ayes - JEREMY CARTER, ANTHONY YOUNG, CHRISTINE CLELAND-MCGRATH, CAROLYN MOULTON, MATT MILLER. Nays - None. Result: Passed

Adjournment

There being no further business, at approximately 8:00 p.m. the Anacortes City Council meeting of September 13, 2021 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 September 20, 2021 City Council meeting:
[Download this file in OpenDocument spreadsheet format.](#)

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
290493	3/15/2021	RE 41 JZ0893 L005	WASHINGTON STATE DEPARTMENT	PROJECT COSTS FOR FEBRUARY 2021	\$ 88.72	pw1
290516	3/26/2021	0171019	GEOENGINEERS, INC.	ON-CALL ENVIRONMENTAL SERVICES CONSULTANT - 27TH PL STORM DRAINAGE	\$ 1,414.66	plan
290333	5/10/2021	2153	ECCOS DESIGN, LLC	SITE DESIGN REVISIONS U AVENUE PARK	\$ 315.00	pw1
290520	5/21/2021	P0002-43	QCC QUALITY CONTROLS CORP.	ON CALL PROFESSIONAL SERVICES AT WTP - APRIL 2021	\$ 700.00	pw1
289820	5/31/2021	9978	DALTON, OLMSTED & FUGLEVAND	WWTP OUTFALL PRE-DESIGN - MAY 2021	\$ 42,397.50	pw1
290515	6/4/2021	0172475	GEOENGINEERS, INC.	FIDALGO AVENUE CULVERT REPAIR - DESIGN - 4/24/21-5/28/21	\$ 1,510.85	pw1
290517	6/4/2021	0172474	GEOENGINEERS, INC.	COMMERCIAL AVE CORRIDOR - 11TH-13TH ST GEOTECH ENGINEERING - 4/24-5/28/21	\$ 10,219.45	pw1
290521	6/21/2021	P0002-44	QCC QUALITY CONTROLS CORP.	ON CALL PROFESSIONAL SERVICES AT WTP - MAY 2021	\$ 1,837.50	pw1
290506	7/3/2021	65755651	WASTEQUIP, LLC	GARBAGE TOTES PURCHASE	\$ 12,542.46	pw1
290519	7/16/2021	P0002-45	QCC QUALITY CONTROLS CORP.	ON CALL PROFESSIONAL SERVICES AT WTP - JUNE 2021	\$ 1,706.25	pw1
290522	7/31/2021	Pay App 14	IMCO GENERAL CONSTRUCTION	SKAGIT RIVER RAW WATER PIPELINE AND CLEARWELL PROJECT - JULY 2021	\$ 273,557.64	pw1
290505	7/31/2021	65761711	TOTER LLC	GARBAGE TOTES PURCHASE	\$ 4,944.31	pw1
290527	7/31/2021	279	WIDENER & ASSOCIATES	WWTP OUTFALL PERMITTING SERVICES - JULY 2021	\$ 20,881.90	pw1
290221	8/10/2021	200024889996	PUGET SOUND ENERGY INC	WTP INTAKE 7/10-8/9/21	\$ 364.34	dwtp
290512	8/16/2021	21411.08-3	GRAY & OSBORNE INC	ON-CALL STORMWATER ENGINEERING SERVICES CONSULTANT: 4618 ANACO BEACH RD	\$ 95.41	plan
290513	8/16/2021	21411.07-2	GRAY & OSBORNE INC	ON-CALL STORMWATER ENGINEERING SERVICES CONSULTANT: R32 LLC TOWNHOMES	\$ 82.25	plan
290203	8/17/2021	2204	OAB ENGINEERING, LLC	STA 3 INTERNET - MAY	\$ 60.32	medic
290204	8/17/2021	2205	OAB ENGINEERING, LLC	STA 3 INTERNET - JUNE	\$ 85.00	medic
290205	8/17/2021	2206	OAB ENGINEERING, LLC	STA 3 INTERNET - JULY	\$ 85.00	medic
290206	8/17/2021	2207	OAB ENGINEERING, LLC	STA 3 INTERNET - AUGUST	\$ 85.00	medic
290510	8/18/2021	00-2019-240 - 20	ALTA PLANNING AND DESIGN, INC	COMMERCIAL AVE CORRIDOR PLAN PHASE 1 - 11TH-13TH ST DESIGN - JULY 2021	\$ 6,966.09	pw1
290491	8/18/2021	306516	BAY CITY SUPPLY	FACILITY SUPPLIES	\$ 1,005.89	pwfac
290267	8/19/2021	1881659	MILES SAND & GRAVEL CO.	CONCRETE- 1315 7TH STREET PROJECT	\$ 1,075.21	dshop
290395	8/20/2021	000017092 - 7	H W LOCHNER INC	R AVENUE LONG-TERM IMPROVEMENTS - PROFESSIONAL SERVICES 7/24-8/20/21	\$ 3,448.18	pw1

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290194	8/20/2021	11433-3865	TOTAL TECH INTERNATIONAL, INC	SOPHOS CENTRAL - 12 MONTH RENEWAL	\$ 13,311.90	infosys
290523	8/22/2021	5330009352	SIEMENS INDUSTRY, INC	HVAC CONTROL SYSTEMS DESIGO CC MIGRATION	\$ 9,160.37	pw1
290518	8/25/2021	1751	THE CLEAN TEAM	JANITORIAL SERVICES - AUGUST 2021	\$ 3,750.00	pw1
290263	8/26/2021	5006485724	FERRELLGAS, LP	AUGUST PROPANE INVOICE - AUTOGAS ACCOUNT	\$ 308.16	finance
290223	8/26/2021	9887189689	VERIZON WIRELESS	SCADA MODEM 7/27-8/26/21	\$ 555.06	dwtp
290222	8/28/2021	773617	HASA, INC	SODIUM HYPOCHLORITE	\$ 4,218.22	dwtp
290209	8/28/2021	9887248154	VERIZON WIRELESS	City Cell Phones 7/29-8/28/21	\$ 10,760.56	finance
290269	8/31/2021	525	BOYS & GIRLS CLUBS	AUGUST - LUNCH PROGRAM SERVICE PROVISION	\$ 220.00	finance
290371	8/31/2021	363	BUBBA SUDZ CAR WASH, INC.	AUGUST CAR WASHES- 12	\$ 120.00	dshop
290393	8/31/2021	Pay App #1	LAKESIDE INDUSTRIES, INC.	2021 ASPHALT OVERLAY PROJECT	\$ 474,978.48	pw1
290484	8/31/2021	172521	LAKESIDE INDUSTRIES, INC.	GRAVEL FOR FIBER INSTALLATIONS	\$ 203.85	fiber
290508	8/31/2021	IN942258	NOANET	MUNICIPAL FIBER NETWORK COORDINATED SERVICES - AUGUST 2021	\$ 5,081.10	fiber
290524	8/31/2021	IN942249	NOANET	MILEAGE FOR OUTSIDE PLANT DESIGN - AUGUST 2021	\$ 1,071.20	fiber
290526	8/31/2021	IN942248	NOANET	MUNICIPAL FIBER NETWORK COORDINATED SERVICES - AUGUST 2021	\$ 17,706.65	fiber
290494	8/31/2021	37628	PACIFIC SECURITY	SECURITY DETAIL	\$ 875.00	court
290201	8/31/2021	CL31674	REISNER DISTRIBUTOR INC	VEHICLE FUEL - AUGUST 2021	\$ 23,361.30	finance
290374	8/31/2021	51839	ROBINSON BROTHERS	MUNICIPAL BROADBAND NETWORK - 2021 WESTSIDE BACKBONE EXPANSION	\$ 359,828.23	fiber
290482	8/31/2021	082146833	SKAGIT PUBLISHING LLC	OPEN STREETS EVENT PROMOTION	\$ 673.20	pw1
290502	8/31/2021	Pay App 2	VALDEZ CONSTRUCTION, INC	CITY HALL PARKING LOT LID RETROFIT PROJECT	\$ 258,992.58	pw1
290511	9/1/2021	9/1/2021	ANACORTES FAMILY CENTER	SOCIAL WORKER AGREEMENT - AUGUST 2021	\$ 4,166.67	apd
290387	9/1/2021	103	CANYON CREEK FARMS, INC	BOARDING K9 T-BONE (APRIL AND AGAIN IN MAY)	\$ 500.00	apd
290480	9/1/2021	052-0010-00	CITY OF ANACORTES	OPS 8/1- 8/31/2021	\$ 1,391.97	dshop
290377	9/1/2021	2020-42	CURTIS EMERGENCY SERVICES LLC	EMERGENCY MANAGEMENT SERVICES	\$ 900.00	medic
290268	9/1/2021	5900	FIRE SERVICE REPAIR, LLC	3" VALVE KIT- #220	\$ 484.02	dshop
290202	9/1/2021	AFD 21	ISLAND HOSPITAL	JULY AMBULANCE SUPPLIES	\$ 2,174.98	medic
290404	9/1/2021	2211	OAB ENGINEERING, LLC	SEPTEMBER INTERNET - 29-3	\$ 85.00	medic
290264	9/1/2021	3006143587	TK ELEVATOR CORP	CITY HALL ELEVATOR 9/1-11/30/21	\$ 683.25	finance
290385	9/1/2021	3006140962	TK ELEVATOR CORP	ELEVATOR MAINTENACE AGREEMENT 9/1-11/30/21	\$ 683.25	medic
290500	9/1/2021	3006141065	TK ELEVATOR CORP	LIBRARY ELEVATOR MAINTENANCE 9/1-11/30/21	\$ 683.25	publib
290488	9/1/2021	22001345	WASHINGTON STATE PATROL	WATCH BACKGROUND	\$ 11.00	hr

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290197	9/2/2021	8498 30 017 0319913	COMCAST	LIBRARY INTERNET ACCESS 9/9-10/8/21	\$ 182.07	fiber
290218	9/2/2021	13552	SKAGIT PUBLISHING LLC	PUBLISH AA-140349	\$ 97.44	finance
290219	9/2/2021	13553	SKAGIT PUBLISHING LLC	PUBLISH AA-140350	\$ 109.62	finance
290389	9/3/2021	283198	ANACORTES ANIMAL HOSPITAL	BOARD & DISTRAINER (AUGUST 2021)	\$ 163.52	apd
290038	9/3/2021	cpls	DEPARTMENT OF LICENSING	CPLS TO D.O.L. (AUGUST 2021)	\$ 741.00	apd
290330	9/3/2021	026P23832	DOBBS PETERBILT - MARYSVILLE	FRONT SPRINGS, U BOLTS #603	\$ 1,608.83	dshop
290276	9/3/2021	9149	KENT D BRUCE CO LLC	SEAT COVERS- #196, #197, #198	\$ 988.94	dshop
290509	9/3/2021	1039311	NORTHEND TRUCK EQUIPMENT INC	SANDER PURCHASE	\$ 21,879.08	pw1
290277	9/3/2021	7191459-00	WESTERN EQUIPMENT, C/O TURFSTAR	GASKET, HEAT SEAL- #706	\$ 110.01	dshop
290265	9/4/2021	173188	LAKESIDE INDUSTRIES, INC.	HMA 1/2" ASPHALT- STREET DEPT	\$ 583.98	dshop
290162	9/4/2021	00005W5A83361	UNITED PARCEL SERVICE, INC	UPS SHIPPING CHARGES; WEEK ENDING 9-4-21	\$ 20.39	apd
290212	9/6/2021	82431	STOW-IT	20" CONTAINER RENTAL 9/6/21 - 10/5/21	\$ 217.00	wdist
290270	9/7/2021	026R263912	DOBBS PETERBILT - MARYSVILLE	SERVICE- #304	\$ 849.78	dshop
290224	9/7/2021	12628722	HACH COMPANY	FLUORIDE STANDARD 1 AND 2, TISAB	\$ 708.03	dwtpt
290275	9/7/2021	71613	INDUSTRIAL RESEARCH PRODUCTS	MIGHTY PINK CLEANER- #90008	\$ 2,937.60	dshop
290258	9/7/2021	234685	NAPA	MISC FILTERS- SHOP	\$ 226.76	dshop
290369	9/7/2021	234664	NAPA	SPLIT LOOM- #197	\$ 65.32	dshop
290220	9/7/2021	192318	OASYS INC	PLOTTER CHARGE BASE AND CONTRACT 9/9/21-10/8/21	\$ 60.19	pw1
290273	9/7/2021	220013286525	PUGET SOUND ENERGY INC	HEART OF ANACORTES 8/5-9/3/21	\$ 29.14	plan
290278	9/7/2021	220015523313	PUGET SOUND ENERGY INC	CAR CHARGING STATION: 510 Q AVE 08/05-09/03/21	\$ 66.01	dshop
290390	9/7/2021	220013286491	PUGET SOUND ENERGY INC	APD 8/5-9/3/21	\$ 1,857.47	apd
290477	9/7/2021	220021901958	PUGET SOUND ENERGY INC	SKYLINE TSUNAMI SIREN 8/4-9/3/21	\$ 11.08	dwwtp
290040	9/7/2021	September	SKAGIT LAW GROUP, PLLC	PROSECUTING ATTORNEY SERVICES SEPTEMBER 2021	\$ 6,430.00	legal
290504	9/7/2021	13701	SKAGIT PUBLISHING LLC	CLASSIFIED AD, COMMUNITY SERVICES OFFICER	\$ 380.00	hr
290479	9/7/2021	72198C-X	UNDERWOOD & ASSOCIATES, LLC	ANTIQUE ENGINE DISPLAY ROOM DESIGN	\$ 810.00	medic
290396	9/8/2021	WAANA136537	FASTENAL COMPANY	WORK GLOVES, STRUCTURE GLOVES, BATTERIES	\$ 303.91	medic
290379	9/8/2021	019245945	GALLS, LLC.	VEST WITH CARRIER; OFC MELTON	\$ 877.17	apd
290388	9/8/2021	21075	HUTCH'S POLYGRAPH SERVICES	PRE-EMPLOYMENT POLYGRAPH; DANIEL	\$ 200.00	apd
290376	9/8/2021	1132060	LIFE ASSIST, INC	ACTIVATED CHARCOAL	\$ 383.45	medic
290274	9/8/2021	220013297076	PUGET SOUND ENERGY INC	1100 STATE ROUTE 20 8/6-9/7/21	\$ 19.21	plan
290279	9/8/2021	220013297498	PUGET SOUND ENERGY INC	CASINO DR UNDER TWIN BRIDGES 08/06-09/07/21	\$ 58.78	dshop
290381	9/8/2021	648807	SAN DIEGO POLICE EQUIP CO INC	TRAINING AMMUNITION	\$ 1,229.33	apd
290382	9/8/2021	648806	SAN DIEGO POLICE EQUIP CO INC	TRAINING AMMUNITION	\$ 819.66	apd

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
290271	9/8/2021	ES-0220-1C	SKAGIT COUNTY AUDITOR'S OFFICE	ELECTION SERVICES FOR 02/09/2020 SPECIAL ELECTION	\$ 26,652.40	finance
290503	9/8/2021	Pay App 4	SUMMITX CONTRACTORS, INC	2021 WATERLINE REPLACEMENT	\$ 86,977.44	pw1
290372	9/8/2021	211347185	SURETY PEST CONTROL	SEPTEMBER SERVICE - 29-2	\$ 52.22	medic
290325	9/8/2021	331 0593404	UNIFIRST CORPORATION	WTP LAUNDRY SERVICE	\$ 107.57	dwtpt
290336	9/8/2021	3030	WASHINGTON ASSOCIATION OF	WAPRO VIRTUAL CONFERENCE - YATES, CAROL	\$ 65.00	legal
290335	9/9/2021	ReimbBeltramini	BELTRAMINI, JEFF	REIMBURSEMENT FOR CDL EXAM - JEFF BELTRAMINI	\$ 92.00	pw1
290329	9/9/2021	14417897	BROWN AND CALDWELL	WTP OPTIMIZATION STUDY - 7/23 - 8/19/21	\$ 9,110.53	dwtpt
290401	9/9/2021	AN 872515	CENTRAL WELDING SUPPLY CO, INC	O2 FOR AMBULANCE	\$ 73.21	medic
290392	9/9/2021	5075752113	CINTAS CORPORATION	FIRST AID SUPPLIES - VARIOUS DEPTS	\$ 1,288.87	finance
290402	9/9/2021	WAANA136608	FASTENAL COMPANY	WORK GLOVES, BATTERIES	\$ 55.98	medic
290266	9/9/2021	00103261	OWEN EQUIPMENT COMPANY	OPERATING SUPPLIES- WATER DEPT	\$ 998.51	dshop
290501	9/9/2021	200000667101	PUGET SOUND ENERGY INC	LIBRARY 1220 10TH 8/1-8/31/21	\$ 1,740.21	publib
290280	9/9/2021	20211812	SYSTEMS DESIGN WEST, LLC	AMBULANCE SERVICE BILLING AUG 2021	\$ 3,804.35	finance
290380	9/10/2021	8498 30 030 0111230	COMCAST	WTP 14489 RIVER BEND RD. - 9/19-10/18/21	\$ 241.25	finance
290334	9/10/2021	22-WAR309240-1	DEPARTMENT OF ECOLOGY	PLANT RAW H2O PIPELINE & 2ND CLEARWELL 7/1/21-6/30/22	\$ 780.00	pw1
290406	9/10/2021	300000290019	PUGET SOUND ENERGY INC	ALL STATIONS 8/4 - 9/3/21	\$ 1,089.61	medic
290483	9/10/2021	200024889996	PUGET SOUND ENERGY INC	WTP INTAKE ELECTRICITY 8/10-9/9/21	\$ 364.34	dwtpt
290487	9/10/2021	300000290035	PUGET SOUND ENERGY INC	MUSEUM - ALL VENUES 8/5-9/3/21	\$ 168.48	museum
290495	9/10/2021	300000300008	PUGET SOUND ENERGY INC	WWTP 8/5-9/3/21	\$ 17,630.88	dwtpt
290386	9/10/2021	105369072	RICOH USA, INC	S/N C32029555 CITY HALL COPIER 3RD 9/1-9/30/21	\$ 378.35	finance
290323	9/11/2021	01-0821ANCTWQAP	CONFLUENCE ENGINEERING GROUP L	WATER QUALITY ASSESSMENT PROJECT - 8/9 - 8/31/21	\$ 5,554.80	dwtpt
290400	9/11/2021	ESO-61019	ESO SOLUTIONS, INC	FIRE SUBSCRIPTION: 10/11/21 - 10/10/22	\$ 5,765.99	medic
290391	9/11/2021	00005W5A83371	UNITED PARCEL SERVICE, INC	UPS SHIPPING CHARGES; WEEK ENDING 9-11-21	\$ 9.57	apd
290378	9/13/2021	09/13/2021	BECKER, PAUL	APPLIANCE REBATE	\$ 150.00	pwfac
290375	9/13/2021	144649	COMPULINK MANAGEMENT CENTER, D/B/A LASERFICHE	LASERFICHE RIO 10 PARTICIPANT USER LICENSES	\$ 3,799.72	legal
290383	9/13/2021	09/13/2021	FIDALGO CLEANING	APD CLEANING & SUPPLIES	\$ 800.00	apd
290475	9/13/2021	235371	NAPA	LAMP #221	\$ 2.38	dshop
290476	9/13/2021	13039367	PAPE MACHINERY INC.	STIHL DEMO SAW #25903	\$ 1,278.31	dshop
290485	9/13/2021	724764	USA BLUE BOOK	FLUORIDE STANDARD, PH BUFFER 8.00	\$ 130.61	dwtpt
290489	9/13/2021	725487	USA BLUE BOOK	ROSS STORAGE SOL; BUFFER 6, 3 PK, 7, 4, 8; SWIFTEST REFILL	\$ 1,804.86	dwtpt

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
290514	9/14/2021	ANA-1219073	ANACORTES AMERICAN	OPS ANACORTES AMERICAN YEARLY SUBSCRIPTION	\$ 66.35	dshop

Total **\$1,798,466.74**



City Council Agenda Bill

Meeting Date: September 20, 2021

Agenda Item: 5.c.

Agenda Item Title: Contract Modification: Fidalgo Avenue Emergency Repairs #21-138-STM-001

Staff Contact(s): FRED BUCKENMEYER

<u>Approved for Submittal to Council by</u>	<u>Action Type</u>
TIFFANY MATSON	Contract Modification

Item Summary: City staff seeks Council consent to issue a contract modification to Welch Brothers Construction in the amount of \$200,000.00, increasing the total contract price to \$475,000.00.

Background:

1. History:

- Between January 20, 2020 - February 10, 2020 there were severe storms, flooding, landslides, and mudslides in Washington leading to a Major Disaster Declaration by FEMA.
- On February 8, 2020 a large sink hole formed on Longview Avenue over the 36" storm water pipe crossing and at the February 18, 2020 meeting City Council declared emergency existed requiring immediate repair and reconstruction of the road and underlying pipes on Longview Avenue.
- The same pipe runs up the hill through Fidalgo Avenue and because of the failing condition of the pipe, water has flushed soils away underground around the pipe trench much more rapidly than anticipated and the City's Engineering and Water Departments have observed that the land between the two adjoining houses on Fidalgo Avenue is sinking at an alarming rate.
- On 6/28/21 Council approved Resolution 3040 declaring an emergency existed requiring an immediate repair of the underlying pipes on Fidalgo Avenue and awarded a contract to Welch Brothers Construction.

2. Reason for Contract Change:

- The same pipe from Longview Avenue continues uphill through Fidalgo Avenue, and during the same period the formation of surface cracks and other readily apparent evidence of significant subsurface material loss

- was observed on Fidalgo Avenue, but at the time it was thought there was time to wait for budget and design of a repair.
- During the performance of the Fidalgo Avenue Emergency Repairs project it was discovered the bottom of the pipe section between Longview Avenue and Fidalgo Avenue has actually deteriorated and is missing, requiring an immediate replacement.
 - This contract modification will fund the replacement of approximately 500 feet of 36" storm pipe.
3. Key Terms: increase of \$200,000.00, extends the end date to 12/31/21.
4. Competitive Bidding: RCW 39.04.280 provides that the City, by resolution, may waive competitive bidding requirements for public works in the event of an emergency.

Budget Impact:

Consultant	Welch Brothers Construction
Original Agreement Amount	\$275,000.00
Current Agreement Amount	\$275,000.00
Change Per this Modification	\$200,000.00
Total After Modification	\$475,000.00
All Mods % of Total Contract Amount	72%
BARS #	445.770.594.31.60 401.000.594.34.63
Paid on Contract as of 9/15/21	\$0
Budget Amendment Required?	Yes
Start Date	Notice to Proceed
End Date	12/31/21

Previous Action: [Resolution 2077](#) declaring an emergency on Longview Avenue was approved at the [2/18/20](#) Council meeting. [Resolution 3040](#) and Contract [21-138-STM-001](#) were approved at the [6/28/21](#) Council meeting.

Recommended Motion: I move that City Council authorize the Mayor to sign a contract modification with Welch Brothers Construction, under Contract #21-138-STM-

001, in the amount of \$200,000.00, increasing the total contract price to \$475,000.00.

Alternative Actions: Not approve the modification.

Attachments (listed in order presented):

1. 21-138-STM-001 Mod 01



**Contract Number 21-138-STM-001
MODIFICATION 01**

Date September 20, 2021
Page 1 of 1 Pages

Project Title Fidalgo Avenue Emergency Repairs
Prime Contractor Welch Brothers Construction

BACKGROUND

In accordance with the Contract General Provisions Article 20. Changes/Additional Work, this modification provides an equitable price adjustment in consideration of changes in Work as described below under Article I. Accordingly, the contract price is increased from \$275,000.00 by \$200,000.00 to \$475,000.00, and the following changes are incorporated under this contract:

ARTICLE I. WORK

Insert the following as the *second paragraph* under Article 1:

“The work as described above is hereby amended per Modification 01. The Contractor will furnish all materials, equipment, labor, and related items necessary to replace, in-kind, approximately 500 feet of 36” storm pipe from Longview Avenue uphill through Fidalgo Avenue.”

ARTICLE II. PRICE

The first sentence is hereby deleted and replaced with the following:

“The Contractor will perform the scope of work above on a time and materials basis not-to-exceed **Four Hundred Seventy-Five Thousand Dollars (\$475,000.00).**”

All other terms of the contract remain unchanged.

CITY OF ANACORTES

WELCH BROTHERS CONSTRUCTION

By _____
Laurie Gere, Mayor

By _____

Date _____

Date _____

Original Agreement Amount	<u>\$275,000.00</u>	Original Contract Completion Date	<u>9/30/21</u>
Current Agreement Amount	<u>\$275,000.00</u>	Current Contract Completion Date	<u>9/30/21</u>
Change Per this Modification	<u>\$200,000.00</u>	Net Change	<u>92 days</u>
Total After Modification	<u>\$475,000.00</u>	Contract Completion Date After Change	<u>12/31/21</u>



City Council Agenda Bill

Meeting Date: September 20,
2021

Agenda Item: 5.d.

Agenda Item Title: Contract Modification: FEMA Funding For Stormwater Repairs
#20-152-STM-001

Staff Contact(s): FRED BUCKENMEYER

Approved for Submittal to Council by **Action Type**
TIFFANY MATSON Contract Modification

Item Summary: City staff seeks Council consent to issue a contract modification to Widener & Associates in the amount of \$95,520.00, increasing the total contract price to \$125,900.00.

Background:

1. **History:** The City hired the Consultant to assist with the completion of the required procedures and documentation for the two WA EMD PS Projects: Longview Stormwater Repair and WWTP Outfall Construction.
2. **Reason for Contract Change:** The City requires additional assistance from the Consultant for the completion of the required management procedures and documentation for the FEMA DR 4539 Projects.
3. **Key Terms:** increase of \$95,520.00, no addition to the term of agreement
4. **Competitive Bidding:** Per RCW 39.80 this consultant was selected from the City's MRSC Architectural, Landscape Architectural, and Engineering Service Roster to provide a proposal for this scope of work, after which a price was negotiated.

Budget Impact:

Consultant	Widener & Associates
Original Agreement Amount	\$30,380.00
Current Agreement Amount	\$30,380.00
Change Per this Modification	\$95,520.00

Total After Modification	\$125,900.00
All Mods % of Total Contract Amount	314%
Earmarked Funds	\$
BARS #	445.770.594.31.60 – 50% 440.000.594.35.63 – 50%
Paid on Contract as of 9/14/21	\$30,298.80
Budget Amendment Required?	No
Start Date	Notice to Proceed
End Date	12/31/2021

Previous Action: N/A

Recommended Motion: I move that City Council authorize the Mayor to sign a contract modification with Widener & Associates, under Contract #20-152-STM-001, in the amount of \$95,520.00, increasing the total contract price to \$125,900.00.

Alternative Actions: Not approve the modification.

Attachments (listed in order presented):

1. 20-152-STM-001 Mod 01



**Contract Number 20-152-STM-001
MODIFICATION 01**

Date September 20, 2021
Page 1 of 1 Pages

Project Title FEMA Funding for Stormwater Repairs
Prime Contractor Widener & Associates

BACKGROUND

In accordance with Article 15. Changes/Additional Work, this modification provides an equitable price adjustment in consideration of changes in Work as described below under Article I. Accordingly, the contract price is increased from \$30,380.00 by \$95,520.00 to \$125,900.00, and the following changes are incorporated under this contract:

ARTICLE I. WORK

Insert the following as the *second paragraph* under Article 1:

“The work as described above is hereby amended per Modification 01. The Consultant shall provide additional services in accordance with Exhibit C, which is attached hereto and incorporated by reference. Work shall be performed under the direction of City of Anacortes Engineering Department.”

ARTICLE 2. PRICE

The paragraph is hereby deleted and replaced with the following:

“The services provided under this Agreement shall be provided on a time-and-materials basis not-to-exceed **One Hundred Twenty-Five Thousand Nine Hundred Dollars (\$125,900.00)**. Payments shall be made in accordance with attached Exhibits A, B, and C, which are hereby incorporated into this Agreement by reference. Other direct costs and Subconsultant costs shall be invoiced at actual costs.”

All other terms of the contract remain unchanged.

CITY OF ANACORTES

WIDENER & ASSOCIATES

By _____
Laurie Gere, Mayor

By _____

Date _____

Date _____

Original Agreement Amount	<u>\$30,380.00</u>	Original Contract Completion Date	<u>12/31/2021</u>
Current Agreement Amount	<u>\$30,380.00</u>	Current Contract Completion Date	<u>12/31/2021</u>
Change Per this Modification	<u>\$95,520.00</u>	Net Change	<u>0</u>
Total After Modification	<u>\$125,900.00</u>	Contract Completion Date After Change	<u>12/31/2021</u>

**Supplement
Scope of Work
FEMA Emergency Repair Project Management
Contract 20-152-STM-001**

Widener (the Consultant) will continue to assist the City of Anacortes (the City) with the completion of the required management procedures and documentation for the FEMA DR 4539 Projects.

The Consultant will continue to assist and/or provide the following:

- Attend weekly applicant briefings.
- Hire Welch Brothers Construction Inc. to help determine estimated effluent line repair costs.
- Continue to support the project estimating process underway by FEMA to determine the funding cap for an alternative project.
- Ensure final reviews are completed at the FEMA CRC and funding is obligated for each project.
- Track and submit the Essential Elements of Information (EEI) documentation required for the Category F project on Grants Portal. This will include project contracts, invoices, and City staff hours dedicated to the project.
- Provide the progress billing updates for the Category F project on Grants Portal.

Contract #	20-152-STM-001			
Project Name	FEMA Emergency Repair Project Management			
Client	City of Anacortes/Eric Shjarback			
Location	Anacortes, WA	Date	1/13/2021	
	Project Manager	Project Biologist		
	Hours	Hours		
TASKS				
Project Funding Strategy	80	100		
FEMA & EMD Coordination Meetings & Requests for Data.	40	192		
Grants Portal Document Management	12	192		
Total hours	132	484		
Summary	Hours	Rate	Cost	
Project Manager	132	\$170.00	\$22,440.00	
Senior Project Biologist	484	\$120.00	\$58,080.00	
Outside Services				
Welch Brothers Construction Inc.			\$15,000	
TOTAL ESTIMATED COST				\$95,520.00
Widener & Associates				
1902 120th Place SE Suite 202 Everett, WA 98208				



City Council Agenda Bill

Meeting Date: September 20,
2021

Agenda Item: 6.a.

Agenda Item Title: Resolution 3051: Adopting Updated City Council Procedures

Staff Contact(s): STEVE HOGLUND

<u>Approved for Submittal to Council by</u>	<u>Action Type</u>
STEVE HOGLUND	Resolution
DARCY SWETNAM	

Item Summary: The City of Anacortes first responded to the COVID crisis with Resolution 2082 adopted on 3/16/2020, which (in part) directed that Council and Committee meetings be held remotely. The provisions of Resolution 2082 have been extended by resolution several times since then, and most of the provisions have been replaced by other means, such as reliance on State and Health department guidelines, or other City instruments such as the 2021 budget Ordinance. Remote attendance to City Council meetings is the last significant provision addressed by Resolution 2082 and its extensions through 9/30/2021.

Proposed Resolution 3051 will adopt revised regular City Council procedures that allow remote attendance by City Councilmembers without limit. The provision to suspend Council Procedures due to remote attendance limitations was the last material issue left in Resolution 2082. With the adoption of these updated procedures, Resolution 2082 can be allowed to lapse as of 9/30/2021.

Budget Impact:
NA

Previous Action: On March 16, 2020 City Council adopted [Resolution 2082](#) Ratifying Proclamation of Emergency and Providing Temporary Procedures to Respond to the COVID-19 Epidemic.

On April 27, 2020 City Council adopted [Resolution 2085](#), extending the duration of Resolution 2082 through July 31, 2020.

On July 27, 2020 City Council adopted Resolution 2096, extending the duration of Resolution 2082 through September 30, 2020 with the exception of paragraph 3c which expired July 31, 2020. Under [Resolution 2096](#), both public comment and public hearings are allowed electronically.

On September 21, 2020 City Council adopted [Resolution 3000](#), extending the duration of Resolution 2082 through December 31, 2020.

On December 28, 2020 City Council adopted [Resolution 3010](#), extending the duration of Resolution 2082 through March 31, 2021, with the exception of paragraph 4(a), as the hiring freeze provision had been adopted in the 2021 budget ordinance 3078 .

On March 15, 2021 City Council adopted [Resolution 3025](#), extending the duration of Resolution 2082 through June 30, 2021 with the exception of paragraphs 2(C) and 2(D), as the Library and Parks and Recreation followed State and local Health department guidelines in allowing Citizens to use the respective facilities.

On June 28, 2021 City Council adopted [Resolution 3038](#), extending the duration of Resolution 2082 through September 30, 2021.

Recommended Motion: I move to adopt Resolution 3051 adopting the revised Council Procedures.

Alternative Actions: Do not adopt new procedures and direct staff as to next steps.

Attachments (listed in order presented):

1. Staff Slide Presentation
2. Resolution 3051 adopting updated council procedures
3. City Council Procedures redlined 9.27.21
4. Resolution 2082 Original marked up as of 6.30.21
5. Mayor Proclamation of Emergency COVID-19 3.16.2020

City Chronology of Covid-19 Events

- March 16, 2021 Mayor Gere made a declaration of Emergency regarding Covid-19
- March 16, 2021 Resolution 2082 ratifying Mayor's Emergency Declaration, with an expiration date of April 28, 2020
- April 27, 2020 Resolution 2085 extending 2082 through July 31, 2020
- July 27, 2020 Resolution 2096 extending 2082 through September 30, 2020
- September 21, 2020 Resolution 300 extending 2082 through December 31, 2020
- December 28, 2020 Resolution 3010 extending 2082 through March 31, 2021
- March 22, 2021 Resolution 3025 extending 2082 through June 30, 2021
- June 28, 2021 Resolution 3038 extending 2082 through September 30, 2021

City Council Response to Covid-19

- The last remain significant element of Resolution 2082 is Section 3A
 - This section suspends Council Procedures.
 - Current Council Procedures limit 1 council member to participate in absentia
 - Current Procedures also limit the number of remote meetings to 8 per year per council member.
- The other elements of Resolution 2082 have been addressed through other means.
 - E.g. relying on State and Health department guidelines
- Resolution 3051 proposes to eliminate those limitations in the Council Procedures.

City Council Response, Resolution 2082

- ◆ There are 4 Sections to Resolution 2082:
 - ◆ Section 1: Ratified the Emergency Declaration
 - ◆ Section 2: Outlines City Response:
 - ◆ Directs the City follow State and Local guidelines, close City buildings, sanitize public areas.
 - ◆ These are no longer effective; State and local guidance now include operation of public buildings which was not the case in March of 2020.
 - ◆ Section 3: Council Procedures.
 - ◆ Section 3A is still effective, until Council procedures are updated to allow unlimited remote meeting attendance.
 - ◆ Section 4: City Budget: Adopts a hiring freeze and suspends non essential spending.
 - ◆ This was replaced by Budget Ordinance 3078

City Council Procedures

- ◆ Resolution 3051 adopts updated City Council procedures.
- ◆ 2 Sections of the Procedures are edited: 4.3, and 8(d)(2)
 - ◆ Section 4.3 Participation in Absentia:
 - ◆ Part A is definitions, remains unchanged
 - ◆ Part B eliminates need for advance notice of remote participation, and requires login via City provided credentials.
 - ◆ Part C regarding the ability to hear the proceedings is eliminated
 - ◆ Part D limiting remote access to 1 Council Member is eliminated
 - ◆ Part E limiting remote participation to 8 times per year is eliminated.
 - ◆ Part F requiring recording of who participates remotely is eliminated.

City Council Procedures

- ◆ Resolution 3051 adopts updated City Council procedures.
 - ◆ Section 8(d) addresses the public addressing Council:
 - ◆ Part 2(i) eliminates the requirement to speak into microphone
 - ◆ Part 2(iii) eliminated the requirement to provide their address

RESOLUTION NO. 3051

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ANACORTES ADOPTING UPDATED CITY COUNCIL PROCEDURES

WHEREAS, on April 4, 2016, City Council adopted Resolution 1949 repealing Resolutions 1867 and 1923, and adopting new Council procedures, which were again updated by resolution 2079 on March 9, 2020, and

WHEREAS, on March 16, 2020 City Council adopted Resolution 2082 ratifying a proclamation of emergency and providing temporary procedures to respond to the COVID-19 epidemic, which provided that any public hearing must offer public participation via telephone, and temporarily suspended procedures that would prevent or prohibit all council members from participating telephonically; and

WHEREAS, City Council has extended the provisions of resolution 2082 a number of times to defer the limit of remote meetings that the Council procedures placed on City Council Member remote meeting attendance, with the current extension expiring on September 30, 2021, and

WHEREAS, City Council has determined that technological advances in the electronic meeting industry have allowed remote meetings to be conducted effectively enough that council members do not need to give advance notice of a meeting in absentia, nor be identified as doing such, nor to be limited to 8 remote meetings per year, and

WHEREAS, these same advances in remote meeting technology allow for effective citizen remote participation, and comments by citizens on agenda items should be encouraged and allowed by remote means.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Anacortes, Washington, that:

Section 1 – Council Procedures

City Council procedures are hereby amended to henceforth allow Council Members easier and more frequent use of remote attendance and offer public participation via remote means for all Council Meetings.

INTRODUCED, PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF ANACORTES on this 27 day of September 2021.

LAURIE M. GERE, MAYOR

Approved as to form and legality:

Darcy Swetnam, WSBA #40530
City Attorney

ATTEST:

Steven D. Hoglund, City Clerk Treasurer

DRAFT

City Council Procedures

Revised through Resolution ~~2079~~3051 adopted ~~March~~September 927, 20202021

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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~~ing 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.~~login to the City Council meeting using City provided login credentials, and use the electronic meeting link published by the Assistant to the City Clerk.
- ~~(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 appearing by telephone or other electronic means.~~
- ~~(d) No more than one Councilmember may participate in absentia at each council meeting, unless necessary to avoid the absence of a quorum.~~
- ~~(e) No Councilmember may participate in absentia more than 8 times in any calendar year.~~
- ~~(f) 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.

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)~~(i) provide their name for the record;
 - ~~(iii) for public hearings, provide his or her address for the record;~~
 - ~~(iv)~~(ii) 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.

RESOLUTION NO. 2082

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**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
ANACORTES RATIFYING PROCLAMATION OF EMERGENCY AND
PROVIDING TEMPORARY PROCEDURES TO RESPOND TO THE
COVID-19 EPIDEMIC.**

WHEREAS, on January 31, 2020, the United States Department of Public Health and Human Services Secretary Alex Azar declared a public emergency for the novel coronavirus (COVID-19) beginning on January 27, 2020; and

WHEREAS, on February 29, 2020, Governor Jay Inslee signed a Proclamation declaring a State of Emergency exists in all counties in the State of Washington due to the number of confirmed cases of COVID-19 in the state and directed that the plans and procedures of the Washington State Comprehensive Emergency Management Plan be implemented; and

WHEREAS, on March 10, 2020, the Skagit County Board of Commissioners declared a public health emergency to allow Skagit County to take immediate steps necessary to prepare and respond appropriately to the outbreak; and

WHEREAS, on March 11, 2020 Governor Jay Inslee issued an additional Emergency Proclamation ordering that all events that takes place in King, Snohomish, and Pierce counties with more than 250 people are prohibited by the state. The order applies to gatherings for social, spiritual and recreational activities. These include but are not limited to: community, civic, public, leisure, faith-based, or sporting events; parades; concerts; festivals; conventions; fundraisers and similar activities; and

WHEREAS, on March 13, Washington State Governor Jay Inslee announced that all K-12 public and private schools in Washington State must close for six weeks, from March 17, 2020 until at least April 24, 2020.

WHEREAS, on March 16, 2020, Mayor Laurie Gere issued a Proclamation of Emergency, declaring the COVID-19 pandemic to be an emergency in the City of Anacortes pursuant to Section 38.52.010 RCW and other relevant provisions of state and federal law;

WHEREAS, the health, safety and welfare of City residents, businesses, visitors and staff is of utmost importance to the City and additional future measures may be needed to protect the community.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Anacortes, Washington, that:

SECTION 1 – RATIFICATION AND FINDING OF FACT

Council hereby ratifies the Proclamation of Emergency issued by Mayor Laurie Gere for the City of Anacortes on March 16, 2020. Council further finds that an emergency exists pursuant to

Section 39.04.280(2)(b) RCW and authorizes the Mayor to waive any necessary competitive bidding requirements related to the COVID-19 emergency.

SECTION 2 – CITY’S RESPONSE

- A. The City is committed to protecting the public and staff by minimizing the spread of COVID-19. The City has and will continue to follow the guidelines provided by the State of Washington and the Skagit County Health Officer, who prescribe social distancing and minimizing gatherings of people to best combat the spread of COVID-19.
- ~~B. The City will close City Hall to the general public beginning Tuesday, March 17 and until further notice. Citizens may pay utility bills, acquire licenses, submit permit applications, contact staff, and transact other City business via telephone, email, and online. The City will create procedures to allow for curbside pickup and drop-off for certain City processes, with such procedures to be posted on the City’s website.~~
- ~~C. The City will close the Anacortes Public Library to the general public beginning Tuesday, March 17, 2020, and will provide updates to the City’s website on remaining library services available during the term of this Resolution.~~
- ~~D. The City will increase efforts to sanitize parks and public spaces which remain open to the public to minimize exposure to COVID-19.~~

Commented [HS1]: Repealed as of 6/30/021 with City Hall back open.

Commented [HS2]: Repealed as of 3.31.21 and defers to state and local health department guidelines.

Commented [HS3]: Repealed as of 3.31.21 and defers to state and local health department guidelines.

SECTION 3 – COUNCIL PROCEDURES

During the term of this Resolution, the following amendments to City Council procedures are hereby adopted:

- A. Any rule or procedure adopted by City Council that would prevent or prohibit all City Councilmembers from attending City Council meetings telephonically are temporarily suspended and all City Councilmembers are encouraged to attend all meetings via telephone.
- ~~B. All in-person Committee meetings of the City Council are cancelled. Council and committee meetings may be held telephonically during the term of this Resolution regardless of whether the City has the capability of recording meetings on video.~~
- ~~C-B. Council directs that the public comment portion of Council meetings and any scheduled public hearings be temporarily suspended to discourage public in-person attendance of City Council meetings. City Council and staff will encourage and accept public comment via email or written comment.~~
- ~~D-C. Any Council rules that are inconsistent with this Resolution are hereby waived and suspended during the term of this Resolution.~~

Commented [HS4]: Repealed as of 6.30.21 with City Hall and public meeting allowances back in place.

Commented [HS5]: Repealed as of 7.31.20 development of electronic public comment options.

SECTION 4 – BUDGET

During the term of this Resolution, Council adopts the following budget restrictions:

- ~~A. A hiring freeze is hereby implemented on all positions funded by any City governmental fund, unless the Mayor determines in writing by notice to City Council that the hire is necessary for the continued provision of essential services to the public.~~
- B. All non-essential equipment replacements are hereby suspended, unless the replacement is completely funded by grants or City enterprise utility funds.

Commented [HS6]: Repealed as of 12.31.20 as it was adopted by ordinance with the 2020 budget.

- C. ~~Council hereby encourages the expenditure of funds for acquiring any necessary technology to facilitate employees to work from home in situations where such remote work is possible, available, and approved by the Mayor and Department Head overseeing the relevant department. Any such expenditures should either be within current budget allocations or brought to Council for approval.~~
- D. ~~All staff time dedicated to emergency health responses related to the COVID-19 epidemic must be tracked to allow for FEMA reimbursement.~~

Commented [HS7]: Repealed as of 6.30.21, as those working remotely are established, and City buildings are back open as of 7/1/21.

Commented [HS8]: Repealed as of 6.30.21 as there are no current Covid resources that require such tracking.

SECTION 5 – PLASTIC BAG BAN

~~The City's ban on plastic bags, which is currently scheduled to go into effect on April 4, 2020, is hereby suspended indefinitely.~~

Commented [HS9]: Repealed 6.30.21 and is superseded by the State mandate.

SECTION 6 – COMMUNICATION

- A. All updates regarding City functions and actions relating to the COVID-19 epidemic will be posted on the City's website to provide the public with the best updated information.
- B. ~~The City will cancel and discourage any unnecessary gatherings of community members and/or staff during the Term of this Resolution.~~

Commented [HS10]: Repealed as of 6.30.21 with the State reopening.

SECTION 7 – EFFECTIVENESS

The provisions of this Resolution shall become effective upon adoption and expire on April 28, 2020 unless further extended by formal action of Council.

INTRODUCED, PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF ANACORTES on this 16th day of March 2020.

LAURIE M. GERE, MAYOR

Approved as to form and legality:

Steve D. Hoglund, City Clerk Treasurer

Darcy Swetnam, WSBA #40530
City Attorney

ATTEST:

CITY OF ANACORTES, WASHINGTON

PROCLAMATION OF EMERGENCY

WHEREAS, on January 31, 2020, the United States Department of Public Health and Human Services Secretary Alex Azar declared a public emergency for the novel coronavirus (COVID-19) beginning on January 27, 2020; and

WHEREAS, on February 29, 2020, Governor Jay Inslee signed a Proclamation declaring a State of Emergency exists in all counties in the State of Washington due to the number of confirmed cases of COVID-19 in the state and directed that the plans and procedures of the Washington State Comprehensive Emergency Management Plan be implemented; and

WHEREAS, on March 10, 2020, the Skagit County Board of Commissioners declared a public health emergency to allow Skagit County to take immediate steps necessary to prepare and respond appropriately to the outbreak; and

WHEREAS, on March 11, 2020 Governor Jay Inslee issued an additional Emergency Proclamation ordering that all events that takes place in King, Snohomish, and Pierce counties with more than 250 people are prohibited by the state. The order applies to gatherings for social, spiritual and recreational activities. These include but are not limited to: community, civic, public, leisure, faith-based, or sporting events; parades; concerts; festivals; conventions; fundraisers and similar activities; and

WHEREAS, on March 13, Washington State Governor Jay Inslee announced that all K-12 public and private schools in Washington State must close for six weeks, from March 17, 2020 until at least April 24, 2020.

WHEREAS, the health, safety and welfare of City residents, businesses, visitors and staff is of utmost importance to the City and additional future measures may be needed to protect the community; and

WHEREAS, the City may require additional assistance in the future, and a formal declaration of emergency allows additional resources to flow to the City in a timely fashion; and

WHEREAS, existing conditions related to the COVID-19 warrant the proclamation of emergency, as defined by Revised Code of Washington (RCW) Section 38.52.010; and

WHEREAS, RCW 36.40.180, RCW 38.52.070(2), and RCW 39.04.280(3), authorize the waiver of the requirements of competitive bidding and public notice with reference to any contract relating to the City's lease or purchase of supplies, equipment, personal services or public works as defined by RCW 39.04.010, or to any contract for the selection and award of professional and/or technical consultant contracts in emergency situations;

WHEREAS, there is an emergency present which necessitates the utilization of emergency powers granted pursuant to chapter 38.52 RCW and other relevant provisions of state and federal law;

NOW THEREFORE, BE IT DECLARED BY MAYOR LAURIE GERE FOR THE CITY OF ANACORTES:

SECTION 1

It is hereby declared under section 38.52.020(1)(b) of the Revised Code of Washington that a State of Emergency exists in the City of Anacortes, as a result of the aforementioned conditions, which significantly impacts the life and health of our residents, the economy of the City of Anacortes, and is a disaster that affects life, health, property, or the public peace.

SECTION 2

I hereby direct designated City departments under this proclamation and those designated within the City of Anacortes's Comprehensive Emergency Management Plan to take actions deemed necessary to otherwise mitigate and prevent impacts and potential impacts upon private property and publicly owned infrastructure, including any necessary actions needed to obtain emergency permitting through municipal, county, state or federal agencies.

SECTION 3

In order to prepare for, prevent and respond to this emergency, pursuant to RCW 36.40.180, RCW 38.52.070(2), and RCW 39.04.280(3), the requirements of competitive bidding and public notice are hereby waived with reference to any contract relating to the city's lease or purchase of supplies, equipment, personal services or public works as defined by RCW 39.04.010, or to any contract for the selection and award of professional and/or technical consultant contracts. Each designated department is hereby authorized to exercise the powers vested in this proclamation in light of the demands of a dangerous and escalating emergency situation without regard to time consuming procedures and formalities otherwise normally prescribed by law (excepting mandatory constitutional requirements).

SECTION 4

A copy of this declaration, the extent practicable, shall be posted at the City's regular locations for official notices and shall be made available to members of the local news media and the general public.

DATED this 16th day of March, 2020.



LAURIE M. GERE, MAYOR



City Council Agenda Bill

Meeting Date: September 20,
2021

Agenda Item: 6.b.

Agenda Item Title: Resolution 3052: Establishing the City's use of American Rescue Plan Act Funds

Staff Contact(s): PHILIP STEFFEN

Approved for Submittal to Council by **Action Type**

PHILIP STEFFEN

Resolution

STEVE HOGLUND

DARCY SWETNAM

Item Summary: A resolution directing the use of ARPA funds.

Budget Impact:

The majority of these grant funds will be used to offset lost revenue do to the COVID pandemic. This is an authorized use and will reduce our need to spend fund balance in the general fund.

Previous Action: This resolution was reviewed and discussed at CFC on 8/25/2021.

Recommended Motion: Review this week and recommended approval on 9/27/2021 after the second reading.

Alternative Actions:

Attachments (listed in order presented):

1. Resolution 3052

RESOLUTION NO. 3052

A RESOLUTION ESTABLISHING THE CITY'S USE OF AMERICAN RESCUE
PLAN ACT FUNDS

WHEREAS, the federal government gave the City of Anacortes \$2.89 million to spend by December 31, 2024; and

WHEREAS, the City Council wants to spend that money to assist less served and low-income residents; and

WHEREAS, broadband infrastructure improvements such as Access Fiber is an allowed use of the funds; and

WHEREAS, the City is borrowing money for fiber; and

WHEREAS, paying for fiber simplifies reporting, avoids loan interest, and frees up additional money in the general fund for other programs; and

WHEREAS, the City offers a 20% discount for qualifying enrollees in the City's low-income utility discount program;

NOW THEREFORE be it resolved by the City of Anacortes, the following items are approved for ARPA funds

- Replacement of revenue lost due to the recession brought on by the Covid crisis.
- Utility billing arrears that have become exacerbated by the recession brought on by the Covid crisis.
- Expanding City broadband for faster access and lower cost to underserved city residents, who feel higher adverse impacts than other residents, to help alleviate economic inequality.
- An administrative overhead allowance as calculated for the annual budget.

ADOPTED this 27th day of September 2021.

City of Anacortes, Washington

BY: _____
Laurie Gere, Mayor

ATTEST:

Steven D. Hoglund, City Clerk



City Council Agenda Bill

Meeting Date: September 20,
2021

Agenda Item: 6.c.

Agenda Item Title: R4 Bonus Height Draft Concepts

Staff Contact(s): DON MEASAMER

<u>Approved for Submittal to Council by</u>	<u>Action Type</u>
DON MEASAMER	Discussion
LIBBY GRAGE	

Item Summary: Due to neighborhood concerns regarding a building permit issued for a five-story building in the R4 Use Zone, the City Council adopted [Ordinance 3054](#), Declaring an emergency and Adopting a Moratorium on acceptance of building permit applications or land use applications for the R4 Area west of the Commercial Use zone proposing to use the bonus height provisions of AMC 19.42.050. That moratorium has been extended several times due to unforeseen circumstances and the current Moratorium expires October 21, 2021. Staff would like to begin the review processes with the Planning Commission on possible concepts to mitigate the impact of a potential 5-story building in a predominately residential neighborhood .

The concepts in the CC packet were first presented at a public meeting on February 25, 2020 and staff received several comments, included in the packet, on the concepts. Other concepts will most likely come out of the public process and be discussed by the Planning Commission. City staff anticipate several public meetings and a public hearing before the Planning Commission in the coming months prior to a recommendation to City Council.

Budget Impact:
NA

Previous Action: Current moratorium in place

Recommended Motion: None

Alternative Actions: None at this time

Attachments (listed in order presented):

1. R4 Zone Bonus Height Draft Concept Discussion
2. R4 Use Zone Draft Concepts
3. Feb 25, 2020 R4 Public Meeting Summary

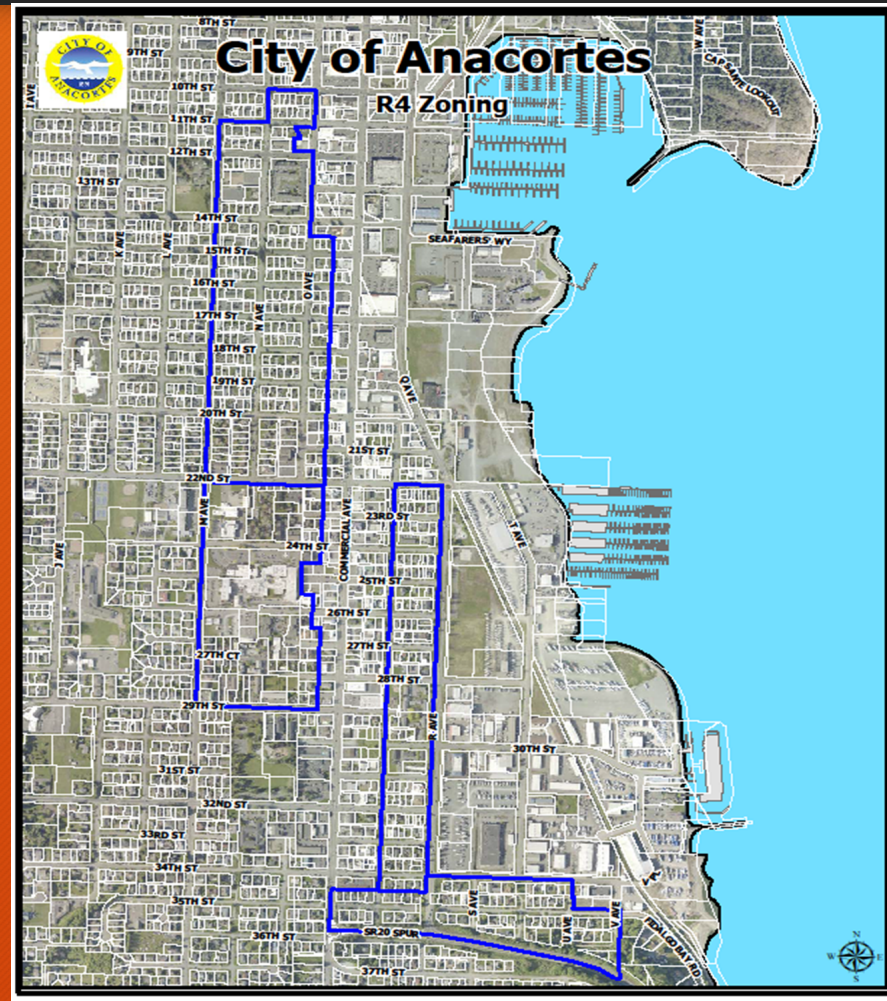
R4 Zone Building Height

City Council Discussion
September, 2021

Why Are We Here?

- **Ord. 3040** (Effective 8/5/19)
 - Major Code Rewrite
 - Adoption of height bonus option in several zones, including R4
- **Development application submitted**
 - 50' tall apartment building in R4 zone west of Commercial Zone, based on bonus height provisions of AMC 19.42.050.
- **Concerns expressed by community members**

R4 Use Zone



AMC 19.42 Bonus Incentives

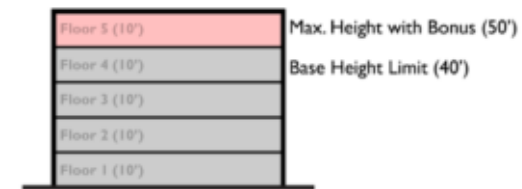
19.42.050 Bonus incentives in the R4, C, and CBD zones.

This section was recently added by Ordinance 3040, codified in November 2019.

- A. *Purpose.* To allow flexibility in building height in exchange for the integration of affordable dwelling units into the development.
- B. *Applicability.* Height bonuses are available to development in the R4, C, and CBD zones as established in this chapter, provided it complies with one of the affordable housing options in this section.
- C. *Option 1: Small Units.* Developments where at least 25 percent of the total dwelling units contain no more than 600 square feet of gross floor area qualify for the height bonus.
- D. *Option 2: Affordable Units.* Developments that integrate affordable dwelling units per the standards below qualify for the height bonus.
- For every three dwelling units occupying floor area above the base height limit, at least one affordable dwelling unit must be integrated into the development. Dwelling units larger than 1,400 square feet (leasable/living area, excluding common hallways) qualify as two standard dwelling units. Note: Applicable floor area over base height limit refers to any floor-to-ceiling space of applicable dwelling units or shared recreational or amenity space that exceeds the base height limit established in Tables 19.42.020 and 19.42.030. See Figure 19.42.050 for an example.
 - For every 2,000 square feet of shared recreational or amenity space that is integrated into floor area that occupies space above the base height limit, at least one affordable dwelling must be integrated into the development.

Figure 19.42.050

Height bonus example—How affordable housing requirements are measured.



The example building in the R4 zone contains one floor that exceeds the base height limit. The table below illustrates what is included on each floor and the number of required affordable units that are required to be integrated.

Floor	Floor statistics	Number of required affordable units (to be integrated on any floor in the building)
5	2 dwelling units (average 2,250 sq. ft.) + 3,000 sq. ft. shared recreation/amenity space	= 2 affordable units min.
4	8 dwelling units (average 938 sq. ft.)	None required
3	10 dwelling units (average 750 sq. ft.)	
2	10 dwelling units (average 750 sq. ft.)	
1	10 dwelling units (average 750 sq. ft.)	
Total		= 2 affordable units min.

Why Are We Here?

- **Ordinance 3054** (10/21/19)
 - Established a moratorium
- **Resolution 2068:**
 - Reaffirmed moratorium and adopted a Work Plan
 - Since pandemic the moratorium has been extended by Ordinance 3069, Ordinance 3076, Ordinance 3088, Expiring October 12 ,2021
 - Moratorium will need to be extended for an additional 6 months with a new work plan.

Ordinance No. 3054

An Interim Ordinance Declaring an Emergency and Adopting a Moratorium on the Acceptance of Certain Land Use Applications in the R4 Zone

Whereas the City of Anacortes recently adopted new development regulations (ordinance 3040) that, among other things, created new regulations governing the height limit in the R4 zone;

W/
he
co

RESOLUTION 2068

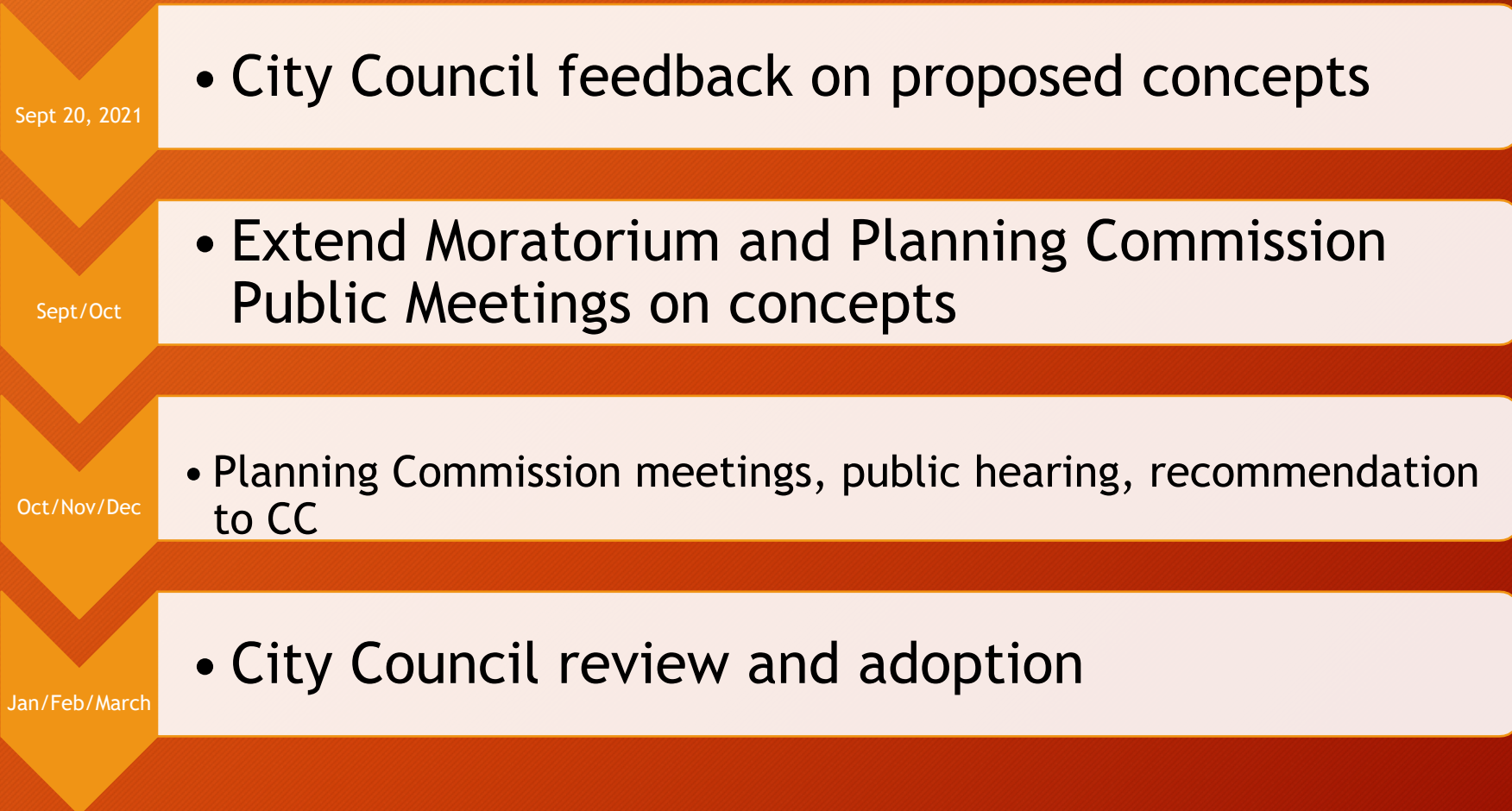
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A RESOLUTION REAFFIRMING ORDINANCE 3054 AND CONFIRMING THE 6 MONTH DURATION OF THE MORATORIUM CONTAINED THEREIN CONCERNING THE ACCEPTANCE OF CERTAIN LAND USE APPLICATIONS IN THE R4 USE ZONE AND ADOPTING A WORK PLAN.

WHEREAS, the Anacortes City Council adopted Ordinance 3054 October 21, 2019 a Moratorium on accepting certain land use permits in the R4 Use Zone west of the Commercial Use Zone that proposes to utilize the bonus height provisions of AMC 19.42.050; and

WHEREAS, the City Council desires to review the maximum building height in the R4 Use Zone west of the Commercial Use Zone with public input;

Project Timeline



Background

How Did We Get Here?

Planning For the Future

Anacortes is planning for the future, consistent with the community's vision and values



Housing Issues in Anacortes



Population
Growth &
Increased
Demand

- Planning for 2,260 additional housing units
- Anacortes is a desirable place to live

Limited
Land &
Housing
Supply

- <1% rental vacancy rate
- 80% existing stock = SF detached
- Only 81 MF units built since 2010
- Island geography

2016 Comprehensive Plan Update

- Plan for accommodating anticipated growth within the city to protect surrounding forest and park lands, minimizing sprawl
- Promote housing densities and types in all price ranges to meet range of housing needs and respond to changing needs and preferences, No maximum density in R4, C, CBD
- Encourage infill on vacant or under-utilized land
- Provide for development of MF housing in areas close to shopping, employment and public transportation, R4, Com, CBD
- Evaluate barriers to achieving increased density in multifamily and mixed use zones and revise regulations, if appropriate



Diverse Housing Options



Barriers to MF construction

Since 2010, only 81 multifamily units were built city-wide, compared to 849 single family units, 55 townhomes, 41 ADUs

Possible Barriers

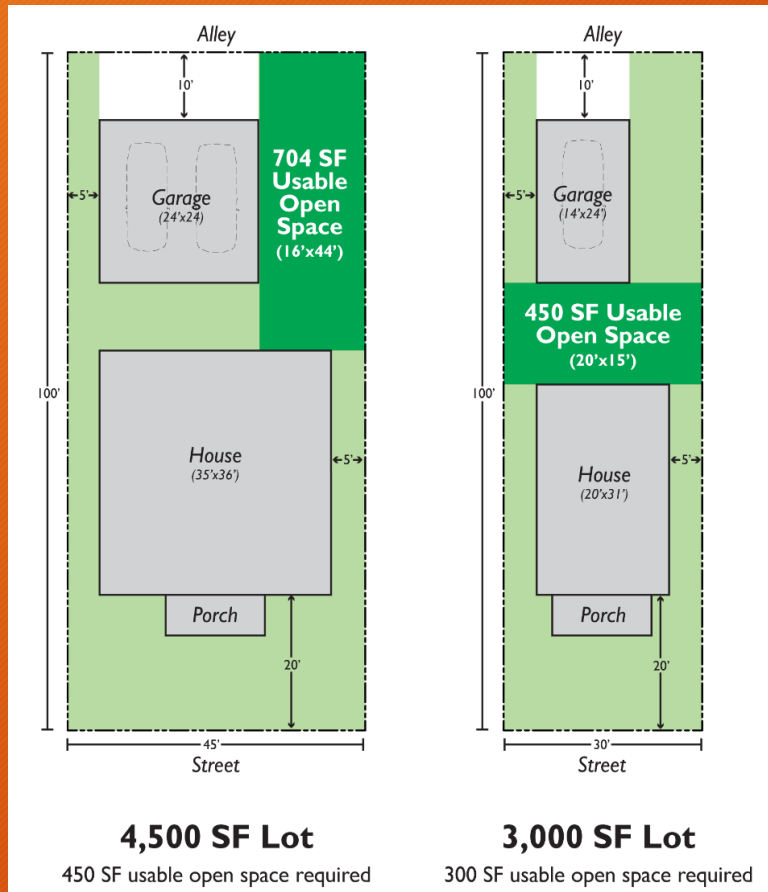
- Historic policies favoring SFR development
- Restrictive form/intensity standards
- Building costs, including parking
- Financing challenges
- Condo construction liability laws have changed as of 2021 and are less restrictive, may see more constructed
- Lack of incentive - “it doesn’t pencil”

2019 Development Regulations Update

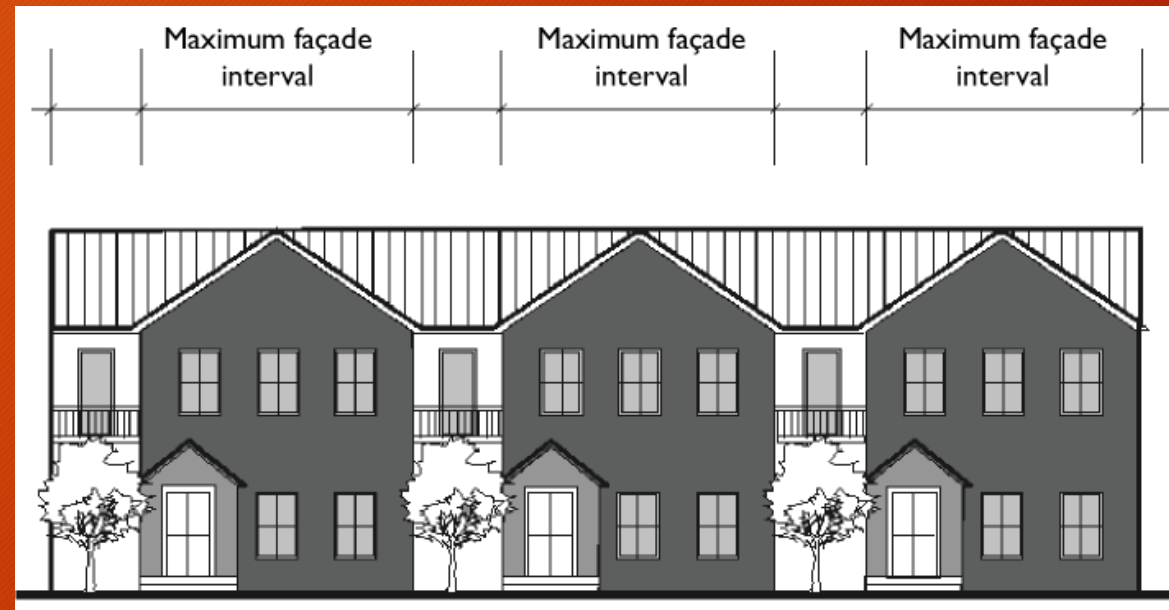
- Implementing key Comp. Plan land use and housing goals and policies
 - Changes to zone designations per the Comprehensive Plan
 - New standards for housing types, including small lot, accessory dwelling units, cottages, townhouses, apartments, condos
 - Expanded provisions for ADUs, including changes to height, parking, location standards
 - New site and building design standards
 - Parking code updates to bring requirements into alignment with actual parking demand needs
 - New affordable housing provisions and bonus incentives
 - E.g. Bonus height incentives

New Housing Type Standards

Small lot example - open space standards



Multifamily - Building massing standards



- Cottages
- Small lots
- Duplex
- Townhouses
- Triplex
- Apartments
- Single family

Expanded provisions for ADUs

Accessory Dwelling Units - Attached or detached (allowed since 2005)

Key standards:

- Maximum size, height, roof slope
(new design standards) 900 SF
- Retained on-site owner occupancy requirement
(with new exceptions)
- Minimum parking requirements
(existing standards unchanged)
- Allowed in any zone on any lot with a
SFR



Parking Code Updates

Following a 2015 parking study:

- Reduce minimums for uses that often have under-utilized parking
- CBD zone: 50% less required
- Introduce maximums to avoid excess costs and wasted land
- Adjustments up or down allowed with a study and providing alternative transportation options
- New bike parking standards

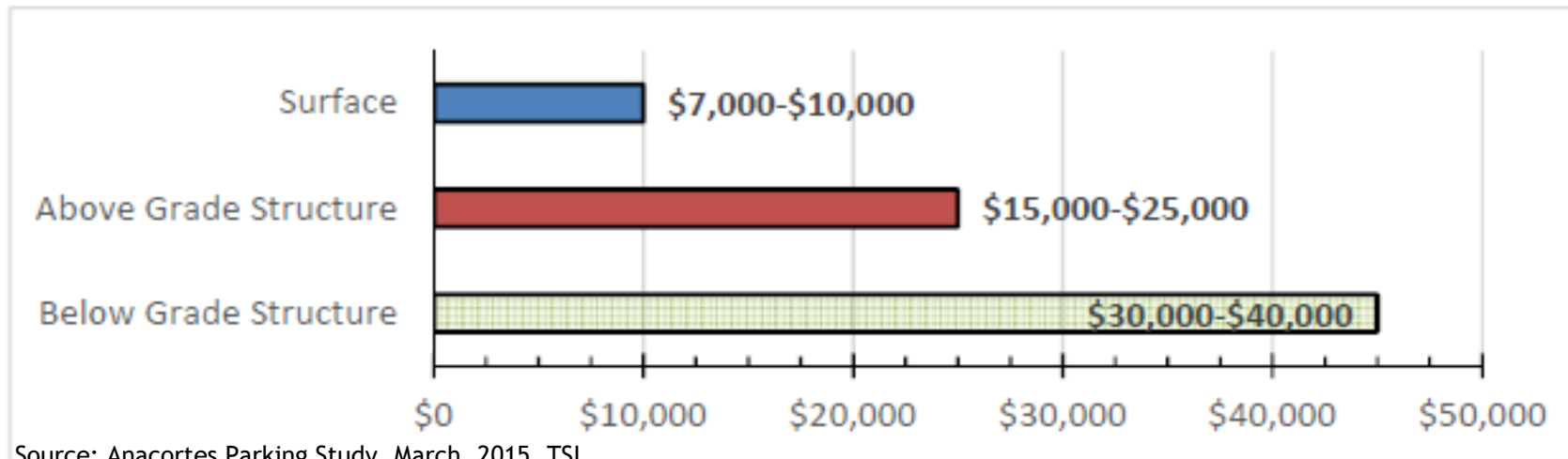


Multistory Building Construction Costs

Cost	Description
Land acquisition	Land acquisition costs
Public improvements	Street, alley, sidewalk, stormwater and other physical improvements can vary based on property location and context
Building construction	In general, multistory housing benefits from economics of scale (the bigger and taller the building, the cheaper it should be by the square foot). This is true up through about 3 floor. At four floors, additional factors increase dramatically (versus three), but only increase incrementally when a fifth level is added. 1. An elevator is required by code at 4 levels. (\$100,000 +) 2. Plumbing increases from residential to a commercial license, especially for mixed use 3. Electrical increases from residential to a commercial license, also with the addition of mixed use 4. Significant foundation and subsoil site work improvements may be needed to support additional point loads 5. Materials may no longer reach the upper levels even with larger mast-style forklifts and a material lift or crane must be installed and used. 6. All exterior work at upper levels (framing, windows, siding, painting, gutters, roofing, and vent trim) face both labor and material logistical challenges. These levels are now less - or inaccessible via a typical elevated work means. 7. A culmination of these factors also begin to change the size and capacity of subcontractors in the project, often increasing prices as a result.

Cost of Parking

Figure 5: Typical Parking Stall Construction Cost Ranges

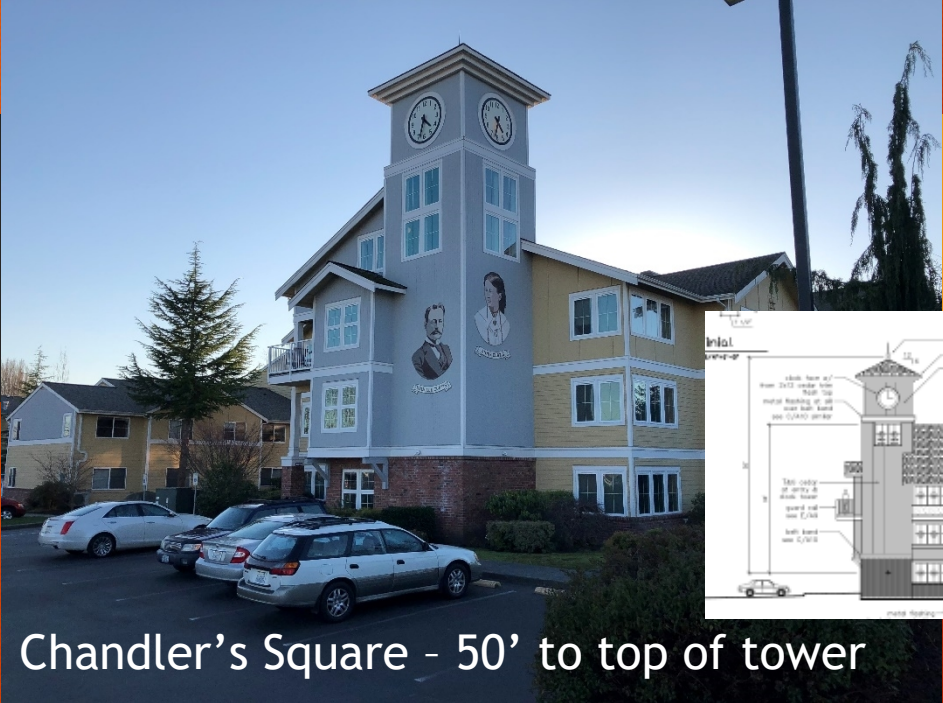


Source: Anacortes Parking Study, March, 2015, TSI

Examples of Existing Buildings



Anacortes Public Library - 40'



Chandler's Square - 50' to top of tower



Anacortes Family Center - 42' 7"

R4 Zone Context

What & Where is the R4 Zone?

Residential High Density

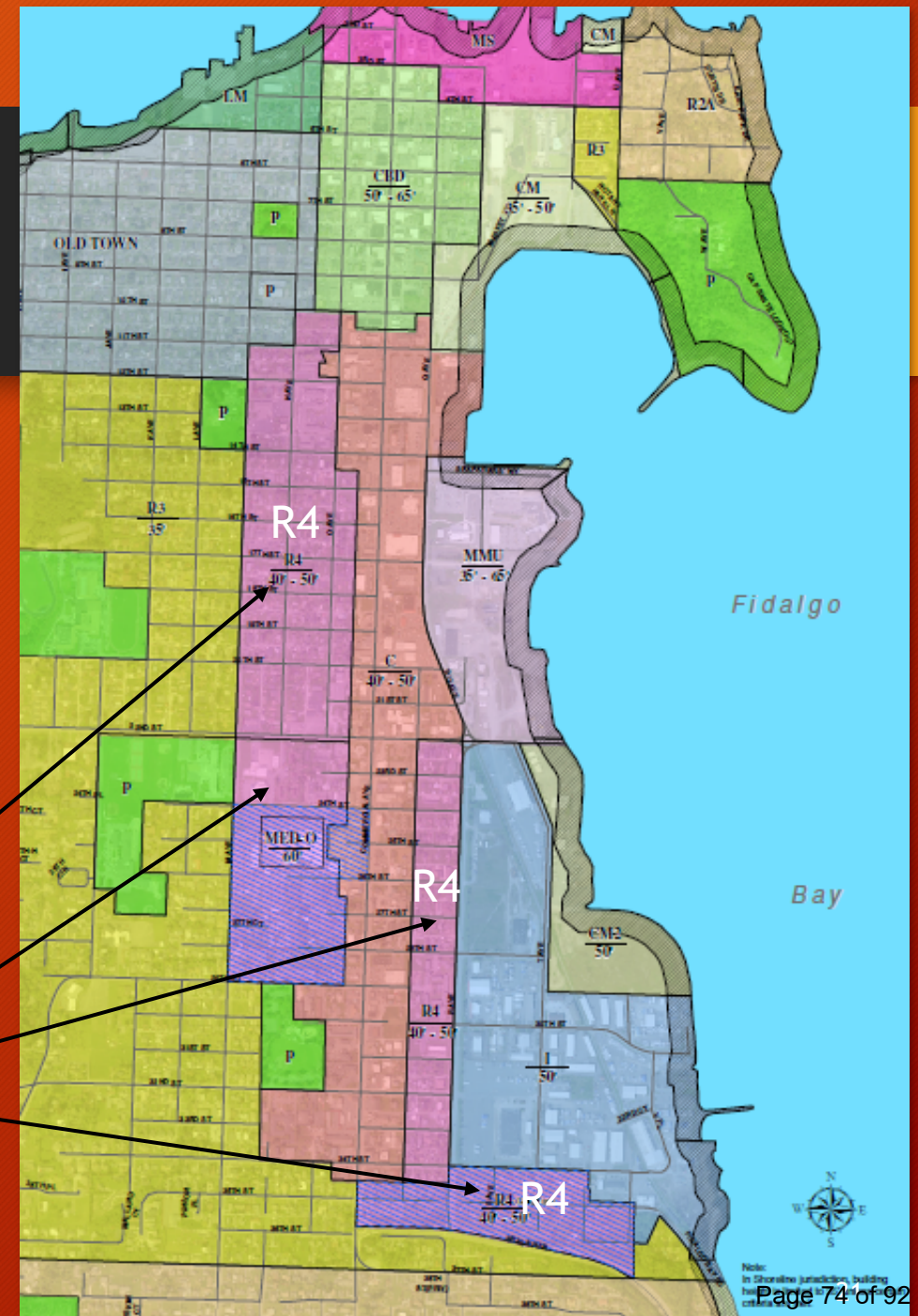
Purpose: This designation provides for urbanized areas with a mixture of multifamily dwelling units that are within walking distance of public transit and commercial/employment areas and/or community facilities. This designation creates a transition from high intensity uses, such as commercial or industrial development, to lower intensity residential areas.

Principal uses & density: A mixture of single and multifamily dwelling units. Some commercial uses may be permitted. There is no prescribed density limit, except in designated areas away from downtown and South Commercial Avenue (up to 18 dwelling units per gross acre).

Special topics to explore: Consider adopting density minimums for new development; and consider uses that provide neighborhood gathering places.

R4
R4a

- R4 zone north of 22nd St. has been zoned R4 for several decades
- R4 zone south of 22nd Street are recently zoned R4 (changed from R3, R4A, R4B)



R4 Zone History

The area between 10th and 22nd has been designated Residential High Density (RH) since at least 1978. Over time, the form and intensity standards and permitted uses have been adjusted:

- In 1994 ([Ord. 2316](#)), permitted uses included SFRs, MRFs, boarding and rooming houses, clinics, beauty salons, hospitals, mortuaries, offices, galleries, schools, public facilities, parks and B&Bs. Maximum building height was 35', and 50' for "non-residential space".
- In 2008 ([Ord. 2794](#)), the use and height standards were changed to remove offices, galleries, congregate care and assisted living facilities, and group homes group homes from the permitted uses. The maximum building height for all building types was changed to 40'.



Draft Concepts

Draft concepts were reviewed by the community at a public meeting February 25, 2020. Notes are included in the CC packet

Concepts

	Concept	Advantages	Disadvantages / Challenges	Implementation
A	Rezone the ½ block between the Commercial zone and O Avenue from R4 to Commercial	- Commercial zone still allows single purpose multifamily - Increases development options for affected property owners - Makes some existing businesses conforming	- Makes existing <u>SFRs</u>/duplexes nonconforming - Extends potential for commercial development impacts closer to SFR neighborhoods - Does not address neighborhood's concerns about incompatibility, view blockages - Potential increase in commercial traffic on O Ave.	Requires comprehensive plan amendment (map at least) and rezone
B	Modify applicability of the bonus height provisions to only apply to R4 study area east of O Ave.	Increases housing supply adjacent to, employment, services, and transit	Does not address neighborhood's concerns about larger structure incompatibility, view blockages	Development regulation amendment
C	Modify applicability of the bonus height provisions to terminate at the east side of N Avenue.	Increases housing supply adjacent to, employment, services, and transit	Does not address neighborhood's concerns about larger structure incompatibility, view blockages	
D	Eliminate bonus height provisions for entire R4 study area	Addresses neighbor concerns about height – maintains status quo	May adversely impact multifamily development feasibility and reduce availability of diverse housing types	Development regulation amendment
E	Tie bonus height to mandatory affordable housing/rent control units (no small unit option)	Produces long term affordable units; can target income levels based on need	Some developers expressed concern about long-term monitoring requirements	Development regulation amendment
F	Do not allow roof decks on buildings over a certain height	Results in more open space being provided on ground level, which may be more in keeping with surrounding neighborhood	Reduces developable area and may make feasibility more challenging	Development regulation amendment
G	Refine design standards to mitigate increased height impacts on streetscape and adjacent properties Consider upper story setbacks (all 4 sides or just street façade?)	May help lessen bulk/height impacts	Reduces number of units that can be developed	Development regulation amendment



Thanks for Listening! Questions?

Don Measamer, Director
Planning, Community & Economic Development
360-299-1942
don@cityofanacortes.org

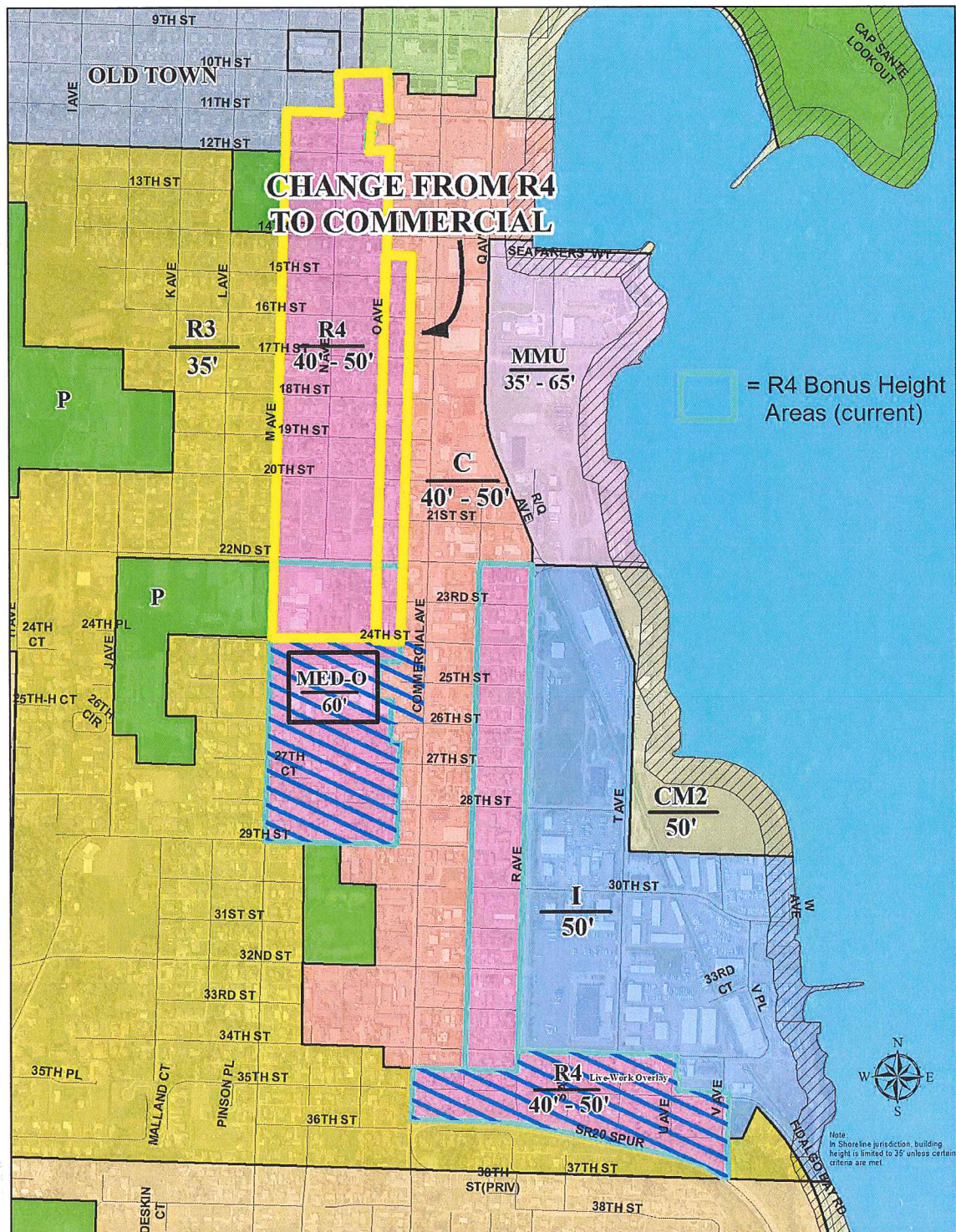
Concepts – For Discussion

	Concept	Advantages	Disadvantages / Challenges	Implementation
A	Rezone the ½ block between the Commercial zone and O Avenue from R4 to Commercial	- Commercial zone still allows single purpose multifamily - Increases development options for affected property owners - Makes some existing businesses conforming	- Makes existing SFRs/duplexes nonconforming - Extends potential for commercial development impacts closer to SFR neighborhoods - Does not address neighborhood's concerns about incompatibility, view blockages - Potential increase in commercial traffic on O Ave.	Requires comprehensive plan amendment (map at least) and rezoning
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Concept A

Description

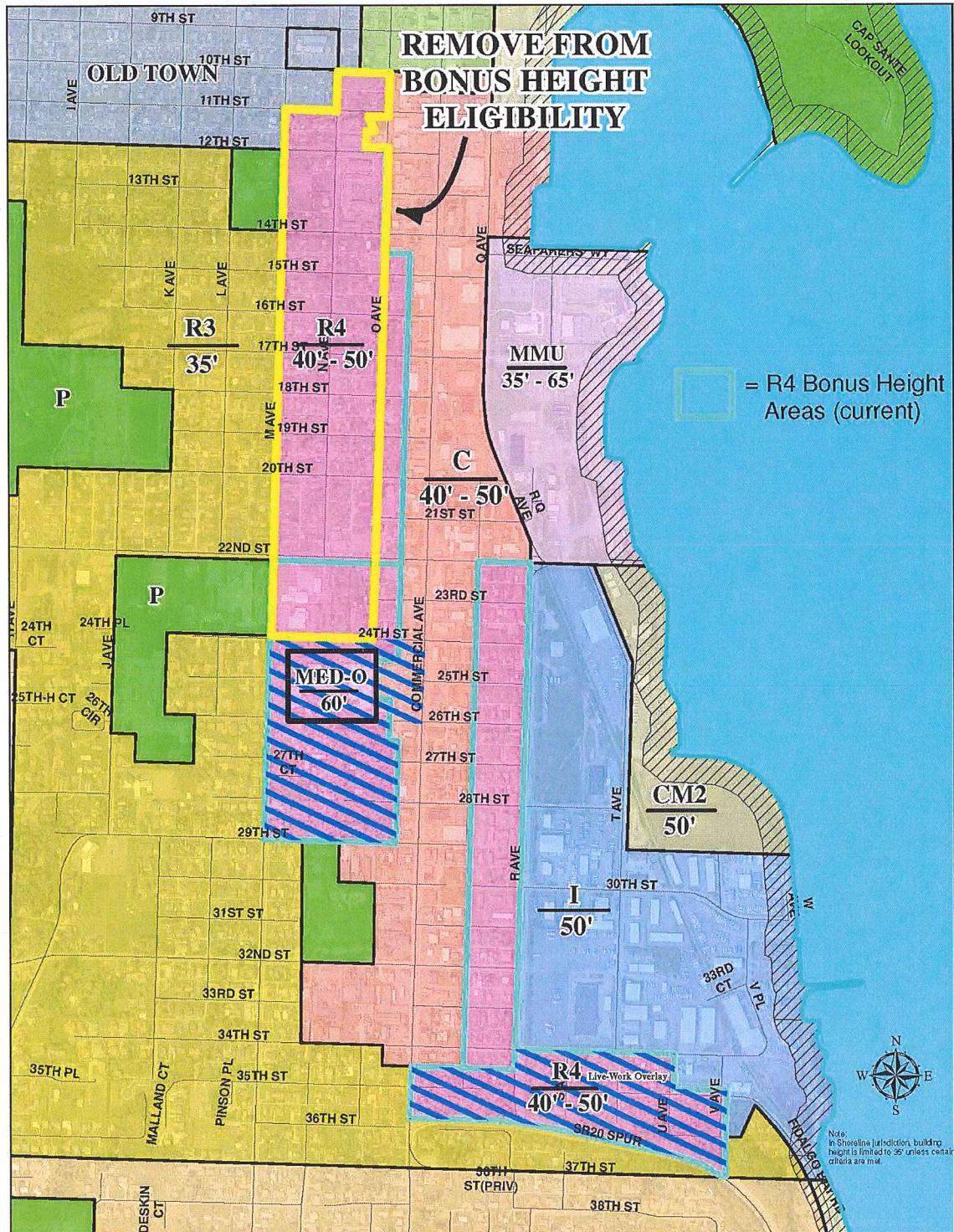
Rezone the 1/2 block between the Commercial zone and O Avenue from R4 to Commercial.



Concept B

Description

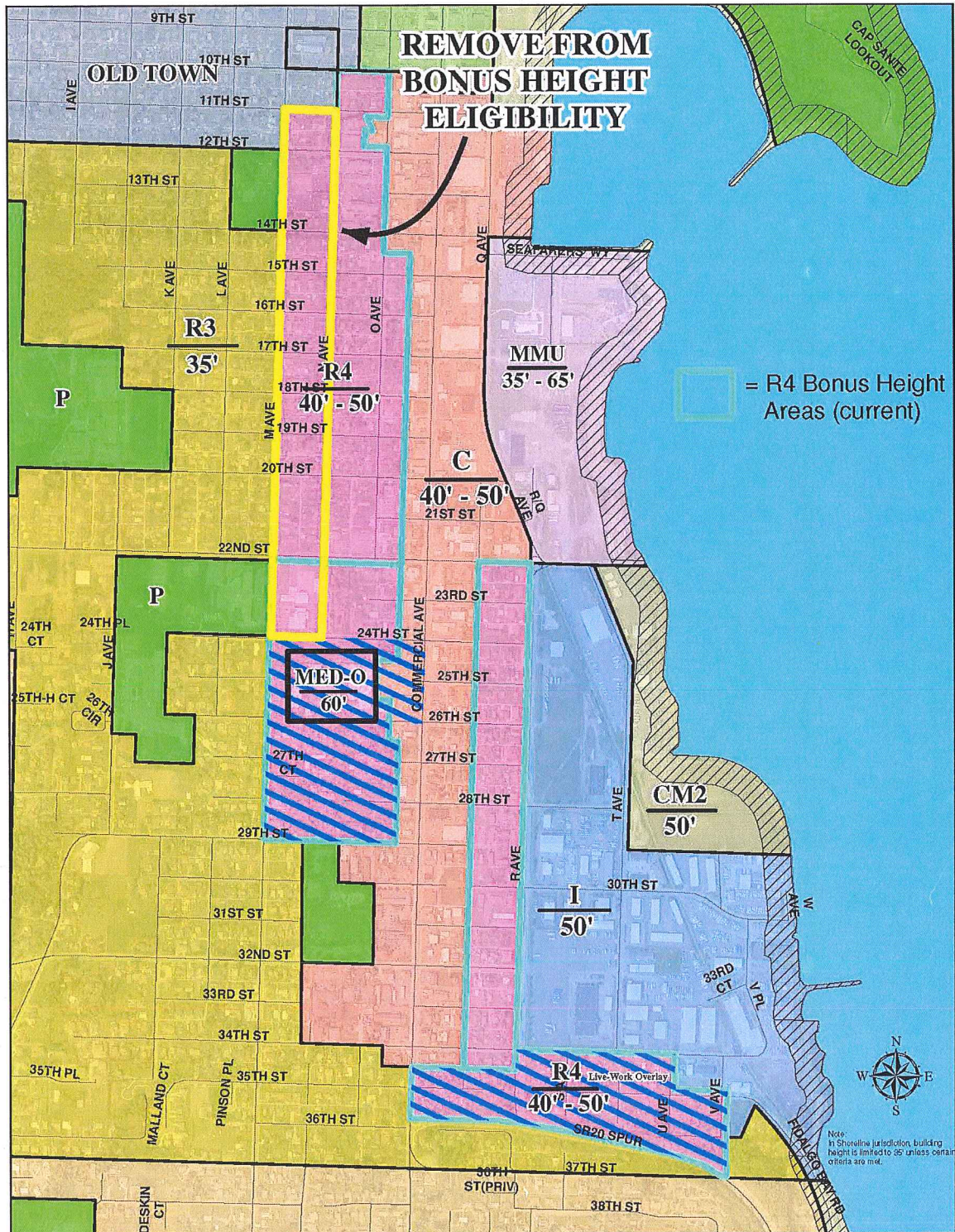
Modify the applicability of the bonus height provisions to only apply to R4 area east of O Avenue.



Concept C

Description

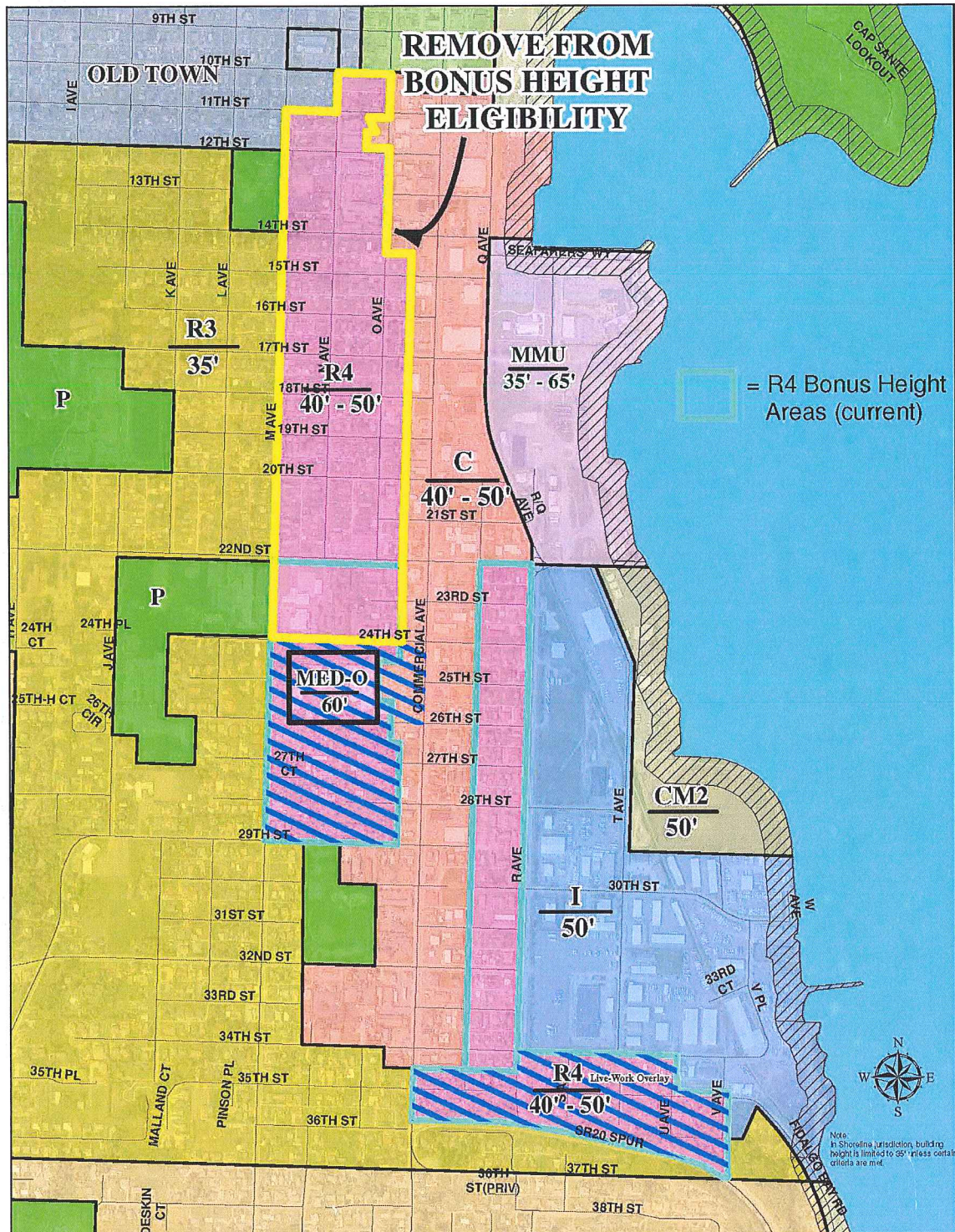
Modify the applicability of the bonus height provisions to terminate at the east side of N Avenue.



Concept D

Description

Eliminate the bonus height provisions for the entire R4 zone west of Commercial Avenue.



Concept E

Description

Tie bonus height to mandatory provision of affordable housing / rent control units (no small unit option).

What does "affordable" mean?

Per WAC 365-196-410:

- o In the case of dwelling units **for sale**, affordable housing has mortgages, amortization, taxes, insurance and condominium or association fees, if any, that consume no more than 30% of the owner's gross annual household income.
- o In the case of dwelling units **for rent**, affordable housing has rent and utility costs, as defined by the county or city, that cost no more than 30% of the tenant's gross annual household income.
- o Workforce housing is often defined as housing affordable to households earning between 80% to 120% of the median household income.



FY 2019 INCOME LIMITS DOCUMENTATION SYSTEM

HUD.gov [HUD User Home](#) [Data Sets](#) [Fair Market Rents](#) [Section 8 Income Limits](#) [MTSP Income Limits](#) [HUD LIHTC Database](#)

FY 2019 Income Limits Summary

Selecting any of the buttons labeled "Explanation" will display detailed calculation steps for each of the various parameters.

FY 2019 Income Limit Area	Median Family Income Explanation	FY 2019 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Mount Vernon-Anacortes, WA MSA	\$79,100	Very Low (50%)								
		Income Limits (\$)	26,600	30,400	34,200	38,000	41,050	44,100	47,150	50,200
		Explanation	\$665	\$760	\$855	\$950				
		Extremely Low								
		Income Limits (\$)*	16,000	18,250	21,330	25,750	30,170	34,590	39,010	43,430
		Explanation								
		Low (80%) Income								
		Limits (\$)	42,600	48,650	54,750	60,800	65,700	70,550	75,400	80,300
		Explanation	\$1,065	\$1,216	\$1,369	\$1,520				

The Mount Vernon-Anacortes, WA MSA contains the following areas: Skagit County, WA;

\$XXX = Monthly affordable housing cost - rental units

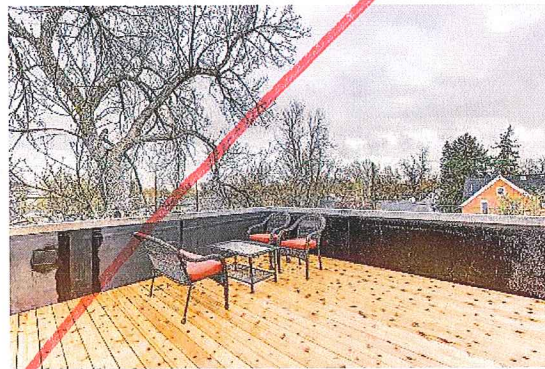
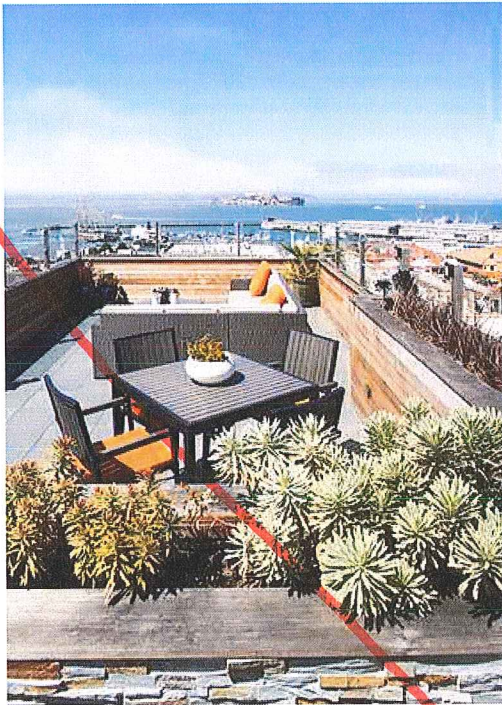
\$XXX = Monthly affordable housing cost - ownership units



Concept F

Description

Do not allow roof decks on buildings over a certain height.



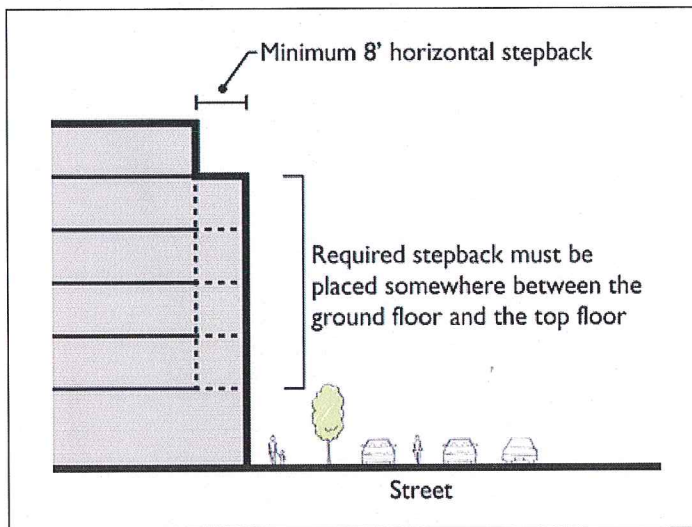
Concept G

Description

Refine design standards to mitigate increased height on streetscape and/or adjacent properties.

Examples of current standards in other zones that are applicable to taller buildings:

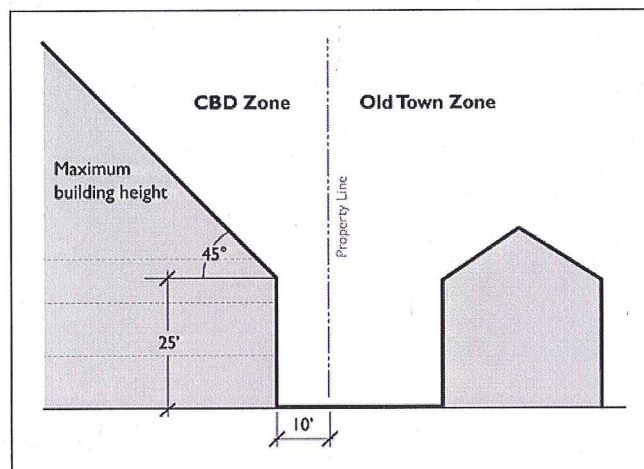
Illustration of required building setbacks for tall buildings.



Tall building stepbacks currently apply to new buildings exceeding the base height in CBD and MMU zones.

Illustrating minimum interior side setbacks where CBD-zoned properties abut the OT zone.

Increased side setbacks, including an increase at a 45-degree angle inward up to the maximum height apply to CBD-zoned properties abutting Old Town.



ANACORTES



R4 Zone Building Height Discussion

PUBLIC MEETING SUMMARY

Tuesday, February 25, 2020
5:30 PM – 7:30 PM

Agenda:

Introductions
Staff presentation
Guest speaker
Break
Public comment
Concepts Discussion

Attendance:

- Approximately 65 people signed in; staff counted more than 80 in attendance.
- Mayor Gere and City staff
- Ad Hoc Committee Members:
 - Councilmembers Cleland-McGrath, Moulton, and Walters
 - Planning Commissioners Graf and McKenzie
- Guest Speaker Bradford Augustine, Madrona Real Estate



Presentation

5:30 p.m. – 5:55 p.m.

City Staff opened the meeting with a presentation. Topics covered included:

- Project timeline
- Background and policy basis for the Anacortes Municipal Code bonus height provisions
- Housing challenges facing Anacortes
- Recent code update elements intended to promote development of more diverse and affordable housing options
- Challenges in multistory building construction
- Photo examples of existing local buildings 40' or greater in residential areas
- History of the R4 Zone
- Draft concepts for potential changes to the regulations governing taller buildings in the R4 zone

Questions from the audience were taken.

Guest Speaker

5:55 p.m. – 6:05 p.m.

Staff introduced guest speaker Bradford Augustine of Madrona Real Estate. Mr. Augustine discussed considerations in determining the feasibility of building new housing in Anacortes, including costs uniquely associated with 4 and 5 story buildings, impact fees and utility connection fees, and project rate of return.

Breakout

6:05 p.m. – 7:00 p.m.

Participants used sticky notes to provide feedback on concept boards and conversed with staff and committee members.

Public Input

7:00 p.m. – 7:30 p.m.

18 members of the public provided spoken comments:

Topics discussed are summarized below:

- Importance of maintaining the character of existing neighborhoods and preserving views.
- Accessory dwelling units and cottage housing should satisfy the needs of low income residents
- There should not be any buildings taller than 40' west of Commercial Avenue
- Roof decks should not be allowed
- High impact and utility connection fees are a deterrent to new construction
- Rates should be stepped to account for differences in system impacts between large and small units
- The Anacortes Family Center project planned on 26th Street within the moratorium area should be allowed to proceed as planned (>40').
- Anacortes should be a balanced community, not just an enclave for the wealthy
- Bonus height locations are appropriately placed in areas close to services
- The nature of a city has to change to accommodate sustainability and to be ready for the future
- The R4 area west of commercial building height should be dropped from 4 stories to 3 stories because of the lifestyle the neighborhood wants
- Employers paying living wages is also needed to address affordability problem.
- A live/work overlay should be added for the R4 area west of Commercial Ave.
- Questionable whether the Comprehensive Plan growth projections are realistic.
- Requests to put meeting information on the website.
- Concern about increased density around M Avenue leading to an increase in traffic /pedestrian conflicts and safety issue, especially around schools
- Housing for sale is at lowest inventory in many years – currently only 40 homes for sale
- Elderly clients want to move closer to services in downtown area, but there is nothing available
- Need to define what is “affordable” and differentiate between affordable and workforce
- There is a need for more condos, which can be entry-level options for new home owners that want to come back to Anacortes, but can't afford the high prices of detached SFr

- The 2016 Comprehensive Plan update process and outcome should be respected – that is where conversations about planning for projected growth occurred and community agreed on our direction
- R4 zone is seeing the biggest change as a result and that should be examined
- We must see an increase in density somewhere – if it doesn't occur in the areas already designated for it, where will we do it?
- Worried kids won't have a place to live when they come home from college
- R4 zone is the appropriate place for growth to occur for environmental, sustainability reasons
- Must focus on humanity and livability
- We don't owe it to other people to allow them to move here
- Industrial land should be converted to residential
- Taller buildings are destroying the character of the town
- Tall buildings are bad for people
- Request for City to do better at outreach and communication on these issues

Ad Hoc Committee Comments

7:30 p.m. – 7:50 p.m.

Each of the Committee members made comments.

The meeting was adjourned.

LARGE STICKY NOTE BOARD COMMENTS

1. All projects will be reviewed by the City Council, the elected officials of the city. No decision will be made by the Planning Commission without oversight. **CHANGE THE CODE.**
2. Please do not carve out 1/2 block west of Commercial for buildings over 4 stories (prefer 3 stories) in height.
3. Residents within 1/8th of a mile (not 300') to be made aware/notified of planned projects so that they will become "persons of record".
4. Thank you! 1.) No buildings south of 12th and west of Comm. Av. Over 40' because they destroy view and character. 2.) No roof top decks because they add height and destroy privacy.
5. The options you presented on the display boards is a good starting point. It would be most helpful to have these available on the city website with "comment areas" for each, so we can respond on-line.

STICKY NOTES ON BOARDS

Concept A

Description: Rezone the 1/2 block between the Commercial zone and O Ave. from R4 to Commercial.

1. Must allow 50' in Medical Zone.
2. Commercial should be restricted to Commercial district, not "O" Ave.
3. Only allow R4 bonus height in area east of Commercial.
4. Agree! (with the above comment) + Roof setbacks.
5. Any height limitation in Commercial
6. I think 4 or 5 story buildings should be limited to the Downtown area

Concept B

Description: Modify the applicability of the bonus height provisions to only apply to R4 area east of O Ave.

1. East side of "O" Street or East of "O" St.
2. 1.) No buildings west of Comm. Av. Over 40'. 2.) No roof decks.
3. Yes! Reduce "R4 zone" heights = 3 stories MAX.
4. Must keep bonus height in MED.
5. Yes – East of O and no roof top decks. Roof set-backs.

Concept C

Description: Modify the applicability of the bonus height provisions to terminate at the east side of N Avenue.

1. Bonus height concept is flawed unless story is subsidized..... (*not legible*)... will not be affordable.
2. Implement all features of D, E, F, G proposals.
3. Allow any 40+ foot bldgs. ONLY where neighboring bldgs. exist at same height
4. R4 must NOT go to M Ave. School kids at risk!
5. This plan impacts "working class" families already living, working and paying for their homes. Congestion, garbage, and lower property values.
6. Support this. Provides transition.

Concept D

Description: Eliminate the bonus height provisions for the entire R4 zone west of Commercial Avenue.

1. Definitely favor this concept in largely single family area – to keep neighborhood strong – need safe walkable sidewalks throughout.
2. When you take a picture, good etiquette would suggest short people in front and tall people in back. Building a tall building and blocking the views of major areas behind violate good etiquette but exemplifies selfish greed. There is a reason why 5 story buildings doesn't fit into the character of Anacortes.
3. Limit height to 40'. Look at live + work along Commercial to R.
4. With exception of Anacortes Family Center proposed building.
5. Support this one.
6. Grandfather the AFC that just passed.
7. I think the height limit should be 3 stories in residential.
8. Make ½ block east of O R4 (old) 40' and west of O 35' max.!
9. Yes!!! Tall buildings make people sick. "A Pattern Language" page 114-119, Alexander.
10. Remove the bonus height everywhere! Agree!
11. Restrict to 3 stories everywhere.
12. Remove from bonus height eligibility and restrict to 3 story maximum. Add work/live. Rene Janzen.
13. Restrict bonus height max. 3 stories. Parking underground a must.
14. Remove bonus height everywhere – Limit to 3 story no roof decks and possible consider building east of Commercial towards R Ave.
15. This option ok only if all units qualify as affordable per HUD definition.
16. Opposed – undermines density goal of Comp. Plan.
17. If this one what happens to the AFC project?

Concept E

Description: Tie bonus height to mandatory provision of affordable housing / rent control units (no small unit option).

1. Support affordable housing.
2. Concept E, with maybe Concept G, are only valid options to address concerns related to purpose of bonus height provision.
3. E plus G!! Affordable housing yes. Small units – NO!
4. E! Affordable housing is a need.
5. I agree that we need more workforce housing – how about going to Hwy 20.
6. No bonus height regardless!
7. No bonus height for any reason.
8. Must have this option.
9. As long as this allows all units to be affordable housing.
10. Agree! This is the option. We need truly affordable housing.
11. E – must have – solves part of the affordable issue – add concept G.
12. E + G. Bonus height only worthwhile if it also includes at least appx. 35% units which a person earning \$20,000-\$40,000 / year could afford (monthly housing costs \$500 - \$1000).

Concept F

Description: Do not allow roof decks on buildings over a certain height.

1. No roof top other than in Commercial zone! Need more ground level open space!

2. No roof decks in town.
3. Rooftops infringe on neighbors.
4. Definitely no roof decks (noisy, requires added height).
5. Agree – Good start.
6. Keep roof deck option with Concept C.

Concept G

Description: Refine design standards to mitigate increased height on streetscape and/or adjacent properties.

1. Still too tall.
2. Add E to make affordable.